



PROCESS MAP OF LEGAL & LIAISONING

(This document describes to control all the activities performed by and for the process implementation, in accordance with ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 requirements)

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**MYHOME CONSTRUCTIONS PVT LTD**

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Rev. No. 02

Date: 15.04.2025

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Amendment History					
Rev. No.	Date	DCR#	Page Affected	Reason for Change	Approved
00	01.07.2019	--	All	Initial release of IMS documentation	AGM - Legal HOD - Legal
01	23.07.2021	--	Page No:07	Due to change in Govt officials & Other statutory compliances for obtaining approvals	AGM - Legal HOD - Legal
02	15-04-2025	--	All	Document Number change & Regular Review	AGM - Legal HOD - Legal

DISTRIBUTION MATRIX

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Prepared By		Reviewed By			

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- Purpose**
To establish, measure, analyze, improve and control the process of legal and liaisoning activities.
- Scope**
This process is applicable to all the products and services of MHCPL.
- Responsibility**
Primary: HOD Legal & Corporate Affairs
Secondary: AGM - Legal
- SIPOC (Source, Input, Process, Output & Customer)**

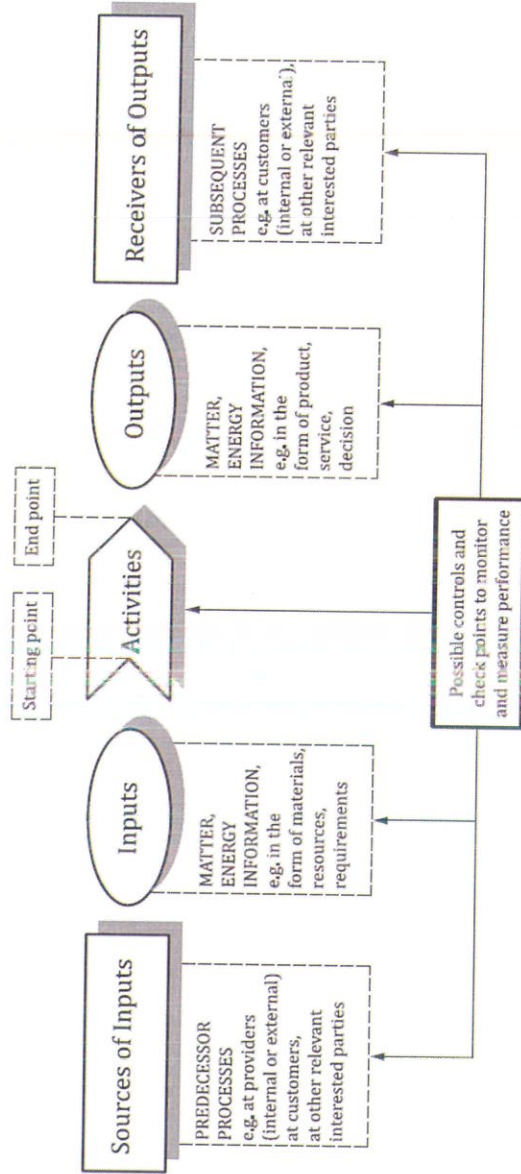


Figure 1 — Schematic representation of the elements of a single process

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4.1 SIPOC:

Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of output (Customer)	Key Performance Indicator (KPI's)	Documented Information	Responsibility
GHMC	Land Documents and Drawings	Preparation & Submission of paper work for statutory and regulatory approvals, NOC	File for submission and follow up	Statutory and regulatory authorities	$\frac{100 - \text{No. of shortfalls}}{100} \times 100\%$	Checklist & shortfalls submission	Concerned HOD
HMDA	Land Documents and Drawings	Preparation & Submission of paper work for statutory and regulatory approvals, NOC	File for submission and follow up	Statutory and regulatory authorities	$\frac{100 - \text{No. of shortfalls}}{100} \times 100\%$	Checklist & shortfalls submission	Concerned HOD
PCB	Applications, relevant Documents & Drawings,	Shortfall documents preparation and submission	File for submission and follow up	Statutory and regulatory authorities	$\frac{100 - \text{No. of submissions}}{100} \times 100\%$	Checklist & shortfalls submission	Concerned HOD
FIRE	Land Documents and Drawings	Preparation & Submission of paper work for statutory and regulatory approvals, NOC	File for submission and follow up	Statutory and regulatory authorities	$\frac{100 - \text{No. of shortfalls}}{100} \times 100\%$	Checklist & shortfalls submission	Concerned HOD



