



# MADHUCON PROJECTS LIMITED

## Insider Trading Policy

### 1. Introduction

Madhucon Projects Limited (the “Company”) is a public company whose equity shares are listed on National Stock Exchange of India Limited and BSE Limited and subject to the rules and regulations issued by the Securities and Exchange Board of India (SEBI).

This insider trading policy (this “Policy”) aims to define and establish rules & process of the Company with respect to:

- Prevention of Insider trading of securities;
- To ensure there is no violation of SEBI (Prohibition of Fraudulent and Unfair Trade Practices relating to the Securities Market) Regulations, 2003.
- Maintenance of confidentiality of Unpublished Price Sensitive Information; and
- Adherence to SEBI’s applicable guidelines by all Connected Persons or deemed Connected Persons including directors, officers and Designated Persons for prevention of insider trading.

The Board of Directors of the Company have adopted this Insider Trading Policy (the “Policy”) to comply with the SEBI (Prohibition of Insider Trading) Regulations, 2015 (“SEBI Regulations”).

The SEBI Regulations prohibit an Insider from Trading in the securities of a company listed on any stock exchange on the basis of any unpublished price sensitive information.

### 2. The Policy

#### a) Definition

- I. **Compliance Officer** : means any senior officer, designated so and reporting to the board of directors or head of the organization in case board is not there, who is financially literate and is capable of appreciating requirements for legal and regulatory compliance under these regulations and who shall be responsible for compliance of policies, procedures, maintenance of records, monitoring adherence to the rules for the preservation of unpublished price sensitive information, monitoring of trades and the implementation of the codes specified in these regulations under the overall supervision of the board of directors of the listed company or the head of an organization, as the case may be;



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- II. **Connected Person:** shall mean and include- (1.) any person who is or has during the six months prior to the concerned act been associated with a company, directly or indirectly, in any capacity including by reason of frequent communication with its officers or by being in any contractual, fiduciary or employment relationship or by being a director, officer or an employee of the company or holds any position including a professional or business relationship between himself and the company whether temporary or permanent, that allows such person, directly or indirectly, access to unpublished price sensitive information or is reasonably expected to allow such access.
- (2.) Without prejudice to the generality of the foregoing, the persons falling within the following categories shall be deemed to be connected persons unless the contrary is established,
- a. A director of the Company;
  - b. Key Managerial Personnel of the Company;
  - c. An Officer of the Company;
  - d. Any person who is or has been in a contractual or fiduciary or employment relationship at any time in the six month period prior to the date of determining whether that person, as a result of such relationship, was, directly or indirectly, allowed access to UPSI or reasonably expected to be allowed access to UPSI;
  - e. Any person who is or has been in frequent communication with an Officer of the Company at any time in the six month period prior to the date of determining whether that person, as a result of such frequent communication, was, directly or indirectly, allowed access to UPSI or reasonably expected to be allowed access to UPSI;
  - f. An employee of the Company who has access to UPSI or is reasonably expected to have access to UPSI;
  - g. Any person who has a professional or business relationship and that relationship that, directly or indirectly, allows access to UPSI or is reasonably expected to allow access to UPSI;

The persons enumerated below shall be deemed to be Connected Persons if such person has access to UPSI or is reasonably expected to have access to UPSI -

- a. An Immediate Relative of Connected Persons;
- b. A holding company or associate company or subsidiary company;
- c. An intermediary as specified in section 12 of the SEBI Act or an employee or director thereof;
- d. An investment company, trustee company, asset management company or an employee or director thereof;
- e. An official of a stock exchange or of clearing house or corporation;



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### **III. Designated Persons:**

The term “designated person” shall consist of, Connected Persons who are:

- a. Promoters of the Company;
- b. Directors of the Company and its subsidiaries;
- c. Executive Officers of the Company;
- d. Executive Vice Presidents of the Company;
- e. Employees named in the Corporate Organization Chart of the Company from time to time;
- f. All employees in the Finance and Accounts Department, Corporate Planning Department, Legal Department, Enterprise Risk Management Department, above the rank of Job Level (Insert Grade Level with who have access to UPSI)
- g. Executive Secretaries of Directors and Executive Officers of the Company;
- h. Any other Connected Person designated by the Company on the basis of their functional role;
- i. Immediate Relatives of (a) to (h) above;

### **IV. Director**

“Director” shall have the meaning assigned to it under the Companies Act, 2013.

