

**SHIVA GRANITO EXPORT LIMITED**  
**CODE OF CONDUCT FOR PREVENTION OF INSIDER TRADING**

**I. PREAMBLE**

The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, (hereinafter referred to as the 'Regulations') mandates the listed Companies to frame a Code of Conduct for Prevention of Insider Trading. Accordingly, the Code of Conduct for Prevention of Insider Trading has been reviewed and approved by the Board of Directors and shall come into effect after the date of listing.

**II. APPLICABILITY**

This Code of Conduct for Prevention of Insider Trading is applicable on all employees and other connected persons who have access to or could have access to unpublished price sensitive information about the Company. Such persons are required to comply with this Code and to make the necessary disclosures as per Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information as adopted by the Company.

**III. DEFINITIONS**

1. **"Act"** means the Securities and Exchange Board of India (SEBI) Act, 1992 (15 of 1992), Rules framed thereunder and any amendments thereto;
2. **"Board of Directors" or "Board"** means the collective body of the Directors of the Company;
3. **"Code"** means this Code of Conduct for Prevention of Insider Trading.
4. **"Company", "This Company" or "The Company"**, wherever occur in the policy shall mean "Shiva Granito Export Limited".
5. **"Compliance Officer"** Compliance Officer shall mean 'Company Secretary' of the Company 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compliance of policies, procedures, maintenance of records, monitoring adherence to the rules for the preservation of unpublished price sensitive information, monitoring of trades and the implementation of the codes specified in these regulations under the overall supervision of the Board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.
6. **"Connected Persons"** means any person who is or has during the six months prior to the concerned act been associated with the 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himself and the Company whether temporary or permanent, that allows such person, directly or indirectly, access to unpublished price sensitive information or is reasonably expected to allow such access. Generally, the following persons shall be deemed to be connected persons unless the contrary is established:
  - (a) An immediate relative of connected persons;
  - (b) A holding company or associate company or subsidiary company; or
  - (c) An intermediary as specified in Section 12 of the Act; 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
- (f) 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
- (j) 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;

7. **"Designated Persons"** means:

- a) All Directors;
- b) Key Managerial Personnel (KMP's) as per Companies Act, 2013
- c) All employees of General Manager cadre and above; every employee in the finance, accounts, secretarial and legal department
- d) Promoters/Promoter Group of the Company;
- e) Persons in contractual, fiduciary or advisory relationship with the Company i.e. consultants, retainers, auditors, law firms, analysts etc.
- f) Other persons as designated by the Board of Directors in consultation with Compliance Officer of the Company, from time to time; and
- g) Immediate relatives of persons covered under clause (a) to (f) above.

8. **"Immediate relative"** means 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;

9. **"Director"** means a member of the Board of Directors of the Company.

10. **"Key Managerial Personnel"** means person as defined in Section 2(51) of the Companies Act, 2013

11. **"Generally available Information"** means information that is accessible to the public on a non-discriminatory basis.

12. **"Employee"** means every employee of the Company including the Directors in the employment of the Company.

13. **"Insider"** means any person who is:

- i) a connected person; or
- ii) in possession of or having access to unpublished price sensitive information;

14. **"Promoters/ Promoter Group"** means the Promoters/ Promoter Group as defined in the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009 and as amended from time to time.

15. **"Stock Exchange"** shall mean National Stock Exchange Limited, BSE Limited and any other stock exchange(s) on which the securities of the Company are listed for the time being.
16. **"Regulations"** shall mean the Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and any amendments thereto.
17. **"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.
18. **"Takeover regulations"** means the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 and any thereto;
19. **"Trading"** means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities, and "trade" shall be construed
20. **"Trading Day"** means a day on which the recognized stock exchanges are open for trading;
21. **"Unpublished Price Sensitive Information"** means any information, relating to the 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;
  - (vi) Material events in accordance with the listing agreement; and
  - (vii) Other matters as may be prescribed by SEBI/considered by the Compliance Officer to be price sensitive from time to time.

#### **IV. Role of Compliance Officer**

The Compliance Officer shall report on insider trading to the Board of Directors of the Company and in particular, shall provide reports to the Chairman of the Audit Committee, if any, or to the Chairman of the Board of Directors at such frequency as may be stipulated by the Board of Directors.

The Compliance Officer shall assist all employees in addressing any clarifications regarding the Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and the Company's Code of Conduct.

