

[Date]

To

[Name and address of the  
Independent Director]

**Sub: Your appointment as an Independent Director of Housing Development Finance Corporation Limited**

**Ref: Companies Act, 2013, rules made thereunder and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Dear [\*],

We are pleased to inform you that the Board of Directors of the Corporation, upon the recommendation of the Nomination and Remuneration Committee of Directors, at its meeting held [\*] has approved your appointment as an Independent Director of Housing Development Finance Corporation Limited ('the Corporation').

This letter sets out the terms and conditions of your appointment.

### **Tenure**

You have been appointed as an Independent Director of the Corporation for a period of 5 consecutive years, with effect from [\*], subject to the approval of the Members of the Corporation. You shall not be liable to retire by rotation during the said period.

### **Reference Manual**

We enclose herewith a copy of the "Reference Manual for Directors" which has been prepared for the benefit of the Directors of the Corporation. The said reference manual *inter alia* covers a brief on the Corporation, its subsidiaries and key associate companies, products and services offered, the roles, functions and duties of the directors, the disclosures and declarations to be submitted by directors and such other relevant information. The reference manual also contains details of the various committees constituted by the Board of Directors of the Corporation and methodology for board evaluation.

We request you to provide the necessary disclosures under all applicable laws as specifically mentioned in the reference manual and adhere to the various codes and policies including HDFC Securities Dealing Code.

## **Professional conduct, roles, functions and duties**

We request you to kindly refer to the guidelines of professional conduct, roles, functions and duties of independent directors as mentioned in the reference manual.

## **Orientation Program**

The Corporation would also endeavor to arrange for an orientation program for you at your convenience, wherein the whole-time directors and/or senior management of the Corporation and some of its key subsidiary companies would make detailed presentation *inter alia* covering:

- Who we are
- Business summary
- Mortgage market in India
- Products / Services offered
- Operational & Financial Highlights
- Productivity ratios
- Key financial metrics
- Shareholding Pattern
- Human Capital
- Key associates and subsidiaries
- Internal controls
- Regulatory environment
- Risk Management

## **Remuneration**

As an Independent Director of the Corporation, you shall be eligible for sitting fees for attending the meetings of the Board and Committee(s) thereof and commission. The payment of the annual commission to the independent directors is based on the performance of the Corporation. The commission payable to the independent directors is approved by the Board and is within the overall limit of 1% of the net profits of the Corporation as approved by the Members of the Corporation. All the said payments will be subject to applicable taxes.

The Corporation shall reimburse you for all out-of-pocket expenses incurred for attending the meetings of the Board and Committee(s) thereof and for discharging the fiduciary obligations towards the Corporation.

## **Directors' and Officers' (D&O) Liability Insurance**

The Corporation has taken a D&O liability insurance policy and pays premiums for the same.



## **Conflict of Interest**

In the event of change in circumstances which give rise to a conflict of interest, we request you to kindly notify the same to the Corporation.

We are confident that the board and HDFC will benefit immensely from your vast experience and insightful contributions.

With kind regards,

Sd/-

**Deepak Parekh**  
**Chairman**

Encl.: Reference Manual for Directors



WITH YOU, RIGHT THROUGH

**HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED**

# Reference Manual for Directors



Version: 5  
August 2021

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This compilation is an extension of the core values of the Corporation - Trust, Integrity, Transparency and Professional service.

Through this Manual, we endeavour to provide you with a ready reference to the various statutory and legal aspects concerning your fiduciary responsibility as a director of the Corporation.

We look forward to your leadership and our continued association with you.

Extraordinary achievements start with unconventional thoughts. Our founder, Late Mr. Hasmukh Thakordas Parekh, was a man who dared to question, “Why can’t Indians have a home of their own with housing finance in the earlier years of their lives? Why should they have to wait till the end of their working careers?” Though the question was simple, the answer was not so. The uphill task notwithstanding, Mr. Parekh was determined to set up his most ambitious enterprise.

Mr. H. T. Parekh’s lifelong dream of helping Indians own their home, as he had seen abroad during his student days, led to the formation of the Corporation in 1977 and as they say, the rest is history.

It was the first of its kind in the country. His setting up of HDFC, without any financial assistance from the Government of India was a milestone in the Indian financial history. It was under Mr. Parekh’s leadership and direction that HDFC grew manifold while being strongly rooted in the principles of integrity, transparency and professionalism.

Mr. H. T. Parekh was a man of few words, and believed that strong views need not be expressed in strong words. He had a keen eye for talent and nurtured it by providing direction and ample learning opportunities.

He never underestimated the power of teamwork. He believed that the success of an organization was possible only with a group of dedicated professionals who shared a common goal to serve, and were willing to take reasonable risks.

HDFC has come a long way since its inception in 1977, overcoming numerous obstacles in the evolution from a fledging start-up to India’s leading provider of Housing Finance. Soon HDFC became a role model not only for the country but for the entire Asian region. His dream of providing better housing and living conditions for people was accomplished with an organization that was modeled on its international peers but was Indian at heart.

Over close to four decades, HDFC has turned the concept of housing finance for the growing middle class in India into a world-class enterprise with excellent reputation for professionalism, integrity and impeccable service.

The Corporation’s primary objective is to enhance residential housing stock in the country through the provision of housing finance in a systematic and professional manner, and to promote home ownership. It aims to increase the flow of resources to the housing sector by integrating the housing finance sector with the overall domestic financial markets.

HDFC’s wide product range includes loans for purchase and construction of a residential unit, purchase of plot, home improvement loans, home extension loans, non-residential premises loans for professionals and loan against property, while its flexible repayment options include Step Up Repayment Facility (SURF) and Flexible Loan Installment Plan (FLIP).



### OBJECTIVES AND STRATEGIES

#### *Objectives*

The Corporation's primary objective is to enhance the residential housing stock in India through the provision of housing finance on a systematic and professional basis and to promote home ownership throughout India. The Corporation has contributed to increasing flow of resources to the housing sector by integrating the housing finance sector with the overall domestic financial markets.

The Corporation's primary business objectives are to:

- maintain its position as the leading housing finance institution in India;
- develop close relationships with individual households and enhance its customer relationships;
- transform ideas for housing finance into viable and creative solutions;
- grow through diversification by leveraging its client base;
- grow the Loans in a prudent and sustainable manner;
- maintain asset quality;
- minimise the cost to income ratio for operational efficiencies;
- diversify its funding profile;
- create long-term shareholder value; and
- maintain adequate levels of capital to fund capital requirements of its subsidiaries and associates, and seek inorganic growth opportunities.

#### *Strategy*

The Corporation's growth strategies are based on the following principles:

- *Create long-term shareholder value:*
- *Grow the Loans in a prudent and sustainable manner:*
- *Maintain low gross Non-Performing Assets:*
- *Maintain a low cost to income ratio by improving operational efficiency:*

#### *Competitive Strengths*

We believe that the following are the strengths of the Corporation that gives a competitive advantage as a provider of housing finance in the Indian market:

- amongst the lowest levels of non-performing assets ("NPAs") in the industry due to:
  - prudence in lending;
  - efficient recovery mechanisms; and
  - efficient and robust operating process;
- well diversified assets and liabilities mix;
- low average loan to value and instalment to income ratios;
- steady level of loan prepayments;
- pan-Indian presence; and
- quality underwriting with experience of over 40 years.

### *Our Corporation's corporate strengths are:*

- strong brand and a large customer base of home loan customers and depositors. Retail Loans customers comprise resident individuals and non-resident Indians ("NRIs"). Non Individuals borrowers include corporates and developers;
- cumulatively financed over 8.4 million housing units since its incorporation;
- stable and experienced management, with the average tenor of senior management being over 30 years;
- low cost income ratio (cost to income ratio is calculated as a ratio of operating expenses divided by total operating income (total of net interest income and non-interest income), and does not factor in expenses towards CSRE and ESOS): as of March 31, 2021, the cost income ratio was 7.7 per cent.;
- high service standards and quality customer service;
- access to diversified funding sources, including retail deposits; and
- diverse presence across segments of financial services through its subsidiaries and associates.

## Products and Services

### Loan Products

The Corporation lends to individuals, and companies to finance the construction, repair, development or purchase of residential and non-residential premises in India. It constantly endeavours to improve and expand its existing product portfolio into new customer segments as well as regions and markets in India. The Corporation's products are designed to satisfy the diverse needs of its customers. The Corporation has introduced various innovative lending products at affordable interest rates to serve such diverse purposes.

The Corporation's principal products comprise Loans to individuals, developers and corporates, and include the following key products:

- **Home Loans:** grants loans to individuals to finance the purchase of residential property or land, for construction of a residential unit, or for the construction, extension, repair or renovation of residential property;
- **Women Power Loans:** to encourage women property homeownership, The Corporation has a housing product, called 'HDFC Women Power' wherein the rate of interest on the home loan is slightly lower than a regular home loan granted by our Company;
- **Home Extension Loan:** they are offered to new and existing customers who want to extend or add additional livable space in their existing homes. Refinance of an existing home extension loan availed from other financial institution / bank can also be availed by a customer;
- **Home Improvement Loan:** they are offered to new and existing customers who want to create a more comfortable living space by renovating their existing homes which includes tiling, flooring, internal and external plastering, painting etc. refinancing of an existing home improvement loan availed from other financial institution / bank can also be availed by a customer.
- **Land Loans:** these loans are granted for purchase of a plot through direct allotment or for purchase of a resale plot.
- **Land plus Construction Loans:** a simultaneous financing of land purchase and construction that is offered to new and existing customers.

- **Loans against value:** these are loans granted against the value of a property and security of a property for certain other approved purposes, such as education, medical costs coverage, and others; the average loan to value ratio at origination in 70 per cent.
- **Non-residential premises Loans:** they are provided to professionals to facilitate the purchase or construction of office premises and renovation of existing office premises.
- **Reach Loans:** they are focused on the informal sector and address the home loan needs of customers who may or may not be supported by formal income documentation and therefore cannot be provided a home loan under normal lending program. The product, thus seeks to reach out to the under financed segment of the housing market and thus contribute in achieving the vision statement of the Government's initiative of Housing for All.
- **Rural Housing Finance ("RHF") Loans:** they are offered to customers acquiring property in rural areas i.e. in gram panchayats beyond urban and peripheral locations and for those customers who are acquiring properties in urban and peripheral areas against rural incomes to be owned by themselves or a business entity. The Corporation has developed and designed products wherein Housing Loans are provided to farmers and horticulturists on the basis of their income from crops.
- **Insurance Premium Funding Loan ("IPF"):** this product is offered to the Corporation's home loan customers for funding the insurance premium of single premium insurance policy or investment policies that are purchased primarily to insure the loan availed from the Corporation
- **Non-Resident Indian Loan:** they can be availed by individuals who are NRI/Person of Indian Origin ("PIO")/ Overseas Citizen of India ("OCI") who are considering acquisition or construction of residential properties in India.
- **Top-Up Loan:** this product is for existing customers of the Corporation or customers seeking refinance of their existing home loans availed from other banks/financial institutions. The loan can be availed by customers for their personal and professional needs like marriage, education, medical expenses, business expansion, debt consolidation, purchase of home furniture/ consumer durables etc.