### **V. Generally available information**

“Generally available” information means information that is accessible to the public on a non- discriminatory basis.

### **VI. Immediate Relative**

“Immediate Relative” of a person means a spouse, or the parent, sibling or child of that person or his or her spouse, if they are either dependent financially on such person or consult such person in taking decisions relating to Trading in securities.

### **VII. Insider**

An insider means any person who is:

- a. a Connected Person or
- b. in possession of or having access to UPSI.

### **VIII. Key Managerial Personnel**

“Key Managerial Personnel” shall have the meaning assigned to it under the Companies Act, 2013.

### **IX. Officer**

“Officer” shall have the meaning assigned to it under the Companies Act, 2013.

### **X. Promoter**

“Promoter” shall have the meaning assigned to it under the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009 or any modification thereof.

### **XI. Securities**

“Securities” shall have the meaning assigned to it under the Securities Contracts (Regulations) Act, 1956 or any modification thereof except units of a mutual fund.



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### XII. **Trading**

“Trading” means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities, and “trade” shall be construed accordingly.

XIII. **Unpublished** : means information which is not published by the company or its agents and is not specific in nature. Explanation.—Speculative reports in print or electronic media shall not be considered as published information.

XIV. **Unpublished price sensitive information:** It means any information, which relates directly or indirectly, to the Company or its securities, that is not generally available which upon becoming generally available, is likely to materially affect the price of the securities of the Company. Further, shall mean and include, without limitation, information relating to the following-

- a. Financial results, financial condition, projections or forecasts of the Company;
- b. Dividends (both interim and final);
- c. Change in capital structure;
- d. Mergers, de-mergers, acquisitions, de-listings, disposals and expansion of business and such other transactions;
- e. Changes in the Board of Directors or Key Managerial Personnel; and
- f. Material events in accordance with the listing agreement.

### b) **Prohibition on communicating or procuring UPSI**

An Insider shall not –

- a. communicate, provide, or allow access to any UPSI, relating to the Company or its securities, to any person including other insiders, except to the extent allowed by this Policy;
- b. procure from or cause the communication by an Insider of UPSI, relating to the Company or its securities;

Provided that nothing contained above shall be applicable when an UPSI is communicated, provided, allowed access to or procured:

- a. in furtherance of legitimate purposes, performance of duties or discharge of legal obligations pursuant to appropriate confidentiality and non-disclosure agreements being executed; or
- b. in the event the Board of Directors direct or cause the public disclosure of UPSI in the best interest of the Company; or



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- c. within a group of persons if such persons have been identified and secluded within a “chinese wall” or information barrier by the Compliance Officer from the rest of the Company for a particular purpose or for a specified period of time in furtherance of legitimate purposes, performance of duties or discharge of legal obligations, and are subjected to, among other conditions, additional confidentiality obligations, information barriers designed to prevent exchanges of UPSI outside the “chinese wall”, and the execution of an undertaking by such persons to abstain and / or forego Trading during such seclusion or till the UPSI no longer constitutes UPSI.

### c) **Prohibition on Insider Trading**

An Insider shall not, directly or indirectly, –

- a. Trade in securities that are listed or proposed to be listed when in possession of UPSI;
- b. Trade in securities of the Company except when the Trading Window is open and the Insider is not in possession of UPSI.

Provided the restriction in c (i) above shall not apply to:

- a. a transaction that is an off-market inter-se transfer between Promoters who were in possession of the same UPSI without being in breach of this Policy and both parties had made a conscious and informed trade decision; and
- b. Trades pursuant to a Trading Plan set up in accordance with this Policy.

