

01 January 2022

# STATUTORY AND REGULATORY POLICY

Compliance Team

CTRLS DATACENTERS LTD

## DOCUMENT CONTROL:

## Preparation

| <u>Draft</u> | <u>Author</u>     | <u>Date</u> |
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| 1.0          | M.Venkataniranjan | 05/02/2017  |
| 1.1          | M.Venkataniranjan | 06/01/2018  |
| 1.2          | M.Venkataniranjan | 10/10/2018  |
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| 1.2          | Vasanth G         | 30/12/2020  |
| 1.2          | P Dali Naidu      | 31-12-2021  |

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## Reviewer and Approval

| <u>Reviewer &amp; Approver</u> | <u>Version</u> | <u>Date</u> | <u>Reviewed Draft Version</u> |
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| RS Prasad rao                  | 1.1            | 06-01-2018  | 1.1                           |
| RS Prasad rao                  | 1.2            | 10-10-2018  | 1.2                           |
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## Release

| <u>Release Version</u> | <u>Date Released</u> |
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| 1.0                    | 16-04-2017           |
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| 1.2                    | 01-01-2021           |



1.2

01-01-2022

## Distribution List

| <u>Name</u> | <u>Designation</u> | <u>Department</u> |
|-------------|--------------------|-------------------|
| COE Teams   | COE Engineers      | Service Delivery  |
| BU Heads    |                    |                   |
| Customers   |                    |                   |

## Change Control

| <u>Version</u> | <u>Change Reason</u>   | <u>Effective Date</u> |
|----------------|--|-----------------------|
| 1.1            | Reviewed and version control is updated  | 06-01-2018            |
| 1.1            | Reviewed and version control is updated  | 06-01-2018            |
| 1.2            | Reviewed and Updated training 8.11, added Training section - 19, Review of the policy section - 20 | 10-10-2018            |
| 1.2            | Reviewed and no updates  | 07-01-2019            |
| 1.2            | Reviewed and no updates  | 03-01-2020            |
| 1.2            | Reviewed and no updates  | 30-12-2020            |
| 1.2            | Reviewed and no updates  | 31-12-2021            |

## STATEMENT OF CONFIDENTIALITY

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## CONTENTS

|   |    |
|---|----|
| PREPARATION .....   | 1  |
| REVIEWER AND APPROVAL .....                               | 1  |
| RELEASE .....   | 1  |
| DISTRIBUTION LIST .....                                   | 2  |
| CHANGE CONTROL .....                                      | 2  |
| 1. OBJECTIVE .....  | 4  |
| 2. PURPOSE .....  | 4  |
| 3. SCOPE .....  | 4  |
| 4. PROCESS OWNER .....                                    | 4  |
| 4.1. CONTACT DETAILS .....                                | 4  |
| 5. DEFINITIONS .....                                      | 4  |
| 6. APPLICABLE ISO STANDARD CLAUSES .....                  | 4  |
| 7. POLICY .....   | 6  |
| 8. APPLICABLE STATUTORY AND REGULATORY REQUIREMENTS ..... | 6  |
| 9. TRAINING .....   | 17 |
| 10. REVIEW OF THE DOCUMENT .....                          | 17 |



## 1. OBJECTIVE

The objective of this policy is to ensure that controls are implemented to avoid breaches of any law, statutory, regulatory obligations, and of any requirements and if breached then, to identify the same through audit process.

## 2. PURPOSE

CtrlS offers a comprehensive services to ensure that customer setup are deployed in data in a secure, reliable fashion.

## 3. SCOPE

This policy shall be applicable to all employees of CtrlS, its contractors, subcontractors, associated third parties who are users of CtrlS services or who have access to CtrlS facility.

## 4. PROCESS OWNER

Company Secretary is assigned as Compliance Officer for this policy.

### 4.1. CONTACT DETAILS

| Name          | Contact Number | Mail Id             |
|---------------|----------------|---------------------|
| Gopal Agarwal | 7995086476     | gopal.j@cloud4c.com |

