

이해상충 방지 규정

소관부서: 컴플라이언스팀

제정 2009.4.30.
개정 2015.10.12.
개정 2016.12.12.
개정 2017.11.6
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제 1 관(규정의 목적 및 이해상충방지 원칙)

제 1 조(목적 및 적용범위)

- ① 본 규정은 자본시장과 금융투자업에 관한 법률(이하 “법”이라 한다) 제 45 조(정보교류의 차단), 내부통제기준의 이해상충 방지 관련 규정 및 그룹 규정(이스트스프링 지역본부 규정 포함)에 의거하여 회사가 영위하는 금융투자업과 관련하여 발생하는 이해상충의 방지를 위하여 임직원이 준수하여야 할 사항을 정하는 것을 목적으로 한다. 단, 임직원은 회사에 재직 중인 정규직, 계약직 및 인턴 사원을 포함한다.
- ② 동 규정을 적용하는 데 있어서 정보 교류 금지 대상이 되는 정보에는 대량소유보고 등 법률상 의무를 이행하기 위하여 일반에 공개된 정보는 제외한다.
- ③ 회사의 고유재산을 다음 각호의 자산에만 운용하는 경우에는 사내 정보 교류 차단을 규정하고 있는 제 4 관(내부 정보교류 차단) 조항의 적용을 배제한다.
 1. 국채증권
 2. 지방채증권
 3. 특수채증권
 4. 단기금융집합투자기구의 집합투자증권
 5. 환매조건부매매로 매수 또는 매도한 증권
 6. 금융투자상품이 아닌 자산(예. 양도성 예금증서, 부동산)
 7. 금융기관에의 예치 또는 정기예금

제 2 조(이해상충 방지 원칙)

- ① 회사의 임직원은 업무를 수행함에 있어서 이해상충의 가능성 및 정도에 따라 투자자 보호 등에 문제가 없도록 정보교류 차단 장치 마련 등 필요한 조치를 다하여야 한다.
- ② 회사는 이해상충 발생이 우려되는 경우, 해당 임직원을 관련 업무에서 제외시키거나 해당 임직원의 이해관계를 회사 또는 거래 상대방에게 알려야 한다.

- ③ 준법감시인은 회사가 영위하는 금융투자업과 관련하여 매년 최소 1 회 또는 필요하다고 판단되는 경우 이해상충 발생 요소 및 가능성을 파악하고 관련 이해상충 방지 내부통제 체계가 적절히 구축되어 있는지를 검토하고 필요하다고 판단되는 경우 통제 절차를 권고하여야 한다.

제 2 관(미공개정보 식별 기준, 책임자, 예외적 교류의 기록 등)

제 3 조(미공개중요정보의 식별기준)

- ① 회사는 내부통제기준 6.1.7.1(정보교류차단 대상 정보 및 조직)의 제 1 항과 2 항에 따라 다음 각 호의 사항을 고려하여 미공개중요정보를 식별할 수 있다.
1. 재무구조에 중대한 변경을 초래하는 사실 또는 결정
 2. 기업경영환경에 중대한 변경을 초래할 수 있는 사실 또는 결정
 3. 재산 등에 대규모 손실이나 가치 상승을 초래하는 사실 또는 결정
 4. 채권채무관계에 중대한 변동을 초래하는 사실 또는 결정
 5. 투자 및 출자관계에 관한 중요사실 또는 결정
 6. 손익구조 변경에 관한 중요사실 또는 결정
 7. 경영·재산 또는 투자자의 투자판단에 관하여 중대한 영향을 미칠 회계처리기준 또는 회계추정의 변경 결정
 8. 관계법규 또는 감독기관의 요구에 따른 경영상태 등에 관한 자료의 공시 또는 공표
 9. 사외이사 및 감사의 선임·해임 결정
 10. 최대주주 등과의 거래
 11. 공개매수의 실시 또는 중지
 12. 회사의 판단 기준에 의하여 이에 준하다고 여기는 사항으로 투자자의 투자판단에 중대한 영향을 미칠 수 있는 사항의 발생 또는 결정
- ② 제 1 항제 2 호의 정보 중 다음 각 호의 정보는 정보교류차단 대상 정보에서 제외한다.
1. 투자자가 보유한 「주식·사채 등의 전자등록에 관한 법률」 제 2 조제 4 호에 따른 전자등록주식 등의 총액과 전자등록주식등의 종류별 총액에 관한 정보
 2. 투자자가 예탁한 증권의 총액과 증권의 종류별 총액에 관한 정보
 3. 채무증권의 종목별 총액에 관한 정보
 4. 「신용정보의 이용 및 보호에 관한 법률」 제 32 조에 따라 제공의 동의를 받거나, 제 33 조의 2 에 따른 전송요구를 받은 개인신용정보
 5. 기타 이해상충 발생 우려가 없는 정보로서 정보교류통제 담당 임원인 준법감시인의 승인을 받은 정보
- ③ 제 1 항제 3 호의 정보 중 다음 각 호의 정보는 정보교류차단 대상 정보에서 제외한다.
1. 부동산(지상권·지역권·전세권·임차권·분양권 등 부동산 관련 권리를 포함한다) 및 특별자산(부동산 및 특별자산 투자를 목적으로 하는 회사가 발행한 증권을 포함한다) 운용 관련 정보로서 이해상충 우려가 없는 정보
 2. 내부통제기준에서 정한 기간이 경과한 정보
 3. 기타 이해상충 우려가 없는 정보로서 정보교류통제 담당 임원인 준법감시인의 승인을 받은 정보

- ④ 임직원은 업무 중 생산 또는 취득하여 알게 된 정보가 정보교류차단 대상 정보에 해당하는지 여부를 판단하기 곤란한 경우에는 준법감시인에게 보고하여야 하며, 준법감시인은 해당 정보가 정보교류차단 대상 정보에 해당하는지 여부를 판단하여 결정한다. 이 경우 정보교류통제 담당 임원인 준법감시인의 판단 결과를 통보받을 때까지 해당 임직원은 해당 정보를 정보교류차단 대상 정보로 간주하여야 한다.
- ⑤ 정보교류차단 대상 정보가 공개되는 등 해당 정보가 더 이상 정보교류차단 대상 정보로서 보호될 필요가 없다고 인정되는 경우 부문별 또는 정보별 책임자는 동 사실을 정보교류통제 담당 조직인 컴플라이언스팀에 통보하고, 컴플라이언스팀은 정보교류차단 대상 정보의 해제를 결정할 수 있다.

제 4 조(정보교류차단 부문 및 책임자의 지정)

내부통제기준 6.1.7.1(정보교류차단 대상 정보 및 조직)의 제 3 항 및 4 항에 따라 아래와 같이 정한다.

