



# POLICY ON RELATED PARTY TRANSACTIONS



TCI EXPRESS LTD.

## Preamble

With the intent of good corporate governance, the Company emphasizes to maintain an arm's length relationship in all transactions, including transactions with its Related Parties that may have potential or actual conflicts of interests with its stakeholders. Accordingly, the Board of Directors of TCI Express Limited ('the Company'), based on the recommendation of the Audit Committee, has adopted the following Policy in conjunction with regulatory provisions contained under Section 188 of the Companies Act, 2013 read with Rules made therewith, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and Indian Accounting Standards (Ind AS), as amended from time to time.

## Scope of the Policy

This Policy is intended to ensure procedural fairness, proper approval and reporting of transactions between the Company and its Related Parties. It shall become effective from the date of its adoption by the Board, pursuant to the recommendation of the Audit Committee. This Policy sets out the guidelines and procedures that apply in respect of transactions entered into by the Company with a Related Party (including materiality and dealing with Related Party Transactions). It contains framework and procedures governing the review, determination of materiality, approval or ratification and reporting of such Related Party Transactions.

## Definitions

Please refer to **Annexure I**. Any term not defined in the said annexure shall have the same meaning as given in the Act and rules made thereunder and/ or SEBI LODR.

## Key Principles

### Material Thresholds for Related Party Transactions

In accordance with Regulation 23 of SEBI LODR, the Company has formulated this Policy on materiality and on dealing with Related Party Transactions including clear threshold limits duly approved by the Board of Directors.

The material Related Party Transactions are defined under **Table A & B to Annexure II**.

### Arms' Length Pricing

The arm's length principle requires the transaction with a Related Party to be made at similar terms & price under comparable conditions and circumstances as a transaction with an unrelated party.

The Company would consider the guidelines given under **Annexure III** to determine the arms' length pricing.

Further, all the Designated Employees shall, at all times, make endeavors to ensure that all the transactions entered or proposed to be entered into by and between the Company and any of its Related Parties are always at arms' length unless specifically approved by the Board of Directors.

## Process of ascertaining Related Party Transactions of Company

- I. Every Director/KMP shall at the first meeting of the Board in which he/she participates as a Director/KMP 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/her concern or

interest, directly/indirectly in any Company or Companies or Bodies Corporate, Firms, or other Association of Individuals which shall include the shareholding in **Form MBP-1**.

Further, it shall be the duty of members of the Board/KMP to disclose to the Committee/Board whether they, directly, indirectly or on behalf of third parties, have a material interest in any transaction or matter directly affecting the Company.

The CFO or person responsible for Accounts & Finance function of the Company shall be responsible for identifying Related Party (ies) as per applicable Accounting Standards and reporting of such Related Party(ies) to the Company Secretary.

- II. The Company Secretary and CFO shall identify CEO(s), COO(s), CFO(s), Departmental heads and such other employees (Designated Employees) who are responsible for entering into contracts/ arrangements/ agreements with entities for and on behalf of the Company and circulate the list of Related Parties to all such Designated Employees of the Company alongwith the approval thresholds for entering into transactions with such listed Related Parties.
- III. The Information Technology team will tag the Related Parties in the reporting system to generate periodic reports of Related Party Transactions recorded in the system. The Company Secretary, CFO and the Chief Internal Auditor will independently review the tagging in the system from time to time.

## **Review and approval of Related Party Transactions**

### **By the Audit Committee**

- I. Except otherwise provided hereunder, all Related Party Transactions and/or subsequent modification therein (including material modification as provided under SEDI LODR), irrespective of being in the ordinary course of business or at arm's length basis, must be referred for prior approval by the Audit Committee in accordance with this Policy unless the approval is exempted pursuant to the provisions of applicable laws.

Provided that in case of a Related Party Transaction to which Company is not a party but subsidiary, (if any) of the Company is a party, prior approval of the Audit Committee of Company shall be required if the value of transaction whether entered into individually or taken together with previous transactions during a financial year exceeds ten percent of the annual consolidated turnover of the Company. With effect from April 1, 2023, aforesaid limit shall be ten percent of the annual standalone turnover as per the last audited financial statements of the subsidiary.

The Committee shall consider the transaction with Related Party according to the guidelines given as per **Annexure-II & III**.

Any member of the Audit Committee who has a potential interest in any Related Party Transaction will recuse him/herself and abstain from discussion and voting on the approval of the Related Party Transaction. Only those members of the Audit Committee, who are Independent Directors, shall approve Related Party Transactions.

