

## Terms and conditions of appointment of Independent Director

### Term of appointment

Your appointment as an independent director of the Company is for a term of XX years with effect from DD/MM/YYYY till DD/MM/YYYY.

As an Independent Director you will not be liable to retire by rotation.

Re-appointment at the end of the term shall be based on the recommendation of the Nomination and Remuneration Committee and subject to the approval of the Board and shareholders, which shall be based on the outcome of the performance evaluation process and you continuing to meet the independence criteria.

Your appointment is also subject to the maximum permissible directorships that one can hold as per the provisions of the Companies Act, 2013.

During your term of appointment, you will not be appointed in or associated with the Company in any other capacity, either directly or indirectly.

### Time Commitment

As a Non-Executive Independent Director, you are expected to bring objectivity and independence of view to the Board's discussions and to help the Board with effective leadership in relation to the Company's strategy, performance, and risk management as well as ensuring high standards of financial probity and corporate governance. The Board and other Committees shall meet at such frequencies as may be prescribed in the law or in their respective charters, from time to time. You will be expected to attend meetings of the Board and the Committees to which you may be appointed and general meetings of the Company and to devote such time, as appropriate for you, to discharge your duties effectively. Ordinarily, all meetings are held in Delhi/ NCR, unless specified otherwise.

By accepting this appointment, you confirm that you are able to allocate sufficient time to meet the expectations for your role to the satisfaction of the Board.

### Committees

The Board of Directors may, as it deems fit, appoint you on one or more existing Committees or any such other Committee that is set up in the future. Your appointment on such Committee(s) will be subject to applicable regulations. Currently, the Board has constituted the following Committees:

- a) **Audit Committee** which assists the Company by providing oversight on all matters relating to financial management and controls, financial accounting, internal & external audit and reporting & disclosure requirements pertaining to the Audit Committee under applicable laws.
- b) **Investment Committee** which assists the Company by providing oversight on matters relating to the investment of assets, including the implementation and review of the Investment Policy and the Standard of Processes (SOP), investment risks and reporting & disclosure requirements pertaining to the Investment Committee under applicable laws.
- c) **Risk, Ethics and Asset Liability Management Committee** which assists the Company by providing oversight on matters relating to the identification of plans and strategies to mitigate risks on short term

as well as long term basis, Company's risk management framework, assessment of all categories of risks, monitoring of risks across the various line of business of the Company, assessment & evaluation of capital, finance and other operating decisions, fraud monitoring strategy, monitoring of Company's risk profile in respect of compliance with applicable laws, Asset Liability Management ("ALM") matters and reporting & disclosure requirements pertaining to the Risk, Ethics & ALM Committee under applicable laws.

- d) **Product and Actuarial Committee** which assists the Company by providing oversight on matters relating to Products' design and pricing, Policyholder's annual bonus declaration, Actuarial Practice Standards, Product & Fund Performance, Product Operational Readiness, actuarial updates and reporting & disclosure requirements pertaining to the Product & Actuarial Committee under applicable laws.
- e) **Policyholder Protection Committee** which assists the Company by providing oversight on matters relating to Treating Customer Fairly (TCF), multiple performance customer indicators, Policyholder Service Delivery, Market Conduct, Legal, Regulatory & Compliance matters involving policyholders' interest and reporting & disclosure requirements pertaining to Policyholder Protection Committee under applicable laws.
- f) **Nomination and Remuneration Committee** which assists the Board in the discharge of its responsibilities and oversight matters relating to the appointment, remuneration and performance of the Key Management Persons, senior executives and Directors of the Company, implementation & review of Nomination & Remuneration Policy and reporting & disclosure requirements pertaining to the Nomination & Remuneration Committee under applicable laws. The Committee also ensures that the Board has the appropriate balance of skills, experience, independence and knowledge to enable it to effectively discharge its duties and responsibilities.
- g) **Corporate Social Responsibility Committee** which assists the Company by providing oversight on matters relating to the implementation of Corporate Social Responsibility ("CSR") Policy, CSR Annual budget & plan, activities to be undertaken for CSR and reporting & disclosure requirements pertaining to CSR Committee under applicable laws.
- h) **With Profits Committee** which assists the Company by providing oversight on matters relating to the determination of the share of assets attributable to the policyholders, the investment income attributable to the participating fund of policyholders, the expenses allocated to policyholders, analysis of internal rate of return and reporting & disclosure requirements pertaining to With Profits Committee under applicable laws.

