



## **APL APOLLO TUBES LIMITED**

### **POLICY ON RELATED PARTY TRANSACTIONS**

**AND**

### **MATERIALITY OF RELATED PARTY TRANSACTIONS**

**[Approved by the Board of Directors on 18<sup>th</sup> February 2015 and amended on 12<sup>th</sup> April, 2019]**

#### **Preamble**

This Policy ("Policy") is for determining the materiality of Related Party Transactions and also about dealing with Related Party Transactions. This Policy is prepared and adopted to build a framework for the Related Party Transactions of APL APOLLO TUBES LTD. ("Company") in accordance with the requirements of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") read with the provisions of the Companies Act, 2013 and relevant rules made thereunder; as amended from time to time. This Policy shall regulate the transactions between the Company and its related parties as per the requirements and disclosures under the applicable laws, rules and regulations.

#### **Purpose of the Policy**

Regulation 23(1) of the Listing Regulations, mandates that all listed companies formulate a policy on materiality of related party transactions and also on dealing with Related Party Transactions, to ensure the proper approval and reporting of transactions between the Company and its Related Parties. The Company is required to make various disclosures of its related party transactions before the Board/Shareholders, as the case may be, and also disclose the same as required, in its Board Report, Financial Statements or any other documents as provided under law, on an annual basis and in the compliance report to be sent to the stock exchanges on quarterly basis. This Policy is also prepared for the identification and regulation of the Related Party Transactions keeping in view the provisions of the Companies Act, 2013 and the rules thereunder.

#### **3. Applicable Definitions**

**3.1. Act** means Companies Act, 2013;

**3.2. 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;

**3.3. Board** means the Board of directors of APL Apollo Tubes Limited;

**3.4. Committee** means the Audit committee as defined under the Companies Act, 2013 and the Listing Agreement;

**3.5. Company** means APL Apollo Tubes Limited;

**3.6. Key Managerial Personnel** or KMP means key managerial personnel as defined under Companies Act, 2013

**3.8. 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 ten percent of the annual consolidated turnover as per the last audited financial statements of the Company;

Provided a transaction involving payments made to a related party with respect to brand usage or royalty shall be considered material if the transactions to be entered into individually or taken together with previous transactions during a financial year, exceeds two percent of the annual consolidated turnover of the Company as per the last audited financial statements of the listed entity.

**3.10. Policy** means this Policy on materiality of Related Party Transactions and also on dealing with Related Party Transactions;

**3.11. Rules** means the Company (Meetings of Board and Its Powers) Rules, 2014;

**3.12. Related Party** means an entity related to the Company where:

- (i) such entity is a related party under Section 2(76) of the Companies Act, 2013 and any amendment thereof; or
- (ii) such entity is a related party under the applicable accounting standards; or
- (iii) Such person or entity forms part of promoter or promoter group and holds 20% or more of shareholding in the Company

**3.13. Relative** means relative as defined under the Companies Act, 2013. A person shall be deemed to be relative of another, if he or she is related to another in the following manner, namely:

- i. they are members of a Hindu undivided family;
- ii. they are husband or wife; or
- iii. Father (including step-father)
- iv. Mother (including step-mother)
- v. Son (including step-son)
- vi. Son's wife
- vii. Daughter
- viii. Daughter's husband
- ix. Brother (including step-brother)
- x. Sister (including step-sister)

**3.14. Transaction(s)** with a related party shall be construed to include single transaction or a group of transactions in a contract/arrangement;

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

#### **4. The Policy**

Following shall be the structure of dealing with transactions with Related Parties with the Company:

- Identification of potential Related Party Transactions;
- Restrictions relating to Related Party Transactions;
- Approval of Related Party Transactions; and
- Disclosure of Related Party Transactions.

##### **4.1. Identification of potential Related Party Transactions;**

In terms of the Companies Act, 2013, following transactions shall be considered as Related Party Transactions, if entered into between the Company and its Related Party are any contracts or arrangements that the Company enters into with a Related Party with respect to as prescribed in Section 188 of the Companies Act, 2013:

- 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) Such related party's appointment to any office or place of profit in the Company, its subsidiary Company or associate Company; and
- g) Underwriting the subscription of any securities or derivatives thereof, of the Company.

Further, in terms of listing regulations any other transaction wherein involving transfer of resources, services or obligations is taking place with a related party, regardless of whether a price is charged will be treated as related party transaction and a "transaction" with a related party shall be construed to include a single transaction or a group of transactions in a contract

##### **4.2. Approval of Related Party Transactions:**

###### **4.2.1. Audit Committee**

All Related Party Transactions shall require prior approval of the Audit Committee. Any member of the Audit Committee who has a potential interest in any Related Party Transaction will abstain from discussion and voting on the approval of such Related Party Transaction. 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:

1. 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.
2. The Audit Committee shall satisfy itself the need for such omnibus approval and that such approval is in the interest of the Company;

3. 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.

