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Manufacturers of PVC Films & Sheetings

## CODE OF INTERNAL PROCEDURES AND CONDUCT FOR PREVENTION REGULATING, MONITORING AND REPORTING OF INSIDER TRADING

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For AMCO INCIA

#### I. INTRODUCTION:

This code shall be known as "Code of Internal Procedures and Conduct for Prevention, Regulating, Monitoring and Reporting of Insider Trading of Amco India Limited" ("Code") made pursuant to Regulation 12 of the SEBI (Prohibition of Insider Trading) Regulations, 1992 and updated pursuant to Regulation 9 of the SEBI (Prohibition of Insider Trading) Regulations, 2015.

The document embodies the Code of Practices and Procedures for fair Disclosure of Unpublished Price Sensitive Information to be adopted by the Company and followed by its Directors, Officers, Employees and Connected persons. The Code seeks to ensure timely, fair and adequate disclosure of price sensitive information to the investor community by the Company to enable them to take informed investment decisions with regard to the Company's securities.

#### II. DEFINITIONS:

- a. "Act" means the Securities and Exchange Board of India Act, 1992;
- b. "Board" means a Securities and Exchange Board of India.
- "Body Corporate" means a body corporate as defined in section 2(11) of the Companies Act, 2013;
- d. "Compliance Officer" means Company Secretary of the Company and in his absence any other senior officer, designated so and reporting to the Board of Directors as mentioned in the Regulations.
- e. "Dealing in Securities or Trading" means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any Securities, and "trade" shall be construed accordingly.
- f. "Dependent(s)" includes a spouse of a person, and includes parent, sibling, and child of such person or of the spouse, any of whom is either dependent financially on such person, or consults such person in taking decisions relating to trading in securities.
- g. "Designated Employee(s)" shall include all employees (including the employees who are seconded/ transferred/ deputed to other group or affiliated companies from the Company):
  - i. in the grade of Executive Vice President and above;
  - ii. who are Head of Departments;
  - iii. of Finance Department in the grade of Asst. Vice President and above;
  - iv. of Secretarial Department;
  - v. of Strategy/Merger & Acquisitions/Investor Relations Department;
  - vi. of Legal Department;

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vii. who are executive assistants to employees in grade of director and above as well as Executive Directors.

Further, the Designated Employees shall also include the Key Managerial Personnel and the employees of the Indian subsidiaries of the Company (including the employees who are seconded/ transferred/ deputed to other group or affiliated companies from the Indian subsidiary) in the grade of director and above.

- h. "Director(s)" means a Director appointed on the Board of the Company.
- i. "Insider(s)" means any person who is:
  - i. a connected person; or
  - ii. in possession of or having access to unpublished price sensitive information;
- j. "Key Managerial Personnel" means key managerial personnel as defined in the Companies Act, 2013 and includes:
  - i. Chief Executive Officer;
  - ii. Managing Director;
  - iii. Manager;
  - iv. Company Secretary;
  - v. Whole-Time Director;
  - vi. Chief Financial Officer.
- k. "Promoter" shall have the meaning assigned to it under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009 or any modification thereof;
- L "Regulations" means SEBI (Prohibition of Insider Trading) Regulations, 2015.
- m. "Securities" means Securities of the Company and shall have the meaning assigned to it under the Securities Contracts (Regulation) Act, 1956 or any modification thereof except units of a mutual fund;
- n. "Unpublished Price Sensitive Information" means any information, relating to a company or its securities, directly or indirectly, that is not generally available which upon becoming generally available, is likely to materially affect the price of the securities and shall, ordinarily including but not restricted to, information relating to the following:
  - i. financial results;
  - ii. dividends:
  - iii. change in capital structure;
  - iv. mergers, de-mergers, acquisitions, delistings, disposals and expansion of business and such other
  - v. changes in key managerial personnel; and

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Explanations: Words and expressions used and not defined in this code but defined in the SEBI (Prohibition of Insider Trading) Regulations, 2015, Securities and Exchange Board of India Act, 1992, the Securities Contracts (Regulation) Act, 1956, the Depositories Act, 1996 or the Companies Act, 2013 and rules and regulations made thereunder shall have the meanings respectively assigned to them in those legislation.