- II. The Audit committee shall consider the following factors while deliberating the Related Party Transactions for its approval:
  - a) Name of Related Party and its relationship with the Company including nature of its concern or interest, whether financial or otherwise;
  - b) Nature, material terms and particulars of the proposed transaction ;

- c) Tenure/value of the proposed transaction mentioning manner for determining price & commercial terms ;
  - d) Advance paid/received, if any;
  - e) Percentage of Company's annual consolidated turnover for the immediately preceding financial year, that is represented by the value of the proposed transaction;
  - f) If the transaction relates to any loans, inter-corporate deposits, advances or investments made or given by the Company, additional disclosure shall be made in accordance with provisions contained under SEBI LODR;
  - g) 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;
  - h) Business rationale for entering into such transaction and potential benefits therefrom;
  - i) 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;
  - j) Internal Auditor's report and supporting documents as **Table-C**;
  - k) A copy of the valuation or other external party report, if any such report has been relied upon;
  - l) Fair and on arm's length basis;
  - m) Whether the Related Party Transaction would affect the independence of an independent Director;
  - n) Any potential/reputational risk issues that may arise as a result of, or in connection with the proposed transaction;
  - o) Whether the Related Party Transaction would present an improper conflict of interest for any Director/KMP of the Company, taking into account the size of the transaction, the benefits arising therefrom to the Company or Related Party, the direct or indirect nature of the Director's, KMP'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 deem relevant to the transaction;
  - p) All factors have been considered or not. Any other information relevant or important for the Committee to take a decision on the proposed resolution.
- III. Before approving any transaction with Related Parties, the Audit Committee shall ensure that Internal Auditor has certified that the existing/proposed transaction(s) are on arms' length basis and in ordinary course of business and all the necessary information/documents were available as per the prevailing Company's Policy.
- IV. In case of any Related Party Transactions which are not at arms' length, the Audit Committee shall recommend such transactions to the Board for appropriate action.
- V. The Audit Committee will undertake an evaluation of the Related Party Transaction. If that evaluation indicates that the Related Party Transaction would require approval of the Board, or if the Board in any case chooses to review any such matter, the Audit Committee will report the Related Party Transaction, together with a summary of material facts, to the Board for its approval.
- VI. The Audit Committee may grant omnibus approval for Related Party Transactions proposed to be entered into by the Company which are repetitive in nature subject to compliance of the conditions contained in SEBI LODR and the Act and upon submission of documents and information's as mentioned in **Annexure II**. The Committee shall also satisfy itself the need for such omnibus approval and that such approval is in the interest of the Company. Such approval(s), once granted shall be valid for a period of one financial year and transactions done under such approval such approval shall be placed before the Committee at quarterly intervals.
- VII. In case where need for Related Party Transaction cannot be foreseen and details as per **Annexure II** are not available, the Audit Committee may grant omnibus approval for such transactions subject to their value not exceeding Rs. 1 Crore per transaction at end of immediate preceding financial year. Such approval shall be valid for a period not exceeding one financial year and shall require fresh approval after expiry of such financial year.
- VIII. The Audit Committee shall review status of long-term or recurring Related Party Transaction on an annual basis.

## **By the Board of Directors**

The following Related Party Transactions shall require the approval of Board:

- I. All Related Party Transactions falling under Section 188 of the Act, which are not in the ordinary course of business and/or at arm's length basis;
- II. All Material Related Party Transactions;
- III. All such transaction for which the Audit Committee determines that a Related Party Transaction should be brought before the Board, whether in view of internal pre-determined threshold or otherwise; and
- IV. All such transactions which the Board chooses to review or it is mandatory under any law for the Board to approve the Related Party Transaction;

Any member of the Board who has any potential interest in any Related Party Transaction will recuse him/herself and abstain from discussion and voting on the approval of said Related Party Transaction.

## **By the Shareholders**

The following Related Party Transactions shall require prior approval of shareholders:

- I. All Material Related Party Transactions and subsequent material modification(s) therein as provide time to time under the Act and SEBI LODR and reproduced under **Table A & B to Annexure II**;
- II. Such Related Party Transactions which are either not on arm's length or not in the ordinary course of business and requires approval of shareholders of the Company or which have specifically been recommended by the Board for shareholders' approval.

All Related Parties shall abstain from voting on such resolutions irrespective of whether the entity is a party to the particular transaction or not.

