Dovetail Financial Service Private Limited Corporate Investment Policy Document





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1. Scope

This policy applies to the investment of all operating funds of Dovetail Financial Service Private Ltd. It does not cover the Employee's Benefit Funds which will be created under the requirements of various statutes and laws in force in India and applicable to the company.

Dovetail Financial Service Private Ltd., hereinafter referred to as the "DFSPL", obtains its funding primarily through the subscription of Share Capital, Loans, other Debt Instruments. It does not accept public deposits. Its concentration of credit/investment decisions are based in terms of para 6 and para 18 of Non-Banking Financial (Non-Deposit Accepting or Holding) Companies Prudential Norms (Reserve Bank) Directions, 2007 which reads as under:

- (1) On and from April 1, 2007 no systemically important non-deposit taking non-banking financial company shall,
- (i) lend to
 - (a) any single borrower exceeding fifteen percent of its owned fund; and
 - (b) any single group of borrowers exceeding twenty five percent of its ownedfund;
- (ii) invest in
 - (a) the shares of another company exceeding fifteen percent of its owned fund;

and

- (b) the shares of a single group of companies exceeding twenty five percent of its owned fund;
- (iii) lend and invest (loans/investments taken together) exceeding
 - (a) twenty five percent of its owned fund to a single party; and
 - (b) forty percent of its owned fund to a single group of parties.

Provided that the ceiling on the investment in shares of another company shall not be applicable to a systemically important non-deposit taking non-banking financial company in respect of investment in the equity capital of an insurance company upto the extent specifically permitted, in writing, by the Reserve Bank of India.

Provided further that any systemically important non-deposit taking non-banking financial company, classified as Asset Finance Company by the Reserve Bank of India, may in exceptional circumstances, exceed the above ceiling on credit / investment concentration to a single party or a single group of parties by 5 percent of its owned fund, with the approval of its Board.

Provided further that any systemically important non-deposit taking non-banking financial company not accessing public funds, either directly or indirectly, may make an application to the Bank for modifications in the prescribed ceilings.

Explanation: "Public funds" for the purpose of the proviso shall include funds raised either directly or indirectly through public deposits, Commercial Papers, debentures, inter- corporate deposits and bank finance.

All remaining funds will be invested in a variety of ways to maximize investment earnings.



The investment portfolio will be managed by the two Directors, who will strive to invest with the judgment and care that prudent individuals would exercise in the execution of their own affairs, to maintain the safety of principal, maintain liquidity to meet cash flow needs and to provide competitive investment returns for DFSPL.

From time to time investments will be managed through external programs, facilities and professionals. To constitute compliance these must be managed in a manner consistent with this policy.

2. Investment Objectives

2.1. Safety

Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The idea of safety is to mitigate credit risk, interest rate risk.

2.1.1. Credit Risk

DFSPL will minimize credit risk, the risk of loss due to the failure of the security issuer or banker, by:

- 1. Prequalifying the financial institutions, brokers/dealers, intermediaries, and advisors with which DFSPL will do business.
- 2. Diversifying the portfolio so that potential losses on individual securities will be minimized.

2.1.2. Interest Rate Risk

DFSPL will minimize the risk that it will carry because of market value of securities in the portfolio will fall due to changes in general interest rates, by:

- 1. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- 2. Investing operating funds primarily in shorter- term securities.

2.2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets. Negotiable securities may be sold prior to their maturity to provide liquid funds as needed for cash flow purposed.

2.3. Yield

The investment portfolio shall be managed with the objective of attaining a competitive rate of return given the constraints of the safety and liquidity objectives. To ensure long-term objectives are met, securities shall not be sold prior to maturity with the following exceptions:

- 1. A security with declining credit may be sold early to minimize loss of principal.
- 2. Liquidity needs of the portfolio require that the security be sold.



3. Standard of Care

3.1. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. DFSPL recognizes that no investment is totally free from risk and that occasional measured losses are inevitable in a diversified portfolio and will be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of DFSPL.

Investment Officials acting in the best interest of the company and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Board of Directors and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

3.2. Ethics & Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions in which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall refrain from undertaking personal investment transactions with the same individual or company with which business is conducted on behalf of DFSPL.

3.3. Delegation of Authority

Authority to manage the investment program is granted jointly to two Directors. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures as may be established by the two Directors.

4. Investment Transactions

4.1. Authorized Financial Dealers and Institutions

DFSPL will ensure that all financial dealers/Institutions being dealt with are registered with respective agencies like Securities Exchange Board of India (SEBI), Reserve Bank of India (RBI) or Insurance Regulatory and Development Authority (IRDA) and funds floated by such dealers/institutions only will be approved for the purpose of investment. Any investment in institution/entity which is not approved by either SEBI, RBI or IRDA will not qualify for investment unless prior approval for the same is taken from Board of Directors of the company.

4.2. Eligible Investment

The following list represents the current range of investments that DFSPL will consider and which shall be authorized for the investment of funds.

Call Accounts and Certificates of Deposit (CDs). DFSPL may invest funds held with correspondent banks to meet short-term liquidity needs in call accounts and CDs. The maturity of these CDs will



vary to coincide with expected cash demands. Except with Board approval, holding in any one bank/entity shall not exceed 10% of investment portfolio.

Commercial Paper. DFSPL may invest in commercial paper issued by corporations with an original maturity of 180 days or less, which at the time of purchase, have received the highest rating issued by any accredited rating agency. Eligible regional commercial paper shall not exceed 5% of the investment portfolio.

