

## **KISAN MOULDINGS LIMITED**

Regd. Off.: "Tex Center", K-wing, 3rd Floor, 26 'A' Chandivli Road, Off Saki Vihar Road, Andheri (East), Mumbai - 400 072 • Tel : 022 - 4200 9100, 4200 9200 • Fax : 28478508 E-mail : customercare@kisangroup.com • Website : www.kisangroup.com



08 CIN:L17120MH1989PLC054305

# CODE OF INTERNAL PROCEDURES AND CONDUCT FOR REGULATING, MONITORING AND REPORTING OF TRADING BY INSIDERS\*

## 1. PREAMBLE

**Kisan Mouldings Limited** ("the Company") is a Public Limited Company, incorporated under the Companies Act, 1956. Equity shares of Kisan Mouldings Limited are listed on the BSE Limited, subject to rules and regulations issued by the Securities and Exchange Board of India.

The Board of Directors of the Company has adopted this Code of Internal procedure and conduct for regulating, monitoring and reporting of trading by Insiders ("**the Code**") 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prohibit an Insider from Trading in the securities of a Company listed on any Stock Exchange having possession of any Unpublished Price Sensitive Information ("**UPSI**")

The SEBI Regulations prohibit the communication of UPSI to any person except as required under the SEBI Regulation. Further, procuring any person to Trade in the Securities of any Company on the basis of UPSI is also prohibited under SEBI Regulations and the Securities laws. Violations of the SEBI Regulations and the Securities Laws subject Insiders to serve penalties including fines and imprisonments.

## 2. **DEFINITIONS:**

- 2.1 "Act" means the Securities and Exchange Board of India Act, 1992.
- 2.2 "Board" means the Board of Directors of the Company.
- 2.3 "Code" or "Code of Conduct" shall mean the Code of Internal Procedures and Conduct for Regulating, Monitoring and Reporting of trading by insiders of Kisan Mouldings Limited as amended from time to time.
- 2.4 "Company" means Kisan Mouldings Limited.

# \*Amended by the Board of Directors of the Company at their meeting held on 21<sup>st</sup> May, 2018

2.5 "**Compliance Officer**" means Company Secretary or such other senior officer, designated so, who is financially literate and is capable of appreciating requirements for legal and regulatory compliance under these regulations and reporting to the Board of Directors 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 Company.

## 2.6 "Connected Person" means:

- (i) 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.
- (ii) 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) an immediate relative of connected persons specified in clause (i); or
  - b) a holding Company or associate Company or subsidiary Company; or
  - c) an intermediary as specified in Section 12 of the Act or an employee or director thereof; or
  - d) an investment company, trustee company, asset management company or an employee or director thereof; or
  - e) an official of a stock exchange or of clearing house or corporation; or
  - a member of board of trustees of a mutual fund or a member of the board of directors of the asset management company of a mutual fund or is an employee thereof; or
  - g) a member of the Board of directors or an employee, of a public financial institution as defined in section 2 (72) of the Companies Act, 2013; or
  - h) an official or an employee of a self-regulatory organization recognised or authorized by the Board; or
  - i) a banker of the Company; or
  - a concern, firm, trust, Hindu Undivided Family, company or association of persons wherein a director of the Company or his immediate relative or banker of the Company, has more than ten per cent, of the holding or interest.

- 2.7 "Dealing in Securities" means an act of subscribing to, buying, selling or agreeing to subscribe to, buy, sell or deal in the securities of the Company either as principal or agent.
- 2.8 Designated Person (s) shall include following persons:
  - 1. Directors of the Company and its subsidiary;
  - 2. Key Managerial Personnel (KMP's) as per the Companies Act, 2013;
  - 3. Every employee in the grade of General Manager and above;
  - 4. Every employee in the grade of Manager and above in the Accounts, Taxation, Treasury, Finance, Legal and Secretarial Departments of the Company and in the Corporate Office;
  - 5. Any other employee as may be determined and informed by the Compliance Officer from time to time.
- 2.9 "Director" means a member of the Board of Directors of the Company from time to time.
- 2.10 "**Employee**" means every employee of the Company including the Directors in the employment of the Company.
- 2.11 "Generally available Information" means information that is accessible to the public on a non-discriminatory basis.
- 2.12 "Immediate Relative" means 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
- 2.13 **"Insider**" means any person who is:
  - I. a connected person, or
  - II. All persons who are in possession of or having access to unpublished price sensitive information.
- 2.14 **"Key Managerial Person"** means person as defined in Section 2(51) of the Companies Act, 2013.

