

## **Related Party Transactions Policy**

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## **Related Party Transactions Policy**

### **Preamble**

In terms of Regulation 23 of Securities and Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015 (hereinafter called LODR Regulations), the listed entities are required to formulate a policy on materiality of Related Party Transactions and also method of dealing with Related Party Transactions.

However, in case of Banks, related party transactions are also governed by the Reserve Bank of India Master Direction RBI/DOR/2021-22/83 DOR.ACC.REC.No.45/21.04.018/2021-22 dated August 30, 2021 on Disclosure in Financial Statements - Notes to Accounts duly updated on November 15, 2021, May 19, 2022, October 11, 2022 and December 13, 2022

This policy confirms to all statutory / regulatory guidelines.

साकेत मेहरोत्रा  
मुख्य प्रबंधक  
(कंपनी सचिव)

विन्नी मखीजा  
सहायक महाप्रबंधक

महिमा अग्रवाल  
उपमहाप्रबंधक (लेखा)

## **Related Party Transactions Policy**

### **1. Objective:**

In view of RBI guidelines and as per the requirements of Regulation 23 of LODR Regulations, 2015, this Related Party Transactions Policy is framed and intended to ensure proper approval and reporting of transactions between the Bank & its Related Parties.

### **2. Applicability:**

This policy shall be applicable to transactions made with:

- (a) Key Managerial Personnel (KMP) of the Bank & their Relatives; and
- (b) Related Parties, as defined hereinafter.

### **3. Definitions:**

a) “**Associate**” means an enterprise in which the Bank has significant influence and which is neither a subsidiary nor a joint venture of the Bank.

Explanation – “Significant influence” means control of at least twenty percent of the total share capital or of the business decisions under an agreement.

b) “**Audit Committee or Committee**” means a Committee of the Board constituted by the Board of Directors as per the guidelines of the Reserve Bank of India (RBI) and Govt. of India.

c) “**Arm’s length transaction**” means a transaction as defined under the Companies Act, 2013 includes transaction between two related parties that is conducted as if they were unrelated, so that there is no conflict of interest.

d) “**Board**” means Board of Directors of the Bank in terms of Section 9 (3) of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980, as amended from time to time.

e) “**Control**” shall have the same meaning as defined in SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011.

f) “**Joint Venture**” means a contractual arrangement whereby two or more parties undertake an economic activity which is subject to joint control.

g) “**Key Managerial Personnel (KMP)**” means those persons who have the authority and responsibility for planning, directing and controlling the activities of the Bank. As per RBI guidelines, whole-time directors i.e., Executive Directors & Managing Director & Chief Executive Officer of the Bank are considered as KMP.

h) “**Material Related Party Transaction**” means:

1. A Transaction with a related party will be considered material, if the transaction(s) to be entered into individually or taken together with previous transactions during financial year, exceeds rupees one thousand crore or ten percent of the Annual Consolidated Turnover (i.e. Annual Consolidated Total Income) of the Bank as per the last Audited Financial Statements of the Bank, whichever is lower.

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2. A transaction involving payments made to a related party with respect to brand usage or royalty shall be considered material if the transaction(s) to be entered into individually or taken together with previous transactions during the financial year, exceed 5% of the Annual Consolidated Turnover (i.e. Annual Consolidated Total Income) of the Bank as per the last Audited Financial Statements of the Bank.

**i) “Office or place of profit”** means an office or place where such office or place is held by a KMP and receives from the Bank anything by way of remuneration over and above the remuneration to which he is entitled as KMP, by way of salary, fee, perquisites, incentive, any rent-free accommodation etc. or otherwise as may be fixed by the Central Government from time to time;

**j) “Policy”** means Related Party Transaction Policy.

**k) “Related Party”** means a related party as defined in Section 2 (76) of the Companies Act, 2013 or under the applicable accounting standards, provided that

(a) any person or entity forming a part of the promoter or promoter group of the Bank; or

(b) any person or any entity, holding equity shares:

(i) of twenty per cent or more; or

(ii) of ten per cent or more, with effect from April 1, 2023;

in the Bank either directly or on a beneficial interest basis as provided under section 89 of the Companies Act, 2013, at any time, during the immediate preceding financial year; shall be deemed to be a related party.