- ① 회사는 생산·취득되는 정보교류차단 대상 정보의 종류, 금융투자업의 종류 및 경영·부수 업무, 구체적인 업무특성, 수익구조 및 이해상충 가능성, 기타 정보교류차단 대상 부문 구분 필요성 등을 고려하여 아래 업무에 대해 정보교류차단 부문으로 설정한다.
 - 1. 고유재산운용
 - 2. 집합투자업·투자일임업
 - 3. 투자자문업 (단, 이해상충가능성이 있다고 판단되는 경우에 한한다)
 - 4. 기타 회사에서 정보교류 차단이 필요하다고 판단하는 업무
- ② 회사는 제 1 항에 따라 정보교류차단 대상 부문별로 책임자를 지정할 수 있으며, 별도의 지정이 없는 한 각 팀의 팀장을 책임자로 한다.
 부문별 책임자는 소속 부문의 임직원이 정보교류차단 대상 정보를 업무 수행 목적 범위 외로 활용하거나, 해당 정보교류차단 대상 부문 소속이 아닌 임직원 등 제 3 자에게 유출하지 않도록 관리·감독하여야 한다.
- ③ 부문별 책임자는 제 1 항에 따른 동일한 정보교류차단 대상 부문 내에서 특정 사안과 관련하여 일시적인 이해상충 문제가 발생할 가능성이 있다고 판단하는 경우 준법감시인과 협의하여 해당 사안과 관련한 정보의 책임자를 별도로 지정할 수 있다.

제 5 조(상시 정보교류 허용 임원)

- ① 회사는 정보교류차단 대상 부문 간 및 정보교류차단 대상 부문으로 지정되지 아니한 부문간의 업무를 통할할 수 있도록, 상시 정보교류가 허용되는 임원을 아래와 같이 지정한다.
 - 1. 대표이사
 - 2. 준법감시인
 - 3. 위험관리책임자
 - 4. 기타 정보교류가 필요하다고 인정되는 부문의 임원
- ② 제 1 항에 따른 임원은 업무에 필요한 범위 내에서 정보교류차단 대상 부문 내의 정보에 접근하여야 하며 비밀유지, 부당정보 이용금지, 선행매매 금지 등 의무와 제한 사항을 준수하여야 한다.
- ③ 제 1 항에도 불구하고, 준법감시인은 업무상 필요성 및 이해상충 가능성을 고려하여 제 1 항에 따른 임원이 상시적으로 접근할 수 있는 정보교류차단 대상 정보의 범위를 설정하여 관리할 수 있다.

제 6 조(이해상충 우려가 있는 거래)

- ① 회사는 내부통제기준 6.1.7.4(거래주의·거래제한 상품 목록 작성, 관리 및 감시)의 제 5 항에 따라 업무와 관련하여 이해상충 우려가 있다고 파악된 거래를 유형별로 구체화하여 구분한 목록을 작성 및 관리하여야 한다.
- ② 제 1 항에 따라 집합투자재산 및 투자일임재산을 운용함에 있어 이해상충이 발생할 수 있는 다음 각 호의 어느 하나에 해당하는 경우에는 법령이 정한 조건에 대한 세부지침 등을 마련하여 운영하거나 준법감시인의 사전 승인 등의 절차를 거쳐 이해상충 및 법령위반 가능성을 해소하고 거래를 하여야 한다.
 1. 이해관계인이 되기 6 개월내에 체결한 계약에 따른 거래
 2. 집합투자재산을 운용함에 있어서 금융투자상품, 그 밖의 투자대상자산의 가격에 중대한 영향을 미칠 수 있는 매수 또는 매도 의사를 결정한 후 이를 실행하기 전에 그 금융투자상품, 그 밖의 투자대상자산을 집합투자업자 자기의 계산으로 매수 또는 매도하거나 제삼자에게 매수 또는 매도를 권유하는 행위
 3. 관계인수인이 인수한 증권을 집합투자재산으로 매수하는 행위
 4. 집합투자재산으로 금융투자상품을 지나치게 자주 매매하는 행위. 다만 세부지침 등에서 집합투자기구 유형별로 매매회전을 기준을 정하여 운영하는 경우에는 해당 기준을 따른다.
 5. 집합투자증권을 판매하는 투자매매업자 또는 투자중개업자에게 업무와 관련하여 재산상의 이익을 제공하거나 제공받는 행위. 다만 세부지침 등에서 재산상이익의 제공 및 수령 한도 기준 등을 정하여 운영하는 경우에는 해당 기준을 따른다.
- ③ 집합투자재산 및 투자일임재산을 운용함에 있어 자본시장법 제 85 조 및 제 98 조(불건전 영업행위의 금지)에 따라 다음 각 호의 어느 하나에 해당하는 행위를 하여서는 아니 된다.
 1. 집합투자업자 또는 관계인수인이 자본시장법 시행령 제 87 조 제 3 항으로 정하는 인수업무를 담당하는 법인의 특정증권 등(자본시장법 제 172 조 제 1 항의 특정증권 등을 말한다.)에 대하여 인위적인 시세(자본시장법 제 176 조 제 2 항 제 1 호의 시세를 말한다)를 형성하기 위하여 집합투자재산으로 그 특정증권 등을 매매하는 행위
 2. 특정 집합투자기구의 이익을 해하면서 자기 또는 제삼자의 이익을 도모하는 행위
 3. 제삼자와의 계약 또는 담합 등에 의하여 집합투자재산으로 특정 자산에 교차하여 투자하는 행위
 4. 투자자와의 이면계약 등에 따라 그 투자자로부터 일상적으로 명령·지시·요청 등을 받아 집합투자재산을 운용하는 행위
 5. 자신이 운용하는 둘 이상의 집합투자기구(교차하거나 순환하여 투자하기 위해 다른 집합투자업자가 운용하는 집합투자기구를 이용하는 경우에는 그 집합투자기구를 포함한다)가 교차하거나 순환하여 투자하는 행위
- ④ 회사는 제 2 항 및 3 항에 따른 거래 유형에 따라 거래 중단, 고객에 해당 사실의 고지 등 이해상충을 최소화하기 위해 다음의 방법으로 대응방안을 마련한다.
 1. 이해상충이 발생할 수 있는 업무에 대해 사전 승인 및 사후 보고 절차를 통해 상시 점검
 2. 사무공간 분리, 회의록 작성, 전산시스템 등 정보교류 차단 장치 설치 및 운영
 3. 이해상충 가능성이 큰 부문간 정보교류에 대한 부문별 책임자 지정 및 관리
 4. 이해상충과 관련된 불건전 영업행위 등에 대한 상시 모니터링

제 7 조(사내외 차단대상 정보의 예외적 교류 및 기록)

- ① 내부통제기준 6.1.7.2(사내 정보교류 차단방법 및 예외적 교류) 및 6.1.7.3(사의 정보교류 차단방법 및 예외적 교류)와 관련하여 다음의 사항을 준수하고 각 호의 사항을 금융투자업규정 별표 12 에서 정한 내부통제 관련 자료의 최소보존기간(5년) 이상 기록·유지하여야 한다.
단, 내부통제기준 6.1.7.3 의 제 2 항의 1 호 및 2 호와 관련하여 국내외 법령에 따르는 경우 또는 업무위탁계약과 관련하여 계약서 또는 Vendor Governance Committee 의 승인 시 준법감시인의 승인을 득한 경우는 해당 계약서 또는 회의록으로 예외적 교류의 승인을 갈음할 수 있다.
 - 1. 정보의 예외적 교류 승인 관련 정보: 정보교류차단 대상 정보 제공자 또는 수령자 및 승인자의 소속 부서 및 성명, 정보 수령 예정일 또는 해제 일시, 교류 정보의 주요 내용, 제공 방법 및 필요성 등 (내부통제기준 ‘별지 제 10 호 서식’ 또는 My-Sign 시스템의 취합자료관리 ‘계열회사 정보제공로그’를 이용하여 승인 요청 및 기록을 할 수 있다)
 - 2. 거래주의 및 거래제한 상품 목록 지정: 지정 및 지정해제의 사유 및 일시 등
- ② 준법감시인은 제 1 항 각 호의 사항의 기록·유지를 정보교류차단 대상 부문에게 수행하도록 할 수 있다.
- ③ 준법감시인은 제 1 항에 따른 기록·유지, 정보의 예외적 교류, 거래제한 및 거래주의 목록의 지정과 지정해제 등의 적정성 여부를 주기적으로 점검하여야 한다.