#### III. COMPLIANCE OFFICER:

- a. The Compliance Officer shall be responsible for setting forth policies and procedures and monitoring adherence to the rules for the preservation of unpublished price sensitive information, pre-clearing of all Directors/Key Managerial Personnel/Designated Employees and their Dependents trades (through respective department heads, if any), monitoring of trades and implementation of this Code under the overall supervision of the Board of the Company.
- The Compliance Officer shall maintain a record of the Designated Employees and any changes made in the list of Designated Employees.
- c. The Compliance Officer shall assist all employees Directors and Designated Employees of the Company in addressing any clarification regarding Regulations and the Company's Code.
- d. The Compliance Officer shall report to the Board of Directors and shall provide reports to the Chairman of the Audit Committee of the Company, whenever required.

#### IV. PRESERVATION OF PRICE SENSITIVE INFORMATION:

A. No Director/Key Managerial Personnel/Designated Employee/Connected person shall communicate, provide, or allow access to any Unpublished Price Sensitive Information, relating to the Company or Securities listed or proposed to be listed, to any person including other Insiders except where such communication is in furtherance of the Insider's legitimate purposes, performance of duties or discharge of legal obligations or as permitted in the Regulations.

#### B. Chinese Wall:

i. Areas of the Company which routinely have access to confidential information, shall be considered "inside areas" and be separated from those areas which deal with sale/marketing/investment advice or other departments providing support services, considered "public areas" by a "Chinese Wall".

 The employees in the inside area shall not communicate any Price Sensitive Information to anyone in public area.

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"over the wall" and given confidential information on "need to know" basis criteria in furtherance of their legitimate purposes, performance of duties or discharge of legal obligations.

#### V. PREVENTION OF MISUSE OF PRICE SENSITIVE INFORMATION:

All Directors/ Key Managerial Personnel/Designated Employees/Connected persons of the Company shall be subject to trading restrictions as enumerated below.

#### A. Trading Window:

- i. The Company shall specify a trading period, to be called "trading window", for trading in the Company's Securities. The trading window shall be closed during the time the when the Unpublished Price Sensitive Information is unpublished.
- ii. When the trading window is closed, the Directors/ Key Managerial Personnel /Designated Employees/Connected persons and their Dependents shall not trade in the Company's Securities in such period except where trading plan has been approved by the Compliance Officer.
- iii. The trading window shall be, inter alia, closed at the time of Unpublished Price Sensitive Information which is as:
  - a. Declaration of financial results;
  - b. Declaration of dividends:
  - c. change in capital structure by way of public/rights/preferential issue;
  - d. mergers, de-mergers, acquisitions, delistings, disposals and expansion of business and such other transactions;
  - e. changes in Key Managerial Personnel; and
  - f. material events in accordance with the listing agreement.
- iv. The time for commencement of closing of trading window and re-opening of trading window shall be decided by the Company. However, in any case:
  - unless communicated otherwise, trading window will close at least 48 hours before the Unpublished Price Sensitive Information becomes public.
  - the re-opening of trading window shall not be earlier than 48 hours after the Unpublished Price Sensitive Information becomes public.
- v. All Directors/Key Managerial Personnel/Designated Employees/Connected person of the Company shall conduct all their dealings in the Securities of the Company only in a valid trading window or as per approved trading plan and shall not deal in any transaction involving the purchase or sale of the Company's Securities during the periods when trading window is closed or where there is no pre-approved trading plan, or during any other period as may be specified by the Company from time to time.

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vi. In case of ESOPs, exercise of option may be allowed in the period when the trading window is closed. However, sale of shares allotted on exercise of ESOPs shall not be allowed when trading window is closed.

