

IFCI VENTURE CAPITAL FUNDS LIMITED

POLICY ON RELATED PARTY TRANSACTIONS (RPTs)

*In terms of provisions of the Companies Act, 2013 and rules
made thereunder*

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Introduction

The Board of Directors of the Company ("the Board"), on the recommendation of the Audit Committee, has approved this policy which deals with Related Party Transactions (RPTs) and dealing with the Related Party Transactions in line with the requirements of the Companies Act, 2013 ("the Act") and other applicable laws prescribing for formulation of RPT Policy.

This Policy is intended to ensure that proper reporting, approval and disclosure processes are in place for all transactions between the Company and its related parties. This Policy specifically deals with the review and approval mechanism of related party transactions keeping in mind the potential or actual conflicts of interest that may arise because of such transactions.

Note: In case of any change in Regulatory/ Statutory guidelines/ provisions governing the policy, the policy shall stand amended / updated automatically to that extent.

Definitions

1. **"Company"** means IFCI Venture Capital Funds Limited (IFCI Venture).
2. **"Audit Committee or Committee"** means "Audit Committee" constituted by the Board of Directors of the company, from time to time, under provisions of the Companies Act 2013.
3. **"Board of Directors" or "Board"** means the Board of Directors of IFCI Venture, as constituted from time to time.
4. **"Associate Company"**, in relation to another company, means a company in which that other company has 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,—

(a) the expression "significant influence" means control of at least twenty per cent of total voting power, or control of or participation in business decisions under an agreement;

(b) 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;

5. **"Government Company"** means any company in which not less than fifty one percent of the paid-up share capital is held by the Central Government, or by any State Government or Governments, or partly by the Central Government and partly by one or more State Governments, and includes a company which is a subsidiary company of such a Government Company .

6. **"Independent Director"** means a director of the Company, as appointed in terms of Section 149 of the Companies Act 2013.

7. **"Key Managerial Personnel"** 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; and
- (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

8. **"Material RPT Transaction" as per Companies Act, 2013**

(a) Transactions mentioned under rule 15(3) of the Companies (Meetings of Board and its Powers) Rules, 2014, as amended from time to time, with threshold limits will be considered as materiality RPT transaction(s).

9. "Policy" means Policy on Related Party Transactions and dealing with Related Party Transactions.

10. "Related Party" as per Companies Act 2013 & Rules made thereunder and Accounting Standard:

(A) As per the provisions of Companies Act, 2013 read with applicable Rules made thereunder:

With reference to the Company means-

- (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 or his relative is a member or director;
- (v) a public company in which a director or manager is a director and holds along with his relatives, more than 2% of its paid-up share capital;
- (vi) any body 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 sub-clauses (vi) and (vii) shall apply to the advice, directions or instructions given in a professional capacity.

(viii) any body corporate which is—

(A) a holding, subsidiary or an associate company of such company;

(B) a subsidiary of a holding company to which it is also a subsidiary; or

(C) an investing company or the venturer of the company;"

Explanation.—For the purpose of this clause, "the investing company or the venturer of a company" means a body corporate whose investment in the company would result in the company becoming an associate company of the body corporate.

(ix) such other person as may be prescribed;

Explanation: For the purposes of sub-clause (ix) of clause (76) of section 2 of the Act, a director other than an independent director or key managerial personnel of the holding company or his relative with reference to a company, shall be deemed to be a related party.

(B) As per the provisions of Accounting Standard:

'Related Party / Parties' - A related party is a person or entity that is related to the entity that is preparing its financial statements

(a) A person or a close member of that person's family is related to a reporting entity if that person:

- (i) has control or joint control of the reporting entity;
- (ii) has significant influence over the reporting entity; or
- (iii) is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.

