

USER GUIDE

1. Click on the URL (<https://mtncoi-coe.com/>) or enter www.mtncoi.com in your web browser.

2. Enter your company email / phone number to login in



**SCANCOM PLC
(MTN Ghana)
Conflict of Interest Policy
& Code of Ethics**

Enter Email/Phone no. to Continue

Your email/phone no.

Continue

Introduction Message

Having issues logging in?

3. A code (One Time Password “OTP”) will be sent to your company email / phone number depending on which one was used in the previous step.



SCANCOM PLC
(MTN Ghana)
Conflict of Interest Policy
& Code of Ethics

Enter the code sent to your email

Enter OTP to Continue

Continue

[Resend Code](#)

Having issues logging in?

[Get Assistance](#)

4. Having Issues logging in, use the “Get Assistance” button seen above to get the below interface and fill in to send a query to the Administrator for prompt response



SCANCOM PLC
(MTN Ghana)
Conflict of Interest Policy

Enter the code sent to your email

Help Desk

Full Name Email Address

Phone Number Department

Division

What do you need help with?

5. The next page after logging in with your phone number or email is where you fill out your Code of Ethics and Conflict of Interest form.

MTN

CODE OF ETHICS
GO TO COE

CONFLICTS OF INTEREST
GO TO COI

6. The first page reads out the Code of Ethics Policy. Kindly read through to the bottom of the page to confirm:

- a) I have read and understood the Code Of Ethics and agree to abide by the requirements of the code.

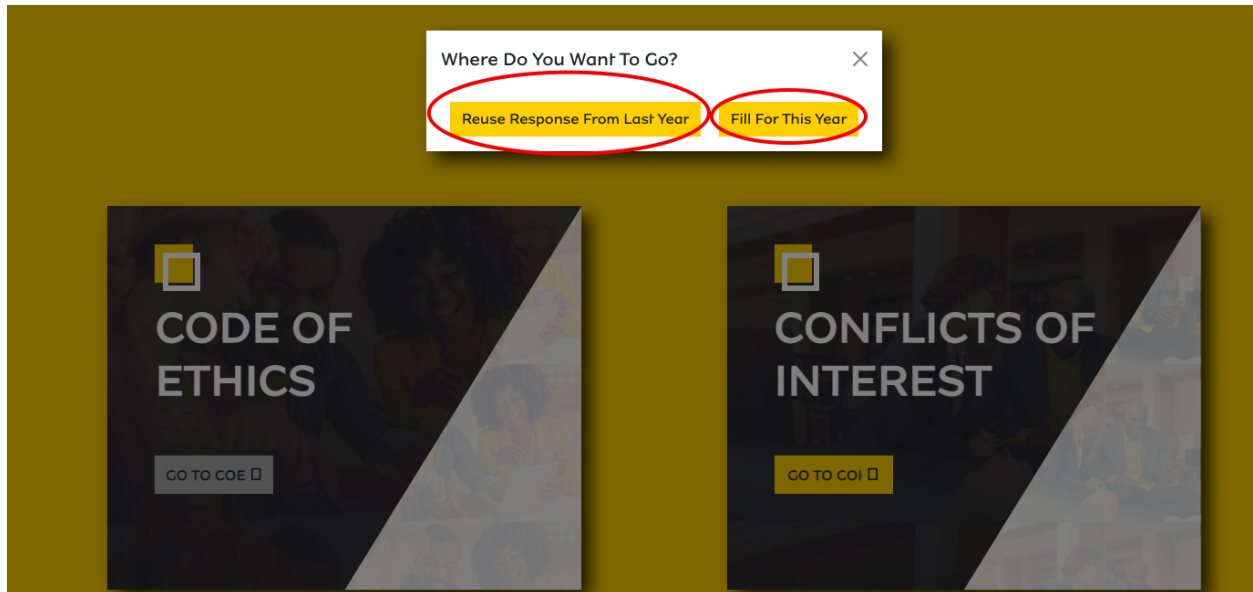
7. Click on the check box to Agree and proceed to fill the Conflict of Interest Policy

COMMUNICATION OF PHILOSOPHY TO THIRD PARTIES	POLICY APPROVAL PROCESS A. This Policy must be submitted to the Board for approval in accordance with the MTN Ghana Master Policy and the Policy approval matrix and the applicable Delegation and Level of Authority. B. Should this Policy not be approved by the Board, it will not be regarded as a valid Policy. C. No individual has the authority to approve this Policy. In all instances the provisions of the MTN Ghana Master Policy, read with the Delegation and Levels of Authority, must be considered before submitting this Policy for approval. D. Where it has been decided that this Policy requires supplementation with a specific set of Processes, Procedures or Standards, the following shall apply: Standards must be approved at the same forum as that of the Policy, as a standard is a mandatory document; and Processes, Procedures, Guidelines and Manuals documents do not need to follow the same approval Process as the Policy but may be approved by the executive responsible for the Business Area. In addition, any immaterial amendments to Policies can be approved by the head of the Business Area. Terms and Conditions Agreement AFFIRMATION ☐ I have read and understood the Code of Ethics and agree to abide by the requirements of the Code. Accept MTN Help FAQs
EMPLOYMENT EQUITY	
ENVIRONMENTAL RESPONSIBILITY	
ANTI- HARASSMENT AND ANTI-ABUSE	
POLITICAL SUPPORT	
COMPANY'S FUNDS AND PROPERTY	
COMPANY'S RECORDS	
DEALING WITH OUTSIDE PERSONS AND ORGANIZATIONS	
PRIVACY AND CONFIDENTIALITY	
COMPLIANCE HOTLINE	
REFERENCED DOCUMENTS/RELATED POLICIES	
Annexure A	
Terms and Conditions Agreement	