### Non individual loans :

- **Lines of Credit:** The Corporation, as a part of its corporate marketing initiative, advances housing loans for the purchase, construction, extension, repair or renovation of property to employees of approved corporates. These loans are on preferential terms and conditions and the employees of the approved corporates enjoy benefits such as guarantee waiver and real estate counselling.
- **Corporate Loans:** including loans provided to approved corporates for financing the purchase or construction of staff accommodation and office premises, and line of credit facilities under which our Company provides funds to corporates for onward lending to their employees.
- **Lease rental discounting:** lease rental discounting ("LRD") loans are offered for acquiring a property or against a ready property which is presently leased out or is intended to be leased within a short duration of time.
- **Developer Loans:** these are provided to approved developers to finance the construction of housing projects and loans to property owners against rent receivables.

HDFC also has a robust Deposits mobilisation programme. It has received 'AAA' rating for its Deposit products for highest safety from both CRISIL and ICRA for 26 consecutive years thus building trust & confidence amongst investors and key partners and providing attractive & assured returns and impeccable service.

A wide range of products are available to choose from like:

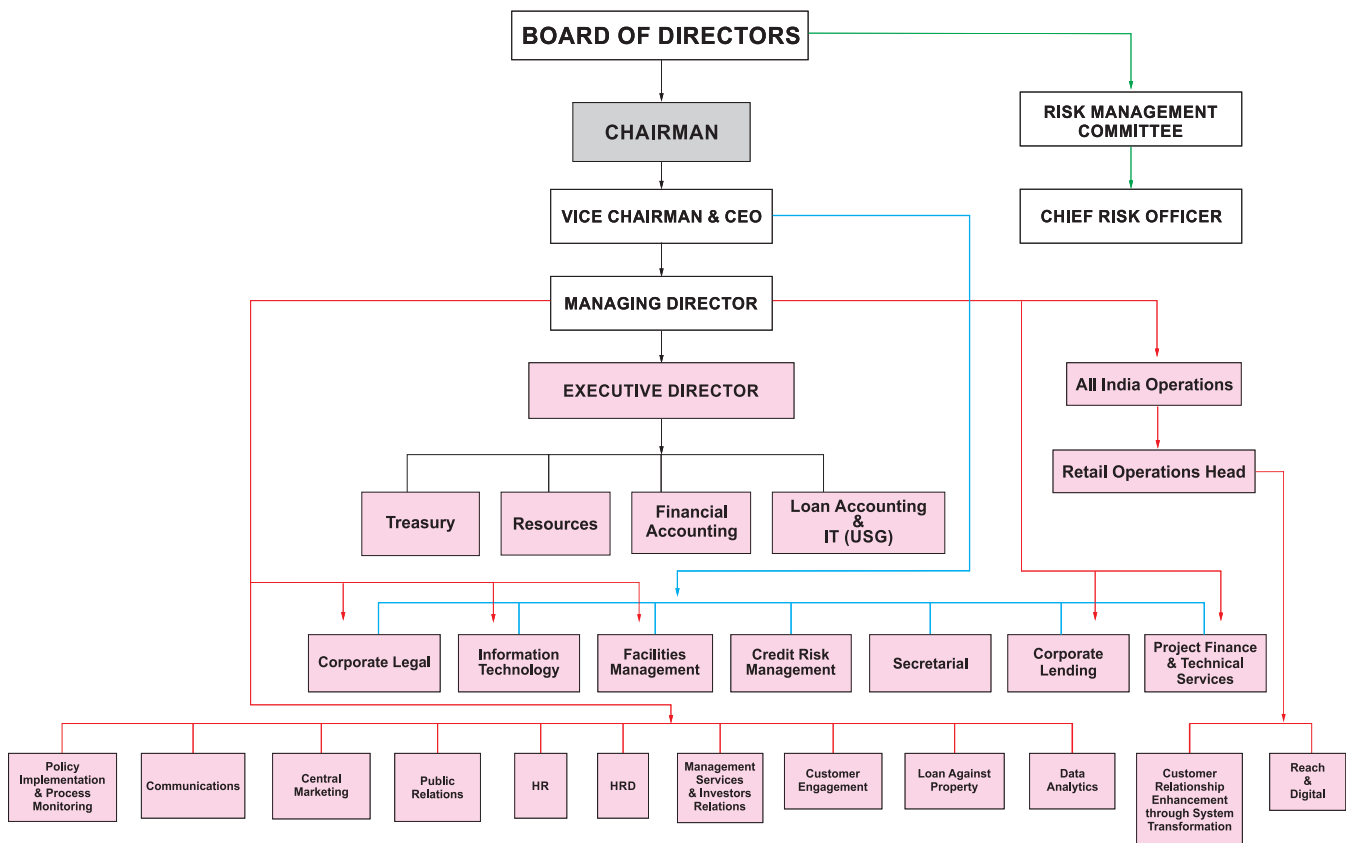
*Cumulative Option* wherein interest is accrued on an annual basis and paid at the end of deposit tenure.

*Non-cumulative Option* wherein interest is paid at a fixed frequency i.e. monthly/quarterly/half yearly or annually.

## Organisation structure - Functions

The various functions/departments of the Corporation are as follows:

### HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED



## Subsidiaries and Key Associate Companies of HDFC:

Over the years, HDFC has emerged as a financial conglomerate with its presence in the entire gamut of financial services including banking, insurance (life and non-life), asset management, real estate venture capital and more recently education loans.

HDFC Group is a closely knit family strongly rooted in its approach, yet aspirational in its purpose. While housing finance continues to remain HDFC’s core business, over the years, it has grown into a large financial conglomerate with diversified businesses. The Corporation’s key associate and subsidiary companies hold leadership positions in their respective categories and its newer ventures are fast emerging.

The Corporation’s group companies have strong synergies with it, thus enabling HDFC to offer a wide range of financial products and services to cater to needs of stakeholders across different stages of life.

Details pertaining to the Corporation's subsidiary and its key associate companies are as follows -

Sr. No.	Name of the Company	Status	Business profile
1.	HDFC Asset Management Company Limited	Subsidiary	Investment manager to HDFC Mutual Fund. Its equity shares and mutual fund units are listed on BSE Limited/ National Stock Exchange of India Limited.
2.	HDFC Credila Financial Services Limited	Wholly owned subsidiary	Non-Banking Financial Company registered with Reserve Bank of India. Providing Education Loans for higher education. Its debentures are listed on BSE Limited.
3.	HDFC Investments Limited	Wholly owned subsidiary	Non- Banking Financial Company registered with Reserve Bank of India. Carries on the business of investments in stocks, shares, debentures and other securities.
4.	HDFC Holdings Limited	Wholly owned subsidiary	Non- Banking Financial Company registered with Reserve Bank of India. Carries on the business of investments in stocks, shares, debentures and other securities.
5.	HDFC Sales Private Limited	Wholly owned subsidiary	Marketing and Distribution of HDFC Home Loans and other financial products. Corporate Agent for HDFC Life Insurance Company Limited, HDFC ERGO General Insurance Company Limited and HDFC Mutual Fund.
6.	HDFC Education and Development Services Private Limited	Wholly owned subsidiary	Engaged in the provision of education services. (The HDFC School)
7.	HDFC Trustee Company Limited	Wholly owned subsidiary	Trustee to HDFC Mutual Fund.
8.	HDFC Venture Capital Limited	Subsidiary	Engaged in the business of providing investment management services.
9.	HDFC Property Ventures Limited	Wholly owned subsidiary	Engaged in advisory services.
10.	HDFC Ventures Trustee Company Limited	Wholly owned subsidiary	Acts as a Trustee for Funds/Trusts.
11.	HDFC Capital Advisors Limited	Wholly owned subsidiary	It is an Investment Manager to Alternative Investments Funds.
12.	Griha Pte Limited (Singapore)	Step-down subsidiary	Asset Manager. Wholly owned subsidiary of HDFC Investments Limited.

Sr. No.	Name of the Company	Status	Business profile
13.	Griha Investments (Mauritius)	Step-down subsidiary	Asset Manager. Wholly owned subsidiary of HDFC Holdings Limited.
14.	HDFC Life Insurance Company Limited*	Associate	Life Insurance business. Its equity shares are listed on BSE Limited/ National Stock Exchange of India Limited.
15.	HDFC ERGO General Insurance Company Limited*	Associate	General Insurance business. Its debentures are listed on BSE Limited.
16.	HDFC Bank Limited	Associate	Commercial Bank, its equity shares are listed on the BSE Limited/ National Stock Exchange of India Limited. It also has its ADRs listed on the New York Stock Exchange.

*\*HDFC Life Insurance Company Limited (HDFC Life) and HDFC ERGO General Insurance Company Limited (HDFC ERGO) are not subsidiaries of the Corporation under Section 2(87) of the Companies Act, 2013, the Corporation exercises control over them as per Ind AS 110 and hence the financial statements of HDFC Life and its wholly-owned subsidiaries (HDFC Pension Management Company Limited and HDFC International Life and Re Company Limited) and HDFC ERGO have been consolidated as subsidiaries.*

HDFC Securities Limited, a stock broking company is a subsidiary of HDFC Bank Limited. It offers a suite of products and services across various asset classes such as equity, gold, debt and real estate. HDB Financial Services Ltd is a subsidiary of HDFC Bank Limited. It is engaged in business of Retail Asset Financing.

Other associate company of the Corporation:

True North Ventures Pvt. Ltd.

**H T Parekh Foundation:**

The H T Parekh Foundation is a Section 8 company, established by HDFC.

The H T Parekh Foundation was established in October 2012 with the aim to undertake, pursue and be concerned with the welfare, betterment and advancement of society as a whole, irrespective of religion, race, community, caste, gender, language or social status. The Foundation is sector agnostic and works across a range of social interventions and development initiatives across India.

The Corporation conducts a significant portion of its Corporate Social Responsibility through the Foundation.



The Board of Directors represents the interests of the Corporation's stakeholders in optimising long-term value by providing the management with guidance and strategic direction on their behalf. The board's mandate is to oversee the Corporation's strategic direction, review corporate performance, assess the adequacy of risk management and mitigation measures, evaluate internal financial controls, authorise and monitor strategic investments, ensure regulatory compliance and safeguard interests of all stakeholders.

The responsibilities of the board also include ensuring that the Corporation is transparent in all its dealings with its stakeholders, overseeing the effectiveness of key executives of the Corporation, aligning the remuneration policy with the long-term interests of the Corporation and its stakeholders and ensuring an orderly plan is in place for effective leadership development and succession.

The detailed functions, duties, responsibilities and power of the Board of Directors of the Corporation in brief is provided herein-after.

