



## LEGAL AFFAIRS & COMPLIANCE INSPECTION DEPARTMENT ISHAMI RY' AMATEGEKO N' UBUGENZUZI BW' IBYUBAHIRIZWA

### MANDATE & RESPONSIBILITIES

#### LEGAL COMPLIANCE & REGULATORY OVERSIGHT

LACID ensures that all activities within LTGS RWANDA PLC comply with applicable legal and regulatory frameworks. It monitors, evaluates, and enforces legal provisions to maintain corporate integrity.

#### INSPECTION & INVESTIGATIONS

The department conducts routine and special investigations to assess compliance with internal and external regulations. It has the authority to summon individuals and request necessary documentation to aid its inquiries.

#### LEGAL ADVISORY & POLICY GUIDANCE

LACID provides legal counsel to LTGS RWANDA PLC and its stakeholders, offering guidance on corporate policies, contracts, and regulatory obligations. It advises on the legal implications of business operations and strategic decisions.

#### DISPUTE RESOLUTION & CONFLICT MANAGEMENT

The department oversees the resolution of internal and external disputes through transparent and fair legal procedures. It ensures that all parties involved receive equal opportunities to present their case, promoting amicable settlements.

#### ENFORCEMENT OF LEGAL SANCTIONS

LACID has the authority to impose penalties and corrective measures on individuals or entities that violate legal or regulatory requirements within LTGS RWANDA PLC. These measures aim to deter non-compliance and uphold ethical standards.

#### PROTECTION OF HUMAN RIGHTS & ETHICAL STANDARDS

The department is responsible for ensuring that all operations align with human rights principles and corporate ethics. It safeguards employee rights and promotes fair treatment across all corporate levels.



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### INSTITUTIONAL RISK ASSESSMENT & COMPLIANCE AUDITS

LACID conducts regular compliance audits to identify potential legal risks and recommend mitigation strategies. It ensures that risk management frameworks align with national and international standards.

### LEGAL DOCUMENTATION & RECORD MANAGEMENT

The department maintains legal records, including contracts, case files, compliance reports, and regulatory correspondences, ensuring proper documentation and accessibility for legal reference.

### REPRESENTATION IN LEGAL MATTERS

LACID represents LTGS RWANDA PLC in legal proceedings, including disputes, regulatory hearings, and government compliance reviews. It ensures that the company's legal interests are protected and defended.

### COLLABORATION WITH GOVERNMENT & REGULATORY BODIES

The department liaises with national and international regulatory agencies, fostering compliance with laws governing finance, ICT, and government services. It engages in consultations to align corporate practices with evolving legal frameworks.

### APPEALS & CASE ESCALATION PROCEDURES

LACID provides an appeals process for decisions made within the department. If a party is dissatisfied with the resolution, they have the right to escalate the case to national courts as per Rwandan legal provisions.

### TRAINING & CAPACITY BUILDING

The department conducts training sessions for employees and stakeholders on legal compliance, corporate governance, and regulatory best practices to ensure awareness and adherence to laws and policies.