(b) An entity is related to a reporting entity if any of the following conditions applies:

- (i) The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- (iii) Both entities are joint ventures of the same third party.
- (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- (v) The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- (vi) The entity is controlled or jointly controlled by a person identified in point (a) above.
- (vii) A person identified in point (a)(i) above has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
- (viii) The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

11. "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 in such manner as may be prescribed

List of relatives is as prescribed under Rule 4 of the Companies (Specification of Definitions Details) Rules, 2014, as amended from time to time:-

A person shall be deemed to be relative of another, if he or she is related to another in the following manner, namely:-

(1) Father:

Provided that the term "Father" includes Step-father.

(2) Mother:

Provided that the term "Mother" includes the 'Step-Mother'.

(3) Son:

Provided that the term "Son" includes the Step-Son.

(4) Son's Wife

(5) Daughter

(6) Daughter's husband

(7) Brother:

Provided that the term "Brother" includes the Step-Brother

(8) Sister

Provided that the term "Sister" includes the Step-Sister

12. "Related Party Transactions" means:

- for the purpose of the Companies Act, specified transaction of the Company with Related Parties mentioned in clause (a) to (g) of sub-section 1 of Section 188 and clause (iv) of sub-section 4 of Section 177 of the Act; and
- for the purpose of Accounting Standard a transfer of resources or obligations between related parties, regardless of whether or not a price is charged.

13. "Control" as per Companies Act 2013 & Rules made thereunder and Accounting Standard:

(A) With reference to the provisions of the Companies Act 2013

Control shall include the right to appoint majority of the Directors or to control the management or policy decisions exercisable by a person or persons acting individually or in concert, directly or indirectly, including by virtue of their shareholding or management rights or shareholders' agreements or voting agreements or in any other manner.

(B) With reference to the provisions of Accounting Standard

Control has been defined as – (a) ownership, directly or indirectly, of more than one half of the voting power of an enterprise, or

(b) Control of the composition of the Board of Directors in the case of a Company or of the composition of the corresponding governing body in case of any other enterprise, or

(c) a substantial interest in voting power and the power to direct, by statute or agreement, the financial and/or operating policies of the enterprise.

14. "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.

Dealing with Related Party Transactions

A. Approvals

I. Approval by Audit Committee

1. All Related Party Transactions (RPTs) (including any subsequent modifications thereof) shall require prior approval of the Audit Committee of Directors.

2. The Audit Committee of Directors may grant **omnibus approval** for the RPTs proposed to be entered into by the Company subject to the following conditions, namely:-

The Conditions for granting Omnibus approval are as under:

(1) The Audit Committee shall, after obtaining approval of the Board of Directors, specify the criteria for making the omnibus approval which shall include the following, namely:-

(a) maximum value of the transactions, in aggregate, which can be allowed under the omnibus route in a year;

(b) the maximum value per transaction which can be allowed;

(c) extent and manner of disclosures to be made to the Audit Committee at the time of seeking omnibus approval;

(d) review, on quarterly basis or at such intervals as the Audit Committee may deem fit, related party transaction entered into by the Company pursuant to each of the omnibus approval made;

(e) transactions which cannot be subjected to the omnibus approval by the Audit Committee.

2) The Audit Committee shall consider the following factors while specifying the criteria for making omnibus approval, namely: -

(a) repetitiveness of the transactions (in past or in future);

(b) justification for the need of omnibus approval.

(3) The Audit Committee shall satisfy itself on the need for omnibus approval for transactions of repetitive nature and that such approval is in the interest of the Company.

(4) The omnibus approval shall contain or include the following: -

(a) name of the related parties;

(b) nature and duration of the transactions;

(c) maximum amount of transaction that can be entered into;

(d) the indicative base price or current contracted price and the formula for variation in the price, if any; and

(e) any other information relevant or important for the Audit Committee to take a decision on the proposed transaction:

Provided that where the need for related party transaction cannot be foreseen and the aforesaid details are not available, audit committee may make omnibus approval for such transactions subject to their value not exceeding Rs. 1 crore per transaction.

(5) Omnibus approval shall be valid for a period not exceeding one financial year and shall require fresh approval after the expiry of such financial year.

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

(7) Any other conditions as the Audit Committee may deem fit.

(8) The members of the Audit Committee may ratify related party transactions within three months from the date of the transaction.

