

**POLICY ON MATERIALITY OF
RELATED PARTY TRANSACTIONS
AND
ON DEALING WITH
RELATED PARTY TRANSACTIONS**
of

**HOUSING AND URBAN DEVELOPMENT CORPORATION
LIMITED**

**[Pursuant to SEBI (Listing Obligations and Disclosure Requirements)
Regulations, 2015]**

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1. Applicability and Effective date

The Company had formulated a Policy on Materiality of Related Party Transactions and on Dealing with Related Party Transactions. The Policy is being revised with effect from 22nd January, 2025 unless specified otherwise.

This Policy is formulated to regulate the related party transactions based on the applicable laws, rules and regulations, as amended from time to time.

2. Purpose

This policy is framed as per requirement of Regulation 23(1) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time [SEBI (LODR) Regulations, 2015] and intended to ensure the proper approval and reporting of the related party transactions.

This Policy shall supplement Company's other policies & practices/ delegation of authorities / manual of authorities etc. which require approval of the contracts or arrangement in specified manner and by specified authority. If there exists more than one set of requirements due to application of multiple laws and regulations, the endeavor must be based on the compliance principle, which would meet the higher governance standards.

3. Definitions

- i. **“Arm’s Length Transaction”** shall be as defined in explanation (b) to Section 188 (1) of the Companies Act, 2013.
- ii. **“Associate Company”** shall be as defined in Section 2(6) of the Companies Act, 2013.
- iii. **“Audit Committee”** means Audit Committee constituted by the Board of Directors of the Company under the provisions of SEBI (LODR) Regulations, 2015 and Companies Act, 2013, as may be amended from time to time.
- iv. **“Board”** means the Board of Directors of Housing and Urban Development Corporation Limited (HUDCO).
- v. **“Companies Act, 2013”** or **“the Act”** means the Companies Act, 2013 as amended from time to time.
- vi. **“Key Managerial Personnel”** shall be as defined in Section 2(51) of the Companies Act, 2013.
- vii. **“Material Modifications”** means any modification to the existing Related Party Transaction which has the effect of increasing or decreasing the value of original contract by 30% or more.
- viii. **“Material Related Party Transaction”** shall be a transaction with a related party as specified under Regulation 23 of SEBI (LODR) Regulations 2015 and as amended from time to time. Accordingly, transaction with a related party shall be considered material if the transaction(s) to be entered into individually or taken together with previous transactions during a financial year, exceeds Rs. 1,000 Crore or 10% of the annual consolidated turnover of the company as per the last audited financial statements of the company, whichever is lower.

- ix. **“Office or Place of Profit”** shall be as defined in explanation (a) to Section 188(1) of the Companies Act, 2013.
- x. **“Ordinary Course of Business”** includes but not limited to a term for activities that are necessary, normal, and incidental to the business. These are common practices and customs of commercial transactions. In law, the ordinary course of business covers the usual transactions, customs and practices of a certain business and of a certain firm. Indicative factors for determining term ordinary course of business:
 - a) is normal or otherwise remarkable for your particular business (i.e. features in your system, processes, advertising, staff training, etc.)
 - b) is frequent and regular
 - c) involves significant amounts of money
 - d) is a source of income for your business
 - e) involves significant allocation of resources
 - f) is involved in a service or product that is offered to customers
- xi. **“Related Party”** means a related party as defined under Section 2(76) of the Companies Act, 2013, or under the applicable accounting standards or under Regulation 2(1)(zb) of SEBI (LODR) Regulations, 2015 as amended from time to time.
- xii. **“Related Party Transaction”** shall be as per Regulation 2(1)(zc) of SEBI (LODR) Regulations, 2015.
- xiii. **“Relative”** shall be as defined in Section 2(77) of the Companies Act, 2013 read with Rule 4 of the Companies (Specification of Definitions Details) Rules, 2014.
- xiv. **“SEBI (LODR) REGULATIONS, 2015” or “Listing Regulations”** means the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amended from time to time.
- xv. **“Subsidiary Company”** shall be as defined in Section 2(87) of the Companies Act, 2013.
- xvi. **“Transaction”** with a related party shall be construed to include a single transaction or a group of transactions.

