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## **DIVIDEND DISTRIBUTION POLICY**

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Under Regulation 43A of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**LODR**”)

## **DIVIDEND DISRIBUTION POLICY**

### **I. BACKGROUND AND APPLICABILITY:**

Regulation 43A of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”), as amended by the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) (Second Amendment) Regulations, 2021 makes it mandatory for the top 1000 listed entities based on market capitalization (calculated as on March 31 of every financial year) to formulate a Dividend Distribution Policy, which shall be disclosed on the website of the listed entity and a weblink will be provided in their annual reports.

Accordingly, the Board of Directors of Smartworks Coworking Spaces Limited has formulated and approved the Dividend Distribution Policy of the Company subject to amendment from time to time.

This policy sets out the parameters and circumstances that will be taken into account by the Board of Directors of the Company in regard to distribution of dividend to its shareholders and/or retention of profits and also to provide clarity to the stakeholders on the dividend distribution strategies of the Company.

### **II. DEFINITIONS:**

- a) “**Listed Entity / The Company**” means “**Smartworks Coworking Spaces Limited**”.
- b) “**Policy**” means Dividend Distribution Policy, as amended from time to time;
- c) “**Board**” shall mean the Board of Directors of the Company.
- d) “**Act**” shall mean the Companies Act, 2013 and Rules thereunder (including any statutory modification or amendment or re-enactment thereof for the time being in force).
- e) “**Dividend**” shall have the meaning as defined under Section 2(35) of the Act and includes any interim Dividend.
- f) “**Stock Exchange**” shall mean a recognized Stock Exchange as defined under Securities and Exchange Board of India Act, 1992 (including any statutory modification or amendment or re-enactment thereof for the time being in force) where the equity shares of the Company are listed.
- g) “**Website**” means [www.smartworksoffice.com](http://www.smartworksoffice.com) or any modification thereof.

Words and expressions used and not defined in this Policy shall have the meaning ascribed to them in the SEBI Listing Regulations, the Securities and Exchange Board of India Act, 1992, as amended, the Securities Contracts (Regulation) Act, 1956, as amended, the Depositories Act, 1996, as amended, or the Companies Act and rules and regulations made thereunder.

### **III. PREAMBLE:**

Dividend is the payment made by a Company to its shareholders, in the form of distribution of its profits. The profits earned by the Company can either be retained in business or utilized for acquisitions, expansion or diversification, or it can be distributed to the shareholders. The

Company may choose to retain a part of its profits and distribute the balance among its shareholders as dividend. This Policy aims to reconcile between all these needs.

The Policy establishes the principles to ascertain amounts that can be distributed to shareholders as dividend by the Company as well as enable the Company strike balance between pay-out and retained earnings, in order to address future needs of the Company. It lays down various parameters which shall be considered by the Board of Directors of the Company before recommendation/declaration of dividend to its shareholders.

#### **IV. CATEGORY OF DIVIDENDS**

The Companies Act, 2013 provides for two forms of Dividend-Interim & Final. The Board of Directors shall have the power to recommend final dividend to the shareholders for their approval in the general meeting of the Company. The Board of Directors shall have the absolute power to declare interim dividend during the financial year, as and when they consider it fit.

##### **i. Final Dividend**

The Board of Directors of the Company has the power to recommend the payment of Final Dividend to the shareholders in a general meeting, which shall be paid once for the financial year after the annual accounts are prepared. The declaration and payment of such Final dividend shall be subject to the approval of shareholders of the Company and shall be included in the ordinary business items that are required to be transacted at the Annual General Meeting.

##### **ii. Interim Dividend**

The Board of Directors of the Company, in accordance with Article of Association of the Company and the applicable provisions of Companies Act and rules made thereunder, can declare an interim dividend during the any current financial year, as and when considered appropriate, in line with this policy.

#### **V. DECLARATION AND PAYMENT OF DIVIDEND**

Subject to the provisions of the Companies Act, Dividend shall be declared or paid only out of-

##### **i. Current financial year's profit:**

- a. after providing for depreciation in accordance with law; and
- b. after transferring to reserves such percentage of profits as may be prescribed or as may be otherwise considered appropriate by the Board at its discretion.

