

**Prime Property Development Corporation Limited**  
**Related Party Transactions Policy**

**INTRODUCTION**

1. **This policy regarding the review and approval of Related Party Transactions 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 approve or ratified.**
2. **The purpose of the policy is to lay down guidelines to manage & disclose in accordance with the legal and accounting requirements to which the Company is subject.**

**DEFINITIONS**

**"Act"** shall mean the Companies Act 2013 and the Rules framed thereunder, including any modifications, amendments, clarifications, circulars or re-enactment thereof.

**"Arm's Length basis"** means a transactions between two related parties that is conducted as if they were unrelated, so that there is no conflict of interest. For determination of Arm's Length basis, guidance may be taken from provisions of Transfer Pricing under Income Tax Act, 1961.

**"Associate Company"** means any other company, in which the 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 purposes of this clause, "significant influence" means Control of at least twenty per cent of total share capital, or of business decision under an agreement.

3. **"Related Party"** means a person or an entity:
  - i. Which is a related party under section 2(76) of the Companies Act, 2013: or
  - ii. Which is a related party under the applicable accounting standards.

Related party under section 2(76) of the Companies Act, 2013 and rules made thereunder are as follows :-

- i. a director or his relative;
- ii. a 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 is a member or director;
- v. a public company in which a director or manager is a director or 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 (vi) and (vii) above shall apply to the advice, directions or instructions given in a professional capacity;

- viii. any company which is -
    - a) a holding, subsidiary or an associate company of such company; or
    - b) a subsidiary of a holding company to which it is also a subsidiary;
  - ix. Directors or Key Managerial Personnel of the holding company or his relative; or
  - x. Such other persons as may be prescribed by Central Government.
- 4. "Related Party Transaction"** means transaction in the nature of contract involving transfer of resources, services or obligations between the Company and the Related Party, regardless of whether a price is charged. Transactions with the subsidiary company, Directors & key Managerial personnel would be considered as related party transactions.
- 5. "Relatives" "Relative"**, with reference to any person, means anyone who is related to another, if
- i. they are members of a Hindu Undivided Family;
  - ii. they are husband and wife; or
  - iii. one person is related to the other person as:
    - 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)
- 6. POLICY :-** The Related Parties as identified above shall disclose any transactions with the Company, preferably well in time before the transaction takes place. The Company shall also identify Related Party Transactions with Directors or Key Managerial Personnel of the holding company/ies or their relatives.

All Related Party Transactions must be reported to the Audit Committee and referred for approval by the Committee in accordance with this Policy.

## **7. Review and approval of Related Parties Transactions**

### **Audit Committee**

Every Related Party Transaction shall be subject to approval of the Audit Committee whether at a meeting or by resolutions by circulation. However, the Audit Committee may grant omnibus approval for Related Party Transactions proposed to be entered into with Company which are repetitive in nature and are in the ordinary course of business and on at Arm's Length basis, subject to compliance of the conditions contained in clause 49 of the listing agreement.

Any member of the committee who has a potential interest in any Related Party Transaction shall abstain from discussion and voting on the approval of the Related Party Transaction.

To review a Related Party Transaction, the Committee shall be provided with the necessary information, to the extent relevant, with respect to actual or potential Related Party Transaction and / or prescribed under the Companies Act, 2013 and Rules thereunder, and the Listing Agreement with the Stock Exchanges.

Transactions entered into between a holding company and its wholly owned subsidiary whose accounts are consolidated with such holding company and placed before the shareholders at the general meeting for approval shall not require prior approval of the Audit Committee.

### **Board**

If the Committee determines that a Related Party Transaction should be brought before the Board, or if the Board in any case decides to review any such matter or it is mandatory under any law for Board to approve the Related Party Transaction, then the Board shall consider and approve the Related Party Transaction and the considerations set forth above shall apply to the Board's review and approval of the matter, with such modification as may be necessary or appropriate under the circumstances.

### **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 under this Policy to its consumption, the matter shall be reviewed by the Committee. The Committee shall consider all of 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 Committee may examine the facts and circumstances of the case and take any such action it deems appropriate.

## **8. GENERAL PRINCIPLES**

- i. It shall be the responsibility of the committee to monitor and manage potential conflicts of interest of management, board members and shareholders, including abuse in Related Party Transactions.
- ii. The Independent Directors of the Company shall pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the Company.
- iii. The Audit Committee shall have the following powers with respect to Related Party Transactions:
  - To seek information from any employee.
  - To obtain outside legal or other professional advice.
  - To secure attendance of outsiders with relevant expertise, if it considers necessary
  - To investigate any Related Party Transaction.
- iv. The Company while entering into any Related Party Transaction shall ensure that such Related Party Transaction is in the best interest of the Company and adheres to this Policy

## **9. DISCLOSURES**

Details of all material transactions with Related Parties shall be disclosed to stock exchanges quarterly along with the compliance report on corporate governance.

The Company shall disclose the policy on dealing with Related Party Transactions on its website and web-link shall be provided in the Annual Report.

## **10. AMENDMENTS IN LAW**

Any subsequent amendment / modification in the listing agreement and / or other applicable laws in this regard shall automatically apply to this Policy.