#### B. Trading Plan:

- Trading plan is a plan under which an Insider can trade in Securities even when trading window is closed. It gives an option to Insiders who may be perpetually in possession of Unpublished Price Sensitive Information and enabling them to trade in Securities in a compliant manner. This provision would enable the formulation of a trading plan by an insider to enable him to plan for trades to be executed in future. By doing so, the possession of Unpublished Price Sensitive Information when a trade under a trading plan is actually executed would not prohibit the execution of such trades that he had pre-decided even before the Unpublished price sensitive information came into being.
- ii. Every Insider shall be entitled to formulate a trading plan and present it to the Compliance Officer for approval and public disclosure pursuant to which trades may be carried out on his behalf in accordance with such plan.
- iii. While presenting the trading plan, following points shall be kept in mind:
  - There must be a gap of 6 months between the public disclosure of plan and commencement of trading.
  - b. In any case, it should be remembered that this is only a statutory cool-off period and would not grant immunity from action if the Insider was to be in possession of the same Unpublished Price Sensitive Information both at the time of formulation of the plan and implementation of the same.
  - c. In any case, trading will not be permitted between the twentieth trading day prior to the last day of any financial period for which results are required to be announced by the Company and the second trading day after the disclosure of such financial results.
  - d. Trading plan shall entail trading for a period of not less than twelve months.
  - e. Trading plan shall not entail overlap of any period for which another trading plan is already in existence.
  - f. Trading plan shall set out either the value of trades to be effected or the number of Securities to be traded along with the nature of the trade and the intervals at, or dates on which such trades shall be effected.
  - g. Trading on the basis of such a trading plan would not grant absolute immunity from bringing proceedings for market abuse.
- iv. While granting the approval, the Compliance Officer shall be entitled to seek such express undertakings as he may think necessary to assess and approve the plan.
- v. The trading plan once approved shall be irrevocable and the Insider shall mandatorily have to implement the plan, without being entitled to either deviate

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from it or to execute any trade in the Securities outside the scope of the trading plan.

Provided that the implementation of the trading plan shall not be commenced if any Unpublished price sensitive information in possession of the Insider at the time of formulation of the plan has not become generally available at the time of the commencement of implementation.

vi. Once the trading plan is approved, the Compliance Officer shall notify the plan to the stock exchanges on which the Securities are listed.

#### C. Pre-clearance of Trades:

- i. All Directors/Key Managerial Personnel/Designated Employees and their Dependents who intend to deal in the Securities of the Company shall pre-clear the intended transactions including those of 'Dependent' in the Securities of the Company as per the pre-dealing procedure described hereunder.
- Such pre clearance of trade would be applicable wherever any Key Managerial Personnel/Designated Employee/his Dependent intends to deal in the Securities of the Company in excess of the minimum threshold limit of market value exceeding Rs. 10,00,000/-. Directors have to pre-clear their all intended transactions irrespective of value or number of Securities involved. Trades of the Compliance Officer which require pre-clearance in terms of the above shall be approved by the Managing Director or any Whole Time Director of the Company.
- iii. An application in "Form I", as prescribed in Schedule I, shall be made to Compliance Officer, after obtaining the approval of departmental head, if any, indicating the estimated number of Securities that Director/ Key Managerial Personnel /Designated Employee intends to deal in and details of depository with which he has a depository account and such other details as may be required by any rule made by the Company in this behalf.
- Iv. An undertaking in "Form I" shall be executed in favour of the Company by such Director/Key Managerial Personnel/ Designated Employee.

#### VI. OTHER RESTRICTIONS:

i. Where any transaction has been approved, the Director /Key Managerial Personnel/ Designated Employee and their Dependents shall execute the order within one week of the clearance of the transaction, and where any transaction has been approved with any additional restrictions, the same shall be executed within the above time in accordance with the additional restrictions specified. If the order is not executed within one week after the approval is given, the

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- Director/Key Managerial Personnel/ Designated Employee must pre-clear the transaction again.
- The Compliance Officer shall have a right to revoke any clearance granted to any transaction or add further additional restrictions to any clearance, before the relevant transaction has been executed.
- iii. In case any transaction has been refused, the Director /Key Managerial Personnel/ Designated Employee and their Dependents shall be free to re-apply for pre-clearance of the transaction, which was refused, to the next higher authority i.e to Managing Director/Whole-Time Director, if Compliance Officer has refused the transaction.
- iv. All Directors/ Key Managerial Personnel/ Designated Employees who buy or sell any number of Securities of the Company shall not enter into a contra trade or opposite transaction i.e. sell or buy any number of Securities during the next six months following the prior transaction.
  - However, buying of shares pursuant to exercising of stock options and then selling of those shares within a period of six months shall not be deemed to a contra trade provided such trade does not violate the Code and the Regulations.
- No Director/ Key Managerial Personnel/ Designated Employee shall take positions in derivative transactions in the Securities of the Company at any time.
- vi. In case the sale of Securities is necessitated by personal emergency, the holding period may be waived by the Compliance Officer/ Managing Director/ Whole-Time Director on recommendation of head of department, if any, after recording in writing his/her reasons in this regard provided such relaxation does not violate the Regulations.

