

# POLICY ON TRADING OF SHARES



**LANCOR HOLDINGS LIMITED**  
**CIN - L65921TN1985PLC049092**

# POLICY ON TRADING OF SHARES

**Lancor Holdings Limited** (the "Company") is a public company whose equity shares are listed on Bombay Stock Exchange Limited and is subjected to the rules and regulations issued by the Securities and Exchange Board of India (SEBI).

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

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prohibit an Insider from Trading in the securities of a company listed on any stock exchange on the basis of any unpublished price sensitive information.

**Unpublished Price Sensitive Information ("UPSI")** means any information, which relates directly or indirectly, to the Company or its securities, that is not generally available which upon becoming generally available, is likely to materially affect the price of the securities of the Company.

**UPSI includes**, without limitation, information relating to the following:

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

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

The SEBI Regulations prohibit the communication of UPSI to any person except as required under law. Further, procuring UPSI from any person to Trade in the securities of any company on the basis of UPSI is also prohibited under the SEBI Regulations and the securities laws. Violations of the SEBI Regulations and the securities laws subject Insiders to severe penalties including fines and imprisonment.

## **1. Rules**

The rules shall be called 'Rules for Trading in the securities of Automotive Axles Limited by an Insider' ("Rules"). These Rules shall come into force with effect from 15th May 2015.

## **2. Definitions**

### A) Compliance Officer

"Compliance Officer" means the Chief Compliance Officer & Company Secretary for the purpose of administration of the insider trading policy.

### B) Connected Person

"Connected Person," includes –

- i. A director of the Company;
- ii. A Key Managerial Personnel of the Company;
- iii. An Officer of the Company;
- iv. Any person who is or has been in a contractual or fiduciary or employment relationship at any time in the six month period prior to the date of determining whether that person,

as a result of such relationship, was, directly or indirectly, allowed access to UPSI or reasonably expected to be allowed access to UPSI;

v. Any person who is or has been in frequent communication with an Officer of the Company at any time in the six month period prior to the date of determining whether that person, as a result of such frequent communication, was, directly or indirectly, allowed access to UPSI or reasonably expected to be allowed access to UPSI;

vi. An employee of the Company who has access to UPSI or is reasonably expected to have access to UPSI;

vii. Any person who has a professional or business relationship and that relationship directly or indirectly allows access to UPSI or is reasonably expected to allow access to UPSI;

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

i. An Immediate Relative of Connected Persons;

ii. A holding company or associate company or subsidiary company;

iii. An intermediary as specified in section 12 of the SEBI Act or an employee or director thereof;

iv. An investment company, Trustee Company, asset management company or an employee or director thereof;

v. An official of a stock exchange or of clearing house or corporation;

vi. 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;

vii. 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;

viii. An official or an employee of a self-regulatory organization recognised or authorized by the SEBI;

ix. A banker of the Company;

x. A concern, firm, trust, Hindu undivided family, company or association of persons wherein a director of the Company or his Immediate Relative

### **C) Designated Person**

The term "designated person" shall consist of, Connected Persons who include:

i. Promoters of the Company;

ii. Directors of the Company and its subsidiaries/Holding company/ies and Associate companies

iii. Executive Officers of the Company;

iv. Executive Vice Presidents of the Company;

v. Employees named in the Corporate Organization Chart of the Company from time to time;

vi. Employees in the Finance and Accounts Department, Corporate Strategic Department, Legal Department, Enterprise Risk Management Department who are in the grade Assistant Manager (SG-6) and above.

vii. Executive Secretaries of Directors and Executive Officers of the Company;

viii. Any other Connected Person designated by the Company on the basis of their functional role;

ix. Immediate Relatives of (i) to (viii) above;

### **D) Director**

"Director" means shall have the meaning assigned to it under the Companies Act, 2013 i.e., a director appointed to the Board of a company.

## **E) Immediate Relative**

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

## **F) Insider**

An insider means any person who is:

- (i) a Connected Person or
- (ii) in possession of or having access to UPSI.