제 3 관(외부 정보교류 차단)

제 8 조(판매회사에 대한 집합투자재산정보 제공금지 및 예외)

- ① 회사는 집합투자재산의 구성내역과 운용에 관한 정보를 판매회사에게 제공할 수 없다. 다만, 1 개월이 지난 정보를 제공하는 경우로서 다음 각 호의 요건을 준수하여 예외적으로 제공하는 경우 또는 내부통제기준 6.1.7.3(사의 정보교류 차단 방법 및 예외적 교류)에서 정한 예외적 교류의 요건에 해당하는 경우에는 내부통제기준에서 정한 절차에 따라 제공할 수 있다.
 - 1. 제공하는 정보 종류와 내용, 정보제공의 목적 등에 관해 준법감시인의 사전 승인을 받을 것.
 - 2. 제공정보의 내역을 기록·유지할 것제 1 항에 따라 판매회사에 정보를 제공한 부서에서는 제공정보의 내역을 기록하고 최소 5년 동안 그 기록을 유지하여야 한다.

제 9 조(계열회사에 대한 집합투자재산정보 제공금지 및 예외)

- ① 회사는 집합투자재산의 구성내역과 운용정보를 계열회사에게 제공할 수 없다. 다만, 회사가 법 제 42 조 제 6 항 및 법 시행령 제 49 조 제 1 항에 따라 회사가 경영하는 업무의 일부를 계열회사에게 위탁하는 경우로서 다음 각 호의 요건을 준수하여 위탁한 업무의 범위에서 제공하는 경우 또는 내부통제기준 6.1.7.3(사의 정보교류 차단 방법 및 예외적 교류)에서 정한 예외적 교류의 요건에 해당하는 경우에는 내부통제기준에서 정한 절차에 따라 제공할 수 있다.
 - 1. 제공가능 정보는 위탁한 업무 또는 내부통제기준에서 정한 정보로 한정할 것

2. 정보제공과 관련된 기록을 유지할 것
3. 제공하는 정보에 대한 수탁자의 정보이용에 관하여 관리, 감독이 가능할 것

제 10 조(계열회사 및 판매회사와의 임직원의 겸직)

- ① 회사는 금융회사의 지배구조에 관한 법률 등 관련 법령이 허용하는 범위 내에서 계열회사 등 제 3 자의 임직원을 회사의 임직원으로 겸직하게 할 수 있다.
- ② 제 1 항에 부합하는지 여부를 확인하기 위하여 사전에 다음 각 호의 사항 등을 확인하여야 한다.
 1. 겸직, 파견 대상 회사 정보 (영위업무, 외국 당국의 등록 및 인허가 등)
 2. 겸직, 파견 임직원의 담당 업무 (직무, 직급 및 비상근 여부 등)
 3. 금융회사의 지배구조에 관한 법률 제 5 조에 따른 임원의 결격 사유
 4. 겸직, 파견으로 인한 이해상충이 없음을 확인하는 확인서

제 11 조(계열회사 및 판매회사와의 전산설비 공동이용 방법)

- ① 회사는 벽이나 칸막이 등을 통한 사무공간의 분리 및 출입문의 배치 등을 통하여 계열회사 및 판매회사의 일상적 접근가능성을 차단하도록 하여야 한다.
- ② 회사의 전산설비는 집합투자재산의 구성내역과 운용에 관한 정보에 관한 전산자료가 계열회사 및 판매회사와 공유되지 못하도록 독립하여 열람되어야 한다.
- ③ 2 항의 전산설비는 정보 접근 및 이용을 제한, 통제하는 방식으로 ID 가 관리되어야 한다.

제 12 조(계열회사 및 판매회사와의 회의, 통신)

- ① 집합투자재산 운용 관련 정보를 생산하는 부서의 임직원은 계열회사 또는 판매회사와 집합투자재산의 운용과 관련된 회의, 통신을 한 경우 ‘별지 1. 회의, 통신 기록 양식’ 또는 이에 준하는 양식을 이용하여 기록하여야 한다.
- ② 준법감시인은 제 1 항에 따른 회의, 통신 기록에 대하여 최소 분기별 1 회 확인하여야 한다.

제 4 관(내부 정보교류 차단)

제 13 조(집합투자재산 정보의 고유재산운용 부서에서의 제공 금지 및 예외)

- ① 집합투자재산 운용 정보를 생산하는 부서에서 집합투자재산의 구성내역과 운용에 관한 정보를 고유재산 운용업무 부서에 제공할 수 없다. 다만, 집합투자재산 구성내역, 운용에 관한 정보 중 1 개월이 지난 정보로서 다음 각호의 요건을 준수하여 제공하는 경우 또는 내부통제기준 6.1.7.2(사내 정보교류 차단 방법 및 예외적 교류)에서 정한 예외적 교류의 요건에 해당하는 경우에는 내부통제기준에서 정한 절차에 따라 제공할 수 있다.
 1. 정보를 제공하는 임직원이 해당 정보를 제공할 상당한 이유가 있을 것
 2. 제공하는 정보가 업무상 필요한 최소한의 범위로 한정될 것
 3. 해당 업무를 관장하는 임원 및 준법감시의 승인을 미리 받을 것
 4. 정보제공과 관련된 기록을 유지, 관리할 것

- 5. 정보를 제공받은 임직원이 해당 정보를 해당 업무 외의 목적으로 이용하지 아니할 것
- ② 1항에 따라 정보를 제공하는 경우 ‘별지 2. 고유자산운용부서의 집합투자재산 정보 제공 요청 양식’ 또는 이에 준하는 양식을 이용하여 내부 승인을 득하여야 한다.

제 14 조(집합투자재산 운용 부서와 고유자산운용 부서간의 겸직 금지)

- ① 집합투자재산 운용 업무 부서와 고유자산 운용업무 부서 간에 임원(대표이사, 감사 및 사외이사가 아닌 감사위원회의 위원을 제외한다) 및 직원을 겸직할 수 없다.
- ② 고유자산 운용업무 부서와 집합투자재산 운용 업무 부서는 별도의 독립된 부서로 구분되어야 한다.

제 15 조(집합투자재산 부서와 고유자산 부서 간의 물적 설비 공동 이용)

- ① 집합투자재산 운용부서와 고유자산 운용부서 간에는 벽이나 칸막이 등을 통한 사무공간의 분리 및 출입문의 배치 등을 통하여 고유자산 운용부서의 집합투자재산 운용부서에 대한 일상적 접근가능성을 차단하도록 하여야 한다.
- ② 회사의 전산설비는 집합투자재산의 구성내역과 운용에 관한 정보에 관한 전산자료가 고유자산 운용부서와 공유되지 못하도록 독립하여 열람되어야 한다.
- ③ 2항의 전산설비는 정보 접근 및 이용을 제한, 통제하는 방식으로 ID가 관리되어야 한다.