Provided that failure to seek ratification of the Audit Committee shall render the transaction voidable at the option of the Audit Committee and if the transaction is with a related party to any director, or is authorized by any other director, the director(s) concerned shall indemnify the company against any loss incurred by it.

II. Approval by Board of Directors

Except with the consent of the Board of Directors given ***by a resolution at a meeting of the Board***, IFCI Venture shall not enter into any contract or arrangement with a related party with respect to-

(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:

Provided that nothing of the above shall apply to any transactions entered into by IFCI Venture in its ordinary course of business other than transactions which are not on an arm's length basis.

{Ordinary Course of Business shall include those business which forms part of the Main Object of the Memorandum of Association of the Company}

Explanation-

the expression "**office or place of profit**" means any office or place-

(i) Where such office or place is held by a director, if the director holding it receives from IFCI Venture anything by way of remuneration over and above the remuneration to which he is entitled as director, by way of salary, fee, commission, perquisites, any rent-free accommodation, or otherwise;

(ii) Where such office or place is held by an individual other than a director or by any firm, private company or other body corporate, if the individual, firm, private company or body corporate holding it receives from IFCI Venture anything by way of remuneration, salary, fee, commission, perquisites, any rent-free accommodation, or otherwise;

The expression "**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.

III. Approval by Shareholders

1. Except with the prior approval of the company by a resolution, as may be specified under the Companies Act, 2013, IFCI Venture shall not enter into a transaction(s), where the transaction(s) to be entered into:
 - (a) as contracts or arrangements with respect to clause(a) to (e) of subsection (1) of section 188 of the Companies Act 2013, with criteria as mentioned below –
 - (i) sale, purchase or supply of any goods or material, directly or through appointment of agent, amounting to ten percent or more of the turnover of the company, as mentioned in clause (a) and clause (e) respectively of sub-section (1) of section 188;;
 - (ii) selling or otherwise disposing of or buying property of any kind, directly or through appointment of agent, amounting to ten percent or more of net worth of the company, as mentioned in clause (b) and clause (e) respectively of sub-section (1) of section 188;;
 - (iii) leasing of property any kind amounting to ten per cent or more of the turnover of the company, as mentioned in clause (c) of sub-section (1) of section 188;
 - (iv) availing or rendering of any services, directly or through appointment of agent, amounting to ten percent or more of the turnover of the company as mentioned in clause (d) and clause (e) respectively of sub-section (1) of section 188;;

Explanation- It is hereby clarified that the limit specified in sub-clauses (i) to (iv) shall apply for transaction or transactions to be entered into either individually or taken together with the previous transactions during a financial year.

- (b) is for appointment to any office or place of profit in the Company, its subsidiary company or associate company at a monthly remuneration exceeding two and half lakh rupees as mentioned in clause (f) of subsection (1) of section 188; or
- (c) is for remuneration for underwriting the subscription of any securities or derivatives thereof, of the company exceeding one per cent of the net worth as mentioned in clause (g) of sub-section (1) of section 188.

Explanation -

(1) The Turnover of Net Worth referred in the above sub-rules shall be computed on the basis of the Audited Financial Statement of the preceding Financial year.

(2) In case of wholly owned subsidiary, the resolution is passed by the holding company shall be sufficient for the purpose of entering into the transaction between the wholly owned subsidiary and the holding company.

- 2. All the related parties shall abstain from voting on such resolutions
- 3. No Member of IFCI shall vote on such Special/Ordinary Resolution (as the case may be), to approve any contract or arrangement which may be entered into by the Company, if such member is a related party.
- 4. Provided also that nothing contained in the 3rd point shall apply to a company in which ninety per cent or more members, in number, are relatives of promoters or are related parties.

Identification of Potential Related Party Transactions

Identification of Potential Related Party Transactions

- i. Each director and Key Managerial Personnel shall be responsible for giving notice to the Company about any potential RPTs in which he/she may be interested.
- ii. In case of any potential RPTs which is being proposed to be entered (including any proposed modifications) by IFCI Venture with its Holding/ Associates/ Joint Ventures, the Management of the Company shall be responsible to intimate details of such potential RPTs for seeking approval of the Audit Committee of Directors.