Section 2 (76) of the Companies Act, 2013 defines “related party” as under —

(i) a director or his relative;

(ii) a key managerial personnel or his relative;

(iii) a firm, in which a director, manager or his relative is a partner;

(iv) a private company in which a director or manager or his relative is a member or director;

(v) a public company in which a director or manager is a director or and holds along with his relatives, more than two per cent of its paid-up share capital;

(vi) any body corporate whose Board of Directors, managing director or manager is accustomed to act in accordance with the advice, directions or instructions of a director or manager;

(vii) any person on whose advice, directions or instructions a director or manager is accustomed to act:

**Provided** that nothing in sub-clauses (vi) and (vii) shall apply to the advice, directions or instructions given in a professional capacity;

## **Related Party Transactions Policy**

(viii) any body corporate which is—

(A) a holding, subsidiary or an associate company of such company;

(B) a subsidiary of a holding company to which it is also a subsidiary; or

(C) an investing company or the venturer of a company;

Explanation.—For the purpose of this clause, “the investing company or the venturer of a company” means a body corporate whose investment in the company would result in the company becoming an associate company of the body corporate.

(ix) such other person as may be prescribed

**l) “Relative”** means and includes anyone who is related to another, if –

i) They are members of a Hindu undivided family;

ii) Spouse; or

iii) Father (including step-father)

iv) Mother (including step-mother)

v) Son (including step-son)

vi) Son’s wife

vii) Daughter

viii) Daughter’s husband

ix) Brother (including step-brother)

x) Sister (including step-sister); or

xi) as may be notified by RBI or Ministry of Corporate Affairs from time to time.

**m) “Related Party Transaction”** as defined in Regulation 2 (1) (zc) of the SEBI (LODR) Regulations means a transaction involving a transfer of resources, services or obligations between:

(i) the Bank or any of its subsidiaries on one hand and a related party of the Bank or any of its subsidiaries on the other hand; or

(ii) the bank or any of its subsidiaries on one hand, and any other person or entity on the other hand, the purpose and effect of which is to benefit a related party of the Bank or any of its subsidiaries, with effect from April 1, 2023;

regardless of whether a price is charged and a “transaction” with a related party shall be construed to include a single transaction or a group of transactions in a contract:

Provided that the following shall not be a related party transaction:

(a) the issue of specified securities on a preferential basis, subject to compliance of the requirements under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;

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(b) the following corporate actions by the Bank which are uniformly applicable/offered to all shareholders in proportion to their shareholding:

- i. payment of dividend;
- ii. subdivision or consolidation of securities;
- iii. issuance of securities by way of a rights issue or a bonus issue; and
- iv. buy-back of securities.

(c) acceptance of fixed deposits by banks/Non-Banking Finance Companies at the terms uniformly applicable/offered to all shareholders/public, subject to disclosure of the same along with the disclosure of related party transactions every six months to the stock exchange(s), in the format as specified by the Board:

n) “**Subsidiary**” means a subsidiary as defined under sub-section (87) of section 2 of the Companies Act, 2013.

In terms of Regulation 16 (1) (c) of SEBI (LODR) Regulations, a “**Material subsidiary**” shall mean a subsidiary, whose income or net worth exceeds ten percent (10%) of the consolidated income or net worth respectively, of the Bank and its subsidiaries in the immediately preceding accounting year.

