

COPY OF BOARD RESOLUTION DATED 24th April, 2023

“ Resolved that the Company adopts the following KYC Procedure:-

- a) All information/documents provided by the customers be kept confidential.
- b) The Designated Director under the Prevention of Money Laundering Act, 2002 will be Mr. K.S. Bajwa.

The Principal Officer will be Mr. P.K. Malhotra

- c) All the customers will be asked to provide the proof of identity and address as per following details:-

(i) Individuals:- The Proof of identity will be Passport, PAN card, Driving Licence, Voter Identity Card or Aadhaar Card

The Proof of Address will be Passport, Telephone or Electricity Bill, Voter Identity Card, Bank Statement or Aadhaar Card.

(ii) Companies: Certificate of Incorporation, Memorandum and Articles of Association, Bank Statement and a Resolution from the Board of Directors to transact on its behalf.

(iii) Partnership Firms:- Registration Certificate, Partnership Deed, Certificate /Registration documents issued by Sales Tax/Service Tax Authorities, Bank Statement and Authorisation in favour of any partner to execute the transaction on behalf of the Firm.

(iv) Proprietor Concerns: Registration Certificate/Licence issued by Sales Tax/Service Tax Authorities, Electricity Bills or Telephone Bills, Income Tax Returns in the name of the Firm or Bank Statement..

- d) Due Diligence :- All customer loans without security be categorized as Hi-risk loans. All customer loans with Security be categorized as low risk loans.

All high risk loans be reviewed after two years for KYC exercise. All low risk loans to be reviewed after 10 years for KYC exercise.

- e) Minors: The Company shall not transact with any minor customers.
- f) The transactions with Politically Exposed Persons and their close relatives will be done after specific approval of the Designated Director. Such accounts shall be reviewed on annual basis by the Designated Director.
- g) The Company shall always transact directly with the customers and no transaction will be routed through intermediaries.

- h) The Principal Officer shall oversee and ensure compliances with Regulatory Guidelines on KYC/ AML/CFT, issued from time to time, under the prevention of Money Laundering Act, 2002 as amended from time to time.
- i) The Suspicious Transaction Report (STR) shall be furnished to The Director, Financial Intelligence Unit –India, 6th Floor, Hotel Samrat, Chanakya Puri, New Delhi 110021 (FIU-IND), within 7 days of the detection of such transaction.
- j) All cash transactions of Rs. 10 lac or more as well as series of cash transactions aggregating to Rs.10.00 lac or more within a period a month shall be reported to FIU-IND.

The Cash Transaction Report (CTR) for each month should be submitted to FIU-IND by 15th of the succeeding month.

- k) All cash transactions where forged or counterfeit Indian Currency notes have been used as genuine shall be reported to FIU-IND immediately in the Counterfeit Currency Report (CCR).
- l) All KYC documents and records be maintained for at least 5 years,
- m) If the Designated Director, Principal Officer or any other employee of the Company fails to comply with the above directions, he or she can be issued a warning letter or a fine up to Rs.1.00 lac can be imposed for each failure.”