### **FUNCTIONS**

*[Reference - Regulation 4 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]:*

Key Functions of the Board of Directors broadly encompass the following:

- Reviewing and guiding corporate strategy, major plans of action, risk policy, annual budgets and business plans, setting performance objectives, monitoring implementation and corporate performance, and overseeing major investments, expenditures, acquisitions and divestments.
- Providing strategic guidance for implementation of business policies.
- Monitoring and managing potential conflicts of interest of management, members of the Board of Directors and shareholders, including misuse of corporate assets and abuse in related party transactions.
- Ensuring integrity of financial information, robustness and effectiveness of financial controls, adequacy of risk management system.
- Overseeing internal control processes including legal and regulatory compliance framework of the Corporation.
- Overseeing the process of disclosure and communications.
- Monitoring the effectiveness of governance practices and making changes as and when required.
- Ensuring a transparent nomination process to the Board of Directors with the diversity of thought, experience, knowledge, perspective and gender in the Board of Directors.
- Monitoring and reviewing Board of Director's evaluation framework.
- Selecting, compensating, monitoring and when necessary, replacing key managerial personnel and overseeing succession planning.
- Aligning key managerial personnel and remuneration of Board of Directors with the longer term interests of the Corporation and its shareholders.
- Setting performance objectives and overseeing the performance of management in meeting agreed goals and objectives and monitoring the reporting of performance.

### **DUTIES AND RESPONSIBILITIES**

#### **Duties of the Board:**

[Reference - Section 166 of the Companies Act, 2013]:

The duties of the Board of Directors include:

- To act in accordance with the Articles of Association of the Corporation.
- To act in good faith in order to promote the objects of the Corporation for the benefit of its members as a whole, and in the best interests of the Corporation, its employees, the shareholders, and the community and for the protection of environment.
- To exercise his/her duties with due and reasonable care, skill and diligence and shall exercise independent judgment.
- Not to involve in a situation in which he/she may have a direct or indirect interest that conflicts, or possibly may conflict, with the interest of the Corporation.
- Not to achieve or attempt to achieve any undue gain or advantage either to himself or to his/her relatives, partners, or associates and if such director is found guilty of making any undue gain, he/she shall be liable to pay an amount equal to that gain to the Corporation.
- Not to assign his/her office and any assignment so made shall be void.

#### **Responsibilities of the Board:**

[Reference - Regulation 4 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]:

The responsibilities of the Board of Directors include:

- Disclosure of interest (material or otherwise) in any transaction or matter directly affecting the Corporation.
- Maintaining high ethical standards.
- Treating all shareholders fairly.
- Conducting in a manner so as to meet the expectations of operational transparency while at the same time maintaining confidentiality of information in order to foster a culture of good decision-making.
- Providing strategic guidance to the Corporation, ensuring effective monitoring of the management and be accountable to the Corporation and its shareholders.
- Setting a corporate culture and the values by which executives throughout HDFC group shall behave.
- Acting on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the Corporation and its shareholders.
- Encouraging continuing directors training to ensure that they are kept up to date.
- Ensuring that applicable accounting standards have been followed in the preparation of annual accounts.
- Ensuring that the annual accounts are prepared on a going concern basis.
- Ensuring that accounting policies selected have been applied consistently.
- Overseeing that proper and sufficient care has been taken for the maintenance of adequate accounting records and for safeguarding the assets of the Corporation and for preventing and detecting frauds and other irregularities.
- Ensuring that the internal financial controls laid down to be followed by the Corporation are adequate and operating effectively.



## BOARD OF DIRECTORS

- Ensuring that the compliance management systems are adequate and operating effectively.
- Exercise objective independent judgement on corporate affairs.
- Assign a sufficient number of non-executive members of the board of directors capable of exercising independent judgement to tasks where there is a potential for conflict of interest.
- To define and disclose the mandate, composition and working procedures of the committees of the board of directors as when they are established.

### **POWERS**

*[Reference - Section 179 of the Companies Act, 2013]:*

The following matters can be approved by the Board of Directors only by passing a resolution at a board meeting. These matters cannot be passed by way of a circular resolution:

- (a) making calls on shareholders in respect of money unpaid on their shares;
- (b) authorising buy-back of securities;
- (c) issuance of securities, including debentures, whether in or outside India;
- (d) borrowing;\*
- (e) investments;\*
- (f) granting loans or giving guarantee or providing security in respect of loans;\*
- (g) approval of financial statement and the Board's report;
- (h) diversifying the business;
- (i) approval of amalgamation, merger or reconstruction;
- (j) takeover or acquisition of a company or a controlling or substantial stake in another company;
- (k) to make political contributions;
- (l) appointment or removal of key managerial personnel; and
- (m) appointment of internal auditor and secretarial auditor

\*can be delegated, to any committee of directors or managing director(s) or principal officer(s) of the Corporation and/or the branch office of the Corporation.

### **DIRECTORS' & OFFICERS' LIABILITY INSURANCE**

The Directors' & Officers' Liability Insurance policy provides cover for the personal liability of directors and officers arising due to certain acts in their capacity as a director and/or officers. Defence costs are also covered and are payable in advance of final judgment.

The Corporation has taken Directors' & Officers' Liability Insurance policy. This policy provides protection for claims brought against directors for actual or alleged breach of duty, neglect, misstatements or errors in their capacity as a director of the Corporation.

### MAXIMUM NUMBER OF DIRECTORSHIPS

#### A) Director

[Reference - Section 165 of the Companies Act, 2013]:

Type of Company	Maximum Number of Directorships	Remarks
Public	10	Includes private companies that are either holding or subsidiary of a public company.
Public + Private	20	Not for profit, dormant company and foreign companies are not included.

#### Independent Director

[Reference - Regulation 17A of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]:

Appointee Director	Maximum Number of Directorships	Maximum Number of Independent Directorships	Remarks
not serving as a whole time director in any listed company	7	7	Such a director can hold office in 7 listed companies in a non-executive capacity.
serving as a whole time director in any listed company	7	3	Such a director can hold office in 7 listed companies including the company in which he is a whole-time director. However, he can be appointed as an independent director only in a maximum of 3 of the 7 companies.

### MAXIMUM NUMBER OF COMMITTEE MEMBERSHIPS

[Reference - Regulation 26 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]:

Maximum Number of Memberships	Maximum of Chairmanships in listed entities	Number Type of Committees included
10 (including chairmanship)	5	- Audit and - Stakeholders Relationship (Private, not for profit and foreign companies are excluded).

**REQUIREMENT**

[Reference - Section 149 of Companies Act, 2013 and Regulation 17 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]:

Type of Companies	Nature of Chairperson	Minimum Number of Independent Directors
Listed Public Companies	non-executive chairperson is a promoter of the listed entity or is related to any promoter or person occupying management positions at the level of board of director or at one level below the board of directors	50% of the total directors
	Non-executive	1/3rd of the total directors (Including 1 independent women director)
Other Public Companies - Paid-up capital Rs. 10 crore - Turnover of Rs. 100 crore - Aggregate outstanding loans, debentures and deposits of Rs. 50 crore	-	2

The following classes of unlisted public company shall not be covered under above criteria:-

- (a) a joint venture;
- (b) a wholly owned subsidiary; and
- (c) a dormant company as defined under section 455 of the Act.

**CRITERIA**

[Reference - Section 149 of Companies Act, 2013 and Regulation 16 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]:

A director who satisfies the following criteria shall qualify to be an Independent Director of the Corporation:

- (a) who, in the opinion of the Board, is a person of integrity and possesses relevant expertise and experience;
- (b) who is not a nominee director;
- (c)
  - (i) who is or was not a promoter of the Corporation or its holding, or its subsidiary or associate companies or member of the promoter group of the Corporation;
  - (ii) who is not related to promoters or directors in the Corporation or its holding, subsidiary or associate companies;
- (d) who has or had no pecuniary relationship\*, other than remuneration as such director or having transaction not exceeding 10% of his total income or such amount as may be prescribed, with the Corporation or its holding, its subsidiary or associate companies, or their promoters, or directors, during the two immediately preceding financial years or during the current financial year;

## INDEPENDENT DIRECTORS

- (e) None of whose relatives has or had pecuniary relationship or transaction with the Corporation, its holding, subsidiary or associate companies, or their promoters, or directors, amounting to two per cent or more of its gross turnover or total income or fifty lakh rupees, whichever is lower, during the two immediately preceding financial years or during the current financial year;
- (f) none of whose relatives –
  - (i) is holding any security of or interest (face value exceeding fifty lakh rupees or two per cent. of the paid-up capital) in the Corporation, its holding, subsidiary or associate company during the two immediately preceding financial years or during the current financial year;
  - (ii) is indebted to the Corporation, its holding, subsidiary or associate company or their promoters, or directors, in excess of fifty lakh rupees, at any time during the two immediately preceding financial years or during the current financial year;
  - (iii) has given a guarantee or provided any security in connection with the indebtedness of any third person to the Corporation, its holding, subsidiary or associate company, or their promoters or directors of such holding company for an amount of fifty lakh rupees at any time during the two immediately preceding financial years or during the current financial year; or
  - (iv) has any other pecuniary transaction or relationship with the Corporation, or its holding, subsidiary, or associate company amounting to two per cent. or more of its gross turnover or total income singly or in combination with the transactions referred to in sub-clause (i), (ii) or (iii);]
- (g) who, neither himself nor any of his/her relatives –
  - (i) holds or has held the position of a key managerial personnel or is or has been employee of the Corporation or its holding, subsidiary or associate company in any of the three financial years immediately preceding the financial year in which he/she is proposed to be appointed. Provided that in case of a relative who is an employee, the restriction under this clause shall not apply for his employment during preceding three financial years.
  - (ii) is or has been an employee or proprietor or a partner, in any of the three financial years immediately preceding the financial year in which he/she is proposed to be appointed, of –
    - (A) a firm of auditors or company secretaries in practice or cost auditors of the Corporation or its holding or subsidiary or associate companies; or
    - (B) any legal or a consulting firm that has or had any transaction with the Corporation, its holding or subsidiary or associate companies amounting to 10% or more of the gross turnover of such firm;
  - (iii) holds together with his/her relatives 2% or more of the total voting power of the Corporation; or
  - (iv) is a Chief Executive or director, by whatever name called, of any non-profit organization that receives 25% or more of its receipts or corpus from the Corporation, any of its promoters, directors or its holding or subsidiary or associate company or that holds 2% or more of the total voting power of the Corporation; or
  - (v) is a material supplier, service provider or customer or a lessor or lessee of the Corporation;
- (h) who is not less than 21 years of age.
- (i) Who is not a non-independent director of another company on the board of which any non-independent director of the Corporation is an independent director
- (j) who possess appropriate skills, experience and knowledge in one or more fields of finance, law, management, sales, marketing, administration, research, corporate governance, technical operations or other disciplines related to the Corporation's business.

## INDEPENDENT DIRECTORS

- (k) Who is complied with the sub-rule (1) and (2) of Rule 6 of the Companies (Appointment and Qualification of Directors) Rules, 2014.

\*Pecuniary Relationship shall mean:

- Transactions not in the ordinary course of business of the Corporation or at arm's length price;
- Receipt of remuneration other than by way of sitting fees, reimbursement of expenses for participation in the board and other meetings and remuneration in the form of commission.

### **GUIDELINES OF PROFESSIONAL CONDUCT**

*[Reference - Schedule IV to the Companies Act, 2013]:*

An Independent Director shall:

- uphold ethical standards of integrity and probity;
- act objectively and constructively while exercising his/her duties;
- exercise his/her responsibilities in a bona fide manner in the interest of the Corporation;
- devote sufficient time and attention to his professional obligations for informed and balanced decision making;
- not allow any extraneous considerations that will vitiate his exercise of objective independent judgment in the paramount interest of the Corporation as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision making;
- avoid abusing his/her position to the detriment of the Corporation or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person;
- refrain from any action that would lead to loss of his/her independence;
- where circumstances arise which make an independent director lose his/her independence, the independent director must inform the Board immediately; and
- assist the Corporation in implementing the best corporate governance practices.

