

TIL Limited

CIN: L74999WB1974PLC041725

Registered Office:

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CODE OF CONDUCT TO REGULATE, MONITOR AND REPORT TRADING BY INSIDERS [Under Regulation 9 (1) and (2) of SEBI (Prohibition of Insider Trading) Regulations, 2015]

Insider trading is a malpractice wherein trade of a Company's securities is undertaken by people who by virtue of their work are in possession of or have access to unpublished price sensitive information which can be crucial for making investment decisions.

Unpublished price sensitive information (UPSI) is that information relating to a Company or securities, which is not generally available and is likely to materially affect the price upon coming into the public domain.

Thus insider trading is an unfair practice, wherein the other investors are at a great disadvantage due to lack of important insider non-public information.

In order to discourage insider trading and promote fair trading in the market for the benefit of the common investor, Securities and Exchange Board of India (SEBI) has come up with SEBI (Prohibition of Insider Trading) Regulations, 2015.

Regulation 9(1) of the aforesaid Regulations casts a duty upon the Board of Directors of every listed Company to formulate a code of conduct to regulate, monitor and report trading by its employees and other connected persons towards achieving compliance with these regulations. Accordingly, the Board of Directors of TIL Limited has adopted the Code of Conduct to Regulate, Monitor and Report Trading by Insiders.

DEFINITIONS

- 1. (i) "Board of Directors" means Board of Directors of TIL Limited.
 - (ii) "Code" means Code of Conduct to Regulate, Monitor and Report Trading by Insiders as modified from time to time.
 - (iii) "Company" means TIL Limited (TIL).
 - (iv) "Compliance Officer" for the purpose of these regulations means the Company Secretary of the Company.
 - (v) "Designated Person" means
 - i. Board of Directors
 - ii.Key Managerial Personnel
 - iii.Designated Employees of the Company
 - iv. Connected person as defined in SEBI(Prohibition of Insider Trading) Regulations, 2015.
 - (v) "Designated Employee of the Company" means
 - i. All General Managers and above
 - ii. All Heads of the Departments

- (vi) "Key Managerial Personnel" means
 - i. Chairman & Managing Director
 - ii. All Whole Time Directors
 - iii. Company Secretary
 - iv. Such other officers as may be prescribed under Companies Act, 2013
- 2. Words and expressions used and not defined in the Code but defined in the SEBI (Prohibition of Insider Trading) Regulations, 2015, 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.

COMPLIANCE OFFICER

The Company Secretary of the Company shall act as the Compliance Officer of the Company for the purposes of this Code and shall ensure compliance and effective implementations of the regulations of SEBI (Prohibition of Insider Trading) Regulations, 2015 and this Code.

The Compliance Officer shall report to the Board of Directors of the Company.

Duties of the Compliance Officer:

- the Compliance officer 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 and shall have access to all information and documents relating to the Securities of the Company for the aforesaid purpose.
- grant of pre-trading approvals to the Designated Persons for trading in the Company's Securities by them / their Immediate Relatives and monitoring of such trading.
- the Compliance Officer shall maintain a record (either manual or in electronic form) of the Designated Persons and their Immediate Relatives and changes thereto from time-to-time.
- he shall assist all the Specified Persons in addressing any clarifications regarding the Regulations and this Code.
- the Compliance Officer shall place status reports before the Chairman of the Audit Committee, detailing Trading in the Securities by the Specified Persons along with the documents that such persons had executed in accordance with the pretrading procedure prescribed under the Code on a quarterly basis.

PRESERVATION OF UNPUBLISHED PRICE SENSITIVE INFORMATION (UPSI)

- 1. No insider shall communicate, provide, or allow access to any UPSI, 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 legitimate purposes, performance of duties or discharge of legal obligations.
- 2. No person shall procure from or cause the communication by any insider of UPSI, relating to the Company or securities listed or proposed to be listed, except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- 3. An unpublished price sensitive information may be communicated, provided, allowed access to or procured, in connection with a transaction that would—
 - (i) entail an obligation to make an open offer under the takeover regulations where the board of directors of the Company is of informed opinion that the proposed transaction is in the best interests of the Company;