## 5. DEFINITIONS

**Statutory Requirement:** Obligatory requirement specified by a legislative body.

**Regulatory Requirement:** Obligatory requirement specified by an authority mandated by a legislative body.

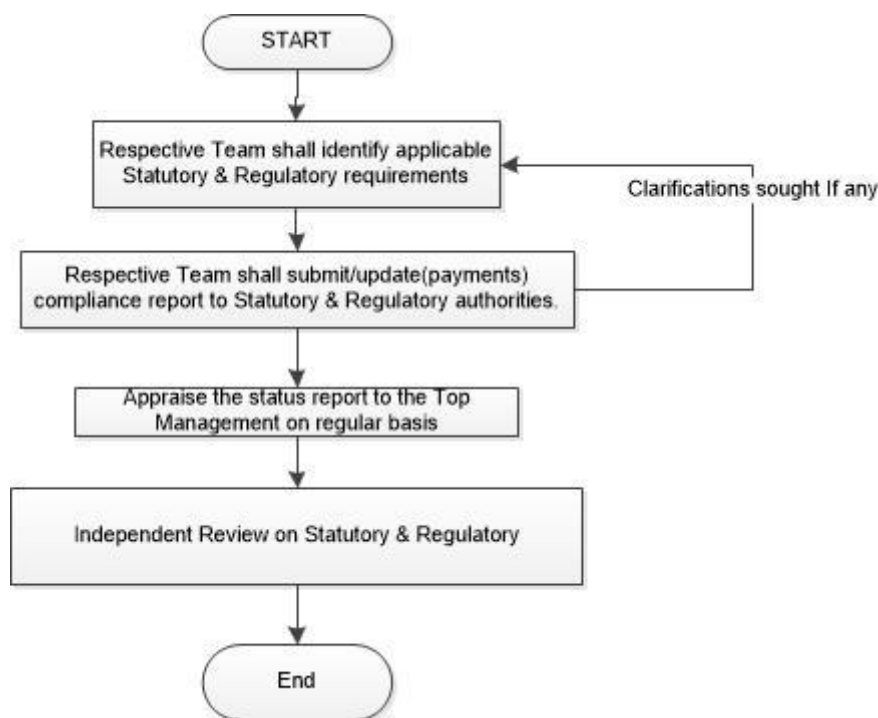
## 6. APPLICABLE ISO STANDARD CLAUSES

ISO 9001:2015 including reference to Statutory and Regulatory requirements in the following auditable clauses:

- 5.1.2A –Places a particular responsibility on top management to ensure that Statutory and Regulatory requirements are determined, understood, and consistently met;
- 8.2.2a1 –Establishes a requirement for inclusion of Statutory and Regulatory requirements among the items determined by the organization during the contractual phase with the organization's customers;
- 8.2.3.1D –Establishes a requirement that Statutory and Regulatory requirements be reviewed prior to committing to supply a product or service to a customer;



- 8.3.3C –Establishes a requirement for inclusion of Statutory and Regulatory requirements among the design inputs;
- 8.4.2c1 –Establishes a requirement for the Organization to ensure that External Providers do not adversely affect compliance to Statutory and Regulatory requirements;
- 8.5.5A –Establishes a requirement for the Organization to ensure that Statutory and Regulatory requirements are included in determining the extent of applicable post-delivery activities.
- ISO 27001:2013 including reference to Statutory and Regulatory requirements in the following auditable clauses:
  - 18.1.2 A
  - A.18.1 Compliance with legal and contractual requirements
  - A.18.1.1 Identification of Applicable Legislation & Contractual Requirements
- ISO/IEC 27018 Code of Practice for Protecting Personal Data in the Cloud





## 7. POLICY

- CtrlS shall ensure that all its employees and business operations comply with rules, regulations, customs, and practices of the organization and respective geographic locations.
- Respective department owners shall identify the appropriate legal requirements with respect to the services rendered at CtrlS.

## 8. APPLICABLE STATUTORY AND REGULATORY REQUIREMENTS

| S.N<br>o | Enactment  | Brief note on the Act  | Requirement / Number                                     | Location  | Who is responsible in Organisation to handle this? |
|----------|--|--|--|-----------|--|
| 1        | Incorporation under the Companies Act 1956 (No. 1 of 1956) | Companies Act 1956 was an Act of the Parliament of India, enacted in 1956, which enabled companies to be formed by registration, sets out the responsibilities of companies, their directors and secretaries and also provides for the procedures for its winding. | Deals with the Registration and functioning of Companies | PAN India | CS-Gopal   |



|   |   |   |  |           |                          |
|---|---|---|--|-----------|--------------------------|
| 2 | Information Technology Act, 2000 amendment act 2008 | <p>The Act provides a legal framework for electronic governance by giving recognition to electronic records and digital signatures. It also defines cybercrimes and prescribes penalties for them. The Act directed the formation of a Controller of Certifying Authorities to regulate the issuance of digital signatures. It also established a Cyber Appellate Tribunal to resolve disputes arising from this new law. [3]</p> <p>A major amendment was made in 2008. It introduced Section 66A which penalized sending "offensive messages". It also introduced Section 69, which gave authorities the power of "interception or monitoring or decryption of any information through any computer resource"</p> | to provide legal recognition for transactions carried out by means of electronic data interchange and other means of electronic communication  | PAN India | HOD (Finance & Accounts) |
| 3 | TELANGANA SHOPS AND ESTABLISHMENTS ACT, 1988        | To regulate the conditions of work and employment in establishments<br>TELANGANA SHOPS AND ESTABLISHMENTS ACT, 1988. The Andhra Pradesh Shops and Establishments Act, 1966 was enacted to consolidate and amend the law relating to the regulation of conditions of work and employment in shops, commercial establishments and other establishments and for matters connected therewith.   | To regulate the conditions of work and employment in establishments  | Hyderabad | Rajireddy                |
| 4 | Shops and Commercial Establishment Act              | An Act to consolidate and amend the law relating to the regulation of conditions of work and employment in shops, commercial establishments, residential hotels, restaurants, eating houses, theatres, other places of public amusement or entertainment and other establishments.  | To regulate the conditions of work and employment in establishments<br>The Act is designed to regulate payment of wages, hours of work, leave, holidays, terms of service and other work conditions of people employed in shop and commercial establishments | Mumbai    | Bhupinder Singh          |
| 5 | Shops and Commercial Establishment Act              | The Uttar Pradesh Shops and Establishment Act. 1962 is applied to commercial establishments and co-operative societies in the State and also to those employees of vacuum pan sugar factories in the State to whom the provisions of the Factories Act, 1948, do not apply  | To regulate the conditions of work and employment in establishments<br>The Act is designed to regulate payment of wages, hours of work, leave, holidays, terms of service and other work conditions of people employed in shop and commercial establishments | Noida     | Rajireddy                |