2.15 **"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.

2.16 "Securities" shall have the meaning assigned to it under the Securities Contracts (Regulation) Act, 1956 (42 of 1956) or any modification thereof except units of a mutual fund; `

- 2.17 "Takeover regulations" means the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 and any amendments thereto;
- 2.18 "**Trading**" means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities, and "trade" shall be construed accordingly;
- 2.19 "Trading Day" means a day on which the recognized stock exchanges are open for trading;
- 2.20 **"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 transactions;
  - (v) Changes in key managerial personnel; and
  - (vi) Material events in accordance with the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any amendments thereto.
- 2.21 "**Regulations**" shall mean the Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and any amendments thereto.

Words and expressions used and not defined in the code or the regulations but defined in the Securities and Exchange Board of India Act, 1992 (15 of 1992), the Securities Contracts (Regulation) Act, 1956 (42 of 1956), the Depositories Act, 1996 (22 of 1996) or the Companies Act, 2013 (18 of 2013) and rules and regulations made thereunder shall have the meanings respectively assigned to them in those legislation.

## 3. PRESERVATION OF "UNPUBLISHED PRICE SENSITIVE INFORMATION":

An Insider shall not-

- 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 code and these Regulations;
- 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 in connection with transaction which:

- Entails an obligations to make an open offer under the SEBI takeover regulations where the Board of Directors of the Company is of informed opinion that the proposed transaction is in the best interest of the Company or;
- Is not attracting the obligation to make an open offer under the SEBI takeover regulations but where the Board of Directors of the Company is of informed opinion that the proposed transaction is in the best interest of the Company and the information that constitute Unpublished Price Sensitive Information is disseminated to be made generally available at least two trading days prior to the proposed transaction being affected in such form as the Board of Directors may determine. However, the Board of Directors shall require the parties to execute agreements to contract confidentially and non-disclosure obligations on the part of such parties and such parties shall keep information so received confidential, except for the limited purpose and shall not otherwise trade in securities of the Company when in possession of Unpublished Price Sensitive Information.

## 3.1 Need to Know:

- (i) "need to know" basis means that Unpublished Price Sensitive Information should be disclosed only to those within the Company who need the information to discharge their duty and whose possession of such information will not give rise to a conflict of interest or appearance of misuse of the information.
- (ii) All non-public information directly received by any employee should immediately be reported to the head of the department.

To prevent any misuse of Unpublished Price Sensitive Information those areas of the Company which have access to or is reasonably be expected to have access to Unpublished Price Sensitive Information such as the Finance and Accounts, Legal, Secretarial & Compliance Department, MD's Office, Grievance Department etc be considered as "Inside Areas" shall be separated from those areas which deal with Customer, Market Operations, Human Resource and such other departments shall be considered as "Public Areas".

As per the above policy:

- The employees in the inside areas are not permitted to communicate any unpublished price sensitive information to anyone in the public areas.
- The employees in Inside Areas may be physically separated from the employees in Public Area.
- The Compliance officer in consultation with the Board/MD/CEO shall demarcate different departments as Inside and Public Areas.

• In exceptional circumstances employees from the Public Area may be allowed to "cross the wall" and give unpublished price sensitive information but only on "need-to-know basis" in order to discharge their official duties and not in any other case.

## 3.2 Limited access to confidential information

Files containing confidential information shall be kept secure. Computer files must have adequate security of login and password, etc.

## 4. <u>TRADING WHEN IN POSSESSION OF UNPUBLISHED PRICE SENSITIVE INFORMATION</u> ('UPSI')

An Insider shall not, directly or indirectly,-

- i. Trade in securities of the Company when in possession of UPSI.
- ii. 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 above shall not apply to:

- a) A transaction that is an off-market inter-se transfer between the promoters who were in possession of the same UPSI without being in breach of the regulations and both parties had made a conscious and informed trade decision; and
- b) A Trade pursuant to a trading plan set up in accordance with the code and regulation.