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Source of Inputs	Inputs	Process (Activity)	Outputs	Receiver of output (Customer)	Key Performance Indicator (KPI's)	Documented Information	Responsibility
HMWS&SB	Land Documents and Drawings	Preparation & Submission of paper work for statutory and regulatory approvals, NOC	File for submission and follow up	Statutory and regulatory authorities	$\frac{100 - \text{No. of shortfalls}}{100} \times 100\%$	Checklist & shortfalls submission	Concerned HOD
AIRPORT	Land Documents and Drawings	Preparation & Submission of paper work for statutory and regulatory approvals, NOC	File for submission and follow up	Statutory and regulatory authorities	$\frac{100 - \text{No. of shortfalls}}{100} \times 100\%$	Checklist & shortfalls submission	Concerned HOD



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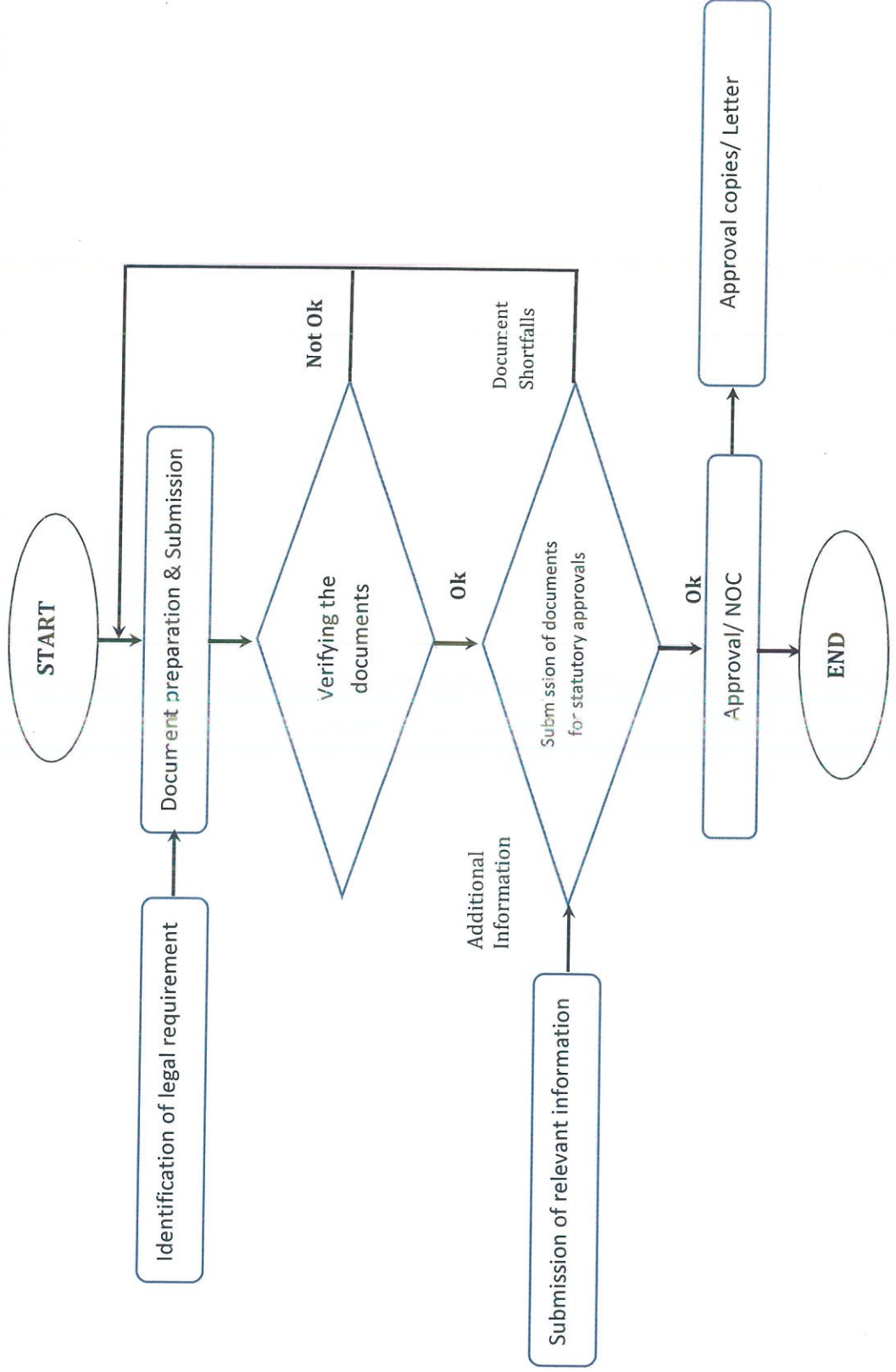
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5. Process flow diagram

