

**QUICKTOUCH TECHNOLOGIES LIMITED**  
**CIN: U74900DL2013PLC329536**  
**POLICY FOR RELATED PARTY TRANSACTION**

**1. SCOPE AND PURPOSE OF THE POLICY**

Related party transactions can present a potential or actual conflict of interest which may be against the interest of the company and its shareholders. Considering the requirements for approval of related party transactions as prescribed under the Companies Act, 2013 ("Act") read with the Rules framed there under and Regulation 23 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Regulation 23") as amended from time to time, Quicktouch Technologies Limited ("Company") has formulated guidelines for identification of related parties and the proper conduct and documentation of all related party transactions.

In the light of the above, the Company has framed this Policy on Related Party Transactions ("Policy"). This Policy has been adopted by the Board of Directors of the Company based on recommendations of the Audit Committee. Going forward, the Audit Committee will review and amend the Policy, as and when required, subject to adoption by the Board.

**2. OBJECTIVE OF THE POLICY**

The objective of this Policy is to set out

(a) the materiality thresholds for related party transactions and;

(b) the manner of dealing with the transactions between the Company and its related parties based on the Act read with Regulation 23 of the SEBI Listing Regulations and any other laws and regulations as may be applicable to the Company.

**3. DEFINITIONS**

**3.1 "Act"** means the Companies Act, 2013 as amended from time to time;

**3.2 "Audit Committee"** shall mean the audit committee constituted by the Board of the Company from time to time, in accordance with the provisions of the Act and SEBI Listing Regulations.

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**3.3 "Board of Directors" or "Board"** means the collective body of the Directors of the Company, as constituted from time to time, in line with the provisions of the Act and SEBI Listing Regulations.

**3.4 "SEBI Listing Regulations"** means SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, as amended from time to time;

**3.5 "Regulation 23"** means the Regulation 23 of the SEBI Listing Regulations.

**3.6 "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;

**3.7 "Ordinary course of business"** means the usual transactions and practices undertaken by the Company to conduct its business operations and activities and includes all such activities which the Company can undertake as per its Memorandum of Association. The Board and Audit Committee may lay down the principles for determining ordinary course of business in accordance with the statutory requirements and other industry practices and guidelines;

**3.8 "Company"** means Quicktouch Technologies Limited;

**3.9 "Relative"** with reference to a Director or Key Managerial Personnel means persons as defined in Section 2(77) of the Act and rules prescribed thereunder;

**3.10 "Related Party"** shall have the meaning as defined in Section 2(76) of the Act and Regulation 2(1)(zb) of the SEBI Listing Regulations.

**3.11 "Related Party Transaction"** have the meaning as defined under Regulation 2(1)(zc) of the SEBI Listing Regulations, as amended, shall mean a transaction involving a transfer of resources, services or obligations between:

a. the Company or any of its subsidiaries on one hand and a related party of Company or any of its subsidiaries on the other hand;

b. the Company or any of its subsidiaries on one hand, and any other person or entity on the other hand, the purpose and effect of which is to benefit a related party of the Company or any of its subsidiaries with effect from April 1, 2023 regardless of whether a price is charged and a transaction with a related party shall be construed to include a single transaction or a group of transactions in a contract, including but not limited to the following -

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;

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e. appointment of any agent for purchase or sale of goods, materials, services or property;

f. appointment to any office or place of profit in the company

g. underwriting the subscription of any securities or derivatives thereof, of the Company.

**Following shall not be considered Related Party Transaction of the Company in terms of SEBI Listing Regulations:**

(a) the issue of specified securities on a preferential basis, subject to compliance of the requirements under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018

(b) payment of dividend by the Company

(c) subdivision or consolidation of securities by the Company

(d) issuance of securities by way of a rights issue or a bonus issue and

(e) buy-back of securities.

**3.12 "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 Rs. 1,000 crore or 10% of the annual consolidated turnover of the Company as per the last audited financial statements of the Company, whichever is lower. In case of transaction involving payment to a Related Party for brand usage or royalty, it will be considered material, if the transaction(s) to be entered into individually or taken together with previous transactions during a financial year, exceed 5% percent of the annual consolidated turnover of the Company as per the last audited financial statements of the Company.

**3.13 "Key Managerial Personnel" or "KMP"** shall have the meaning as defined under Section 2(51) of the Companies Act, 2013 and as amended from time to time.

