

REPORT ON CORPORATE GOVERNANCE

Name of the Listed Entity: CAPITAL FIRST LIMITED

Scrip Code : 532938

Quarter Ending: March 31, 2016

**I. COMPOSITION OF BOARD OF DIRECTORS**

| Title (Mr./Ms) | Name of the Director     | PAN <sup>s</sup> & DIN | Category (Chairperson/ Executive/ Non-Executive/ Nominee) & | Date of Appointment in the current term /cessation | Tenure* | No of Directorship in listed entities including this listed entity (Refer Regulation 25(1) of Listing Regulations) | Number of memberships in Audit/ Stakeholder Committee(s) including this listed entity (Refer Regulation 26(1) of Listing Regulations) | No of post of Chairperson in Audit/ Stakeholder Committee held in listed entities including this listed entity (Refer Regulation 26(1) of Listing Regulations) |
|----------------|--------------------------|------------------------|---|--|---------|--|---|--|
| Mr.            | Vaidyanathan Vembu       | AAIPV5796J<br>00082596 | Chairperson & Executive Director                            | 10/08/2015   | NA      | 1  | 1   | 0  |
| Mr.            | Vishal Kashyap Mahadevia | AADPM9486F<br>01035771 | Non Executive Director                                      | 28/09/2012   | NA      | 1  | 4   | 0  |
| Mr.            | Naresh Chand Singhal     | AAGPS6961E<br>00004916 | Non Executive & Independent Director                        | 01/04/2014   | 3 Years | 2  | 5   | 1  |
| Mr.            | Hemang Harish Raja       | AAAPR7214H<br>00040769 | Non Executive & Independent Director                        | 01/04/2014   | 3 Years | 1  | 2   | 0  |
| Mr.            | M. S. Sundara Rajan      | AAFPM4934N<br>00169775 | Non Executive & Independent Director                        | 01/04/2014   | 3 Years | 3  | 9   | 1  |



Capital First Limited



| Name                 | PAN                    | Director                             | Tenure     | 3 Years | 2 | 2 | 1 | 1 |
|----------------------|------------------------|--------------------------------------|------------|---------|---|---|---|---|
|                      |                        |                                      |            |         |   |   |   |   |
| Brinda Jagirdar      | AAAPJ2531P<br>06979864 | Non Executive & Independent Director | 24/09/2014 | 3 Years | 2 | 2 | 1 | 1 |
| Mr. Dinesh Kanabar   | AAGPK7575A<br>00003252 | Non Executive & Independent Director | 06/01/2015 | 3 Years | 1 | 1 | 1 | 1 |
| Mr. Narendra Ostawal | AADPO9336J<br>06530414 | Non Executive Director               | 06/01/2015 | NA      | 1 | 0 | 0 | 0 |

\*PAN number of any director would not be displayed on the website of Stock Exchange

\*Category of directors means executive/non-executive/independent/Nominee. if a director fits into more than one category write all categories separating them with hyphen

\* to be filled only for Independent Director. Tenure would mean total period from which Independent director is serving on Board of directors of the listed entity in continuity without any cooling off period.



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**II. COMPOSITION OF COMMITTEES**

| Name of Committee                                   | Name of Committee members   | Category (Chairperson/Executive/Non-Executive/Independent/Nominee) <sup>a</sup>   |
|---|---|---|
| 1. Audit Committee                                  | <ol style="list-style-type: none"> <li>1. Mr. Dinesh Karobar</li> <li>2. Mr. N. C. Singhal</li> <li>3. Mr. M. S. SundaraRajan</li> <li>4. Mr. Vishal Mahadevia</li> </ol> | <ol style="list-style-type: none"> <li>1. Chairperson - Non Executive &amp; Independent Director</li> <li>2. Member - Non Executive &amp; Independent Director</li> <li>3. Member - Non Executive &amp; Independent Director</li> <li>4. Member - Non Executive Director</li> </ol> |
| 2. Nomination & Remuneration Committee              | <ol style="list-style-type: none"> <li>1. Mr. N.C. Singhal</li> <li>2. Mr. Hemang Raja</li> <li>3. Mr. M. S. SundaraRajan</li> <li>4. Mr. Vishal Mahadevia</li> </ol>     | <ol style="list-style-type: none"> <li>1. Chairperson - Non Executive &amp; Independent Director</li> <li>2. Member - Non Executive &amp; Independent Director</li> <li>3. Member - Non Executive &amp; Independent Director</li> <li>4. Member - Non Executive Director</li> </ol> |
| 3. Risk Management Committee(if applicable)         | N.A.  | N.A.  |
| 4. Stakeholders Relationship Committee <sup>a</sup> | <ol style="list-style-type: none"> <li>1. Dr. (Mrs). Brinda Jagirdar</li> <li>2. Mr. Hemang Raja</li> <li>3. Mr. V. Vaidyanathan</li> </ol>                               | <ol style="list-style-type: none"> <li>1. Chairperson - Non Executive &amp; Independent Director</li> <li>2. Member - Non Executive &amp; Independent Director</li> <li>3. Member - Executive Director</li> </ol>   |

