

Policy on Related Party Transactions

Introduction & Purpose

The Board of Directors of the Birla Sun Life Insurance Company Limited (“the Company”), on recommendation of the Audit Committee, has adopted this policy by its resolution dated March 31, 2015 to regulate transactions of the Company by Related Parties in compliance with various applicable laws, including under the Companies Act, 2013 (the “Act”) and the Listing Agreement, prescribed for related party transactions.

Definition

- a) **Related Party:** A Related Party shall have the same meaning as defined under the Act and the Listing Agreement.
- b) **Related Party Transaction (“RPT”):** A Related Party Transaction is a transfer of resources, services or obligations between a company and a Related Party, regardless of whether a price is charged. A transaction with a related party shall be construed to include single transaction or a group of transactions in a contract.
- c) **Materiality:** The materiality of any RPT will be ascertained as per the thresholds prescribed under the Listing Agreement.
- d) **Arm’s Length Basis:** RPT will be treated to be on ‘Arm’s Length Basis’ if the key terms, taken as a whole, are comparable with those of similar transactions if they would have been undertaken with non-related parties.
 - i) **Ordinary Course of Business:** RPT will be considered in ordinary course if they are entered in the normal course of the business pursuant to the objects of the Company as per the charter documents of the Company.

Policy

- a) The RPTs should be in conformity with the prevailing rules and regulations prescribed by law.a
- b) All RPTs shall be placed before the Audit Committee for prior approval of the Audit Committee, as required under the provisions of the Act and the Listing Agreement.
- c) The Audit Committee may grant omnibus approval for RPTs which are repetitive in nature, provided that such approval shall remain valid for a period not exceeding one year, during which period the commercial terms of approved RPTs may change, provided that arm’s length criterion shall be ensured at the time of each such change. Further, where the need for RPTs cannot be foreseen and requisite details are not available, the Audit Committee may grant omnibus approval for such transactions *provided that* the value of each such transaction shall not exceed Rs. 1 crore.
- d) Any RPT which is not in the Ordinary Course of Business of the Company or not at Arm’s Length Basis shall be effected only with prior approval of the Board of Directors of the Company, on recommendation of Audit Committee.
- e) All RPT specified in the Act which are not Ordinary Course of Business of the Company or not at Arm’s Length Basis; and exceed the thresholds laid down in Companies (Meeting of Board and its Power) Rules, 2014 shall be placed before the shareholders for its approval. Notwithstanding, the RPTs which cross the Materiality thresholds as defined herein shall be entered by the Company only with prior approval of shareholders of the Company, as per applicable provisions of the Listing Agreement, as may be amended from time to time.

- f) Subject to the applicable laws, the Audit Committee shall have the power to ratify, revise or terminate the RPTs, which are not in accordance with this Policy.
- g) Exclusions: The following shall not be deemed as a RPT :
 - i) Any transaction that involves the providing of compensation to a director by way of salary, fee, commission, perquisites, rent free accommodation or otherwise, in connection with his or her duties to the Company;
 - ii) Contributions made by the Company to a charitable organization, trust, foundation or university at which a related party is a trustee, director or employee other than key managerial personnel (or comparable position), provided that each such contribution, made in a particular financial year, does not exceed two per-cent (2%) of the Company's average net profit for the preceding three financial years;
 - iii) Any transaction in which the related party's interest arises solely from ownership of securities issued by the Company and all holders of such securities receive the same benefits pro rata as the related party.

Administrative Measures

The Company's management shall institute appropriate administrative measures to ensure that all RPTs entered into by the Company are in compliance with applicable laws and this Policy. All persons dealing with the related party(ies) shall, irrespective of their level, be responsible for compliance with this Policy. The detailed processes relating to implementation of this Policy, as may be approved by the Audit Committee from time to time, shall be followed by all concerned. The Internal Auditors of the Company shall review the RPTs entered into by the Company on a periodic basis and report their observations to the Audit Committee. The Company Secretary shall be responsible to maintain/update the list of related parties (as required by applicable laws) and provide the same to all concerned. It is the duty of all employees of the Company to ensure that they do not deal with related parties under any kind of influence or coercion. The cases involving any unwarranted pressure should be promptly reported as per mechanism provided under the Whistle Blower Policy of the Company.

Interpretation

In any circumstance where the provisions of this Policy differ from any existing or newly enacted law, rule, regulation or standard governing the Company, the relevant law, rule, regulation or standard will take precedence over this Policy until such time as this Policy is changed to conform to the said law, rule, regulation or standard. In case of any clarification required with respect to this Policy, kindly contact the Company Secretary of the Company.

Disclosure

The Policy shall be made available on the website of the Company www.birlasunlife.com and a web link thereto shall be provided in the Company's Annual Report.