# 4.1 TRADING PLAN:

An insider shall be entitle to formulate a trading plan for dealing in securities of the Company and present it to the Compliance Officer for the approval and public disclosure pursuant to which trades may be carried out on his/her behalf in accordance with such plan.

The above Trading plan would provide an opportunity to the Insiders, who may expected to be perpetually in possession of unpublished price sensitive information and enabling them to trade in securities in a compliant manner.

## 4.2 TRADING PLAN SHALL:

- (i) not entail commencement of trading on behalf of the insider earlier than six months from the public disclosure of the plan;
- (ii) not entail trading for the period between the twentieth trading day prior to the last day of any financial period for which results are required to be announced by the issuer of the securities and the second trading day after the disclosure of such financial results;
- (iii) entail trading for a period of not less than twelve months;

- (iv) not entail overlap of any period for which another trading plan is already in existence;
- (v) (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; and
- (vi) not entail trading in securities for market abuse.
- **4.3** The Compliance Officer shall review the Trading Plan made as above to assess whether the plan would have any potential for violation of the Code and he shall be entitled to take express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of the plan as per provisions of the SEBI Regulations.
- **4.4** The Trading Plan once approved shall be irrevocable and the Insider 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 Insider is in possession of any unpublished price sensitive information and the said information has not become generally available at the time of the commencement of implementation. The commencement of the Plan shall be deferred until such unpublished price sensitive information becomes generally available information. Further, the Insider shall also not be allowed to deal 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.

**4.5** Upon approval of the trading plan, the compliance officer shall notify the plan to the stock exchanges on which the securities are listed.

# 5. TRADING WINDOW:

The period prior to declaration of price sensitive information is particularly sensitive for transactions in the Company's securities. This sensitivity is due to the fact that the Directors, Officers and Designated person will, during that period, often possess unpublished price sensitive information. During such sensitive times, the Directors, Officers, Designated person and their immediate relatives will have to forego the opportunity of trading in the Company's securities. They shall not deal in the securities of the Company when the trading window is closed.

## 5.1 TRADING WINDOW AND WINDOW CLOSURE:

- a. The trading period, i.e. the trading period of the stock exchanges, called 'trading window" is available for trading in the Company's securities.
- b. The trading window shall be, inter alia, closed 7 days prior to and during the time the unpublished price sensitive information is published.
- c. When the trading window is closed, the Insiders shall not trade in the Company's securities in such period.

- d. All Insiders shall conduct all their dealings in the securities of the Company only in a valid trading window and shall not deal in any transaction involving the purchase or sale of the Company's securities during the periods when the trading window is closed, as referred to in Point No. (ii) above or during any other period as may be specified by the Company from time to time.
- e. The trading window may be re-opened after closure, not earlier than 48 hours after the Unpublished Price Sensitive Information in question becomes generally available.
- 5.2 The trading window shall be closed when the Compliance officer determines that a designated person or class of designated persons can reasonably be expected to have possession of UPSI. The Compliance Officer shall also intimate the closure of trading window to all the designated person of the Company when he/she determines that a designated person or class of designated persons can reasonably be expected to have possession of unpublished price sensitive information. The closure of trading window shall also be intimated to the Stock Exchanges where the securities of the Company are listed. The period during which the trading window is closed shall be termed as prohibited period.
- 5.3 The trading window shall also be applicable to any person having contractual or fiduciary relation with the Company, such as auditors, accountancy firms, law firms, analysts, consultants etc., assisting or advising the Company.
- 5.4 All the designated person of the Company shall conduct all their dealings in the securities of the Company only when trading window is open.

## 6. <u>PRE-CLEARANCE OF TRADES:</u>

All the Designated Persons of the Company, who intend to deal in the securities of the Company when the trading window is open, whether in one transaction or in a series of transactions over any calendar quarter, in excess of 10000 shares or above Rs. 20 Lakhs (Market value) or 1% of total shareholding, whichever is less, should pre-clear the transaction. However, no Designated Persons shall be entitled to apply for pre-clearance of any proposed trade if such Designated Persons is in possession of unpublished price sensitive information even if the trading window is not closed and hence he shall not be allowed to trade.