|    |   |  |  |           |              |
|----|---|--|--|-----------|--------------|
| 6  | Shops and Commercial Establishment Act    | THE KARNATAKA SHOPS AND COMMERCIAL ESTABLISHMENTS ACT 1961 provides for the regulation of conditions of work and employment in Shops & commercial establishments in the State of Karnataka. This Act provides the rules and regulations to work and employment in Shops and Commercial establishments in all over Karnataka. | To regulate the conditions of work and employment in establishments<br>The Act is designed to regulate payment of wages, hours of work, leave, holidays, terms of service and other work conditions of people employed in shop and commercial establishments   | Bangalore | Rajireddy    |
| 7  | EPF and Miscellaneous Provisions Act 1952 | The Employees' Provident Funds & Miscellaneous Provisions Act, 1952 applies to all states in India. The purpose of a provident fund is to provide financial security and stability to elderly people on retirement. ... The employer is also expected to contribute to its employees retirement fund                         | The employer is also expected to contribute to its employees retirement fund<br>Social security scheme for the employed people   | Hyderabad | HR - Prakash |
| 8  | Employees Pension Scheme, 1995            | The Employee's Pension Scheme (EPS) was introduced in the year 1995 with the main aim of helping employees in the organised sector. All employees who are eligible for the Employees Provident Fund (EPF) scheme will also be eligible for EPS.  | Social security scheme for the employed people   | Hyderabad | HR - Prakash |
| 9  | Maternity Benefit Act 1961                | The maternity benefit Act 1961 protects the employment of women during the time of her maternity and entitles her of a 'maternity benefit' - i.e. full paid absence from work - to take care for her child. The act is applicable to all establishments employing 10 or more persons.  | The Maternity Benefit Act aims to regulate the employment of women in certain establishments for certain periods before and after child-birth and to provide for maternity benefits including maternity leave, wages, bonus, nursing breaks etc.   | PAN India | HR - Prakash |
| 10 | Payment of Gratuity Act, 1972             | The Payment of Gratuity Act, 1972. In India gratuity is a type of retirement benefit. It is a payment made with the intention of helping an employee monetarily after his retirement. ... The Payment of Gratuity Act was passed by Indian Parliament in 21 August 1972  | The Payment of Gratuity Act provides for a scheme for the payment of gratuity to employees engaged in factories, mines, oilfields, plantations, ports, railway companies, shops or other establishments. The Act enforces the payment of 'gratuity', a reward for long service, as a statutory retrieval benefit | PAN India | HR - Prakash |



|    |  |  |   |           |                |
|----|--|--|---|-----------|----------------|
| 11 | Professional Tax Act 1976                              | This Act may be called the 2Telangana Tax on Professions, Trades, Callings and Employments Act, 1987. The Commercial Taxes Department regulated under the Telangana Government is responsible for the collection of Profession Tax dues from professionals in the state. As per the provisions of Telangana Professional Tax Act, 1987, the individual is levied to pay a Profession Tax of maximum. | In order to augment the revenue to the state, it is considered necessary to levy a tax on Professionals, callings and employment.   | PAN India | HR - Prakash   |
| 12 | The contract Labour (regulation & Abolition) Act, 1970 | The Object of the Contract Labour Regulation and Abolition) Act, 1970 is to prevent exploitation of contract labour and also to introduce better conditions of work. A workman is deemed to be employed as Contract Labour when he is hired in connection with the work of an establishment by or through a Contractor.  | every establishment in which twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour;   | PAN India | HR - Prakash   |
| 13 | Child Labour(Prohibition & Abolition) Act, 1970        | "An Act to prohibit the engagement of children in all occupations and to prohibit the engagement of adolescents in hazardous occupations and processes and the matters connected therewith or incidental thereto." Short title and commencement. Amendment of long title   | to ban employment of children below the age of 14   | PAN India | HR - Prakash   |
| 14 | Sexual Harassment Act                                  | The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative act in India that seeks to protect women from sexual harassment at their place of work  | Requires an anti-sexual harassment committee to be formed, with minimum 4 members, etc... First time noncompliance can lead to INR 50,000/- fine and for serious offences can go up to imprisonment for senior management | PAN India | HR - Prachitha |
| 15 | Minimum Wage Act                                       | On 10 July, the Labour Department responded to the notification of wage rate in MGNREGA scheme as against the minimum wage rate: "Minimum Wages Act, 1948 guarantees minimum wages to workers and there cannot be a wage rate less than the minimum wage rate in any circumstances."   | The Minimum Wages Act 1948 is an Act of Parliament concerning Indian labour law that sets the minimum wages that must be paid to skilled and unskilled labours.   | PAN India | HR - Prakash   |



