

RELATED PARTY
TRANSACTIONS
POLICY

RELATED PARTY TRANSACTIONS POLICY

[IN TERMS OF REGULATION 23 OF THE SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015

1. Introduction

The Companies Act, 2013, as amended from time to time ('Act') and the Securities and Exchange Board of India ('SEBI') have prescribed regulations governing related party transactions entered into by public listed companies. The Act defines related parties and related party transactions and prescribes certain approval requirements with respect to such transactions. The SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended ('SEBI Listing Regulations') *inter alia* require listed companies to adopt a policy setting out the manner in which such companies will deal with related party transactions, as well as the materiality thresholds applicable to such transactions.

In order to consolidate the procedural requirements under the Act and the SEBI Listing Regulations, the board of directors ("Board") of Easy Trip Planners Limited ("Company") has laid down this policy on related party transactions in accordance with the requirements of the Act read with relevant rules prescribed thereunder and the SEBI Listing Regulations.

The Board of the Company has adopted the following policy and procedures with regard to related party transactions at its meeting held on 2nd December, 2019 and will come into effect on 2nd December, 2019.

2. Objectives

The Board recognizes that related party transactions need to be reviewed as per the provisions of the Act and the SEBI Listing Regulations. This policy sets forth the pre-requisites and procedure for the following:

- (a) Identification of related parties and related party transactions;
- (b) Approval of related party transactions as per the applicable provisions of the Act and the SEBI Listing Regulations and accounting standards prescribed under Section 133 of the Act ("Ind AS");
- (c) Disclosure of related party transactions as per Ind AS, the Act, the SEBI Listing Regulations and any other applicable law.

3. Definitions

Definitions of some of the key terms used in this policy are given below:

- a) 'Act' means Companies Act, 2013 and the rules made thereunder, as amended from time to time.
- b) 'Arm's Length Transaction' means a transaction between the Company and its Related Party(ies) (*defined hereinafter*) that is conducted as if they were

unrelated, so that there is no conflict of interest. The term ‘**Arm’s Length**’ shall be construed accordingly.

- c) ‘**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.

Explanation.—For the purpose of this clause-

- (i) the expression ”significant influence” means control of at least twenty percent of total voting power, or control of or participation in business decisions under an agreement;
- (ii) 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.
- d) ‘**Audit Committee**’ or ‘**Committee**’ means the committee constituted by the Board of the Company as per provisions of the Act and the SEBI Listing Regulations.
- e) ‘**Board**’ or ‘**Board of Directors**’ means members of board of directors of Easy Trip Planners Limited.
- f) ‘**Company**’ means Easy Trip Planners Limited.
- g) ‘**Director**’ means a director on the Board of the Company.
- h) ‘**Key Managerial Personnel**’ or ‘**KMP**’ in relation to a company means:
- (i) the chief executive officer or the managing director or the manager;
- (ii) the company secretary;
- (iii) the whole-time director;
- (iv) the chief financial officer;
- (v) such other officer, not more than one level below the directors who is in whole-time employment, designated as key managerial personnel by the Board; and
- (vi) such other officer as may be prescribed under the Act.
- i) ‘**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 (10%) of the annual consolidated turnover of the Company as per the last audited financial statements of the Company.

For this purpose, any transaction involving payment made to Related Party with respect to brand usage or royalty, either individually or taken together with previous transactions during a financial year, exceeding two percent (2%) of the annual consolidated turnover of the Company as per the Company’s last audited financial statement, shall also be considered as Material Related Party Transaction.

- j) **‘Policy’** means this Related Party Transaction Policy.
- k) **‘Related Party’** has the meaning as assigned to it under the Act and Regulation 2(1)(zb) of the SEBI Listing Regulations, as amended from time to time.
- l) **‘Related Party Transaction’** or **‘RPT’** has the meaning ascribed to it under the SEBI Listing Regulations and shall include transactions given in clause (a) to (g) of Section 188(1) of the Act.
- m) **‘Stock Exchanges’** means the stock exchanges where the specified securities of the Company are listed.
- n) **‘Subsidiary company’** or **‘Subsidiary’** means a company as defined under Section 2(87) of the Act.

Words and expressions not defined in this Policy shall have the same meaning as contemplated in the Act read with the rules made thereunder, the SEBI Listing Regulations and any other applicable laws or regulations.