8. The next page reads out the Conflicts of Interest Policy. Kindly read through to the bottom of the page to confirm:

9. Users with records from this year have the option either to continue from last year or fill out a new form.

NB: If last year is selected, you would get all your entries for the immediate past year as filled with just annexure C1 opened up, that must be filled.



- a. I have reviewed a copy of the Conflict of Interest Policy
- b. I have read and understood the policy
- c. I agree to comply with the policy

10. Click on the “Agree” button to proceed.

Annexure B

GENERAL DECLARATION AFTER READING THE CONFLICT OF INTEREST

I declare and confirm that I have read and understood the Conflict of Interest Policy of MTN Ghana. I hereby agree to comply with the policy.

Department

Tax

Declared at (state place of declaration)

Date

06/16/2023



Full Name

freda addae

Agree

11. When responding to the respective Annexures, select whether “Yes” or “No”

ANNEXURE C 1	Policy Document
ANNEXURE C 2	Policy Document
ANNEXURE C 3	Policy Document
ANNEXURE C 4	Policy Document
ANNEXURE C 5	Policy Document
ANNEXURE C 6	Policy Document
ANNEXURE C 7	Policy Document
ANNEXURE C 8	Policy Document

ANNEXURE C DISCLOSURE OF DECLARABLE INTERESTS

ANNEXURE C 1

Pursuant to the Conflict of Interest Policy, provide a response to the question below:

Do you have a declarable interest?

- ☒ Yes
☐ No

ANNEXURE C2

Pursuant to clause 5.2 of the Conflict of Interest Policy, provide a response to the Question below:

From the previous year to date, have you had any personal or business interests that have actually influenced, or have the potential to influence or may be perceived to influence the independence and objectivity of your decision-making due to associations from which you may derive a benefit?

- ☐ Yes
☐ No

12. If you select “Yes”, you are required to respond to all questions under that particular Annexure. No annexure with a “Yes” option can be submitted without filling all sub-option questions in its entirety.

ANNEXURE C 1 Policy Document

ANNEXURE C 2 Policy Document

ANNEXURE C 3 Policy Document

ANNEXURE C 4 Policy Document

ANNEXURE C 5 Policy Document

ANNEXURE C 6 Policy Document

ANNEXURE C 7 Policy Document

ANNEXURE C 8 Policy Document

ANNEXURE C 9 Policy Document

ANNEXURE C 10 Policy Document

ANNEXURE C 1

Pursuant to the Conflict of Interest Policy, provide a response to the question below:

Do you have a declarable interest?

☒ Yes

☐ No

What Declarable Interest can you attest to:
An External Financial Interest, Ownership or Personal Financial Interest held by an Applicable Person, including the following:

NB: Answer with N/A if question does not apply

directorship or officer of any company or other business entity;

Name of Company Nature of Business Add

dominant shareholding in any company or other business entity;

Name of Company Nature of Business Add

trusteeship or officer of a trust;

Name of Company Nature of Business Add

participation in professional bodies, forums, or activities where MTN's time and resources are being utilised;

other business partnerships; or

<https://test.mtncoi.com/annexures#>

NB: In case, you want to refer to the “Conflict of Interest Policy Document” while at the Annexure stage, kindly look to the left menu, you will find a button that reads “Policy Document”. Click on the yellow “Policy Document” button to open the policy document for your perusal.

ANNEXURE C 1 Policy Document

ANNEXURE C 2 Policy Document

ANNEXURE C 3 Policy Document

13. If there is any issue encountered, during the filling of Annexure C, declarant can access the Help icon button at the bottom right to engage the Administrator and get prompt feedback on

ANNEXURE C18

Are there any other interests, activities, investments or involvements that you think might be relevant for full disclosure of all actual, apparent or potential conflicts of interest

☐ Yes

☐ No

Save For Later

FINAL DECLARATION

I, freda addae solemnly and faithfully declare that all information given by me in respect this Conflict of interest submission is true, complete and accurate to the best of my knowledge, and that no other situation of real, potential or apparent conflict of interest is known to me. I undertake to inform MTN Ghana through the Company Secretary of any change in these circumstances.

Submit

Help

FAQs

14. If there is any further clarification on a particular Annexure Question, the FAQ can easily be accessed from the “i” button at the bottom right corner of the page.