## **Related Party Transactions not approved under this Policy**

- I. If prior approval of the Audit Committee/Board for entering into a Related Party Transaction is not feasible, then the Related Party Transaction shall be ratified by the Audit Committee/Board (as the case may be) within 3 months of entering the said transaction. The Audit Committee/Board shall consider all the relevant facts and circumstances regarding the Related Party Transaction and shall evaluate all options available to the Company, including ratification, revision or termination of the Related Party Transaction. The Audit Committee/Board shall also examine the facts and circumstances pertaining to the failure of reporting such Related Party Transaction to the Audit Committee/Board under this Policy and shall take any such action as it deems appropriate.
- II. In any case, where either the Audit Committee or Board determines not to ratify a Related Party Transaction that has been commenced without approval, the Committee or Board, as appropriate, may direct additional actions including, but not limited to, immediate discontinuation or rescission of the transaction, or modification of the transaction to make it acceptable for ratification. In connection with any review of a Related Party Transaction, the Audit Committee/Board has authority to modify or waive any procedural requirements of this Policy, subject to the applicable laws.

- III. In cases where a transaction is not ratified by the Committee or Board at a meeting within 03 months from the date on which such contract or arrangement was entered into, such contract or arrangement shall be voidable at the option of the Committee or Board and if the contract or arrangement is with a Party Related to any Director/KMP, or is authorised by any other Director/KMP, the Director/KMP concerned shall indemnify the Company against any loss incurred by it.

Nothing in this Policy shall override any provisions of law made in respect of any matter stated in this Policy.

### Transactions Which Do Not Require Approval

Notwithstanding the abovementioned, the following Related Party Transactions shall not entail any approval:

- I. 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;
- II. Transactions entered into between two wholly-owned subsidiaries of Company, whose accounts are consolidated with such holding Company and placed before the shareholders at general meeting for approval;
- III. Resolution plan approved under Section 31 of the Insolvency Code, subject to the event being disclosed to the recognized stock exchanges within one day of the resolution plan being approved;
- IV. Corporate actions/benefits which are uniformly applicable/offered to all shareholders in proportion to their shareholding such as:
  - a) payment of dividend;
  - b) subdivision or consolidation of securities;
  - c) issuance of securities by way of a rights issue or a bonus issue; and
  - d) buy-back of securities.
- V. Facilities available or transaction entered into by the Company with all employees in general;
- VI. Any other exception which is consistent with the applicable laws, including any rules or regulations made thereunder.

### Reporting & Disclosures

- I. The Company Secretary shall place before the Audit Committee/Board of Directors, on annual basis, the record of Related Parties and the Designated Employees identified for reporting the Related Party Transactions.
- II. The Designated Employees responsible for entering into any contracts/arrangements on behalf of the Company shall submit summary of all Related Party Transactions including transactions approved under Omnibus Mechanism, alongwith information and documents as mentioned under **Table D** to the Company Secretary & CFO on quarterly basis.
- III. The Internal Auditor shall review the information and documents, as submitted by the Designated Employee and shall certify that the all the reported transactions are at arms' length and in line with this Policy.
- IV. The Company Secretary & CFO, shall place the summary of all Related Party Transactions, as reported by the Designated Employees alongwith the certificate of Internal Auditor before the Audit Committee/Board during the meetings to be held for consideration/approval of quarterly/half yearly/annual financials.

- V. A summarized statement of all transactions with Related Party executed during the quarter pursuant to any contract or arrangement approved by the Audit Committee or the Board or the shareholders, as applicable, shall be submitted to the Board as well as the Audit Committee at regular quarterly meetings for information, review and noting.
- VI. The Company shall comply with all the reporting and disclosure requirements as may be prescribed from time to time in terms of applicable laws including the Act and SEBI LODR.

### **Policy Review and Amendment**

Though the Audit Committee or Board shall have all the right to amend this Policy, however, this Policy may stand amended because of any regulatory amendments, clarifications etc. issued under the applicable laws. The amendment shall be deemed to be effective from the date on which such regulatory amendments, clarifications etc. comes into force.

The adequacy of this Policy shall be reviewed and reassessed by the Committee once in every three years and appropriate recommendations shall be made to the Board to update the Policy accordingly.

