

COMPANY SECRETARIAL DEPARTMENT – SOP as on 08.05.2025

1. INSIDER TRADE PREVENTING ACTIVITIES

1. Identify the 'Designated Person' in the inside and outside of the Company and get them their personal & professional details for uploading with NSDL Website and SDD Software.
2. Maintain and update the changes of 'Designated Person' details in the SDD Software and NSDL Website.
3. Updating the 'Unpublished Price Sensitive Information (UPSI)' in the SDD Software as per the SEBI (Prohibition of Insider Trading) Regulations.
4. Intimate to NSDL website through Login who are the designated persons in each quarter and preventing them not to trade until the open the trading window.
5. Creating SDD shareholding pattern with coordination of RTA and submit with BSE.