*Any other term not defined herein shall have the same meaning as defined in the Companies Act, 2013, the Securities and Exchange Board of India SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 or any other applicable law or regulation and as amended from time to time.*

#### **4. MATERIALITY THRESHOLDS**

Regulation 23 of the SEBI Listing Regulations requires a Company to provide materiality thresholds for transactions with its related party. In an event, a Related Party Transaction, breaches the materiality threshold, prior approval of the shareholders of the Company will

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be required through resolution. Prior approval of shareholders is also required in case of any subsequent material modifications to the Related Party Transactions.

None of the related parties of the Company shall vote to approve on such resolution irrespective of whether the entity is a related party to the particular transaction or not (RP's can cast only negative vote to reject the shareholders resolution on material RPT).

The Company has fixed the following materiality threshold for the purpose of Regulation 23(1), 23(1A) and 23(4) of the SEBI Listing Regulations:

- Payment to a Related Party with respect to brand usage or royalty – 5% of the annual consolidated turnover of the Company as per last its audited financial statements.
  - Other transactions with a Related Party – lower of Rs. 1,000 crore or 10% of the consolidated annual turnover of the Company as per its last audited financial statements
- Related Party Transaction policy on materiality.

The above said threshold limits shall be reviewed by the Board of Directors of the Company once in every three years and updated accordingly.

## **5. MANNER OF DEALING WITH RELATED PARTY TRANSACTION**

### **5.1 Identification of Related Parties**

The Company has formulated guidelines for identification and updating the list of related parties as prescribed under Section 2(76) of the Act read with the Rules framed there under and Regulation 2(1)(zb) of the SEBI Listing Regulations.

### **5.2 Identification of Related Party Transactions**

The Company has formulated guidelines for identification of related party transactions in accordance with Section 188 read with Section 177 of the Act and the Rules made thereunder and Regulation 2(1)(zc) of the SEBI Listing Regulations.

## **5.3 PROCEDURE FOR APPROVAL OF RELATED PARTY TRANSACTION**

### **5.3.1 Approval of the Audit Committee**

A. Prior approval of the Audit Committee shall be required for:

1. All Related Party Transactions and subsequent material modifications as defined by the Audit Committee;
2. RPTs where subsidiary is a party but the Company is not a party and the transaction amount exceeds subject to threshold of:
  - i. 10% of the consolidated turnover of the Company w.e.f. April 1, 2022
  - ii. 10% of the standalone turnover of the subsidiary w.e.f. April 1, 2023

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Further, the Audit Committee shall also review the status of long-term (more than one year) or recurring RPTs on an annual basis.

**Prior approval of the Audit Committee shall not be required for as per Regulation 23 of SEBI Listing Regulations:**

- i. Related Party Transactions, where the listed subsidiary is a party, but the Company is not a party, and if Regulation 23 and Regulation 15(2) of SEBI Listing Regulations are applicable to such listed subsidiary.
- ii. Related Party Transactions of unlisted subsidiaries of the Company, where the prior approval of the audit committee of the listed subsidiary is obtained.
- iii. 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.
- iv. Transactions entered into between two wholly-owned subsidiaries of the Company, whose accounts are consolidated with the Company and placed before the shareholders at the general meeting for approval.

Members of the Audit Committee, who are independent directors, shall alone approve Related Party Transactions.

**However, the Company may obtain omnibus approval from the Audit Committee for all Related Party Transactions subject to compliances with the conditions as per Rule 6A of Companies (Meetings of Board and its Powers) Rules 2014:**

1. The Audit Committee shall, after obtaining approval of the Board of Directors, specify the criteria for granting the omnibus approval in line with the Policy and such approval shall include the following:

- i Maximum value of the transaction, in aggregate, which can be allowed under the omnibus route in a year;
- ii The maximum value per transaction which can be allowed;
- iii Extent and manner of disclosures to be made to the Audit Committee at the time of seeking omnibus approval;
- iv Review, at such intervals as the Audit Committee may deem fit, related party transaction entered into by the Company pursuant to each omnibus approval made;
- v Transactions which cannot be subject 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:

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i Repetitiveness of the transactions (in past or in future);

ii Justification for the need of omnibus approval.

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

4. The omnibus approval shall provide details of

(i) The name(s) of the related party, nature of transaction, period of transaction, maximum aggregated value of the particular type of transaction that can be entered into,

(ii) Basis of arriving at the indicative base price / current contracted price and the formula for variation in the price if any, and

(iii) 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 Transactions cannot be foreseen and aforesaid details are not available, Audit Committee may grant omnibus approval for such transactions subject to their value not exceeding INR 1 crore per transaction.