Input	Process	Output
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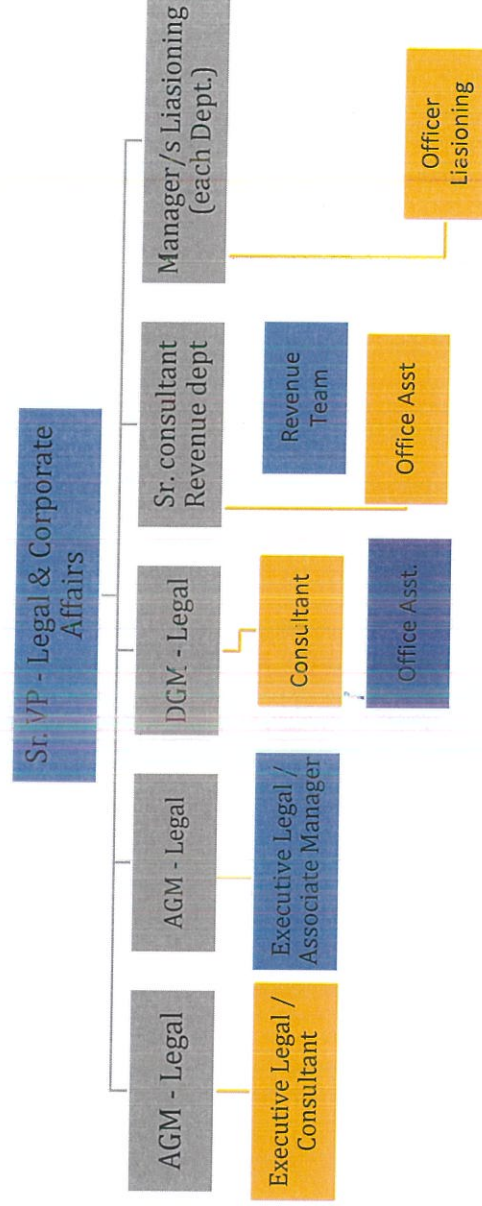
6. Objectives

Q/E/S	Objective(s)	UOM	Current status	Target	Time Line	Planning				Monitoring		Responsible
						What	Resources	How	Where	Frequency	Method	
Q	Compliance of permissions	No. of workings days	30 60 180	25 55 150	FY-2020 FY 2025	Submission of all concern documentation	Approvals we are having	Verification before submission	Preparation of paperwork at office	For every submission	Date of approval - Date of submission - Holiday's	Liaising Executive