#### **Fiduciary duties, Code of Business Conduct and accompanying liabilities**

As an independent director on the Board of the Company you shall be required to:

- a) help in bringing independent judgment to the Board's deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct and always act in the best interest of the Company and its various stakeholders;
- b) undertake appropriate induction and regularly update skills and knowledge, keep yourself well informed about the Company and the industry environment and seek appropriate clarifications, where necessary;
- c) raise concerns, if any in connection with the functioning of the Company, and ensure these are addressed by the Board;

- d) not unfairly obstruct the functioning of the Board or Committee meetings;
- e) pay sufficient attention and ensure that adequate deliberations are held and considered carefully in the best interest of the Company, before approving Board and Committee matters;
- f) bring an objective view in the evaluation of the performance of Board and management;
- g) satisfy yourself on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
- h) moderate and arbitrate in the interest of the Company as a whole, in situations of conflict between management and shareholder's interest.

### **Role and Duties towards the Company**

The Board expects you to comply with the Code of Independent Director (Schedule IV of the Companies Act, 2013) as enclosed herewith at **Annexure I** and with the responsibilities prescribed under the IRDA Corporate Governance Guidelines as enclosed herewith at **Annexure II**. There are certain other duties prescribed for all Directors, both Executive and Non-Executive, which are fiduciary in nature and are as under:

- a) You shall act in accordance with the Company's Articles of Association.
- b) You shall act in good faith in order to promote the objects of the Company for the benefit of its members as a whole, and in the best interests of the Company, its employees, the shareholders, the community and for the protection of environment.
- c) You shall discharge your duties with due and reasonable care, skill and diligence and shall exercise independent judgement.
- d) You shall not involve yourself in a situation in which you may have a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company. Please refer to clause 8 for full explanation on conflict of interest.
- e) You shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives, partners or associates.
- f) You shall not assign your office as Director and any assignments so made shall be void.
- g) The conflicts of interest in insurance companies arise whenever there are conflicting interests of shareholders, policyholders and management, and there is a duty on the Board and on all the Directors, to act in the interest of policyholders or prospective policyholders.

### **Following actions should not be done by you during your term of appointment**

- a) All information acquired during your appointment is confidential to the Company and should not be disclosed to third parties or used for any reason other than in the interest of the Company, either during your appointment or following cessation (by whatever means), unless such disclosure is expressly approved by the Board or required by law.

Your attention is also drawn to the requirements under the applicable regulations and Max Life's Personal Investment/Trading in Securities Guidelines, which concern the disclosure of price sensitive information and dealing in the securities. Consequently, you should avoid making any statements or performing any transactions that might risk a breach of these requirements without prior clearance from the Company as per the prevailing code of personal trading of Max Life.

- b) It is expected that during your appointment as director of the Company, you shall not serve on the Boards of other life insurance companies or be appointed as an agent of a life insurance company.

### **Provision for Directors' & Officers' Insurance**

Max Life provides coverage to all its Directors through a Directors' and Officers' liability insurance Policy. A summary note of the Policy is provided as part of the induction program.

### **Remuneration**

You will not be an employee of the Company and this letter does not constitute a contract of employment.

You will be entitled for sitting fee for attending Board and Committee meetings of the Company as may be decided by the Board from time to time. Currently, the sitting fees payable to independent directors is INR XX/- for each meeting of the Board and Committees. In terms of the applicable laws, the Company may also pay profit based commission.

In addition to the fees described in above paragraph, the Company will, for the period of your appointment, reimburse all reasonable out of pocket expenses incurred for participation in Board/ Committee and other meetings, including reimbursement for travel and hotel stay and other incidental expenses incurred by you in the performance of your role and duties.

### **Conflict of Interest**

It is accepted and acknowledged that you may have business interests other than those of the Company. As a condition to your appointment, you are required to declare any such directorships, appointments and interests to the Board in writing in the prescribed form at the time of your appointment and on periodic basis thereafter in the event of any change in the existing disclosures.

Where circumstances arise which make you lose your independence, you must immediately inform the Board accordingly.

### **Induction and development**

The Company conducts formal induction program for its Independent Directors with respect to any or all of the following:

- Company's vision, strategic direction, core values, corporate governance practices and business ethics;
- Roles and responsibilities as a director of the Board;
- Familiarization with management team, business operations, financial matters and visits to business locations; and
- Overview of overall business

Further, the Company may, if required, conduct/arrange for training programmes common for the members of the Board to hone their skills and knowledge further in the best interests of the Company.

### **Evaluation**

In terms of the provisions of the Act and applicable corporate governance guidelines, the performance evaluation of independent directors shall be done annually by the entire Board of Directors, excluding the director being evaluated. Such evaluation of each director shall be made by other directors on the criteria for evaluation to be determined by the Nomination and Remuneration committee.