5. Such omnibus approval shall be valid for a period not exceeding one financial year and shall require fresh approval after 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.

Further, as per the SEBI Listing Regulations the Audit Committee shall review, at least on a quarterly basis, the aggregated value and other details of Related Party Transactions transacted into by the Company pursuant to the omnibus approval given;

**B.** Pursuant to the approval of the Board of Directors, the Audit Committee of the Company has specified following criteria for granting omnibus approval:

a. The maximum value of the transactions, in aggregate, which can be allowed under omnibus route in a year will be 50% of the annual standalone turnover of the Company as per its last audited financial statements, subject to the transaction(s) exceeding the materiality threshold which require shareholder approval will not be considered for this limit.

b. The maximum value per transaction which can be approved under omnibus route will be the same as per the materiality threshold as defined in Clause 4 of the Policy.

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c. While assessing a proposal put up before the Audit Committee / Board for approval, the Audit Committee / Board may review the following documents / seek the following information from the management in order to determine if the transaction is in the ordinary course of business and at arm's length or not:

i Nature/type of the transaction i.e. details of goods or property to be acquired /transferred or services to be rendered / availed (including transfer of resources) – including description of functions to be performed, risks to be assumed and assets to be employed under the proposed transaction;

ii Material Key terms (such as price and other commercial terms contemplated under the arrangement) of the proposed transaction, including value and quantum;

iii Name of the related party and its relationship with the Company or its subsidiary, including nature of its concern or interest (financial or otherwise);

iv Tenure of the proposed transaction (particular tenure to be specified);

v Value of the proposed transaction;

vi The percentage of the Company's annual standalone/consolidated turnover, whichever applicable, for the immediately preceding financial year, that is represented by the value of the proposed transaction (and for a RPT involving a subsidiary, such percentage calculated on the basis of the subsidiary's annual turnover on a standalone basis to be additionally provided);

vii If the transaction relates to any loans, inter-corporate deposits, advances or investments made or given by the Company or its subsidiary;

1. Details of the source of funds in connection with the proposed transaction;

2. Where any financial indebtedness is incurred to make or give loans, inter-corporate deposits, advances or investments,

- nature of indebtedness;
- cost of funds; and
- tenure;

3. Applicable terms, including covenants, tenure, interest rate and repayment schedule, whether secured or unsecured; if secured, the nature of security; and

4. The purpose for which the funds will be utilized by the ultimate beneficiary of such funds pursuant to the RPT

viii Key covenants (non-commercial) as per the draft of the proposed agreement / contract to be entered into for such transaction;

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ix Special terms covered / to be covered in separate letters or undertakings or any other special or sub arrangement forming part of a composite transaction;

x Benchmarking information that may have a bearing on the arm's length basis analysis, such as:

1. Market analysis, research report, industry trends, business strategies, financial forecasts, etc.;
2. Third party comparable, valuation reports, price publications including stock exchange and commodity market quotations;
3. Management assessment of pricing terms and business justification for the proposed transaction as to why the RPT is in the interest of the Company;
4. Comparative analysis, if any, of other such transaction entered into by the Company.

d. Transaction of following nature will **not** be subject to the omnibus approval of the Audit Committee:

1. Transactions which are not at arm's length or not in the ordinary course of business;
2. Transactions which are not repetitive in nature;
3. Transactions exceeding materiality thresholds as laid down in Clause 4 of the Policy
4. Transactions in respect of selling or disposing of the undertaking of the company
5. Financial Transactions e.g. Loan to related parties, Inter Corporate Deposits, subscriptions to bond/ debenture or preference shares issued by the related parties, corporate guarantee given/received from related parties
6. Any other transaction the Audit Committee may deem not fit for omnibus approval

**C. Audit Committee has defined "material modifications" as following:**

Material Modifications of Related Party Transaction in relation to the Company means and include any modification to an existing related party transaction having variance of 20% of the existing limit as sanctioned by the Audit Committee / Board / Shareholders, as the case may be.

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### 5.3.2 Approval of the Board of Directors of the Company

As per the provisions of Section 188 of the Act, all kinds of transactions specified under the said section and which are not in the ordinary course of business or not at arm's length basis, are placed before the Board for its approval.