- (ii) not attract the obligation to make an open offer under the takeover regulations but where the board of directors of the Company is of informed opinion that the proposed transaction is in the best interests 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 effected in such form as the board of directors may determine.
- 4. The board of directors shall require the parties to execute agreements to contract confidentiality and non-disclosure obligations on the part of such parties and such parties shall keep information so received confidential, except for the aforesaid purpose(s), and shall not otherwise trade in securities of the Company when in possession of unpublished price sensitive information.
- 5. UPSI shall be handled strictly on a "Need to Know" basis. This means that the UPSI shall be disclosed only to those persons who need to know the same in furtherance of a legitimate purpose, the course of performance or discharge of their duty and whose possession of UPSI will not in any manner give rise to a conflict of interest or likelihood of misuse of the information.
- Files containing unpublished price sensitive information or any such related confidential information shall be kept secure.
 Computer files must have adequate security of login and password etc. Files containing confidential information should be deleted / destroyed after its use.
- 7. The Company shall adopt a **Chinese wall policy** to prevent the misuse of confidential information, which separates those areas of the Company which routinely have access to confidential information.

TRADING BY INSIDERS - RULES & RESTRICTIONS

- 1. No insider shall trade in securities of the Company that are listed or proposed to be listed when in possession of unpublished price sensitive information provided that the insider may prove his innocence by giving valid reasons of the circumstances like:
 - (i) the transaction is an off-market inter-se transfer between promoters who were in possession of the same unpublished price sensitive information without being in breach of the aforementioned point 3 and both parties had made a conscious and informed trade decision;
 - (ii) in the case of non-individual insiders: -
 - (a) the individuals who were in possession of such unpublished price sensitive information were different from the individuals taking trading decisions and such decision-making individuals were not in possession of such unpublished price sensitive information when they took the decision to trade; and
 - (b) appropriate and adequate arrangements were in place to ensure that these regulations are not violated and no unpublished price sensitive information was communicated by the individuals possessing the information to the individuals taking trading decisions and there is no evidence of such arrangements having been breached;
 - (iii) the trades were pursuant to a trading plan.
- 2. In the case of connected persons the onus of establishing, that they were not in possession of unpublished price sensitive information, shall be on such connected persons and in other cases, the onus would be on the Board of Directors.

Trading Plan:

- 1. Insider may 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/her behalf in accordance with such plan.
- 2. The following are the requirements of the trading plans:
 - (i) Trading can be done after six months of commencement / public disclosure of the trading plan.
 - (ii) Trading plan shall not entail trading for the period between twentieth trading day prior to 31st March of every year and the second trading day after the disclosure of financial results.
 - (iii) The trading plan shall not be for less than 12 months.

- (iv) The Trading Plan shall not entail overlap of any period for which another trading plan is in existence.
- (v) Insider 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; and
- 3. 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.
- 4. 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 and in such event the Compliance Officer shall confirm that the commencement ought to be deferred until such unpublished price sensitive information becomes generally available.

Trading Window:

- 1. The Designated persons and their immediate relatives can trade Company shares only when the trading window is open.
- 2. The trading window shall be closed when Compliance Officer determines that designated person or a class of designated person are expected to be in possession of unpublished price sensitive information, including for the following purposes:
 - (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
- 3. The Compliance Officer shall take all reasonable steps to ensure that the designated persons and/or Insiders are informed in advance, about the date of closing and opening of the Trading Window.
- 4. The timing for re-opening of the trading window shall be determined by the Compliance Officer taking into account various factors including the unpublished price sensitive information in question becoming generally available and being capable of assimilation by the market, which in any event shall not be earlier than forty-eight hours after the information becomes generally available.
- 5. 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.