제 16 조(집합투자재산 운용 부서와 고유자산 운용 부서간의 회의, 통신 기록 유지)

- ① 집합투자재산 운용부서의 임직원과 고유자산 운용부서의 임직원 간에 운용과 관련된 회의, 통신을 하는 경우 ‘별지 1. 회의, 통신 기록 양식’ 또는 이에 준하는 양식을 이용하여 기록하여야 한다. 단, 전산시스템을 이용하여 기록을 유지하는 경우 그 기록으로 별지 1의 양식을 갈음할 수 있다.

제 4 관(자산운용시 이해상충 방지 등)

제17조(펀드 및 일임 운용시 이해상충 방지)

- ① 펀드 및 일임자산의 운용시 모든 거래는 공정하게 수행하여야 한다.
- ② 펀드 및 일임자산의 운용시 사전자산배분 원칙을 철저히 준수한다.
- ③ 동일 운용역의 포트폴리오는 투자목적이 유사할 경우 동일하게 유지하도록 최선의 노력을 다하여야 한다. 단, 계약서 상 지침, 수익자의 요청, 거래량 등 유동성 리스크가 있을 경우는 예외로 인정한다.
- ④ 동일 운용역이 운용하는 펀드간 동일 종목 매매시 같은 조건(주문시간, 비율, 가격 등)으로 매매함을 원칙으로 한다. 단, 펀드운용지침, 펀드규모 등의 상이함으로 인한 거래량 차이가 발생하거나 선물주문 등과 같이 같은 조건으로 매매가 곤란한 경우 등은 예외로 인정한다.
- ⑤ 상기 사항의 준수 여부를 확인하기 위하여 분기별로 리스크관리위원회에 다음 사항을 확인하고 보고한다.
 - 1. 사전자산 배분 관련 Breach report
 - 2. 유사투자목적을 지닌 펀드간의 성과분석표
 - 3. 펀드간 선행 매매 모니터링 결과
 - 4. 펀드 컨트롤 Sheet 를 통한 자기확인서

제 5 관(기타)

제 18 조(이해상충 방지 규정 준수확인서의 제출)

- ① 모든 임직원은 입사 후 10 일 이내에 별첨 1 의 Annex 1 “Conflicts of Interest Policy - Initial Declaration Form“를 제출하여야 하며, 운용부서 임직원은 별지 3 “Fund Management Chinese Walls 을 추가로 제출하여야 한다.
- ② 모든 임직원은 연간으로 별첨 1 의 Annex 2 “Conflicts of Interest Policy - Annual Declaration Form“ 및 임직원 법규준수 확인서를 제출하여야 한다. 모든 임직원은 이해상충 규정을 이해하고 이를 준수하여야 하며, 관련 이해상충이 발생하였을 경우에는 별첨 1 의 Annex 3 “CONFLICTS OF INTERESTS (COI) DECLARATIONS FORM ”의 양식을 작성하여 담당부서장, 준법감시인, 인사부서장 및 관련된 부서가 있을 경우에는 그 부서장에게 보고해야 한다.

제19조(타 이해상충 방지 규정과의 관계)

본 규정 외의 기타 이해상충 방지 관련 내용은 Prudential Group 및 Eastspring Head Office 규정을 반영한 별첨 1 및 내부통제기준(6.1.5. 이해상충 방지) 및 관련 법령에 따른다.

부 칙

제 1 조(시행일) 이 지침은 2009 년 4 월 30 일부터 시행한다.

부 칙

제 1 조(시행일) 이 지침은 2015 년 10 월 12 일부터 시행한다.

제 2 조(타 지침과의 관계) 이 지침의 개정으로 기존 “자산운용시 펀드간(일임포함) 이해상충 방지에 관한 업무지침 (시행일 2014 년 9 월 1 일)”은 폐지한다.

부 칙

제 1 조(시행일) 이 규정은 2016 년 12 월 12 일부터 시행한다.

부 칙

제 1 조(시행일) 이 규정은 2017 년 11 월 6 일부터 시행한다.

부 칙

제 1 조(시행일) 이 규정은 2019 년 8 월 1 일부터 시행한다.

부 칙

제 1 조(시행일) 이 규정은 2019 년 11 월 1 일부터 시행한다.

부 칙

제 1 조(시행일) 이 규정은 2021 년 6 월 10 일부터 시행한다.

부 칙

제 1 조(시행일) 이 규정은 2021 년 12 월 17 일부터 시행한다.

Conflict of Interest Guideline

1. Objectives

As part of the Code of Business Conduct, the Prudential Group is committed to engage in honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships, including conflicts which may affect Prudential's relationships with its customer. In addition, Eastspring Asset Management Korea (the "Company"), as an ultimately wholly-owned subsidiary of Prudential plc is subject to a range of legal and regulatory obligations which require identification and management of actual, potential or perceived conflicts of interest.

In common with other financial institutions, the Company faces potential and/or actual conflicts of interest in the normal and legitimate course of its business. These conflicts can apply at intra LBU entity level, LBU level, between LBUs and at Group Level. In order to protect the Company, its customers and its employees (hereinafter, employees include contractors and interns), it is necessary to ensure that the issue of conflicts of interest are appropriately identified and managed.

This Policy addresses :

- a) The expectation on the Company in respect of managing conflicts of interest.
- b) The role within the Company in addressing and managing group-wide conflicts of interest.

2. Application

This Policy applies to all of employees and departments of the Company. This Policy complements, and does not replace, other existing policies which may also be relevant to how conflicts of interest are identified, managed and reported. The Company must also comply with any applicable local regulations, which shall take precedence in the event that they impose higher standards than this Policy.

3. Key Principles

- All employees share the responsibility of identifying and managing conflicts of interest.
- The Board of Director and executive management of the Group and the Company subject to this Policy are responsible for implementing an appropriate conflicts of interest framework.
- The Company is responsible for the oversight of the application of this policy by individual businesses within it. Compliance functions are responsible for providing assurance as to the implementation of this policy, including through risk- based monitoring programmes.
- In order to facilitate Group Compliance's oversight of intra-group conflicts, material intra-group conflicts of interest that may arise with another entity of Eastspring Investments or the Prudential Group as a whole should be notified to Group Compliance via Eastspring Investments HO Compliance as soon as reasonably practicable.

4. Policy Detail

Identifying conflicts of interest

What is meant by 'conflicts of interest'?

There is no singular definition of '*conflicts of interest*', and the term should be interpreted broadly to capture any situation where the Company (or employee) has a vested interest (personal and / or business) which could be seen as having inappropriate influence over decision making. Some guidance may be contained in particular legislation or regulation specific to countries or industry sectors, but there is no exhaustive list of situations that should be considered as conflicts of interest, and employees should ensure that they consider potential conflicts in all aspects of their work.

In considering the identification of potential conflict scenarios, due consideration should be given to materiality. If there are any doubts as to whether a scenario is material, the Company Compliance function and/ or Eastspring Investments Head Office Compliance should be consulted.

