

**POLICY ON RELATED PARTY  
TRANSACTIONS  
OF  
CANOPY FINANCE LIMITED**

## **POLICY ON RELATED PARTY TRANSACTIONS**

*[Pursuant to Regulation 23 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]*

### **SCOPE AND PURPOSE OF THE POLICY**

Related party transactions can present a potential or actual conflict of interest which may be against the best interest of the company and its shareholders. Considering the requirements for approval of related party transactions as prescribed under the Companies Act, 2013 ("Act") read with the Rules framed there under and Regulation 23 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulation 23"), **Canopy Finance Limited** ("the Company") has formulated guidelines for identification of related parties and the proper conduct and documentation of all related party transactions.

Also, Regulation 23(1) of the SEBI Listing Regulations requires the company to formulate a policy on materiality of related party transactions and dealing with related party transactions.

In the light of the above, the Company has framed this Policy on Related Party Transactions ("Policy"). This Policy has been adopted by the Board of Directors of the Company based on recommendations of the Audit Committee. Going forward, the Audit Committee will review and amend the Policy, as and when required, subject to adoption by the Board.

### **OBJECTIVE OF THE POLICY**

The objective of this Policy is to set out (a) the materiality thresholds for related party transactions and; (b) the manner of dealing with the transactions between the Company and its related parties based on the Act, Regulation 23 of the SEBI Listing Regulations and any other laws and regulations as may be applicable to the Company.

### **DEFINITIONS**

"**Act**" means the Companies Act, 2013;

"**Regulation 23**" means the Regulation no. 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;

"**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;

"**Audit Committee**" shall mean the Audit Committee of the Board of Directors constituted in accordance with the provisions of the Act and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015;

"**Ordinary course of business**" means the usual transactions, customs and practices undertaken by the Company to conduct its business operations and activities and includes all such activities which the company can undertake as per Memorandum & Articles of Association. The Board and Audit Committee may lay down the principles for determining ordinary course of business in accordance with the statutory requirements and other industry practices and guidelines;

"**Company**" means Canopy Finance Limited;

"**Board**" refers to Board of Directors of Canopy Finance Limited;

**“Relative”** with reference to a Director or KMP means persons as defined in Section 2(77) of the Act and rules prescribed thereunder

**“Related Party”** have the meaning as defined in Section 2(76) of Companies Act, 2013 and Regulation 2(1)(zb) of the Securities and Exchange Board Of India (Listing Obligations And Disclosure Requirements) Regulations, 2015, as amended.

**“Related Party Transaction” (“RPT”** have the meaning for the purpose of Companies Act, 2013, specified transactions mentioned in clause (a) to (g) of sub-section 1 of Section 188 and as per Regulation 2(1)(zc) of the Securities and Exchange Board Of India (Listing Obligations And Disclosure Requirements) Regulations, 2015, as amended means transfer of resources, services or obligations between a listed entity and a related party, regardless of whether price is charged and a transaction with a related party shall be construed to include a single transaction or a group of transactions in a contract, including but not limited to the following -

- a. sale, purchase or supply of any goods or materials;
- b. selling or otherwise disposing of, or buying, property of any kind;
- c. leasing of property of any kind;
- d. availing or rendering of any services;
- e. appointment of any agent for purchase or sale of goods, materials, services or property;
- f. appointment to any office or place of profit in the company
- g. underwriting the subscription of any securities or derivatives thereof, of the company

**“Material Related Party Transaction”** means a transaction with a Related Party if the transaction/ transactions to be entered into individually or taken together with previous transactions during a financial year, exceeds 10% (ten percent) of the annual consolidated turnover of the Company as per last audited financial statements of the company;

**“Transaction”** with a Related party shall be construed to include single transaction or a group of transactions entered into under a single contract;

**“Listing Regulations”** implies the Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 including any amendments thereof;

**“Key Managerial Personnel”** (KMP) means Key Managerial Personnel as defined in sub-section (51) of section 2 of the Companies Act, 2013;

Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 or any other applicable law or regulation.

