

Organogram & Overview

of

Law Department

Axis Bank Limited

2012- 13

Law Department – The Journey So far.....

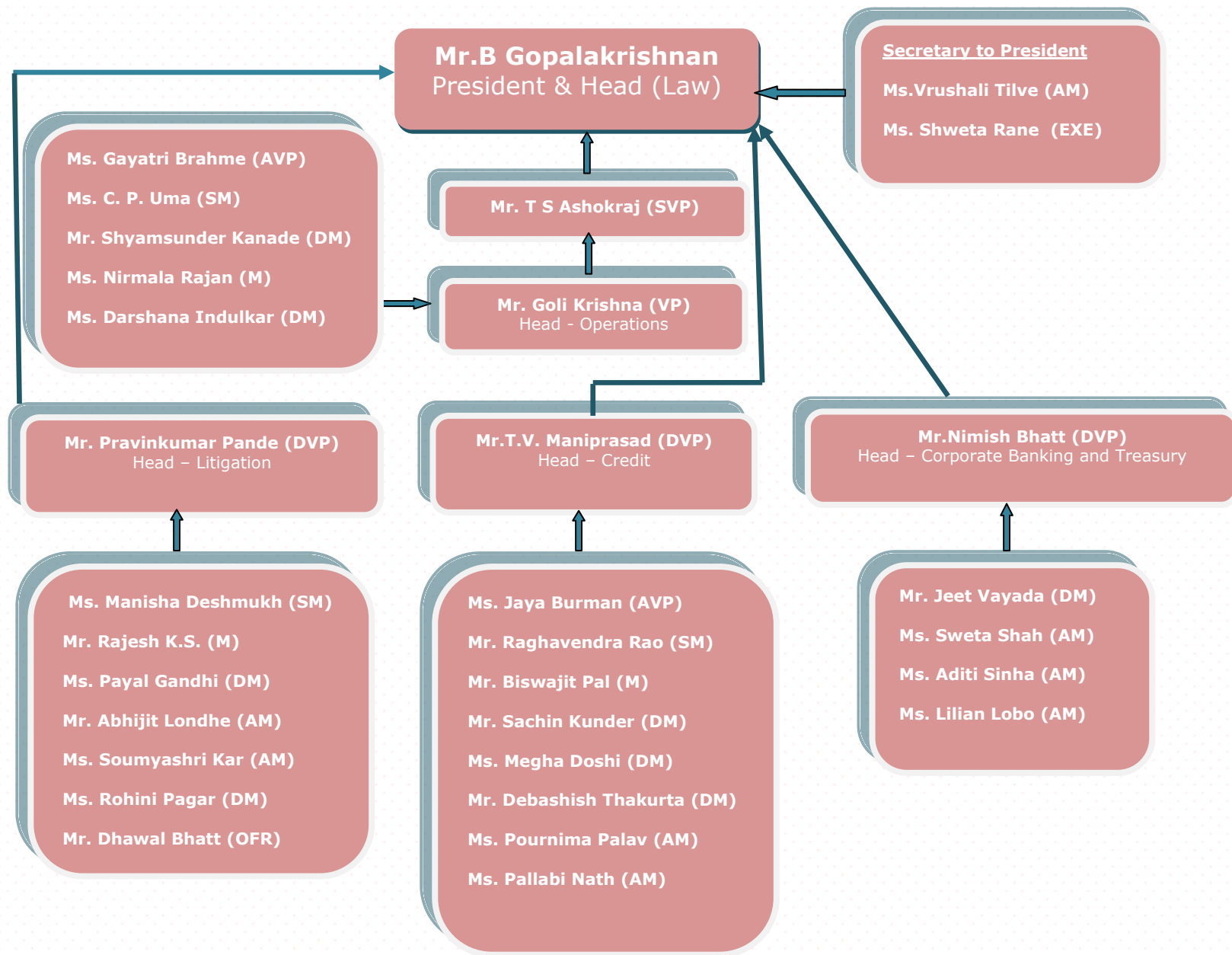
Law Department of the Bank was established in the year March 2000 with a single officer viz. Mr. B Gopalakrishnan as a Vice President with an objective of providing streamlined Legal advisory services across all the branches and departments of the Bank. At that point of time, Bank had no Legal Cell as a separate department.

In order to meet growing business needs and providing legal assistance on multiplied queries of the Branches and departments in India and abroad, the Law department which started with a single officer catering to 49 branches of the Bank from time to time has added legal professionals to it and the total strength has now increased to 32 people catering to around 1726 branches (as on 30.06.2012) of the Bank.

As the Law Department provides qualitative services unlike target based quantitative profiles of other Departments, the work done needs to be measured in terms of the efficiency, practicability, effectiveness of advices, turnaround time (TAT) etc.

Based on the diversified scope of the Legal field, the Law Department of the Bank at present is divided into four major areas as under headed by respective cluster heads under the Guidance of the President (Law) and Sr. Vice President (Law).

Law Department – Organization Structure (2012-13)



Brief job profile of the Clusters of the Law Department

1] Operations Team:

- **Advisory** - This team takes care of providing legal advices related to operational issues arising out of any and every areas, mainly, all kind of account related queries/disputes, settlement of death claims, execution of a court order, allegations/ disputes from customers relating to unauthorized ATM withdrawal, phishing attack, EDC and merchant transactions, loan related issues, claims related to insurance policies sourced by bank etc.
- **Addressing Complaints** - This involves giving assistance in addressing consumer complaints, legal notices, consumer/civil/ criminal cases, Banking ombudsman matters and RBI notices etc.
- **Statutory Attachments** - Advising on attachments received from Statutory Authorities, advising branches on compliance of notices and further course of action to be taken, filing the Writ Petitions challenging such untenable notices or orders if any passed by Govt. Authorities/Lower Courts etc.
- **Others** – Advising on operational issues arising out of civil/ criminal cases, non credit documentation/ audit queries, new products launch/ change in terms by PMC/CMC/ Outsourcing Committee. This also includes giving advise and/or drafting and/or vetting of reply with respect to letters received under Right to Information Act.