### **4. Process for ascertaining related party:**

- The following details shall be required for ascertaining a related party:
- a. Declaration / Disclosure of interest by all the KMPs and their relatives in the prescribed forms (Annexure A-1) and A-2) including:
    - i. Disclosure of firm(s) in which KMP or his relative is partner,
    - ii. Disclosure of Private Company(ies) in which a KMP is a member or director,
  - b. Declaration of relatives by all KMPs (Annexure A-1(1))
  - c. Disclosure of Public Company (ies) in which a KMP is a Director and holds along with the relatives more than 2% of the paid-up share capital of such company.
  - d. Notice from Director(s) of any change in particulars of Directorship or in other positions held by them during the year.
  - e. Declaration by Holding Company regarding its KMPs and their relatives.
  - f. Details of any body corporate whose Board of Directors, Managing Director or Manager is accustomed to act in accordance with the advice, directions or instructions of a KMP of the Bank
  - g. Details of any person on whose advice, directions or instructions a KMP is accustomed to Act:  
Provided that the disclosure requirements as per the points “f” and “g” shall not apply to the advice, directions or instructions given in professional capacity.
  - h. Details of a Company which is:
    - i) A holding, subsidiary or an associate company of the Bank; or
    - ii) A subsidiary of a holding company to which it is also a subsidiary
  - i. Details of any person or entity forming a part of the Promoter / Promoter Group
  - j. Details of any person or any entity, holding equity shares:

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- i) of twenty percent or more; or
  - ii) of ten percent or more, with effect from April 1, 2023;
- in the Bank either directly or on a beneficial interest basis as provided under Section 89 of the Companies Act, 2013, at any time, during the immediately preceding financial year.
- The Accounts Department shall prepare a list of Related Party Transactions on the basis of the information collected from the Related Parties on quarterly basis.
  - Statutory Auditor shall verify the process of ascertaining the Related Parties and their correct recording / listing etc as well as their classification regarding whether they are on arms length basis.

### **5. Type of Transaction covered**

- a. All transactions covered under the definition of Related Party Transactions in terms of Regulation 2(1)(zc) of SBI (LODR) Regulations (clause 4(m) of this policy) including transactions involving payments with respect to brand usage or royalty
- b. Under Accounting Standard 18, all transactions involving transfer of resources or obligations between related parties, regardless of whether or not a price is charged shall be covered. To name a few:
  - i. Purchases or sales of Goods
  - ii. Purchases or sales of Fixed Assets
  - iii. Rendering or receiving of services
  - iv. Agency Arrangements
  - v. Leasing or hire purchase arrangements
  - vi. Transfer of research and development
  - vii. License agreements
  - viii. Finance (including loans and equity contributions in cash or in kind)
  - ix. Guarantees and collaterals
  - x. Management contracts including for deputation of employees
- c. Transactions as included in Reserve Bank of India Master Direction RBI/DOR/2021-22/83 DOR.ACC.REC.No.45/21.04.018/2021-22 dated August 30, 2021 duly updated on November 15, 2021, May 19, 2022, October 11, 2022 and December 13, 2022.
- d. In addition to the above, the following transactions are also covered under Related Party Transactions in terms of the provisions of the Companies Act, 2013:
  - i. Sale, purchase or supply of any goods or materials;
  - ii. Selling or otherwise disposing of or buying, property of any kind
  - iii. Leasing property of any kind
  - iv. Availing or rendering of any services
  - v. Appointment of any agent for purchase or sale of goods, materials, services or property, etc
  - vi. Such related party's appointment to any office or place of profit in the company, its subsidiary company or associate company
  - vii. Underwriting the subscription of any securities or derivatives thereof, of the company

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**6. Dealing with Related Party Transactions**

- a. All Related Party Transactions and subsequent material modifications shall require prior approval of the Audit Committee of Board in accordance with this Policy.

A modification to a Related Party Transaction shall be considered as ‘material’ if:

i) Such modification results in financial impact in excess of 3% of the Annual Operating Profit as per the latest Audited Financial Statements of the Bank.

or

ii) In the opinion of the concerned Competent Authority such modification results in significant change in the terms & conditions of the existing Contract / Agreement/ Arrangement such as change in the tenure of the transaction, interest rate/repayment schedule, nature of security, waiver/relief to the party, addition/deletion of parties to the transaction etc.

Provided further that only those members of the Audit Committee, who are Independent Directors, shall approve Related Party Transactions.

(i) A related party transaction to which the subsidiary of the Bank is a party but the Bank is not a party, shall require prior approval of the Audit Committee of the Bank if the value of such transaction whether entered into individually or taken together with previous transactions during a financial year exceeds ten per cent of the Annual Consolidated Turnover (i.e. Annual Consolidated Total Income), as per the last audited financial statements of the Bank;

(ii) With effect from April 1, 2023, a related party transaction to which the subsidiary of the Bank is a party but the Bank is not a party, shall require prior approval of the Audit Committee of the Bank if the value of such transaction whether entered into individually or taken together with previous transactions during a financial year, exceeds ten per cent of the annual standalone turnover, as per the last audited financial statements of the subsidiary;

(iii) Prior approval of the Audit Committee of the Bank shall not be required for a related party transaction to which the listed subsidiary of the Bank is a party but the Bank is not a party, if Regulation 23 and Regulation 15(2) of SEBI (LODR) Regulations, are applicable to such listed subsidiary.

Explanation: For related party transactions of unlisted subsidiaries of a listed subsidiary as referred to above, the prior approval of the Audit Committee of the listed subsidiary shall suffice.

- b. The Audit Committee shall lay down the criteria for granting the omnibus approval in line with the Policy on Related Party Transactions of the Bank and such approval shall be applicable in respect of transactions which are repetitive in nature.
- c. The Audit Committee shall satisfy itself the need for such omnibus approval and that such approval is in the interest of the Bank;
- d. Such omnibus approval shall specify (i) the name/s of the related party, nature of transaction, period of transaction, maximum amount of transaction that shall be entered into, (ii) the indicative base price / current contracted price and the formula for variation in the price if any and (iii) such other conditions as the Audit Committee may deem fit;



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Provided that where the need for Related Party Transaction cannot be foreseen and aforesaid details are not available, Audit Committee may grant omnibus approval for such transactions subject to their value not exceeding Rs.1.00 Crore per transaction.

- e. Audit Committee shall review, at least on a quarterly basis, the details of RPTs entered into by the Bank pursuant to each of the omnibus approval given.
- f. Such omnibus approvals shall be valid for a period not exceeding one year and shall require fresh approvals after the expiry of one year.

**7. Identification of Potential Related Party Transactions**

It shall be the responsibility of each Key Managerial Personnel to provide notice of any potential Related Party Transaction (other than transactions in respect of which omnibus approval has been accorded), involving him/her or his/her Relative and also to provide any additional information about the transaction that the Board or Audit Committee may seek.

The Audit Committee of Board will determine whether the transaction does, in fact, constitute a Related Party Transaction requiring compliance with this Policy.

Notice of any potential Related Party Transaction shall be given well in advance so that the Audit Committee has adequate time to obtain and review information about the proposed transaction.

**8. Material Related Party Transactions**

(i) All material related party transactions [as defined in Clause 3(h)] and subsequent material modifications [as defined in Clause 6 (a)] shall require prior approval of the shareholders through resolution and no Related Party shall vote to approve such resolutions whether the entity is a Related Party to the particular transaction or not.

(ii) Prior approval of the shareholders of the Bank shall not be required for a Related Party Transaction to which the listed subsidiary is a party but the Bank is not a party, if Regulation 23 and 15(2) of SEBI (LODR) Regulations, are applicable to such listed subsidiary.

Explanation: For Related Party Transactions of unlisted subsidiaries of a listed subsidiary as referred above, the prior approval of the shareholders of the listed subsidiary shall suffice. Provided further that the requirements specified under this clause shall not apply in respect of a resolution plan approved under section 31 of the Insolvency Code, subject to the event being disclosed to the recognized Stock Exchanges within one day of the resolution plan being approved.

**9. Review and Approval of Related Party Transactions**

- 9.1. Upon receipt of notice of potential Related Party Transaction, the same will be referred to the next regularly scheduled meeting of Audit Committee, for review and approval.

**i. Review and Approval by Audit Committee of the Board**

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To review, modify or approve a Related Party Transaction, the Audit Committee shall be provided with the following information