## **G) Key Managerial Personnel (KMP)**

"Key Managerial Personnel" shall have the meaning assigned to it under the Companies Act,

2013. i.e., KMP in relation to a Company means :

- (i) the Chief Executive Officer or the managing director or the manager;
- (ii) the company secretary;
- (iii) the whole-time director;
- (iv) the Chief Financial Officer; and
- (v) such other officer as may be prescribed;

## **H) Officer**

"Officer" shall have the meaning assigned to it under the Companies Act, 2013 i.e., "officer" includes any director, manager or key managerial personnel or any person in accordance with whose directions or instructions the Board of Directors or any one or more of the directors is or are accustomed to act;

## **I) Promoter**

"Promoter" shall have the meaning assigned to it under the Companies Act, 2013 i.e.,

- (a) who has been named as such in a prospectus or is identified by the company in the annual return referred to in section 92; or
- (b) who has control over the affairs of the company, directly or indirectly whether as a shareholder, director or otherwise; or
- (c) in accordance with whose advice, directions or instructions the Board of Directors of the company is accustomed to act:

Provided that nothing in sub-clause (c) shall apply to a person who is acting merely in a professional capacity;

## **J) Securities**

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

## **K) Trading**

"Trading" means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities, and "trade" shall be construed accordingly. Words and expressions used and not defined in these Rules but defined in the Securities

and Exchange Board of India Act, 1992, the Securities Contracts (Regulation) Act, 1956, the Depositories Act, 1996 or the Companies Act, 2013 and rules and regulations made thereunder shall have the meanings respectively assigned to them in those legislations.

### **3(A). Prohibition on communicating or procuring UPSI**

An Insider shall not –

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

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

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

### **3(B). Uniform and Universal dissemination of Unpublished Price Sensitive Information**

The price sensitive information shall be disseminated uniformly and universally to all stakeholders through Stock Exchanges and/ or by posting the same on official website of the Company i.e. [www.lancor.in](http://www.lancor.in). The Company shall use its best endeavours to avoid selective disclosure of price sensitive information. However, if any Information gets disclosed selectively or inadvertently or otherwise, endeavour shall be made to make generally available the above information through dissemination of the same to Stock Exchanges and/or by posting the same on the official website of the Company as soon as practicable.

### **3(C). Procedures for responding to any Queries on news reports and/or requests for verification of market rumors by regulatory authorities**

- i. Appropriate, fair & prompt response shall be submitted to all queries on news reports or requests for verification of market rumors received from regulatory authorities.
- ii. Such replies shall be signed by the Compliance Officer/ Whole - time Director. In their absence, such replies shall be signed by Chief Financial Officer or the Vice President (Finance).
- iii. In case the query/request has been received from a Stock Exchange, a copy of such reply shall be sent to other stock exchange(s) also where shares of the Company are listed.
- iv. The Compliance Officer shall oversee corporate disclosure. He shall be responsible for deciding whether a public announcement is necessary for verifying or denying rumours and then making the disclosure.

### **3(D). Procedures for Disclosure/ dissemination of Price Sensitive Information with special reference to Analysts, Institutional Investors etc.**

- i. The Company shall ensure that only Public information is provided to Analysts/Research person and Institutional Investors and the Company shall

ensure that the officers of the Company who communicate with the Analysts are properly informed of the same.

- ii. In order to avoid misquoting or misrepresenting it shall be assured that two Company representatives be present at the meeting with Analysts and Institutional Investors and the discussion shall be audio recorded and transcripts will be made and disseminated on the official website of the Company.
- iii. Extra caution will be taken while dealing with analysts' questions that raise issues outside the intended scope of discussion. Unanticipated questions will be taken on notice and a considered response shall be furnished later. If the answer includes price sensitive information, a public announcement shall be made before responding. Alternatively any unpublished price sensitive information given to Analysts/Research Person shall be simultaneously made public at the earliest.

### **3(E). Need to know**

Unpublished Price Sensitive Information shall be handled on a "need to know" basis i.e. Unpublished Price Sensitive Information shall be disclosed only to those within the Company who need the information to discharge their official duties or discharge of legal obligations.

