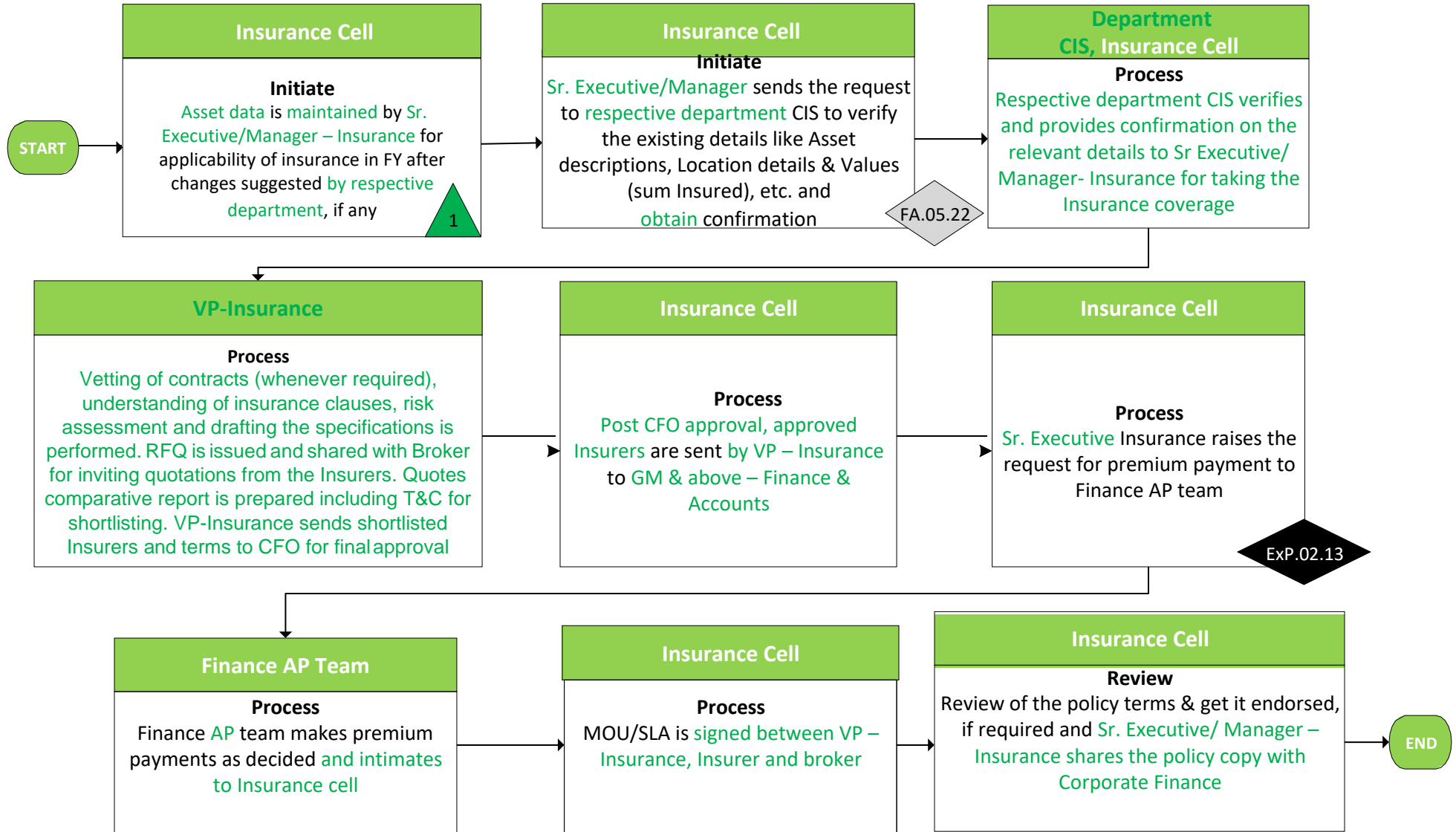


Flowchart of Expenditure – Insurance Policy

Mega Process: Expenditure
Sub Process: Insurance Policy

Project Type: All Segments
Confirmed on & by: 08/09/2021, Priya Singh, Manager & Vijay Chowdhary, VP - Insurance
Source: Insurance Cell, Finance F&A, CIS, CFO All verticals-CIS



Flowchart of Expenditure – Insurance Policy

Mega Process: Expenditure
Sub Process: Notes to Insurance Policy

Project Type: All Segments
Confirmed on & by: 08/09/2021, Priya Singh, Manager & Vijay Chowdhary, VP - Insurance
Source: Insurance Cell, Finance F&A, CIS, CFO All verticals-CIS

1

Respective asset department communicates the commissioned project details (Project cost, capacity, DPR, etc.) along with Commercial Operation Date to the Insurance Team.