4. **Policy**

Identification of Related Parties

- a) Each Director and KMP shall disclose to the company secretary in form MBP-1, at the time of appointment, beginning of every financial year and whenever there is any change in the disclosure so made, about all persons, entities, firms in which he/she is interested, whether directly or indirectly.
- b) The chief financial officer, at the beginning of every financial year, shall provide the information to the company secretary about the related parties within the Easy Trip Planners Limited and there Subsidiaries, Associate Companies, Joint Venture Companies, etc., and subsequent changes therein forthwith.
- c) The company secretary shall compile the information received from all concerned and send the information about such Related Parties to the respective functional heads (i.e. accounts, finance, legal, human resources, marketing etc.), business heads and any other concerned person for their information and any necessary action.
- d) The concerned functional / business head shall forward to the company secretary and chief financial officer, the details of any proposed Related Party Transaction with the draft terms and conditions or other related information and certifying that such transactions are at Arm’s Length and in the ordinary course of business. The company secretary or the chief financial officer, upon receipt of such information, will furnish the same to Audit Committee for its approval and further action, if any.
- e) Any proposed modification(s) in the Related Party Transactions already entered into shall be intimated to the company secretary and chief financial officer by the functional/ business head, which shall be placed before the Audit Committee for

its prior approval in accordance with this Policy.

Approval of Audit Committee

- a) All the Related Party Transactions shall require prior approval of the Audit Committee.
- b) Where the Audit Committee does not approve the Related Party Transactions, other than prescribed in Clauses (a) to (g) of Section 188(1) of the Act, it shall make its recommendations to the Board for approval.
- c) The Audit Committee may grant omnibus approval for Related Party Transactions subject to the conditions as laid down under Section 177(4)(iv) of the Act and Regulation 23 of the SEBI Listing Regulations. Additionally, the Audit Committee may also grant omnibus approval for Related Party Transactions of unforeseen nature not exceeding Rs. one crore.
- d) Further, any Related Party Transaction entered into by a Director/ officer of a Company involving an amount not exceeding Rs. one crore which has been undertaken without obtaining the prior approval of the Audit Committee, or which is not ratified within 3 (three) months of entering into such transaction, shall be voidable at the option of the Audit Committee and if the contract or arrangement is with a Related Party to any Director, or is authorised by any other Director, the Directors concerned shall indemnify the Company against any loss incurred by it.
- e) Pursuant to Regulation 23(1) of the SEBI Listing Regulations, the threshold limits for Related Party Transactions (other than wholly-owned Subsidiaries) for granting omnibus approval by the Audit Committee for each financial year is as under:

Sr. No.	Criteria	Amount
1.	Maximum value of Related Party Transactions (other than wholly-owned Subsidiaries), in aggregate, which can be allowed under the omnibus approval route in a year	10% of consolidated turnover
2.	Maximum value per Related Party Transaction (other than wholly-owned Subsidiaries) which can be allowed	5% of consolidated turnover

For the sake of clarity, the Audit Committee may grant omnibus approval for Related Party Transactions with wholly owned subsidiaries exceeding the threshold limits prescribed above, subject to compliance with the provisions of the Act.

- f) Any member of the Audit Committee who has a potential conflict of interest in any Related Party Transaction shall abstain from discussion and voting on such Related Party Transaction.

Approval of Board of Directors

- A) The following Related Party Transactions which are not in the ordinary course of business or are in the ordinary course of business but are not on Arm's Length basis shall require prior approval of the Board:
 - (i) sale, purchase or supply of any goods or materials; or
 - (ii) selling or otherwise disposing of, or buying, property of any kind; or
 - (iii) leasing of property of any kind; or
 - (iv) availing or rendering of any services; or
 - (v) appointment of any agent for purchase or sale of goods, materials, services or property; or
 - (vi) such Related Party's appointment to any office or place of profit in the Company, its Subsidiary or Associate Company; or
 - (vii) underwriting the subscription of any securities or derivatives thereof, of the Company.
- B) All the Material Related Party Transactions shall be considered and approved by the Board before the same are considered by the shareholders for their approval except for those transactions which are 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.
- C) 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 and voting on the subject matter of the resolution relating to such Related Party Transaction.
- D) Where any contract or arrangement is entered into by a Director or any other employee, without obtaining the consent of the Board and if it is not ratified by the Board at a meeting within three 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 Board and if the contract or arrangement 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.

Approval of Shareholders

- A) Related Party Transactions set out in Paragraph 4.3 (A) above which requiring Board approval & exceed the limits as prescribed under Section 188 of the Act, shall be placed for shareholders' approval by way of a resolution, except for transactions which are 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. Any shareholder which is a Related Party in the context of the proposed Related Party Transaction shall abstain from voting on the resolution concerning such Related Party Transaction.
- B) Subject to the provisions of Regulation 23(5)(b), all Material Related Party Transactions shall be approved by the shareholders' and their approval will be sought by way of a resolution. No Related Party(ies) shall vote to approve the Material Related Party Transaction(s), irrespective of whether the entity is a party to the particular transaction or not, provided that the requirements under this sub-

para (B) shall not apply in respect of a resolution plan approved under Section 31 of the Insolvency and Bankruptcy Code, 2016, subject to the event being disclosed at the Stock Exchanges within 1 (one) day of the resolution plan being

approved.

Evaluation Process of Related Party Transactions

- a) To approve a Related Party Transaction, the Committee/ Board/ Shareholders, shall be provided all relevant material information of such transaction, including the terms and such other details as required under the Act, the SEBI Listing Regulations or by the Audit Committee/ Board, as the case may be. While approving a Related Party Transaction, the Audit Committee/ Board will consider the following factors, among others, to the extent relevant:
 - (i) whether the terms on which Related Party Transaction is proposed are fair and on arm's length basis to the Company;
 - (ii) whether the Related Party Transaction would affect the independence of an independent director;
 - (iii) whether the Related Party Transaction includes any potential reputational risk that may arise as a result of or in connection with the proposed transaction; and
 - (iv) whether the Related Party Transaction would present conflict of interest for any Director or KMP of the Company.
 - (v) whenever there is any doubt with regard to transaction(s) with Related Party(ies) and/or the applicable corporate governance requirements, the Audit Committee/ Board shall be entitled to seek a legal opinion/clarification for the same.
- b) The Audit Committee shall consider all relevant facts and circumstances regarding a Related Party Transaction placed before it.
- c) In the event any Director, KMP or any other employee becomes aware of any Related Party Transaction(s) that has been omitted to be approved by the Audit Committee/ Board/ shareholders or is in deviation of this Policy, such person shall promptly notify the company secretary of the Company, of such transaction, who shall ensure that such transaction is brought to the notice of the Audit Committee or the Board, as applicable, at the earliest.
- d) The Audit Committee/ Board shall evaluate such transaction(s) and may decide as it considers appropriate, subject to the Act and the SEBI Listing Regulations, necessary action to be taken, including ratification, revision or termination of the Related Party Transaction.

5. Disclosure

- a) In terms of the provisions of Section 134(3)(h) of the Act, Related Party Transactions shall be disclosed in the Board's report in the prescribed form.
- b) Details of all Material Related Party Transactions shall be disclosed in

accordance with Regulation 27 of the SEBI Listing Regulations.

- c) Details of all Related Party Transactions on a consolidated basis shall be disclosed to the Stock Exchanges, within 30 (thirty) days from the date of publication of the Company's half yearly, standalone and consolidated financial results.
- d) This Policy shall be disclosed under a separate section on the website of the Company and a web link thereto shall also be provided in the annual report of the Company.
- e) The Company shall keep one or more registers giving separately the particulars of all contracts or arrangements with any Related Party.

6. Authority/ Policy Review

- a) This Policy is based on the provisions of the Act and the SEBI Listing Regulations, and shall be reviewed by the Board at least once every 3 (three) years.
- b) In case of any changes in the provisions of the Act, the SEBI Listing Regulations or any other regulation which are inconsistent with the Policy, such amended provisions would prevail over the Policy.
- c) The company secretary and chief financial officer are jointly authorized to amend this Policy to be made consistent with the prevailing provisions of the Act and the SEBI Listing Regulations, which shall be placed before the Audit Committee and Board for their approval.
- d) In case of any interpretation issue on any matter relating to this Policy, the Audit Committee/ Board shall refer the same for legal opinion.

7. General

In case of any doubt with regard to any provision of the Policy and also in respect of matters not covered herein, a reference shall be made to the chairman of the Committee. In all such matters, the interpretation and decision of the chairman shall be final. The Company reserves the right to modify, cancel, add, or amend any clause of this Policy as set out above.