### **4. Prohibition on Insider Trading**

An Insider shall not, directly or indirectly, –

- i. Trade in securities of the Company that are listed or proposed to be listed 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 4 (i) above shall not apply to:

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

### **5. Trading Window**

- i. The Compliance Officer shall notify a 'trading window' during which the Designated Persons may Trade in the Company's securities after securing pre-clearance from the Compliance Officer in accordance with these Rules.
- ii. Designated Persons shall not Trade in the Company's securities when the trading window is closed.
- iii. The trading window shall generally be closed for all Insiders between the sixteenth day prior to the last day of any financial period for which results are required to be announced by the Company and the second trading day after disclosure of such financial results.
- iv. Additionally, the trading window shall be closed in particular for a Designated Person or class of Designated Persons and their immediate relatives, when the Compliance Officer determines that a Designated Person or class of Designated Persons can reasonably be expected to have possession of UPSI, for such periods as determined by the Compliance Officer.
- v. The trading window may be re-opened after closure, not earlier than 48 hours after the UPSI in question becomes generally available.

vi. The trading window shall be applicable to persons with fiduciary relationship such as the auditors, consultants etc. who may be in possession of UPSI. The company shall ensure that necessary information on closure of trading window is communicated to such persons.

## **6. Pre-clearance of Trading**

i. Designated Persons may Trade in the securities of the Company when the trading window is open, after obtaining approval of the Compliance Officer by submitting an application as per Annexure 1 and an undertaking as per Annexure 2.

ii. The Compliance Officer shall not approve any proposed Trade by Designated Person if the Compliance Officer determines that such Designated Person is in possession of UPSI even though the trading window is open.

iii. The Compliance Officer may, after being satisfied that the application and undertaking are true and accurate, approve Trading by a Designated Person, on the condition that the Trade so approved shall be executed within seven trading days following the date of approval.

iv. The Designated Person shall, within two days of the execution of the Trade, submit the details of such Trade to the Compliance Officer as per Annexure 3. In case the transaction is not undertaken, a report to that effect shall be filed in the said form.

v. If the pre-cleared Trade is not executed within seven trading days after the approval is given, the Designated Person must secure pre-clearance of the transaction again.

vi. A Designated Person who Trades in securities without complying with the pre-clearance procedure as envisaged in these Rules or gives false undertakings and/or makes misrepresentations in the undertakings executed by him/her while complying with the pre-clearance procedure shall be subjected to the penalties as envisaged in these Rules.

vii. Nothing in this rule shall apply to any Trade involving a value less than Rs 5 Lakhs or such other amount as may be specified by the Board of Directors from time to time (a "de minimis Trade") provided the Designated Person is not in possession of UPSI while executing the de minimis Trade.

## **7. Additional trading restrictions on Designated Persons**

i. No Director or Key Managerial Personnel shall enter into derivative transactions in respect of the securities of the Company.

ii. All Designated Persons who Trade in the securities of the company shall not enter into an opposite transaction during the next six months following the prior transaction. In case of any contra trade be executed, inadvertently or otherwise, in violation of such a restriction, the profits from such trade shall be liable to be disgorged for remittance to the SEBI for credit to the Investor Protection and Education Fund administered by SEBI.

iii. The Compliance officer may relax the above restrictions subject to the adherence to the Regulations.

## **8. Trading Plan**

i. A Designated Person shall be entitled to formulate a Trading Plan that complies with the SEBI Regulations (a "Trading Plan") and present it to the Compliance Officer for approval and public disclosure pursuant to which Trades may be carried out in his behalf in accordance with such plan.

ii. The Compliance Officer shall review and approve the Trading Plan if it complies with the SEBI Regulations and shall disclose the Trading Plan to the stock exchanges.

iii. The Trading Plan once approved shall be irrevocable and the Designated Person shall mandatorily have to implement the plan, without being entitled to either deviate from it or to execute any trade in the securities outside the scope of the Trading Plan. However, the implementation of the Trading Plan shall not be commenced, if at the time of formulation of the plan, the Designated Person is in possession of UPSI and the said information has not become generally available at the time of the commencement of implementation. The commencement of the Trading Plan shall be deferred until such UPSI

becomes generally available information. Further, the Designated Person shall also not be allowed to Trade in securities of the Company, if the date of Trading in securities of the Company, as per the approved Trading Plan, coincides with the date of closure of Trading Window announced by the Compliance Officer.

iv. The trading plan of the Compliance officer, if any, shall be reviewed by an Independent Director having financial literacy.

v. The trading plan shall not entail commencement of trading on behalf of the insider earlier than six months from the public disclosure of the plan.