## Annexure-I

### Definitions

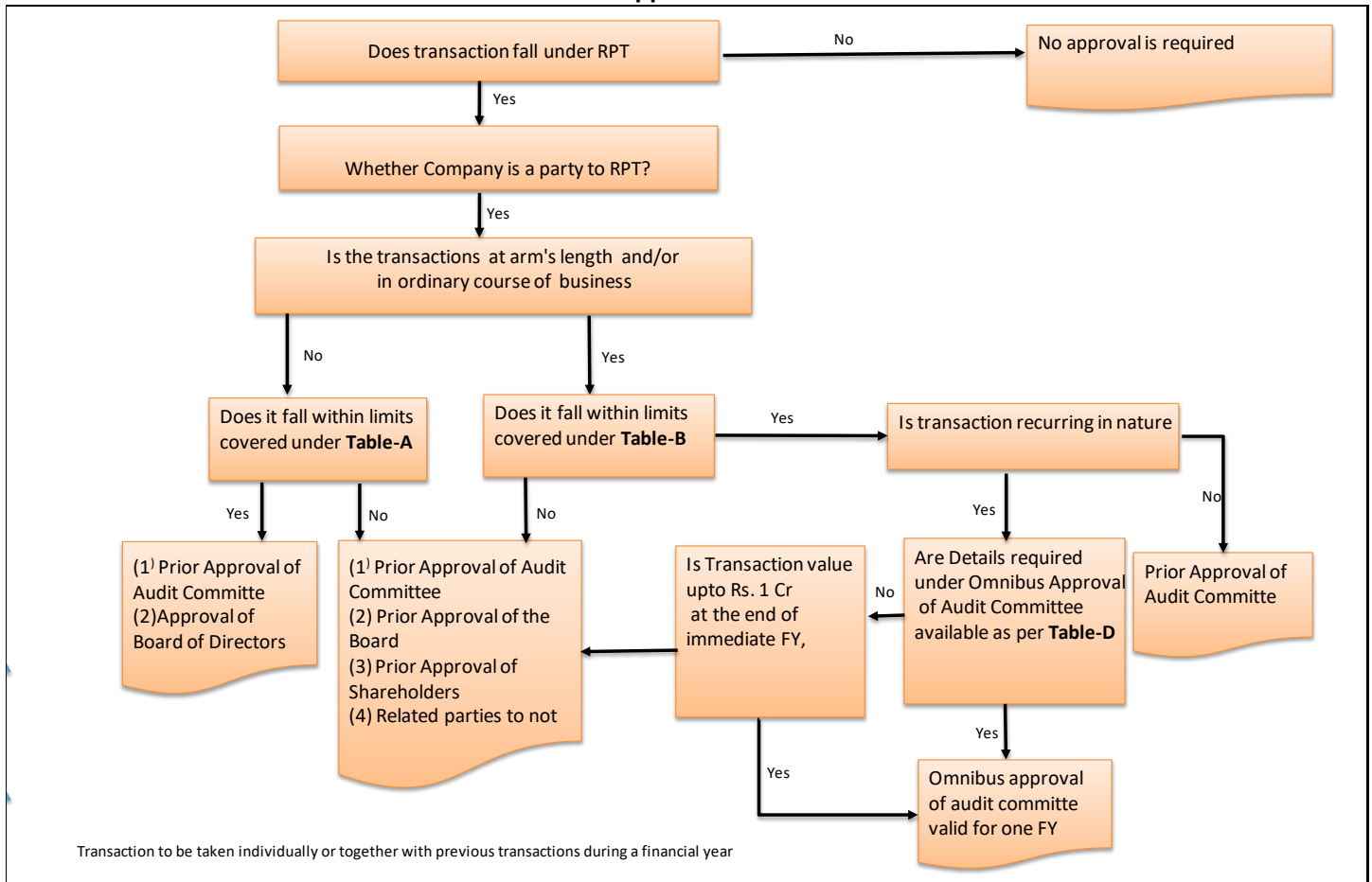
- I. **“Act”** means the Companies Act, 2013 read with the rules & regulations notified thereunder, as amended from time to time.
- II. **“Applicable Law”** means the Companies Act, 2013 and the rules made thereunder, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any modifications/re-enactments thereof) and includes any other statute, law, standards, circulars, notifications, regulations or other governmental instruction relating to Related Party Transactions.
- III. **“Arm’s Length Transaction”** means a transaction among two Related Parties that is conducted as if they were unrelated, so that there is no conflict of interest.
- IV. **“Associate Company”** means an entity as defined under section 2(6) of the Act read with IND AS and Regulation 2(1)(b) of SEBI LODR.
- V. **“Audit Committee or Committee”** means Committee of Board of Directors of the Company constituted under provisions of SEBI LODR & the Act.
- VI. **“Board”** means Board of Directors of the Company.
- VII. **“Company”** means TCI Express Limited.
- VIII. **“Designated Employees”** means such employees of the Company who are responsible for entering into contracts/arrangements/ agreements with entities for and on behalf of the Company, as may be identified and determined by the Company Secretary and CFO from time to time.
- IX. **“Key Managerial Personnel”** means:
  - a) Executive Directors (ED);
  - b) Chief Operating Officer (COO);
  - c) Chief Financial Officer (CFO);
  - d) Company Secretary (CS);
  - e) 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 of Directors of the Company or prescribed under the applicable statutory provisions/ regulations.
- X. **“Material Related Party Transaction”** means transactions as defined under **Table A & B** of **Annexure-II**.
- XI. **“Material Modification”** means amendment in existing terms of an approved transaction, triggering any of the following conditions whether individually or in aggregate:
  - a) Change in aggregate transaction value of Related Party Transaction beyond 20%.
  - b) Extension in duration of Related Party Transaction contract beyond a period of six months.
  - c) Such other factors as may be decided by the Audit Committee while granting approval to any Related Party Transaction.
- XII. **“Omnibus Approval”** means a consolidated/standing approval given by the Audit Committee in respect of transaction(s) which are repetitive in nature.