Categories of conflicts of interest

When seeking to identify conflicts of interest, it is helpful to think about the different categories that a conflict of interest can fall within. The different categories are listed below:

- **Structural:** A conflict of interest that is inherent in our business activities or corporate structure and requires ongoing management through a range of Group and BU/LBU operational and governance procedures.
- **Situational:** A conflict of interest that arises from specific circumstances for example, during a corporate transaction, change to the business model or any activity or decision-making event in course of day-to-day operations. Situational conflicts of interest are therefore time limited in nature and require additional controls to be in place for a specified duration in order to ensure that established control and governance processes are not undermined as a result of such conflict.
- **Personal:** A conflict of interest that arises from the personal circumstances of an employee or contractor due to their outside financial or non-financial interests or personal relationships. Personal conflicts of interest may be subject to additional controls in order to ensure that established control and governance processes are not undermined as a result of any material personal conflict of interest.

Conflict situations that have the potential to impact the customers of Eastspring Investments or Prudential Group as a whole should be prioritised above those of the other categories if such a prioritisation is required. This reflects our group-wide commitment to the fair treatment of customers as laid out in the Group Code of Business Conduct. Conflicts of interest that impact customers may also cause reputational damage to the Group and attract regulatory intervention.

It should be noted that a single set of facts may present multiple conflicts of interest that may fall into more than one of the different categories. See Annex 4 for some examples of conflicts of interest in each of these four categories

Managing conflicts of interest

Actual and potential conflicts of interest should be risk assessed and managed through to limit the material risk of damage to customers or the Company.

The Company considers the following examples as potential mechanisms for managing the conflicts of interests it has identified:

- ensuring through remuneration policies and procedures that the remuneration of an individual is aligned to the Company's commitments in the Group Code of Business Conduct;
- implementing information barriers to control the flow of information that poses a potential conflict risk between different departments of the Company;
- segregating functions within the Company that could potentially be in conflict (e.g. fund/portfolio management business and customer business), including supervision of these functions;
- implementing measures (such as Chinese Wall, Insider List, Restricted List, anti-bullying or harassment policies) to limit the inappropriate influence of an individual over how another person carries out their role;
- implementing "reporting and escalation" processes under which information can be escalated to governance committees for the purpose of mitigating and managing conflicts of interest and notified to local Compliance functions and Eastspring Investments Head Office Compliance where appropriate;
- for departments where organisational structural conflicts have been identified and are being managed, documenting the conflict management arrangements to ensure that they are clearly understood;
- monitoring, including arrangements for second line compliance monitoring, to ensure that assurance in respect of conflicts of interest and mitigating controls is embedded into the ongoing risk based monitoring programmes;
- ensuring that the role of employees does not also require them to be involved in separate services or activities that would impair the proper management of conflicts (e.g. requiring an employee to sign off on his own conflicts of interest);
- refusing to act in situations where there are material conflicts of interest, which cannot be appropriately mitigated and managed.

Conflicts of interest should be escalated within the Company in accordance with the procedure set out within the Company's conflict of interest policy.

The Company is responsible for the oversight of the application of this policy by individual businesses within it, if any. Where intra-Company conflicts (i.e. firm v firm conflicts between businesses within the LBU) occur it is the responsibility of the Company to identify and manage such conflicts.

Where, despite all efforts to manage a potentially material conflict of interest, there remains a direct and material risk to customers, the Company should consider how and when to disclose the conflict of interest to customers. The disclosure should be sufficient to allow a customer to understand the nature of the conflict and permit them to make an informed decision as to whether they wish to proceed with the service given the existence of the conflict. However, the Company should ensure that disclosure is a last resort and is not used as an alternative to managing a conflict of interest as disclosure may not be an effective mitigant given the relationship of trust the customer has with the Company.

In order to ensure actual or potential conflicts are effectively managed, Compliance will review the register of key conflicts of interest broken down by category of conflict to ascertain that the ratings across the different Conflicts of interests identified are consistently applied reflecting their impact as per guidance note (Schedule 2). In addition, Compliance will review and assess the effectiveness of the controls in place to mitigate/manage the conflicts as per the local Compliance Monitoring Programme. Accordingly results of control assessment and review activity should be documented.

Where necessary, the concerns identified will be escalated to senior management as appropriate.

The role of employees

Each and every employee is required to:

- Seek to identify and, where possible, avoid situations that could result in apparent, potential or actual conflicts of interest as these may undermine the perceived integrity of the Company and its employees unless the conflict is disclosed and managed under this Policy.
- Notify their line manager or other relevant parties if they identify a potential conflict so that steps can be taken to manage the situation.
- Attend all relevant training on Conflicts of Interest.
- Observe this Policy and use it in conjunction with i) local laws and regulations, ii) Eastspring Head Office Compliance Policy and Standards (“Eastspring Policy and Standards”) and iii) all other applicable Company’s policies and procedures.

The role of line manager

Line manager is required to:

- If an employee highlights a potential or actual conflict of interest, carry out an initial assessment of the matter to determine whether it involves an actual or potential conflict of interest. This will involve an assessment of the individual’s responsibilities to identify whether they are involved in any decisions where the conflict of interest may arise.
- Determine and agree on the most appropriate course of action in consultation with Compliance and HR. This could involve the introduction of appropriate controls. Depending on the situation, the employee may be asked to remove the conflict of interest.
- Record the details of the conflict of interest situation and mitigating actions on a disclosure form provided in the Eastspring Policy and Standards. The form must be signed off by the employee, line manager, HR and Compliance (either as evidence of approval or acknowledgement), and kept on record.
- In addition, with respect to his/her responsible department, maintain the register of all conflicts of interest broken down by category of conflict. Document controls in place that mitigates the risks involved, assign risk rating as per guidance note (Schedule 2), determine whether further action is needed and implement accordingly.
- Each time that there is a material¹ change to the register Compliance should be informed as soon as reasonably practicable.
- Keep the register and record of individual declaration under regular review, to ensure any agreed controls remain appropriate and are functioning effectively. The review should be at least annual, and the results of control assessment and review activity should be documented accordingly. The results of assessment / review activity should be considered in the ratings assigned to conflicts.

The role of Compliance

Compliance is required to:

- Implement this policy and conduct review to maintain this policy up to date in timely manner.
- Ensure that assurance in respect of conflicts of interest and mitigating/managing controls is embedded into the local Compliance Monitoring Programme (“CMP”)
- Review and assess the effectiveness of the controls as per the local CMP
- Document results of control assessment and review activity and ensure that the results of assessment / review activity are reflected in the ratings assigned to conflicts.
- Escalate the concerns identified to Eastspring Investments Head Office Compliance, or senior management as appropriate.

- Review the register of key conflicts of interest broken down by category of conflict and ascertain the identified conflicts of interest are risk-rated by respective risk owner and the ratings across the different Conflicts of interests identified are consistently applied reflecting their impact as per guidance note (Schedule 2). Where necessary challenge individuals/business with risk ratings.
- Provide appropriate training to all new employees and appropriate ongoing training to all employees on conflicts of interest.

In addition, the Chief Compliance Officer should review and approve the register. On an annual basis, the register should be reported for noting to CEO.

The role of Senior Management

Senior Management must ensure that:

- Activities undertaken in their area are kept under review to ensure any actual or potential conflicts are identified and reported to Compliance in a timely manner.
- Appropriate controls are implemented to manage any actual or potential conflict situations identified in their area, and that these are kept under review. The review should be at least annual, and the results of control assessment and review activity should be documented in the Committee meeting minutes.
- Guidance is sought from Compliance should any situation arise when it is unclear whether it involves an actual or potential conflict.

On an annual basis, a register of key conflicts, of interest broken down by category of conflict, to be circulated to senior management.

