

Committee Rules of Procedure

(in the version dated 19th of December 2024)

The Executive Board of the Digital Lending Association adopted the following joint rules of procedure for the Committees on January 31, 2020 in accordance with Para. 11 Sec. 4 of the Articles of Association (AoA) in the version dated June 4, 2019, last revised on September 25, 2024, and amended and supplemented them by resolution dated December 22, 2022 and December 19, 2024. The new rules of procedure enter into force immediately upon adoption by the Executive Board.

I. General Part

§1 Fundamentals

1. The Executive Board can set up permanent committees or temporary working groups for specific topics to advise the association's bodies (Para. 11 Sec. 1 Sentence 1 AoA).
2. It decides on the task, composition and chairmanship (Para. 11 Sec. 1 Sentence 2 AoA).

§2 Antitrust Law, Inauguration of Committees, Appointment of Members

1. The basis of the association's work is the development of opinions, exchange and cooperation between the member companies in the association's committees. However, strict compliance with antitrust law is a central prerequisite and an essential component of the association's committee work. The participants of an association meeting will therefore not start any discussions or engage in any other behaviour that could violate the applicable antitrust law. In particular, they will not discuss, pass on or exchange any sensitive business information. These requirements apply not only to discussions within the framework of a formal association meeting, but also to informal discussions before, during or after a meeting. Further details can be found in the [Guidelines on Antitrust Law Compliant Conduct in Association Activities](#) adopted by the General Meeting.
2. The Executive Board forms the following committee:
 - Legal, Risk & Compliance.
3. The members of the committee are appointed for a period of three years by resolution of the Executive Board. They remain in office until a new election. If an appointed member leaves the member company, membership ends on the day he/she leaves the member company.
4. In the event of premature resignation, a successor may be appointed for the remainder of the term of office of the resigning member.

5. When selecting committee members, professional suitability and professional experience should be decisive criteria.
6. If an elected member of the Executive Board belongs to a committee, he/she shall chair the committee. If he/she declares that he/she does not wish to take over the chairmanship, this is elected from among its members.

§3 Working Methods of the Committees

1. The committee members should meet at least twice a year. In coordination with the Chair, the Secretariat shall issue invitations to the meetings with two weeks' notice, stating an agenda and, if applicable, attachments.
2. The meetings can take place in the form of telephone or video conferences or individual members of the committee can be connected by telephone or video. All committee members should meet in person at least once a year in order to promote the exchange of experiences and networking.
3. An unscheduled meeting must be convened if at least one third of the members request this from the committee chair, stating the item to be discussed.
4. An elected committee member must notify the Chair or the Secretariat of their non-attendance in good time in advance. Representation is only permitted in exceptional cases for special reasons and in consultation with the chair.
5. The committee forms substantive positions and makes recommendations to the Executive Board member to support it in fulfilling its tasks.

§4 Working Groups

1. The Executive Board may set up working groups to deal with individual issues as required. The task is generally limited to providing expert opinions on specific issues.
2. The Executive Board decides on the composition, chair and working methods of a working group by resolution.
3. The selection of working group members should be based on professional suitability and experience.

II. Special Part

§5 Committee on Legal, Risk & Compliance

The Committee monitors and comments on legal developments relevant to the industry at legislative, executive and judicial level in their national, European and international dimensions. It supports the Executive Board in solving specific issues and deals with topics arising from the day-

to-day business of the member companies in its ongoing work. The identification of all material risks and risk drivers, their measurement and assessment as well as risk and return-oriented management based on this as part of a sustainable risk strategy are crucial for successful risk and compliance management. The Committee monitors and comments on developments relevant to the sector in the relevant areas and develops best practice for the work of Digital Lenders. It supports the Executive Board in solving specific issues and deals with topics arising from the day-to-day business of the member companies in its ongoing work.

In addition, the Committee drafts and maintains industry standards for the work of Digital Lenders targeting at their establishment across the industry.