

COMMUNICATION POLICY

SIS Cert. Shall Strive to communicate every possible thing related to the client's Certification status in every possible manner. The same shall be achieved through following means.

The various stages (as applicable) in which SIS Cert shall be communicating shall be as follows:

1. Intimation for the Audits	6. Pre- Suspension Letter
2. Auditor Release Information	7. Suspension Letter
3. Audit completion status	8. Pre-Cancellation Letter
4. Confirmation of the receipt of the Documents by SIS Cert	9. Cancellation Letter
5. Continuation of the Certifications/Release of Certificate	10. Any Other Relevant Information

MODE OF COMMUNICATIONS

- 1. E-mail**
- 2. SMS**
- 3. Social Media**
- 4. Posts**
- 5. Telephonic**