|    |   |  |   |           |                             |
|----|---|--|---|-----------|-----------------------------|
| 16 | ESI-<br>Employees' State<br>Insurance Act, 1948 | The promulgation of Employees' State Insurance Act, 1948 envisaged an integrated need based social insurance scheme that would protect the interest of workers in contingencies such as sickness, maternity, temporary or permanent physical disablement, death due to employment injury resulting in loss of wages or earning...  | provides for certain benefits to employees in case of sickness, maternity and ' employment injury '   | PAN India | HR -<br>Prakash             |
| 17 | Income Tax (TDS on Rent)                        | TDS @ 10% is required to be deducted in case the Rent paid/ payable during the Financial Year is more than Rs. 2.4 Lakhs   | TDS @ 10% is required to be deducted in case the Rent paid/ payable during the Financial Year is more than Rs. 2.4 Lakhs  | PAN India | HOD<br>(Finance & Accounts) |
| 18 | Income Tax (TDS on Rent) 194I&B                 | All individuals or HUFs (except those liable to audit under clause a and b of section 44AB) paying monthly rent to a resident in excess of Rs. 50,000 are liable to deduct TDS under section 194-IB. Deduct tax @ 5 % from the rent payment made to the Landlord   | All individuals or HUFs (except those liable to audit under clause a and b of section 44AB) paying monthly rent to a resident in excess of Rs. 50,000 are liable to deduct TDS under section 194-IB. Deduct tax @ 5 % from the rent payment made to the Landlord  | PAN India | HOD<br>(Finance & Accounts) |
| 19 | TDS payment to contractors 194C                 | Section 194c requires any person making payment to person, carrying out any work in accordance with a contract between a specified person and the resident contractor, to deduct TDS at the specified rates. ...   | Section 194c requires any person making payment to person, carrying out any work in accordance with a contract between a specified person and the resident contractor, to deduct TDS at the specified rates. ...  | PAN India | HOD<br>(Finance & Accounts) |
| 20 | Income tax 194H                                 | Income tax 194H is for deducted on any income by way of commission or brokerage, by any person responsible for paying to a resident.   | Income tax 194H is for deducted on any income by way of commission or brokerage, by any person responsible for paying to a resident.  | PAN India | HOD<br>(Finance & Accounts) |
| 21 | Income Tax 194J                                 | Professional services; or Fees for technical services<br>194J of Income tax act 1961, a person is required to deduct TDS @ 10% on following payments paid to a resident in excess of Rs. 30,000 during a Financial year; Fees for professional services; or Fees for technical services; or Royalty; or Non-compete fee as referred under section 28(VA) of income tax act. Threshold limit of Rs. 30, 000 as specified under section 194J is applicable to each payment separately i.e. applicable independently to each of four items. | Professional services; or Fees for technical services<br>194J of Income tax act 1961, a person is required to deduct TDS @ 10% on following payments paid to a resident in excess of Rs. 30,000 during a Financial year; Fees for professional services; or Fees for technical services; or Royalty; or Non-compete fee as referred under section 28(VA) of income tax act. Threshold limit of Rs. 30, 000 as specified under section 194J is applicable to | PAN India | HOD<br>(Finance & Accounts) |



|    |  |   |   |           |                          |
|----|--|---|---|-----------|--------------------------|
|    |  |   | each payment separately i.e. applicable independently to each of four items.  |           |                          |
| 22 | Section 195 of the Income Tax Act is a section that covers the TDS on Non-resident payments                | Section 195 of the Income Tax Act is a section that covers the TDS on Non-resident payments. This section identifies the tax rates and deductions on business transaction with a non-resident from a day –to-day basis. ... Payer is the person who is remitting the payment to a non-resident payee. | Section 195 of the Income Tax Act is a section that covers the TDS on Non-resident payments. This section identifies the tax rates and deductions on business transaction with a non-resident from a day –to-day basis. ... Payer is the person who is remitting the payment to a non-resident payee. | PAN India | HOD (Finance & Accounts) |
| 23 | E- waste (Management) Rules, 2015  | The Central Government in exercise of powers conferred under Environment (Protection) Act, 1986 has prepared E-Waste (Management & Handling) Rules, 2015. ♦ The E-Waste means waster electrical and electronic equipment's or rejects from the manufacturing refurbishment and repair process         |   | PAN India | Stores-AVP               |
| 24 | EP act 1986 ( amended 1991) Battery (Management and Handling) Rule, 2001                                   | Used Batteries returned to supplier   | Battery (Management and Handling) Rule, 2001  | Noida     | DC Infra Manager         |
| 25 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed. permanently in a conspicuous position in place where medium, high and extra high installations are located  | Rule 11 License is to be obtained   | Noida     | DC Infra Manager         |
| 26 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed. permanently in a conspicuous position in place where medium, high and extra high installations are located  | Rule 35 Danger Notices  | Noida     | DC Infra Manager         |
| 27 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Instructions for restoration of persons suffering from electric shock shall be affixed by Owner in a prominent place in English or Hindi and local language   | Rule 44 Safety and Restoration Instructions   | Noida     | DC Infra Manager         |
| 28 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Any accident resulting in or likely to result in loss of human or animal life or injury shall be intimated to State Electricity Board.  | Rule 44 A Intimation of Accidents   | Noida     | DC Infra Manager         |
| 29 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. |   | E P act for Noise limit for Diesel sets up to 1000KVA   | Noida     | DC Infra Manager         |