2) Litigation Team :

- **Corporate and Retail Litigation** - This involves providing legal assistance on civil litigations which includes drafting/vetting of demand/ legal notices, petitions, suits, writ petitions, written statements, replies, evidence, affidavits, applications etc. to be filed in the various courts and criminal litigations which involves advising on sensitive criminal cases filed by and against the Bank Officials.
- **Recovery of Dues** - This involves selling of securities/ assets without court's intervention under SARFAESI Act, RDDB Act and other recovery laws. This has resulted in to considerable recovery in NPA accounts.
- **HR/Labour related Laws & Prosecution Cases** – Advising on all kind of HR/ Labour Laws matters and prosecution queries mainly pertaining to the Show Cause Notices issued by various Govt. Authorities and replies.
- **Premises Matters and Service Level Agreements** - This involves examining the ownership of the proposed premises and Various Service Level Agreements pertaining to Lease, Leave and License, MOUs executed by the Bank for opening of its branches/ premises/ ATM Centres.
- **Investigation of Title/MIS** – Matters related to staff housing Loans, Power Rent Documents, MIS (litigation) and all related audit queries. This cluster also gives guidance on various procedural aspects required for attending, monitoring and pursuing the legal cases at Branch/RAC level.

3] Credit Team :

- **Credit Matters** - Credit Team mainly advises on credit related matters/ queries/ documentation/ related issues with regard to sole banking, multiple/ consortium banking, credit cards, statutory matters.
- **Statutory Matters** - Advising on statutory matters includes queries on a routine basis related to Company Law, SEBI, RBI/ IBA Guidelines, FEMA Regulations/ Provisions, Civil/ Criminal Laws, Land Laws, Stamp Act, Taxation, Transfer of Property, Negotiable Instruments and all other relevant laws/ Guidelines etc.
- **Transaction Based** - Legal assistance is also provided on transactions/ documentation required in the case of amalgamation, mergers, takeover, conversion of entities etc.
- **Other matters** - This includes vetting of BGs/ SBLCs/ Indemnities/ Escrow Agreements/ Development Agreements, audit queries/ comments, bye laws of the society, trust deeds etc.

4) **Corporate Banking & Treasury** : This department advises on various matters relating to the following Domestic and Overseas departments / areas:

- **Treasury Department**: Advises on matters relating to derivative contracts, dealing desk (i.e. equity, debt, bullion and forex), funds raising, trade financing, remittances, treasury operations and other related activities of Treasury Dept. The advise includes inter alia drafting and/or vetting of documents, advising on legal matters and giving legal opinions.
- **Information Technology**: Drafting, negotiating and vetting of various agreements, contracts etc. relating to hardware and software deals undertaken by IT department. This function also includes inter alia advising on legal matters relating to information technology and domain name protection.
- **Overseas Branches / Subsidiary**: Advising, negotiating, drafting and vetting of all deals of Overseas Branches(i.e. Hong Kong, DIFC, Singapore and Sri Lanka) relating to all Loan Syndication, tie-ups with various Counterpart, Risk Participation, Derivative deals etc .
- **Domestic & International Retail Department including Private Banking**: Advising on various products offered to various retail customers outside India including remittance services through AxisRemit. This includes assisting the Business Departments in seeking registration of Axis Bank (including its products and online portals) with various regulators in various countries (recent being the registration process initiated for AxisRemit accross 16 states in USA). This function also advises on matters relating to Equity and Mutual Fund Advisory, Structured Products & Bonds, Family Office set up assistance and Portfolio Management Service rendered to various HNIs and NRIs.
- **Strategy**: Advising on matters relating to strategic decisions like Investment and Acquisitions by Bank, Joint Ventures, Tie-Ups etc., Fund raising, etc.
- **Marketing Department**: This area includes advising on matters and documents relating to the marketing tie-ups, agreements. etc. Among other, this function also advises on Intellectual Property rights of the Bank including brand and trade mark protection.
- **Subsidiary companies**: Advising on matters relating to Subsidiaries Governance vis-a-vis incorporation of a company, drafting and interpreting the MoA/AoA, advising on legal front w.r.t. new business avenues, tie-up arrangement, drafting and/or vetting of various agreements, etc..
- **Business Banking & Depository Services**: Advises on various issues relating to the deals undertaken by the Business Banking Department including vetting and negotiating various agreements, tie-ups entered by them. This function including advising on various documents and matters relating to depository services including advising on SEBI Laws, rules and regulations.

Miscellaneous:

- Law Dept. stands first in TAT with respect to the survey conducted by the outside agencies.
- The senior and experienced personnel of the Law Department has been actively involved in providing various kinds of training across all the branches/ departments in India from time to time related to Agri/ Credit/ Infra Documentation/ Recovery etc. in order to cultivate necessary legal knowledge to all the concerned employees of the bank.
- Presence of Law Department in our Bank benefits in various ways as under:
 - ✓ *Quality of advice with ever increasing branches, departments, diversification of products and issues, growing business etc.*
 - ✓ *TAT*
 - ✓ *knowledge base*
 - ✓ *Proactive Approach*
 - ✓ *Practical opinions meeting business/ clients' needs with appropriate legal compliance*
 - ✓ *Cost of effectiveness*
 - ✓ *Efficiency of work*
 - ✓ *Accessibility*
- We propose to install software for the Law Department to track various matters/ queries and opinions provided by us with an intent to further improvise TAT.