Pre-clearance of trades:

- 1. All Designated persons of the Company who intend to deal, on their behalf and / or on behalf of their dependent family members, in the securities of the Company and where the number of shares intended to be dealt exceeds 1000 shares in single trade and 5000 shares in a week, shall apply for pre-clearance of the proposed trade.
- 2. No designated person shall apply for pre-clearance of any proposed trade if such designated person is in possession of unpublished price sensitive information even if the trading window is not closed.
- The compliance officer shall confidentially maintain a list of such securities as a "restricted list" which shall be used as the basis for approving or rejecting applications for preclearance of trades.
- 4. Prior to approving any trades, the compliance officer shall seek declarations in the prescribed format to the effect that the applicant for pre-clearance is not in possession of any unpublished price sensitive information. He shall also have regard to whether any such declaration is reasonably capable of being rendered inaccurate.
- 5. Any pre cleared trade not executed by the designated person within 7 days of its pre clearance would require fresh clearance for the trades to be executed.
- 6. An application may be made in the prescribed format, to the Compliance Officer indicating the estimated number of securities that the Designated person intend to deal in, the details as to the depository with which he has a security account, the details as to the securities in such depository mode and such other details as may be specified in this behalf.
- 7. No contra trade shall be executed by the designated person within the period six months from date of execution of the precleared trade.
- 8. The Compliance Officer may be empowered to grant relaxation from strict application of such restriction for reasons to be recorded in writing provided that such relaxation does not violate these regulations.
- 9. In case of execution of a contra trade, 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.

DISCLOSURE OF TRADING

- Every person appointed as Key managerial personnel or a director of the Company or upon becoming the promoter shall disclose his holding of the securities of the Company within 7 days of such appointment or becoming promoter in the prescribed format.
- 2. Every promoter, employee and director of every 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 ten lakh rupees as per the prescribed format.
- 3. 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.
- 4. The Company may at its discretion require any other connected person or class of connected persons to make disclosures of holdings and trading in securities of the Company in such form and at such frequency as may be determined by the Compliance Officer in order to monitor compliance with the Code.
- 5. The disclosures made shall be maintained for a period of five years.

PENALTY

Every Designated person shall be individually responsible for complying with the applicable provisions of this Code (including to the extent the provisions hereof are applicable to their Immediate Relatives).

Any violation of this Code shall, in addition to any other penal action that may be taken by the Company pursuant to law, also be subject to disciplinary action which in respect of an Employee may include wage freeze, suspension or termination of employment.

Action taken by the Company for violation of the Code against any person will not preclude SEBI from taking any action for violation of the Regulations or any other applicable laws/rules/regulations.

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 Compliance Officer shall inform SEBI promptly.

AMENDMENT

The Board of Directors of the Company may subject to applicable laws amend/substitute any provision(s) with a new provision(s) or replace the Code entirely with a new Code.

In any circumstance where the terms of the Code differ from any law, rule, regulation etc. for the time being in force, the law, rule, regulation etc. shall take precedence over the Code.

The Code and any subsequent amendment(s) thereto, shall be promptly intimated to the Stock Exchanges.

SPECIMEN OF APPLICATION FOR PRE-TRADING APPROVAL

Date:	
То,	For Internal use
The Compliance Officer TIL Limited	Recd date and time:
	Sign:
Dear Sir/Madam,	
APPLICATION FOR PRE-TRADING APPROVAL IN SECURITIES OF THE COMPANY	
Pursuant to the SEBI (Prohibition of Insider Trading) Regulations, 2015 and the Compan Prevention of Insider Trading, I seek approval for purchase/sale/subscription of the _ (GIVE DESCRIPTION) of the Company as per the details given below	
NAME	
State whether	
DirectorDesignated Person	
Immediate Relative	
#EMPL NO	
DESIGNATION	
#DEPARTMENT	
LOCATION	

Nature of transaction	*Name of Proposed Buyer/ Seller	No. Of Securities	**Date of purchase /allotment	***Previous approval no. and date for purchase/ allotment)	DP/BEN ID of the account / folio no. where the securities will be credited/ debited	No. of Securities held in such Account /Folio No
					DP ID BEN ID FOLIO NO_	

^{*} applicable for off market transaction

to be filled in only by Employees

I enclose herewith the form of Undertaking signed by me. Yours faithfu
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(Signature of Applicant)

Note: This application has to be necessarily submitted through electronic mail at the e-mail id of the Compliance Officer and followed by a hard copy.

