

01 January 2022

STATUTORY AND REGULATORY POLICY

Compliance Team

CTRLS DATACENTERS LTD

DOCUMENT CONTROL:

Preparation

<u>Draft</u>	<u>Author</u>	<u>Date</u>
1.0	M.Venkataniranjan	05/02/2017
1.1	M.Venkataniranjan	06/01/2018
1.2	M.Venkataniranjan	10/10/2018
1.2	M.Venkataniranjan	05/01/2019
1.2	M.Venkataniranjan	02/01/2020
1.2	Vasanth G	30/12/2020
1.2	P Dali Naidu	31-12-2021

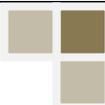
<u>Classification</u>	<u>Storage Location</u>
Confidential	Shared folder

Reviewer and Approval

<u>Reviewer & Approver</u>	<u>Version</u>	<u>Date</u>	<u>Reviewed Draft Version</u>
RS Prasad rao	1.0	16-04-2017	1.0
RS Prasad rao	1.1	06-01-2018	1.1
RS Prasad rao	1.2	10-10-2018	1.2
RS Prasad rao	1.2	07-01-2019	1.2
RS Prasad rao	1.2	03-01-2020	1.2
RS Prasad rao	1.2	01-01-2021	1.2
RS Prasad rao	1.2	01-01-2022	1.2

Release

<u>Release Version</u>	<u>Date Released</u>
1.0	16-04-2017
1.1	06-01-2018
1.2	10-10-2018
1.2	07-01-2019
1.2	03-01-2020
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

This document contains proprietary trade secret and confidential information to be used solely for evaluating CtrlS Datacenters Ltd. The information contained herein is to be considered confidential. Customer, by receiving this document, agrees that neither this document nor the information disclosed herein, nor any part thereof, shall be reproduced or transferred to other documents, or used or disclosed to others for any purpose except as specifically authorized in writing by CtrlS Datacenters Ltd.



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



INTERNAL USE ONLY

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

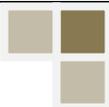
Statutory Requirement: Obligatory requirement specified by a legislative body.