Pre-requisites for entering into Potential Related Party Transactions

A. Audit Committee/ Board Level Pre-requisites

IFCI Venture shall enter into any contract or arrangement with a related party subject to the following conditions, namely:-

The agenda of the Board/ Audit Committee Meeting, as the case may be, at which the resolution is proposed to be moved shall disclose-

- (a) The name of the related party and nature of relationship;
- (b) The nature, duration of the contract and particulars of the contract or arrangement;
- (c) The material terms of the contract or arrangement including the value, if any;
- (d) Any advance paid or received for the contract or arrangement, if any;
- (e) The manner of determining the pricing and commercial terms, both included as part of contract and not considered as part of the contract;
- (f) 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
- (g) Any other information relevant or important for the Board to take a decision on the proposed transaction.

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 on the subject matter of the resolution relating to such contract or arrangement.

B. Shareholders' Level Pre-requisites

The explanatory statement pursuant to the provision of Section 102 of the Companies Act, 2013 to be annexed to the notice of a General Meeting convened for approval of the RPTs shall contain the following particulars, namely:-

- (a) Name of the Related Party ;
- (b) Name of the Director or Key Managerial Personnel who is related, if any;
- (c) Nature of relationship;
- (d) Nature, material terms, monetary value and particulars of the contract or arrangement;
- (e) Any other information relevant or important for the members to take a decision on the proposed resolution.

Disclosure Requirements

A Disclosure by Board of Directors, KMP and Senior Management

Every **Director** shall at the first Meeting of the Board in which he participates as a Director 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 concern or interest in any company or companies or bodies corporate, firms, or other association of individuals which shall include the shareholding.

Every **KMP** shall disclose to the Board of Directors, whether they, directly, indirectly, or on behalf of third parties, have a material interest in any transaction or matter directly affecting IFCI.

Every **Member of Senior Management** shall make disclosures to the Board of Directors relating to all material, financial and commercial transactions, where they have personal interest that may have a potential conflict with the interest of the entity at large.

Explanation - For the purpose of above,

"Conflict of interest" relates to dealing in the shares of entity, commercial dealings with bodies, which have shareholding of management and their relatives etc.

"Senior management" shall mean officers/personnel of IFCI VENTURE who are members of its core management team excluding board of directors and normally this shall comprise all members of management one level below the executive directors, including all functional heads.

B. Disclosure on Website of IFCI Venture

IFCI Venture shall disclose this policy on its website and provide the web link in the Annual Report of the Company.

C. Disclosure in Board's Report

Every contract or arrangement entered into by IFCI Venture requiring Board's and Company's approval shall be referred to in the Board's report to the shareholders along with the justification for entering into such contract or arrangement.

Consequence of Non-Approval/Violations of the Provisions of Related Party Transactions

Non-approval or Related Party Transactions/Violation of Provision related to Related Party Transactions

- i. Where any contract or arrangement is entered into by a director or any other employee, without obtaining the consent of the Committee/Board or approval by a Resolution in the general meeting as required and if it is not ratified by the Committee/Board or, as the case may be, by the shareholders at a meeting (where ratification to be done by Board & Shareholder) within three months from the date on which such contract or arrangement shall be voidable at the option of the Board or, as the case may be, of the shareholders, and if the contract or arrangement is with a related party to any director or any other employee, or is authorized by any other director concerned shall indemnify the company against any loss incurred by it.
- ii. Without prejudice to anything in the above para, it shall be open to IFCI Venture to proceed against a director or any other employee who had entered into such contract or arrangement in contravention of the provisions of this section for recovery of any loss sustained by it as a result of such contract or arrangement.
- iii. Any director or any other employee of IFCI Venture who had entered into or authorized the contract or arrangement in violation of the provisions of section 188 of the Companies Act 2013, shall be punishable as per the applicable provision of the Companies Act, 2013.
