

## **TVS SRICHAKRA LIMITED**

CIN : L25111TN1982PLC009414

Regd. Office : TVS Building, 7-B West Veli Street, Madurai 625001

Website : [www.tvseurogrip.com](http://www.tvseurogrip.com); Phone : 452 2443300

### **RELATED PARTY TRANSACTIONS POLICY & STANDARD OPERATING PROCESS**

This policy is effective from 1<sup>st</sup> April, 2016.

TSL shall adhere to the principles and guidelines specified in the policy below for recognition, measurement and disclosure of Related Party Transactions.

#### **I. PREAMBLE**

The Companies Act, 2013 (Act) read with the Companies (Meetings of Board and its Powers) Rules, 2014 (Rules) introduced specific provisions relating to related party transactions and defined the term related parties, (material) related party transactions, relatives and key management personnel. The Act and the Rules have also laid down the financial limits and the approval process for such transactions. In addition, the Securities and Exchange Board of India (SEBI) reviewed the provisions of the Listing Agreement vis-a-vis the Companies Act, 2013 and with the objectives to align with the provisions of the Companies Act, 2013, adopt best practices on corporate governance and to make the corporate governance framework more effective, Regulation 23 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015. (LODR).

Pursuant to Regulation 23(1) of SEBI (LODR) Regulations, 2015, all the listed companies need to formulate a policy on materiality of related party transactions and also a policy on dealing with related party transactions.

Accordingly, the Board of Directors (Board) of TVS Srichakra Limited (Company or TSL) has adopted a policy and a standard operating procedure to regulate transactions between the Company and its Related Parties, in compliance with the applicable provisions of the Act, the Rules and the SEBI (LODR) Regulations, 2015.

This Policy was considered and approved by the Board at its Meeting held on 11<sup>th</sup> May, 2016 and amended at its meetings held on 13.8.2019 and 13.8.2020

#### **II. OBJECTIVE**

In its endeavour to ensure due and proper compliance with the applicable provisions and to ensure that proper procedure is defined and followed for approval / ratification and reporting of transactions as applicable, between the Company and any of its Related Parties, this policy has been adopted by the Company's Board of Directors. The provisions of this policy are designed to govern the transparency of approval process and disclosures requirements to ensure fairness in the conduct of related party transactions, in terms of the applicable laws.

The Policy and procedures have been designed to achieve due and timely compliance with the statutory requirements governing related party transactions by ensuring that:

- i. Related Parties are identified;
- ii. Related Party Transactions are evaluated;

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- iii. Necessary approvals are obtained;
- iv. Related Party Transactions are recorded; and
- v. Proper disclosures of the Policy and the Related Party Transactions are made including disclosure of all transactions in the Annual Financial Statements.

### **III. SCOPE**

This Policy is applicable to all related party transactions in TSL.

### **IV. DEFINITIONS & EXPLANATIONS (Please refer to Annexure - A)**

### **V. POLICY**

#### **A. Audit Committee approval**

All Related Party Transactions and any subsequent modifications thereto, shall require the prior approval of the Audit Committee. (Sec 177 (4) (iv) and Regulation 23(2) of SEBI (LODR) Regulations, 2015.

#### **B. Board of Directors approval**

All Related Party Transactions that are:

- 1. not in the ordinary course of business, or
- 2. in the ordinary course of business but not at arms" length or
- 3. neither in the ordinary course of business nor at arms" length shall require the prior approval of the Board of Directors at a Meeting of the Board. [Sec 188 (1)

#### **C. Shareholders" approval**

All Material Related Party Transactions shall require prior Shareholders" approval, through an Ordinary Resolution passed at a General Meeting. No Related Party shall vote to approve such Resolution.

#### **D. Process for approval**

- a. The Audit Committee will determine, in line with this Policy, whether the transaction submitted to it does, in fact, constitute a Related Party Transaction, requiring compliance under this Policy.
- b. Review and Approval of Related Party Transactions
  - 1. Any Director, who is interested in any Related Party Transaction, shall excuse himself or her-self from discussion and voting on the approval of the Related Party Transaction.
  - 2. To review a Related Party Transaction, the Audit Committee will be provided with all relevant material information of the Related Party Transaction, including the terms and conditions of the transaction, the business purpose of the transaction, the benefits to the Company and to the Related Party, competitive

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quotes from third parties and any such other information reasonably required to decide whether such transaction is Related Party Transaction or not including any additional information about the transaction that the Audit Committee may reasonably request.