4. Audit Committee shall review, at-least on a quarterly basis, the details of RPTs entered into by the Company pursuant to each of the omnibus approval given.

5. Such omnibus approvals shall be valid for a period not exceeding one year and shall require fresh approvals after the expiry of one year.

6. Omnibus approval shall not be made for transactions in respect of selling or disposing of the undertaking of the Company.

The agenda of the meeting as per Rule 15 of the Companies (Meeting of Board and its Power), at which such Related Party Transaction is proposed to be reviewed/approved by the Audit Committee shall disclose the following: -

- 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 pricing and other commercial terms, both included as part of contract and not considered as part of the contract;
- vi. 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;
- vii. the persons/authority approving the transaction; and
- viii. any other information relevant or important for the Committee to take a decision on the proposed transaction.

In determining whether to approve a Related Party Transaction, the Committee will consider the following factors, among others, to the extent relevant to the Related Party Transaction:

- i. Whether the terms of the Related Party Transaction are fair and on arm's length basis to the Company.
- ii. 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;
- iii. Whether the nature of the proposed transaction is something that the Company would have ordinarily done in the course of its business;
- iv. Whether the proposed transaction includes any potential reputational risk issues that may arise as a result of or in connection with the proposed transaction;
- v. Whether the Related Party Transaction would affect the independence of the Directors/ KMP.
- vi. Where the ratification of the Related Party Transaction is allowed by law and is sought from the Committee, the reason for not obtaining the prior approval of the Committee and the relevance of business urgency and whether subsequent ratification would be detrimental to the Company or in contravention of any law; and

vi. Any other factor the Committee deems relevant for reviewing and approving such Related Party Transaction.

7. The Audit Committee can take necessary professional help in order to determine whether the transaction is in ordinary course of business and on arm's length basis. It shall also consider whether the Committee was informed of the proposed transaction well in advance, and whether all the relevant information was disclosed or not, including no suppression of facts.

#### 4.2.2. **Board of Directors**

The Board shall consider and approve the following:

- a) Where the transaction is not in ordinary course of business and/ or not at arm's length price as specified in Section 188(1) of the Act, such Related Party Transaction shall require approval of the Board at their meeting as required under the Companies Act, 2013 or rules made thereunder and statutory modification or enactment thereof.
- b) Transactions other than those mentioned in section 188, which are referred by the Audit Committee, shall be placed for consideration for approval of the Board.
- c) Material Related Party Transactions

The agenda of the Board meeting at which the resolution related to Related Party Transaction is proposed to be moved shall disclose-

- name of the Related Party and nature of relationship;
- nature, duration and particulars of the contract or arrangement;
- 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.

#### 4.2.3. **Shareholders' Approval**

a. In terms of the Companies Act, 2013, all Related Party Transactions in the Company, which are not in ordinary course of business and/ or not at arm's length price shall require prior approval of the shareholders by way of ordinary resolution in pursuance to Companies (Meetings of Board and its Powers) Rules, 2014, as contracts or arrangements with respect to clause (a) to (e) of sub-section (1) of section 188 of the Companies Act, 2013 as mentioned in para 4.1 above, with criteria as mentioned below-

- (i) Sale, purchase and supply of any goods or materials, directly or through appointment of agent, exceeding 10% of the turnover of the company or Rs. 100 crores, whichever is lower;
- (ii) selling or otherwise disposing of or buying property of any kind, directly or through appointment of agent exceeding 10% of net worth of the company or Rs. 100 Crores, whichever is lower,
- (iii) leasing of property of any kind exceeding 10% of net worth of the company or 10% of the turnover of the company or Rs. 100 Crores, whichever is lower,

(iv) availing or rendering of any services, directly or through appointment of agent, exceeding 10% of the turnover of the company or Rs. 50 Crores, whichever is lower,

Explanation- It is hereby clarified that the above specified limits shall apply for transaction or transactions to be entered into either individually or taken together with the previous transactions during a financial year.

(v) Related party's appointment to any office or place of profit in the Company, its subsidiary Company or associate Company at a monthly remuneration exceeding Rs 2.5 lakh.

(vi) Remuneration for underwriting the subscription of any securities or derivatives thereof, of the Company exceeding 1% of the net worth.

b. In terms of Regulation 23 of the Listing Regulations, all Material Related Party Transactions shall require the approval of the shareholders.