Exp.02.13

On a monthly basis, Sr. Executive/Manager - Insurance communicates Cash Deposit Statement along with copy of policy documents (if any issued) to F&A AP Team. F&A AP Team reconciles the balance as per books with the CD Statement and difference, if any, is discussed with the Insurance Team, and records the additional Insurance expense in the books.

Exp.02.14

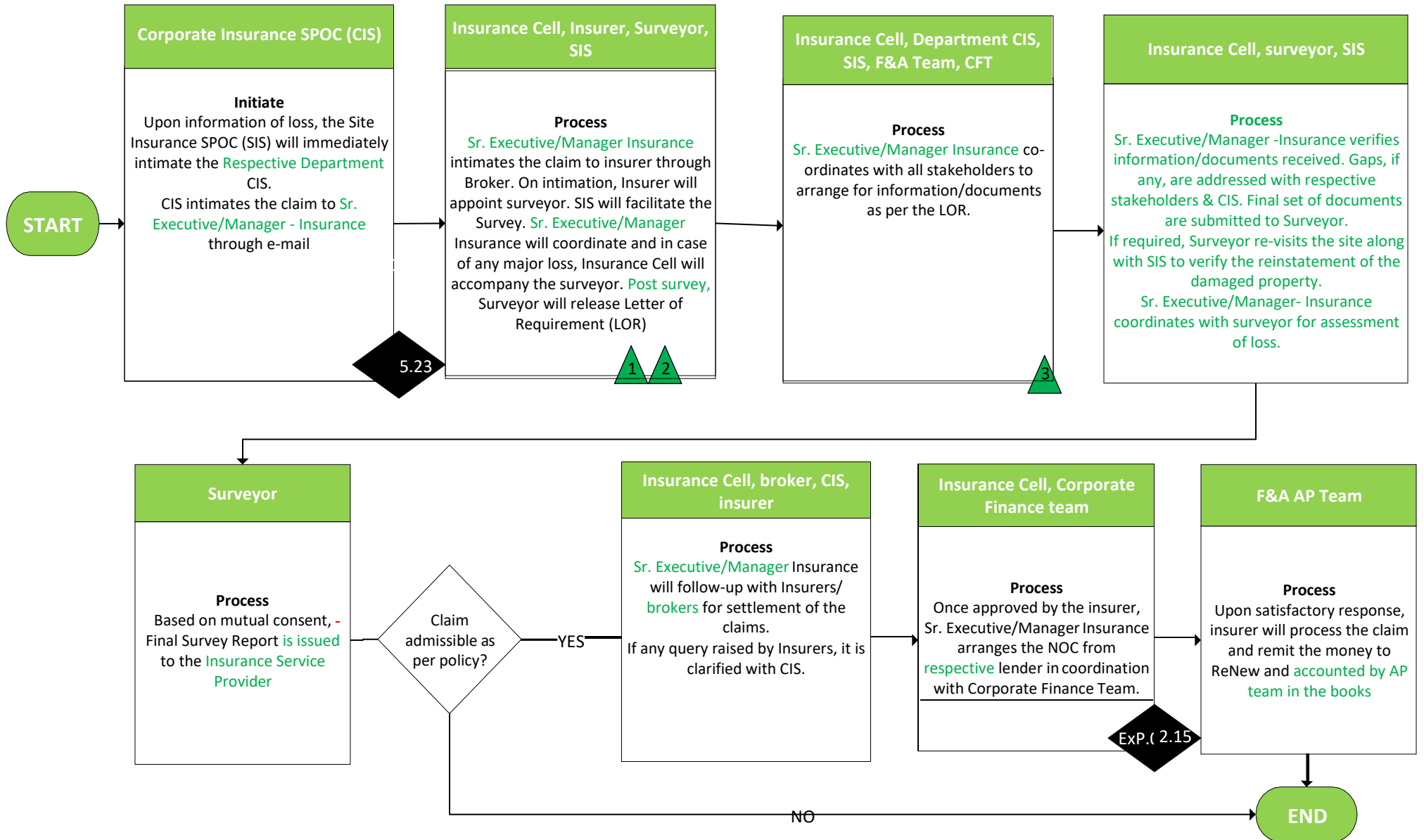
1. Insurance Cell tracks adequate coverage of all relevant exposures. Insurance policy requiring follow up and periodic update of information to Insurance agency is ensured for both coverage and insurance premium adjustment. E.g., In transit transactions are updated, Revenue figures are updated.

2. Additional premium payment is approved by CFO and is communicated by Sr. Executive - Insurance to F&A AP Team for payment and accounting.