## **9. Penalty for Insider Trading**

i. An Insider who acts in contravention of these Rules shall be liable to have his services or relationship with the Company, as the case may be, terminated.

ii. Directors, Officers and employees of the Company who violate these rules shall be subject to disciplinary action by the Company, which may include wage freeze, suspension, and ineligibility for future participation in the Company's stock option plans or termination.

iii. The SEBI or any other appropriate regulatory authority would also be informed of the violation of these Rules so that appropriate action may be taken.

## **10. Disclosure requirements**

### **A. Initial Disclosure:**

i. Every Promoter, Key Managerial Personnel, director of the Company and each of their Immediate Relatives shall disclose his holding of securities of the Company within thirty days of these Rules taking effect as per Form A set out in Annexure 4.

ii. Every person on appointment as a Key Managerial Personnel or a director of the Company or upon becoming a Promoter shall disclose his / her and Immediate Relatives' holding of securities of the Company as on the date of appointment or becoming a promoter, to the Company within seven days of such appointment or becoming a promoter, as per Form B set out in Annexure 5.

### **B. Continual Disclosure:**

a) Every Promoter, employee, director of the Company and each of their Immediate Relatives shall disclose as per Form C set out in Annexure 6 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.10 Lakhs.

b) The disclosure shall be made within two working days of:

I. the receipt of intimation of allotment of shares, or

II. the acquisition or sale of shares or voting rights, as the case may be.

### **C. Disclosure to the Stock Exchange:**

The Compliance Officer shall notify the stock exchanges, particulars of the Trades, within two trading days of the receipt of the Continual Disclosure or from becoming aware of such information.

### **D. Disclosures by other Connected Persons.**

The Compliance Officer may, require any other Connected Person to disclose the holdings and trading in securities of the Company as per Form D set out in Annexure 7 at such frequency as he may determine.



## **11. Monitoring and Co-ordinating dissemination of disclosures**

The Compliance Officer shall act as Chief Investor Relations Officer and will be responsible for ensuring that the Company complies with the continuous disclosure requirements of Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and this Rule. He shall also be responsible for overseeing, monitor & co-ordinating dissemination of disclosure of price sensitive information to Stock Exchanges and stakeholders.

## **12. Miscellaneous**

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.

The Compliance Officer shall provide the Audit Committee of the Board, on a quarterly basis, all the details of Trading in securities by the Designated Persons including any violations of the Rules.

The Compliance Officer shall maintain (a) updated list of Designated Persons, (b) records of disclosures and pre-clearance applications and undertakings for a period of five years and (c) a confidential list of any 'restricted securities' to which the Compliance Officer may require Designated Persons to seek pre-clearance before Trading in such 'restricted securities'.

The Company shall require all Connected Persons to formulate and adhere to a code of conduct to achieve compliance with these Rules. In case such persons observe that there has been a violation of these Rules, then they shall inform the Board of Directors of the Company promptly.

## **Questions**

If you have any questions concerning this Policy or the Code of Conduct, please contact:

<p><b>Mr. K. Prakash</b> <b>Chief Financial Officer</b> <b>LANCOR HOLDINGS LIMITED</b> VTN Square, 58, G N Chetty Road T.Nagar, Chennai – 600 017 Phone: 044-28345880 – 84 Fax : 044-2834 5885 Email : <a href="mailto:prakashk@lancor.in">prakashk@lancor.in</a> Website : <a href="http://www.lancor.in">www.lancor.in</a></p>	<p><b>Mr. B. Sanjeev Anand</b> <b>Company Secretary &amp; Compliance Officer</b> <b>LANCOR HOLDINGS LIMITED</b> VTN Square, 58, G N Chetty Road T.Nagar, Chennai – 600 017 Phone: 044-28345880 – 84 Fax : 044-2834 5885 Email : <a href="mailto:compsecy@lancor.in">compsecy@lancor.in</a> Website : <a href="http://www.lancor.in">www.lancor.in</a></p>
--	---