

### **Procedure of this Vigil Mechanism**

Step 1: Any concern should be addressed to the Audit Committee member Mr. K. Sethuraman either through post / by hand / by e-mail at the following address in the form prescribed as above.

Address: No.64, Montieth Court, Montieth Road, Egmore, Chennai – 600 008

e-mail : [vigilreport@sicapital.co.in](mailto:vigilreport@sicapital.co.in)

Phone : 044-28415438

Step 2: The concerns shall be taken up by the audit committee and shall be resolved within a period of one month. Any issue remaining unresolved within this time frame shall be taken care by Mr. Ranjith Mathan, Chairman of this Committee.

Step 3: Any serious issue / matters of absolute importance shall be taken up directly by the Chairman Mr. Ranjith Mathan, whose contacts are given below. He shall dispose off the issue within a week's time.

Address: No.64, Montieth Court, Montieth Road, Egmore, Chennai – 600 008

e-mail : [chairmanvigilreport@sicapital.co.in](mailto:chairmanvigilreport@sicapital.co.in)

Phone : 044-28415439

Step 4: Either party concerned will be called up for a hearing and based on the facts and findings appropriate action including reprimanding will be taken up by the Committee / Chairman on behalf of the Board.

Note:

- This system shall be in force until otherwise decided by the board
- Any concern has to be reported within 30 days of the event / happening or immediately upon knowledge before its happening.