<sup>a</sup>Category of directors means executive/non-executive/independent/nominee, if a director fits into more than one category write all categories separating them with hyphen


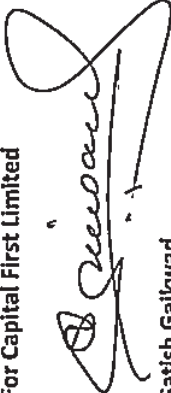
| III. MEETING OF BOARD OF DIRECTORS  |   |   |   |
|---|---|---|---|
| Date(s) of Meeting (if any) in the previous quarter   | Date(s) of Meeting (if any) in the relevant quarter   | Maximum gap between any two consecutive (in number of days) | Maximum gap between any two consecutive meetings in number of days* |
| November 02, 2015   | February 10, 2016   | 99 days   |   |
| IV. MEETING OF COMMITTEES   |   |   |   |
| Date(s) of meeting of the committee in the relevant quarter   | Whether requirement of Quorum met (details)   | Date(s) of meeting of the committee in the previous quarter | Maximum gap between any two consecutive meetings in number of days* |
| February 10, 2016 (Audit Committee)   | Yes (All members were present)  | November 02, 2015   | 99 days   |
| February 10, 2016 (Stakeholders relationship committee)   | Yes (All members were present)  | November 02, 2015   | 99 days   |
| * This information has to be mandatorily be given for audit committee, for rest of the committees giving this information is optional |   |   |   |
| V. RELATED PARTY TRANSACTIONS   |   |   |   |
| Subject   | Compliance status (Yes/ No/ NA) refer note below  |   |   |
| Whether prior approval of audit committee obtained  | N.A.  |   |   |
| Whether shareholder approval obtained for material RPT  | N.A.  |   |   |
| Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee                                | N.A.  |   |   |
| <b>Note</b>   | <p>1. In the column "Compliance Status", compliance or non-compliance may be indicated by Yes/No/N.A.. For example, if the Board has been composed in accordance with the requirements of Listing Regulations, "Yes" may be indicated. Similarly, in case the Listed Entity has no related party transactions, the word "N.A." may be indicated.</p> <p>2. If status is "No" details of non-compliance may be given here.</p> |   |   |



Capital First Limited

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|                         |  |
|-------------------------|--|
| <b>VI. Affirmations</b> | <ol style="list-style-type: none"> <li>1. The composition of Board of Directors is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015.</li> <li>2. The composition of the following committees is in terms of SEBI (Listing obligations and disclosure requirements) Regulations, 2015               <ol style="list-style-type: none"> <li>a. Audit Committee</li> <li>b. Nomination &amp; remuneration committee</li> <li>c. Stakeholders relationship committee</li> <li>d. Risk management committee (applicable to the top 100 listed entities)</li> </ol> </li> <li>3. The committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.</li> <li>4. The meetings of the board of directors and the above committees have been conducted in the manner as specified in SEBI (Listing obligations and disclosure requirements) Regulations, 2015.</li> <li>5. This report and/or the report submitted in the previous quarter has been placed before Board of Directors. Any comments/observations/advice of Board of Directors may be mentioned here:</li> </ol> |
|                         |    |
|                         | <br><b>Satish Gaikwad</b><br><i>Head – Legal, Compliance &amp; Company Secretary</i>  |
|                         | <p><b>Note:</b><br/>         Information at Table I and II above need to be necessarily given in 1st quarter of each financial year. However if there is no change of information in subsequent quarter(s) of that financial year, this information may not be given by Listed entity and instead a statement “same as previous quarter” may be given.</p>   |

**CORPORATE GOVERNANCE REPORT**  
**ANNEXURE II of Securities Exchange Board of India Circular No. CIR/CFD/CMD/5/2015 dated**  
**September 24, 2015 and SEBI (Listing Obligations and Disclosure Requirements) 2015**