## 6.1 PRE-DEALING PROCEDURE:

- 6.1.1 An application for pre-clearance of trade shall be made to the Compliance Officer alongwith an Undertaking (Annexure I) in favour of the Company by the Designated Persons.
  - 6.1.2 The Compliance Officer shall scrutinize the pre-clearance application within 2 working days from the date receive of application and convey his approval of

pre-clearance in Annexure - II. The decision of the Compliance Officer in this respect shall be final. The Compliance Officer shall retain copies of all applications and approvals.

- 6.1.3 The Compliance Officer may, after being satisfied that the application and undertaking are true and accurate, approve trading by the Designated Person, on the condition that the trade so approved shall be executed within Seven trading days from the date of approval.
- 6.1.4 The Designated Person shall, within two trading days of the execution of the trade, submit the details of such trade to the Compliance Officer as per Annexure –III. In case the transaction is not executed, a report to that effect shall be filed, along with the reasons for not executing such trade.
- 6.1.5. If the pre-cleared trade is not executed within Seven trading days after the approval is given, the Designated Person must secure fresh pre-clearance of the transaction again.
- 6.1.6. In case of trading by the Compliance Officer, pre-clearance from the Managing Director shall be obtained.
- 6.1.7. Once a trade is executed by a designated person (i.e. buy or sell any number of securities irrespective of value of such trade), the trader he/she shall not execute a contra trade (opposite trade i.e. sell or buy any number of securities) within six months from the date of execution of the pre-cleared such prior trade. In case a contra trade is executed, inadvertently or otherwise, in violation of such a restriction, the profits from such trade shall be liable to be remitted for credit to the Investor Protection and Education Fund administered by SEBI.
- 6.1.8. No pre-clearance shall be provided to a trade if the same is in nature of contra trades within six months of the last executed trade.
- 6.1.9. In case the sale of securities is necessitated by personal emergency, the compliance Officer may waive off the holding period after recording in writing his or her reasons in this regard. An application for waiver of holding period shall be made to the Compliance Officer in Annexure IV.

## 7. OTHER RESTRICTIONS:

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 for purposes of this Code and Regulation.

## 8. <u>REPORTING REQUIREMENTS FOR TRANSACTIONS IN SECURITIES:</u>

## 8.1 Initial Disclosure:

Every promoter, Key Managerial Personnel, director of the Company, within thirty days of these rules taking effect, shall forward to the Company the details of all holdings in securities of the Company presently held by them in "Form -A".

Every Person on appointment as Director/ Key Managerial Personnel / or upon becoming a promoter of the Company as such shall disclose to Company in "Form - B", the number of shares or voting rights in the Company held by them and their dependent family members within 7 days of so becoming a Director/ Key Managerial Personnel / /Promoter.

## 8.2 <u>Continual Disclosure:</u>

Every promoter, employee and director of the Company shall disclose 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. (Form -C)

The disclosures under this clause shall be sent to the Compliance Officer of the Company.

The Compliance Officer shall intimate to the Stock Exchange, on which securities of the Company are listed, details of the trade, within 2 trading days of the receipt of Continual Disclosure or from becoming aware of such information.

## 8.3 Disclosure by Other Connected Persons:

Every connected person, other than the persons under clause 8.2 above, shall disclose 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. (Form -D)

The disclosures under this clause shall be sent to the Compliance Officer of the Company.

## 8.4 Half Yearly Disclosures:

All Designated Person dealing in securities of the company shall be required to forward the following details of their securities transactions including the holdings of the dependent family members to the Compliance Officer in "Form -E":

- All holdings in securities of the Company by the designated persons and their dependent family members at the time of joining the Company.
- Statement of any transactions in securities of the Company, whether preclearance of trade was obtained or not, in Form "E" on Half yearly basis within 30 days from the end of half year of each Financial Year.
- Half yearly Statement of all holdings in securities of the Company in "Form E" as on September 30 & March 31 of every year are to be made on or before October 30 & April 30 of that year.

