MANAGEMENT INFORMATION SYSTEM (MIS) POLICY
DEEVEE COMMERCIALS LIMITED

Management Information System (MIS) Policy

Introduction and Objective

The objective of a Management Information System (MIS) is to provide critical business information to Board of Directors and other stakeholders in a structured way to facilitate informed decision making. Its objective is to provide reports in accurate, consistent and timely manner for all the critical parameters, dimensions and lines of business.

DEEVEE COMMERCIALS LIMITED ('the Company') is a registered NBFC-ND-SI carrying on the business of extending loans and acquisition of shares and securities and categorised as an Investment and Credit Company (NBFC-ICC).

According to the directions issued by the Reserve Bank of India (RBI) in this regard, the following internal policy ('MIS Policy' or 'Policy') has been formulated and adopted by the Board of Directors of the Company. The Company shall comply with this Policy to the extent applicable basis the size, scale and nature of business.

Preparation of MIS Templates

The MIS templates are prepared as per the requirement of the business. The process / steps for the preparation of the same are as follows:

1. Determining the reporting to be done through MIS
2. Determining the contents and frequency of the reporting;
3. Allocating sources of information for the reporting

Reports to be prepared through MIS

The following reports shall be prepared under the MIS:

- Reports depicting the state of affairs, profitability, cash position and fund position of the company, which shall be reviewed by the Board of Directors / senior management.
- Information reports for the purpose of submitting applicable returns/forms to the RBI;
- Any other reports, as the Board of Directors/senior management may deem necessary

Frequency of reporting

MIS Reports shall be prepared monthly / quarterly for the relevant month / quarter.

Further, the information reports shall be maintained in real-time and shall be utilized for filing of the required forms with the RBI.

Source of Information

Sources of information for preparation of the reports are mainly of two types:

- System Information (Internal): The information fetched from the entries made by the user in the system and incorporated in the relevant places in the MIS.
- External Information: Information/adjustments that are entered into by the users in relevant places.

Confidentiality

Confidentiality is very important for the MIS as a lot of confidential information is entered in the system including business information, employee details, investor details etc. Hence, it shall be made sure that the data is kept confidential and any information or reports downloaded from the MIS shall be subject to authorization from the relevant authority and shall strictly be on a need-to-know basis.

Data Backup and Security

The MIS data should be backed up on a regular (minimum monthly interval) basis in an external storage. The MIS shall be secured from any unauthorized access, system failures or any other disasters. Necessary measures shall be taken, in order to ensure safety and security of the MIS, in accordance with the measures laid down in the Information Technology Policy of the Company.

Review of Policy

The Board of Directors shall periodically review the Policy and incorporate appropriate changes, as deemed necessary.