Treasury Bills (T-Bills). DFSPL may invest in T-Bills issued by the local government, banks and Reserve Bank of India. Except with Board approval, treasury bills holding in any government issue shall not exceed 5% of the investment portfolio.

Bonds (Sovereign and Corporate). DFSPL may invest in Bonds issued by the local government and by banks and Reserve Bank of India, as well as in corporate bonds. Except with Board approval, bond holding in any government issue shall not exceed 5% of the investment portfolio, and the total bond holding in any corporation shall not exceed 5% of the investment portfolio.

Shares (Stocks). DFSPL may invest in public and private equity securities. Except with Board approval, equity holding in a single entity or a group of related entities shall not exceed 5% of the investment portfolio. Further investments in subsidiaries will not fall within this parameter.

Mutual Fund (MF). DFSPL may invest in mutual Funds. Except with Board approval, MF holding in a single scheme shall not exceed 5% of the investment portfolio.

4.3. Investment Restrictions and Prohibited Transactions

To provide for the safety and liquidity of DFSPL's funds, the investment portfolio will be subject to the following restriction:

- 1. Borrowing for investment purposes is prohibited.
- 2. Investment in any instrument, which is commonly considered a "derivative" investment (e.g. options, futures, swaps, caps, floors, and collars), is prohibited.
- 3. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.
- 4. No more than 15% of the total market value of the portfolio may be invested in commercial paper of any one issuer.

5. Criteria for Classification

At the time of making the Investment, the investment so made by by the Company is to be classified mainly into two criteria:

a. Long Term Investment

Any investment, which is made for the period of 1 year or above, is to be classified as Long Term Investment.

b. Short Term Investment

Any Investment made in Liquid funds or for the period lesser than 1 year, is to be classified as Short Term Investment.



Inter Class Transfers

The transfer of Investments from Long Term to Short Term shall not be made on ad-hoc basis but are to be made at the beginning of each Half year only i.e. on 1st April and 1st October, with approval of the Board. Such inter class transfer are to be made at Book value or Market value, whichever is lower after providing effect of Depreciation and appreciation, if any, is to be ignored.

6. Authority for making Long Term Investment

Any Long Term investment, except in the Subsidiary Company, should be done with the permission of Board of Directors.

7. Grouping of Investment

The investments made by the Company are to be classified into following categories:

- a. Equity Shares
- b. Preference Shares
- c. Debentures and Bonds
- d. Government Securities
- e. Units of Mutual Fund
- f. Any Other

8. Valuation of Investment

a. Short Term Investment

	Valuation	
Category of Investment	Quoted Security	Unquoted Security
Equity Shares	Quoted Current investment	Cost or Breakup value,
	foreach category shall be	whichever is Lower.
	valued at Market value	
Preference Shares	Cost or market value,	Cost or Face value, whichever is
	whichever is lower.	Lower.
Government Security		At Carrying Cost.
Units of Mutual Funds		At Net Asset Value declared by
		Mutual Fund in respect of each
		particular scheme.
Debentures and Bonds		Shall be treated as Term Loans
		or other type of credit facilities
		depending upon the tenure of the
		debentures.



b. Long Term Investment

All the Long Term Investments are to be valued in accordance with Accounting Standards issued by Institute of Chartered Accountants of India (ICAI).

9. Investment Parameters

9.1. Portfolio Diversification

The investments portfolio shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific class, currency, Country, or economic sector. Diversification strategies shall be periodically reviewed. The current policy guidelines are as follows:

Asset Allocation DFSPL shall adopt a flexible weightings approach (strategic asset allocation) involving the periodic adjustments of the weights for each category based either on the market analysis or on technical analysis (i.e., market timing). A new allocation therefore may be constructed to capture greater returns in a changing market. The initial allocation table is as follows:

9.2. Maturity Limitations

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in DFSPL deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

9.3. Portfolio Management

Following the primary objective of preservation of capital, investments shall be actively managed to take advantage of market opportunities. In so doing, negotiable securities may be sold prior to their maturity to provide liquid funds as needed for cash flow purposes, to enhance portfolio returns, or to restructure maturities to increase yield and/or reduce risk. Assets may be sold at a loss only if it is felt that the sale of the security is in the best long-term interest of DFSPL.

10. Performance Review & Reporting

The two Directors will periodically trace yield for DFSPL's investments.

11. Record Keeping and Safekeeping

The Company shall be responsible for recording all investment transactions and for securing all documents relative to such transactions. The Company will ensure credit in demat are received in reasonable time and filed. The Company will further ensure that all certificates for other investments are received in reasonable time, are accurately recorded and securely filed away. Also, the monthly interest accruals and quarterly market value adjustments will be the Company's responsibility.

12. Policy Consideration

12.1 Exception

Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

12.2 Revision

The Director shall review the policy annually or shall recommend changes to the Board for consideration and adoption.



12.3 Adoption

This policy and any changes made during the annual reviews shall be adopted by resolution of the Board of Directors.

13. List of Attachments

NIL

14. <u>DEMAND/ CALL LOANS</u>

The Company has decided not to go for any Demand / Call Loans as provided in para 7 of Non-Banking Financial (Non-Deposit Accepting or Holding) Companies Prudential Norms (Reserve Bank) Directions, 2007 does not apply to the Company. Any such Loans provided to the Subsidiary Company in future is to be provided after complying with the requirements of RBI.

For and On Behalf of Board of Directors

Dovetail Financial Service Private Limited.