### **ROLE AND FUNCTIONS**

*[Reference - Schedule IV to the Companies Act, 2013]:*

The independent directors of the Corporation shall:

- help in bringing an independent judgment to bear on the Board's deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct;
- bring an objective view in the evaluation of the performance of Board and management;
- scrutinise the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
- safeguard the interests of all stakeholders, particularly the minority shareholders;
- balance the conflicting interest of the stakeholders;
- determine appropriate levels of remuneration of whole-time directors, key managerial personnel and senior management and have a prime role in appointing and where necessary recommend removal of whole-time directors, key managerial personnel and senior management; and
- moderate and arbitrate in the interest of the Corporation as a whole, in situations of conflict between management and shareholder's interest.

## INDEPENDENT DIRECTORS

### DUTIES

*[Reference - Schedule IV to the Companies Act, 2013]:*

The Independent Directors shall:

- undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the Corporation;
- seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the Corporation;
- strive to attend all meetings of the Board of Directors and of the committees of which he/she is a member;
- participate constructively and actively in the committees of the board in which they are chairpersons or members;
- strive to attend the general meetings;
- where they have concerns about the running of the Corporation or a proposed action, ensure that these are addressed by the board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the board meeting;
- keep themselves well informed about the Corporation and the external environment in which it operates;
- not to unfairly obstruct the functioning of an otherwise proper board or its committees;
- pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the Corporation;
- ascertain and ensure that the Corporation has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
- report concerns about unethical behaviour, actual or suspected fraud or violation of the Corporation's code of conduct or ethics policy;
- acting within his/her authority, assist in protecting the legitimate interests of the Corporation, shareholders and its employees; and
- not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the board or required by law.

### SEPARATE MEETINGS

*[Reference - Schedule IV to the Companies Act, 2013 and Regulation 25 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]:*

The independent directors of the Corporation will hold at least one meeting in every financial year without the presence of non-independent directors and members of management and all the independent directors shall strive to be present at such meeting. At the said meeting the independent directors would:

- review the performance of non-independent directors and the Board as a whole;
- review the performance of the Chairman of the Corporation, taking into account the views of executive directors and non-executive directors; and
- assess the quality, quantity and timeliness of flow of information between the management of the Corporation, board and the committees that is necessary for the Board to effectively and reasonably perform their duties.

### RE-APPOINTMENT

An independent director shall be eligible to be re-appointed for another term of up to 5 (five) consecutive years subject to approval of the Board of Directors of the Corporation based on evaluation of performance and approval of shareholders' by way of special resolution.

INITIAL

At the time of joining the board:

Form/Letter	Particulars	Page No.
Form DIR-2	Consent to act as a Director	46-47
Form MBP-1	<ul style="list-style-type: none"> <li>➤ Disclosure of interest (including shareholding interest) or concern in: <ul style="list-style-type: none"> <li>• any company (Public/Private/Section 8/ Foreign)</li> <li>• Partnership Firms/ LLP /HUF/ Sole Proprietorship/ Association of Individuals (Trust, Society)</li> </ul> </li> <li>➤ Firms/ LLPs in which the relatives of the Director are a Partner/ Sole Proprietor.</li> <li>➤ Private Company(ies)/ body corporate/ association of individuals in which any of the relative is a director/ member.</li> <li>➤ Public Companies in which any of the relative is a director and/or along with his/her relatives hold more than 2% of its paid- up share capital.</li> <li>➤ body corporates whose board of directors, managing director or manager is accustomed to act in accordance with the advice, directions or instructions of the director on board.</li> <li>➤ name of the person on whose advice, directions or instructions director is accustomed to act.</li> <li>➤ Public Companies in which the Director is a member in the Committee of the Board of Directors (Audit and Stakeholders Relationship Committee).</li> <li>➤ Membership in other Committees.</li> <li>➤ List of Relatives.</li> </ul>	48-50
Form DIR-8	<p>Details of directorships held during the last three years including the resigned ones.</p> <p><i>Foreign companies are not required to be included.</i></p>	51
Declaration by an Independent Director	Confirmation on meeting the criteria of independence.	52-53
Fit & Proper Criteria	Deed of Covenants under RBI HFC Directions	54-57
	Declaration and Undertaking under RBI HFC Directions	58-60



## DISCLOSURES/DECLARATIONS

### CONTINUAL

Form/Letter	Particulars	Page No.
Form MBP-1	Change in any particulars that were disclosed earlier in Form MBP-1. <i>To be informed within 30 days of change in interest.</i>	48
HDFC Securities dealing Code	Disclosures as required under HSDC	61-68

### ANNUAL

Form/Letter	Particulars	Page No.
Form MBP-1	General disclosure of interest containing details as mentioned above.	48-50
Form DIR-8	Details of directorships held during the last three years including the resigned ones. <i>Foreign companies are not required to be included.</i>	51
Declaration by an Independent Director	Confirmation on continue to meet the criteria of independence.	52-53
Code of conduct	Declaration confirming compliance with the Code of Conduct by the Non- Executive Director.	69
Fit & Proper Criteria	Annual Declaration confirming Fit and Proper criteria	—
HDFC Securities dealing Code	Disclosures as required under HSDC	61-68



### NOTICE CONVENING A MEETING

The meetings of the Board of Directors are normally held at the Corporation's corporate office in Mumbai. Meetings are generally scheduled well in advance and the notice of each board meeting is given in writing through letter/ email/ calendar invite to each director.

Senior management is invited to attend the board meetings so as to provide additional inputs to the matters being discussed by the board. Other experts, if required, are also invited to make presentation before the board on specific matters.

### FREQUENCY OF MEETINGS

The board meets at least once in a quarter to review the quarterly performance and financial results of the Corporation. Members of the board are free to convene a board meeting at any time and shall inform the company secretary regarding the same.

Additional meetings are also convened to discuss various matters including risk management, corporate governance and review of the operations of the subsidiary companies.

### QUORUM

Board Meeting - minimum 1/3rd of the total board strength or 4 directors whichever is higher, including atleast one independent director.

Participation of the directors by video conferencing or by other audio-visual means shall also be counted for the purposes of such quorum except for certain matters pertaining to annual financial statements, board's report, prospectus, matter relating to amalgamation, merger, demerger, acquisition and takeover. Provided that where there is quorum presence in a meeting through physical presence of directors, any other director may participate conferencing through video or other audio visual means, any participation through audio/ tele-conference shall not be counted for the purpose of calculation of quorum.

However in exceptional circumstances participation of the directors by video conferencing or by other audio-visual means shall also be counted for the purposes of quorum on all matters as may be prescribed by the statutory/regulatory authorities from time to time.

### ATTENDANCE

The directors are expected to be present at the meeting from the appointed time till the conclusion of the meeting. Any exception shall be with the permission of the Chairman.

If for any reason the directors are unable to attend a particular meeting, a request for leave of absence should be sent to the Chairman or Company Secretary in advance for recording the same in the minutes of the meeting.

As per the provisions of the Companies Act, 2013 in case a director absents himself from all the meetings of the Board of Directors held during a period of 12 months with or without seeking leave of absence of the Board, his office will become vacant.

### AGENDA AND NOTES FOR THE MEETING

The Company Secretary in consultation with the Chairman and the whole-time directors prepares a detailed agenda for the meetings. The board is provided with the adequate information that is required for an informed decision making. The members of the board have access to all information of the Corporation.

The board papers, agenda and other explanatory notes are circulated to the directors well in advance and is made available in a digital form on BoardPAC. The members of the board are also free to recommend inclusion of any matter in the agenda for discussion. In case any director wishes to recommend inclusion of any matter, he/ she can contact either the Chairman or whole- time directors or the Company Secretary of the Corporation.

## BOARD MEETINGS

Where it is not possible to send the agenda notes in advance or some new matters crop up after the initial agenda including the notes have been circulated, a supplementary agenda is circulated to the directors to enable them to participate in the discussions on the matter as also in decision making.

### DECISIONS AND MINUTES

Generally all matters requiring board approval are decided collectively by the board/ committee thereof. In case some directors require additional information, the decision is postponed till the said information is furnished so that a decision, which is in the best interest of the Corporation is taken.

In case any director wishes to record his dissent on any matter, he can communicate the same to the Chairman of the Corporation.

The Company Secretary based on the items transacted at the board/ committee meetings prepares the draft minutes of such meetings. The draft minutes of each meeting are thereafter circulated to all board/ committee members, for their comments, within fifteen days from the date of the meeting. The directors, whether present at the meeting or not, may communicate his/ her comments, if any, in writing on the draft minutes.

Once the minutes are finalized, they are entered in the Minutes Book within thirty days from the date of the meeting. The said minutes are placed at the next meeting of the board/ committee, for confirmation and signing by the Chairman. Thereafter, the signed minutes are circulated to the respective board/ committee members.

### RESOLUTION BY CIRCULATION

In case of items that are urgent in nature and cannot wait till the next board/ committee meeting, the said item can be approved by way of circulation. In such cases, a detailed note along with draft resolution will be circulated to the concerned directors for their information and approval. However, matters listed under "Powers of the Board" cannot be passed through circulation.

On receipt of the approval of the majority of directors or members of the concerned committee, the resolution will be deemed to have been passed.

To enable better and more focused attention on the affairs of the Corporation, the Board of Directors has delegated certain matters to its committees. These committees prepare the groundwork for decision-making and report the same to the Board at its subsequent meetings.

The Board of Directors of the Corporation, over the years, has constituted various committees of directors either voluntarily or in compliance with certain regulatory requirements. Some of these committees are constituted to discharge a management function.

Composition and detailed terms of reference of certain Committees of Directors (other than those constituted to discharge a management function) as approved by the Board, from time to time, is provided hereunder:

### **AUDIT AND GOVERNANCE COMMITTEE**

#### **Constitution:**

The Audit and Governance Committee of Directors of the Corporation (Audit and Governance Committee) shall comprise of 3 or more non-executive directors, out of which not less than 2/3rd shall be independent directors.

All members of the Audit and Governance Committee including the Chairperson shall have the ability to read and understand financial statements with at-least 1 member having accounting or related financial management expertise and 1 member who can understand the results of the Information System Audit.

#### **Chairperson:**

- (i) The Chairperson of Audit and Governance Committee shall be an independent director.
- (ii) The Chairperson shall be appointed by the Board. In case the Chairperson is not present at any Audit and Governance Committee meeting, the members present at the meeting shall, amongst themselves, elect a Chairperson for that particular meeting.
- (iii) The Chairperson of the Audit and Governance Committee shall be present at the Annual General Meeting (AGM) to answer shareholders queries.