Name of the Company: **CAPITAL FIRST LIMITED**

Scrip Code, Name of the scrip, class of security: **532938**

Year ended: **March 31, 2016**

| <b>I. Disclosure on website in terms of Listing Regulations</b>   |   |
|---|---|
| <b>Item</b>   | <b>Compliance Status<br/>(Yes/ No/ NA) refer note below</b> |
| Details of business   | Yes   |
| Terms and conditions of appointment of independent directors  | Yes   |
| Composition of various committees of board of directors   | Yes   |
| Code of conduct of board of directors and senior management personnel   | Yes   |
| Details of establishment of vigil mechanism/ Whistle Blower policy  | Yes   |
| Criteria of making payments to non-executive directors  | Yes   |
| Policy on dealing with related party transactions   | Yes   |
| Policy for determining 'material' subsidiaries  | Yes   |
| Details of familiarization programmes imparted to independent directors   | Yes   |
| Contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances | Yes   |
| email address for grievance redressal and other relevant details  | Yes   |



|   |     |
|---|-----|
| Financial results   | Yes |
| Shareholding pattern  | Yes |
| Details of agreements entered into with the media companies and/or their associates | NA  |
| New name and the old name of the listed entity                                      | NA  |

| <b>II. Annual Affirmations</b>   |                          |   |
|--|--------------------------|---|
| <b>Particulars</b>   | <b>Regulation Number</b> | <b>Compliance status (Yes/No/NA)<br/>refer note below</b> |
| <i>Independent director(s) have been appointed in terms of specified criteria of 'independence' and/or 'eligibility'</i> | 16(1)(b) & 25(6)         | Yes   |
| <i>Board composition</i>   | 17(1)                    | Yes   |
| <i>Meeting of Board of directors</i>   | 17(2)                    | Yes   |
| <i>Review of Compliance Reports</i>  | 17(3)                    | Yes   |
| <i>Plans for orderly succession for appointments</i>   | 17(4)                    | Yes   |
| <i>Code of Conduct</i>   | 17(5)                    | Yes   |
| <i>Fees/compensation</i>   | 17(6)                    | Yes   |
| <i>Minimum Information</i>   | 17(7)                    | Yes   |
| <i>Compliance Certificate</i>  | 17(8)                    | Yes   |
| <i>Risk Assessment &amp; Management</i>  | 17(9)                    | Yes   |
| <i>Performance Evaluation of Independent Directors</i>   | 17(10)                   | Yes   |
| <i>Composition of Audit Committee</i>  | 18(1)                    | Yes   |



|   |                         |     |
|---|-------------------------|-----|
| <i>Meeting of Audit Committee</i>   | 18(2)                   | Yes |
| <i>Composition of nomination &amp; remuneration committee</i>                                       | 19(1) & (2)             | Yes |
| <i>Composition of Stakeholder Relationship Committee</i>  | 20(1) & (2)             | Yes |
| <i>Composition and role of risk management committee</i>  | 21(1),(2),(3),(4)       | NA  |
| <i>Vigil Mechanism</i>  | 22                      | Yes |
| <i>Policy for related party Transaction</i>   | 23(1),(5),(6),(7) & (8) | Yes |
| <i>Prior or Omnibus approval of Audit Committee for all related party transactions</i>              | 23(2), (3)              | NA  |
| <i>Approval for material related party transactions</i>   | 23(4)                   | NA  |
| <i>Composition of Board of Directors of unlisted material Subsidiary</i>                            | 24(1)                   | NA  |
| <i>Other Corporate Governance requirements with respect to subsidiary of listed entity</i>          | 24(2),(3),(4),(5) & (6) | Yes |
| <i>Maximum Directorship &amp; Tenure</i>  | 25(1) & (2)             | Yes |
| <i>Meeting of independent directors</i>   | 25(3) & (4)             | Yes |
| <i>Familiarization of independent directors</i>   | 25(7)                   | Yes |
| <i>Memberships in Committees</i>  | 26(1)                   | Yes |
| <i>Affirmation with compliance to code of conduct from members of Board of Directors and Senior</i> | 26(3)                   | Yes |





|  |               |     |
|--|---------------|-----|
| <i>management personnel</i>  |               |     |
| <i>Disclosure of Shareholding by Non-Executive Directors</i>                 | 26(4)         | Yes |
| <i>Policy with respect to Obligations of directors and senior management</i> | 26(2) & 26(5) | Yes |

**Note**

1 In the column "Compliance Status", compliance or non-compliance may be indicated by Yes/No/N.A.. For example, if the Board has been composed in accordance with the requirements of Listing Regulations, "Yes" may be indicated. Similarly, in case the Listed Entity has no related party transactions, the words "N.A." may be indicated.

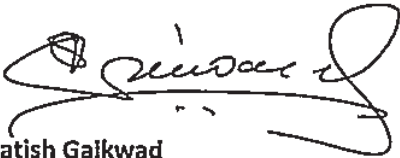
2 If status is "No" details of non-compliance may be given here.

3 If the Listed Entity would like to provide any other information the same may be indicated here.

**III. Affirmations:**

The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied.

For Capital First Limited



Satish Gaikwad

Head – Legal, Compliance & Company Secretary