## **MATERIALITY THRESHOLDS**

Regulation 23 of the SEBI Listing Regulations requires a company to provide materiality thresholds for transactions beyond which approval of the shareholders through resolution will be required. None of the related parties of a Company shall vote to approve on such resolution irrespective of whether the entity is a related party to the particular transaction or not.

Provided that approval from shareholders will not be required for Material Related Party Transaction in respect of a resolution plan approved under Section 31 of the Insolvency and Bankruptcy Code (IBC) 2016, subject to the event being disclosed to recognized stock exchange within one day of the resolution plan being approved.

The Company has fixed its materiality threshold at 10% of the annual consolidated turnover of the company as per its last audited financial statements for the purpose of Regulation 23(4) of the SEBI Listing Regulations.

Related Party Transaction Policy on materiality and its threshold limits shall be reviewed by the Board of Directors of the Company once in every three years and updated accordingly.

## **MANNER OF DEALING WITH RELATED PARTY TRANSACTION**

### **Identification of Related Parties**

The Company has formulated guidelines for identification and updating the list of related parties as prescribed under Section 2(76) of the Act read with the Rules framed there under and Regulation 2(1)(zb) of the SEBI Listing Regulations.

### **Identification of Related Party Transactions**

The Company has formulated guidelines for identification of related party transactions in accordance with Section 188 of the Act and Regulation 2(1)(zc) of the SEBI Listing Regulations. The Company has also formulated guidelines for determining whether the transaction is in the ordinary course of business and at arm's length basis and for this purpose, the Company will seek external expert opinion, if necessary.

## **PROCEDURE FOR APPROVAL OF RELATED PARTY TRANSACTION**

### **I. Approval of the Audit Committee**

- A.** All related party transactions shall require prior approval of the Audit Committee as required by **sub-regulation (2) of Regulation 23 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**. However, the Company may obtain omnibus approval from the Audit Committee for such transactions, subject to compliances with the following conditions:
- a) The Audit Committee shall, after obtaining approval of the Board of Directors, specify the criteria for granting the omnibus approval in line with the Policy and such approval which shall include the following namely:
    - Maximum value of the transaction, in aggregate, which can be allowed under the omnibus route in a year;
    - The maximum value per transaction which can be allowed;
    - extent and manner of disclosures to be made to the audit committee at the time of seeking omnibus approval
    - review, at such intervals as the Audit Committee may deem fit, related party transaction entered into by the company pursuant to each omnibus approval made;
    - transactions which cannot be subject to the omnibus approval by the Audit Committee
  - b) The Audit Committee shall consider the following factors while specifying the criteria for making omnibus approval, namely: -
    - i repetitiveness of the transactions (in past or in future);
    - ii justification for the need of omnibus approval.
  - c) The Audit Committee shall satisfy itself regarding the need for such omnibus approval for transactions of repetitive nature and that such approval is in the interest of the company;

- d) The omnibus approval shall provide details of (i) the name/s of the related party, nature of transaction, period of transaction, maximum aggregated value of the particular type of transaction that can be entered into, (ii) basis of arriving at 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 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 **rupees 1 crore per transaction**.

Further following details should be provided to the Audit Committee and the Board where approval for entering into transactions with Related Party(s) are sought:

- i The name of the Related Party and nature of relationship
- ii The nature, duration of the contract and particulars of the contract or arrangement
- iii The material terms of the contract or arrangement including the value, if any.
- iv Any advance paid or received for the contract or arrangement, if any,
- v The manner of determining the price and other commercial terms, both included as part of contract and not considered as part of the contract.
- vi Any other information relevant or important to take a decision on the proposed transaction.

- The Audit Committee shall review, at least on a quarterly basis, the aggregated value and other details of related party transactions transacted into by the company pursuant to the omnibus approval given;
- Such omnibus approval shall be valid for a period not exceeding one financial year and shall require fresh approval after expiry of such financial year.
- Omnibus approval shall not be made for transactions in respect of selling or disposing of the undertaking of the company.
- Any other conditions as the Audit Committee may deem fit

- e) While assessing a proposal put up before the Audit Committee / Board for approval, the Audit Committee / Board may review the following documents / seek the following information from the management in order to determine if the transaction is in the ordinary course of business and at arm's length or not:

- i. Nature of the transaction i.e. details of goods or property to be acquired / transferred or services to be rendered / availed (including transfer of resources) – including description of functions to be performed, risks to be assumed and assets to be employed under the proposed transaction;
- ii. The business reasons for the company to enter into the RPT and nature of alternative transactions, if any;
- iii. Key terms (such as price and other commercial terms contemplated under the arrangement) of the proposed transaction, including value and quantum;
- iv. Key covenants (non-commercial) as per the draft of the proposed agreement /MOU / / contract to be entered into for such transaction;
- v. Special terms covered / to be covered in separate letters or undertakings or any other special or sub arrangement forming part of a composite transaction;

- vi. Whether the RPT would affect the independence or present a conflict of interest for any Director or KMP of the company, taking into account the size of the transaction, the overall financial position of the Director, KMP or other Related party, the direct or indirect nature of the interest of the Director /KMP/ Related party in the transaction and the ongoing nature of any proposed relationship and any other factors the Committee / Board deems relevant.
- vii. **Benchmarking information that may have a bearing on the arm's length basis analysis, such as:**
  1. market analysis, research report, industry trends, business strategies, financial forecasts, etc.;
  2. Views of professionals /experts (on a need basis), third party comparable, valuation reports, price publications including stock exchange and commodity market quotations for analyzing the appropriateness of the transactions from 'Ordinary course of business' and 'arm's length' perspective.
  3. management assessment of pricing terms and business justification for the proposed transaction;
  4. comparative analysis, if any, of other such transaction entered into by the company.
  5. Further while considering the arm's length nature of the transaction, the Committee shall take into account the facts and circumstances as were applicable at the time of entering into the transaction with the Related party. The Committee shall take into consideration that subsequent events (i.e. events after the initial transactions have commenced) like evolving business strategies, short term commercial decisions to improve / sustain market share, changing market dynamics, local competitive scenario, economic / regulatory conditions affecting the global /domestic industry, may impact profitability but may not have a bearing on the otherwise arm's length nature of the transaction.

The Audit Committee shall review, at least on a quarterly basis, the details of related party transactions entered by the Company pursuant to each omnibus approval given.

- f) Transaction of following nature will not be subject to the omnibus approval of the Audit Committee:
  1. Transactions which are not at arm's length or not in the ordinary course of business
  2. Transactions which are not repetitive in nature
  3. Transactions exceeding materiality thresholds as laid down in Clause 4 of the Policy
  4. Transactions in respect of selling or disposing of the undertaking of the company
  5. Any other transaction the Audit Committee may deem not fit for omnibus approval

## **II. Approval of the Board of Directors of the Company**

As per the provisions of Section 188 of the Act, all kinds of transactions specified under the said Section and which are not in the ordinary course of business or not at arm's length basis, are placed before the Board for its approval.

In addition to the above, the following kinds of transactions with related parties are also placed before the Board for its approval:

- a) Transactions which may be in the ordinary course of business and at arm's length basis, but which are as per the policy determined by the Board from time to time (i.e. value threshold and/or other parameters) require Board approval in addition to Audit Committee approval;

- b) Transactions in respect of which the Audit Committee is unable to determine whether or not they are in the ordinary course of business and/or at arm's length basis and decides to refer the same to the Board for approval;
- c) Transactions which are in the ordinary course of business and at arm's length basis, but which as per Audit Committee requires Board approval
- d) Transactions meeting the materiality thresholds laid down in Clause 4 of the Policy, which are intended to be placed before the shareholders for approval
- e) Further if the Audit Committee determines that an RPT should be brought before the Board, or if the Board in any case elects to review any such matter or it is mandatory under any law for the Board to approve the RPT, then the Board shall consider and accord its approval at a meeting and the considerations set forth shall apply to the Board's review and approval of the matter, with such modification(s) as may be necessary or appropriate under the circumstances.

### **III. Approval of the Shareholders of the Company**

All the transactions with related parties exceeding the materiality thresholds are placed before the shareholders for approval.

For this purpose, none of the related parties of the Company shall vote to approve on such shareholder's resolution irrespective of whether the entity is a related party to the particular transaction or not. Related Parties can cast only negative vote to reject the shareholders resolution on material RPT.

In addition to the above, all kinds of transactions specified under Section 188 of the Act which (a) are not at Arm's Length or not in the ordinary course of business; and (b) exceed the thresholds laid down in Companies (Meetings of Board and its Powers) Rules, 2014 are placed before the shareholders for its approval.

However, the requirement of shareholders' approval for Material Related Party Transactions shall not be applicable for the following cases:

- i) transactions in respect of a resolution plan approved under Section 31 of the Insolvency and Bankruptcy Code (IBC) 2016, subject to the event being disclosed to recognized stock exchange within one day of the resolution plan being approved.
- j) transactions entered into between the company and its wholly owned subsidiary whose accounts are consolidated with the company and placed before the shareholders at the general meeting for approval

### **REPORTING AND DISCLOSURES**

The Company shall disclose, in the Board's report, transactions prescribed in Section 188(1) of the Act with related parties, which are not in ordinary course of business or not at arm's length basis along with the justification for entering into such transaction.

The Company shall submit within 30 days from the date of publication of its standalone and consolidated financial results for the half year, disclosures of related party transactions on a consolidated basis, in the format specified in the relevant accounting standards for annual results to the stock exchanges and publish the same on its website.

In addition to the above, the Company shall also provide details of all related party transactions exceeding the materiality threshold on a quarterly basis to the stock exchanges.

## **RELATED PARTY TRANSACTIONS NOT APPROVED UNDER THIS POLICY**

In the event the Company becomes aware of a transaction with a related party that has not been approved in accordance with this Policy prior to its consummation, the matter shall be placed as promptly as practicable before the Audit Committee and the same shall be reviewed by the Audit Committee. The Audit Committee shall consider all the relevant facts and circumstances regarding the related party transaction, and shall evaluate all options available to the Company, including but not limited to ratification, revision or termination of such related party transaction. The Audit Committee shall also examine the facts and circumstances pertaining to the failure of reporting such related party transaction to the Audit Committee under this Policy and failure of the internal control systems, and shall take any such action it deems appropriate.

In any case, where the Audit Committee determines not to ratify a related party transaction that has been commenced without approval, the Audit Committee, as appropriate, may direct additional actions including, but not limited to, discontinuation of the transaction or seeking the approval of the shareholders, payment of compensation by the defaulting person (as may be decided by the Audit Committee) to the related party or the Company as the case may be, etc. In connection with any review/approval of a related party transaction, the Audit Committee has authority to modify or waive any procedural requirements of this Policy.

## **REVIEW OF THE POLICY**

The adequacy of this Policy shall be reviewed and reassessed by the Committee periodically and appropriate recommendations shall be made to the Board to update the Charter based on the changes that may be brought about due to any regulatory amendments or otherwise.

## **COMPLIANCE RESPONSIBILITY**

Compliance of this Policy shall be the responsibility of the Company Secretary of the Company who shall have the power to ask for any information or clarifications from the management in this regard.

## **DISSEMINATION**

Pursuant to Listing Regulations, this policy and any amendment thereto shall be posted on the website of the Company and a web link thereto shall be provided in the Annual Report.

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