#### **Meetings:**

- (i) The Audit and Governance Committee shall meet at least 4 times in a year and gap between 2 meetings shall not exceed 120 days. The Audit and Governance Committee shall also meet at such times as the Chairperson or any Member of the Audit and Governance Committee may deem appropriate.
- (ii) The quorum for meetings of Audit and Governance Committee shall be at-least 2 members or 1/3rd of the members, whichever is greater, including at-least 2 independent directors in attendance.
- (iii) The Audit and Governance Committee shall meet in person, except in extraneous circumstances when it may meet through video conferencing or other audio visual means, in accordance with the procedure prescribed in the Companies (Meetings of Board and its powers) Rules, 2014, as amended and Secretarial Standard on Meetings of the Board of Directors.
- (iv) The Members of the Audit and Governance Committee shall be entitled to sitting fees for attending meetings of the Committee, as may be fixed by the Board, from time to time.
- (v) The minutes of the meetings of the Audit and Governance Committee shall be recorded and maintained in accordance with the relevant provisions of the Companies Act, 2013, or any enactment or amendment or modification thereto and applicable Secretarial Standards issued by the Institute of Company Secretaries of India.

### **Invitees:**

- (i) The Audit and Governance Committee may invite such of the whole-time directors, head of Policy Implementation and Process Monitoring department, representatives of statutory and internal auditors and such other executives of the Corporation, as it may deem appropriate to be present at its meetings.
- (ii) The statutory auditor and the internal auditors shall have the right to be heard at the meetings of the Audit and Governance Committee when it considers their report but shall not have right to vote.
- (iii) The Company Secretary of the Corporation shall act as the Secretary to Audit and Governance Committee and shall attend meetings thereof.

### **Role:**

The Audit and Governance Committee shall consider and review the following matters and perform such other duties that may be assigned to it by the Board, from time to time, including but not limited to:

#### **Auditors:**

- a. Recommend to the Board the appointment, re-appointment, if required removal/ replacement of statutory and internal auditor, remuneration and terms of appointment of statutory and internal auditor of the Corporation.
- b. Discuss with statutory auditor the nature and scope of audit and post audit discussions to ascertain any area of concern.
- c. Approve payments to be made in respect of any other services rendered by statutory auditors.
- d. Review and monitor the statutory auditors independence and performance and effectiveness of the audit process.
- e. Review with management, performance of statutory and internal auditors and adequacy of internal control systems.
- f. Review the adequacy of the internal audit function, including structure of Policy Implementation and Process Monitoring department, staffing and seniority of the official heading the department, reporting structure and frequency of audit.
- g. Review internal audit reports relating to internal control weaknesses and discuss with internal auditors, if deemed necessary, of any significant findings and follow up thereon.
- h. Review findings of internal investigation by the internal auditors into matters where there is suspected fraud or irregularity or failure of internal control systems of a material nature and reporting the matter to the Board.
- i. Review management letters/ letters of internal control weaknesses issued by the statutory auditors, if any.
- j. Review information system audit report and discuss any significant findings, if deemed necessary, with information system auditors.

#### **Financial Statements and report thereon:**

- k. Oversight of financial reporting process and disclosure of financial information to ensure that the financial statement is correct, sufficient and credible.
- l. Review with management, the quarterly financial statements (including statement of cash flows for the half year) before submission to the Board for its approval.
- m. Review with the management, the annual financial statements and auditor's report, before submission to the Board for its approval, with particular reference to;  
- Matters to be included in directors responsibility statement under Sec. 134 of the Companies Act, 2013;

## COMMITTEES

- Changes if any, in accounting policies and practices;
  - Major accounting entries involving estimates based on exercise of judgment management;
  - Significant adjustment made in the financial statements arising out of audit findings;
  - Compliance with listing and other legal requirements relating to financial statements;
  - Disclosure of related party transactions; and
  - Modified opinion in draft auditors report.
- n. Review of Management Discussion and Analysis of the financial conditions and results of operations.

### Related Party Transactions

- o. Approval or any subsequent modification of transactions of the Corporation with related parties and grant of omnibus approval for related party transactions proposed to be entered by the Corporation.
- p. Review statement of related party transactions including details of related party transactions entered pursuant to grant of omnibus approval on a quarterly basis.

### Fraud Monitoring

- q. Review compliance with the Guidelines on Reporting and Monitoring of Frauds in Housing Finance Companies issued by the National Housing Bank and the Fraud Risk Management Policy of the Corporation as far as it relates to this Committee.

### Governance

- r. Review the governance practices of the unlisted subsidiaries of the Corporation and guide such companies to adopt appropriate governance practices.
- s. Review the financial performance of the unlisted subsidiaries of the Corporation.
- t. Review utilisation of loans/advances/investment in the subsidiary exceeding Rs. 100 crore or 10% of the asset size of the subsidiary, whichever is lower.
- u. Review the investments made by the unlisted subsidiaries of the Corporation.
- v. Oversee the vigil / whistle blower mechanism and review the safeguards in place against victimization of employees and directors who avail of such mechanism and ensure adequate provision is there to provide direct access to the Chairman of the Audit and Governance Committee, in appropriate or exceptional cases.
- w. Review compliance with the provisions of the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 on a half-yearly basis and verify that the systems for internal control are adequate and operating effectively.
- x. Review the reports relating to violations, if any, of HDFC Share Dealing Code by Designated Employees.

### Miscellaneous

- y. Evaluation of the internal financial controls and risk management systems.
- z. Reviewing and monitoring the end use of funds raised through an issue of securities.
- aa. Review of adherence to compliance with the KYC & AML Policy of the Corporation, assess the efficacy of the measures taken by the Corporation to prevent instances of material non-adherence.
- bb. Scrutiny of inter corporate loans and investments.
- cc. Valuation of undertakings or assets of the Corporation, wherever it is necessary.

- dd. Look into reasons for substantial defaults in the payment to depositors, debenture holders, shareholders [in case of non-payment of declared dividends] and creditors.
- ee. Approve the appointment of the Chief Financial Officer (CFO) (whole-time finance director or any other person heading the finance function or discharging that function), after assessing the qualification, experience and background etc. of the candidate.
- ff. Review statements of deviation in relation to utilisation of proceed of public issue, rights issue, preferential issue etc., from the objects stated in offer document.

The management of the Corporation shall provide necessary support and information through presentations, notes, documents/papers, reports, etc. to the Audit and Governance Committee in order to appropriately carry out the functions mentioned above.

The Audit and Governance Committee shall perform such other functions as may be required under the relevant provisions of the Companies Act, 2013, the Rules made thereunder or the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 or any other applicable laws, as amended from time to time.

### **Powers:**

The Audit and Governance Committee be and is hereby vested with the power to investigate any activity within the terms of reference, seek information from employees, obtain outside legal counsel or other professional advice and secure their attendance if necessary.

### **Report:**

The Chairperson of the Audit and Governance Committee shall apprise the Board on the recommendations made by it on any matter under these terms of reference. The minutes of the meeting of the Committee duly approved, shall be tabled at the meeting of the Board of Directors of the Corporation for its noting.

### **Review & Authority:**

The terms of reference of the Audit and Governance Committee shall be reviewed periodically to reassess its adequacy.

## **NOMINATION & REMUNERATION COMMITTEE**

### **Constitution:**

The Nomination and Remuneration Committee (NRC) shall comprise of 3 or more non-executive directors, out of which not less than one half shall be independent directors.

### **Chairperson:**

- (i) The Chairperson of NRC shall be an independent director.
- (ii) The Chairperson shall be appointed by the Board. In case the Chairperson is not present at any NRC meeting, the members present at the meeting shall, amongst themselves, elect a Chairperson for that particular meeting.
- (iii) The Chairperson of the NRC or, in his absence, any other member of NRC authorised by him in this behalf shall attend the general meetings to answer shareholders' queries; however it shall be upon the Chairperson of the general meeting to decide who shall answer the queries at such meetings.



### **Meetings:**

- (i) The NRC shall meet at-least twice in a year and also at such times as the Chairperson or any Member of the NRC may deem appropriate.
- (ii) The quorum for meetings of the NRC shall be at-least two Members or one third of the Members, whichever is greater, including at-least one Independent Director in attendance.
- (iii) The NRC shall meet in person, except in extraneous circumstances when it may meet through video conferencing or other audio visual means, in accordance with the procedure prescribed in the Companies (Meetings of Board and its Powers) Rules, 2014, as amended.
- (iv) The Members of the NRC shall be entitled to sitting fees for attending meetings of the Committee, as may be fixed by the Board, from time to time.
- (v) The minutes of the meetings of the NRC shall be recorded and maintained in accordance with the relevant provisions of the Companies Act, 2013, or any enactment or amendment or modification thereto and the applicable Secretarial Standards issued by the Institute of Company Secretaries of India (ICSI).

### **Invitees:**

- (i) The NRC may invite such of the whole-time directors and/ or other executives of the Corporation as it may deem appropriate to be present at its meetings.
- (ii) The Company Secretary of the Corporation shall act as the Secretary to NRC and shall attend meetings thereof, except in case of interested/ sensitive matters.

### **Role:**

The NRC shall consider and review the following matters and perform such other duties that may be assigned to it by the Board, from time to time, including but not limited to:

#### **Nomination**

- (i) The NRC shall identify persons who are qualified to become Directors of the Corporation and who may be appointed in senior management in accordance with the criteria laid down and recommend to the Board their appointment and removal.
- (ii) The NRC shall formulate and recommend to the Board the criteria for determining qualifications, positive attributes and independence of a director and for evaluating their performance as well as a policy on Board Diversity.
- (iii) The NRC shall identify the core skills/expertise/competencies that are required amongst the directors of the Corporation.
- (iv) The NRC shall review and ensure that the persons who are proposed to be appointed/ re-appointed as the whole-time directors of the Corporation meet the conditions as set out in Part I of Schedule V to the Companies Act, 2013 or any re-enactment or amendment or modification thereto.
- (v) The NRC shall review the declarations and undertakings received from the directors confirming that they continue to meet the criteria as mentioned in the Policy for Fit and Proper criteria for Directors, as required under the Housing Finance Companies – Corporate Governance (National Housing Bank) Directions, 2016.
- (vi) The NRC shall review the agreement(s) and/or deed(s) to be executed with any director to be appointed/ re-appointed, including but not limited to the Deed of Covenant as required under the Housing Finance Companies – Corporate Governance (National Housing Bank) Directions, 2016.

## COMMITTEES

### **Evaluation:**

- (i) The NRC shall specify the criteria/ manner for effective evaluation of performance of Board, its Committees and individual Directors of the Corporation to be carried out either by the Board, by itself or by an independent external agency and review its implementation and compliance.
- (ii) The NRC shall determine whether to extend or continue the term of appointment of directors on the basis of the report of performance evaluation of the concerned director(s).

### **Compensation:**

- (i) The NRC shall formulate and recommend to the Board a Remuneration Policy for all Directors, Key Managerial Personnel, Senior Management and other employees of the Corporation.
- (ii) The NRC shall recommend to the Board, all remuneration payable to the senior management as defined in the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, in whatever form.
- (iii) The NRC shall review and approve the payment of remuneration to the whole-time directors and ensure that such remuneration is within the overall limits as set out in Section 197, read with Schedule V and other applicable provisions of the Companies Act, 2013 or any re-enactment or amendment or modification thereto and subject to such limits, terms and conditions, as may be approved by the Members of the Corporation, from time to time.
- (iv) The NRC shall review and recommend to the Board the payment of profit related commission to the Chairperson of the Corporation within the overall limits as may be approved by the shareholders of the Corporation, in terms of Section 197 of the Companies Act, 2013.
- (v) The NRC shall have the authority to formulate, adopt, administer, enforce and modify the employee stock option schemes of the Corporation, including grant of options to eligible employees under the employee stock option schemes of the Corporation, in accordance with the provisions of SEBI (Share Based Employee Benefits) Regulations, 2014 and other applicable laws.

### **Miscellaneous:**

The NRC shall perform such other functions as may be required under the relevant provisions of the Companies Act, 2013, the Rules made thereunder or the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 or any other applicable laws, as amended from time to time.

### **Powers:**

The NRC shall be vested with the following powers:-

- (i) To obtain advice from auditors or lawyers or experts as it may deem appropriate and to secure their attendance.
- (ii) To call for records, documents or seek explanations from Officer(s) of the Corporation or auditors or lawyers or experts as it may deem appropriate, whether or not as part of any investigation into violation of the policies of the Corporation.

### **Report:**

The Chairperson of the NRC shall apprise the Board on the recommendations made by it on any matter under these terms of reference. The minutes of the meeting of the Committee duly approved, shall be tabled at the meeting of the Board of Directors of the Corporation for its noting.

### **Review & Authority:**

The terms of reference of the NRC shall be reviewed periodically to reassess its adequacy.



### STAKEHOLDERS RELATIONSHIP COMMITTEE

#### Constitution:

- (i) The Stakeholders Relationship Committee (SRC) shall comprise of at-least 3 directors including a Chairperson who shall be a non-executive director, with at least one being an independent director.
- (ii) The Company Secretary of the Corporation shall act as the Secretary to the Committee.

#### Chairperson:

- (i) The Chairperson shall be appointed by the Board. In case the Chairperson is not present at any SRC meeting, the members present at the meeting shall, amongst themselves, elect a Chairperson for that particular meeting.
- (ii) The Chairperson of the SRC or, in his absence, any other member of SRC authorised by him in this behalf shall attend the general meetings to answer shareholders' queries.

#### Meetings:

- (i) The Committee shall meet on a quarterly basis and also at such times as the Chairperson or any Member of the SRC may deem appropriate.
- (ii) The quorum for meetings of the SRC shall be at-least two Members or one third of the Members, whichever is greater.
- (iii) The Committee shall meet in person, or through video conferencing or other audio visual means, in accordance with the procedure prescribed in the Companies (Meetings of Board and its Powers) Rules 2014, as amended.
- (iv) The Members of the Committee shall be entitled to sitting fees for attending meetings of the Committee, as may be fixed by the Board, from time to time.
- (v) The minutes of the meetings of the Committee shall be recorded and maintained in accordance with the relevant provisions of the Companies Act, 2013, or any enactment or amendment or modification thereto and the applicable Secretarial Standards issued by the Institute of Company Secretaries of India.

#### Invitees:

- (i) In addition to the Company Secretary, the Committee may invite such officers of the Secretarial, Treasury and Deposit Departments of the Corporation to participate in the meeting, but such meetings may also be held without their presence.
- (ii) The Secretarial Auditor may be invited if necessary and shall have the right to be heard at the meetings of the Committee, but shall not have right to vote.

#### Role:

The role of the Committee shall include the following:

- (i) Review the mechanism adopted for redressing the grievance of shareholders, debenture holders, depositors and other security holders and the status of such redressal;
- (ii) Resolve the grievances of the shareholders, debenture holders, depositors, and including but not limited to complaints related to transfer/ transmission of shares, non-receipt of annual report, non-receipt of declared dividends, issue of new/ duplicate certificates, general meetings etc.;

## COMMITTEES

- (iii) Review of the activities of the Secretarial Department of the Corporation inter alia adherence to Service Standards and Standard Operating Procedures relating to the various services rendered by the Investor Services Department;
- (iv) Review of the various measures and initiatives taken by the Corporation for reducing the quantum of unclaimed dividends and ensuring timely receipt of dividend warrants/ annual reports/ statutory notices by the shareholders, status of claims received and processed for unclaimed shares;
- (v) Review status of compliances with laws applicable to the Secretarial Department and its risk profile;
- (vi) Review the audit report of internal/ secretarial auditor, undertake corrective actions to rectify the deficiencies, if any and recommend the same for its noting/ approval by the Board of Directors;
- (vii) Review the Action Taken Report in respect of recommendations made by the Committee / Management;
- (viii) Review the status of the litigation(s) filed by/ against the security holders of the Corporation;
- (ix) Review of measures taken for effective exercise of voting rights by shareholders;
- (x) Review the mechanism adopted to review, monitor and report transactions relating to securities which may be suspicious from a money laundering perspective, in accordance with the KYC & AML Policy relating to securities of the Corporation;
- (xi) The Committee shall perform such other functions as may be required under the relevant provisions of the Companies Act, 2013, the Rules made there under, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and various circulars issued by the regulatory authorities thereof, as amended from time to time.

### **Powers:**

The Committee shall be vested with the following powers:-

- (i) Investigate any activity within the terms of reference.
- (ii) To obtain advice from auditors or lawyers or experts as it may deem appropriate and to secure their attendance.
- (iii) To call for records, documents or seek explanations from Officer(s) of the Corporation or auditors or lawyers or experts as it may deem appropriate, whether or not as part of any investigation into violation of the policies of the Corporation.

### **Report:**

The Chairperson of the SRC shall apprise the Board on the recommendations made by it on any matter under these terms of reference.

The minutes of the meeting of the Committee duly approved by the Chairperson, shall be tabled at the meeting of the Board of Directors of the Corporation for its noting.

### **Review & Authority:**

The terms of reference of the Committee shall be reviewed periodically to reassess its adequacy.

### CORPORATE SOCIAL RESPONSIBILITY COMMITTEE

#### Constitution:

- (i) The CSR Committee shall comprise of atleast 3 directors out of which one shall be an independent director.
- (ii) The Chairman of the Committee shall be present at the Annual General Meeting (AGM) to answer shareholders queries. In the absence of the Chairman, any member of the Committee shall be present at the AGM to answer the shareholder queries with regard to CSR activities.

#### Meetings:

- (i) The CSR Committee shall meet at least twice in every financial year or at such frequencies as the Chairman of the CSR Committee deem appropriate.
- (ii) The quorum for meetings of the CSR Committee shall be at least two members or 1/3rd of the members, whichever is higher.
- (iii) The Committee shall meet in person or through video conferencing or other audio visual means, in accordance with the procedure prescribed in the Companies (Meetings of Board and its powers) Rules, 2014 as amended and Secretarial Standard on Meetings of the Board of Directors issued by the Institute of Company Secretaries of India (ICSI).
- (iv) The Members of the Committee shall be entitled to sitting fees for attending meetings of the Committee.
- (v) The minutes of the meetings of the CSR Committee shall be recorded and maintained in accordance with the relevant provisions of the Companies Act, 2013, Secretarial Standards on Meetings of the Board of Directors issued by the ICSI.

#### Invitees:

- (i) The CSR Committee may invite such officers of the Corporation and representatives of H T Parekh Foundation ("Foundation") and/or any other NGO or expert consultant, as deemed appropriate to attend and participate at its meetings.
- (ii) The CSR Committee may also meet without any of the said officers/ representatives.

#### Role:

The terms of reference of the CSR Committee will be to -

- (i) Periodic review of the Corporate Social Responsibility Policy (CSR policy) and recommend any modifications or changes to the same for the approval of the Board.
- (ii) Review and recommend to the Board an annual action plan for each financial year in pursuance of the CSR policy, including any modifications thereof which shall inter alia include a list of CSR projects, estimated budget to be allocated on each of the CSR projects during each financial year, manner of execution of CSR projects, implementation schedules for the CSR projects, monitoring and reporting mechanism for the CSR projects and details of need and impact assessment for CSR projects, as may be applicable.
- (iii) Implement and monitor the CSR Policy, including projects undertaken by the Corporation and/or through the Foundation or other partner organization(s) and its end-use.

## COMMITTEES

- (iv) Review and recommend CSR projects or programmes to the Board, to be considered as ongoing projects, for whose duration has extended beyond one year.
- (v) Review the impact assessment of eligible CSR projects undertaken by the Corporation and/or the Foundation or other partner organization(s).
- (vi) Recommend to the Board to transfer any Unspent CSR amount to a designated Unspent CSR account, in the manner as prescribed under Section 135 of the Companies Act, 2013 and rules made thereunder.
- (vii) Approve the CSR report containing the disclosures as mandated under the CSR Rules, before it is presented to the Board for its approval and inclusion in the Directors' report.
- (viii) To do all such acts, deeds, matters and things to ensure compliance with CSR norms and the CSR Policy, as amended, from time to time.

### **Powers:**

- (i) The Committee has the authority to investigate into any matters concerning with or arising out of CSR norms.
- (ii) The Committee is authorised to obtain third party opinion on any matter on any matter concerning the CSR norms or the CSR policy of the Corporation, as deemed appropriate and secure their attendance.
- (iii) To call for records, documents or seek explanations from Officer(s) of the Corporation or auditors or lawyers or experts as it may deem appropriate, whether or not as part of any investigation into violation of the policies of the Corporation.

### **Reporting:**

- (i) The minutes of the meetings of the CSR Committee shall be tabled at the subsequent meeting of the Board of Directors of the Corporation.
- (ii) Update the Board of Directors of the Corporation, regarding its CSR activities and practices adopted and provide for improvements/ actions required to be undertaken.
- (iii) In the event the Corporation has not spent the minimum required amount, the CSR Committee shall submit a report specifying the reasons for not being able to spend the amounts so allocated, to the Board.
- (iv) The CSR Committee's activities during the year shall be disclosed in the Annual Report of the Corporation in the format prescribed under the CSR Rules.

### **Review & Authority:**

The terms of reference of the CSR Committee shall be reviewed periodically to reassess its adequacy.

## **RISK MANAGEMENT COMMITTEE**

### **Constitution:**

- (i) The Risk Management Committee (RMC) shall comprise of an independent director (who shall also act as the Chairperson of the Committee), Managing Director, Executive Director and such other members of the Senior Management as the Board may decide from time to time. The Committee shall comprise minimum of 5 members with majority being the Members of the Board.
- (ii) The Company Secretary of the Corporation shall act as the Secretary to the Committee.

### **Chairperson:**

- (i) The Chairperson shall be an Independent Director.
- (ii) The Chairperson shall be appointed by the Board. In case the Chairperson is not present at RMC meeting, the members present at the meeting shall, amongst themselves, select a Chairperson for that particular meeting.

## COMMITTEES

### **Meetings:**

- (i) The RMC shall meet at least twice in every financial year and the gap between two meetings shall not exceed 180 days.
- (ii) The quorum for the meetings of the RMC shall be atleast three members or one third of the members, whichever is higher and should have at least one member of the Board of Directors in attendance.
- (iii) The RMC may meet in person, or through video conferencing or other audio visual means.
- (iv) The Members of the Committee shall be entitled to sitting fees for attending meetings of the Committee, as may be fixed by the Board, from time to time.
- (v) The minutes of the meetings of the Committee shall be recorded and maintained.