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

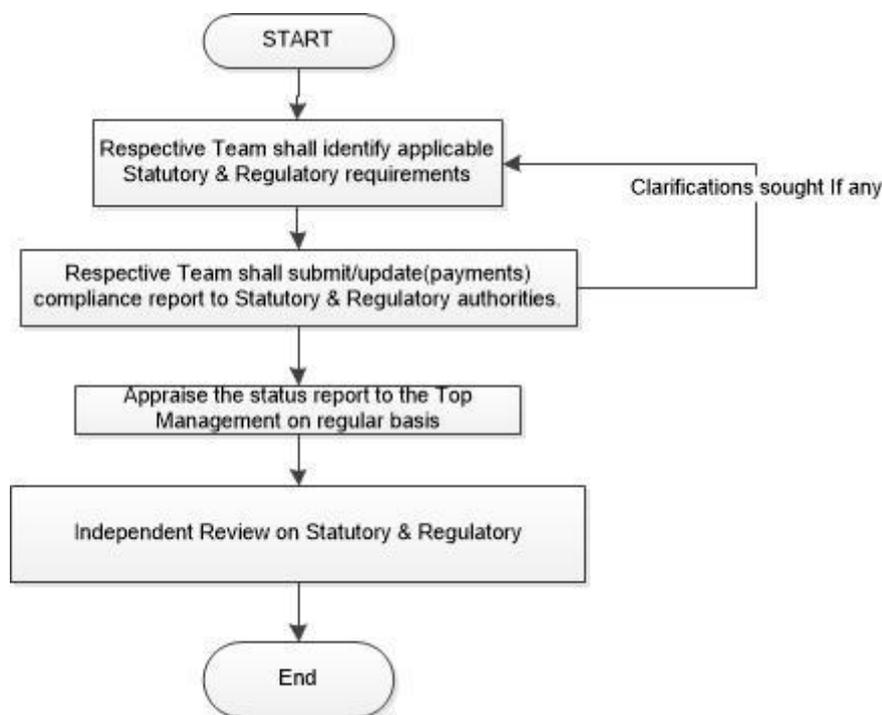
6. APPLICABLE ISO STANDARD CLAUSES

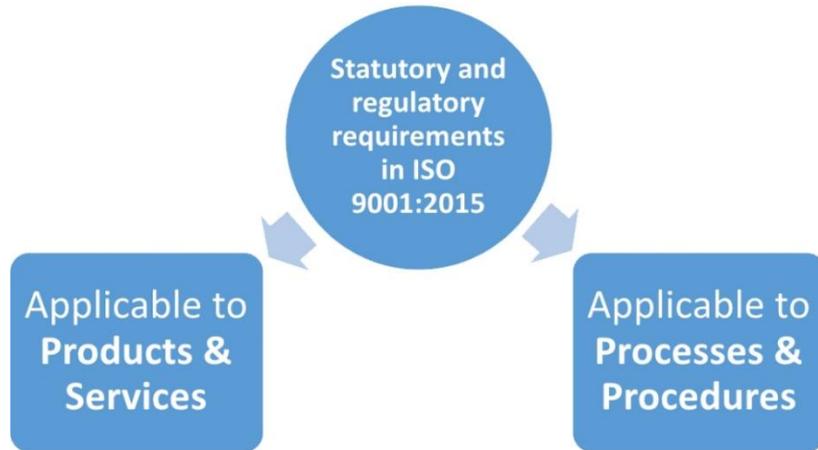
ISO 9001:2015 including reference to Statutory and Regulatory requirements in the following auditable clauses:

- 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

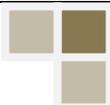
S.No	Enactment	Brief note on the Act	Requirement / Number	Location	Who is responsible in Organisation to handle this?
1	Incorporation under the Companies Act 1956 (No. 1 of 1956)	Companies Act 1956 was an Act of the Parliament of India, enacted in 1956, which enabled companies to be formed by registration, 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



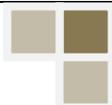
2	Information Technology Act, 2000 amendment act 2008	<p>The Act provides a legal framework for electronic governance by giving recognition to electronic records and digital signatures. It also defines cybercrimes and prescribes penalties for them. The Act directed the formation of a Controller of Certifying 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 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 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 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



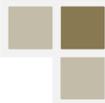
6	Shops and Commercial Establishment Act	THE KARNATAKA SHOPS AND COMMERCIAL ESTABLISHMENTS ACT 1961 provides for the regulation of conditions of work and employment in Shops & commercial establishments in the State of Karnataka. This Act provides the rules and regulations to work and employment in Shops and Commercial establishments in all over Karnataka.	To regulate the conditions of work and employment in establishments 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 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 retrial 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



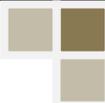
16	ESI- Employees' State Insurance Act, 1948	The promulgation of Employees' State Insurance Act, 1948 envisaged an integrated need based social insurance scheme that would protect the interest of workers in contingencies such as sickness, maternity, temporary or permanent physical disablement, death 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 - 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 (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 (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 (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 (Finance & Accounts)
21	Income Tax 194J	Professional services; or Fees for technical services 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 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 (Finance & Accounts)



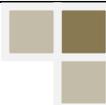
			each payment separately i.e. applicable independently to each of four items.		
22	Section 195 of the Income Tax Act is a section that covers the TDS on Non-resident payments	Section 195 of the Income Tax Act is a section that covers the TDS on Non-resident payments. This section identifies the tax rates 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	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) 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	E- waste (Management) Rules, 2015	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	Petroleum Act	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 Rule Nos.51,56,57,61 & 62 License for possession and renewal of license	Noida	DC Infra Manager
33	Building Fire NOC	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	Lift NOC by Competent Govt. Authority (Passenger Lift)	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 Intimation of Accidents	Noida	DC Infra Manager
35	Lift NOC by Competent Govt. Authority (Service Lift)	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 Intimation of Accidents	Noida	DC Infra Manager
36	Approval for installation of DG Sets	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	Inspection of Transformer	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	Consent to Operation - Air			Noida	DC Infra Manager
39	Consent to Operation - Water			Noida	DC Infra Manager
40	Water Annual Fee / Approval to water connection		CPCB Norms	Noida	DC Infra Manager
41	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.	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	Height Clearance for Airport Authority	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	Occupancy Certificate	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	Instruments, Gauge Calibration and Pressure Vessel testing	NABL Approved		Noida	DC Infra Manager
45	Foreign Exchange regulations- Listing Agreement	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. 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

