

DIVIDEND POLICY

SCOPE

The company's Board has the authority and the responsibility for make dividend payments, subject to the approval of the shareholders. The Board has to ensure that while appropriate payments are made to the shareholders the company maintains liquidity for working capital needs and growth. It will be guided by this Policy while making the decisions.

RESPONSIBILITIES

The Board of Directors have complete responsibility

GUIDELINES

1. The company will consider a minimum of 20% of the net profits after tax every year as a guide for dividend payments.
2. The Board will decide the amounts to be paid as dividends after taking into consideration all relevant factors such as profitability, projected profitability and cash flow for the next twelve months, reinvestment needs of the company, level of debts and payables, cash needed for any opportunities, etc.

The dividend payments will normally be made twice a year in January and June.

The January payment will take into account the audited profit after tax for the previous financial year and any interim dividend paid in previous financial year normally in July. This payment will be considered as the final payment for the previous financial year.

The June payment will take into account the un-audited profit for the six months ending March. The June payment will be considered as an interim payment for the current financial year.

3. Based on six months' In-house/ unaudited Results an interim payment of 15% of the net profits after tax will generally be considered. The reasons for using 15% (instead of 20%) include: first six months are normally more profitable, accounts are In-house /unaudited subject to adjustments, unable to project the impact of future events like storms/hurricane, etc. After the year-end audited Results are available the company will try to pay 20% of the net profits after tax for the full year after deducting any amounts already paid based on the six month's Results.
4. The company will not borrow money or increase its level of debts or payables to pay dividends. The company will not borrow money for working capital needs. Borrowing for expansion will be serviced regularly and repaid as soon as possible.
5. The Board will consider all the relevant factors while making the decisions about payment of dividends.

6. The Board will continue to have the sole authority to make recommendations about dividend payments. It will be guided by the principles of prudence and conservatism in making these decisions.

DOCUMENT CONTROL

Date	Prepared By	Approved By	Description
23 May 2016	Sushil Jain	Board	New
08 December 2016	Sushil Jain	Board	Updated paragraph on January and July dividend payment
10 April 2017	Michelle Chong		Change July payment to June
27 August 2020	Michelle Chong		Reviewed and no change required