

## DIVIDEND DISTRIBUTION POLICY

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<i>Dividend Distribution Policy</i> .....	1
1. <i>Background</i> .....	1
2. <i>Objectives</i> .....	1
3. <i>Definitions</i> .....	2
4. <i>Category of Dividends</i> .....	2
5. <i>Circumstances under which Shareholders may or may not expect Dividend</i> .....	2
6. <i>Parameters to be considered before recommending Dividend</i> .....	3
7. <i>Utilization of retained earnings</i> .....	4
8. <i>Parameters that shall be adopted with regard to various classes of shares</i> .....	4
9. <i>Conflict in Policies</i> .....	4
10. <i>Amendment</i> .....	4

### 1. BACKGROUND

The Securities and Exchange Board of India (“SEBI”) vide its notification dated 05 May 2021 has amended the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), making it mandatory for the top 1000 (One Thousand) listed companies based on the market capitalization (calculated as on 31 March of every financial year) to formulate a Dividend Distribution Policy, which will be disclosed in their annual report and on their website.

TBO Tek Limited (“Company”) has framed its Dividend Distribution Policy (“Policy”) in compliance with the SEBI Listing Regulations. This Policy has been approved by the board of directors (“Board”) of the Company at its meeting held on November 24, 2021 and shall be effective on and from November 24, 2021.

### 2. OBJECTIVES

The objective of this Policy is to establish the parameters (including internal and external factors) to be considered by the Board before declaring or recommending Dividend. Through this Policy, the Company will endeavor to maintain fairness, consistency and sustainability while distributing profits to the shareholders of the Company.

The Policy also sets out the circumstances and different factors for consideration by the Board at the time of taking a decision on distribution of or retention of profits, in the interest of providing transparency to the shareholders.

### 3. DEFINITIONS

“**Act**” shall mean the Companies Act, 2013 & rules made thereunder;

“**Applicable Laws**” shall mean the Act and rules made thereunder, the SEBI Listing Regulations, as amended from time to time, together with the circulars issued thereunder; and such other acts, rules or regulations which deals with the distribution of Dividend;

“**Board**” shall mean the board of directors of the Company; and

“**Dividend**” shall mean and include interim dividend and final dividend.

***Note:** Words and expressions used and not defined in this Policy but defined in the Act or Applicable Laws shall have the same meaning respectively assigned to them in those Acts/Applicable Laws.*

### 4. CATEGORY OF DIVIDENDS

The Act provides for two forms of Dividend - Final & Interim. The Board shall have the power to recommend final dividend to the shareholders for their approval in the general meeting of the Company. The Board shall have the absolute power to declare interim dividend during the financial year, as and when they consider it fit.

- (a) **Final Dividend:** The final dividend is paid once for the financial year after the annual accounts are prepared. The Board of the Company has the power to recommend the payment of final dividend to the shareholders in a general meeting. The declaration of final dividend shall be included in the ordinary business items that are required to be transacted at the Annual General Meeting.
- (b) **Interim Dividend:** This form of dividend can be declared by the Board one or more times in a financial year as may be deemed fit by it. The Board of the Company would declare an interim dividend, as and when considered appropriate, in line with this Policy. Normally, the Board could consider declaring an interim dividend after finalization of quarterly (or half yearly) financial accounts.

### 5. CIRCUMSTANCES UNDER WHICH SHAREHOLDERS MAY OR MAY NOT EXPECT DIVIDEND

The decision regarding Dividend payout is an important decision as it determines the amount of profit to be distributed among shareholders and amount of profit to be retained in business. Hence, the shareholders of the Company may expect Dividend only if the Company is having adequate profits after complying with all other statutory requirements under the Applicable Laws.

The shareholders of the Company may not expect Dividend in the following circumstances, subject to the discretion of the Board:

- (a) in case of inadequacy of profits or whenever the Company has incurred losses;
- (b) whenever the Company undertakes or proposes to undertake a significant expansion project requiring higher allocation of capital;

- (c) whenever the Company undertakes any acquisitions or joint arrangements requiring significant allocation of capital;
- (d) significantly higher working capital requirement affecting free cash flow;
- (e) whenever the Company proposes to utilize surplus cash for buy-back of securities or setting off of previous year losses or losses of its subsidiary/ies; and
- (f) in case being prohibited to recommend/declare Dividend by any regulatory body; and
- (g) Any other reason which the Board may deemed fit.