*Q - QMS, E - EMS, S - OH&SMS, UOM - Unit of Measurement, FY - Financial Year, PA - Per Annum, PM - Per Month, NMT - Not More Than, NLT - Not Less Than

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7. Departmental Chart



7.1 Role, Responsibility, Accountabilities and Authority:

Role	Responsibility	Authority	Accountabilities
HOD	- Maintain thorough knowledge of the business, as well as an understanding of how that impacts the other entities of contact - Monitor, coordinate, and communicate the strategic objectives of the business - Collaborate and communicate successfully with other entities outside of the business - Work with other staff members to develop a greater understanding of the business and any issues that arise	Submission of paper work Representing the organization Interaction with external parties	Legal Compliance



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- Develop and foster relationships with the community, stakeholders, and other entities
- Collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between the business and the other entity
- Compile reports about particular incidents, events, or updates about an important issue for the business
- Proactively solve conflicts and address issues that could occur between the business and the other entity
- Promptly respond to incidents and other events as necessary
- Act as a positive representation of the business to the community

7.2 Competency Requirement:

Level	Role(s)	Qualification	Experience	Skillset
Level - 1	HOD Corporate Affairs	Post Graduate	10 - 15 years	• Customer-oriented attitude • Excellent verbal and written communication skills • Ability to establish and nurture beneficial business relationships • Self-motivated with a willingness to take initiative and solve complex problems • Capability to negotiate with and influence others • Analytically and mathematically minded to analyze data and create necessary reports



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Level	Role(s)	Qualification	Experience	Skillset
Level - 2	DGM - Legal / AGM - Legal / Sr. Consultant - Revenue	Graduate with LAW background / Graduate	8 - 10 years	- Ability to thrive in a fast-paced and sometimes high-pressure environment - Customer-oriented attitude - Verbal and written communication skills - Capability to negotiate with and influence others - Knowledge on Revenue issues
Level - 3	Sr. Manager - Legal / Manager - Legal	Graduate with LAW background	5 - 8 years	- Communication skills - Negotiation skills - Following instructions & Reports
Level - 4	Sr. Officer(s) / Executive / Officer(s)	Graduate with LAW background / Graduate	2 - 5 years	- Communication skills - Negotiation skills - Following instructions & Reports
Level - 5	Office Asst.	Graduate	0 - 2 years	- Communication skills - Following instructions & Reports

8. Issues - Risks & Opportunities:

8.1 External Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Statutory authority	Availability of concern personnel	Delay in approvals	--	Follow-up	2	2	4	Management accepts the risk	Nil
Q	Govt. holidays	Continuous holidays	Delay in approvals	--	Follow-up	2	2	4	Management accepts the risk	Nil
Q	Shortfall of documents	Availability of consultants	Delay in submission	--	Follow-up	1	2	2	S.A	Nil

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8.2 Internal Issue:

Q/E/S	Area	Issue	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Documents Awareness, preparation and submission	Cannot explain the information about the documents submitted to the authorities	Delay in approvals	--	Getting information from HOD and update to the authorities	2	2	4	Submission of documents as per guidelines and Follow-up	Nil

Probability (P): (1) Once in a year / per 10 projects and above, (2) Once in a quarter / per 3 projects, (3) Several times in a month or every project, **Severity (S):** (1) No quality / delivery / environment / occupational health & safety issue, (2) Slight quality / delivery / environment / occupational health & Safety effect, (3) Leads to quality / environmental issues / incidents / customer complaints, **Risk Rating (RR)** = Probability (P) X Severity (S); If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable
W – When, H – How, R – Responsible

9. Interested Parties – Risks & Opportunities:

9.1 External Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Statutory and regulatory authorities	Submission of all relevant documents	Delay in approvals / Shortfalls	--	Cross verification before submission	2	2	4	Learning from past experience	W – Submissions H – Zero shortfalls R – Manager Legal
Q	Consultants	Requirement and complete information sharing	Shortfalls	--	GO's and details	2	2	4	Nil	Nil