ANNEXURE C18

Are there any other interests, activities, investments or involvements that you think might be relevant for full disclosure of all actual, apparent or potential conflicts of interest

☐ Yes

☐ No

Save For Later

FINAL DECLARATION

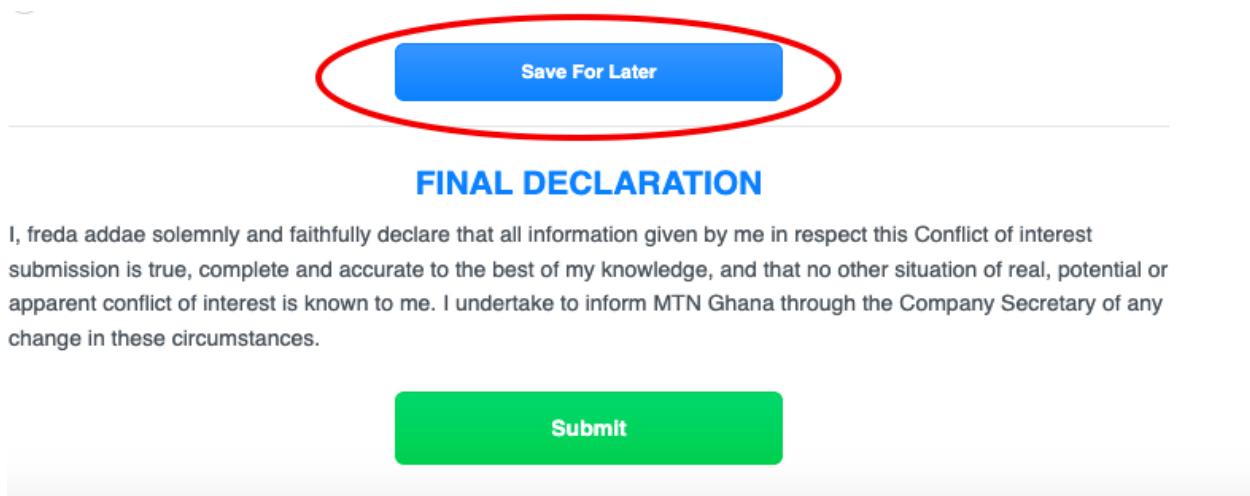
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Submit

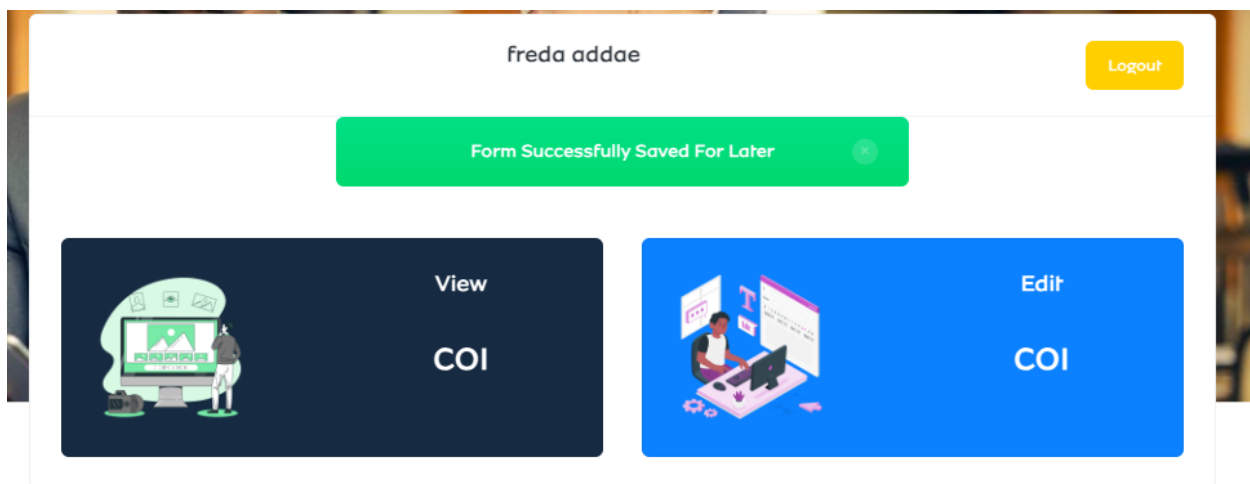
Help

FAQs

15. The "Save For Later" button allows you to save your current form progress to be continued at a later time. The "Submit" button saves the form when complete. You may update your COI details after completion at any point in time.



The screenshot shows a blue button labeled "Save For Later" circled in red. Below it is a section titled "FINAL DECLARATION" in blue. The text reads: "I, freda addae solemnly and faithfully declare that all information given by me in respect this Conflict of interest submission is true, complete and accurate to the best of my knowledge, and that no other situation of real, potential or apparent conflict of interest is known to me. I undertake to inform MTN Ghana through the Company Secretary of any change in these circumstances." Below the text is a green button labeled "Submit".



The screenshot shows a user interface for a user named "freda addae". At the top right is a yellow "Logout" button. Below the header is a green banner that says "Form Successfully Saved For Later" with a close icon. Below the banner are two large buttons: a dark blue button labeled "View COI" with an illustration of a person at a computer, and a blue button labeled "Edit COI" with an illustration of a person at a computer with a document.