3. In determining whether to approve a Related Party Transaction, the Audit Committee may consider giving omnibus approval for Related Party Transactions proposed to be entered into by the Company subject to the following conditions:
  - a) The Audit Committee shall lay down the criteria for granting the omnibus approval in line with this Policy and such approval shall be applicable in respect of transactions which are repetitive in nature.
  - b) The Audit Committee shall satisfy itself the need for such omnibus approval and that such approval is in the interest of the Company;
  - c) Such omnibus approval shall specify (i) the name/s of the related party, nature of the transaction, period of transaction, maximum amount of transaction that can be entered into, (ii) the indicative base price / current contracted price and the formula for variation in the price if any and (iii) such other conditions as the Audit Committee may deem fit;
  - d) Provided that where the need for Related Party Transactions cannot be foreseen and aforesaid details are not available, Audit Committee may grant omnibus approval for such transactions subject to their value not exceeding Rs.1 crore per transaction.
  - e) The Audit Committee shall review, at least on a quarterly basis, the details of the Related Party Transactions entered into by the Company pursuant to each of the omnibus approval given.
  - f) Such omnibus approvals shall be valid for a period not exceeding one year and shall require fresh approvals after the expiry of one year
4. In determining whether to approve a Related Party Transaction the Committee will consider, inter alia, the following factors to approve a Related Party Transaction:
  - a. Whether the terms and conditions of the Related Party Transaction are fair and on an Arms' Length basis to the Company and are in the ordinary course of business of the Company;
  - b. Whether there are compelling business reasons for the Company to enter into the Related Party Transaction as against the normal transactions;
  - c. Whether the Related Party Transaction would affect the independence of an independent director;
  - d. Whether the proposed transaction includes any potential reputational risk issues that may arise as a result of, or in connection with, the proposed transaction;
  - e. Whether the Related Party Transaction would amount to a conflict of interest for any director or Key Managerial Personnel of the Company, taking into account the size of the transaction, the overall financial position of the director, Executive Officer or other Related Party, nature of direct or indirect interest of directors, Key Managerial Personnel or other

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Related Party in the transaction and the ongoing nature of any proposed relationship and such other aspects as may be deemed relevant to the Committee;

- f. If the Committee determines that a Related Party Transaction should be brought before the Board or if the Board itself elects to review any such matter or it is mandatory under any law for the Board to approve such Related Party Transaction, then the criteria set out above shall also apply to the Board's review and approval of the matter with such modifications as may be necessary or appropriate under the circumstances
5. If the Board determines that a Related Party Transaction should be brought before the Shareholders or it is mandatory under any law for the Shareholders to approve such Related Party Transaction, then the Chairman of the Board will ensure obtaining requisite approval of the Shareholders. Shareholder(s) who are Related Parties will abstain from voting on such resolution.
6. Notwithstanding the foregoing, the following Related Party Transactions shall not require approval of the Audit Committee or Shareholders:
  - a. Any transaction in which the Related Party's interest arises solely from ownership of securities issued by the Company and all holders of such securities receive the same benefits pro rata as the Related Party.
  - b. Any transaction entered into between a holding company and its wholly owned subsidiary whose accounts are consolidated with such holding company and placed before the shareholders at the general meeting for approval.

## **VI. REVIEW BY THE AUDIT COMMITTEE**

- a. The statement of significant Related Party Transactions, submitted by Management, shall be reviewed by the Audit Committee. For the purpose of this Clause, significant Related Party Transactions would mean Related Party Transaction(s) (individually or taken together with previous transactions during a financial year), that exceed(s) 5% of the annual consolidated turnover as per the last audited Financial Statements of the Company.
- b. The Standard Operating Procedure designed by Management for compliance with this Policy shall be periodically reviewed by the Audit Committee to ensure that it is effective, efficient and delivers its objective.
- c. This Policy shall be reviewed by the Audit Committee on an annual or periodic basis and if required, changes shall be made in the light of the latest requirement and applicable legislation. The said recommendations of the Audit Committee shall be presented to the Board for approval.

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**VII. Review by the Board**

This Policy shall be reviewed by the Board once in every 3 years.

**VIII. VIOLATION OF THE POLICY**

In the event the Company becomes aware of a Related Party Transaction that has not been approved under this Policy prior to its consummation, the same shall be reviewed by the Audit Committee / Board as follows:

- a. The Audit Committee or Board or Shareholders, as the case may be, will consider all the relevant facts and circumstances regarding the Related Party Transaction, and evaluate all options available to the Company, including ratification within 3 months of the date of the contract or arrangement, whether ratification should be allowed and if ratified whether it would be beneficial or detrimental to the Company, revision or termination of the Related Party Transaction including the facts and circumstances of failure to obtain approval / report such Related Party Transaction to the Audit Committee or the Board or Shareholders under this Policy and take such action as deemed appropriate. In case, such contract or arrangement is not so ratified, such contract or arrangement shall be voidable at the option of the Board.
- b. It shall be open to the Company to proceed against a Director or any other employee who had entered into such a contract or arrangement in contravention of the provisions of this Policy for recovery of any loss sustained by it as a result of such contract or arrangement.
- c. Where the Audit Committee or Board, as the case may be, determines not to ratify a Related Party Transaction that has been commenced without approval, it may direct such additional actions including, but not limited to, immediate cancellation of such transaction or recovery action against a Director or KMP who had entered in to such contract or arrangement in contravention of the provisions of the Act or SEBI (LODR) Regulations, 2015.
- d. Any Director or any other employee of a company, who had entered into or authorized the contract or arrangement in violation of the provisions of this section shall be punishable with imprisonment for a term which may extend to one year or with fine which shall not be less than twenty-five thousand rupees but which may extend to five lakh rupees, or with both.
- e. If such contract or arrangement is with a related party with reference to any Director, or is authorised by any other Director, the Directors concerned shall indemnify the Company against any loss incurred by it.

**IX. DISCLOSURE OF RELATED PARTY TRANSACTION**

1. All contracts or arrangements which require Board approval shall be referred to in the Board's report to the shareholders along with the justification for entering into such contract or arrangement

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2. The Explanatory Statement annexed to the Notice convening General Meeting for seeking the Shareholders' approval for the Related Party Transaction should contain the following details:
  - Name of the Related Party;
  - Name of the Director or Key Managerial Personnel, who is related, if any;
  - Nature of relationship;
  - Nature, material terms, monetary value and particulars of contract or arrangement;
  - Other relevant or important information which helps Shareholders take a decision
3. Details of all material transactions with the Related Parties should be disclosed to the Stock Exchanges on quarterly basis along with the Corporate Governance Compliance Report.
4. Details of all transaction with Related Parties should be disclosed to the Stock Exchanges on half yearly basis within 30 days of publication of its results in the format specified as per accounting standards for annual results and the same will be uploaded on the website of the Company.
5. Disclosures of transactions of the listed entity with any person or entity belonging to the promoter/promoter group which hold(s) 10% or more shareholding in the listed entity, in the format prescribed in the relevant accounting standards for annual results
6. The Policy on dealing with Related Party Transactions shall be uploaded on the Company's website
7. The Company shall provide the web link of the policy in its Annual Report
8. This Policy will be communicated to all operational employees and other concerned persons of the Company.

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### **ANNEXURE – A**

#### **DEFINITIONS AND EXPLANATIONS**

- i. Associate Company- Section 2(6) In relation to another company, means a company in which that other company has a significant influence, but which is not a subsidiary company of the company having such influence and includes a joint venture company. Explanation: For the purposes of this clause, “significant influence” means control of at least 20% of the total share capital, or of business decisions under an agreement.
- ii. Holding Company – Section 2 (46) In relation to one or more other companies, means a company of which such companies are subsidiary companies.
- iii. Key Managerial Personnel - Section 2 (51) In relation to a company means: • the Chief Executive Officer (CEO) or the Managing Director (MD) or the Manager; • the Company Secretary (CS); • the Whole- time Director (WTD); • the Chief Financial Officer (CFO); such other officer, not more than one level below the directors who is in whole-time employment, designated as key managerial personnel by the Board and • Such other officer as prescribed under the Companies Act from time to time.
- iv. Manager - Section 2(53) An individual who, subject to the superintendence, control and direction of the Board of Directors, has the management of the whole, or substantially the whole, of the affairs of a company, and includes a director and any other person occupying the position of a manager, by whatever name called, whether under a contract of service or not.
- v. Net Worth - Section 2(57) The aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account and debit or credit balance of profit and loss account after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.
- vi. Ordinary Course of Business Ordinary course of business shall include the usual transactions, customs and practices of the company, or transactions permitted by the Object Clause in the Memorandum of Association of the Company, or transactions that are considered while computing the business income / revenue / turnover of the Company as opposed to “income from other sources”.
- vii. Policy means this Related Party Transactions Policy

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viii. Related Party

a. Under SEBI (LODR) Regulations, 2015,

an entity shall be considered as related to the company if:

- (i) such entity is a related party under Section 2(76) of the Companies Act, 2013; or
- (ii) such entity is a related party under the applicable accounting standards.

As per Accounting Standard:

- i. enterprises that directly, or indirectly through one or more intermediaries, control, or are controlled by, or are under common control with, the reporting enterprise (this includes holding companies, subsidiaries and fellow subsidiaries);
- ii. associates and joint ventures of the reporting enterprise and the investing party or venturer in respect of which the reporting enterprise is an associate or a joint venture;
- iii. individuals owning, directly or indirectly, an interest in the voting power of the reporting enterprise that gives them control or significant influence over the enterprise, and relatives of any such individual;
- iv. key management personnel and relatives of such personnel; and
- v. Enterprises over which any person described in (c) or (d) is able to exercise significant influence. This includes enterprises owned by directors or major shareholders of the reporting enterprise and enterprises that have a member of key management in common with the reporting enterprise

b. Under Section 2(76) of the Act

With reference to a company, Related Party means:

- A director or his relative
- Key Managerial Personnel or his/ her relative
- A firm, in which a director, manager or his relative is a partner
- A private company in which a director or manager or his relatives is a member or director
- A public company in which a director or manager is a director and holds along with his relatives, more than 2% of its paid-up share capital



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- A body corporate whose board, managing director or manager is accustomed to act in accordance with the advice, directions or instructions of a director or manager, except such advice is given in a professional capacity
- Any person on whose advice, directions or instructions a director or manager is accustomed to act, except such advice is given in a professional capacity
- Any body corporate which is

- (a) A Holding, Subsidiary or an Associate company of such company or
- (b) A Subsidiary of a Holding company to which it is also a Subsidiary
- (c) an investing company or the venturer of the company

(For the purpose of this clause, “the investing company or the venturer of a company” means a body corporate whose investment in the company would result in the company becoming an associate company of the body corporate.]

- A Director, other than an Independent Director, or Key Managerial Personnel of the holding company or his relative with reference to a company, shall be deemed to be a Related Party

[Provided that any person or entity belonging to the promoter or promoter group of the Company and holding 20% or more of shareholding in the Company shall be deemed to be a related party]

### ix. Relatives-Sec 2 (77)

With reference to any person Related Party means any one person, who is related to another, if:

- they are members of a Hindu Undivided Family;
- they are husband and wife, or
- One person is related to the other if he or she is related to another as under: Father\*, Mother\*, Son\*, Son"s wife, Daughter, Daughter"s Husband, Brother\* and Sister\* (\*including step)

### x. Subsidiary Company or Subsidiary – Section 2 (87)

In relation to any other company, that is the Holding company, means a company in which the holding company:

- (i) controls the composition of the Board of Directors; or
- (ii) exercises or controls more than one-half of the Total Share Capital
  - either at its own; or
  - together with one or more of its subsidiary companies

Explanation:

- a. a company shall be deemed to be a subsidiary company of the holding company even if the control referred to in sub-clause (i) or sub-clause (ii) is of another subsidiary company of the holding company;
- b. the composition of a company"s Board of Directors shall be deemed to be controlled by another company if that other company, by exercise of some power exercisable by it at its discretion, can appoint or remove all or a majority of the directors;

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- c. the expression “company” includes anybody corporate;
- d. “layer” in relation to a holding company means its subsidiary or subsidiaries;

xi. Related Party Transaction

a. under Regulation 23

- A related party transaction is a transfer of resources, services or obligations between a company and a Related Party, regardless of whether a price is charged.
- A "transaction" with a related party shall be construed to include single transaction or a group of transactions in a contract.

b. Under Section 188 of the Act

Any contract or arrangement with respect to the following shall be considered as a Related Party Transaction:

- sale, purchase or supply of any goods or materials;
- selling or otherwise disposing of, or buying, property of any kind;
- leasing of property of any kind;
- availing or rendering of any services;
- appointment of any agent for purchase or sale of goods, materials, services or property;
- appointment of a person to any office or place of profit in the company, its subsidiary company or associate company;
- under writing the subscription of any securities or derivatives thereof of the Company

Explanation:

i. Arms" length transaction - Section 188 (1)

The expression “arm”s length transaction” means a transaction between two Related Parties that is conducted as if they were unrelated, so that there is no conflict of interest.

ii. Office or place of profit - Section 188 (1)

Office or place of profit means any office or place of profit:

- a. is held by a director, if the director holding it receives from the company anything by way of remuneration, over and above the remuneration to which he is entitled as director, by way of salary, fee, commission, perquisites, any rent-free accommodation, or otherwise;
- b. is held by an individual other than a director or by any firm, private company or other body corporate, if the individual, firm, private company or body corporate holding it receives from the company anything by way of remuneration, salary, fee, commission, perquisites, any rent-free accommodation, or otherwise

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xii. Material Related Party Transactions

Under Regulation 23

- a. A Related Party Transaction shall be considered Material if the transaction / transactions to be entered into individually or taken together with previous transactions during a financial year exceed 10% of the annual consolidated turnover of the Company as per the last audited Financial Statements of the Company.

[Notwithstanding the above, a transaction involving payments made to a related party with respect to brand usage or royalty shall be considered material if the transaction(s) to be entered into individually or taken together with previous transactions during a financial year, exceed five percent of the annual consolidated turnover of the listed entity as per the last audited financial statements of the listed entity.]

b. Under the Act

	Transaction or contract or arrangements for	Limits for the time being in force * [as per Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014]
1	Sale, purchases or supply of any goods or materials, directly or through appointment of agent	amounting to ten percent or more of the turnover of the company , as mentioned in clause (a) and clause (e) respectively of sub-section (1) of section 188 for the transaction or transactions to be entered in to either individually or taken together with the previous transactions during a financial year
2	Selling or otherwise disposing of buying property of any kind, directly or through appointment of agent	amounting to ten percent or more of net worth of the company as mentioned in clause (b) and clause (e) respectively of sub-section (1) of section 188 for the transaction or transactions to be entered in to either individually or taken together with the previous transactions during a financial year
3	Leasing of property of any kind	amounting to ten per cent or more of the turnover of the company], as mentioned in clause (c) of sub-section (1) of section 188 for the transaction or transactions to be entered in to either individually or taken together with the previous transactions during a Financial Year

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4	or rendering of any services, directly or through appointment of agent	amounting to ten percent or more of the turnover of the company as mentioned in clause (d) and clause (e) respectively of sub-section (1) of section 188 for the transaction or transactions to be entered in to either individually or taken together with the previous transactions during a Financial Year
5	For appointment to any office or place of profit in the Company, its Subsidiary or Associate Company	at a monthly remuneration exceeding two and a half lakh rupees as mentioned in clause (f) of sub-section (1) of section 188
6	Remuneration for underwriting the subscription of any securities or derivatives thereof, of the Company	For amount exceeding 1% of Net Worth of the Company

\* shall be considered as amended from time to time in line with the amendment in Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014 by the Central Government Annual Turnover and Net Worth referred above is computed as per audited Financial Statement of the preceding financial year

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**ANNEXURE – B**

**STANDARD OPERATING PROCEDURE**

- A. Identification of Related Parties
- a. The Secretarial Department shall be responsible for creating and maintaining the data base of all the related parties.
  - b. Each Director and Key Managerial Personnel shall be asked to provide the pertinent details of all their Related Parties (As per Annexure C) in March every year.
  - c. In the event of any change in the details provided, it shall be the responsibility of each Director and Key Managerial Personnel to inform the Company within 30 days of the change.
  - d. The Secretarial Department shall circulate the list of all the Related Parties to the senior management, President, Heads of Department and Finance Department
- B. Process for Identification of Related Party Transactions and Approval:
1. Each Director and KMP is responsible for providing notice to the Audit Committee of any potential Related Party Transaction involving him / her or his / her Relative including any additional information about the transaction that the Audit Committee may reasonably request. The Audit Committee shall determine whether the transaction does in fact constitute a Related Party Transaction requiring compliance with this Policy. The Company should receive such notice of any potential Related Party Transactions well in advance so that the Committee has adequate time to obtain and review information about the proposed transaction.
  2. Finance Department will provide financial figures relating to the turnover and net worth by 15th May of every year.
  3. Senior management, President, Heads of Departments & Finance Department will identify planned transactions with Related Parties based on the list circulated by secretarial department
  4. Details of the transaction will be given to the Secretarial Department in enclosed format, „ENCLOSURE 1“, by the respective department through Finance Department
  5. The Company Secretary will place it before Audit Committee.
  6. If transaction is material as per the Policy, the approval of the Shareholders will be taken by passing an Ordinary Resolution.
  7. If transaction is not material, not at arm's Length and not in the course of ordinary business then the Company Secretary shall place the transaction before Board meeting for approval.
  8. If transaction is material, the secretarial department shall obtain approval of shareholders by passing an Ordinary Resolution.
  9. On obtaining necessary approval as mentioned above, the secretarial department will inform the President, Head of the Department and GM - Finance who are planning enter in to a transaction.
  10. The concerned Head of the departments can now enter into an agreement.
  11. Secretarial Department will maintain the ENCLOSURE 1.

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**ENCLOSURE 1**

Location			
Department			
Nature of Transaction			
Name of Related Party			
Value of Current Transaction			
Value of Cumulative			
Transactions till date in the current financial year			
Justification for transaction with related party		Attach a sheet	
Is it arm's length transaction		Yes / No	
Basis on which the arm's length is determined		Attach Sheet	
To be filled in by Finance		To be filled in by Secretarial department	
Is transaction at arm's length	Yes / No	If No, Is it taken for Board resolution? Date of Meeting	
Sale, purchases or supply of any goods or materials- Whether it amounts to 10% or more of Annual turnover	Yes / No	If yes, Is an Ordinary Resolution of Shareholders taken? Date of Meeting	If No, Is it taken for Board resolution? Date of Meeting
Selling or otherwise disposing of, or buying property of any kind Whether it amounts to 10 % or more of net worth	Yes / No	If yes, Is an Ordinary Resolution of Shareholders taken? Date of Meeting	If No, Is it taken for Board resolution? Date of Meeting
Leasing of property of any kind amounting to 10% or more of Turnover	Yes / No	If yes, Is an Ordinary Resolution of Shareholders taken? Date of Meeting	If No, Is it taken for Board resolution? Date of Meeting
Related party appointed to any office or place of profit in the Company at a monthly remuneration exceeding two and a half lakh rupees as mentioned in clause (f) of sub-section (1) of section 188	Yes / No	If yes, Is an Ordinary Resolution of Shareholders taken? Date of Meeting	If No, Is it taken for Board resolution? Date of Meeting

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Transaction of or availing Rendering of any services exceeding 10% of net worth	Yes / No	If yes, Is an Ordinary Resolution of Shareholders taken? Date of Meeting	If No, Is it taken for Board resolution? Date of Meeting
Transaction of the subscription of any securities or derivatives thereof, of the company exceeding 1% of net worth	Yes / No	If yes, Is an Ordinary Resolution of Shareholders taken? Date of Meeting	If No, Is it taken for Board resolution? Date of Meeting
A transaction individually or taken together with previous transactions during a financial year is material if it exceeds, 10 % of the annual turnover	Yes / No	If No, Is it approved by Audit Committee? Date of Meeting	If yes, Is an Ordinary Resolution of Shareholders taken? Date of Meeting

Date of Meeting:

Signatures :

_____	_____
Initiating Department (Head of Department)	President
_____	_____
GM – Finance	President - Finance
_____	_____
Company Secretary	

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**ANNEXURE – C**

**(Work Instructions)**

1. Place and seek Approval of Audit Committee for transactions of repetitive in nature for an estimated value of transactions proposed to be undertaken during the financial year for each of the identified related parties. {Refer V, Para D (b)(3)}
2. The related parties and the transactions proposed to be undertaken with these parties should have already been approved by the Audit Committee during the previous financial year.
3. Only those transactions which are in conformity with Enclosure 1 shall be approved by the Audit Committee {Refer V, Para D (b)(4)}
4. As a matter of abundant caution, it would be a good governance practice to obtain an independent certification of all related parties transactions undertaken during the financial year. Such a certificate shall be obtained after the close of the financial year and placed before the audit committee along with any observations or findings.
5. In respect of any new transactions with existing related parties or new arrangements with any new related party, the company shall carry out necessary studies in conformity with Enclosure 1 and also obtain certifications from the independent auditors. The enclosure along with the Independent auditor's certificate shall be placed in the ensuing audit committee for deliberations & approvals.
6. The audit Committee shall provide Omni bus approval of Rs 1 Crore per transaction subject to the fulfillment of criteria laid down in V, Para D (b)(3)} where the need for related party transaction cannot be foreseen and required details are unavailable.
7. Details of transactions undertaken with related parties against Omnibus approvals along with the details mentioned in Enclosure 1 and the independent auditor's certification shall be placed with the Audit Committee in the following meeting.
8. Due care shall be exercised by the company for use of omnibus approvals. Refer Para VII on "Violation of Policy"
9. The Company shall adhere to disclosure requirements specified in the policy and the standard operating procedure.