The Board may not declare or recommend Dividend for a particular period if it is of the view that it would be prudent to conserve capital for the then ongoing or planned business expansion or other factors which may be considered by the Board. The statement of the Policy does not in any way restrict the right of the Board to use its discretion in the recommendation of the Dividend to be distributed in the financial year and the Board reserves the right to depart from the Policy as and when circumstances so warrant. Given the uncertainties, prospective or present investors are cautioned not to place undue reliance on any of the forward-looking statements in the Policy, if any.

Provided that, if the Company proposes to declare Dividends, on the basis of parameters in addition to the parameters mentioned in the Policy, or proposes to amend the Policy, it shall disclose such changes along with a rationale in its annual report and on its website.

#### **6. PARAMETERS TO BE CONSIDERED BEFORE RECOMMENDING DIVIDEND**

The Board shall consider the following financial / internal parameters while declaring or recommending Dividend to shareholders:

- (a) Profits earned and available for distribution during the financial year;
- (b) Accumulated reserves including retained earnings;
- (c) Earnings outlook for next 3 (Three) to 5 (Five) years;
- (d) Expected future capital / expenditure requirements of the Company;
- (e) Organic growth plans / expansions;
- (f) Long term investment proposed, capital restructuring, debt reduction etc;
- (g) Cost of raising funds from alternate sources;
- (h) Crystallization of contingent liabilities of the Company;
- (i) Net profit earned during the financial year as per the consolidated financial statements;
- (j) Cash flows;
- (k) Current and projected cash balance;
- (l) Debt repayment schedules, if any;
- (m) Impact of Dividend payout on Company's return on equity, while simultaneously maintaining prudent and reasonably conservative leveraging in every respect viz. interest coverage, debt service coverage ratio (DSCR), EBITDA and net debt;
- (n) Fund requirement for contingencies and unforeseen events with financial implications;
- (o) Past Dividend trend including Interim dividend paid, if any; and
- (p) Any other relevant factors and material events.

The Board shall consider the following external parameters while declaring or recommending Dividends to shareholders:

- (a) Significant changes in macro-economic environment materially affecting the business in which the Company is engaged in the geographies in which the Company operates.
- (b) Introduction of new regulatory requirements or material changes in existing taxation or regulatory requirements, which significantly affect the business in which the Company is engaged.
- (c) Technological changes which necessitate significant new investments in any of the businesses in which the Company is engaged.
- (d) Other factors like statutory and contractual restrictions.

#### **7. UTILIZATION OF RETAINED EARNINGS**

Retained earnings shall be utilized in a manner which is beneficial to the interests of the Company and also its shareholders. The retained earnings may be utilized by the Company for making investments for future growth and expansion plans, for the purpose of generating higher returns for the shareholders or for any other specific purpose, as approved by the Board of the Company. In absence of any viable growth opportunity (organic / inorganic), the Company shall utilize retained earnings for reducing its debt obligations. In absence of the opportunity to utilize retained earnings in any of the above options, as an exception, the Board shall use the larger portion of profits to distribute amongst the shareholders as Dividend.

#### **8. PARAMETERS THAT SHALL BE ADOPTED WITH REGARD TO VARIOUS CLASSES OF SHARES**

The Company has issued only one class of shares viz. equity shares. Parameters for Dividend payments in respect of any other class of shares will be as per the respective terms of issue and in accordance with the Applicable Laws and will be determined, if and when the Company decides to issue other classes of shares.

#### **9. CONFLICT IN POLICIES**

In the event of any conflict between this Policy and the provisions contained in Applicable Laws and/or any other laws, the provisions of Applicable Laws and/or any other laws, as the case may be, shall prevail.

#### **10. AMENDMENT**

Any change in the Policy shall be approved by the Board. The Board shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding. Any subsequent amendment/modification in Applicable Laws and/or any other laws in this regard shall automatically apply to this Policy.