Addendum to RPT Policy

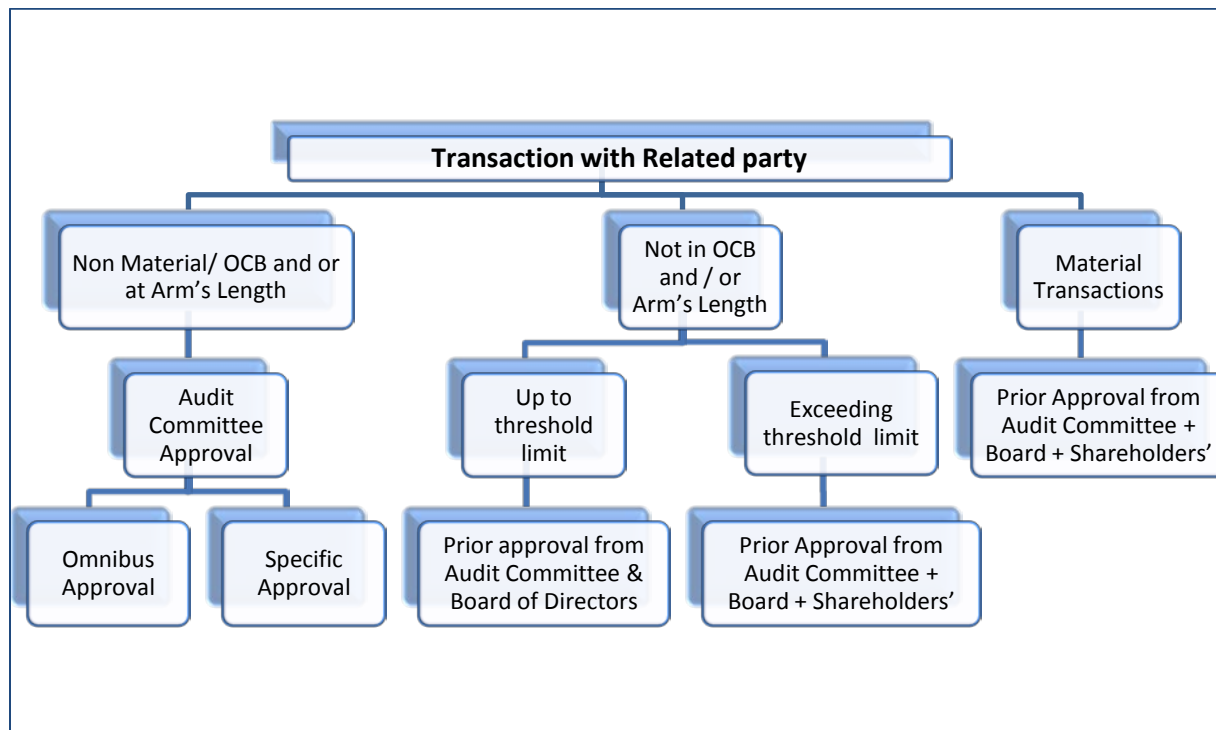
Justification

Pursuant to the revised Corporate Governance Guidelines ('CG Guidelines') issued by IRDAI dated May 18, 2016, the Board of Directors of an Insurance Company is required to formulate a Policy on Related Party Transactions which shall *inter alia* include the definition of transactions in the Ordinary course of Insurance Business, method of determination of Arm's length pricing and list of items requiring approvals from various authorities.

In view of the new CG guidelines, the following shall form part of the Related Party Transaction policy of the Company.

A. APPROVAL PROTOCOL

1. Approvals will depend on the nature and amount of transaction. Based on the materiality of the transactions, approvals shall be obtained from various authorities. The same shall be in compliance with the policy
2. Refer point C for indicative list/categories of related party transactions.
3. Typical example relevant to Insurance Company would be payment of commission to intermediaries, advising expenses and insurance premium / re-insurance premium.



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B. METHOD OF DETERMINATION OF ARMS' LENGTH PRICING

1. Comparable Uncontrolled Price Method (CUP)

CUP is applied when price is charged for a product or service. This is a comparison of prices charged for the property transferred or service provided in a controlled transaction to a price charged for property or services transferred in a comparable uncontrolled transaction.

- i. Determine the price charged or paid for the property transferred or services provided in a comparable uncontrolled transaction.
- ii. Such price is adjusted to account for differences, if any, between the International transaction and comparable uncontrolled controlled transactions or between the parties entering into such transactions, which could materially affect the price in the open market.
- iii. The adjusted price arrived at under ii) is taken to be Arm's Length Price in respect of the property transferred or services provided in international transaction.

2. Arms length Price for Insurance Premium

- i. In case of Insurance cover given by the Insurance Company to Group Companies, premium quoted by Companies under F&U guidelines should be considered as arm's length.

C. CATEGORY OF TRANSACTIONS IN THE ORDINARY COURSE OF BUSINESS (as Applicable to BSLI)

Sr no.	Category of Transactions	Department
1	Space Sharing (including Security deposit)	Infra,FA & Billing
2	Employee related expenses	HR & Payroll
3	Asset transfers/sharing	FA, HR & Payroll
4	Subscription to shares/ debentures/ securities and Interest thereon	Investment
5	Payments/Recoveries for Availing/ Rendering Services	Billing, Procurement & User Dept
6	Director related payments	Legal
7	Commission payments*	Commission
8	Advertising & Co branding expenses*	User Department & Billing
9	Managerial Remuneration	Legal & HR & Payroll
10	Share Capital Investment	Investment
11	Payment/Recovery towards Preliminary / Other expenses	Legal & Billing
12	Insurance Premium/Reinsurance*	Actuarial Team



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*These transactions are specific to Insurance Business.

Justification for Cost of transaction

All the above transactions need to follow Arm's length pricing as defined under Clause B

Related Parties

The list of Related parties for the above Policy shall be defined under the Companies Act 2013. The list shall be circulated by the Secretarial Department at the end of each quarter.