

## Chetana Financial Services Private Limited (CFSP) Background Verification (BGV) Policy

### 1. Introduction

CFSP Background Verification (BGV) Policy outlines the process for verifying the credentials, professional history, and integrity of individuals associated with the CFSP. This policy ensures that only qualified and trustworthy individuals are employed or engaged with the organization.

### 2. Objective

The objectives of this BGV policy are to:

- Ensure the credibility and integrity of employees and stakeholders.
- Mitigate risks associated with fraud, misconduct, or misrepresentation.
- Comply with regulatory and legal requirements.
- Protect the organization's reputation and assets.

### 3. Scope

This policy applies to:

- All new hires, including permanent, contractual, and temporary employees.
- Directors, consultants, vendors, and third-party service providers.
- Any individual engaged in a critical or sensitive role within the CFSP.

### 4. Background Verification Process

The BGV process includes the following checks:

- **Identity Verification:** Validation of government-issued identity documents.
- **Educational Qualification Check:** Verification of academic credentials and certifications.
- **Employment History Check:** Review of previous employment records and references.
- **Criminal Record Check:** Screening for any criminal history or legal violations.
- **Credit & Financial Background Check:** Evaluation of financial stability for relevant roles.
- **Address Verification:** Confirmation of residential details.
- **Regulatory Compliance Check:** Ensuring adherence to CFSP guidelines and regulations.

### 5. Reporting & Documentation

- All BGV records will be maintained confidentially and securely.
- Any discrepancies or red flags will be reported to the HR and Compliance Department for further action.
- Employees will be required to submit necessary documents and sign a declaration form for verification purposes.

## **6. Consequences of Misrepresentation**

- Any falsification, misrepresentation, or non-disclosure of information will result in disqualification from employment or termination.
- Legal action may be initiated if fraudulent activity is detected.

## **7. Periodic Re-Verification**

- Employees in sensitive roles may undergo periodic re-verification.
- Any changes in legal or financial status must be disclosed to the organization.

## **8. Policy Review and Amendments**

This policy will be reviewed periodically to ensure alignment with regulatory requirements and industry best practices.

## **9. Contact Information**

For queries related to background verification, contact:

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