All terms used in this Policy but not defined herein shall have the meaning assigned to such term in the Act and the Rules thereunder and SEBI (LODR) Regulations, 2015, as amended from time to time.

4. Approval and Review of Related Party Transaction

All Related Party Transactions and subsequent material modifications shall be subject to the prior approval of the Audit Committee. All other modifications shall also require approval of the Audit Committee. Further, only those members of the audit committee, who are independent directors, shall approve related party transactions under Regulation 23(2) of SEBI (LODR) Regulations, 2015.

In exceptional cases, where a prior approval is not taken due to an inadvertent omission or due to unforeseen circumstances, the Audit Committee may ratify the transactions in accordance with this Policy, Act or SEBI (LODR) Regulations, 2015.

Respective Head of the Departments/Regional Chief shall be responsible for placing Agenda for approval (including review wherever required) before the Audit Committee and/or Board of Directors in respect of all Related Party Transaction(s) requiring approvals (including omnibus approval or ratification) in accordance with the clauses of this Policy:

- i. Matters related to Borrowings, Resource- Mobilization, Investment of Surplus Funds, Banking, Finance & Accounts.
- ii. Matters related to Sanction & Disbursement of Loans (including proposals for subsequent relaxations / modifications etc. and grant of rebate on interest rate, if any).
- iii. Matters related to Sale, Purchase or Supply of any goods or materials or equipment.
- iv. Matters related to availing of any services from any person, or rendering of any services to any person, including engagement of consultant.
- v. Matters related to Buying, Selling or otherwise Disposal of, or Leasing of property of any kind.
- vi. Matters relating to CSR activities.
- vii. All HR, Corporate Communications (CC) & Personnel-related matters including Deputation of Employees.
- viii. For other matters pertaining to any Division of the Company, which is not specifically covered above, and falls within the definition of "Related Party Transaction" as defined in this Policy.

4.1 Approval of the Audit Committee- Mechanism

4.1.1 Details to be provided to Audit Committee

The following details/information shall be provided to the Audit Committee for entering into Related Party Transaction(s):

- a. Type, material terms and particulars of the proposed transaction, contract, or arrangement.
- b. Name of the related party and its relationship with the listed entity or its subsidiary, including nature of its concern or interest (financial or otherwise).
- c. Nature and Tenure of the proposed transaction (particular tenure shall be specified).
- d. Value, maximum amount and any advance paid or received of the proposed transaction, contract, or arrangement.
- e. Manner of determining the pricing (indicative base price / current contracted price and the formula for variation in the price, if any) and other commercial terms, both included as part of contract and not considered as part of the contract.
- f. The percentage of the Company's annual consolidated turnover, for the immediately preceding financial year, that is represented by the value of the proposed transaction (and for a RPT involving a subsidiary, such percentage calculated on the basis of the subsidiary's annual turnover on a standalone basis shall be additionally provided).
- g. If the transaction relates to any loans, inter-corporate deposits, advances, or investments made or given by the listed entity or its subsidiary:
 - (i) details of the source of funds in connection with the proposed transaction.
 - (ii) where any financial indebtedness is incurred to make or give loans, inter-corporate deposits, advances, or investments,
 - nature of indebtedness
 - cost of funds; and
 - tenure.
 - (iii) applicable terms, including covenants, tenure, interest rate and repayment schedule, whether secured or unsecured; if secured, the nature of security; and

- (iv) the purpose for which the funds will be utilized by the ultimate beneficiary of such funds pursuant to the RPT.
- h. Justification as to why the RPT is in the interest of the Company.
- i. A copy of the valuation or other external party report, if any such report has been relied upon.
- j. Percentage of the counter-party's annual consolidated turnover that is represented by the value of the proposed RPT on a voluntary basis.
- k. Whether all factors relevant to the contract have been considered, if not, the details of factors not considered with the rationale for not considering those factors; and
- l. Any other information that may be relevant

4.1.2 Omnibus Approval and Criteria thereof

- (I) The Audit Committee shall, after obtaining approval of the Board of Directors lay down the criteria while granting omnibus approval and such approval shall be applicable in respect of transactions which are repetitive in nature, which include the following namely:
 - a) maximum value of the transactions, in aggregate, which can be allowed under the omnibus route in a year;
 - b) the maximum value per transaction which can be allowed;
 - c) extent and manner of disclosures to be made to the Audit Committee at the time of seeking omnibus approval;
 - d) review, at such intervals as the Audit Committee may deem fit, related party transaction entered into by the company pursuant to each of the omnibus approval made;
 - e) transactions which cannot be subject to the omnibus approval by the Audit Committee.