## 9. DISSEMINATION OF PRICE SENSITIVE INFORMATION:

- 9.1 No information shall be passed by insider by way of making a recommendation for the purchase or sale of securities of the Company.
- 9.2 Disclosure/dissemination of Price Sensitive Information with special reference to analysts, media persons and institutional investors:

The following guidelines shall be followed while dealing with analysts and institutional investors:

- Only public information to be provided.
- Develop best practice to make transcript or records of proceedings of meeting with analyst and other investor relations conference on the official website to ensure official confirmation and documentation disclosure made

## **10. PENALTY FOR CONTRAVENTION OF THE CODE OF CONDUCT:**

- 10.1 Every Insider shall be individually responsible for complying with the provisions of the Code (including to the extent the provisions hereof are applicable to his/her dependents).
- 10.2 Any Designated 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.
- 10.3 Designated person who violate the Code shall also be subject to disciplinary action by the Company, which may include wage freeze, suspension, ineligibility for future participation in employee stock option plans etc.
- 10.4 The action by the Company shall not preclude SEBI from taking any action in case of violation of SEBI (Prohibition of Insider Trading) Regulations, 2015.

## 11. MISCELLANEOUS:

- 11.1 Any employee of the Company who becomes aware of any violation by an insider shall immediately intimate the Compliance Officer about such violation or non compliance. The information provided by such employee such be treated as confidential and shall not be disclosed.
- 11.2 If any employee has any query/question about this code or its application to any proposed transaction, the same be addressed to the Compliance Officer.
- 11.3 The Board of Directors shall be empowered to amend, modify, interpret these Rules and such rules shall be effective from such date that the Board may notify in this behalf.
- 11.4 The Compliance Officer shall place before the Audit Committee of the Board of the Company, on a Quarterly basis, all the details of the dealing in the securities by the Designated Person of the Company and the accompanying documents that such persons had executed under the pre-clearing procedure as envisaged in this code.
- 11.5 The Compliance officer shall maintain a) updated list of Designated Persons, b) Records of all the declarations, disclosure 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'.
- 11.6 The Company shall require all Connected Person to formulate and adhere to a Code of Conduct to achieve compliance with these Rules. In case such person observe that there has been a violation of these Rules, then they shall inform the Board of Directors of the Company promptly.
- 11.7 In case the Compliance Officer is not available either on account of his/her being on leave or any other reason for a period of 7 days or more, he/she shall delegate his/her authority to any executive as he/she may deem fit an appropriate who shall act as Compliance Officer during the period of his/her absence.
- 11.8 In case it is observed by the Company/Compliance Officer that there has been a violation of SEBI (Prohibition of Insider Trading) Regulations, 2015, the same shall be informed to SEBI.

## 12. CODE OF FAIR DISCLOSURE:

A code of practices and procedures for fair disclosure of unpublished price sensitive information for adhering each of the principles is set out below:

- 1. Prompt public disclosure of unpublished price sensitive information that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available.
- 2. Uniform and universal dissemination of unpublished price sensitive unpublished price sensitive information to avoid selective disclosure.
- 3. Designation of a senior officer as a chief investor relations officer to deal with dissemination of information and disclosure of unpublished price sensitive information.
- 4. Prompt dissemination of unpublished price sensitive information that gets disclosed selectively, inadvertently or otherwise to make such information generally available.
- 5. Appropriate and fair response to queries on news reports and requests for verification of market rumours by regulatory authorities.
- 6. Ensuring that information shared with analysts and research personnel is not unpublished price sensitive information.
- 7. Developing best practices to make transcripts or records of proceedings of meetings with analysts and other investor relations conferences on the official website to ensure official confirmation and documentation of disclosures made.
- 8. Handling of all unpublished price sensitive information on a need-to-know basis.