Flowchart of Expenditure – Insurance Policy

Mega Process: Expenditure
Sub Process: Insurance Claim Processing

Project Type: All Segments
Confirmed on & by: 14/09/2021, Priya Singh, Manager & Vijay Chowdhary, VP - Insurance
Source: Insurance Cell, Finance F&A, CIS, CFO All verticals-CIS



Flowchart of Expenditure – Insurance Policy

Mega Process: Expenditure

Sub Process: Notes to Insurance Claim Processing

Project Type: All Segments

Confirmed on & by: 14/09/2021, Priya Singh, Manager & Vijay Chowdhary, VP - Insurance

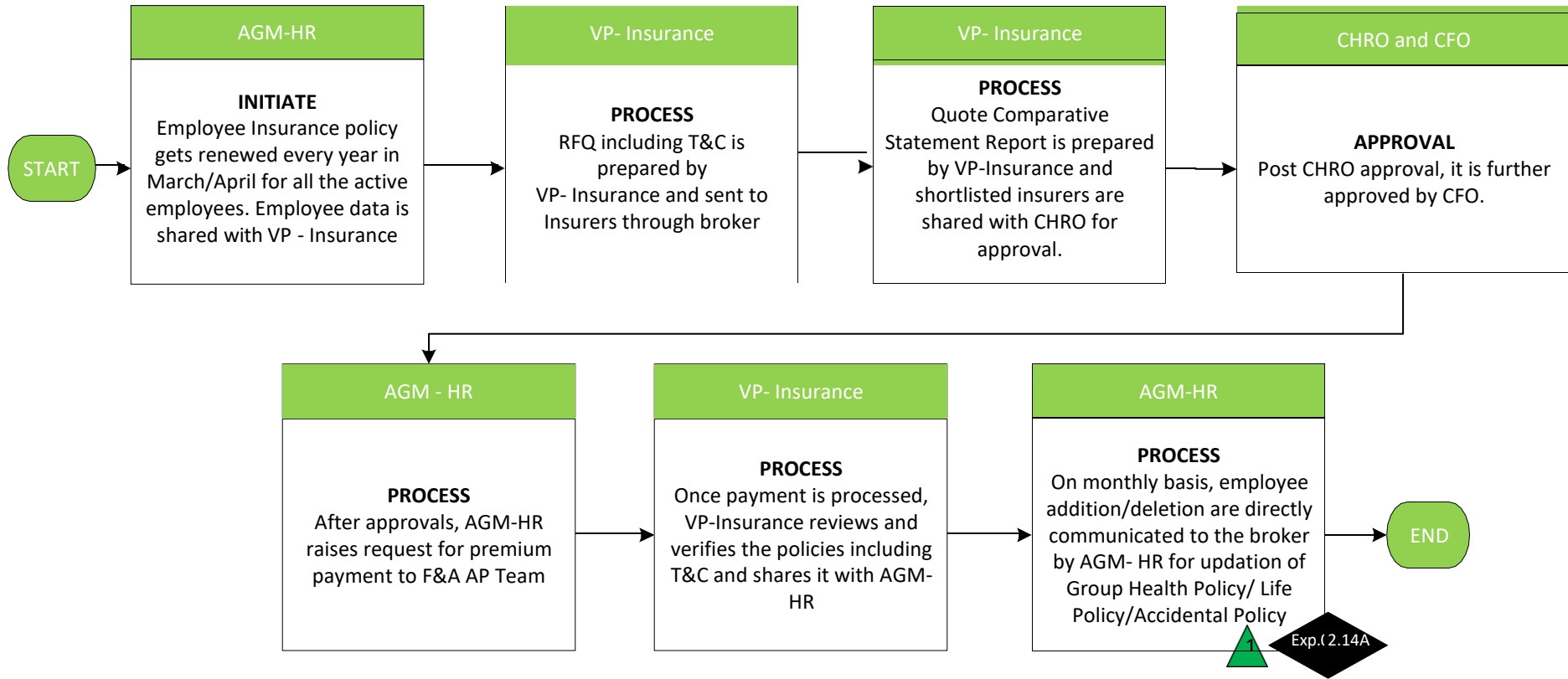
Source: Insurance Cell, Finance F&A, CIS, CFO All verticals-CIS

- 1 Appointment of surveyor by Insurer based on quantum of loss: If less than 2 crores – within 2 days; If more than 2 crores – within 5 days.
(Delay in exceptional scenarios of Surveyor unavailability)
- 2 Upon appointment, surveyor has to conduct survey immediately, i.e., not later than 72 hours, even in case of remote location.
(Delay in exceptional scenarios and site accessibility)
- 3 Stakeholders – Asset Management Team/ Project Team/ IT Team/ SCM Team (Procurement) etc.
- 4 Claim inadmissible, in case the claim quantum is in excess of the Insurance Policy.

Flowchart of Expenditure – Employee Insurance Policy Management

Mega Process: Expenditure
Sub Process: Employee Insurance Policy Management

Project Type: All Segments
Confirmed on & by: 14/09/2021; Vijay Chowdhary, VP-Insurance
Source: Insurance and HR



1 Additional premium payment is approved by CFO and is communicated by AGM – HR to F&A AP Team for payment and accounting