The Audit Committee shall consider the following factors while specifying the criteria for making omnibus approval, namely: -

- (a) repetitiveness of the transactions (in past or in future);
- (b) justification for the need of omnibus approval.

- (II) The Audit Committee may grant the omnibus approval for Related Party Transactions proposed to be entered into subject to the following conditions:
 - 1. Transactions are **frequent/regular/repetitive** in nature and are in the normal course of business of the Company.
 - 2. The Audit Committee shall satisfy itself the need for such omnibus approval in the best interest of the Company.
 - 3. The maximum aggregate value of all transactions taken together in a financial year with a related party which can be approved under omnibus route in a financial year, shall not exceed rupees one thousand Crore or 10% of the annual consolidated turnover.
 - 4. Omnibus approval shall specify:
 - (i) the name(s) of the related party, nature of transaction, period of transaction, maximum amount of transactions that can be entered into,
 - (ii) the indicative base price/current contracted price and the formula for variation in the price, if any, and
 - (iii) such other conditions as the Audit Committee may deem fit.

Provided that where the need for related party transaction cannot be foreseen and aforesaid details are not available, Audit Committee may grant omnibus approval for such transactions subject to their value not exceeding Rs. One crore per transaction.

5. The Audit Committee shall review, at least on a quarterly basis, the details of RPTs entered into by the Company pursuant to each of the omnibus approval given.
6. The omnibus approval shall be valid for a period not exceeding one financial year and shall require fresh approval after the expiry of the financial year.
7. The Omnibus approval shall not be made for transactions in respect of selling or disposing of the undertaking of the company.

4.1.3 Consideration by the Audit Committee

While approving, the Audit Committee may, inter-alia, consider the following factors:

- a. all relevant facts and circumstances including the terms of the transaction, the business purpose of the transaction, the benefits to the Company and to the Related Party.
- b. whether the terms of the Related Party Transaction are in the ordinary course of the Company's business and are on an arm's length basis, at the time of entering into the transaction.
- c. business reasons for the Company to enter into the Related Party Transaction and the nature of alternative transactions, if any.
- d. whether the Related Party Transaction would affect the independence or present a conflict of interest for any Director or KMP of the Company.
- e. any other matter the Audit Committee deems relevant.

Where proposal for any Related Party Transactions is placed but not approved by the Audit Committee, reasons for such should be recorded.

4.1.4 Review by the Audit Committee

The Audit Committee shall also review the status of long-term (more than one year) or recurring RPTs on an annual basis. The onus to place such agenda shall be on the department/regional office who has initiated the agenda at the time of original approval.

4.2 Approval of the Board and Shareholders – Mechanism

4.2.1 Under the Companies Act, 2013

In case of specified Related Party Transaction(s) as per section 188(1) of the Companies Act, 2013 read with applicable Rules under the Companies Act, 2013 as amended and as mentioned in the table below, prior approval of Board and/or Shareholders is required as per the following:

- a. **Prior approval of the Board at a meeting** - Transactions which are not in ordinary course of business or not on arm's length basis.

Further, where any Director is interested in any Related Party Transaction, such Director will abstain from discussion and voting on the resolution relating to such transaction.