### d) **Trading Window**

- a. The Compliance Officer shall notify a ‘trading window’ during which the Designated Persons may Trade in the Company’s securities after securing pre-clearance from the Compliance Officer in accordance with this Policy.
- b. Designated Persons shall not Trade in the Company’s securities when the trading window is closed.
- c. The trading window shall generally be closed for all Insiders between the sixteenth 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 disclosure of such financial results.
- d. Additionally, the trading window shall be closed in particular for a Designated Person or class of Designated Persons when the Compliance Officer determines that a Designated Person or class of Designated Persons can reasonably be expected to have possession of UPSI, for such periods as determined by the Compliance Officer.
- e. The trading window may be re-opened after closure, not earlier than 48 hours after the UPSI in question becomes generally available.

### e) **Pre-clearance of trading**

- a. Designated Persons may Trade in the securities of the Company when the trading window is open, after obtaining approval of the Compliance Officer by submitting an application as per Annexure A and an undertaking as per Annexure B.



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- b. The Compliance Officer shall not approve any proposed Trade by Designated Person if the Compliance Officer determines that such Designated Person is in possession of UPSI even though the trading window is open.
  - c. The Compliance Officer may, after being satisfied that the application and undertaking are true and accurate, approve Trading by a Designated Person, on the condition that the Trade so approved shall be executed within seven trading days following the date of approval.
  - d. The Designated Person shall, within two days of the execution of the Trade, submit the details of such Trade to the Compliance Officer as per Annexure C. In case the transaction is not undertaken, a report to that effect shall be filed in the said Form.
  - e. If the pre-cleared Trade is not executed within seven trading days after the approval is given, the Designated Person must secure pre-clearance of the transaction again.
  - f. A Designated Person who Trades in securities without complying with the pre-clearance procedure as envisaged in this Policy or gives false undertakings and/or makes misrepresentations in the undertakings executed by him/her while complying with the pre-clearance procedure shall be subjected to the penalties as envisaged in this Policy.
- f) Additional trading restrictions on Designated Persons**
- a. No Director or Key Managerial Personnel shall enter into derivative transactions in respect of the securities of the Company.
  - b. All Designated Persons who Trade in the securities of the company shall not enter into an opposite transaction during the next six months following the prior transaction. In case of any contra trade be 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 SEBI for credit to the Investor Protection and Education Fund administered by SEBI.
- g) Trading Plan**
- a. A Designated Person shall be entitled to formulate a Trading Plan that complies with the SEBI Regulations (a "Trading Plan") and present it to the Compliance Officer for approval and public disclosure pursuant to which Trades may be carried out in his behalf in accordance with such plan.
  - b. The Compliance Officer shall review and approve the Trading Plan if it complies with the SEBI Regulations and shall disclose the Trading Plan to the stock exchanges.
  - c. The Trading Plan once approved shall be irrevocable and the Designated Person shall mandatorily have to implement the plan, without being entitled to either deviate from it or to execute any trade in the securities outside the scope of the Trading Plan. However, the implementation of the Trading Plan shall not be commenced, if at the time of formulation of the plan, the Designated Person is in possession of UPSI and the said information has not become generally available at the time of the commencement of implementation. The commencement of the Trading Plan shall be deferred until such UPSI becomes generally available information. Further, the Designated Person shall also not be allowed to Trade in securities of the Company, if the date of Trading in securities of the Company, as per the approved Trading Plan, coincides with the date of closure of Trading Window announced by the Compliance Officer.



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### **h) Penalty for Insider Trading**

- a. An Insider who acts in contravention of this Policy shall be liable to have his services or relationship with the Company, as the case may be, terminated.
- b. Directors, Officers and employees of the Company who violate these rules shall be subject to disciplinary action by the Company, which may include wage freeze, suspension, ineligibility for future participation in the Company's stock option plans or termination.
- c. The SEBI or any other appropriate regulatory authority would also be informed of the violation of this Policy so that appropriate action may be taken.