The role of individual LBUs

In order to ensure conflicts within the Company are effectively managed, the Company is required to:

Ref	Requirement
ECIP 1	Consider the categories of conflicts of interest and examples of conflicts of interest identified in this Policy and review their business model and operations in order to identify and document possible sources of actual or potential conflicts of interest and define the Company's interpretation of such conflict of interest
ECIP 2	In relation to conflicts of interest, ensure that they have in place policies, procedures and controls that: <ul style="list-style-type: none"> • Take into account the Company's business model and operations as well as local laws and regulations. • Set out how and when conflicts of interest should be escalated and managed.
ECIP 3	Provide appropriate training to all new employees and appropriate annual training to all employees on conflicts of interest.
ECIP 4	At least annually review the relevant policies, procedures and controls in place to manage conflicts of interest. The nature of the review may vary based on various factors including the nature of the Company's business.
ECIP 5	Maintain and periodically review (at least annually) a register of key conflicts of interest broken down by category of conflict. The register should be in the same format as Schedule 2 of Annex 4.
ECIP 6	Periodically review (at least annually) all conflicts held on the register and assess the effectiveness of any controls in place to manage them.

ECIP 7	Report the register of key conflicts of interest to Eastspring Investments HO Compliance annually. Additionally each time that there is a material change to this schedule 2 of Annex 4 Eastspring Investments HO Compliance should be informed as soon as reasonably practicable.
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In order to enable intra-group conflicts to be effectively managed, the Company is required to:

Ref	Requirement
ECIP 8	Notify material conflicts of interest that have been identified which involve another LBU to Eastspring Investments HO Compliance as soon as reasonably practicable.

Escalation and Management of intra-group conflicts of interest

Where the Company identifies a material conflict of interest that may affect another LBU or the Prudential Group as a whole, the Company should (unless the approach for managing the type and scale of intra-group conflict identified has previously been agreed with Eastspring Investments HO Compliance and the appropriate governance committee) immediately bring that conflict of interest to the attention of the Chief Risk Officer of Eastspring Investments HO. This includes conflicts arising from direct involvement with another LBU (e.g. where a LBU is required to negotiate against another LBU), or indirect involvement (e.g. where a LBU is party to the same transaction as another LBU).

Whilst each LBU is responsible for managing those aspects of the conflict that relate to itself, Eastspring Investments Head Office Compliance will, in respect of any intra-group conflicts notified to it:

- assess the materiality of any such conflict in conjunction with other relevant persons at Eastspring Investments Head Office Compliance or Group Compliance;
- facilitate the determination by appropriate persons at Eastspring Investments Head Office Compliance of any additional steps that should be taken by the LBU(s) or at the Group level in order to manage intra-group conflicts of interest; and/or
- facilitate the escalation of the conflicts to the Eastspring Investments Executive Risk Committee, PCA ACC and Group Compliance

Annex 1

Conflicts of Interest Policy - Initial Declaration Form

I hereby certify that;

1. I have read and understood Eastspring Asset Management Korea’s Conflicts of Interest Policy (the “Policy”). I recognize that I am subject to the Policy and I will comply with all the requirements set out therein;

2. I have understood that I am required to inform the line manager, Compliance, Human Resources and other relevant departments promptly of any potential or actual conflicts of interest situations and subsequent changes to the disclosure I made.

Signed _____

Name _____

Department _____

Date _____

Annex 2

Conflicts of Interest Policy – Annual Declaration Form

I hereby certify that for the year of 201X;

1. I have read and understood Eastspring Asset Management Korea’s Conflicts of Interest Policy (the “Policy”). I recognized that I am subject to the Policy and I have complied with all the requirements set out therein.

2. I have understood that I am required to inform the line manager, Compliance, Human Resources and other relevant departments in writing promptly of any potential or actual conflicts of interest situations as well as any changes to the disclosure I have made.

Signed _____

Name _____

Department _____

Date _____

Annex 3

CONFLICTS OF INTERESTS DECLARATIONS FORM

Please note that you are only required to complete this declaration form when you have a disclosure to make.

Name	
Business Title & Department	
Staff ID (leave blank for new joiners)	

Section I–Self-Declaration (Declarants to complete this section, refer to [Section III–Note A1](#) for details.)

A. Outside Interests

Outside interests required to be declared include:

- Having **Substantial Shareholding(s)** (more than 5%) or **Ownership(s)** or **Partnership(s)** in any organisation or **Sole Proprietorship(s)** in any business; or
- Holding or planning to hold **Directorship(s)**, with or without any remuneration, in any organisation outside the Prudential Group; or
- Having or planning to have an external full-time or part-time **Second Job(s)**¹.

Please provide the required details in the “Information Disclosed” column of the table below.

Ref	Information Required	Information Disclosed
(1)	Description of the outside interest(s), including - Name(s) of the organisation(s)/business(es), place(s) of incorporation and business description - Details such as: <ul style="list-style-type: none">• External Directorship(s)-Executive/non-Executive• Shareholding(s)/Ownership(s)/Partnership(s) Percentage• External Second Job(s)-Job title and responsibilities	
(2)	Date(s) of appointment/acquisition	
(3)	How many hours/days do you need to spend on the outside interest(s) per month?	
(4)	Are you aware if the organisation(s)/business(es) has or will have any business dealings with Prudential; or being in direct competition with any part of Prudential? If Yes, provide details.	
(5)	Do you receive any remuneration (e.g., salary or director’s fee) from the company/entity? If yes, please	

¹ If you are not a contractor directly hired by Prudential (i.e. engaged through a third-party employment entity or vendor), there is no need to disclose your role with your direct employer.

	disclose full details of the direct and indirect benefits associated with the outside business interest.	
(6)	Please inform whether this is a new declaration or a change to previous declared outside interests.	
(7)	How do you propose to manage the COI arising from the declared outside interest(s)?	

B. Personal Relationships

If you have any relative(s)² currently employed or contracted by Prudential (including sales agents), please provide the details below:

Ref.	Information Required	Information Disclosed
(1)	Name(s) of the relative(s) and relationship with you	
(2)	Relative(s)' job title(s) and Prudential entity name(s)	

C. Others

(i) If you have any other outside interest(s) or personal relationship(s) that may give rise to COI(s); or you come across COI situation(s), including those caused by the outside interest or personal relationship(s) disclosed above or previously, please provide details below. Please refer to [Section III–Note A2](#) for illustrative examples of other employee/contractor related COIs.

(ii) If you have declared the above-mentioned situation(s) in any other format such as email(s), meeting minutes or other declaration form(s) managed by other functions such as Procurement, Strategy, Finance, etc., please share the details including the management responses and actions taken (if any) and attach the relevant supporting documents.

² Relatives refer to parents, spouse, (registered or non-registered) partner, siblings, children, grandchildren, grandparents, aunts, uncles, nieces, nephews, cousins, parents-in-law, siblings-in-law and children-in-law. This definition also includes all “step” and legally adopted relatives.

D. Confirmation

I confirm that I have read [the Section III-A “Notes for Declarants”](#) and the above disclosed information is accurate and complete. If in the future, I become aware of any change required to the above declared information, including any new outside interest or personal relationship or situation that may present COI risks, I will, with no delay, make another declaration.

Signature /

Full Name (for email submission): _____

Date:

Note: Please submit the completed form according to the Table below:

Office	Timing of the Declaration	Declarant	Submission Method
Eastspring	During on-boarding or Post on-boarding, during the course of employment/contract (manual process)	Employees/Contractors	Complete and email or pass the physical form to the respective parties in the following order <ul style="list-style-type: none">- line manager for approval- compliance for review and approval- human resource for review and approval

Section II–Review Conclusion (Reviewers are required to complete this section. Please refer to [Section III–Note B1](#) for the review procedures and [Section III–Note B2](#) for the review guidance.)

A. Conclusion

We have reviewed the above declaration in context of the employee’s/contractor’s role and duties in Prudential as well as any previous declarations (if any). Our conclusion is as follows:

1. Materiality (Choose from the options below.)

Non-material

Material

2. Decision (Choose from the list below. For example, if the decision is that the employee/contractor cannot further proceed in the COI situation, below (c) should be chosen.)

(a) No action required.

(b) We agree to accept the associated conflict of interest risk if additional action(s) or control(s) are put in place.

(c) We do not accept the associated conflict of interest risk, i.e. the employee/contractor CANNOT: keep/acquire the declared outside interest(s), or stay in the same role, or further proceed in the declared situation(s).

3. Please provide the justifications below:

If the decision 2(b) is chosen, please provide the details of the action(s) or control(s) in the following table and add more lines where needed.

Ref.	Details of the Action/Control	Owner	Deadline
1			
2			
...			

B. Sign-off by First Line Reviewer(s)

	Line Manager	Other Reviewer 1	Other Reviewer 2	Other Reviewer 3
Name				
Title and Department				
Signature / Sign-off Email				
Date				

C. Sign-off by Second Line Reviewer(s)

Name & Title:

Signature/Sign-off Email:

Date:

Annex 4 **Schedule 1: Examples of Conflicts of Interests**

Set out below are examples of some of the main conflicts that may be identified within the Company as a LBU of Prudential Group:

- 1) **Structural:** A COI that is inherent in our business activities or corporate structure and requires ongoing management through a range of Group and BU/LBU operational and governance procedures.

Examples are:

- Intra-group COIs such as having affiliates as outsourced service providers
- Distribution remuneration structures or inducements that may result in products or services not being sold in the best interests of customers
- For fund management business, conflicts may arise from allowing the fund managers to:
 - allocate trades among customers or funds
 - determine the pricing of unlisted securities, considering that it is in the interest of the fund manager to provide a higher valuation to show better investment performance
 - assign credit rating without independent review

- 2) **Situational:** A COI that arises from specific circumstances for example, during a corporate transaction, change to the business model or any activity or decision-making event in course of day-to-day operations. Situational COIs are therefore time limited in nature and require additional controls to be in place for a specified duration in order to ensure that established control and governance processes are not undermined as a result of such conflict.

Examples are:

(a) Relating to individuals:

- Getting involved in evaluating or approving a supplier (including outsourced service provider)/a business partner/an investment target in which the employee, or his/her relative or close friend has interests.
- Being asked to interview a family member or close friend for a position (including contractor or intern) in Prudential.
- Investigating or determining the disciplinary action of an employee or sales agent who is a family member or close friend.
- Being assigned to audit / review / assess performance of an area, where the employee's relative or close friend works in.

- Underwriting an insurance proposal or assessing an insurance claim of a family member or close friend.
- Personal account dealing of securities, about which the employee has knowledge of Prudential's plan to trade.

(b) Relating to a company-level transaction/business model change

- Arranging an outsourcing to an affiliate so that Prudential Group as a whole benefits from receiving relevant service fees.
- Investing customers' money in Prudential shares or assets that Prudential has an existing investment in, in a way that may call into question whether the decision to invest was in the best interest of customers.

3) **Personal:** A COI that arises from the personal circumstances of an employee or contractor due to their outside financial or non-financial interests or personal relationships. Personal conflicts of interest may be subject to additional controls in order to ensure that established control and governance processes are not undermined as a result of any material personal conflict of interest.

Examples are:

- Holding outside interests such as external directorship, shareholding, ownership, sole proprietorship and partnership.
- Having an external second job (full-time or part-time).
- Having relatives also employed or contracted by Prudential.

A single set of facts may present multiple COIs that may fall into more than one category. In addition, a COI may also change from one category to another over time. For example, a personal conflict from an employee's family business may become a situational conflict, when the company is sourcing from this employee's family business.

Note: Unless specified otherwise, any reference to "Conflicts of interest" in this Guidance would mean to include "actual, perceived and potential conflicts of interest" across all the above three categories.

- **Schedule 2: Conflicts of Interest Register**

The Company should maintain a schedule of key conflicts of interest broken down by category of conflict. The schedule could be provided to Eastspring Investment Head Office Compliance annually and each time that there is a material change.



EIKR Conflict of Interest Register fo

Schedule 3: COI Procedure for Employees

1. All employees are required to complete an initial and annual declaration stating that they have complied with this policy, and have made full disclosure of any potential or actual conflict of interest situations where applicable. All employees are also required to complete annual training to ensure full understanding of the Eastspring Investments policy and requirements. See Annex 1 and 2 for initial and annual declaration forms respectively.
2. If you are involved in procurement or tendering processes, you must ensure that any actual, perceived or potential conflicts of interest with any of the tendering parties are declared to your line manager and HR prior to the tender process.
3. If you are in a conflict of interest position you must make your private interest known to Eastspring Investments and EITHER get out of the situation if possible OR work with your line manager and HR to manage conflict.
4. Your manager and HR will:
 - review your responsibilities to identify whether you are involved in any decisions where a conflict of interest has, could or potentially could arise;
 - consult with HR to agree the most appropriate course of action if they feel there is a conflict;
 - where a material conflict of interest is identified, review and approval from Compliance or other relevant authorities must be obtained when determining the most appropriate course of action;
 - record the details of the conflict of interest situation, including the mitigating actions on a disclosure form. The form has to be signed off by the employee, line manager, HR and Compliance (either as evidence of approval or acknowledgement), and kept on record.
5. An employee should inform his line manager and HR immediately should his or her situation change in relation to a declared conflict of interest and this change will be subject to re-approval (as per point 6) should it be required, and kept on record. HR will also consider the conflict of interest position in approving appointments and internal changes of duties and promotions.
6. A register of declared conflicts of interest should be maintained by HR or Compliance and the register should be reviewed by Chief Compliance Officer on an annual basis.

Any relevant employee who fails to declare a conflict of interest will be subject to disciplinary action which could include termination of his employment.

Second Jobs

If an employee takes on a second job, it may, depending on his role, create a conflict of interest. In such situation, the employee MUST always:

- disclose full details of the other job;
- get approval from his manager, HR and Compliance;
- sign a letter that clearly sets out the terms of the approval. Please contact HR for matters relating to the approval letter;
- notify the second employer of his employment with Eastspring Investments.

(별지 1)

회의, 통신 기록 양식

201x 년 -분기(또는 월)

일자	시간	회의/통신	참석자	상대기관명	통신.회의 상대방	통신, 회의 내용*	기타
		회의	XX	XX	XX 위원회 위원 (회의록 참조)	예. 변액보험계정 투자운용 관련	

- 회의록 별첨

해당 임직원 _____

팀 / 본부명 _____

날짜 _____

(별지 2) ‘고유자산운용부서의 집합투자재산 정보 제공 요청 양식’

요청 정보	
정보생성일로부터 1 개월이 지난 정보인지 여부	
정보요청의 이유	
업무상 최소한 범위인지에 대한 소명	

상기 요청 정보는 업무상 최소한으로 필요한 정보이며 업무 외의 목적으로 이용하거나 제 3 자에게 이용하게 하지 않을 것임을 확약합니다.