- b. **Prior approval of the Shareholders, by way of resolution** - Transactions which are not in ordinary course of business or not on arm's length basis and beyond the following threshold limits:

Sl. No.	Specified RPT(s) u/s 188(1) of the Companies Act, 2013	Threshold limits for approval of Shareholders
a)	sale, purchase or supply of any goods or materials, directly or through appointment of agent,	amounting to ten percent or more of the turnover of the company, as mentioned in clause (a) and clause (e) respectively of sub-section (1) of section 188 of the Companies Act, 2013.
b)	selling or otherwise disposing of or buying property of any kind, directly or through appointment of agent	amounting to ten percent or more of net worth of the company, as mentioned in clause (b) and clause (e) respectively of sub-section (1) of section 188 of the Companies Act, 2013.
c)	leasing of property of any kind	amounting to ten percent or more of the turnover of the company, as mentioned in clause (c) of sub-section (1) of section 188 of the Companies Act, 2013.
d)	availing or rendering of any services, directly or through appointment of agent	amounting to ten percent or more of the turnover of the company as mentioned in clause (d) and clause (e) respectively of sub-section (1) of section 188 of the Companies Act, 2013.
e)	such related party's appointment to any office or place of profit in the company, its subsidiary company or associate company	at a monthly remuneration exceeding two and a half lakh rupees.
f)	remuneration for underwriting the subscription of any securities or derivatives thereof, of the company	exceeding one percent of the net worth.

Explanation(s):

- Limits specified in sub-clauses a) to d) shall apply for transaction or transactions to be entered into either individually or taken together with the previous transactions during a financial year.
- Turnover or net worth shall be computed on the basis of the audited financial statement of the preceding financial year.

4.2.2 Under SEBI (LODR) REGULATIONS, 2015.

All Material Related Party Transactions and material modifications thereof require the prior approval of the shareholders, by way of resolution. However, the same shall be put up to the Board for its approval at its meeting before the approval of shareholders.

4.2.3 Voting

No related party shall vote on such resolutions irrespective of whether the entity is a related party to the particular transaction or not.

4.2.4 Details to be provided to the Board and Shareholders

- The information provided to the Audit Committee in 4.1.1 above shall also be provided to the Board for approval of Related Party Transaction(s).
- The following information shall be provided to the **Shareholders** for approval of Related Party Transaction(s):
 - a. A summary of the information provided by the management of the Company to the audit committee as specified in point 4.1.1 above including the name of the related party, nature of relationship, nature, material terms, monetary value and particulars of the contract or arrangement.
 - b. Justification for why the proposed transaction is in the interest of the Company.
 - c. Where the transaction relates to any loans, inter-corporate deposits, advances or investments made or given by the listed entity or its subsidiary, the details specified under point 4.1.1 (g) above.
 - d. A statement that the valuation or other external report, if any, relied upon by the Company in relation to the proposed transaction will be made available through the registered email address of the shareholders.
 - e. Percentage of the counter-party's annual consolidated turnover that is represented by the value of the proposed RPT, on a voluntary basis.
 - f. Name of the Director or KMP who is related, if any.
 - g. Any other information that may be relevant.

4.3 Summary of the approval mechanism under SEBI (LODR) Regulations, 2015 and the Companies Act, 2013:

Details of Transaction(s)	Approving Authority
All related party transactions (other than those mentioned at para 5 below) and any subsequent material modifications	Prior approval of the Audit Committee of the Company. <i>(Including Omnibus Approval for a maximum period of one financial year)</i>
RPTs u/s 188 of the Companies Act, 2013 which are not in Ordinary Course of Business or not on arm's length basis or both and less than threshold limits of materiality.	Prior Approval of the Audit Committee and Board of Directors of the Company.
RPTs at 4.2.1 above which are in not in ordinary course of business or not on arm's length basis or both and beyond threshold limits.	Prior Approval of the Audit Committee, Board of Directors and Shareholders of the Company.
Material RPTs at 4.2.2 above	

5. Exemptions under the Companies Act, 2013 and under SEBI (LODR) Regulations, 2015 and other exemptions:

- a) Subject to the extant provisions, the following exemptions shall be applicable under the Act and Listing Regulations:

Particulars	Exemption
The requirement of approval of the Audit Committee as per the Companies Act, 2013	<ul style="list-style-type: none"> For a transaction, other than a transaction referred to in section 188 of the Companies Act, 2013, between a holding company and its wholly owned subsidiary company.
The requirement of approval of the Audit Committee as per the SEBI (LODR) Regulations, 2015	<ul style="list-style-type: none"> Remuneration and sitting fees paid by the listed entity or its subsidiary to its director, key managerial personnel or senior management, except who is part of promoter or promoter group, provided that the same is not material in terms of the provisions of sub-regulation (1) of Regulation 23.
The requirement of the Board approval	<ul style="list-style-type: none"> If the transactions are at arms' length and in the ordinary course of business.
The requirement of passing the resolution by the shareholders as per the Companies Act, 2013	<ul style="list-style-type: none"> For transactions entered into between a holding company and its wholly owned subsidiary whose accounts are consolidated with such holding company and placed before the shareholders at the general meeting for approval. To a government company in respect of contracts or arrangements entered into by it with any other government company.
The requirement of approval of the Audit Committee and the Shareholders for RPTs requiring approval under the SEBI (LODR) Regulations 2015	<ul style="list-style-type: none"> For transactions entered into between a holding company and its wholly owned subsidiary whose accounts are consolidated with such holding company and placed before the shareholders at the general meeting for approval. To a public sector company in respect of contracts or arrangements entered into by it with any other public sector company. transactions which are in the nature of payment of statutory dues, statutory fees or statutory charges entered into between an entity on one hand and the Central Government or any State Government or any combination thereof on the other hand. transactions entered into between a public sector company on one hand and the Central Government or any State Government or any combination thereof on the other hand. Transactions entered into between two wholly owned subsidiaries of the listed holding company, whose accounts are consolidated with such holding company and placed before the shareholders at the general meeting for approval.

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| | <ul style="list-style-type: none">• In cases where the subsidiary is a listed entity and Regulations 23 and 15(2) of the SEBI (LODR) Regulations, 2015 are applicable to such listed subsidiary. |
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b) **Other Exemptions** – The following Related Party Transactions are deemed to be approved by the Audit Committee and no separate approval shall be required:

- (i) Remuneration and sitting fees paid by the listed entity or its subsidiary to its director, key managerial personnel or senior management, except who is part of promoter or promoter group, provided that the same is not material in terms of the provisions of sub-regulation (1) of Regulation 23.
- (ii) Transactions that require approval by the Board under any specific provisions of the Companies Act, 2013 e.g. inter-corporate deposits, borrowings, investments etc. with its Related Parties;
- (iii) Loans and advances to Directors / KMPs as a part of conditions of services extended by HUDCO to all its employees.
- (iv) If the transactions are through open & transparent competitive bidding process.
- (v) Payment or receipt of Dividend, interest and any other returns related to approval accorded for making any investment / loans etc.
- (vi) Payments of statutory contributions to various employees' post-employment benefits trusts/schemes.
- (vii) Deputation/secondment of employees in group companies.
- (viii) Transactions in the nature of reimbursements from/to group companies at actuals.
- (ix) Transactions involving corporate restructuring, such as buy-back of shares, capital reduction, merger, demerger, hive-off etc. which are approved by the Board and carried out in accordance with the specific provisions of the Companies Act, 2013 or the SEBI (LODR) Regulations 2015.

6. Ratification of Related Party Transactions

- a) Subject to the provisions of the Act, SEBI (LODR) Regulations 2015 and other applicable laws, in the event the Company becomes aware of a transaction with a related party that has not been approved in accordance with this Policy prior to its consummation, the matter shall be reviewed by the Audit Committee.

The members of the audit committee, who are independent directors, may ratify related party transactions within three months from the date of the transaction or in the immediate next meeting of the audit committee, whichever is earlier, subject to the following conditions:

- i. the value of the ratified transaction(s) with a related party, whether entered into individually or taken together, during a financial year shall not exceed rupees one crore;
- ii. the transaction is not material in terms of the provisions of sub-regulation (1) of this regulation 23;
- iii. rationale for inability to seek prior approval for the transaction shall be placed before the audit committee at the time of seeking ratification;
- iv. the details of ratification shall be disclosed along with the disclosures of related party transactions in terms of the provisions of sub-regulation (9) of this regulation 23;
- v. any other condition as specified by the audit committee:

Provided that failure to seek ratification of the audit committee shall render the transaction voidable at the option of the audit committee and if the transaction is with a related party to any director, or is authorised by any other director, the director(s) concerned shall indemnify the listed entity against any loss incurred by it.