^{**} applicable only if the application is in respect of sale of Securities (including derivatives)

^{***} applicable only if the application is in respect of sale of Securities (including derivatives) for which an earlier purchase sanction was granted by the Compliance Officer

FORMAT OF UNDERTAKING/DECLARATION TO BE ACCOMPANIED WITH THE APPLICATION FOR PRE-TRADING

UNDERTAKING/DECLARATION

To,
TIL LIMITED
I,, resident of hereby declare that I am Designated Person of TIL Limited.
I further declare that I am not in possession of or otherwise privy to any Unpublished Price Sensitive Information [as defined in the Company's Code of Conduct for Trading (the Code)] up to and at the time of signing this Undertaking/Declaration.
In case I have access to or I receive any Unpublished Price Sensitive Information after signing this Undertaking/Declaration but before execution of the transaction, I shall inform the Compliance Officer of the change in my position and I would, and ensure that my Immediate Relatives would completely refrain from Trading in the Securities (including derivatives) of the Company til the time such Unpublished Price Sensitive Information becomes generally available.
I declare that I have not contravened the Code as notified by the Company from time to time.
I undertake to submit the necessary report within two Trading Days of execution of the transaction/a "Nil" report if the transaction is not undertaken.
I am aware that, I shall be liable to face penal consequences as set forth in the Code including disciplinary action under the Code of the Company, in case the above declarations are found to be misleading or incorrect at any time.
I agree to comply with the provisions of the Code and provide any information relating to the trade as may be required by the Compliance Officer and permit the Company to disclose such detail to SEBI, if so required by SEBI.
I declare that I have made full and true disclosure in the matter.
/0'
(Signature of the Applicant) Date:

FORMAT FOR PRE-TRADING APPROVAL LETTER

Date:
Approval No: of
To,
Mr. /Mrs
Emp. No.:
Designation:
DDE TDADING ADDDOVAL/DICADDDOVAL Vous analization of
PRE-TRADING APPROVAL/DISAPPROVAL - Your application dt
Dear Mr. /Mrs
With reference to your above application seeking approval for undertaking certain transactions in Securities (including derivatives) of the Company detailed therein, please be informed that you are / your Immediate Relative is hereby authorised/not authorised to undertake the transaction(s) as detailed in your said application.
This approval is being issued to you based on the various declarations, representations and warranties made by you in your said application.
This approval letter is valid till (i.e. for {7} trading days from date hereof). If you / your
Immediate Relative do (es) not execute the approved transaction /trade on or
before this date you would have to seek fresh pre-trading approval before executing any transaction/deal in the Securities (including derivatives) of the Company. Further, you are required to file the details of the executed transactions in the attached format within two {2} Trading Days from the date of transaction/deal. In case the transaction is not undertaken a Nil report shall be necessary.
Yours truly,
Compliance Officer

FORMAT FOR DISCLOSURE OF PRE-APPROVED TRANSACTIONS

[To be submitted within 2 Trading Days of transaction/Trading in Securities (including derivatives) of the Company]

		(including derivatives) dealt with		Folio no. for physical where the Sec. will be debited or credited	
Name of holder	** First or joint holder	No. of Securities	Bought / Sold/ Subscribed	DP ID/CLIENT ID (electronic form) or	Price (Rs)
DESCRIPTI	ON) as mentioned below	on	(INSERT [, 	
	J	•	`	erivatives) of the Company	
I hereby info	orm you that I / my				
Ref: Your Ap	pproval letter No.	d	ated		
DETAILS O	F PRE-APPROVED TRA	ANSACTION			
Dear Sir,					
To, The Complia TIL Limited	ance Officer				

In connection with the aforesaid transaction(s), I hereby undertake to preserve, for a period of 5 (Five) years and produce to the Compliance Officer/SEBI any of the following documents:

- 1. Broker's 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 declare that the above information is correct and that no provisions of the CTrading Code and/or applicable laws/regulations have been contravened for effecting the above said transaction(s).

^{** &}quot;F" first holder "J"joint holder

I agree not to buy/sell securities (including derivatives) of the Company for a period of six months from the date of the aforesaid transaction (applicable in case of purchase / sale transaction by Designated Persons only).

In case there is any urgent need to sell these Securities (including derivatives) within the said period, I shall approach the Company (Compliance Officer) for necessary approval (applicable in case of purchase / subscription).