정보 요청 임직원 _____ (날짜)

해당 부서장 _____ (날짜)

준법감시인 _____ (날짜)

(별지 3)



Sub: Fund Management Chinese Walls Procedures

I attach a copy of the document outlining the Chinese Walls Procedures applicable to Fund Management activities. These procedures are applicable to you as you are a “Relevant employee” as defined under the procedures.

You are requested to review the procedures carefully and comply with the same. Please note compliance with the procedures is a condition in regard to your employment contract with the company and non-compliance with the Chinese Wall Procedures could amount to gross misconduct.

You must also make yourself aware of and observe the requirements of any regulatory organization to which you and the company are subject, so far as they apply to your employment.

You are requested to acknowledge the attached document and return the duplicate copy of this letter.

Sincerely,

I acknowledge receipt of Fund Management Chinese Walls Guidelines dated _____.

Name:
Title:

What is a Chinese Walls? :

The Chinese Walls set out in these procedures is in arrangement designed to prevent potentially price sensitive information that is available to one group of employees from becoming available to other employees or third parties. The purpose of the Chinese Walls is to prevent the passing of potentially price sensitive information in relation to current or intended purchase or sale activity. Such information can lead to Front Running, Insider Dealing, or other inappropriate conduct.

The Principles and Guidelines set out in this document apply to all CIOs, Fund Managers, Dealers, and Research employees (“Relevant employees”) within the investment management departments of Eastspring Asset Management Korea.

Fundamental Principles:

The fundamental principles that must be observed by all employees at all times are:

- Relevant employees in one investment management department must not discuss or otherwise share information about what securities they, or others in those departments, are **currently*** buying or selling for clients (includes funds) with employees in any of the other investment department, other employees not authorized to receive such information, or third parties. This is not intended to preclude employees in one investment management department from talking about or giving their opinion on particular companies or supply lists of favored companies to employees in another investment department or model portfolios being exchanged. This restriction applies to all discussions, including those in morning meetings of fund managers and the meetings being held for discussing the Model Portfolios.
- Similarly, employees in one investment management department must not discuss with employees in any other investment management department (or other employees or third parties) what securities they are **intending** to buy or sell for clients. This restriction applies to all discussions, including those in morning meetings of fund managers and the meetings being held for discussing the Model Portfolios.
- The Central CIOs who have direct/supervisory responsibility of investment management operations of more than one company **are in a fiduciary position**. Accordingly, these CIOs shall not share the information about the current/intended purchase/sale of securities being made by one company with the employees of other company nor shall use such information in managing the accounts of their clients or to the advantage of a client/set of clients/fund/funds, the portfolios of which are directly managed by them.
- The Central CIOs who are on the Investment Committees of Asset Management companies shall not discuss in such Committee Meetings the details of securities that they have been buying/selling or intending to buy/sell and the timing of the proposed purchase/sale. Similarly, these CIOs **shall not** discuss in such meetings the details of the security purchases/sales of other companies about which they have knowledge of.
- The principles stated above are not intended to preclude usual and customary communications between investment management personnel and their clients. The above principles also apply to **current*** and **intended** buying into/selling out of particular sectors.

**** For the purpose of this Guidance Note, “currently” shall be taken to refer to buy or sell orders that have been placed with a broker(s) but which have not yet been completed.***

- The above principles must be adhered to at all times, even where the contact between Relevant employees of different investment management department is of a social nature or out of office hours.

Guidelines

The principles set out above prohibit employees including the Relevant employees in one investment department from discussing or communicating in any manner with the employees (including Relevant employees) in another investment department the details of any securities/sectors which they, or other Relevant employees in the same department are currently/intending to buy or sell. These prohibitions are necessary to prevent potentially inappropriate conduct from occurring. This does not preclude the employees from discussing macro-economic fundamentals relating to sectors or securities on a general basis with a relevant employee in another investment management department who has relevant local expertise. This level of contact is seen as beneficial to the investment process and to the clients and so it is allowed to take place.

However, in order to ensure that the Chinese Wall remains intact, all contact between Relevant employees in different investment departments must adhere strictly both to the Fundamental Principles and the following guidelines:

1. Relevant employees may give their opinions on or otherwise discuss a particular company, but **must not** indicate if they, or others within their investment department, are currently buying/selling or intending to buy/sell securities in the company concerned.
2. When a relevant employee visits another investment management department, any discussion of potentially Price sensitive information must be in compliance with these Guidelines. The attendees should make reasonable efforts to notify Compliance in the office where the meeting is held about the nature of the meeting, before the meeting is held. Compliance may monitor such meetings at any time.
3. Written communications between relevant employees within the different investment management departments concerning matters that fall within these Guidelines must be saved.

Monitoring

In order to monitor compliance with and the effectiveness of these Guidelines, it may be necessary for Compliance, in Eastspring Asset Management Korea to monitor communications between Relevant employees in the investment management departments from time to time.

1. Compliance in all these operations, as they deem appropriate, will periodically monitor the telephone conversations, video conference calls and e-mails of the Relevant employees concerned.
2. Where is reason for concern, Compliance will review deals for a selected period from the investment management departments to ascertain whether or not transactions occurred raise potential issues under these Guidelines.

Terms and conditions of Employment:

It is a condition of employment that Relevant employees shall adhere to the Chinese Walls procedures outlined above, as amended from time to time. The consequences of non-compliance with these procedures can be severe and may result in the following:

- Disciplinary action
- Dismissal
- Fines
- Criminal prosecution and imprisonment.

Breach Procedures:

Objective:

The objective of having a formal Breach Procedure is:

- To provide a mechanism by which all breaches are investigated and corrective action is taken and revisions of procedure, if need be, initiated.
- To deter staff from committing breaches by emphasizing the gravity with which such actions would be treated.

Purpose:

All members of staff employed by Eastspring Asset Management Korea have a contractual and legal obligation to follow strictly the Chinese Walls policies and procedures, as laid down in this document. Breaches of these procedures must be avoided, but it is possible that from time to time there may be instances of accidental, suspected or actual breaches of significance.

Responsibility for monitoring the breaches rests with the Chief Investment Officers and the Compliance Officer.

Procedures:

Suspected or actual breach of the Chinese Walls policies/procedures shall be dealt with in the following manner:

- If any employee (including the Relevant employee) notices the breach, the same shall be reported forthwith, to the Chief Executive and the Compliance Officer.
- If the Compliance Officer notices the breach, the same shall be reported to the Chief Executive.
- In both the cases, the Compliance Officer should report the matter to Eastspring Funds Compliance and record the same in the Breach Register.
- Where a breach has occurred, the Chief Executive and the Compliance Officer, in consultation with Eastspring Funds Compliance, will undertake or commission a thorough investigation, leading to report of findings, recommendations and actions.
- The Chief Executive and Eastspring Head of Compliance will advise HR at any stage in case a disciplinary procedure needs to be initiated.
- All cases of non-adherence to the policy and the instances of breaches noticed and the remedial action, if any, initiated shall be reported to the Audit and Compliance Committee.