- b) Pursuant to Section 177 of the Companies Act, 2013, in case any transaction involving any amount not exceeding one crore rupees is entered into by a director or officer of the company without obtaining the approval of the Audit Committee and it is not ratified by the Audit Committee within three months from the date of the transaction, such transaction shall be voidable at the option of the Audit Committee and if the transaction is with the related party to any director or is authorized by any other director, the director concerned shall indemnify the company against any loss incurred by it.
- c) Where any contract or arrangement is entered into by a director or any other employee, without obtaining the consent of the Board or approval by a resolution in the general meeting and if it is not ratified by the Board or, as the case may be, by the shareholders at a meeting within three months from the date on which such contract or arrangement was entered into, such contract or arrangement shall be voidable at the option of the Board or, as the case may be, of the shareholders and if the contract or arrangement is with a related party to any director, or is authorized by any other director, the directors concerned shall indemnify the company against any loss incurred by it.
- d) In any case where either the Audit Committee/Board/Shareholders determines not to ratify a Related Party Transaction that has been commenced without approval, may direct additional actions including, but not limited to, seeking fresh approvals, discontinuation of the transactions, or modification of the transaction to make it acceptable for ratification. In connection with any review of a Related Party Transaction, the Audit Committee/ Board/ Shareholders has authority to modify or waive any procedural requirements of this Policy in the best interest of the Company.

7. Disclosures

- a) Every contract or arrangement entered with Related Parties with the approval of Board / Shareholders in line with Section 188 of the Companies Act 2013 shall be referred in the Board's Report to the shareholders along with the justification for entering into such contract or arrangements.
- b) Details of all Material Related Party Transactions shall be disclosed quarterly along with the compliance report on corporate governance to be submitted to stock exchanges.
- c) Details of all Related Party Transactions shall be disclosed in Annual Financial Statement as per Annexure- VII and Annexure- XI of Reserve Bank of India (Non-Banking Financial Company – Scale Based Regulation) Directions, 2023 as amended from time to time.
- d) The Company shall disclose the policy on its website and a web link thereto shall be provided in the Annual Report.
- e) Disclosures on materially significant related party transactions that may have potential conflict with the interests of the Company at large in the Corporate Governance Report.
- f) Disclosures in the financial statements as required under Ind AS 24.
- g) The Company shall keep one or more registers giving separately the particulars of all contracts or arrangements with any related party as required under the Companies Act, 2013.
- h) The Company shall in every six months on the date of publication of its standalone and consolidated financial results submit to the stock exchanges disclosures of related party

transactions in the format as specified by the SEBI from time to time and publish the same on its website.

However, the remuneration and sitting fees paid by the listed entity or its subsidiary to its director, key managerial personnel or senior management, except who is part of promoter or promoter group, shall not require to be disclosed, provided that the same is not material in terms of the provisions of sub-regulation (1) of this regulation 23.

8. Transfer Pricing Regulations

All related party transactions shall, wherever applicable, comply with Domestic/ International Transfer Pricing requirement of Income Tax Act, 1961 including certification from independent accountants under the Transfer Pricing Regulations and as per Section 188(1)(b) of the Companies Act, 2013 that defines an "arm's length transaction" as one conducted "as if the two parties were unrelated and dealing with each other at arm's length under comparable circumstances. It will be the responsibility of the concerned department/management to ascertain that all the transactions are at arm's length as defined herewith before submitting the same for approval to the Audit Committee.

9. Disclaimer

In case of any discrepancy between this Policy, the Companies Act, 2013 and SEBI (LODR) Regulations, 2015 or any rule or regulations made thereunder or under any other applicable statutory enactment of law, the enacted law/ rule/ regulation/ provision shall prevail over this Policy. Any subsequent amendment/ modification in the SEBI (LODR) Regulations, 2015, Act and/ or applicable law in this regard shall automatically apply to this Policy.

10. Review of the Policy

The Policy shall be reviewed by the Board of Directors of the Company at least once in every three years, or at a frequency as may be prescribed under the applicable regulations or best practices and updated accordingly. However, the Chairman & Managing Director is authorized to amend the policy in line with the statutory enactments/ amendments thereof etc., from time to time.