However, if a contra trade is executed, inadvertently or otherwise, in violation of such a restriction, the profits from such trade shall be liable to be disgorged for remittance to the Board for credit to the Investor Protection and Education Fund administered by the Board under the Act.

#### VII. REPORTING REQUIREMENTS:

All Directors / Key Managerial Personnel / Designated Employees/Connected persons are required to forward the following details of their Securities transactions to the Compliance Officer.

#### Initial Disclosure:

a. Every Promoter, Key Managerial Personnel and Director (including the details of their dependants) of the Company shall disclose (as per "Form A" in

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Schedule II) his holding of securities of the Company within 30 days of these regulations taking effect.

b. All Directors/ Key Managerial Personnel shall be required to forward their details (including details of their Dependents) (as per "Form B" in Schedule II) of all holdings in Securities or voting rights by such person to the Compliance Officer at the time of joining of the Company within 7 days of joining/appointment.

#### ii. Continual Disclosure:

#### a. Disclosures by Employees/Directors:

All the employee, Director and every Designated Employee of the Company shall disclose to the Company (as per "Form C" in Schedule II) the number of such Securities acquired or disposed of within two trading days of such transaction if the value of the Securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of Rs. 10,00,000/- (Rupess Ten lakh only) or such other value as may be specified by Board.

The Company shall notify the particulars of such trading to the stock exchange on which the securities are listed within two trading days of receipt of the disclosure or from becoming aware of such information.

#### b. Disclosures by Connected persons:

All Connected persons who for the time being are in possession of Unpublished Price Sensitive Information shall disclose to the Company (as per "Form D" in Schedule II) of the number of such Securities acquired or disposed of within five trading days of such transaction if the value of the Securities traded, whether in one transaction or a series of transactions over one month, aggregates to a traded value in excess of Rs. 5,00,000/- (Rupess Five lakh only).

Explanation 1: The disclosures of trading in Securities shall also include trading in derivatives of Securities and the traded value of the derivatives shall be taken into account.

Explanation 2: It is clarified for the avoidance of doubts that the disclosure of the incremental transactions after any disclosure under this rule, shall be made when the transactions effected after the prior disclosure cross the threshold specified.

iii. The Compliance Officer shall maintain a record of all the declarations given by all promoters, Directors, employees, Designated Employees and Connected persons for a minimum period of five years.

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iv., The Compliance Officer shall place before the chairman of audit committee or in his absence before the Managing Director / CEO or a Committee notified by the Company, on a quarterly basis all the details of the dealing in the Securities of the Company by the Directors, employees, Designated Employees and Connected persons received by him and the accompanying documents that such persons had executed under the pre-dealing procedure as envisaged in this Code, wherever applicable.

#### VIII. PENALTY FOR CONTRAVENTION OF THE CODE:

 Any Director/Key Managerial Personnel/Designated Employee/Connected person who trades in Securities or communicates any information for trading in Securities in contravention of this Code may be penalised and appropriate action may be taken by the Company.

ii. Directors/Key Managerial Personnel/Designated Employees of the Company who violate this Code shall also be subject to disciplinary action by the Company, which may include wage freeze, suspension, render ineligible for future

participation in employee stock option plans, etc.

iii. The action by the Company shall not preclude Board from taking any action in

case of violation of Regulations.

iv. In case the Company observes that there has been a violation of these Regulations, the Company shall inform Board.