- XIII. **“Ordinary Course of Business”** may 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.
- XIV. **“Policy”** means Related Party Transaction Policy.
- XV. **“Relative”** means relative as defined under the Act & SEBI LODR.
- XVI. **“Related Party”** means Related Party as defined under:
- a) Section 2(76) of the Act read with Rules made thereunder;
  - b) Regulation 2(1)(zb) of SEBI LODR read with proviso provided thereunder ;
  - c) Such other person as may be notified from time to time under the Act or SEBI LODR or Accounting Standard.
- XVII. **“Related Party Transaction”** means;
- a) Transaction(s) covered under Regulation 2(1)(zc) of SEBI LODR involving transfer of resources, services or obligations between the Company and a Related Party, regardless of whether a price is charged and includes a single transaction or a group of transactions in a contract/arrangements;
  - b) Transaction(s) covered under Section 188 of the Act and the Rules framed thereunder;
  - c) Such other transaction as may be notified from time to time under the Act or SEBI LODR or Accounting Standard.
- XVIII. **“SEBI LODR”** means Securities and Exchange Board of India (Listing Obligations and Disclosure) Requirements, Regulations, 2015.
- XIX. **“Subsidiary”** means a subsidiary as defined under Regulation 2(1)(zm) of SEBI LODR read with Section 2(87) of the Act.
- XX. **“Transaction”** with Related Party shall be construed to include a single transaction or a group of transactions.

## Annexure-II Approval Matrix and Exclusions

### The Approval Matrix



**Table-A**

S.no.	Nature of Transactions	Materiality as per the Act
1	Renting/Leasing of property	10% or more of the turnover
2	Purchase/ sale of property	10% or more of the net worth
3	Purchase/sale of material, goods etc.	10% or more of the turnover
4	Availing/ Rendering Services	10% or more of the turnover
5	Appointment of related party to an office or place of profit in Company, its subsidiary or associate company	monthly remuneration exceeding Rs. 2.5 Lakhs
6	Remuneration for underwriting the subscription of any securities or derivatives thereof of the company	Exceeding 1% of the net worth
Net worth and turnover would be as per audited financial statements of the preceding financial year.		

**Table B**

S.no.	Nature of Transactions	Materiality as per SEBI LODR
1	Usage of Brand and payment of royalty thereof	All transactions with one party exceeding 1000 Crores or 5% of the annual consolidated turnover of the Company, whichever is lower
2	Any other transaction	All transactions with one party exceeding 1000 Crores or 10% of the annual consolidated turnover of the Company, whichever is lower

Transactions to be taken individually or together with previous transactions during a financial year

