



Neeraj Paper Marketing Ltd.

CIN: L74899DL1995PLC066194 GSTIN: 07AAACN0196P1Z3

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| Document Name | Related Party Transaction Policy |
| Company | Neeraj Paper Marketing Limited. |
| Updated on | w.e.f 13 th February, 2026 |

RELATED PARTY TRANSACTION POLICY

1. PREAMBLE

The Board of Directors (the "Board") of Neeraj Paper marketing Limited (the "Company") has adopted this Policy upon the recommendation of the Audit Committee and the said Policy includes the materiality threshold and the manner of dealing with Related Party Transactions ("Policy") in compliance with the requirements of Section 188 of the Companies Act, 2013 and Regulation 23 of the Securities Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015. Amendments, from time to time, to the Policy, if any, shall be considered by the Board based on the recommendations of the Audit Committee. This Policy applies to transactions between the Company and one or more of its Related Parties. It provides a framework for governance and reporting of Related Party Transactions including material transactions

2. OBJECTIVE

This Policy is intended to ensure due and timely identification, approval, disclosure and reporting of transactions between the Company and any of its Related Parties in compliance with the applicable laws and regulations as may be amended from time to time. The provisions of this Policy are designed to govern the approval process and disclosure requirements to ensure transparency in the conduct of Related Party Transactions in the best interest of the Company and its shareholders and to comply with the statutory provisions in this regard.

3. DEFINITIONS

"Audit Committee or Committee" means the Committee of the Board constituted from time to time under the Regulation 18 of Securities Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 and Section 177 of the Companies Act, 2013.

"Board" means the Board of Directors as defined under the Companies Act, 2013.

"Key Managerial Personnel" means Key Managerial Personnel as defined under the Companies Act, 2013.

"Material modification(s)" means any modification made in the terms and conditions of any ongoing or proposed Related Party Transaction, as originally approved by the Audit Committee and/ or shareholders, as the case may be, having significant impact on the nature, value, tenure, exposure, or likely financial impact of such transaction. Provided further that the following shall not be considered as material modification(s):-

- (a) modifications which may be mandated pursuant to any change in law or constitution of parties
- (b) modifications pursuant to and in accordance with the terms of the approved transaction/contract, whether with or without mutual consent of parties, as the case may be.
- (c) Modifications which are purely technical and do not result in substantive change or alteration of rights, interest and obligations of any of the parties.

Modifications uniformly affected for similar transactions with unrelated parties The Audit Committee is empowered to define the material modifications from time to time.

(a) **"Material Related Party Transactions"** means:-

- (a) A transaction with a related party shall be considered material, if the transaction(s) to be entered into individually or taken together with previous transactions during a financial year, exceeds the thresholds as specified in Regulation 23 of SEBI Listing Regulations read with Schedule XII of these regulations.;
- (b) a transaction involving payments made to a Related Party with respect to brand usage or royalty if the transaction(s) to be entered into individually or taken together with previous transactions during a financial year, exceed 5 (Five) percent of the annual consolidated turnover of the Company as per the last audited financial statements of the Company.

"Words and expressions used but not defined in this Policy shall have the same meaning as respectively assigned to them, in the Companies Act, 2013 and Rules framed thereunder and Listing Regulations, as amended, from time to time.

"Related Party" a means related party as defined under the Companies Act, 2013 read with Regulation 2(1) (zb) of the Securities Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015, as amended from time to time.

"Related Party Transaction" means as defined under Regulation 2(1) (zc) of the Securities Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015, as amended, and a transaction with related party as specified in clause (a) to (g) of sub section 1 of Section 188 of Companies Act, 2013.

"Relative" means a relative as defined under Section 2 (77) of Companies Act, 2013 and Regulation 2(1) (zd) of the Securities Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015.

"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.

The terms **Director, Chief Financial Officer, Company Secretary**, shall have the same meaning as assigned under the Companies Act, 2013.

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

Industry Standards: shall mean the Industry Standards on 'Minimum information to be provided for Review of the Audit Committee and Shareholders for Approval of Related Party Transaction as notified by SEBI vide its circular dated February 14, 2025.

4. POLICY

The Audit Committee shall review and approve all Related Party Transactions and subsequent Material Modifications based on this Policy.

All proposed Related Party Transactions and subsequent Material Modifications must be reported to the Audit Committee for prior approval by the Committee in accordance with this Policy. In the case of frequent / regular / repetitive transactions which are in the normal course of business of the Company, the Committee may grant standing pre – approval / omnibus approval, details whereof are given in a separate section of this Policy.

In exceptional cases, where a prior approval is not taken due to an inadvertent omission or due to unforeseen circumstances, the Committee may ratify the transactions in accordance with this Policy.