|    |  |   |  |       |                  |
|----|--|---|--|-------|------------------|
| 30 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b>  | Noise Limit for Generator Sets run with Diesel (Source: CPCB PCLS/02/2010 Sixth Edition)<br>1. Noise Limit for diesel generator sets (up to 1000 KVA) manufactured on or after the 1st January, 2005: 75 dB (A) at 1 meter from the enclosure surface   | CPCB PCLS/02/2010  | Noida | DC Infra Manager |
| 31 | <b>E- waste (Management) Rules, 2015</b>   | maintain records of the e-waste generated, handled and disposed in Form-2 and make such records available for scrutiny by the concerned State Pollution Control Board   | Ministry of Environment & Forest, New Delhi  | Noida | DC Infra Manager |
| 32 | <b>Petroleum Act</b>   | License for storage to be obtained. For class B petroleum if the storage exceeds 500 litres. Precautions against fire, cleanliness of operations within the installation, exclusion of the unauthorized persons, marking capacity on the tanks, testing of the earth connections of the tank, protection against corrosion are three important points to be followed. | Chapter V Articles 116 to 130 of the Petroleum Rules<br>Rule Nos.51,56,57,61 & 62<br>License for possession and renewal of license | Noida | DC Infra Manager |
| 33 | <b>Building Fire NOC</b>   | Fire NOC issued by the respective state fire service verifies that a building is resistant or unlikely to observe any fire related accidents. By meeting certain guidelines laid down by the fire department, an applicant can obtain NOC for his residential/ commercial building  |  | Noida | DC Infra Manager |
| 34 | <b>Lift NOC by Competent Govt. Authority (Passenger Lift)</b>  | Lift License. (Excluding the lift covered under the Factories Act, 1948) are inspected and licenses are issued / renewed to secure protection to the persons using the lifts and safe working of lifts.   | Rule 44 A<br>Intimation of Accidents   | Noida | DC Infra Manager |
| 35 | <b>Lift NOC by Competent Govt. Authority (Service Lift)</b>  | Lift License. (Excluding the lift covered under the Factories Act, 1948) are inspected and licenses are issued / renewed to secure protection to the persons using the lifts and safe working of lifts.   | Rule 44 A<br>Intimation of Accidents   | Noida | DC Infra Manager |
| 36 | <b>Approval for installation of DG Sets</b>  | Approval for Electrical equipment's installation & consent to operate as per the CPCB norms. Certificates are being renewed once in every 3 year  | The Indian Electricity Rules, 1956.  | Noida | DC Infra Manager |
| 37 | <b>Inspection of Transformer</b>   | Approval for Electrical equipment's installation & consent to operate as per the CPCB norms. Certificates are being renewed once in every 3 year  | The Indian Electricity Rules, 1956.  | Noida | DC Infra Manager |
| 38 | <b>Consent to Operation - Air</b>  |   |  | Noida | DC Infra Manager |
| 39 | <b>Consent to Operation - Water</b>  |   |  | Noida | DC Infra Manager |
| 40 | <b>Water Annual Fee / Approval to water connection</b>   |   | CPCB Norms   | Noida | DC Infra Manager |
| 41 | <b>Submission of Periodical Test Reports with respect to conditions pertaining to Air Consent (IAQ, DG Stack, DG noise level, etc.) Drinking Water Test reports etc.</b> | Vendor must have CEIG Certificate for carrying out the activity. Vendor must have Valid NABL Certificate. Vendor Must have A Grade License certificate to execute the work  | CPCB Norms   | Noida | DC Infra Manager |
| 42 | <b>Height Clearance for Airport Authority</b>  | The issue of NOC is subjected to the provisions of Sections 9-A of the Indian artefact Act 1934   | Sections 9-A of the Indian artefact Act 1934   | Noida | DC Infra Manager |



|    |  |  |  |           |                              |
|----|--|--|--|-----------|------------------------------|
| 43 | <b>Occupancy Certificate</b>   | One time certificate provided by State Authority on completion of building architecture in all aspects under certain guidelines  | Act 1976 Under section-10                                | Noida     | DC Infra Manager             |
| 44 | <b>Instruments, Gauge Calibration and Pressure Vessel testing</b>  | NABL Approved  |  | Noida     | DC Infra Manager             |
| 45 | <b>Foreign Exchange regulations- Listing Agreement</b>   | Regulations, Listing agreement shall mean an agreement that is entered 2015 into between a recognized stock exchange and an entity, on the application of that entity to the recognized stock exchange, undertaking to comply with conditions for listing of designated securities.<br>In corporate finance, a listing refers to the company's shares being on the list (or board) of stock that are officially traded on a stock exchange. Some stock exchanges allow shares of a foreign company to be listed and may allow dual listing, subject to conditions.   | Annual Return on Financial Assets and Liabilities        | Hyderabad | CS-Gopal                     |
| 46 | GSTN   | GST Law comprising (i) Central Goods and Services Tax Act, 2017 including Central Goods and Services Tax (Extension to Jammu and Kashmir) Act, 2017, (ii) State Goods and Services Tax Act, 2017 as notified by respective States, (iii) Union Territory Goods and Services Tax Act, 2017, (iv) Integrated Goods and Services Tax Act, 2017 including Integrated Goods and Services Tax (Extension to Jammu and Kashmir Act, 2017), (v) Goods and Services Tax (Compensation to States) Act, 2017 (hereinafter referred as CGST, SGST, UTGST, IGST and CESS respectively at the GST portal) and (vi) Rules, Notifications, Amendments and Circulars issued under the respective Acts |  |           | HOD (Finance & Accounts)     |
| 47 | HUDA - BUILDING BYE LAWS :   | Approval /Fire Safety Certificate is required from Chief Fire Officer (CFO) – Fire - NOC   | Local building byelaws and National Building Code (NBC). | Hyderabad | DC Infra Manager - Hyderabad |
| 48 | HUDA - BUILDING BYE LAWS :   | Completion-cum-occupancy certificate to be obtained  | Completion-cum-occupancy certificate                     | Hyderabad | DC Infra Manager - Hyderabad |
| 49 | EP act 1986 ( amended 1991) Battery (Management and Handling) Rule, 2001                                   | Used Batteries returned to supplier  | Battery (Management and Handling) Rule, 2001             | Hyderabad | DC Infra Manager - Hyderabad |
| 50 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed. permanently in a conspicuous position in place where medium, high and extra high installations are located   | Rule 11 License is to be obtained                        | Hyderabad | DC Infra Manager - Hyderabad |
| 51 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed. permanently in a conspicuous position in place where medium, high and extra high installations are located   | Rule 35 Danger Notices                                   | Hyderabad | DC Infra Manager - Hyderabad |
| 52 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Instructions for restoration of persons suffering from electric shock shall be affixed by Owner in a prominent place in English or Hindi and local language  | Rule 44 Safety and Restoration Instructions              | Hyderabad | DC Infra Manager - Hyderabad |





|    |  |  |  |           |                              |
|----|--|--|--|-----------|------------------------------|
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| 54 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Noise Limit for Generator Sets run with Diesel (Source: CPCB PCLS/02/2010 Sixth Edition)<br>1. Noise Limit for diesel generator sets (up to 1000 KVA) manufactured on or after the 1st January, 2005: 75 dB (A) at 1 metre from the enclosure surface  | CPCB PCLS/02/2010  | Hyderabad | DC Infra Manager - Hyderabad |
| 55 | <b>CEIG - Chief Electrical Inspector to Government - Inspection</b>  | The main objective of the Department of Electrical Inspectorate is to implement Safety provisions under the Electricity Act-2003 and Central Electricity Authority Regulations, 2010 to ensure Safety by minimizing the danger to human beings, animal life and damage to the property and equipment | As per Electrical Inspectorate is to implement Safety provisions under the Electricity Act-2003 and Central Electricity Authority Regulations - CEIG Will check for every year for the all the safety provisions<br><br>Obtaining Electrical Inspectorate Clearance for all Electrical Equipment's Installed | Bangalore | DC Infra Manager - Bangalore |
| 56 | <b>DG Tax Submission</b>   | The units Generated by the DG Sets shall be submitted to the Deputy Chief Electrical Inspector, Bangalore Additional South, Bangalore.   | For the units Generated by the DG Sets shall be submitted to the Deputy Chief Electrical Inspector - This is for the controlling of the Pollution generated by the DG Sets<br><br>Need to get Acknowledgement from Electrical Inspector for DG TAX Payment   | Bangalore | DC Infra Manager - Bangalore |
| 57 | <b>Lift Licence</b>  | The certificate for having Tested for the safe use of Lifts, test reports for Over Speed Governor shall submit to the Department (CEIG)  | For the units Generated by the DG Sets shall be submitted to the Deputy Chief Electrical Inspector - This is for the controlling of the Pollution generated by the DG Sets<br><br>Licence to be taken for Use of Lifts   | Bangalore | DC Infra Manager - Bangalore |
| 58 | <b>Fire NOC</b>  | Approval /Fire Safety Certificate is required from Chief Fire Officer (CFO) – Fire - NOC   | Docket No- KSFES/CC/616/2017<br>Periodical licence to be obtained from the Department for the safety of lifts  | Bangalore | DC Infra Manager - Bangalore |
| 59 | <b>CEIG - Chief Electrical Inspector to Government</b>   | The main objective of the Department of Electrical Inspectorate is to implement Safety provisions under the Electricity Act-2003 and Central Electricity Authority Regulations, 2010 to ensure Safety by minimizing the danger to human beings, animal life and damage to the property and equipment | Testing of Protection Relays & Meters and other electrical equipment's<br><br>Periodical licence to be obtained from the Department for the safety of lifts  | Bangalore | DC Infra Manager - Bangalore |