**Table C**

S. no.	Nature of Transactions	Supporting documents /Records				
		Draft Master Agreement	Quotation	Valuation report	Details of transaction with any unrelated party(ies)	Necessity/ Justification of transaction/Statement of Comparability Analysis
1	Renting of property	Required	NA	From an independent valuer to ascertain Fair Market Value	NA	Brief note on justifying the transaction
2	Purchase/ sale of property	Sale/Purchase order	NA	From an independent valuer to ascertain Fair Market Value	NA	Brief note on justifying the transaction
3	Purchase/sale of material, goods etc.	Sale/Purchase order	* For diesel, currently government controlled price	NA	Invoices/ bills of similar transactions on same or nearby date with unrelated parties	NA
4	Availing/ Rendering Services	Required	Required	NA	Invoices/ bills of similar transactions on same or nearby date with unrelated parties	Brief note on justifying the transaction
5	Staff Deputation to associates /subsidiaries	Required	NA	NA	NA	Brief note on justifying the transaction
6	Loans/ Advances given or Taken	Required	NA	NA	NA	Brief note on justifying transaction
7	Subscription to shares/ debentures/ securities	NA	NA	NA	NA	Brief note on justifying the transaction

**Table D**

<b>Details required for Omnibus Approval of Audit Committee</b>	
<b>S.no</b>	<b>Particulars</b>
1	Name of the related party and its relationship with the listed entity or its subsidiary, including nature of its concern or interest (financial or otherwise);
2	Type, material terms and particulars of transaction;
3	Tenure of transaction;
4	Maximum amount of transaction that can be entered into;
5	The indicative base price / current contracted price and the formula for variation in the price, if any;
6	Justification as to why the Related Party Transaction is in the interest of the Company;
7	%age of total proposed value to Company's consolidated turnover for the immediately preceding financial year;
8*	%age of total proposed value to the Related Party's turnover for the immediately preceding financial year;
9	A copy of the valuation or other external party report, if any;
10	Such other conditions as the Audit Committee may deem fit.

\* In case where RPT involving a subsidiary (if any)

<b>If the transaction relates to any loans, inter-corporate deposits, advances or investments made or given by the Company or its subsidiary:</b>	
i	details of the source of funds in connection with the proposed transaction;
ii	where any financial indebtedness is incurred to make or give loans, inter-corporate deposits, advances or investments: 1. nature of indebtedness; 2. cost of funds; and 3. tenure.
iii	applicable terms, including covenants, tenure, interest rate and repayment schedule, whether secured or unsecured, if secured, the nature of security; and
iv	the purpose for which the funds will be utilized by the ultimate beneficiary of such funds pursuant to the Related Party Transaction.

## **Annexure-III**

### **Guidelines on Determination of Basis of Arm's Length Price**

The guidance on arm's length principle is applicable to all transactions, both local and cross-border, between the Company and its Related Parties.

#### **Arm's Length Basis**

The arm's length principle requires the transaction with a Related Party to be made at similar terms & price under comparable conditions and circumstances as a transaction with an unrelated party.

The application of arm's length principle involves the identification of comparable situation(s) or transaction(s) undertaken by unrelated parties against which the Related Party Transaction or margin is to be benchmarked. This step commonly known as "comparability analysis". It entails an analysis of the similarities and differences in the conditions and characteristics that are found in the Related Party Transaction with those in an unrelated party transaction.

The method as prescribed in Income Tax Act, 1961 as amended from time to time, may also be considered for determination of optimum Arm's Length price.

#### **Factors Affecting Comparability**

##### **a- Characteristics of Goods, Services or Intangible Properties under transactions**

The specific characteristics of goods, services or intangible properties play a significant part in determining their values in the open market. For instance, a product with better quality and more features would fetch a higher selling price.

##### **b- Analysis of Functions, Risks and Assets**

Proposed pricing depends on functional characteristics of the assets used and risks assumed. For instance, an entity selling a product with warranty should earn a higher return compared to another entity selling the same product without the provision of warranty. Likewise, a product with a reputable branding is expected to fetch a higher return compared to that of a similar product without the branding.

##### **c- Commercial and Economic Circumstances**

Prices may vary across different markets even for transactions involving the same property or services. In order to make meaningful comparisons of prices or margins between entities/transactions, the markets and economic conditions in which the entities operate or where the transactions are undertaken should be comparable.

##### **d- Government policies and regulations**

Government policies and regulations such as price controls etc. may have an impact on prices and margins. Hence, the effects of these regulations should also be examined as part of the examination for comparability of the market and economic conditions.

##### **e- Commercial parlance, customs and trade practices**

Custom and trade practices in respect of particular transaction(s) are important in determining arm's length basis. For example, interest free security deposits given in property lease transactions.

#### **Concluding basis of Arm's length price**

Based on comprehensive assessment of outcome of comparability analysis, significant similarities and differences between the transactions/entities in question and those to be benchmarked against, adjustments could be made for material differences identified.