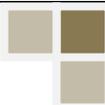


53	The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.	Any accident resulting in or likely to result in loss of human or animal life or injury shall be intimated to State Electricity Board.	Rule 44 A Intimation of Accidents	Hyderabad	DC Infra Manager - Hyderabad
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) 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	CEIG - Chief Electrical Inspector to Government - Inspection	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 Obtaining Electrical Inspectorate Clearance for all Electrical Equipment's Installed	Bangalore	DC Infra Manager - Bangalore
56	DG Tax Submission	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 Ned to get Acknowledgement from Electrical Inspector for DG TAX Payment	Bangalore	DC Infra Manager - Bangalore
57	Lift Licence	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 Licence to be taken for Use of Lifts	Bangalore	DC Infra Manager - Bangalore
58	Fire NOC	Approval /Fire Safety Certificate is required from Chief Fire Officer (CFO) – Fire - NOC	Docket No- KSFES/CC/616/2017 Periodical licence to be obtained from the Department for the safety of lifts	Bangalore	DC Infra Manager - Bangalore
59	CEIG - Chief Electrical Inspector to Government	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 Periodical licence to be obtained from the Department for the safety of lifts	Bangalore	DC Infra Manager - Bangalore

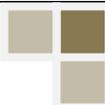


INTERNAL USE ONLY

60	HSD License	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. Getting License to use of HSD	Bangalore	DC Infra Manager - Bangalore
61	Building License	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 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	EP Act 1986 (amended 1991) Battery (Management and Handling) Rule, 2001	Used Batteries returned to supplier	Battery (Management and Handling) Rule, 2001	Bangalore	DC Infra Manager - Bangalore
63	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	Bangalore	DC Infra Manager - Bangalore
64	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	Bangalore	DC Infra Manager - Bangalore
65	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	Bangalore	DC Infra Manager - Bangalore
66	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) 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 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	E- waste (Management) Rules, 2015	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	EP act 1986 (amended 1991) Battery (Management and Handling) Rule, 2001	Used Batteries returned to supplier	Ministry of Environment & Forest, New Delhi	GBDC	DC Infra Manager - GBDC
69	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	State Electricity Board	GBDC	DC Infra Manager - GBDC
70	The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910).	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



	The Indian Electricity Rules, 1956.	permanently in a conspicuous position in place where medium, high and extra high installations are located			
71	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	State Electricity Board	GBDC	DC Infra Manager - GBDC
72	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.	State Electricity Board	GBDC	DC Infra Manager - GBDC
73	The Electricity Act, 2003 (replaces The Indian Electricity Act, 1910). The Indian Electricity Rules, 1956.		State Electricity Board	GBDC	DC Infra Manager - GBDC
74	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) 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	E- waste (Management) Rules, 2015	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	Petroleum Act	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	Lifts Act	Licence to be taken for use of lift which is valid for one year. 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	Fire Services Act	Fire License	Fire Department	GBDC	DC Infra Manager - GBDC
79	CEIG - Chief Electrical Inspector to Government - Inspection	Used Batteries returned to supplier	Chief Electrical Inspector to Government	Mumbai	DC Manager - Mumbai
80	DG Tax Submission	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	Lift Licence	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	Fire NOC	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	CEIG - Chief Electrical Inspector to Government	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) 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. 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.