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|----|---|---|---|-----------|------------------------------|
| 60 | <b>HSD License</b>  | Getting License to use of HSD in our Premises for Complete HSD System.  | Getting License to use of HSD in our Premises for Complete HSD System.<br>Getting License to use of HSD   | Bangalore | DC Infra Manager - Bangalore |
| 61 | <b>Building License</b>   | As per Karnataka State Pollution Control Board users must get clearance for Consent for Discharge of Sweage on land for Gardening within the premises   | Consent for Discharge of Sweage<br><br>As per Karnataka State Pollution Control Board users must get clearance for Consent for Discharge of Sweage on land for Gardening within the premises        | Bangalore | DC Infra Manager - Bangalore |
| 62 | <b>EP Act 1986 ( amended 1991) Battery (Management and Handling) Rule, 2001</b>                                   | Used Batteries returned to supplier   | Battery (Management and Handling) Rule, 2001  | Bangalore | DC Infra Manager - Bangalore |
| 63 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed. permanently in a conspicuous position in place where medium, high and extra high installations are located          | Rule 11 License is to be obtained   | Bangalore | DC Infra Manager - Bangalore |
| 64 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> | Instructions for restoration of persons suffering from electric shock shall be affixed by Owner in a prominent place in English or Hindi and local language   | Rule 44 Safety and Restoration Instructions   | Bangalore | DC Infra Manager - Bangalore |
| 65 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> | Any accident resulting in or likely to result in loss of human or animal life or injury shall be intimated to State Electricity Board.  | Rule 44 A Intimation of Accidents   | Bangalore | DC Infra Manager - Bangalore |
| 66 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> | Noise Limit for Generator Sets run with Diesel (Source: CPCB PCLS/02/2010 Sixth Edition)<br>1. Noise Limit for diesel generator sets (up to 1000 KVA) manufactured on or after the 1st January, 2005: 75 dB (A) at 1 metre from the enclosure surface | CPCB PCLS/02/2010<br><br>For the units Generated by the DG Sets shall be submitted to the Deputy Chief Electrical Inspector - This is for the controlling of the Pollution generated by the DG Sets | Bangalore | DC Infra Manager - Bangalore |
| 67 | <b>E- waste (Management) Rules, 2015</b>  | Maintain records of the e-waste generated, handled and disposed in Form-2 and make such records available for scrutiny by the concerned State Pollution Control Board   | Ministry of Environment & Forest  | Bangalore | DC Infra Manager - Bangalore |
| 68 | <b>EP act 1986 ( amended 1991) Battery (Management and Handling) Rule, 2001</b>                                   | Used Batteries returned to supplier   | Ministry of Environment & Forest, New Delhi   | GBDC      | DC Infra Manager - GBDC      |
| 69 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed. permanently in a conspicuous position in place where medium, high and extra high installations are located          | State Electricity Board   | GBDC      | DC Infra Manager - GBDC      |
| 70 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910).</b>                                     | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed.   | State Electricity Board   | GBDC      | DC Infra Manager - GBDC      |