In addition to the above, the following kinds of transactions with related parties are also placed before the Board for its approval:

- a) Transactions which may be in the ordinary course of business and at arm's length basis, but which are as per the policy determined by the Board from time to time (i.e. value threshold and/or other parameters) require Board approval in addition to Audit Committee approval;
- b) Transactions in respect of which the Audit Committee is unable to determine whether or not they are in the ordinary course of business and/or at arm's length basis and decides to refer the same to the Board for approval;
- c) Transactions which are in the ordinary course of business and at arm's length basis, but which as per Audit Committee requires Board approval;
- d) Transactions meeting the materiality thresholds laid down in Clause 4 of the Policy, which are intended to be placed before the shareholders for approval.

### 5.3.3 Approval of the Shareholders of the Company

All the transactions with related parties exceeding the materiality thresholds, laid down in Clause 4 of the Policy, are placed before the shareholders for approval.

For this purpose, none of the related parties of the Company shall vote to approve on such shareholders' resolution irrespective of whether the entity is a related party to the particular transaction or not. (RP's can cast only negative vote to reject the shareholders resolution of material RPT).

In addition to the above, all kinds of transactions specified under Section 188 of the Act which:

- (a) Are not at Arm's Length or not in the ordinary course of business; and
- (b) Exceed the thresholds laid down in Companies (Meetings of Board and its Powers) Rules, 2014 are placed before the shareholders for its approval.

However, the requirement of shareholders' prior approval for Material Related Party Transactions shall **not** be applicable for the following cases:

- i. Transactions in respect of a resolution plan approved under section 31 of the Insolvency and Bankruptcy Code (IBC) 2016, subject to the event being disclosed to recognized stock exchange within one day of the resolution plan being approved.

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ii. Related Party Transactions, where the listed subsidiary of the Company is a party, but the Company is not a party, and if Regulation 23 and Regulation 15(2) of SEBI Listing Regulations are applicable to such listed subsidiary.

iii. Related Party Transactions of unlisted subsidiaries of the Company, where the prior approval of the shareholders of the listed subsidiary is obtained.

iv. 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.

v. Transactions entered into between two wholly-owned subsidiaries of the Company, whose accounts are consolidated with the Company and placed before the shareholders at the general meeting for approval.

## **6. DISCLOSURES**

The Company shall disclose, in the Board's Report, transactions prescribed in Section 188(1) of the Act with related parties, which are not in ordinary course of business or not at arm's length basis along with the justification for entering into such transaction.

The Company shall place all the information as specified by the SEBI from time to time for review of the Audit Committee for approval of the RPTs.

The Company shall provide all the information as specified by the SEBI from time to time in the explanatory statement in the notice being sent to shareholders seeking approval of proposed RPTs.

The Company shall provide disclosure of the Related Party Transactions in the format as specified by the SEBI from time to time, to the stock exchanges and upload on company's website, every six months as and when the Regulation 23 become applicable to the company as per Regulation 15(2) of SEBI Listing Regulations.

The Company shall provide disclosure on 'Loans and advances' in the nature of loans to firms/companies in which directors are interested by name and amount' in the Corporate Governance Report.

## **7. 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 in accordance with this Policy prior to its consummation, the matter shall be reviewed by the Audit Committee. The Audit Committee 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 shall also examine the facts and circumstances pertaining to the failure of reporting such related party transaction to the Audit Committee under this Policy and failure of the internal control systems and shall take any such action it deems appropriate.



In any case, where the Audit Committee determines not to ratify a related party transaction that has been commenced without approval, the Audit Committee, as appropriate, may direct additional actions including, but not limited to, discontinuation of the transaction or seeking the approval of the shareholders, payment of compensation by the defaulting person (as may be decided by the Audit Committee) to the related party or the Company as the case may be, etc. In connection with any review/approval of a related party transaction, the Audit Committee has authority to modify or waive any procedural requirements of this Policy.

## **8. REVIEW OF THE POLICY**

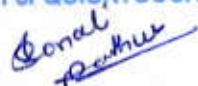
The adequacy of this Policy shall be reviewed and reassessed by the Committee periodically and at least once in three years and appropriate recommendations shall be made to the Board to update the Charter based on the changes that may be brought about due to any regulatory amendments or otherwise.

## **9. COMPLIANCE RESPONSIBILITY**

Compliance of this Policy shall be the responsibility of the Managing Director and the Company Secretary of the Company who shall have the power to ask for any information or clarifications from the management in this regard.

**For and on Behalf of the Board**  
**Quicktouch Technologies Limited**

For QUICKTOUCH TECHNOLOGIES LTD.



**Sonali Mathur** Director/Auth. Signatory

**Company Secretary**

**M.No: A62205**

**Date: 30.05.2022**

**Place: New Delhi**