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9.2 Internal Interested Parties

Q/E/S	Interested Parties	Needs & Expectations	Risk	Opportunities	Existing controls	P	S	RR	Action plan	Evaluation
Q	Architect	Inputs for preparation of drawings	Revision of drawings	--	Site details	3	1	3	Nil	Nil
Q	Finance	Challan indent	Release of payment	--	Govt. application fees chart	3	1	3	Nil	Nil
Q	Projects	Update on Status	Information on project progress	--	Site details	3	1	3	Nil	Nil

Probability (P): (1) Once in a year / per 10 projects and above, (2) Once in a quarter / per 3 projects, (3) Several times in a month or every project,
Severity (S): (1) No quality / delivery / environment / occupational health & safety issue,
 (2) Slight quality / delivery / environment / occupational health & safety effect, (3) Leads to quality / environmental issues / incidents / customer complaints,
Risk Rating (RR) = Probability (P) X Severity (S), If is RR ≤ 5 Acceptable and if RR > 5 Not Acceptable
 W – When, H – How, R – Responsible

10. Documented Information

10.1 Supporting Documented Information to be Maintained (DIM) Including External Origin

S. No.	Document Information Maintained	DIM No.	Document Origin	Revision Status	Approval Authority	Controlled copy issued to	Disposal Authority	Mode of disposal
1	GHMC: Documents submitted for Approvals, Guidelines, Acknowledgements, Approvals	Site wise – GHMC file	GHMC / Legal	NIL	GHMC	Department	HOD	Taring
2	HMDA: Documents submitted for Approvals, Guidelines, Acknowledgements, Approvals	Site wise – HMDA file	HMDA / Legal	NIL	HMDA	Department	HOD	Taring
3	PCB: Documents submitted for Approvals, Guidelines, Acknowledgements, Approvals	Site wise – PCB Dept file	PCB / Legal	NIL	PCB	Department	HOD	Taring
4	Fire: Documents submitted for Approvals, Guidelines, Acknowledgements, Approvals	Site wise – Fire dept file	Fire / Legal	NIL	Fire	Department	HOD	Taring



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S. No.	Document Information Maintained	DIM No.	Document Origin	Revision Status	Approval Authority	Controlled copy issued to	Disposal Authority	Mode of disposal
5	HMWS & SB: Documents submitted for Approvals, Guidelines, Acknowledgements, Approvals	Site wise – HMWS & SB dept file	HMWS&SB/ Legal	NIL	HMWS & SB	Department	HOD	Taring
5	Airport Documents submitted for Approvals, Acknowledgements and Approvals	Site wise – Airport file	Airport / Legal	NIL	Airport	Department	HOD	Taring

10.2 Supporting Documented Information to be Retained

S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
1	GHMC checklist	Name of Site/GHMC/1	00	Every project	Soft/Hard	Hard copies – File, Soft Copies with HOD	Continuous	HOD
2	HMDA checklist	Name of Site/HMDA/2	00	Every project	Soft/Hard	Hard copies – File, Soft Copies with HOD	Continuous	HOD
3	PCB checklist	Name of Site/PCB/3	00	Every project	Soft/Hard	Hard copies – File, Soft Copies with HOD	Continuous	HOD
4	Fire checklist	Name of Site/Fire/4	00	Every project	Soft/Hard	Hard copies – File, Soft Copies with HOD	Continuous	HOD
5	HMWS & SB checklist	Name of Site/HMWS & SB/5	00	Every project	Soft/Hard	Hard copies – File, Soft	Continuous	HOD

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S. NO.	DIR Name	DIR No.	Revision status	Indexing	Mode	Storage	Retention	Disposal Authority
						Copies with HOD		
5	Airport checklist	Name of Site/Airport/5	00	Every project	Soft/Hard	Hard copies - File, Soft Copies with HOD	Continuous	HOD

*** (END OF THE DOCUMENT) ***