- a) Type, material terms and particulars of the proposed transaction;
- b) Name of the related party and its relationship with the Bank or its subsidiary, including nature of its concern or interest (financial or otherwise);
- c) Tenure of the proposed transaction (particular tenure shall be specified);
- d) Value of the proposed transaction;
- e) The percentage of the Bank's annual consolidated turnover (i.e. annual consolidated total income), for the immediately preceding financial year, that is represented by the value of the proposed transaction (and for a RPT involving a subsidiary, such percentage calculated on the basis of the subsidiary's annual turnover on a standalone basis shall be additionally provided);
- f) If the transaction relates to any loans, inter-corporate deposits, advances or investments made or given by the Bank or its subsidiary:
  - (i) details of the source of funds in connection with the proposed transaction;
  - (ii) where any financial indebtedness is incurred to make or give loans, inter-corporate deposits, advances or investments,
    - nature of indebtedness;
    - cost of funds; and
    - tenure;.
  - (iii) applicable terms, including covenants, tenure, interest rate and repayment schedule, whether secured or unsecured; if secured, the nature of security; and
  - (iv) the purpose for which the funds will be utilized by the ultimate beneficiary of such funds pursuant to the RPT.
- g) Justification as to why the RPT is in the interest of the Bank;
- h) A copy of the valuation or other external party report, if any such report has been relied upon;
- i) Percentage of the counter-party's annual consolidated turnover that is represented by the value of the proposed RPT on a voluntary basis;
- j) Any other information that may be relevant.

The Audit Committee shall also review the status of long-term (more than one year) or recurring RPTs on an annual basis.

The Audit Committee will determine whether the transaction does, in fact, constitute a Related Party Transaction requiring compliance with this Policy.

In determining whether to approve a Related Party Transaction, the Committee will consider the following factors, among others, to the extent relevant to the Related Party Transaction:

- Whether the terms of the Related Party Transaction are fair and on "arm's length" basis to the Bank and would apply on the same basis if the transaction did not involve a Related Party;
- Whether there are any compelling business reasons for the Bank to enter into the Related Party Transaction and the nature of alternative transactions, if any;

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- Whether the Related Party Transaction would affect the independence of an Independent Director;
- Whether the proposed transaction includes any potential reputational risk issues that may arise as a result of or in connection with the proposed transaction;
- Whether the Bank was notified about the Related Party Transaction before its commencement and if not, why pre-approval was not sought and whether subsequent ratification if allowed, would be detrimental to the Bank; and
- Whether the Related Party Transaction would present an improper conflict of interest for any Director or Key Managerial Personnel of the Bank, taking into account the size of the transaction, the overall financial position of the Director, or other Related Party, the direct or indirect nature of the Director's, Key Managerial Personnel's or other Related Party's interest in the transaction and the on-going nature of any proposed relationship and any other factors the Board/Committee deems relevant.

If the Audit Committee determines that a Related Party Transaction should be brought before the Board, or if the Board decides to review any such matter or it is mandatory under any law for Board to approve the Related Party Transaction, then the considerations set forth above shall apply to the Board's review and approval of the matter, with such modification as may be necessary or appropriate under the circumstances.

In terms of regulation 4 sub clause 2(f) (ii) (6) of the SEBI (LODR) Regulations, the Board of Directors shall monitor and manage potential conflicts of interest of the management, Board members and shareholders, including misuse of corporate assets and abuse in Related Party Transactions.

### **ii. Review and Approval by Shareholders**

The notice being sent to the shareholders seeking approval for any proposed RPT shall, in addition to the requirements under the Companies Act, 2013, include the following information as a part of the explanatory statement

- a) A summary of the information provided by the management of the Bank to the Audit Committee as specified in point (i) above;
- b) Justification for why the proposed transaction is in the interest of the Bank;
- c) Where the transaction relates to any loans, inter-corporate deposits, advances or investments made or given by the Bank or its subsidiary, the details specified under point i(f) above; (The requirement of disclosing source of funds and cost of funds shall not be applicable to the Banks/NBFCs).
- d) A statement that the valuation or other external report, if any, relied upon by the Bank in relation to the proposed transaction will be made available through the registered email address of the shareholders;
- e) Percentage of the counter-party's annual consolidated turnover that is represented by the value of the proposed RPT, on a voluntary basis;
- f) Any other information that may be relevant.