4.1 IDENTIFICATION OF RELATED PARTY TRANSACTIONS

The Compliance Officer shall maintain a list of Related Parties as defined in Section 2(76) of the Act, read with the Companies (Specification of Definitions Details) Rules, 2014 and under the applicable accounting standards.

- The Compliance Officer would collate list of related party transactions as follows:
 1. Continuing RPTs as per the disclosure made in Company's financial statements;
 2. Transactions which are likely to be entered into with each related party and estimated value of such transactions before the beginning of each financial year to obtain necessary approvals in accordance with this Policy.
- Each Director and Key Management Personnel shall disclose 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 the persons, entities in which he or she is interested, whether directly or indirectly.
- Each director and Key Management Personnel shall provide declaration, at the time of appointment, beginning of every financial year and whenever there is any change in the disclosure so made of:
 1. its relatives
 2. firms in which such Director/ Manager or his relative is a partner
 3. private Companies in which a Director or Manager or his relative is a member or director
 4. public companies in which a Director or manager is a Director and holds along with the relatives more than 2% of the paid-up share capital

Every Director and Key Managerial Personnel will be responsible for providing a declaration in the format as per in Form MBP-1 containing the following information to the Company Secretary on an annual basis:

1. Names of his / her Relatives;
2. Partnership firms in which he / she or his / her Relative is a partner;
3. Private Companies in which he / she is a member or Director;
4. Public Companies in which he / she is a Director and holds along with his/her Relatives more than 2% of paid up share capital;
5. Any Body Corporate whose Board of Directors, Managing Director or Manager is accustomed to act in accordance with his / her advice, directions or instructions; and
6. Persons on whose advice, directions or instructions, he / she is accustomed to act (other than advice, directions or instructions obtained from a person in professional capacity).

Every Director and the Key Managerial Personnel will also be responsible to update the Company Secretary of any changes in the above relationships, directorships, holdings, interests and / or controls immediately on him / her becoming aware of such changes.

The Company Secretary shall be responsible to maintain an updated database of information pertaining to Related Parties reflecting details of –

1. All Directors and Key Managerial Personnel;
2. All individuals, partnership firms, companies and other persons as declared and updated by Directors and Key Managerial Personnel;
3. Company's holding company, subsidiary companies and associate companies;
4. Subsidiaries of holding company;
5. Director or Key Managerial Personnel of the holding company or their Relatives, and
6. Any other entity which is a Related Party as defined under Section 2(76) of the Companies Act, 2013 read with Regulation 2(1) (zb) of the Securities Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 or the relevant Accounting Standard.

The database shall be updated whenever necessary and shall be reviewed at least once a year jointly by the Company Secretary and Chief Financial Officer. The functional / business heads / Chief Financial Officer /Company Secretary/ shall have access to the updated database.

Every Director, Key Managerial Personnel, Functional / Business heads / Chief Financial Officer will be responsible for providing prior Notice to the Company Secretary of any potential Related Party Transaction. They will also be responsible for providing additional information about the transaction that the Board / Committee may request, for being placed before the Committee and the Board.

The Company Secretary in consultation with the Chief Financial Officer may refer any potential related party transaction to any external legal/transfer pricing expert and the outcome or opinion of such exercise shall be brought to the notice of the Audit Committee. Based on this Notice, the Company Secretary will take it up for necessary approvals under this Policy.

4.2 REVIEW AND APPROVAL OF RELATED PARTY TRANSACTION

All Related Party Transactions and subsequent Material Modifications shall be subject to the prior approval of the Audit Committee.

4.2.1 CONSIDERATION BY THE COMMITTEE IN APPROVING THE PROPOSED TRANSACTIONS

The Company shall place all information, as prescribed under the Companies Act, 2013, SEBI Listing Regulations, including the information pursuant to the Industry Standards and circulars issued by SEBI from time to time, before the Audit Committee and Shareholders, as applicable, for their approval/ ratification.

The members of the Audit Committee, who are Independent Directors, may ratify related party transactions within three months from the date of the transaction or in the immediate next meeting of the Audit Committee, whichever is earlier, subject to such conditions as mentioned in sub-regulation (2) of Regulation 23 of SEBI Listing Regulations.

While considering the arm's length nature of the transaction, the Committee shall take into account the facts and circumstances as were applicable at the time of entering into the transaction with the Related Party. The Committee shall take into consideration that subsequent events (i.e., events after the initial transactions have commenced) like evolving business strategies / short term commercial decisions to improve / sustain market share, changing market dynamics, local competitive scenario, economic / regulatory conditions affecting the global / domestic industry, may impact profitability but may not have a bearing on the otherwise arm's length nature of the transaction.

