



Registered Post

To  
The Hon'ble inspector of Police  
Two Town Police Station, Gudivada,  
Loyaada, Gudivada, Andhra Pradesh 521301

Respected Sir,

Sub: Reporting of Theft/Embezzlement of Cash/ Fraud.

This is reference to the captioned subject, and we hereby humbly submit:

1. Spandana Sphoorty Financial Limited ("**the Company**") is incorporated under Companies Act, 1956 and deemed to exist within the provisions of Companies Act 2013 having its registered, office at Galaxy, Wing B, 16th Floor, Plot No. 1, Sy No 83/1, Hyderabad Knowledge, City, TSIC, Raidurg, Panmaktha, Hyde,rabad, Telangana- 500032. The Company is a Non-Banking Financial Company without accepting deposits ("NBFC-ND") registered with Reserve Bank of India ("**RBI**") and further classified as Micro Finance, Institution ("**NBFC-MFI** ").
2. The main object of the Company inter-alia is to carry on the business of providing Microfinance services (mainly NBFC services as permitted by the RBI) to large number of low-income households directly or indirectly., in their villages and slums and thus to help them and their families to improve their standard of living.
3. In adherence to the applicable law, the Company is obliged to report certain frauds occurred to the concerned police station having jurisdiction and do requisite follow up until conclusion.
4. Accordingly, the undersigned employed with the Company wish to inform of the fraud incident which took place at (Gudivada Branch) Details of the fraud and other allied details are provided in the Annexure for your kind perusal.
5. The information stated in Annexure is true and correct to the best of my knowledge.



6. We request you to register the FIR in respect of offence detailed in the Annexure to this letter and do the need in the subject matter. We would be obliged to provide further information to you / your officers immediately.

Yours faithfully,

Addepalli Asish  
Mob: 9390329165

For **Spandana Sphoorty Financial Limited**

**Authorized Signatory**



## ANNEXURE

### Details of the Complainant of the Cognizable Offence

Name of the Police Station: Gudivada Town Police Station.

St. No.		Details of the Complainant					
<b>1</b>	<b>A</b>	Name of the Company	<b>Spandana Sphoorty Financial Limited</b>				
	<b>B</b>	Name of the Company Official	Addepalli Asish				
	<b>C</b>	Designation	Branch Manager				
	<b>D</b>	Address	House No: 3/46,1st Floor, Pata Santa Bazaar, Old Town, Revenue Ward No.03, Near Goudlachana Circle, Gudivada, Krishna District, AndhraPradesh, Pin-521301				
	<b>E</b>	Contact No	9390329165				
<b>2</b>		<b>Place of Occurrence</b>					
	<b>A</b>	Distance from the Police Station	1km				
	<b>B</b>	Direction from the Police Station					
<b>3</b>		Date and Hour of Occurrence					
<b>4</b>		<u>Offence</u>	<u>Cash Embezzlement / Misappropriation / Fraud</u>				
<b>5</b>		Description of the Accused	Compliant Number	Name of the Staff Involved <small>(As per HR Records)</small>	Employee Designation <small>(As per HR Records)</small>	Employee Code <small>(As per HR Records)</small>	Total Fraud Amount <small>(Post Investigation)</small>
			FN25-26-03094	Sadhanala Mahesh	Branch Manager	SF0072574	7740
<b>6</b>		Details of the Witness if any	All Evidence Available				
<b>7</b>		Detailed facts regarding the offence(s).					

Secunderabad II.O (500003) Counter No. 1  
SP-D FN413262519TN TVR:6978413262519  
27-01-2026 15:58:11,12gms (Phy-),  
To: THE SHO, GUDIWADA TWO TOWN P S  
Gudivada H.O, ANDHRA PRAD - 521301  
From:ADDEPALLI ASHISH-521301  
(Base:47.00)