### **Invitees:**

In addition to the Company Secretary, the Committee may invite such officers of the Corporation to participate in the meeting, but such meetings may also be held without their presence.

### **Role:**

- (i) Formulate a detailed Risk Management Policy which inter alia shall include a framework for identification of internal and external risks specifically faced by the Corporation including financial, operational, sectoral, sustainability (particularly Environmental, Social and Governance related risks), information, cyber security risks or any other risks as may be determined by the Committee, risk mitigation measures, and business continuity plan and recommend the said Policy and any amendments thereto to the Board for its approval;
- (ii) Monitor and oversee the implementation of the risk management policy, including evaluating the adequacy of the risk management systems;
- (iii) Review the Risk Management Policy, at least once in two years, including by considering the changing industry dynamics and evolving complexity;
- (iv) Ensure that appropriate methodology, processes and systems are in place to monitor, evaluate and report risks associated with the business of the Corporation;
- (v) Review the adequacy of the existing measures to mitigate risks covering various functions of the Corporation;
- (vi) Recommend to the Board the appointment, removal and terms of remuneration of the Chief Risk Officer.
- (vii) The Committee shall perform such other functions as may be required under the relevant provisions of the Securities and Exchange Board of India (Listing Regulations and Disclosure Requirements) Regulations, 2015, any other applicable laws and various circulars issued by the regulatory authorities thereof, as amended from time to time.

### **Powers:**

The Committee shall be vested with the following powers:-

- (i) To investigate any activity within the terms of reference.
- (ii) To obtain advice from auditors or lawyers or experts, retain services of external consultants for redressing issues relating to and arising from risk management framework as it may deem appropriate and to secure their attendance.
- (iii) To call for any information, documents, records from any officers of the Corporation for ascertaining the adherence to the policies, procedures and standards laid for monitoring evaluating and reporting of risks.

### **Report:**

- (i) The Committee shall apprise the Audit and Governance Committee and the Board on the risk profile of the Corporation twice in every financial year. Further, the minutes of the meeting of the Committee duly approved, shall be tabled at the subsequent meeting of the Board of Directors of the Corporation for its noting.
- (ii) The Committee shall coordinate with such other committees of the Corporation as deemed relevant and as required from time to time with relation to any activity within the terms of reference.

### **Review and Authority:**

The terms of reference of the Committee shall be reviewed periodically to reassess its adequacy.

### **IT STRATEGY COMMITTEE**

#### **Meetings:**

- (i) The IT Strategy Committee shall meet at least twice in every financial year.
- (ii) The quorum for meetings of the IT Strategy Committee shall be three members of which one should be an Independent Director.
- (iii) The IT Strategy Committee shall meet in person, except in extraneous circumstances when it may meet through video conferencing or other audio visual means.
- (iv) The Members of the IT Strategy Committee shall be entitled to sitting fees for attending meetings of the Committee, as may be fixed by the Board, from time to time.
- (v) The minutes of the meetings of the IT Strategy Committee shall be recorded, maintained and placed before the Board.

#### **Invitees:**

The IT Strategy Committee may invite such executives of the Corporation to be present at its meetings as may be deemed necessary.

#### **Role:**

The terms of reference of the IT Strategy Committee shall include:

- (i) Approving the IT strategy and policy documents for an effective strategic planning. IT strategy will be based on the Corporation's business strategy.
- (ii) Ascertaining that the Management of the Corporation has implemented processes and practices that ensure that the IT delivers value to the business.
- (iii) Ensuring that the IT investments are in line with business requirements, accepted IT security standards within agreed budgets.
- (iv) Review of IT team strength, IT outsourced activities and guide in resource mobilising for executing strategies.
- (v) Ensuring that proper controls exist towards IT risks, thereby resulting a balance of risk and benefits.
- (vi) Driving technology decision making that creates medium and long term improvements.
- (vii) Reviewing key strategic priorities and translating them into a comprehensive strategic plan for technology initiatives.
- (viii) Approving and monitoring the execution of the IT Governance, IT policy, Information Security and Cyber security policy, Business Continuity Planning policy, IT outsourcing policy.
- (ix) Review Major IT projects and monitoring.
- (x) Any other issue within terms of reference.

#### **Review and Authority:**

The terms of reference of the IT Strategy Committee shall be reviewed periodically to reassess its adequacy.



### APPOINTMENT

The Board of Directors of a company is vested with authority to appoint an additional director or an alternate director or a director in casual vacancy. Independent directors, whole-time directors and directors whose office is liable to be retire by rotation are appointed by shareholders at general meetings.

An additional director holds office only up to the date of the next annual general meeting, and can be appointed as a director whose office shall be liable to retire by rotation or as an Independent Director by the shareholders at the next annual general meeting. Alternate director holds office till the date on which the original director returns to India. Director appointed in casual vacancy holds office till the date up to which the director in whose place he is appointed would have held office, if it had not been vacated.

The Corporation has formulated and adopted the Policy on Appointment of Directors and Members of Senior Management. The primary objective of the Policy is to provide a framework and set standards for the appointment of talented and self-motivated directors and Members of Senior Management who should have the capacity and ability to lead the Corporation towards achieving its stated goals and strategic objectives taking into account the interest of all stakeholders.

The Nomination and Remuneration Committee of Directors is responsible for identifying individuals who are suitably qualified to become directors of the Corporation and making recommendations to the Board for their appointments. The detailed criteria and the process of selection and appointment is covered under the Policy on Appointment of Directors and Members of Senior Management.

### PERFORMANCE EVALUATION

The performance of the board as a whole, its committees and of its respective members individually is evaluated on an annual basis as per the board evaluation process established by the Nomination and Remuneration Committee. Every year, the Nomination and Remuneration Committee reassesses the methodology and criteria to evaluate the performance of the board and its committees as well as the performance of each director individually. The evaluation exercise is conducted internally through an online module.

The outcome of the evaluation is reviewed by the Nomination and Remuneration Committee, independent directors at a separate meeting without the presence of non-independent directors and the Board. Requisite action plan is prepared for areas for improvement identified, if any, during the evaluation process and is informed to the Board of Directors.

### **REMUNERATION AND RE-IMBURSEMENT OF EXPENSES**

The remuneration paid to non-executive directors is governed by the Remuneration Policy for the Directors, Key Managerial Personnel, Senior Management and Other Employees. As per the said Policy, key elements of remuneration of non-executive/ independent directors are commission and sitting fees, subject to overall limit as prescribed in the applicable laws.

#### ***Sitting Fees:***

The non-executive directors (including independent directors) of the Corporation are being paid a sitting fee of Rs. 1,00,000 for attending each meeting of the Board of Directors and its Committees thereof, except for some Committees, wherein the concerned members have expressly waived the receipt of sitting fees.

Sitting fee of Rs. 1,00,000 is also paid to independent directors for attending the separate meeting of the independent directors.

#### ***Commission:***

The payment of the annual commission to the non-executive directors is based on the performance of the Corporation and is decided by the Board. Mr. Deepak S. Parekh being the Chairman of the Corporation is paid commission higher than the other non-executive/ independent directors as he continues to play a key role at the Board, is a member of key committees and represents the business interest of the Corporation at various forums. The annual remuneration payable to single non-executive director shall not exceed fifty percent of the total annual remuneration payable to all non-executive directors unless approved by the shareholders by special resolution.

However, the commission payable to the non-executive directors shall be within the overall limits of 1% of the net profits of the Corporation as approved by the shareholders of the Corporation.

#### ***Re-imbursment of expenses:***

Expenses incurred by the directors towards attending the meeting of the Board or Committee thereof are reimbursed by the Corporation. Such expense includes air-fare towards travelling from and to the city where the meeting is held and accommodation charges.

The Corporation also reimburses the expenditure incurred by the directors towards fulfillment of any obligation or duties towards the Corporation.

Further, the Corporation maintains the office of the non-executive Chairman and reimburses expenses incurred in performance of his duties.



### **TRADING IN HDFC SECURITIES BY NON-EXECUTIVE DIRECTORS:**

The non-executive directors of the Corporation are required to comply with the requirements of SEBI (Prohibition of Insider Trading) Regulations, 2015 and HDFC Securities Dealing Code while trading in the securities of the Corporation.

In case any non-executive director intends to buy/sell any HDFC Securities during an open trading window, subject to the limits mentioned below would be required to seek pre-clearance from the Compliance officer in accordance with HDFC Securities Dealing Code (HSDC).

- **Equity Shares and/or warrants:** excess of 1,000 equity shares and /or warrants of the Corporation in one trading window.
- **Non-Convertible Debenture (NCD):** even for one NCD of the Corporation in one trading window.

During a restricted trading period, obtain pre-clearance in case of creation/ release of pledge on even 1 equity share/ warrant of the Corporation.

Pre-clearance approval will be valid for a period of 7 days. In case the trade is not executed within 7 days from the receipt of such approval, then obtain a fresh approval.

### **Process for declaring the trade:**

- Update all trades immediately (buy, sell, creation/ release of pledge) in HDFC securities on Employee Self Service Module (ESS)
- Submit continual disclosure on ESS within 2 trading days from the date of trade, in case the traded value exceeds Rs. 10 lakhs in any calendar quarter.

No trades to be executed during restricted trading period except pledge and release of shares/ warrants subject to preclearance and as may be permitted under the regulations.

*(Restricted Trading Period- From April 1; July 1; October 1; and January 1 of every financial year till 48 hours from the declaration of the financial results or any other period as may be decided by the Corporation.)*

No contra trade to be executed for 6 months i.e. prohibition on purchase/sale for period of 6 months from the last sale/ purchase.

### **CESSATION AS A DIRECTOR**

A director may cease to hold office in several ways as follows –

#### ***Retirement:***

The independent directors of the Corporation are appointed for a period of 5 consecutive years, from the date of such appointment and are not liable to retire by rotation.

The non-executive chairman, managing directors and whole-time director of the Corporation are liable to retire by rotation.

### *Resignation:*

A director may resign, any time, by giving a notice in writing along with detailed reasons for such resignation, to the Corporation and also provide a confirmation that there is no other material reason other than those provided.

The said resignation shall be effective from the date on which the notice is received by the Corporation or the date, if any, specified by the director in such notice, whichever is later.

### *Vacation of office as a Director/ Disqualifications:*

The office of a director shall become vacant in case the director:

- Incurs any of the disqualifications as mentioned below:  
[Reference - Section 164 and 167 of the Companies Act, 2013]:
  - He/she is of unsound mind and stands so declared by a competent court;
  - he/she is an undischarged insolvent;
  - he/she has applied to be adjudicated as an insolvent and his application is pending;
  - he/she has been convicted by a court of any offence, whether involving moral turpitude or otherwise, and sentenced in respect thereof to imprisonment for not less than six months and a period of five years has not elapsed from the date of expiry of the sentence;
  - an order disqualifying him/her for appointment as a director has been passed by a court or Tribunal and the order is in force;
  - he/she has not paid any calls in respect of any shares of the company held by him/her, whether alone or jointly with others, and six months have elapsed from the last day fixed for the payment of the call;
  - he/she has been convicted of the offence dealing with related party transactions under section 188 at any time during the last preceding five years ;
  - he/she has not been allotted Director Identification Number;
  - he/she holds office as a director, including any alternate directorship, in more than twenty companies at the same time or
  - he/she is or has been a director of a company which –
    - (a) has not filed financial statements or annual returns for any continuous period of three financial years; or

- (b) has failed to repay the deposits accepted by it or pay interest thereon or to redeem any debentures on the due date or pay interest due thereon or pay any dividend declared and such failure to pay or redeem continues for one year or more, and five years have not elapsed from the date on which the said company failed to do so.

