

KOTHARI PETROCHEMICALS LIMITED (KPL)

RELATED PARTY TRANSACTIONS POLICY

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I. INTRODUCTION

The Board of Directors of Kothari Petrochemicals Limited (the “Board”) recognizes that Related Party Transactions (as defined below) can present potential or actual conflicts of interest and may raise questions about whether such transactions are consistent with the Company’s and its stockholders’ best interests. Therefore, this policy regarding the review and approval of Related Party Transactions (“RPT”) has been adopted by the Company’s Board of Directors in order to set forth the procedures under which certain transactions must be reviewed and approved or ratified. This policy is framed as per the requirements of Section.188 of the Companies Act, 2013 and Regulation 23 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (henceforth referred as “SEBI Listing Regulations”).

II. DEFINITIONS

For the purposes of this policy, the following definitions apply:

1. Definitions under Companies Act, 2013

➤ **Related Party**

As per the Provisions of Section 2(76) of the Companies Act, 2013 “Related Party” means :

- (i) a director or his relative.
- (ii) key managerial personnel or his relative.
- (iii) a firm, in which a director, manager or his relative is a partner.
- (iv) a private company in which a director or manager or **his relative** is a member or director;
- (v) a public company in which a director or manager is a director **and** holds along with his relatives, more than two per cent of its paid-up share capital;
- (vi) anybody corporate whose Board of Directors, managing director or manager is accustomed to act in accordance with the advice, directions or instructions of a director or manager.
- (vii) any person on whose advice, directions or instructions a director or manager is accustomed to act:
 Provided that nothing in sub-clauses (vi) and (vii) shall apply to the advice, directions or instructions given in a professional capacity;
- (viii) any body corporate which is :
 - (A) a holding, subsidiary or an associate company of such company;
 - (B) a subsidiary of a holding company to which it is also a subsidiary; or
 - (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.)
- (ix) A director **“other than 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.

➤ **Relative**

Companies Act, 2013

As per the Provisions of Section 2(77) of the Companies Act, 2013 “Relative” means:

- (i) they are members of a Hindu Undivided Family.
- (ii) they are husband and wife; or
- (iii) one person is related to the other in such manner as may be prescribed.

Companies (Specification of definitions details) Rules, 2014

As per Rule 4 of Companies (Specification of definitions details) Rules, 2014 a person shall be deemed to be the relative of another, if he or she is related to another in the following manner, namely:

- | | |
|-------------------------------------|-----------------------------------|
| a) Father (including step-father) | b) Mother (including step-mother) |
| c) Son (including step-son) | d) Son’s wife |
| e) Daughter | f) Daughter’s husband |
| g) Brother (including step-brother) | h) Sister (including step-sister) |

➤ **Holding Company**

As per the Provisions of Section 2(46) of the Companies Act, 2013 “Holding Company”, means a company of which such companies are subsidiary companies.

[Explanation: for the purposes of this clause the expression “company” includes anybody corporate]

➤ **Subsidiary Company**

As per the Provisions of Section 2(87) of the Companies Act, 2013 “**subsidiary company**” or “**subsidiary**”, in relation to any other company (that is to say 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 voting power either at its own or together with one or more of its subsidiary companies:

Provided that such class or classes of holding companies as may be prescribed shall not have layers of subsidiaries beyond such numbers as may be prescribed.

Explanation: For the purposes of this clause:

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

➤ **Associate Company**

As per the Provisions of Section 2(6) of the Companies Act, 2013 “associate company”, 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.

For the purpose of this clause “significant influence” means control of at least twenty per cent of total voting power, or control of or participation in business decisions under an agreement and the expression "joint venture" means a joint arrangement whereby the parties that have joint control of the arrangement have rights to the net assets of the arrangement.

- **“Arm’s length Transactions”** means a transaction between two Related Parties that is conducted as if they are unrelated so that there is no conflict of interest.
- **“Audit Committee or Committee”** means Committee of Board of Directors of the Company constituted under provisions of Listing Regulations and Companies Act, 2013.
- **“Board”** means the Board of Directors of Kothari Petrochemicals Limited, as constituted from time to time.
- **“Control”** shall have the same meaning as defined in SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011.
- **“Key Managerial Personnel”** means key managerial personnel as defined under the Companies Act, 2013 and includes
- i. Managing Director, or Chief Executive Officer or manager and in their absence, a whole-time director;
 - ii. Company Secretary; and
 - iii. Chief Financial Officer
- **“Material Related Party Transaction”** means a transaction with a Related Party shall be considered material if the transaction / transactions to be entered into individually or taken together with previous transactions during a financial year, exceeds ten percent of the annual consolidated turnover of the company as per the last audited financial statements of the company.
- **“Ordinary Course of Business”** means a transaction which is:-
- i. Carried out in the normal course of business envisaged in accordance with Memorandum of Association of the Company as amended from time to time;
 - ii. Historical practice with a pattern of frequency; or
 - iii. Common commercial practice; or
 - iv. Meets any other parameters/criteria as decided by Board/Audit Committee.
- **“Policy”** means Related Party Transaction Policy

2. Definitions under SEBI Listing Regulations

➤ **Related Party Transactions**

As per Regulation 2(1) (zc) of the SEBI Listing Regulations, Related Party Transaction means a transfer of resources, services or obligations between a listed entity and a related party, regardless of whether a price is charged,

Explanation: A “transaction” with a related party shall be construed to include single transaction or a group of transactions in a contract.

➤ **Related Party**

As per Regulation 2(1) (zb) of the SEBI Listing Regulations, Related Party means a related party as defined under sub-section (76) of section 2 of the Companies Act, 2013 or under the applicable accounting standards, Also, any person or entity belonging to the promoter or promoter group of the listed entity and holding 20% or more of shareholding in the listed entity shall be deemed to be a related party. Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party, directly or indirectly, in making financial and/or operating decisions and includes the following:

- (1) **A person or a close member of that person’s family is related to a company if that person.**
 - a. is a related party under Section 2(76) of the Companies Act, 2013; or
 - b. is a related party under the applicable accounting standards."
- (2) **An entity is related to a company if any of the following conditions applies.**
 - a) The entity is a related party under Section 2(76) of the Companies Act, 2013; or
 - b) The entity and the company are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others); or
 - c) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member); or
 - d) Both entities are joint ventures of the same third party; or
 - e) One entity is a joint venture of a third entity and the other entity is an associate of the third entity; or
 - f) The entity is a post-employment benefit plan for the benefit of employees of either the company or an entity related to the company. If the company is itself such a plan, the sponsoring employers are also related to the company; or
 - g) The entity is controlled or jointly controlled by a person identified in (1).
 - h) A person identified in (1)(b) has significant influence over the entity (or of a parent of the entity).

➤ **Material Related Party Transactions as defined under the SEBI Listing Regulations**

In terms of Explanation to Reg. 23(1) of SEBI Listing Regulations, a transaction with a related party shall be considered material if the transaction / transactions to be entered into individually or taken together with previous transactions during a financial year, exceeds ten percent of the annual consolidated turnover of the listed entity as per the last audited financial statements of the listed entity.

In terms of Reg. 23(1A) of SEBI Listing Regulations, 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.

3. *Transactions covered under Related Party Transactions*

Following transactions entered with a Related Party are considered as Related Party Transactions:

- 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;
- such related party's appointment to any office or place of profit in the company, its subsidiary company or associate company; and
- underwriting the subscription of any securities or derivatives thereof, of the company.

Words and expressions used in this policy and not defined shall have the meanings assigned to them in the Securities Law and Companies Act, 2013 read with relevant Rules thereof, Accounting Standard and/ or other applicable Regulations and amendment made thereon from time to time.

III. PROCEDURES

1. **Disclosure by Directors and Key Managerial Personnel (KMP)**

- Every director shall at the first meeting of the Board in which he participates as a director and thereafter at the first meeting of the Board in every financial year or whenever there is any change in the disclosures already made, then at the first Board meeting held after such change, disclose his concern or interest in any company or companies or bodies corporate, firms, or other association of individuals which shall include the shareholding.
- Every director or key managerial personnel shall, within a period of thirty days of his appointment, or relinquishment of his office, as the case may be, disclose to the company the particulars relating to his concern or interest in the other associations.
- Provided that where any director who is not so concerned or interested at the time of entering into such contract or arrangement, he shall, if he becomes concerned or interested after the contract or arrangement is entered into, disclose his concern or interest forthwith when he becomes concerned or interested or at the first meeting of the Board held after he becomes so concerned or interested.

2. All the Related Party Contracts / Arrangements shall be entered on Arm's Length Basis.

3. **Identification of RPT**

- The Company Secretary shall take note of various disclosures under the Companies Act, 2013, engage with the WTD & Chief Financial Officer and keep constant track of potential RPT for early identification.
- An employee of the company who is aware of any transaction that is or may be perceived to be a Related Party Contracts/ Arrangements shall bring the same to the attention of Audit Committee through the Company Secretary.
- All Directors and KMPs are responsible for providing notice to the Company Secretary of any potential Related Party Contracts/ Arrangements involving them or their relatives, including any additional information about the transaction that the Audit Committee may require.

4. Approval of Audit Committee and Board of Directors

- All Related Party Transactions shall require prior approval of the Audit Committee.
- However, the Audit Committee may grant 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 the policy on Related Party Transactions of the company 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 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.

Provided that where the need for Related Party Transaction 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.
 - d. Audit Committee shall review, atleast on a quarterly basis, the details of RPTs entered into by the company pursuant to each of the omnibus approval given.
 - e. Such omnibus approvals shall be valid for a period not exceeding one year and shall require fresh approvals after the expiry of one year."

5. Information to be placed before the Audit Committee and Board of Directors for approval of Related Party Transactions

- the name of the related party and nature of relationship.
- the nature, duration of the contract and particulars of the contract or arrangement.
- the material terms of the contract or arrangement including the value, if any;
- any advance paid or received for the contract or arrangement, if any;
- the manner of determining the pricing and other commercial terms, both included as part of contract and not considered as part of the contract;
- whether all factors relevant to the contract have been considered, if not, the details of factors not considered with the rationale for not considering those factors; and
- any other information relevant or important for the Board to take a decision on the proposed transaction.

6. Interested Directors and Key Managerial Personnel not to participate.

Where any director is interested in any contract or arrangement with a related party, such director shall not be present at the meeting during discussions on the subject matter of the resolution relating to such contract or arrangement.

7. Factors to be considered by Audit Committee and Board of Directors while approving Related Party Transactions

- Whether the terms of the Related Party Transaction are fair and on arm's length basis to the Company and would apply on the same basis if the transaction did not involve a Related Party;

- Whether there are any compelling business reasons for the Company to enter into the Related Party Transaction and the nature of alternative transactions, if any;
- The commercial reasonableness of the terms of the Related Party Transaction.
- The materiality of the Related Party Transaction;
- The extent of the Related Party's interest in the Related Party Transaction;
- The actual or apparent conflict of interest of the Related Party participating in the Related Party Transaction;
- Whether the Related Party Transaction would affect the independence of any independent director;
- Whether the proposed transaction includes any potential reputational risk issues that may arise as a result of or in connection with the proposed transaction.
- Whether the Company was notified about the Related Party Transaction before its commencement and if not, why pre-approval was not sought and whether subsequent ratification is allowed and would be detrimental to the Company; and
- Whether the Related Party Transaction would present an improper conflict of interest of 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, the direct or indirect nature of the director's, Key Managerial Personnel's or other Related Party's interest in the transaction and the ongoing nature of any proposed relationship and any other factors the Board/Committee deems relevant.

8. Approval of Shareholders

Prior approval of Shareholders through Ordinary Resolution is required if the value of the transactions taken together with previous transactions during the financial year exceeds the following with regard to:

- a) contracts or arrangements with respect to clause (a) to (e) of sub-section (1) of section 188, with criteria mentioned below:
 - (i) Sale, purchase or supply of any goods or materials, directly or through appointment of agent amounting to 10% or more of the Turnover of the company.
 - (ii) Selling or otherwise disposing of, or buying, property of any kind, directly or through appointment of agent amounting to 10% or more of the net worth of the company.
 - (iii) Leasing of property of any kind amounting to 10% or more of the turnover of the company.
 - (iv) Availing or rendering of any services, directly or through appointment of agent amounting to 10% or more of the turnover of the company.

Explanation: It is hereby clarified that the limits specified in sub-clauses (i) to (iv) shall apply for transaction or transactions to be entered into either individually or taken together with the previous transactions during a financial year.
- b) appointment to any office or place of profit in the company, its subsidiary company or associate company at a monthly remuneration exceeding Rs.2.50 lakhs as mentioned in clause (f) of sub-section (1) of section 188; or
- c) remuneration for underwriting the subscription of any securities or derivatives thereof, of the company exceeding 1% of the net worth as mentioned clause (g) of sub-section (1) of section 188.

Explanation:

- (1) The Turnover or Net worth referred in the above sub-rules shall be computed on the basis of the Audited Financial Statement of the preceding financial year.
 - (2) The explanatory statement to be annexed to the notice of a general meeting convened pursuant to section 101 shall contain the following particulars namely:
 - (i) name of the related party.
 - (ii) name of the director or key managerial personnel who is related, if any;
 - (iii) nature of relationship.
 - (iv) nature, material terms, monetary value and particulars of the contract or arrangement;
 - (v) any other information relevant or important for the members to take a decision on the proposed resolution.
- d) As per Reg.23 of SEBI Listing Regulations all “**Material**” related party transactions shall require the approval of shareholders through Resolution.

Explanation: Material Related party transactions means: if the transaction / transactions to be entered into individually or taken together with previous transactions during a financial year, exceeds ten percent of the annual consolidated turnover of the listed entity as per the last audited financial statements of the listed entity and a transaction involving payments made to a related party with respect to brand usage or royalty shall be considered material if the transaction / transactions 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 and no related party shall vote to approve such resolution whether the entity is a related party to the particular transaction or not.

No member of the company shall vote on such resolution to approve any contract or arrangement which may be entered into by the company if such member is a related party

IV. RELATED PARTY TRANSACTIONS NOT REQUIRING APPROVAL

Notwithstanding the foregoing, the following Related Party Transactions shall not require approval of Audit Committee, Board of Directors or Shareholders:

- i. Any transaction that involves the providing of compensation to a director or Key Managerial Personnel in connection with his or her duties to the Company or associates, including the reimbursement of reasonable business and travel expenses incurred in the ordinary course of business.
- ii. 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.
- iii. Payment of Dividend.
- iv. Transactions involving corporate restructuring, such as buy-back of shares, capital reduction, merger, demerger, hive-off etc. which are approved by the Board and carried out in accordance with the specific provisions of the Companies Act, 2013 or the Listing Regulations, 2015;
- v. Contribution towards Corporate Social Responsibility (CSR) within the overall limits approved by the Board that require approval of the CSR Committee.

V. DISCLOSURE

Every Related Party Transactions or contract or arrangement entered shall be disclosed in the following manner:

- i. All the transactions shall be reported to Audit Committee on quarterly basis,
- ii. In the Board's report to the shareholders along with the justification for entering into such contract or arrangement.
- iii. Details of all material transactions with related parties shall be disclosed quarterly along with the compliance report on corporate governance; and
- iv. The company shall disclose the policy on dealing with Related Party Transactions on its website and a web link thereto in the Annual Report.

Registers

The Company shall keep and maintain a register, maintained physically or electronically, as prescribed under the Act and amendments thereto giving separately the particulars of all contracts or arrangements to which this policy applies and such register is placed / taken note of before the meeting of the Board of directors.

VI. GENERAL

- i. In case of any doubt with regard to any provision of the policy and also in respect of matters not covered herein, a reference to be made to Secretarial Department.
- ii. Any or all provisions of the RPT Policy would be subject to revision/amendment in accordance with the guidelines on the subject as may be issued from Government, from time to time.
- iii. The Policy shall be reviewed and updated by the Board of Directors once in three years and the Company reserves the right to modify, cancel, add, or amend any of these Policy Rules.
- iv. All Related parties Contracts / Arrangements shall be in compliance with the provisions of the Companies Act, 2013, Listing Regulations and the applicable Accounting Standard, as amended from time to time.
- v. Any RPT entered into without prior approvals the same should be ratified in line with all extant provisions applicable on that point of time.
- vi. Agreements or other supporting documents as the case may be related to the related party transactions shall be kept in records.