### **Disclosure of Interest**

The Company must include in its Annual Accounts a note of any material interest that a Director may have in any transaction or arrangement that the Company has entered into. Such interest should be disclosed no later than, when the transaction or arrangement comes up at a Board meeting so that the minutes may record your interest appropriately. A general notice that you are interested in any contracts with a particular person, firm or company is acceptable.

### **Other terms**

Your directorship on the Board of the Company shall terminate or cease in accordance with law. Apart from the grounds of cessation of Directorship as specified in the Act, your Directorship may be terminated for violation of any provision of the Company's Code of Conduct as applicable to Independent Directors.

In case of resignation from the Directorship of the Company, you are requested to give a notice in writing to the Company stating the reasons for resignation. The resignation shall take effect from the date on which the notice is received by the Company or the date, if any, specified by you in the notice, whichever is later.

This letter represents the entire understanding, and constitutes the whole agreement, in relation to your appointment and supersedes any previous agreement between yourself and the Company with respect thereto and, without prejudice to the generality of the foregoing, excludes any warranty, condition or other undertaking implied at law or by custom. No waiver or modification of this letter shall be valid unless made in writing and signed between you and the Company.

### **Governing Law**

This agreement is governed by and will be interpreted in accordance with Indian law and your engagement shall be subject to the jurisdiction of the Indian courts.

### **Acceptance of Appointment**

We are confident that the Board and the Company will benefit immensely from your rich experience and continued guidance for Company's growth. If you are willing to accept these terms of appointment relating to your appointment as a Non Executive Independent Director of Max Life, kindly confirm your acceptance of these terms by signing and returning to us the enclosed copy of this letter in physical or electronic mode.

## Annexure I

### SCHEDULE IV OF THE COMPANIES ACT, 2013

#### CODE FOR INDEPENDENT DIRECTORS

The Code is a guide to professional conduct for Independent Directors. Adherence to these standards by Independent Directors and fulfillment of their responsibilities in a professional and faithful manner will promote confidence of the investment community, particularly minority shareholders, regulators and companies in the institution of Independent Directors.

#### **I. Guidelines of professional conduct:**

An Independent Director shall:

- 1) uphold ethical standards of integrity and probity;
- 2) act objectively and constructively while exercising his duties;
- 3) exercise his responsibilities in a bona fide manner in the interest of the company;
- 4) devote sufficient time and attention to his professional obligations for informed and balanced decision making;
- 5) not allow any extraneous considerations that will vitiate his exercise of objective independent judgment in the paramount interest of the company as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision making;
- 6) not abuse his position to the detriment of the company or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person;
- 7) refrain from any action that would lead to loss of his independence;
- 8) where circumstances arise which make an Independent Director lose his independence, the Independent Director must immediately inform the Board accordingly;
- 9) assist the company in implementing the best corporate governance practices.

#### **II. Role and functions:**

The Independent Directors shall:

- 1) help in bringing an independent judgment to bear on the Board's deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct;
- 2) bring an objective view in the evaluation of the performance of board and management;
- 3) scrutinize the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- 4) satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
- 5) safeguard the interests of all stakeholders, particularly the minority shareholders;
- 6) balance the conflicting interest of the stakeholders;
- 7) determine appropriate levels of remuneration of Executive Directors, Key Managerial Personnel and Senior Management and have a prime role in appointing and where necessary recommend removal of Executive Directors, Key Managerial Personnel and Senior Management;
- 8) moderate and arbitrate in the interest of the company as a whole, in situations of conflict between management and shareholder's interest.

### **III. Duties :**

The Independent Directors shall—

- 1) undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company;
- 2) seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company;
- 3) strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member;
- 4) participate constructively and actively in the committees of the Board in which they are chairpersons or members;
- 5) strive to attend the general meetings of the company;
- 6) where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
- 7) keep themselves well informed about the company and the external environment in which it operates;
- 8) not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
- 9) pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
- 10) ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
- 11) report concerns about unethical behaviour, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
- 12) acting within his authority, assist in protecting the legitimate interests of the company, shareholders and its employees;
- 13) not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

### **IV. Manner of appointment:**

- 1) Appointment process of independent directors shall be independent of the company management; while selecting Independent Directors the Board shall ensure that there is appropriate balance of skills, experience and knowledge in the Board so as to enable the Board to discharge its functions and duties effectively.
- 2) The appointment of Independent Director(s) of the company shall be approved at the meeting of the shareholders.
- 3) The explanatory statement attached to the notice of the meeting for approving the appointment of Independent Director shall include a statement that in the opinion of the Board, the Independent Director proposed to be appointed fulfils the conditions specified in the Act and the rules made thereunder and that the proposed Director is independent of the management.
- 4) The appointment of Independent Directors shall be formalised through a letter of appointment, which shall set out :
  - a) the term of appointment;
  - b) the expectation of the Board from the appointed Director; the Board-level committee(s) in which the Director is expected to serve and its tasks;