Where a person is appointed as a director of a company which is in default of above clause (a) or clause (b), he/she shall not incur the disqualification for a period of six months from the date of his appointment.

- Absents himself/herself from all the meetings of the Board of Directors held during a period of 12 months with or without seeking leave of absence of the Board.
- Acts in contravention of the provisions of section 184 (Disclosure of Interest by Director) of the Act relating to entering into contracts or arrangements in which he/she is directly or indirectly interested.
- Fails to disclose his/her interest in any contract or arrangement in which he is directly or indirectly interested.
- Becomes disqualified by an order of a court or the Tribunal \*
- Convicted by a court of any offence, whether involving moral turpitude or otherwise and sentenced in respect thereof to imprisonment for not less than 6 months \*

\*The office shall not be vacated by the director in case of orders referred to in clauses above

(i) for thirty days from the date of conviction or order of disqualification;

(ii) where an appeal or petition is preferred within thirty days as aforesaid against the conviction resulting in sentence or order, until expiry of seven days from the date on which such appeal or petition is disposed of; or

(iii) where any further appeal or petition is preferred against order or sentence within seven days, until such further appeal or petition is disposed of.

- He/ She is removed in pursuance of the provisions of Companies Act, 2013
- Having been appointed a director by virtue of his/her holding any office or other employment in the holding, subsidiary or associate company, ceases to hold such office or other employment in that company.

Following is the list of laws applicable to the Corporation:

Sr. No.	Department	Principle areas of compliance
1.	Corporate Legal (Function) and for Operations - All India	<ul style="list-style-type: none"> <li>• Prudential Norms, Guidelines, Circulars, and Directions issued by National Housing Bank (NHB) / Reserve Bank of India (RBI) and Government of India</li> <li>• Business related laws, including commercial and regulatory</li> <li>• Establishment related laws, including service, local &amp; personnel</li> <li>• Revenue related laws, including central, state and municipal</li> <li>• Information Technology Act, 2000 and Rules made there under</li> <li>• Guidelines, Circulars, Notifications and Directions issued by National Housing Bank (NHB) / RBI with regard to Business</li> <li>• KYC &amp; Prevention of Money Laundering Policy and Fair Practices Code</li> <li>• Pension Fund Regulatory and Development Authority (Point of Presence) Regulations, 2018</li> <li>• Pension Fund Regulatory and Development Authority (Redressal of Subscriber Grievance) Regulations, 2015</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> </ul>
2.	Treasury	<ul style="list-style-type: none"> <li>• Companies Act, 2013 and Rules made there under</li> <li>• SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015</li> <li>• Foreign Exchange Management Act, 1999, Rules, Regulations including Foreign Direct Investment norms</li> <li>• Consolidated FDI Policy</li> <li>• Guidelines, Circulars, Notifications and Directions issued by the Government of India/NHB / RBI</li> <li>• Housing Finance Companies issuance of Non-Convertible Debentures on private placement basis (NHB) Directions, 2014 and Master Direction - Non-Banking Financial Company - Housing Finance Company (Reserve Bank) Directions, 2021 relating to private placement of NCDs</li> <li>• Norms prescribed for future &amp; options, derivative contracts</li> <li>• KYC &amp; Prevention of Money Laundering Policy and Fair Practices Code</li> <li>• SEBI (Issue and Listing of Debt Securities) Regulations, 2008</li> <li>• SEBI (Substantial Acquisition of Shares and Takeover) Regulations, 2011</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> <li>• Indian Stamp Act, 1899</li> <li>• Maharashtra Stamp Act, 1958</li> <li>• Registration Act, 1908</li> </ul>

## LIST OF APPLICABLE LAWS

Sr. No.	Department	Principle areas of compliance
3.	Loan Accounting & IT USG	<ul style="list-style-type: none"> <li>• Indian Accounting Standards and guidelines issued by ICAI</li> <li>• Companies Act, 2013 and Rules made thereunder</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> <li>• SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015</li> <li>• KYC &amp; Prevention of Money Laundering Policy</li> <li>• Guidelines, Circulars, Notifications and Directions issued by NHB/RBI</li> </ul>
4.	Managment Services & Investors Relations (MS & IR)	<ul style="list-style-type: none"> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> <li>• SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015</li> </ul>
5.	Technical Services (Construction Finance)	<ul style="list-style-type: none"> <li>• Business related laws, including commercial and regulatory</li> <li>• Guidelines, Circulars, Notifications and Directions issued by NHB/RBI with regard to Business</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> <li>• KYC &amp; Prevention of Money Laundering Policy and Fair Practices Code</li> </ul>
6.	Corporate Lending	<ul style="list-style-type: none"> <li>• Business related laws, including commercial and regulatory</li> <li>• Guidelines, Circulars, Notifications and Directions issued by NHB/RBI with regard to Business</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> <li>• Companies Act, 2013 and Rules made thereunder</li> <li>• SEBI (Substantial Acquisition of Shares and Takeover) Regulations, 2011</li> <li>• KYC &amp; Prevention of Money Laundering Policy and Fair Practices Code</li> </ul>
7.	Resources	<ul style="list-style-type: none"> <li>• Housing Finance Companies (NHB) Directions, 2010, Master Direction – Non-Banking Financial Company – Housing Finance Company (Reserve Bank) Directions, 2021</li> <li>• Non-Banking Financial Companies and Miscellaneous Non-Banking Companies (Advertisement) Rules, 1977</li> <li>• Companies Act, 2013 and Rules made there under</li> <li>• Guidelines issued by NHB/RBI on Deposits</li> <li>• Income Tax Act, 1961 and Rules made thereunder</li> <li>• Foreign Exchange Management Act, 1999</li> <li>• KYC &amp; Prevention of Money Laundering Policy and Fair Practices Code</li> <li>• IEPF Authority (Accounting, Audit, Transfer and Refund) Rules, 2016</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> </ul>
8.	Credit Risk Management	<ul style="list-style-type: none"> <li>• Guidelines, Circulars, Notifications and Directions issued by NHB/RBI with regard to Recoveries</li> <li>• Negotiable Instruments Act, 1881</li> <li>• Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> <li>• KYC &amp; Prevention of Money Laundering Policy and Fair Practices Code</li> </ul>

## LIST OF APPLICABLE LAWS

Sr. No.	Department	Principle areas of compliance
9.	Information Technology	<ul style="list-style-type: none"> <li>• Information Technology Act, 2002</li> <li>• E-Waste (Management) Rules, 2016</li> <li>• Guidelines, Circulars, Notifications and Directions issued by NHB/RBI/SEBI</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> </ul>
10.	Human Resources	<ul style="list-style-type: none"> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> <li>• Payment of Bonus (Amendment) Act, 2015 and Rules made thereunder</li> <li>• Minimum Wages Act, 1948 and Rules made thereunder</li> <li>• Contract Labour (Regulation and Abolition) Act, 1970</li> <li>• Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules made thereunder</li> <li>• Maternity Benefit Act, 1961 and Rules made thereunder</li> <li>• Companies Act 2013 and Rules made thereunder</li> <li>• Indian Contract Act, 1872</li> <li>• SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 relating to Business Responsibility Reporting</li> <li>• Guidelines issued by Government of India relating to appropriate measures to be taken for containment of COVID-19 pandemic</li> </ul>
11.	HRD	<ul style="list-style-type: none"> <li>• Luxury Tax Norms</li> <li>• Central Excise Act, 1944</li> <li>• Goods and Service Tax</li> <li>• Applicable labour laws</li> </ul>
12.	Policy Implementation & Process Monetoring (PIPM)	<ul style="list-style-type: none"> <li>• Companies Act, 2013 and Rules made thereunder</li> <li>• SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015</li> <li>• Guidelines, Circulars, Notifications and Directions issued by NHB/RBI</li> <li>• KYC &amp; Prevention of Money Laundering Policy</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> </ul>
13.	Facilities Management	<ul style="list-style-type: none"> <li>• Maharashtra Shops and Establishment Act, 2017</li> <li>• Mumbai Municipal Corporation Act</li> <li>• Motor Vehicles Act, 1988</li> <li>• Applicable labour laws</li> </ul>
14.	Corporate Communications	<ul style="list-style-type: none"> <li>• Indian Press Act</li> <li>• Trade Marks Act, 1999</li> <li>• Information Technology Act, 2002</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> </ul>

## LIST OF APPLICABLE LAWS

Sr. No.	Department	Principle areas of compliance
15.	Public Relations	<ul style="list-style-type: none"> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015</li> <li>• SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015</li> </ul>
16.	Customer Engagement	<ul style="list-style-type: none"> <li>• Relevant statutory, regulatory requirements and policies/ procedures framed and adopted by the Corporation, as applicable</li> </ul>
17.	Secretarial	<ul style="list-style-type: none"> <li>• Companies Act, 2013 as amended and Rules made there under</li> <li>• Securities Contracts (Regulation) Act, 1956 and Rules made there under</li> <li>• SEBI Act, 1992</li> <li>• SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 relating to equities and debt securities</li> <li>• SEBI (Registrars to an Issue and Share Transfer Agents) Regulations, 1993</li> <li>• The Depositories Act, 1996 and the Regulations and Bye-laws framed there under</li> <li>• SEBI (Issue and Listing of Debt Securities) Regulations, 2008</li> <li>• SEBI (Intermediaries) Regulations, 2008 in its capacity as a category II Registrar and Share Transfer Agent</li> <li>• SEBI (Issue of Capital &amp; Disclosure Requirements) Regulations 2018</li> <li>• SEBI (Substantial Acquisition of Shares &amp; Takeover) Regulations, 2011, as amended</li> <li>• SEBI (Share Based Employee Benefits) Regulations, 2014</li> <li>• Secretarial Standards 1, 2 and 3</li> <li>• SEBI (Prohibition of Insider Trading) Regulations, 2015 and HDFC Securities Dealing Code</li> <li>• Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder with regard to reporting in Single Master Form</li> <li>• IEPF Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, as amended</li> <li>• Guidelines, Circulars, Notifications and Directions issued by National Housing Bank (NHB)/RBI</li> <li>• Listing norms of the London Stock Exchange and UK Listing Rules</li> <li>• Guidelines, Circulars and Directions issued by SEBI/BSE Limited and/or National Stock Exchange of India Limited</li> <li>• Income Tax Act, 1961 and press release issued by Central Board of Direct Taxes with regard to deduction of tax</li> <li>• Indian Stamp Act, 1899 and Maharashtra Stamp Act, 1958 with regard to payment of stamp duty on equity shares Securities Contracts (Regulation) Act, 1956 and Rules</li> </ul>