Forms	Particulars	Compliance & Time Line
Internal Forms		
Annexure- I	Application cum Undertaking for Pre- clearance of trade.	Designated Person intending to deal in securities in excess of 10,000 shares or above Rs. 20 Lakhs (Market value) or 1% of total shareholding, whichever is less shall apply for pre-clearance with the Compliance Officer.
Annexure – II	Pre-clearance Order	The Compliance Officer after being satisfied with the application for pre-clearance from the Designated Person may grant pre-clearance order.
Annexure - III	Disclosure of Transactions Undertaken	Designated Person shall disclose within 2 days of transaction/ dealing in securities the trading details to the Compliance Officer.
Annexure - IV	Application for waiver of minimum period for Contra trade	Apply in case of emergency (reasons recorded in writing) the 6 months period to abstain from contra trade may be waived by the Compliance Officer
<b>Disclosure Form</b>	5	
Form A	First Disclosure	First Disclosure after the Code is adopted.
Form B	Initial disclosure	Disclose within 7 days of Appointment as a Director/Key Managerial Personnel or becoming a promoter
Form C	Continual Disclosure	Disclose within 2 trading days – Every promoter(s)/ employee/ director is required to inform of trading/ dealing in securities if value of securities (whether in one transaction or more transactions during a calendar quarter) is more than Rs. 10,00,000/- (Rupees Ten lakh)

Forms relating to reporting requirements under this code are as follows:

Form D	Disclosure by Connected Persons	Disclose within 2 trading days – Connected person is required to inform of trading/ dealing in securities if value of securities (whether in one transaction or more transactions during a calendar quarter) is more than Rs. 10,00,000/- (Rupees Ten lakh)
Form E	Half Yearly Statement	Designated Person to report securities held as on 30 <sup>th</sup> September & 31st March on a half yearly basis by 30 <sup>th</sup> October & 30 <sup>th</sup> April.

#### ANNEXURE I

#### APPLICATION CUM UNDERTAKING FOR PRE-CLEARANCE OF TRADE.

Date:

To The Compliance Officer, Kisan Mouldings Limited (ISIN: INE017C01012)

#### **Designated Person Details**

Name	:	 Folio No./ Client ID/DP ID	:	 Designation	:	
Employee No.	:	 PAN No.	:	Department		

With reference to the Company's Code of Conduct to Regulate, Monitor and Report Trading By Insiders, I seek your approval to purchase/sell .....(nos.) equity shares of the Company. I/ We hereby declare that the shares to be sold have been held by me/ us for minimum period prescribed in the Code.

#### DETAILS OF SHAREHOLDING OF DESIGNATED PERSONS AND / OR FAMILY MEMBERS:

Name	Relationship	No. of shares held	Folio No./ DP ID/ Client ID	Nature of transaction for which approval is sought (Buy/Sell)	No. of shares to be dealt	Proposed Date of dealing in securities

#### UNDERTAKING FOR PRE-CLEARANCE

I hereby state that:

- a. I do not have access to nor do I have any "Unpublished Price Sensitive Information" ("UPSI") up to the time of signing this undertaking;
- b. In case, I receive any UPSI 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;
- c. I have not contravened the provisions of the Code as notified by the Company from time to time;
- d. I have made full and true disclosure in the matter;
- e. I will execute the order in respect of the securities within seven days after approval is granted by Compliance Officer, failing which I shall apply for pre-clearance again from the Compliance Officer;
- f. I shall not execute a contra-trade for a minimum period of 6 months. 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 SEBI for credit to the Investor Protection and Education Fund administered by SEBI under the Act.

Date & Signature of the Applicant \_\_\_\_\_

#### ANNEXURE II

#### **PRE-CLEARANCE ORDER**

То	
Name	
Designation	 
Place	

This is to inform you that your request for dealing in \_\_\_\_\_(nos) shares of the Company mentioned in your application dated \_\_\_\_\_\_is approved. Please note that the said transaction must be completed on or before \_\_\_\_\_\_ (date) that is seven days from today.

In case you do not execute the approved transaction/ deal on or before the aforesaid date you will have to seek fresh pre-clearance before executing any transaction/deal in the securities of the Company. Further, you are required to fill the details of the executed transactions in the attached format within 2 trading days from the date of aforesaid transaction/deal. In case the transaction is not undertaken a "NIL" Report, along with reasons for non-execution of transaction shall be necessary.

Yours Faithfully,

For Kisan Mouldings Limited

**Compliance Officer** 

Date: \_\_\_\_\_

Encl.: Annexure III - Format for submission of details of transaction.