### **i) Disclosure Requirements**

- a. Initial Disclosure:
  1. Every Promoter, Key Managerial Personnel, director of the Company and each of their Immediate Relatives shall disclose his holding of securities of the Company within thirty days of these Rules taking effect as per Form A set out in Annexure D.
  2. Every person on appointment as a Key Managerial Personnel or a director of the Company or upon becoming a Promoter shall disclose his / her and Immediate Relatives' holding of securities of the Company as on the date of appointment or becoming a promoter, to the Company within seven days of such appointment or becoming a promoter, as per Form B set out in Annexure E.
- b. Continual Disclosure:
  1. Every Promoter, employee, director of the Company and each of their Immediate Relatives shall disclose as per Form C set out in Annexure F to the Company 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. Ten lakhs.
  2. The disclosure shall be made within two working days of:
    - I. the receipt of intimation of allotment of shares, or
    - II. the acquisition or sale of shares or voting rights, as the case may be.
- c. Disclosure to the Stock Exchange:

The Compliance Officer shall notify the stock exchanges, particulars of the Trades, within two trading days of the receipt of the Continual Disclosure or from becoming aware of such information.
- d. Disclosures by other Connected Persons.

The Compliance Officer may, require any other Connected Person to disclose the holdings and trading in securities of the Company as per Form D set out in Annexure G at such frequency as he may determine.





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### **j) Duties of compliance officer**

The Company shall appoint any senior person as the Compliance Officer who shall report to the Board on matters relating to prevention of Insider trading as specified in the Policy. His (this policy is gender neutral, he shall mean she, vice-versa) duties shall include the following:

- a. He shall be responsible for monitoring implementation of the Policy under the overall supervision of the Board;
- b. He shall maintain a record of Designated Persons and any changes made to the list of Designated Persons;
- c. He shall assist all the employees in addressing any clarification regarding the “Company’s Policy on Prevention of Insider Trading” and SEBI Insider Trading Regulations;
- d. He may in consultation with the Managing Director and shall as directed by the Board, specifies prohibited period from time to time and immediately make an announcement thereof;
- e. He shall ensure that prohibited period is intimated to all concerned before the commencement of the said period;
- f. He shall maintain records of all the declarations submitted in the appropriate form given by the Designated Persons;
- g. He shall inform all Stock Exchanges on which the securities of the Company are listed, the information received under as required and disclose to the extent, as required under rules and regulations promulgated by SEBI or the Stock Exchanges;
- h. He shall place details of the dealing in the securities by Designated Persons before the Managing Director on quarterly basis and the accompanying documents that such persons had executed under the pre-dealing procedure as mentioned in this Policy.
- i. He shall implement the punitive measures or disciplinary action prescribed for any violation or contravention of the Code of Conduct;
- j. He shall do all such things as provided in the SEBI Insider Trading Regulations and as may be prescribed by SEBI from time to time.

### **k) Miscellaneous**

- a. The Board of Directors shall be empowered to amend, modify, interpret this POLICY and such rules shall be effective from such date that the Board may notify in this behalf.
- b. The Compliance Officer shall provide the Audit Committee of the Board, on a quarterly basis, all the details of Trading in securities by the Designated Persons including any violations of the Policy.
- c. The Compliance Officer shall maintain (a) updated list of Designated Persons, (b) records of disclosures and pre-clearance applications and undertakings for a period of five years and (c) a confidential list of any ‘restricted securities’ to which the Compliance Officer may require Designated Persons to seek pre-clearance before Trading in such ‘restricted securities’.





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- j. **Mandatory disclosures / applications**
- k. **Annexure A : Application for pre-trading approval**

### Annexure A

#### APPLICATION FOR PRE-TRADING APPROVAL

To,

The Compliance Officer,  
Madhucon Projects Limited.

Pursuant to the SEBI (Prohibition of Insider Trading) Regulations, 2015 and the Company's Insider Trading Policy, I seek approval to purchase / sell / subscribe \_\_\_\_\_ equity shares of the Company as per details given below:

1.	Name of the applicant	
2.	Designation	
3.	Number of securities held as on date	
4.	Folio No. / DP ID / Client ID No.	
5.	The proposal is for	(a) Purchase of securities (b) Subscription to securities (c) Sale of securities
6.	Proposed date of trading in securities	
7.	Estimated number of securities proposed to be purchased/subscribed/sold	
8.	Current market price (as on date of application)	
9.	Whether the proposed transaction will be through stock exchange or off-market trade	
10.	Folio No. / DP ID / Client ID No. where the securities will be credited / debited	

I enclose herewith the Undertaking signed by me.

Signature : \_\_\_\_\_

Name:

Date :



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### I. Annexure B: Undertaking to be accompanied with the application for pre-clearance

#### Annexure B

#### UNDERTAKING TO BE ACCOMPANIED WITH THE APPLICATION FOR PRE- CLEARANCE

To,

The Compliance Officer,  
Madhucon Projects Limited

I \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Company, \_\_\_\_\_ residing \_\_\_\_\_ at \_\_\_\_\_, am desirous of trading in \_\_\_\_\_ shares of the Company as mentioned in my application dated \_\_\_\_\_ for pre-clearance of the transaction.

I further declare that I am not in possession of any unpublished price sensitive information up to the time of signing this Undertaking.

In the event that I have access to or receive any unpublished price sensitive information 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 trading in the securities of the Company until such information becomes public.

I declare that I have not contravened the provisions of the Policy as notified by the Company from time to time.

In the event of this transaction being in violation of the Policy or the applicable laws, (a) I will, unconditionally, release, hold harmless and indemnify to the fullest extent, the Company and its directors and officers, (the 'indemnified persons') for all losses, damages, fines, expenses, suffered by the indemnified persons, (b) I will compensate the indemnified persons for all expenses incurred in any investigation, defense, crisis management or public relations activity in relation to this transaction and (c) I authorize the Company to recover from me, the profits arising from this transaction and remit the same to the SEBI for credit of the Investor Protection and Education Fund administered by the SEBI.

I undertake to submit the necessary report within two days of execution of the transaction / a 'Nil' report if the transaction is not undertaken.

If approval is granted, I shall execute the trade within seven days of the receipt of approval failing which I shall seek pre-clearance afresh.

I declare that I have made full and true disclosure in the matter.



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Signature : \_\_\_\_\_

Name:

Date :

### **m. Annexure C: Disclosure of transactions**

#### Annexure C

#### DISCLOSURE OF TRANSACTIONS

(To be submitted within 2 days of transaction / trading in securities of the Company)

To,

The Compliance Officer,  
Madhucon Projects Limited.

I hereby inform that I

- have not bought / sold/ subscribed any securities of the Company
- have bought/sold/subscribed to \_\_\_\_\_ securities as mentioned below on \_\_\_\_\_  
(date)  
(strike out whichever is not applicable)

Name of holder	No. of securities traded	Bought / sold / subscribed	DP ID/Client ID/Folio No.	Price (Rs.)

I declare that the above information is correct and that no provisions of the Company's Rules and/or applicable laws/regulations have been contravened for effecting the above said transactions(s).

Signature : \_\_\_\_\_

Name:

Date

- n. Annexure D: FORM A – SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7(1) (a) read with Regulation 6(2)- Initial disclosure to the company]
- o. Annexure E: 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]
- p. Annexure F: FORM C- SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7(2) read with Regulation 6(2)- Continual disclosure]
- q. Annexure G: FORM D- SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7(3) – Transactions by other connected persons as identified by the company]

The above policy has been approved by the Board of Madhucon Projects Limited at its meeting held on 28<sup>th</sup> May, 2019.