



MHCPL

Doc. No. MHCPL-FP-LEG

Rev. No. 01

LEGAL AND OTHER REQUIREMENTS FUNCTIONAL
PROCEDURE





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MY HOME CONSTRUCTIONS (P) Ltd.

Block -1, 1st floor, My Home Hub,
Madhapur, Hyderabad - 500 081.

LEGAL AND OTHER REQUIREMENTS FUNCTIONAL PROCEDURE

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Prepared by	Reviewed by	Approved by	Issued By
			
AGM - Legal	HOD - Legal	Director(P)	MR
Date:	Date:	Date:	Date:



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1. Revision History

Date	Rev No	Reason for Change	Prepared	Approved
01-07-2019	00	Initial release of functional procedure by ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	AGM - Legal	HOD - Legal
15-04-2025	01	Regular Review and added & table of contents and a list of procedure elements	AGM - Legal	HOD - Legal

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3. PURPOSE

To establish, implement and maintain a system for identifying and access legal and liasioning, other requirements applicable to MHCPL.

4. SCOPE`

This procedure covers the method to identify and have access to applicable legal and liasioning, other requirements related to activities, processes, product and services of MHCPL

5. ABBREVIATIONS

IMS	Integrated Management System (ISO 9001:2015, ISO 14001:2015, ISO 45001:2018)
HOD	Head of Department
MR	Management Representative

6. RESPONSIBILITIES

Concern HOD's / Site Heads are overall responsible for identification of related Acts, Rules and Regulations applicable to MHCPL Function(s).

Concern HOD is responsible for deciding company's limits keeping access legal and liasioning requirements into consideration.

7. PROCEDURE

SL. NO.	ACTIVITY	RESPONSI BILITY	REF. DOC.
7.1	<p>Contact the following once in a year through direct/ phone/ emails for procurement of Acts/ Rules/ Regulations applicable to company's operations (for any amendments).</p> <p>a) Central Pollution Control Board (CPCB) b) State Pollution Control Board (TSSPCB) c) Law book publishers d) Any other applicable standard, act, rules, through websites etc.,</p> <p>Notifications from state/ central government bodies like industries, labour department, etc. Newspapers / Media information</p>	Concerned HOD's & Sr. VP	
71.1	<p>Mandatory legal requirements related to MHCPL environmental aspects includes, if applicable:</p> <p>a) requirements from governmental entities or other relevant authorities;</p>	Concerned HOD's & Sr. VP	--



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	b) international, national and local laws and regulations; c) requirements specified in permits, licenses or other forms of authorization; d) orders, rules or guidance from regulatory agencies; e) Judgements of courts or administrative tribunals.		
7.2	Review the regulatory & legislative requirements and identify those applicable.	Concerned HOD's & Sr. VP	MHCPL-IMSP-07-F02
7.3	Interact with concerned personnel for environment, health & safety, energy consumption and review existing data, if any, to determine threshold limits for the company.	Concerned HOD's & Sr. VP	--
7.4	Maintain register of legislative / regulatory requirements containing following details: <ul style="list-style-type: none"> • Applicable Articles of relevant Acts / Rules / Regulations applicable to company operations. • Standards / Norms prescribed in Acts / Rules / Regulations and company threshold limits, if any • Statutory records to be maintained for verification if any, by legislative / regulatory representative(s). • Permits / consents / cess required and their dates of renewal / submission with concerned authorities. 	CORPORAT E AFFAIRS – Sr. VP	MHCPL-IMSP-07-F02
7.5	Update the register whenever there is change / updation of related Acts / Rules / Regulations, terms of permits / consents and applicable company threshold limits.	CORPORAT E AFFAIRS – Sr. VP	MHCPL-IMSP-07-F02
7.6	As and when any amendment to Acts / Rules / Regulations is received, inform concerned department for review of threshold limits, if applicable and update the register.	CORPORAT E AFFAIRS – Sr. VP	MHCPL-IMSP-07-F02
7.7	Other requirements of MHCPL includes, as is not limited to: <ul style="list-style-type: none"> a) Compliance to PPE's usage b) Non-permit to outside vehicles into the plant premises c) Speed limit of 20KMPH in the plant premises d) Work Permit issue e) Vehicle fitness and Driving license for drivers/ Operators of heavy vehicles f) No smoking in the Site & Premises 	HSE	MHCPL-IMSP-07-F02
7.8	Information related to legal & other requirements shall be communicated to employees, contractors based on their participation in various meetings and HSE related forums.	CORPORAT E AFFAIRS – Sr. VP	MHCPL-IMSP-07-F01
7.9	Information related to legal & Liasoning, other requirements shall be communicated to relevant interested parties by reporting as per statutory requirements and interactions during the visit of officials.	CORPORAT E AFFAIRS – Sr. VP	MHCPL-IMSP-07-F01

8. SUPPORTING DOCUMENTED INFORMATION

#	Documented Information Title	Documented Information No.
1	Legal Register	MHCPL-IMSP-07-F01
2	Legal Evaluation	MHCPL-IMSP-07-F02

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9. REFERENCE STANDARD AND CLAUSE NUMBER

Standard	Clause	Title
ISO 9001:2015	8.2.2	Determining of requirements related for products and services
	5.1.2	Customer focus
ISO 14001:2015	6.1.3	Compliance obligations
	9.1.2	Evaluation of compliance
ISO 45001:2018	6.1.3	Determination of applicable legal requirements and other requirements
	9.1.2	Evaluation of compliance with legal requirements and other requirements