#### **V. CODE**

## **1.0 PRESERVATION OF “UNPUBLISHED PRICE SENSITIVE INFORMATION” AND PROHIBITION TO DEAL/BUY/SELL/PLEDGE ETC SECURITIES OF THE COMPANY BY INSIDERS**

1.1 The insiders shall maintain the confidentiality of all Unpublished Price Sensitive Information and shall not pass on such information to any person directly or indirectly by way of making a recommendation for the Dealing, purchase or sale of securities.

1.2 The insiders when in possession of any unpublished price sensitive information pertaining to the Company shall not:

1.2.1 Deal/Buy/sell securities of the Company, either on their own behalf or on behalf of any other person.

1.2.2 Communicate, counsel or procure any unpublished price sensitive information to/ from any person.

## **2.0 NEED TO KNOW**

Unpublished Price Sensitive Information is to be handled on a “need to know” basis i.e. Unpublished Price Sensitive Information should be disclosed only to those within the Company who need the information to discharge their official duties. A Chinese wall exists between members of respective departments and of the rest of Company. This Chinese wall is designed to isolate activities of one department from other in order to restrict the dissemination of information obtained by the respective departments/ members on a "need-to-know" basis. This Chinese wall is supported by the following procedures:

- Physical separation of each Department;
- Limiting computer access to the Inter-department network;
- Restriction on access to data via pen drives, external hard drives etc;

## **3.0 LIMITED ACCESS TO CONFIDENTIAL INFORMATION**

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

## **4.0 RESTRICTION TO DEAL/ BUY / SELL/ PLEDGE ETC SECURITIES**

4.1 The Designated Persons shall not deal/ buy/sell/ pledge etc securities of the Company during Closure of the 'Trading Window', i.e. the period during which trading in the securities of the Company is prohibited. The Designated persons shall conduct all their dealings in the securities of the Company only during an open trading window and shall not deal in any transaction involving the purchase/ sale/pledge etc of the Company's securities during the periods when the trading window is closed.

4.2 The closure of trading Window for the purposes for which a specific notice/intimation is required to be given to Stock Exchange shall commence from the date on which intimation of the date of Board meeting for consideration of any Unpublished Price Sensitive Information is given to Stock Exchange. However, if the circumstances so warrants, the time for

closing of trading window may be increased or decreased by the Compliance Officer. The Trading Window shall be opened not earlier than forty-eight hours after the Price sensitive information is communicated to the Stock Exchange and becomes generally available.

- 4.3 The closure of the trading window for the purposes for which no specific notice/intimation is required to be given to Stock Exchange shall be advised by the Compliance Officer of the Company, while the Trading Window shall be opened on third calendar day from the day on which Price sensitive information is communicated to the Stock Exchange and becomes generally available.
- 4.4 In case of ESOPs, exercise of option may be allowed in the period when the trading window is closed. However, sale/pledge of shares allotted in exercise of ESOPs shall not be allowed when trading window is closed.
- 4.5 Designated Persons who deal, buy or sell any number of shares of the Company, shall not enter into an opposite transaction i.e. sell or buy any number of shares during the next six months following the prior transaction. However, the Compliance Officer(s) is 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. If a 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 the SEBI under the Act. The application for this approval should be made to the Compliance Officer(s) in format specified in Annexure I.
- 4.6 All Designated persons, who intend to deal in Company's securities (themselves or through immediate relatives) during the period other than trading window closure, are required to obtain the pre-clearance of the proposed acquisition/purchase/sale/pledge transactions as per the procedure described hereunder. In case of dealing by Compliance Officer(s), pre-clearance from Managing Director shall be required. An application stating, inter alia, the estimated number of securities that the Designated Person intends to deal in, the details as to the depository with which he has security account and the details as to the securities already held etc, for pre-clearance shall be made to the Compliance Officer of Company in the format specified in Annexure I. An undertaking shall also be executed in favour of the Company by such Designated Person incorporating, inter alia, the following clauses, as may be applicable:
  - a) That the said Designated Person or his immediate relative does not have any access or has not received "Price Sensitive Information" upto the time of signing the undertaking.
  - b) That in case the said Designated Person or his immediate relative has access to or receives "Price Sensitive Information" after signing of the undertaking but before the execution of the transaction he/she shall inform the Compliance Officer(s) of the change in his position and that he/she would completely refrain from dealing in the securities of the Company till the time such information becomes public.

