

1. The details in this format are required to be provided for all transactions undertaken during the reporting period. However, opening and closing balances, including commitments, to be disclosed for existing related party transactions need if there is no new related party transaction during the reporting period.
2. Where a transaction is undertaken between members of the consolidated entity (between the listed entity and its subsidiary or between subsidiaries), it may be reported once.
3. Listed banks shall not be required to provide the disclosure with respect to related party transactions involving loans, their corporate deposits, advances or investments made or given by the listed banks.
4. For companies with financial year ending March 31, the information has to be provided for six months ended September 30 and six months ended March 31.
5. Companies with financial year ending in other months, the six months period shall apply accordingly.
6. Each type of related party transaction (for e.g. sale of goods/services, purchase of goods/services or whether it involves a loan, non-corporate deposit, advance or investment) with a single party shall be disclosed separately and there should be no clubbing or setting off transactions of same type.
However, transactions with the same counterparty of the same type may be aggregated for the reporting period. For instance, sale transactions with the same party may be aggregated for the reporting period and purchase transactions may also be disclosed in a similar manner. There should be no setting off of sale and purchase transactions. Similarly, loans advanced to and received from the same counterparty should be disclosed separately, where applicable.
7. In case of a multi-tier related party transaction:
 - a. The aggregate value of such related party transactions as approved by the audit committee shall be disclosed in the column "Value of the related party transaction as approved by the audit committee".
 - b. The value of the related party transaction identified by the audit committee shall be disclosed in the column "Value of the related party transaction identified by the audit committee".
 - c. The value of the related party transaction undertaken in the reporting period shall be reported in the column "Value of related party transaction during the reporting period".
8. "List" refers to the list of borrowed funds for the listed entity. 8. Transactions such as acceptance of fixed deposits by banks/NBFCs, undertaken with related parties, at the terms/authority applicable referred to all shareholders of public shall also be reported.