4.2.2 STANDING PRE-APPROVAL / OMNIBUS APPROVAL BY THE COMMITTEE

The Audit Committee may grant omnibus approval for the proposed Related Party Transactions be entered into by the Company subject to the following conditions:

- The Audit Committee shall lay down the criteria for granting omnibus approval in line with the Policy and such approval shall be applicable in respect of transactions which are repetitive in nature (in past or in future);
- The Audit Committee shall satisfy itself regarding the need for such omnibus approval and that such approval is in the interest of the Company;
- Such omnibus approval shall specify the following:
 - a. Name of the related party
 - b. Nature of the transaction
 - c. Period of the transaction
 - d. Maximum amount of the transactions that can be entered into
 - e. Indicative base price / current contracted price and formula for variation in price, if any
 - f. Such other conditions as the Audit Committee may deem fit.
- In cases where the need for Related Party Transaction cannot be foreseen and details as required above are not available, the Audit Committee may grant omnibus approval for such transactions subject to their value not exceeding Rs. 1 crore per transaction.
- Such omnibus approvals shall be valid for a period not exceeding one year and shall require fresh approvals after the expiry of one year. However, the Audit Committee shall review, on a quarterly basis, the details of Related Party Transaction(s) entered into by the Company pursuant to each of the omnibus approval given.
- Omnibus approval shall not be made for transactions in respect of selling or disposing of the undertaking of the company.

4.2.3 APPROVAL BY THE BOARD

If the Committee determines that a Related Party Transaction should be brought before the Board, or if the Board in any case elects 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 at a meeting 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.

4.2.4 APPROVAL OF MATERIAL RELATED PARTY TRANSACTIONS

All Material Related Party Transactions and subsequent Material Modifications shall require approval of the shareholders through Ordinary resolution and no Related Party shall vote on such resolution.

4.2.5 TRANSACTIONS NOT IN ORDINARY COURSE OF BUSINESS OR NOT AT ARM'SLENGTH

All Related Party Transactions and subsequent Material Modifications in excess of the limits prescribed under the Companies Act, 2013 and Securities Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 , which are not in the Ordinary Course of Business or not at Arms' Length shall also require the prior approval of the shareholders through Ordinary resolution and no Related Parties shall vote on such resolution.

4.2.6 RELATED PARTY TRANSACTIONS NOT PREVIOUSLY APPROVED

In the event the Company becomes aware of a Related Party Transaction that has not been approved or ratified under this Policy, the transaction shall be placed as promptly as practicable before the Committee or Board or the Shareholders as may be required in accordance with this Policy for review and ratification.

The Committee or the Board or the Shareholders shall consider all relevant facts and circumstances respecting such transaction and shall evaluate all options available to the Company, including but not limited to ratification, revision, or termination of such transaction, and the Company shall take such action as the Committee deems appropriate under the circumstances.

4.3 DISCLOSURE AND REPORTING OF RELATED PARTY TRANSACTIONS

Contracts or arrangements approved not in the ordinary course of business or at arm's length and subsequent Material Modifications entered into by the Company shall be disclosed to in the Board's report to the shareholders along with justification for entering into such transaction. The Company Secretary and the Chief Financial Officer shall be, responsible for such disclosure. The Company Secretary shall also make necessary entries in the Register of Contracts required to be maintained under the Companies Act, 2013.

5. SCOPE LIMITATION

In the event of any conflict between the provisions of this Policy and of the Regulations of SEBI (LODR) 2015/ Companies Act, 2013 or any other statutory enactments, rules, the provisions of such Regulation / Companies Act, 2013 or statutory enactments, rules shall prevail over this Policy.

6. DISSEMINATION OF POLICY

Either this Policy or the important provisions of this policy shall be disseminated to all functional and operational employees and other concerned persons of the Company and website of the Company.

The policy was approved by its board of directors at its Meeting held on 12th February, 2016 and modified on 13th February, 2019 and 14th February, 2022 and 13th February, 2026.

**SCHEDULE
LIST OF RELATIVES**

| No. | Relationship | Full Name | Address | Shareholding in Neeraj marketing Paper Limited |
|------------|---------------------------------|------------------|----------------|---|
| 1 | Spouse | | | |
| 2 | Father (including Step-Father) | | | |
| 3 | Son (including Stepson) | | | |
| 4 | Daughter | | | |
| 5 | Daughter's Husband | | | |
| 6 | Brother(Including Step-Brother) | | | |
| 7 | Sister (Including Step-Sister) | | | |
| 8 | Mother (including Step-Mother) | | | |
| 9 | Son's Wife | | | |
| 10 | Members of HUF | | | |