- c) That he/she has not contravened the code of conduct for prevention of insider trading as notified by the company from time to time.
  - d) That he/she has made a full and true disclosure in the matter.
- 4.7 The Compliance Officer(s) will scrutinize the application within 2 working days of submission and communicate the approval/ refusal (alongwith reasons therefore) to the applicant. In the absence of the Compliance Officer(s), the pre clearance application will be decided upon by the Managing Director.
- 4.8 In case any transaction has been refused, the Designated Person shall be free to re-apply for pre-clearance of the transaction, which was refused, to Chairman of Audit Committee of the Company. The decision of Chairman of Audit Committee in this regard shall be final.
- 4.9 The pre-clearance approval shall be valid only for seven calendar days from the date of communication and shall lapse thereafter. If the transaction is not consummated within seven calendar days from the approval date, the Designated Person will be required to follow the process of pre clearance again. However the Compliance Officer(s) shall have the right to revoke the clearance granted, before the relevant transaction has been consummated, if considered necessary.
- 4.10 The requirements of pre- clearance of a proposed transaction shall not apply in the following cases:
- 4.10.1 In the event of participation of a public event i.e. a rights or a bonus issue.
  - 4.10.2 In the case of any acquisition of shares through transmission or inheritance, or like mode.
  - 4.10.3 By way of any court settlement or award thereof.

## **5.0 TRADING PLAN**

The Designated Persons, who are perpetually in possession of unpublished price sensitive information, shall have an option to formulate their trading plan and present the same to Compliance Officer(s) for approval. Upon approval of Trading Plan, the Compliance Officer(s) shall notify the same to Stock Exchanges where securities of the Company are listed.

The Compliance Officer(s) shall review the trading plan to assess whether the plan would have any potential for violation of these regulations and may seek such express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of the plan.

The Trading plan shall comply with following requirements:

- a) Trading/Dealing in securities will commence after six months of public disclosure of trading plan.

- b) No Trading/Dealing between twenty (20) trading days prior to last day of any financial period for which results are required to be announced and till second(2) trading day after disclosure of financial results.
- c) Trading plan should be for a period of atleast 12 months and there should not be any time overlapping in two trading plans.
- d) Trading plan shall set out either the value of trades to be effected or number of securities to be traded along with the nature of trade and the intervals at or the dates on which such trades shall be effected.
- e) The Trading should not entail/result in market abuse.
- f) The trading plan once approved shall be irrevocable & 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 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 information. Upon approval of the trading plan, the compliance officer shall notify the plan to the stock exchanges on which the securities are listed.

## **6.0 DISCLOSURES**

### **Initial Disclosure:**

- i. Every promoter, Key Managerial Personnel and Director of the Company, within thirty days of these regulations taking effect, shall forward to the Company the details of all holdings in securities of the Company presently held by them including the statement of holdings of dependent family members in the prescribed Form Annexure III.
- ii. Every person on appointment as a key managerial personnel or a Director of the Company or upon becoming a promoter shall disclose his 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 in the prescribed Form Annexure III.

Provided that every promoter, Key Managerial Personnel and Director of the Company, within 30 days from the date of end of financial year, shall forward to the Company the details of all holdings in securities of the Company held by them as on closure of financial year including the statement of holdings of dependent family members in the prescribed Form Annexure III.

### **Continual Disclosure:**

Every promoter, designated employee and director of the Company in the prescribed form Annexures IV, 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.

The disclosure shall be made within 2 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.

## **7.0 GENERAL**

- 7.1 In case it is observed by the Company/Compliance Officer(s) that there has been a violation of SEBI (Prohibition of Insider Trading) Regulations, 2015, SEBI shall be informed by the Company.
- 7.2 Designated Persons are advised to pursue this Code and Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 as amended from time to time, carefully and acquaint themselves with all the provisions contained therein. The Compliance Officer(s) shall assist the Designated Persons in addressing any clarifications regarding the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and the Company's Code of Conduct for Prevention of Insider Trading.
- 7.3 The Compliance Officer(s) shall be responsible for setting forth policies, procedures, monitoring adherence to the rules for the preservation of "Price Sensitive Information", pre-clearing of trades by designating employees or their immediate relatives and the implementation of the Code of Conduct for Prevention of Insider Trading under the overall supervision of the Board of the listed company.
- 7.4 The Compliance officer(s) shall maintain records of all the declarations or information in the appropriate form given by the designated persons for a minimum period of five years.
- 7.5 The Compliance officer(s) shall place before the Chairman of the Audit Committee, on a quarterly basis all the details of the dealing in the securities by Designated Persons and the accompanying documents that such persons had executed the pre dealing procedure as envisaged in this code.

## **8.0 CONTRAVENTION**

Any contravention of the code by Designated Persons shall attract strictest disciplinary action including but not restricted to recovery of profits made, wage freeze, suspension and/ or termination of employment.