|    |   |   |   |        |                         |
|----|---|---|---|--------|-------------------------|
|    | <b>The Indian Electricity Rules, 1956.</b>  | permanently in a conspicuous position in place where medium, high and extra high installations are located  |   |        |                         |
| 71 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> | Instructions for restoration of persons suffering from electric shock shall be affixed by Owner in a prominent place in English or Hindi and local language   | State Electricity Board   | GBDC   | DC Infra Manager - GBDC |
| 72 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> | Any accident resulting in or likely to result in loss of human or animal life or injury shall be intimated to State Electricity Board.  | State Electricity Board   | GBDC   | DC Infra Manager - GBDC |
| 73 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> |   | State Electricity Board   | GBDC   | DC Infra Manager - GBDC |
| 74 | <b>The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.</b> | Noise Limit for Generator Sets run with Diesel (Source: CPCB PCLS/02/2010 Sixth Edition)<br>1. Noise Limit for diesel generator sets (up to 1000 KVA) manufactured on or after the 1st January, 2005: 75 dB (A) at 1 metre from the enclosure surface   | SPCB  | GBDC   | DC Infra Manager - GBDC |
| 75 | <b>E- waste (Management) Rules, 2015</b>  | maintain records of the e-waste generated, handled and disposed in Form-2 and make such records available for scrutiny by the concerned State Pollution Control Board   | Ministry of Environment & Forest, New Delhi                               | GBDC   | DC Infra Manager - GBDC |
| 76 | <b>Petroleum Act</b>  | License for storage to be obtained. For class B petroleum if the storage exceeds 500 litres. Precautions against fire, cleanliness of operations within the installation, exclusion of the unauthorised persons, marking capacity on the tanks, testing of the earth connections of the tank, protection against corrosion are three important points to be followed. | PESO  | GBDC   | DC Infra Manager - GBDC |
| 77 | <b>Lifts Act</b>  | Licence to be taken for use of lift which is valid for one year.<br>Every application for the renewal of a licence granted under this Act shall be made not less than three months before the date of the expiry of the period of such licence.   | N/a   | GBDC   | Facility                |
| 78 | <b>Fire Services Act</b>  | Fire License  | Fire Department   | GBDC   | DC Infra Manager - GBDC |
| 79 | <b>CEIG - Chief Electrical Inspector to Government - Inspection</b>   | Used Batteries returned to supplier   | Chief Electrical Inspector to Government                                  | Mumbai | DC Manager - Mumbai     |
| 80 | <b>DG Tax Submission</b>  | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed. permanently in a conspicuous position in place where medium, high and extra high installations are located  | Deputy Chief Electrical Inspector, Bangalore Additional South, Bangalore. | Mumbai | DC Manager - Mumbai     |
| 81 | <b>Lift Licence</b>   | Danger Notices in Hindi or English and Local language with a sign of Skull and Bones (Please refer ISS No 2551) shall be affixed. permanently in a conspicuous position in place where medium, high and extra high installations are located  | Licence to be taken for use of lift which is valid for one year.          | Mumbai | DC Manager - Mumbai     |
| 82 | <b>Fire NOC</b>   | Instructions for restoration of persons suffering from electric shock shall be affixed by Owner in a prominent place in English or Hindi and local language   | Chief Fire Officer (CFO) Karnataka Fire & Rescue Services)                | Mumbai | DC Manager - Mumbai     |
| 83 | <b>CEIG - Chief Electrical Inspector to Government</b>  | Any accident resulting in or likely to result in loss of human or animal life or injury shall be intimated to State Electricity Board.  | Chief Electrical Inspector to Government                                  | Mumbai | DC Manager - Mumbai     |



|    |  |  |                                  |        |                     |
|----|--|--|----------------------------------|--------|---------------------|
| 84 | HSD License  | E P act for Noise limit for Diesel sets up to 1000KVA  | CCOE/PESO                        | Mumbai | DC Manager - Mumbai |
| 85 | Building License   | Noise Limit for Generator Sets run with Diesel (Source: CPCB PCLS/02/2010 Sixth Edition)<br>1. Noise Limit for diesel generator sets (up to 1000 KVA) manufactured on or after the 1st January, 2005: 75 dB (A) at 1 metre from the enclosure surface  | ELCITA - Karnataka PCB           | Mumbai | DC Manager - Mumbai |
| 86 | EP Act 1986 ( amended 1991) Battery (Management and Handling) Rule, 2001                                   | maintain records of the e-waste generated, handled and disposed in Form-2 and make such records available for scrutiny by the concerned State Pollution Control Board  | Ministry of Environment & Forest | Mumbai | DC Manager - Mumbai |
| 87 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | License for storage to be obtained. For class B petroleum if the storage exceeds 500 litres. Precautions against fire, cleanliness pf operations within the installation ,exclusion of the unauthorised persons, marking capacity on the tanks, testing of the earth connections of the tank, protection against corrosion are thee important points to be followed. | State Electricity Board          | Mumbai | DC Manager - Mumbai |
| 88 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Licence to be taken for use of lift which is valid for one year.<br>Every application for the renewal of a licence granted under this Act shall be made not less than three months before the date of the expiry of the period of such licence.  | State Electricity Board          | Mumbai | DC Manager - Mumbai |
| 89 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. | Fire License   | State Electricity Board          | Mumbai | DC Manager - Mumbai |
| 90 | The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956. |  | CPCB PCLS/02/2010                | Mumbai | DC Manager - Mumbai |
| 91 | E- waste (Management) Rules, 2015  | ELCITA   | Ministry of Environment & Forest | Mumbai | DC Manager - Mumbai |

Note: Statutory & Regulatory documents are sensitive in nature & classified as internal and should not be shared/shown with any third party without proper approvals.

## 9. TRAINING

- CtrlS shall ensure all team members undergo periodical training outlined in this document.

## 10. REVIEW OF THE DOCUMENT

- This document will be reviewed and updated on an annual basis or when significant changes occur to the organization systems and information security standards.