## **ANNEXURE III**

## DISCLOSURE OF TRANSACTIONS

## (TO BE SUBMITTED WITHIN 2 TRADING DAYS OF TRANSACTION/DEALING IN SECURITIES OF THE COMPANY)

To, The Compliance Officer, **Kisan Mouldings Limited** (ISIN: INE017C01012)

I hereby inform that I have bought /sold/subscribed to \_\_\_\_\_\_ securities of the Company as mentioned below on (date).

Name of the	Number of	Bought/Sold/Subscribed	DP ID/Client	Price (Rs.)			
Holder	Securities		ID/ Folio No.				
	dealt with						

In connection with the aforesaid transaction(s), I hereby undertake to preserve, for a period of \_\_\_\_\_ years and produce to the Compliance Officer/SEBI any of the following documents:

- 1. Brokers Contract Note.
- 2. Proof of payment to/from brokers.
- 3. Extract of bank passbook/statement (to be submitted in case of demat transactions)
- 4. Copy of delivery instruction Slip (applicable in case of Sale transaction)

I agree to hold the above securities for a minimum period of 6 months. In case there is an urgent need to sell the securities within the said period, I shall approach the Compliance Officer for necessary approval.

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

Name:			

Signature:		

Date:	

### **ANNEXURE IV**

## APPLICATION FOR WAIVER OF MINIMUM PERIOD FOR CONTRA TRADE

Τo,

The Compliance Officer,

Kisan Mouldings Limited (ISIN: INE017C01012)

**Employee Details** 

Name: \_\_\_\_\_

Employee No.: \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

## **Through Division / Department Head**

Dear Sir,

I declare that I am not in possession of any UPSI up to the date of this application.

I further declare that in case I have access to any UPSI after the signing of this application and before executing a contra Trade (if permitted), I shall:

Promptly inform the Compliance Officer
Refrain from trading in securities of the Company.

Thanking you, Yours faithfully,

Name & Signature

#### FEEDBACK ON OUTCOME OF THE APPLICATION

Approved/ Disapproved:

In case approved, transaction of sale \_\_\_\_\_ (nos.) shares to be completed by \_\_\_\_\_ (date).

Reasons:

Date & Signature of the Compliance Officer \_\_\_\_\_

## Form A

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

Name of the Company: \_\_\_\_\_

ISIN of the Company: \_\_\_\_\_

Details of Securities held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2)

Name,	Category of	Securities held as on the date	e of	% of
PAN, CIN/DIN &	Person (Promoters	regulation coming into force		Shareholding
Address with	/ KMP / Directors /			
Contact Nos.	immediate relatives	Type of security (for e.g. – No.		
	/ others etc.)	Shares, Warrants,		
		Convertible Debentures		
		etc.)		
1	2	3	4	5

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

# Details of Open Interest (OI) in derivatives of the company held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2)

Open Interest of	the Future contract	s held as on the	Open Interest of the Option Contracts held as on the				
date of regulation coming into force			date of regulation coming into force				
Contract	Number of	Notional value	Contract	Contract Number of Notional v			
Specifications	Units (Contract	in Rupee Terms	Specifications	Units (Contract	in Rupee Terms		
	* Lot Size)			* Lot Size)			
6	7	8	9	10	11		

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

Name & Signature: Designation: Date:

Place:

## 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 Company: \_\_\_\_\_

ISIN of the Company: \_\_\_\_\_

Details of Securities held on appointment of Key Managerial Personnel (KMP) or Director or upon becoming a Promoter of a Listed Company and other such persons as mentioned in Regulation 6(2).

Name, PAN,	Category of	Date of appointment	Securities held at the time of		% of
CIN/DIN &	Person	of Director /KMP OR	becoming Promoter/appointment		Shareholding
address	(Promoters/	Date of becoming	of Director/KMP		
with	KMP /Directors	Promoter			
contact nos.	/ Immediate				
	relative to /				
	Others etc				
			Type of security (For eg.	No.	
			– Shares, Warrants,		
			Convertible Debentures		
			etc.)		
1	2	3	4	5	6

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

Details of Open Interest (OI) in derivatives of the company held on appointment of Key Managerial Personnel (KMP) or Director or upon becoming a Promoter of a listed company and other such persons as mentioned in Regulation 6(2).

Open Interest of	the Future contracts	held at the	Open Interest of the Option Contracts held at the				
time of becoming	Promoter/appointm	ent of	time of becoming Promoter/appointment of				
Director/KMP			Director/KMP				
Contract	Number of units	Notional value	Contract	Number of units	Notional value		
specifications	(contracts * lot	in Rupee	specifications	(contracts * lot	in Rupee		
	size)	terms		size)	terms		
7	8	9	10	11	12		

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

Name & Signature: Designation: Date: Place:

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

Name, PAN, CIN/DIN, & address with contact nos	Category of Person (Promoters/ KMP / Directors / Immediate relative to / others etc )	Securities held p disposal	prior to acquisition /	Securities a	cquired	/Disposed	3	Securities held acquisition/dis	•	Date of allotmer advice/ acquisiti shares/ shares s	on of sale of	Date of intimation to company	Mode of acquisition / disposal (on market/public/ rights/ preferential offer / off market/ Inter-se transfer, ESOPs etc.)
		Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	Type of security (For eg. – Shares, Warran ts, Convertibl e Debentur es etc.)	No.	Value	Transactio n Type (Buy/ Sale/ Pledge / Revoke/ Invoke)	Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	From	То		
1	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).

	Exchange on which the trade was executed					
Type of contract	Contract specifications		Buy		Sell	
		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.

Name & Signature:

Designation:

Date:

Place:

## 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

Name, PAN,	Connection	Securities held p	rior to	Securities ac	quired	/Disposed		Securities held p	ost	Date of		Date of	Mode of acquisition
CIN/DIN, &	with company	acquisition / disp	osal					acquisition/disposal		allotmer	nt	intimation to	/ disposal (on
address with										advice/		company	market/public/
contact nos.										acquisiti	on of		rights/ Preferential
of other										shares/s	sale of		offer / off market/
connected										shares s	pecify		Inter-se transfer,
persons as													ESOPs etc.)
identified by													
the company													
		Type of	No. and	Type of	No	Valu e	Transact	Type of	No. and % of	From	То		
		security (For	% of	security			ion Type	security (For	shareholding				
		eg. – Shares,	shareh	(For eg. –			(Buy/ Sale/	eg. – Shares,					
		Warrants,	olding	Shares,			Pledge /	Warrants,					
		Convertible		Warran ts,			Revoke/	Convertible					
		Debentures		Convert			Invoke)	Debentures					
		etc.)		ible				etc.)					
				Debent									
				ures etc.)									
1	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 (Specify type of contract, Futures or Options etc.)								
Type of contract	Contract specifications		Buy		Sell				
		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. Name:

Signature:

Place:

## FORM E (HALF YEARLY STATEMENT)

To **The Compliance Officer, Kisan Mouldings Limited,** Tex Center, K Wing, 3<sup>rd</sup> Floor, 26 A, Chandivali Road, Off Saki Vihar Road, Andheri east, Mumbai: 400072

I, \_\_\_\_\_\_, in my capacity as \_\_\_\_\_\_ of the Company hereby submit the following details of change in holding of securities of the Company as on \_\_\_\_\_\_

## I. Details of securities held by me;

No of shares held on (01 <sup>st</sup> April/ 01 <sup>st</sup> October)	No of shares bought during the half year ended	No of shares sold during the half year ended	No of shares held on (30 <sup>th</sup> September/ 31 <sup>st</sup> March)	Folio No./ DP ID/Client ID

## II. Details of shares held by each relatives/ Dependent Family Members (as applicable)

Name of Relatives/ Dependent Family Members	Relationship	No of shares held on (01 <sup>st</sup> April/ 01 <sup>st</sup> October)	No of shares bought during the half year ended	No of shares sold during the half year ended	No of shares held on (30 <sup>th</sup> September/ 31 <sup>st</sup> March)	Folio No./ DP ID/Client ID

I/We hereby declare that I/We have complied with the Code and SEBI Regulations with respect of the Securities purchased/ sold.

I/We further declare that the above disclosure is true and correct and is in accordance with the previous disclosure given to the Company.

Name:	
Signature:	