Yours truly,	
Signature:	
Name:	
#Emp No:	
#Dept/ Div	_

Strike out whichever is not applicable.

to be filled in only by Employees

FORMAT OF ANNUAL STATEMENT OF HOLDINGS BY PROMOTER / DIRECTOR/ KEY MANAGERIAL PERSONNEL /DESIGNATED PERSON AND THEIR IMMEDIATE RELATIVES

	Date:											
	To, The Compliance TIL Limited	e Officer										
	Dear Sir,											
	STATEMENT C	OF SHAREHOL	DINGS	IN THE COMF	PANY							
	As on March 3 Company, deta				Immedi	ate Relati	ves hold the	Securities	(including derivati	ives) of the		
	Details of Shar	res Held:										
Name	of Holder	No. Shares bought during	Of	No. Shares so during year	Of ld the	Physica	Shares hel al Form as 31,	on	No. Of Sh Electronic March 31, _	Form		on
		Year				Folio	Total	DP ID	Client ID	Total	Folio	
						No.	holding s	Drib	Olient ID	holding s	No.	
	Yours truly,											
	Signature:											
	Name:			_								
	#Emp. No:											
	#Dep. /Div			<u> </u>								

FORM A

Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations,2015 [Regulation 7 (1) (a) read with Regulation 6 (2)]

	ecurities held by Prom n Regulation 6(2)	oter, Key Mana	gerial P	ersonnel (KMP),	Director and	other such	persons as		
Name, PAN No., CIN/DIN & address with contact nos.	Category of Person (Promoters/ KMP/Directors/ immediate relatives/others etc)	Securities held on the da regulation comi force	te of	% of Shareholding		racts held as of regulation	Open Interest of the Option Contracts held as on the date of regulation coming into force		
		Type of Security (For eg. Shares, Warrants, Convertible Debentures etc.)	No.		Number of units (contracts * lot size)	Notiona I value in Rupee terms	Number of units (contracts * lot size)	Notional value in Rupee terms	
ote: "Securities" sha	all have the meanin	ng as defined	<i>U</i> nder reç	gulation 2(1)(i) of SEE	BI (Prohibition of I	nsider Trading)	Regulations, 201	5.	
Signature:									
Designation:									
Date:									
Place:									

FORM B urities and Exchange Board of India (Prohibition of Insider Trading)

Securities and Exchange Board of India (Prohibi	tion of insider Trading) Regulations, 201
[Regulation 7 (1) (b) read with Reg	julation 6 (2)]

Name of the ISIN of the c	. , -													
Details of	Securities	held	on	appointment	of	Key	Managerial	Personnel	or	Director	or upon	becoming	g a Pror	noter

of a listed company and other such persons as mentioned in Regulation 6(2).

Place:

PAN Open Interest of Name, Category of Date of Securities held as % of Open Interest of the No., CIN/DIN & of Share the Option Contracts Person appointment of on the date Future contracts held as on address with (Promoters/ Director regulation coming into holding the date of regulation held as on the date of coming into force contact nos. **KMP/Directors** /KMP force regulation coming into / immediate OR Date of force relatives/other s becoming etc) Promoter Type of No. Number of Notional Number Notional Security (For units value in of units value in eg. Shares, (contracts Rupee (contrac Rupee Warrants. * lot size) terms ts* lot terms Convertible size) Debentures etc.)

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

Signature:

Designation:

Date:

FORM-C Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7 (2) read with Regulation 6(2)]

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).

PAN No. & address of	lding prior to acquisiti on/sale		allotment advice/	intimatio n to compan y	acquisition (market purchase/ public/ rights/ preferentia I offer etc.)	voting rights post- acquisition / sale	Member through	trade was executed	quantity		Sell quantity	Sell value
'	۷	٦	4]		']	10	''	12	13

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

FORM D

Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992 [Regulations 13(4), 13(4A) and 13(6)]

Details of change in shareholding or voting rights held by Director or Officer and his dependants or Promoter or Person who is part of Promoter Group of a listed company

Name, PAN	No. & % of	Date of receipt	Date of	Mode of	No. & % of	Trading	Exchange	Buy	Buy	Sell	Sell value
No. &	shares/	of allotment	intimation to	acquisition	shares/ voting	Member	on which	quantity	value	quantity	
part of	voting rights held	acquisition / sale of shares/ voting rights	company	(market purchase/	post acquisition/	whom the	the trade was execu-uted				

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

Designation:
Date:

Signature:

Place: