

# **Remuneration Policy for Directors, Key Managerial Personnel and other employees**

## **1. Introduction**

Crown Tours Limited (CTL) recognizes the importance of aligning the business objectives with specific and measurable individual objectives and targets. The Company has therefore formulated the remuneration policy for its Directors, Key Managerial Personnel and other employees keeping in view the following objectives:

- a. Ensuring that the level and composition of remuneration is reasonable and sufficient to attract, retain and motivate, to run the company successfully.
- b. Ensuring that relationship of remuneration to performance is clear and meets the performance benchmarks.
- c. Ensuring that remuneration involves a balance between fixed and incentive pay reflecting short and long term performance objectives appropriate to the working of the company and its goals.

## **2. Scope and Exclusion:**

This Policy sets out the guiding principles for the Human Resources, Nomination and Remuneration Committee for recommending to the Board the remuneration of the directors, key managerial personnel and other employees of the Company.

## **3. Terms and References:**

In this Policy, the following terms shall have the following meanings:

- a. "Director" means a director appointed to the Board of the Company.
- b. "Key Managerial Personnel" 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 as may be prescribed under the Companies Act, 2013
- c. "Nomination and Remuneration Committee" means the committee constituted by CTL's Board in accordance with the provisions of Section 178 of the Companies Act, 2013 and provisions of the Equity Listing Agreement whenever be applicable on the Company.

## **3. Policy**

### **Remuneration to the Whole Time Director/Managing Director:**

The Whole Time Director/Managing Director shall be eligible for remuneration as may be approved by the Shareholders of the Company on the recommendation of the Committee and the Board of Directors. The break-up of the pay scale, quantum of perquisites including Housing Facility, Medical Reimbursement, Leave Travel Concession, Club Fess etc shall be decided and approved by the Board on the recommendation of the Committee and shall be within the overall remuneration approved by the shareholders.

### **Remuneration to Non- Executive/ Independent Director:**

#### **Sitting Fees:**

The Non-executive/ Independent Directors of the Company shall be paid sitting fees, if any, as per the applicable Regulations and no sitting fee shall be paid to Executive Directors. The quantum of sitting fees will be determined as per the recommendation of Nomination and Remuneration Committee and approved by the Board of Directors of the Company.

**Profit Linked Commission:**

The profit –linked Commission shall be paid when profits shall be adequate and within the monetary limit approved by the shareholders of the Company subject to the same not exceeding 1% of the net profits of the Company computed as per applicable provisions of the Regulations.

**Stock Options:**

Pursuant to the provisions of the Act, an Independent Director shall not be entitled to any stock option of the Company.

**Remuneration to Key Managerial Personnel and Other Employees of the Company:**

The remuneration is paid monthly to Key Managerial Personnel and other employees of the Company shall be paid monthly remuneration as per the Company’s HR policies and/ or as may be approved by the Committee. The break-up of the pay scale and quantum of perquisites including employer’s contribution to P.F, pension scheme, etc. as per the Company’s HR policies.

**Minimum Remuneration:** If, in any financial year, the Company has no profits or its profits are inadequate, the Company shall pay remuneration to its Managerial Person in accordance with the provisions of Schedule V of the Act, and if it is not able to comply with such provisions, with the prior approval of the Central Government.

**Provisions for excess remuneration:** If any Managerial Person draws or receives, directly or indirectly by way of remuneration any such sums in excess of the limits prescribed under the Act, or without the prior sanction of the Central Government, where required, he / she shall refund such sums to the Company and until such sum is refunded, hold it in trust for the Company. The Company shall not waive recovery of such sum refundable to it unless permitted by the Central Government.

#### **4. The Company Board Membership**

**Directors**

The Company shall take into account following points:

- a) Director must have relevant experience in Finance/ Law/ Management/ Sales/ Marketing/ Administration/ Research/ Corporate Governance/ Technical Operations or the other disciplines related to company’s business.
- b) Director should possess the highest personal and professional ethics, integrity and values.
- c) Director must be willing to devote sufficient time and energy in carrying out their duties and responsibilities.

**Independent Director**

Independent Director is a director who has no direct or indirect material relationship with the Company or any of its officers, other than as a director or shareholder of the Company.

Independent Director shall meet all criteria specified in Section 149(7) of the Companies Act, 2013 and rules made thereunder and Clause 49 of the Listing Agreement entered into with BSE Limited