The explanatory statement to be annexed to the notice of a general meeting convened for the purpose of approving such related party transactions shall include the following particulars:

1. Name of the related party;
2. Name of the director or key managerial personnel who is related, if any;
3. Nature of relationship;
4. Nature, material terms, monetary value & particulars of the contract or arrangement;
5. Any other information relevant or important for the members to take a decision on the proposed resolution.

4.2.4. All entities falling under the definition of the Related Parties shall not vote to approve the relevant transaction irrespective of whether the entity is a party to the particular transaction or not in the above transactions, where the approval related to Material Related Party Transaction. In case of approval of related party transaction under the Companies Act, 2013, the related party with whom the contract is being entered shall abstain from voting in the resolution

#### **4.3. Transactions with Wholly Owned Subsidiary**

Related Party Transactions with Wholly owned Subsidiary will not require approval of Board and Shareholder.

With respect to Audit Committee, the approval will not be required for transactions other than a transaction referred to in Section 188 of the Act.

#### **4.4. Threshold Limit**

The Related Party Transactions during a financial year shall not exceed 20% of the consolidated turnover of the Company during the last financial year.

The aforesaid turnover shall be determined as per the last audited consolidated financial statements of the Company.

#### **4.5. Disclosure of Related Party Transactions**

4.5.1. Every related party transaction entered into shall be disclosed to in the Board's report to the shareholders along with the justification for entering into such contract or arrangement.

4.5.2. Adequate disclosure of all material transactions with related parties shall be disclosed quarterly along with the compliance report on corporate governance. .

4.5.3. The Company shall disclose the Policy on dealing with Related Party Transactions on its website and also a web link thereto shall be provided in the Annual Report.

4.5.4. A register of Related Party Transactions shall be maintained as per the Companies Act, 2013 and placed before the Board and signed by all the directors present at the Meeting.

4.5.5 Within 30 days from the date of publication of half yearly results, disclose details of RPTs undertaken to the Stock Exchange(s) and on website in accordance with disclosures required under the applicable Accounting Standard

## **5. OTHER MISCELLENEOUOS MATTERS**

### **5.1 By Audit Committee**

Where the Company becomes aware of a Related Party Transaction with a Related Party that has not been approved under this Policy prior to its implementation, the matter shall be reviewed by the Audit Committee. In such circumstance, the Committee shall evaluate all options available to the Company, including ratification, revision or termination of the Related Party Transaction. The Committee shall also examine the facts and circumstances pertaining to the failure of reporting such Related Party Transaction to the Committee under this Policy, and shall take any such action it deems appropriate.

In case where the Committee does not deem it fit to ratify a Related Party Transaction that has been commenced without approval, the Committee, may direct additional actions including, but not limited to, immediate discontinuation of the transaction, as appropriate. The Committee shall also have the authority to modify or waive any procedural requirements of the Related Party Transaction to suit the modus operandi of this Policy.

### **5.2 By Board and shareholders**

If any related party transaction is entered without obtaining the consent of the Board or Shareholders, as the case may be and if such approval was required under this Policy, the same is required to be ratified by the Board or the shareholders, as the case may be, within three months from the date on which such related party transaction was entered into. The Board shall also examine the facts and circumstances pertaining to the failure of reporting such Related Party Transaction to it under this Policy and shall take any such action it deems appropriate.

If the related party transaction has not ratified by Board or Shareholders as mentioned above, such related party transaction shall be voidable at the option of the Board or, as the case may be, of the Shareholders and if the related party transaction is with a related party to any director, or is authorized by any other director, the directors concerned shall indemnify the Company against any loss incurred by it.

If the Audit Committee/Board/Shareholders decides, not to ratify a particular transaction, then it may direct additional actions in accordance with this Policy.

## **6. REVIEW**

The Committee shall, at least once in three year, assess the adequacy of this Policy and make any necessary or desirable amendments to ensure it remains consistent with the Board's objectives, laws applicable and the best practices.

## **7. INDEMNITY AGAINST LOSSES TO THE COMPANY AND PENALTY**

In the event of entering into any Related Party Transaction with the director(s) of the Company, that has been entered into without obtaining of requisite approvals as may be required, the concerned director, if he has so acted negligently or deliberately, shall be liable for all the losses, if any, that may be suffered by the Company in that transaction and he/she shall indemnify the Company for the same.

The Company may also proceed against a director or any other employee for recovery of any loss sustained by it as a result of a contract/ arrangement entered into by such person in contravention of the provisions of the law relating to Related Party Transactions.