

Kotak Mahindra Prime Limited

Code of Conduct for Board of Directors and Senior Management

Approval authority	Board
Approved on	
Owner of the policy	Secretarial
Review frequency	Once in 2 years
Previous Version	--

1. Introduction

The purpose of this Code of Conduct for Board of Directors and Senior Management (“Code”) is to enhance ethical and transparent process in managing the affairs of the company, and thus to sustain the trust and confidence reposed by the stakeholders of the company. Every Director and Senior Management official is expected to read, understand, adhere to, comply with and uphold the provisions of this Code and the standards laid down hereunder in the performance of his/her duties, functions and responsibilities.

The principles prescribed in this Code are general in nature and lay down broad standards of compliance and ethics, as required by the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations), as may be amended from time to time.

2. Scope

This Code is applicable to the Board of Directors (“Board Members”) and Senior Management* of the Company.

*Senior Management will include employees being members of the Operating Committee, the Chief Financial Officer, Company Secretary, Compliance Officer, Chief Risk Officer, Head- Internal Audit and such other official as may be decided by the Board, from time to time.

3. Disclosures

The Director(s) and Senior Management shall disclose to the Board all the necessary disclosures as required under the provisions of the Companies Act, 2013, SEBI Listing Regulations, Securities Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and the Regulations/Guidelines issued by Reserve Bank of India (“RBI”), from time to time.

4. Performance of Duties

Without limiting the details of the duties mentioned under the Companies Act, 2013, the Listing Regulations, SEBI (Prohibition of Insider Trading) Regulations, 2015, the Trading Code of Conduct framed there under, Regulations/Guidelines issued by Reserve Bank of India (“RBI”) and other applicable laws, the Director(s) and Senior Management shall, while carrying on his/her duties as a Director/Senior Management of the Company:

- a. use such degree of skill as may be reasonable to expect from a person with his/her knowledge or experience;
- b. in the performance of his/her duties take such care as he/she might be reasonably expected to take on his/her own behalf and exercise any power vested in him/her in good faith and in the interests of the company;
- c. shall undertake appropriate induction, refresh his/her skills and keep himself/herself informed about the business, activities and financial status of the Company to the extent disclosed to him/her;
- d. The directors shall strive to attend all meetings of the Board and Committees thereof (collectively for the sake of brevity hereinafter referred to as "Board") with fair regularity and conscientiously fulfil his/her obligations as Director of the company;
- e. shall not seek to influence any decision for any consideration other than in the interests of the company;

- f. shall bring independent judgement to bear on all matters affecting the Company but not limited to statutory compliances, performance reviews, compliances with internal control systems and procedures, key executive appointments and standards of conduct;
- g. shall in exercise of his/her judgement in matters entrusted to him/her and be free from any business or other relationship which could materially interfere with the exercise of his/her independent judgement; and
- h. shall express his/her views and opinions without any fear or favour and without any influence on exercise of his/her independent judgement and where they have concerns about the running of the company or a proposed action, ensure that these are addressed and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
- i. seek appropriate clarification or amplification of information and where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the Company;
- j. strive to attend the general meetings of the Company;
- k. keep him/her well informed about the Company and the external environment in which it operates
- l. not to unfairly obstruct the functioning of an otherwise proper Board or Committees' of the Board;
- m. pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure himself / herself that the same are in the interest of the Company;
- n. ascertain and ensure that the Company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
- o. report concerns about unethical behaviour, actual or suspected fraud or violation of the Company's Code of Conduct ("HR Policy");
- p. acting within his / her authority, assist in protecting the legitimate interests of the Company, its Shareholders and Employees;
- q. Senior management shall make disclosure to Board of Directors relating to all material, financial and commercial transactions, where they have personal interest that may have a potential conflict with the interest of the company
- r. No employee including Key Management Personnel or director or promoter of the company shall enter into agreement with self or on behalf of any person, with the shareholder or any other third party with regard to compensation or profit sharing in connection with dealings in securities of company, unless prior approval for the same has been obtained from Board of directors as well as public shareholders by way of an ordinary resolution.

In addition to the norms as prescribed under this Code, the Independent Directors of the Company shall also abide by the "Code for Independent Directors" as prescribed under Schedule IV to the Companies Act, 2013, as amended, from time to time.

5. Fiduciary Duty

The Director(s) and Senior Management shall have:

- a. fiduciary duty to act in good faith and in the interests of the Company and not for any collateral purpose;

- b. duty to act only within the powers as laid down by the Company's Memorandum and Articles of Association and by applicable Laws and Regulations; and
- c. duty to acquire proper understanding of the business of the Company.

They shall:

- a. not evade responsibility in regard to matters entrusted to him/her by the Board;
- b. not interfere in the performance of their duties by the Whole-Time Directors and other Officers of the Company and wherever the Director has reasons to believe otherwise, he/she shall forthwith disclose his/her concerns to the Board; and
- c. not make improper use of information disclosed to him/her for his/her or someone else's advantage or benefit and shall use the information disclosed to him/her by the Company in his/her capacity as Director/Senior management of the Company only for the purposes of performance of his/her duties and not for any other purpose.
- d. not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

6. Conflict of Interest

A conflict of interest exists /arises when a person with a fiduciary responsibility is in a situation where his own self-interest and the interests of the Company might be in conflict. Conflict of Interest vis a vis is defined as a transaction or relationship or situation that presents or may present an existing or perceived or potential conflict of interest between obligations towards the Company and his/ her personal, business or other interests.

7. Dealing in Shares/Insider Trading

The Board Members/Senior management shall not deal in securities of the Company either on their own behalf or on behalf of any other person when in possession of any unpublished price sensitive information or communicate, provide or allow access, counsel or procure, directly or indirectly any unpublished price sensitive information to any other person except the same is in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.

The Board Members/Senior Management should comply with the Company's 'TRADING CODE OF CONDUCT', processes made there under and any amendments thereof to the extent applicable to them.

8. Regulatory Compliance

Every Director and Senior Management personnel shall, in his business conduct, comply with all applicable laws, rules and regulations, both in letter and in spirit.

12. Annual Confirmation

The Board members and senior management personnel shall affirm compliance with the code on an annual basis as per Annexure I.

The Annual Report of the Company shall contain a declaration to this effect signed by the Chief Executive Officer.

The code of conduct shall be hosted on company website as well under separate section.

13. Law to take precedence and Amendments

The Code shall be reviewed from time to time for updation thereof. Any variation in the Code or any waivers from the provisions of the Code shall be approved by the Board of Directors of the Company. In the event of any variation or inconsistency between the provisions of the Policy and the Regulations or any Circulars, Guidelines or instructions issued thereunder, the provisions of Regulations including any modifications, clarifications, circulars or re-enactment thereof shall prevail over the Policy and the provisions of the Policy shall be deemed to have been amended so as to be read in consonance with the Regulations. As this Policy is pursuant to the applicable laws, if any change to applicable laws or interpretation thereof necessitates any change to the Policy, this Policy shall be read so as to incorporate the changes.

Annexure I (To be taken at end of financial year)

----- (Date)

To,
The Company Secretary,
Kotak Mahindra Prime Limited
27BKC, C-27, G Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400 051.

Sub: Confirmation of Compliance to the Code of Conduct of the Company.

I,----- , have read and understood the provisions of the Code of Conduct for Board of Directors and Senior Management of the company, and affirm compliance to the Code of Conduct during my association with the company during financial year _____.

(Name)

(Signature)