- c) the fiduciary duties that come with such an appointment along with accompanying liabilities;
  - d) provision for Directors and Officers (D and O) insurance, if any;
  - e) the Code of Business Ethics that the company expects its Directors and employees to follow;
  - f) the list of actions that a Director should not do while functioning as such in the company; and
  - g) the remuneration, mentioning periodic fees, reimbursement of expenses for participation in the Boards and other meetings and profit related commission, if any.
- 5) The terms and conditions of appointment of Independent Directors shall be open for inspection at the registered office of the company by any Shareholder during normal business hours.
  - 6) The terms and conditions of appointment of Independent Directors shall also be posted on the company's website.

**V. Re-appointment:**

The re-appointment of Independent Director shall be on the basis of report of performance evaluation.

**VI. Resignation or removal:**

- 1) The resignation or removal of an Independent Director shall be in the same manner as is provided in sections 168 and 169 of the Act.
- 2) An Independent Director who resigns or is removed from the Board of the company shall be replaced by a new Independent Director within a period of not more than one hundred and eighty days from the date of such resignation or removal, as the case may be.
- 3) Where the company fulfils the requirement of Independent Directors in its Board even without filling the vacancy created by such resignation or removal, as the case may be, the requirement of replacement by a new Independent Director shall not apply.

**VII. Separate meetings:**

- 1) The Independent Directors of the company shall hold at least one meeting in a year, without the attendance of Non-Independent Directors and members of management;
- 2) All the Independent Directors of the company shall strive to be present at such meeting;
- 3) The meeting shall:
  - a) review the performance of Non-Independent Directors and the Board as a whole;
  - b) review the performance of the Chairperson of the company, taking into account the views of Executive Directors and Non-Executive Directors;
  - c) assess the quality, quantity and timeliness of flow of information between the company management and the Board that is necessary for the Board to effectively and reasonably perform their duties.

**VIII. Evaluation mechanism:**

- 1) The performance evaluation of Independent Directors shall be done by the entire Board of Directors, excluding the Director being evaluated.
- 2) On the basis of the report of performance evaluation, it shall be determined whether to extend or continue the term of appointment of the Independent Director.



## **Annexure II**

### **IRDA CORPORATE GOVERNANCE GUIDELINES**

#### **RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

- 1) The Board should ensure that the Governance principles set for the insurer comply with all relevant laws, regulations and other applicable codes of conduct.
- 2) The Board should set the following policies in consultation with the management of the Company.
  - a) Define and periodically review the corporate business policy.
  - b) Define the underwriting policy of the insurer.
  - c) Determine the retention and reinsurance policy and in particular, the levels of retentions of risk by the insurer and the nature and extent of reinsurance protection to be maintained by the insurer.
  - d) Define the policy of the insurer in investment of its assets consistent with an appropriate asset liability management structure.
  - e) Define the insurer's policy on appointments and qualification requirements for staff at all levels and for fixing their remuneration and benefits; the remuneration policy should not include incentives that encourage imprudent behaviour.
- 3) The Board should define and set the following standards:-
  - a) Define the standards of business conduct and ethical behaviour for Directors and Senior Management.
  - b) Define the standards to be maintained in policyholder servicing and in redressal of grievances of policyholders.
- 4) The Board would be responsible to provide strategic guidance for implementation of business policy and structure a management information system for review and course correction.
- 5) As an integral part of the proper implementation of the guidelines of the business and other policies, the Board should take action as under:-
  - a) Establish appropriate systems to regulate the risk appetite and risk profile of the Company. It will also enable identification and measurement of significant risks to which the company is exposed in order to develop an effective risk management system.
  - b) Ensure that all supervisory/regulatory directions are submitted to the Board and the supervisor's recommendations are utilized in the assessment of the performance of the Senior Management in implementation of Board philosophy.
  - c) Ensure that the IT systems in the company are appropriate and have built-in checks and balances to produce data with integrity and put in place a business continuity and disaster recovery plan.
  - d) Ensure that the company has in place a robust compliance system for all applicable laws and regulations.
  - e) Prescribe requirements and frequency of reporting in respect of the above areas of responsibility as may be decided by the Board.
- 6) In the discharge of the above and other Governance functions, the Board may delegate the responsibilities to mandated/ other recommended Empowered Committees of Directors while retaining its primary accountability.