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- 9.2. Notwithstanding the foregoing, any transaction that involves providing of compensation to a Key Managerial Personnel in connection with his or her duties to the Bank or any of its subsidiaries or associates, including the reimbursement of reasonable business and travel expenses incurred in the ordinary course of business, shall not require approval of Audit Committee or Shareholders
- 9.3. As per the SEBI (LODR) Regulations, prior approvals shall not be required in the following cases:
- transactions entered into between two Government Companies.
  - transactions entered into between the Bank and its wholly owned subsidiary whose accounts are consolidated with the Bank and are placed before the shareholders at the General Meeting for approval.
  - transactions entered into between two wholly-owned subsidiaries of the Bank, whose accounts are consolidated with the Bank and placed before the shareholders at the general meeting for approval.

Explanation: For the purpose of this clause “Government Company” shall have the same meaning as defined in Section 2(45) of the Companies Act 2013.

Accordingly, the transactions entered into by the Bank with the wholly owned subsidiaries are exempt from seeking prior approval of Audit Committee of Board/Shareholders.

### **10. Related Party Transactions without the prior approval under this Policy**

In the event the Bank becomes aware of a Related Party Transaction that has not been approved under this Policy, the matter shall be reviewed by the Audit Committee of Board. The Committee shall consider all the relevant facts and circumstances regarding the Related Party Transaction and shall evaluate all options available, including ratification, revision or termination of the Related Party Transaction. The Committee shall also examine the facts and circumstances pertaining to the failure of reporting such Related Party Transaction to the Committee under this Policy, and shall take any such action it deems appropriate.

In case the Committee determines not to ratify a Related Party Transaction that has been commenced without approval, the Committee, as appropriate, may direct additional actions including, but not limited to, immediate discontinuation or rescission of the transaction.

In connection with any review of a Related Party Transaction, the Audit Committee shall have the final authority to modify or waive any procedure requirements of this Policy.

### **11. Procedure for seeking approval**

- 11.1. As and when any transaction is contemplated with any Related Party, the concerned department at Head office shall seek approval of the ACB and intimate Shares Cell, HO Accounts and Audit Department for seeking approval of shareholders, if required.
- 11.2. The decision of the approving authority shall subsequently be conveyed to the concerned Department.

## **Related Party Transactions Policy**

### **12. Secrecy Provisions**

- 12.1. In terms of paragraph 5 of Accounting Standard 18, the disclosure requirements do not apply in circumstances when providing such disclosures would conflict with the reporting enterprise's duties of confidentiality as specifically required in terms of statute, by regulator or similar competent authority.
- 12.2. In terms of Paragraph 6 of Accounting Standard 18, in case a statute or the RBI or SEBI prohibits the Banks from disclosing certain information which is required to be disclosed, non-disclosure of such information would not be deemed as non-compliance with the requirements of Accounting Standard 18.
- 12.3. It is clear from the above that on account of the judicially recognized common law duty of the banks to maintain the confidentiality of the customer details, they need not make such disclosures.
- 12.4. In view of the above, where the disclosures under the Accounting Standards are not aggregated disclosures in respect of any category of related party i.e., where there is only one entity in any category of related party, banks need not disclose any details pertaining to that related party other than the relationship with that related party.

### **13. Disclosures**

- 13.1. The Bank shall record the details containing the full particulars of contracts or arrangements in respect of all RPTs approved by the Audit Committee.
- 13.2. Necessary disclosures shall be made in the Annual Financial Statements as required under AS 18 and RBI Guidelines. Further, as required under Regulation 34(3) read with Schedule V- Para 10, necessary details of all materially significant Related Party Transactions, which may have potential conflict with the interests of the Bank at large, shall also be also be disclosed in the 'Report on Corporate Governance' forming part of the Annual Report of the Bank.
- 13.3. The Bank shall submit to the Stock Exchanges, disclosures of related party transactions in the format as specified by SEBI from time to time along with its Standalone Financial Results for the half year, and publish the same on its website. The format as prescribed by SEBI is enclosed as Annexure B.
- 13.4. Details of all material transactions with Related Parties shall be disclosed in the quarterly Compliance Report on Corporate Governance.
- 13.5. The Bank shall disclose the Policy on Related Party Transactions on its website and a web-link thereto shall be provided in the Annual Report.

### **14. Records relating to Related Party / Supporting documents**

All disclosures, agreements, supporting documents shall be preserved for a period of eight years from the end of the financial year to which it relates and shall be kept in the custody of the concerned Division or any other person authorized by the Board for the purpose.