##### **ii. The profits for any previous financial year(s):**

- a. after providing for depreciation in accordance with law; and
- b. remaining undistributed; or

##### **iii. Out of i) & ii) both.**

The Board may, at its discretion, declare a Special Dividend under certain circumstances such as extraordinary profits from sale of investments.

**VI. CIRCUMSTANCES UNDER WHICH THE SHAREHOLDERS OF THE COMPANY MAY OR MAY NOT EXPECT DIVIDEND**

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 Board of Directors of the Company, while declaring or recommending dividend shall ensure compliance with statutory requirements under applicable laws including the provisions of the Companies Act, 2013 and SEBI (LODR) Regulations, 2015. Subject to discretion of the Board,

Some conceivable circumstances under which the shareholders of the Company may not expect dividend are:

- (a) In the event of a growth opportunity where the Company may be required to allocate a significant amount of capital.
- (b) In the event of higher working capital requirement for business operations or otherwise.
- (c) In the event of inadequacy of cash flow available for distribution.
- (d) In the event of inadequacy or absence of profits.
- (e) whenever the Company undertakes or proposes to make any decision with regard to any acquisition(s), amalgamation(s), merger, joint venture(s), new product(s) launch which require significant capital outflow
- (f) 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
- (g) whenever declaration of dividend is prohibited by any regulatory body
- (h) Any Adverse market conditions and business uncertainty
- (i) Any change in the government regulations
- (j) Any other extra ordinary circumstances

**VII. THE FINANCIAL/INTERNAL PARAMETERS THAT SHALL BE CONSIDERED WHILE DECLARING DIVIDEND**

The financial/internal factors which shall be considered by the Board of Directors while recommending/ declaring dividend to the shareholders:

1. Profits of the Company.
2. Past Dividend pattern/trends.
3. Operating Cash flow of the Company.
4. Present and future requirements of the existing business
5. Costs of borrowing of the Company, keeping in view the growth opportunities.
6. Debt obligations of the Company.
7. Funds required to service any outstanding loans.
8. Liquidity and Return Ratios.
9. Provisioning for financial implications arising out of unforeseen events and/or contingencies.
10. Investments in new line(s) of business;

11. Additional investment in subsidiaries, joint ventures and associates of the Company.
12. Corporate actions including mergers/demergers, acquisitions, expansion/modernization of existing businesses/brands
13. Up gradation of/ Investment in technology and physical infrastructure and Expenditure on Research & Development of existing and new product.
14. Restrictions/covenants if any, contained in any lender agreement or any other arrangements.
15. Any other relevant factors as deemed fit by the Board of Directors

#### **VIII. THE EXTERNAL PARAMETERS THAT SHALL BE CONSIDERED WHILE DECLARING DIVIDEND**

The external factors which shall be considered by the Board of Directors while recommending/ declaring dividend to the shareholders:

1. Any significant changes in macro-economic environment affecting India or the geographies in which the Company operates, or the business of the Company or its clients or events in world economy which could reasonably have impact on the Indian economy;
2. Any political, tax and regulatory changes in the geographies in which the Company operates;
3. Any significant change in the business or technological environment resulting in the Company making significant investments to effect the necessary changes to its business model;
4. Any changes in the competitive environment requiring significant investment.
5. Technological changes necessitating significant investments in the businesses
6. Changes in the Government policies, industry specific rulings and regulatory provisions significantly affecting the business.
7. Global conditions
8. Shareholders expectations including individual shareholders.
9. Any other relevant factors which has a significant influence/ impact on the Company's operations.

#### **IX. MANNER OF UTILISATION OF RETAINED EARNINGS**

The Company shall endeavor to utilize retained earnings in a manner which is beneficial to the interests of the Company and also its shareholders. The Company may utilize the retained earnings 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 Directors of the Company.

**X.      PARAMETERS ADOPTED WITH REGARD TO VARIOUS CLASSES OF SHARES**

Dividend would continue to be declared on the face value of the Equity Shares and on per share basis of the Company. 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. Therefore, dividend declared will be distributed amongst all shareholders, based on their shareholding on the record date.

**XI.    REVIEW AND AMENDMENT**

This Policy will be reviewed periodically by the Board, from time to time and the Board can amend this Policy, as and when deemed fit.

**XII.   DISCLOSURE OF THE POLICY**

The Policy shall be disclosed on the website of the Company and the web-link of the same shall be provided in their annual reports.