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#### SEHEDULE I Form I

The Compli	ance Officer
Amco India	Limited

From: Name: Designation: Department:

Date:

Through: Head of Department (if any)

With reference to the Code of Conduct for Prevention o	f Insider Trading of the	Company, I,
the undersigned, seek your approval to buy/sell as a pri	incipal/agent in	Equity
Shares of the Company, aggregating in value Rs	(approx.)	

#### STATEMENT OF HOLDINGS AT THE TIME OF PRE-CLEARENCE

### I. DETAILS OF SHAREHOLDING OF DIRECTOR/ KEY MANAGERIAL PERSONNEL/ DESIGNATED EMPLOYEES HELD IN THEIR OWN NAME

Name	Designation	Department	No. of Shares Held (with Folio No/DP ID/Client ID)	Transaction for which Approval	Shares to be	Aggregate value of the Transaction (Rs.) (approx.)

#### II. DETAILS OF SHARES HELD BY DEPENDANTS

Name	Designation	Department	No. of Shares Held (with Folio No/DP ID/Client ID)	Nature of Transaction for which Approval is sought [Purchase/Sell/ Others (Pls. Specify)]	No. of Shares to be dealt	value of the
	·					

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Please tick the appropriate case:

I/We hereby declare that I have not purchased any share in last 6 months ( If approval is sought	×
for selling of shares)	
I/We hereby declare that I have not sold any share in last 6 months (If approval is sought for purchase of shares)	
The Shares to be dealt in are allotted under ESOP Scheme of the company and are not subject to lock in period of 6 month.	*
	Signature
	Director/ Key Managerial
	Personnel/ Designated Employee
Name of Department Head	
Signature	
	₽
**In case the sale of securities is necessitated b Managerial Personnel / Designated Employees shall Reasons	
Enclosure: Undertaking:	
POD OFFICE LICE	ONLY
FOR OFFICE USE	
PRE CLEARANCE O	DRDER
This is to inform you that your request fo Shares/Debentures/Other Securities of the Compan transaction must be completed within 7 days from t	y is approved. Please note that the said
Conditions ( if any):	le date of this order.
	ne date of this order.
Date:	For Amco India Limited

Compliance Officer/Managing Director

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### UNDERTAKING

I,	(Name, Designation and Deptt.) residing at
	of dealing in (nos.) of Equity Shares/Pref.  /Debentures/Other Securities (Please specify) as mentioned in my application dated  _ for pre-clearance of the transaction.
As req	iired by the Code, I hereby state that:
a.	I have no access to nor do I have any information that could be construed as "Price Sensitive Information" as defined in the Code upto the time of signing this undertaking;
b.	l am executing the transaction as per duly approved trading plan. (Please delete this clause if not applicable)
	In the event that I have access to or received any information that could be construed as "Unpublished price sensitive information" as defined in the Code, after the signing of this undertaking but before executing the transaction for which approval is sought, I shall inform the Compliance Officer of the Same and shall completely refrain from dealing in the Securities of the company until such information becomes public;
d.	I have not contravened the provisions of the Code as notified by the company from time to time;
e.	I have made full and true disclosure in the matter.
Place: Date:	Signature Name

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### SCHEDULE II FORMA

#### SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7 (1) (a) read with Regulation 6 (2) – Initial disclosure to the company]

Name of the cor	mpany:				
ISIN of the com	ipany:				
	rities held by Pr s mentioned in R		lanagerial Perso	onnel (KMP), D	irector and othe
Name, PAN, CIN/DIN & address with contact nos.	Category of Person (Promoters/ I	CMP coming in	Securities held as on the date of regulation coming into force		% of Shareholding
			ecurity (For eg. – 'arrants, Convertes etc.)		
1	2		3	4	5
6(2)	rsonnel (KMP),	24			1979
	f the Future control elation coming into			the Option Cont lation coming int	
Contract Specifications	units (contracts	Notional value in Rupee terms			Notional value
	* lot size)			* lot size)	in Rupee terms
6	* lot size)	8	9	* lot size)	
	7 Options, notional			10	in Rupee terms

## SCHEDULEII

#### FORM B

### SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7 (1) (b) read with Regulation 6(2) – Disclosure on becoming a director/KMP/Promoter]

Name of the com	npany:				
ISIN of the comp	oany:				
Details of Secur upon becoming Regulation 6(2).	a Promoter of	pointment of Ke	ey Managerial Pe any and other s	rsonnel (KMP) uch persons a	or Director or s mentioned in
Name, PAN, CIN/DIN & Address with contact nos.	Category of Person (Promoters/ KMP / Directors/imm	Date of appointment of Director /KMP OR Date of becoming	Securities held at becoming Promoter/appoint Director/KMP	5	% of Shareholding
W Dr	ediate relative to/others etc.)	Promoter	Type of security (For eg. – Shares Warrants, Convertible Debentures etc.)	No.	
1	2	3	4	5	6
of Insider Tradin Details of Oper Managerial Per and other such	n Interest (OI) sonnel (KMP) o	in derivatives r Director or u	of the company pon becoming a tion 6(2).	held on appoi Promoter of a	ntment of Key listed company
Open Interest of time of becoming Director/KMP			Open Interest of t time of becoming Director/KMP		
Contract specifications	Number of units (contracts * lot size)	Notional value in Rupee terms	and the second of the second o	Number of units (contracts * lot size)	Notional value in Rupee terms
7	8	9	10	11	12
Note: In case of options  Name & Signatu Designation: Date:	8	l value shall be c	calculated based o	n premium plus	strike price of

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Place:

# SCHEDULE II FORM C

SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7 (2) read with Regulation 6(2) – Continual disclosure]

Name of the company: ISIN of the company:				
Details	of change in holding of County's can	AND AND AND AND AND A		

Details of change in holding of Securities of Promoter, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2).

HALLING AND	y of Person (Promot ers/ KMP /	10000	on/dispo			uired/)	Disposed		s held post on/disposal	Date of advice/ acquisi shares/ sale of specify	tion of		Mode of acquisition / disposal (on market/public/ rights/
	s/immed iate relative to/other s etc.)	security	of shareh olding	(For eg.   e ion   security   of   Type   (For eg.   share   s	shareholdi ng		cify		preferential offer / off market/ Inter-se transfer, ESOPs etc.)				
Note: "Se	2	3	4	5	6	7	8	9	10	11	12	13	14

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

Details of trading in derivatives of the company by Promoter, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2).

		to (opecii,	y type or contract,	Futures or Options		Exchange on which the trade was executed
Type of contract	Contract specifications	I	Buy			
	8	Notional Value	Number of units (contracts * lot size)	Notional Value	Number of units (contracts * lot size)	
15	16 of Options, notion	17	1.9	19	20	

Note: In case of Options, notional value shall be calculated based on Premium plus strike price of options.

Name &	Signature
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Designation:

Date:

Place:

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### SCHEDULEII

#### FORM D (Indicative format)

SEBI (Prohibition of Insider Trading) Regulations, 2015 Regulation 7(3) – Transactions by Other connected persons as identified by the company

Details of trading in securities by other connected persons as identified by the company

PAN,	ion with compan y	Securities held prior to acquisition/dispo sal		Securities acquired/Disposed			Disposed	Securities held post acquisition/disposal		Date of allotment advice/ acquisition of shares/ sale of shares specify		Date of intimation to company	Mode of acquisition/dispos al (on market/public/ rights/
		17 TO 18 TO	and % of shareh olding	Type of security (For eg. – Shares, Warran ts, Convert ible Debent ures etc.)		Valu e	(Buy/ Sale/	security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	From	То		Preferential offer / off market/Inter- se transfer, ESOPs etc. )
I NO	2	3	4	5	6	7	8	9	10	11	12	13	14

Note: "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.

#### Details of trading in derivatives by other connected persons as identified by the company

	Trading in	derivatives (Speci	ify type of contract	Futures or Option	ns etc)	Exchange on which the trade was executed
Type of Contract	Contract	В	Buy		Sell	
	specifications	Notional Value	Number of units (contracts * lot size)	Notional Value	Number of units (contracts * lot size)	
15	16	17	18	19	20	21

Note: In case of Options, notional value shall be calculated based on premium plus strike price of options.

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N	2	ź	m	100	

Signature:

Place:

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