15. Any directives / guidelines issued by RBI / SEBI / Companies Act (to the extent applicable) in this respect will automatically form part of this policy.

## Related Party Transactions Policy

**Annexure – A-1**

### **Format of declaration to be given by Related Party(ies)**

I \_\_\_\_\_ son/daughter/spouse of \_\_\_\_\_ resident of \_\_\_\_\_ being a Key Managerial Personnel(KMP)/Relative of KMP /Related Party of the Bank hereby give notice of my interest in the following company or companies, bodies corporate, firms or other association of individuals/transactions :-

1	Name of the Companies / Body Corporate / Firms / Association of Individuals*	
2	The name of the Related Party and nature of relationship.	
3	The nature, duration of the contract and particulars of the contract or arrangement	
4	Nature of interest**/ transaction(s)	
5	Material terms of the contract or arrangement including the value, if any	
6	Any advance paid or received for the contract or arrangement, if any	
7	Manner of determining the pricing and other commercial terms both included as part of contract and not considered as part of the contract	
8	Whether all factors relevant to the contract have been considered, if not, the details of factors not considered with the rationale for not considering those factors	
9	Whether arm's length transaction	
10	Whether as per approved Scheme of the Bank	
11	Any other information relevant or important for the ACB/Board to take a decision on the proposed transaction	

*\*Including public companies, private companies, foreign companies, partnership firms, limited liability partnership, trusts, association of individuals, society etc.*

*\*\*includes interest of KMP of the Bank or their Relative:*

*(i) As a Director, Chairman, Managing Director, Chief Executive Officer, Manager, Promoter, Member, Partner, Trustee, Owner, etc. of above mentioned entities.*

*(ii) By way of holding shares in a private company. and,*

*(iii) By way of holding more than two per cent shares of other companies/body corporate.*

*Note: Supporting Documents to be enclosed in respect of which disclosures are being made.*

**Place:**

**Date:**

**Signature:**

**Name:**

## Related Party Transactions Policy

Annexure –A-1 (1)

### List of Relatives

Sl No	Relation	Name	Firms / LLP wherein Partner	Name of Companies (alongwith % of shareholding)
1.	Father (including step-father)			
2.	Mother (including step-mother)			
3.	Spouse			
4.	Son (including step-son)			
5.	Son's wife			
6.	Daughter			
7.	Daughter's husband			
8.	Brother (including step-brother)			
9.	Sister (including step-sister)			
10.	If the Director is a member of HUF, then other members of such HUF			

**Place:**

**Date:**

**Signature:**

**Name:**



## Related Party Transactions Policy

Annexure – A-2

### Format of Information on Related Party Transactions

**Name of the Related Party:**

**Relationship with KMP/Bank:**

**Nature & volume of Transaction during the quarter:**

**A) Transactions of routine and repetitive nature**

Nature of Transactions	Amount of Transaction Entered during the quarter
Deposits (made during the quarter)	
Interest received /due (to be reported only if the rate charged is different from the card rate/rate approved by the Board / Sub-Committee of Board/ Competent Authority of the Bank)	
Advances (availed during the quarter)	
Interest paid/accrued (to be reported only if the rate charged is different from the approved rate)	
Other services/contracts**	
Whether at staff rate	
Special concessions, if any	
Whether at arm's length	

**B) Transactions not covered under (A) and up to a monetary limit of Rs.1 Crore per transaction**

Nature of Transactions	Amount of Transaction entered during the quarter
Special concessions, if any	
Whether at arm's length	

**C) Material Transactions / Other Transactions**

Nature of Transactions	Amount of Transaction entered during the quarter

\*in case of relatives/others related to the KMPs separate sheets may be attached

\*\*e.g. Lockers, lease agreements, service contracts etc.

I/We hereby confirm that the transactions entered into by me/us/my relatives with the Bank were at arms' length and no special benefits have accrued to me/us/relatives.

I/We also confirm that all transactions which are in the purview of the Related Party Transaction have been reported by me.

**Place:**

**Signature:**

**Date:**

**Name:**