**Annexure I**  
**Specimen of application for pre-dealing approval**

To,  
The Compliance Officer  
Shiva Granito Export Limited  
8, Bhatt Ji Ki Baari,  
Udaipur – 313001 (Rajasthan)

Date:

**Dear Sir/Ma'am,**

**Application for Pre-dealing approval in securities of the Company**

Pursuant to the SEBI (prohibition of Insider Trading) Regulations, 2015 and the Company's **Code of Conduct for Prevention of Insider Trading**, I seek approval to purchase / sale / subscription of \_\_\_\_\_ 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)Sales of Securities
6.	Proposed date of dealing in securities		
7.	Estimated number of securities proposed to be acquired/subscribed/sold		
8.	Price at which the transaction is proposed		
9.	Current market price (as on date of application)		
10.	Whether the proposed transaction will be through stock exchange or off-market deal		
11.	Folio No. / DP ID / Client ID No. where the securities will be credited / debited		

I enclose herewith the form of Undertaking signed by me.

Yours faithfully,

(Signature of Employee)

**Annexure-II**  
**FORMAT OF UNDERTAKING TO BE ACCOMPANIED WITH THE APPLICATION FOR**  
**PRE-CLEARANCE**

**UNDERTAKING**

To,  
The  
Shiva Granito Export Limited,  
8, Bhatt Ji Ki Baari,  
Udaipur – 313001 (Rajasthan)

I, \_\_\_\_\_, of the Company residing at \_\_\_\_\_, am desirous of dealing 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 or otherwise privy to any unpublished Price Sensitive Information (as defined in the Company's Code of Conduct for prevention of Insider Trading (the Code) up to the time of signing this Undertaking.

In the event that I have access to or received any information that could be construed as "Price Sensitive Information" as defined in the Code, after the signing of this undertaking but before executing the transaction for which approval is sought, I shall inform the Compliance Officer of the same and shall completely refrain from dealing in the securities of the Company until such information becomes public.

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

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 deal within 7 days of the receipt of approval failing which I shall seek pre-clearance.

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

Date:

Signature: \_\_\_\_

\* Indicate number of shares

**Annexure III**  
**Specimen for Initial Disclosure of Securities**

To,  
The Compliance Officer  
Shiva Granito Export Limited  
8, Bhatt Ji Ki Baari,  
Udaipur – 313001 (Rajasthan)

Dear Sir/Ma'am,

I, \_\_\_\_\_ (Name), in my capacity as \_\_\_\_\_ (Designation) of the Company hereby submit the following details of securities held in the Company as on \_\_\_\_\_ (date of becoming Specified Person).

A). Details of Securities held by me:

Type of Securities	No. of Securities held	Folio No./DP ID Client ID

B). Details of Dependent:

Pursuant to the provision of SEBI (Prohibition of Insider Trading) Regulations, 2015 and the Company's Code of Conduct for Prevention of Insider Trading. I hereby declare that I have the following dependents:

Sr. No.	Name of Dependent	Relation with Directors/Officer/Designated Employee

C). Details of Securities held by Dependent:

Name of Relative	Relationship	Type of Securities held	No. of Securities held

Signature:

Name:

Date:

**Annexure IV**  
**Disclosure of Change in Shareholding**

To,  
The Compliance Officer  
Shiva Granito Export Limited  
8, Bhatt Ji Ki Baari,  
Udaipur – 313001 (Rajasthan)

Dear Sir/Ma'am,

I, \_\_\_\_\_ (Name), in my capacity as \_\_\_\_\_ (Designation) of the Company hereby submit the following details of change in holding of securities of the Company:

Name, PAN No. & Address of Shareholder	No. of Securities held before the transaction	Receipt of allotment advice/a cquisition /Sale of Securities	Nature of transaction & quantity			Trading member through whom the trade was executed with SEBI Registrati on No.	Exchange on which the trade was executed
			Purchase	Sale	Others		

Details of change in securities held by dependent family members:

Name, PAN No. & Address of Shareholder	No. of Securities held before the transaction	Receipt of allotment advice/a cquisition /Sale of Securities	Nature of transaction & quantity			Trading member through whom the trade was executed with SEBI Registrati on No.	Exchange on which the trade was executed
			Purchase	Sale	Others		

I/We declare that I/We have complied with the requirement of the minimum holding period of six months with respect to the securities purchased/sold.

I hereby declare that the above details are true, correct and complete in all respects.

Signature:

Name:

Date: