



**THE SHIPPING CORPORATION OF INDIA LTD**

# **SCI CODE OF CONDUCT FOR PROHIBITION OF INSIDER TRADING**

## **A. BACKGROUND:**

1. The Shipping Corporation of India Ltd. (hereinafter referred to as “the Company/SCI”) believes in the conduct of its affairs in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity and ethical behavior.

2. The SEBI (Prohibition of Insider Trading) Regulations, 2015 [“the Regulations”] and amendments thereto, have laid down a framework for prohibition of insider trading in securities and requires a Code for Fair Disclosure and Conduct be laid down by the listed companies to prevent such insider trading. Accordingly, the Company has formulated the following guidelines which shall serve as the SCI Code of Conduct for Prohibition of Insider Trading (hereinafter referred to as “The Code”).

All capitalized terms used and not defined herein, shall bear the meaning as defined under the Regulations, The SEBI Act, 1992, the SEBI (Prohibition of Insider Trading) Regulations, 2015, the Companies Act 2013 and the SEBI (LODR) Regulations, 2015, SEBI (SAST) Regulations, 2011 and any other statute governing the said term.

## **B. APPLICABILITY**

3. This policy shall apply to all Designated Persons and Immediate Relatives of Designated Persons and any other person in possession of or having access to Unpublished Price Sensitive Information (“UPSI”) of Securities of SCI including Connected Persons as defined under the Regulations.

## **C. THE CODE:**

### **4. Compliance Officer**

The Company Secretary or any other senior officer designated by the Board shall be the Compliance Officer cum Chief Investor Relation Officer for the purpose implementation of the Code and other requirements under the Regulations, who shall be Financially Literate as defined in the Regulations. The Compliance Officer shall report to the Board of Directors and shall provide report to Chairperson– Audit Committee on annual basis regarding Compliance of the Code.

### **Connected Person**

5. "Connected Person" means,–

- (i) any person who is or has during the six (6) 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
  - (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 a company or his immediate relative or banker of the company, has more than ten per cent. of the holding or interest;

### **Designated Persons**

6. The Designated Persons shall include the following:

- a) All Directors, including Chairperson & Managing Director (CMD), whole-time Directors and non-Executive Directors, including Government Directors.
- b) Executive Directors / General Managers
- c) Deputy General Managers
- d) All employees in the Finance & Accounts Department, Board Secretariat, PR Department, ISM Department, Planning & MIS Department, IT Staff and any other employees identified as “Designated Employees” by any of the Directors of SCI.
- e) Employees of Fiduciaries and Intermediaries of SCI identified so by the management of the said Fiduciary / Intermediary.
- f) Officers dealing with budgeting/monitoring of results in the Profit Centres.
- g) All employees in the Secretariats of CMD, whole-time Directors and Executive Directors /General Managers.
- h) All promoters of SCI and promoters who are individuals.
- i) Employees of material subsidiaries of SCI designated on the basis of their functional role or access to UPSI in the organization by the board of directors.

- j) Chief Executive Officer and employees upto two levels below Chief Executive Officer of such Intermediary, Fiduciary and its material subsidiaries irrespective of their functional role in the company or ability to have access to UPSI.
- k) An Insider who is a Connected Person as per the definition under the Code or a person having access to UPSI.

### **Fiduciaries**

7. Fiduciary means any person having fiduciary relation with the company, including but not limited to auditors, accountancy firms, law firms, analysts, consultants etc., assisting or advising the company.

### **Legitimate Purpose**

8. "Legitimate purpose" shall include sharing of information with partners, analysts, collaborators, lenders, customers, suppliers, banks, merchant bankers, legal advisors, registrar and/or share transfer agent, husbanding/ marketing agents, manning agents, advertising/ publication agency, auditors, insolvency professionals or other advisors or consultants or any other individual or entity.

Provided that such sharing of UPSI in the ordinary course of business by an Insider is for performance of official duties and/ or discharge of legal obligations in connection with performance of official duties and also, the sharing has not been carried out to evade or circumvent the Code or the Regulations.

### **Informant**

9. 'Informant' means an individual(s), who voluntarily submits to the Board a Voluntary Information Disclosure Form relating to an alleged violation of insider trading laws that has occurred, is occurring or has a reasonable belief that it is about to occur, in a manner provided under these regulations, regardless of whether such individual(s) satisfies the requirements, procedures and conditions to qualify for a reward.

### **Insider**

10. "Insider" means any person who is:
- i) a connected person; or
  - ii) in possession of or having access to Unpublished Price Sensitive Information;

### **Unpublished Price Sensitive Information (UPSI)**

11. It means any information, relating to SCI or its securities, directly or indirectly, that is not generally available which upon being generally available, is likely to affect the price of the securities and shall, ordinarily but not restricted to, information relating to the following:

- a) Financial Results (Audited as well as unaudited) and Financial Statements as defined under the Companies Act, 2013.

- b) Declaration of dividends (interim, special and final).
- c) Any change in Capital Structure
- d) Any major expansion plans or execution of new projects. For the purpose of this clause, major expansion plans shall mean “increase in DWT by 20% or more”.
- e) Amalgamation, merger, demerger, acquisition, takeovers, delisting and buy-back.
- f) Disposal of whole or substantially the whole of the undertaking to the extent of 20% or more of the net worth or 20% or more of the total income of the Company or 20% or more of the value of the undertaking, during the previous financial year, whichever is less. [The limit has been set based on the definition in section 180(1)(a) of the Companies Act 2013. ] This shall exclude mortgages.
- g) Any changes in policies, plans or operations of the Company which will have effect on net worth to the extent of 20% or more.
- h) Changes in Key Managerial Personnel.
- i) Any other matter as may be prescribed under the Listing Regulations and/or Corporate Law to be price sensitive, from time to time.

**NOTE:** Words and expressions used and not defined in these Code 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 Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, 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.

### **Protection of ‘Price Sensitive Information’**

12. All information shall be handled within the organisation on a “NEED-TO-KNOW” basis and no UPSI shall be communicated to any person except in furtherance of the Legitimate Purposes.

13. The UPSI shall be disclosed only with approval from the CMD of SCI or any Whole time Director of SCI or Compliance Officer under the Code or any other officer nominated by the CMD of SCI for this purpose.

14. It shall be duty of each Designated Person to ensure that no UPSI is provided to any person/entity without necessary clearance in writing from the competent authority. The Designated Person shall maintain confidentiality of UPSI in their possession. They shall not pass on such information directly or indirectly, to any person or entity, for any purpose except for Legitimate Purposes.

15. If Insider commits breach or accidentally crosses Chinese wall in respect of UPSI, it shall be reported to the Compliance Officer and immediate action shall be initiated by the Compliance Officer to stop such information from being misused.

16. The Company shall have a right to issue notice to any person/ entity identified as Insider to maintain confidentiality of UPSI in his possession or deemed to be in his possession or expected to be in possession in near future.

17. The Compliance Officer may demand justifications in writing from any person/ entity passing on UPSI directly or indirectly as well intentionally or accidentally. The justifications/ reasons provided by such persons/ entities shall be submitted to the Board for its information.

18. In the event any person related to the Company is in knowledge of or gets hold of any UPSI without 'Need to Know Basis', he shall immediately report such incident to the Compliance Officer. The Compliance Officer shall immediately inform the CMD about such incident and shall take all such steps to either protect further leakage of such UPSI or make such UPSI generally available, as may be decided by the CMD in each case.

19. It shall be the duty of the relevant Designated Persons to ensure that all documents and files containing confidential information of the Company is kept secured at all times. The IT department shall ensure that all information stored in electronic mode shall also be made secured through the use of anti-theft software and necessary encoded security protection.

### **Communication and Procurement of Price Sensitive Information**

20. The Compliance Officer and the Designated Persons shall ensure the following:

- I. There is prompt public disclosure of UPSI to stock exchanges in order to make such information generally available.
- II. There is uniform and universal dissemination of UPSI to avoid selective disclosure.
- III. There shall be prompt dissemination of UPSI that gets disclosed selectively, inadvertently or otherwise to make such information generally available.
- IV. Appropriate and fair response to queries on news reports and requests for verification of market rumours by regulatory authorities is provided.
- V. Ensuring that information shared with analysts and research personnel is not UPSI.
- VI. Transcripts or records of proceedings of meetings with analysts and other investor relation conferences will be disclosed to the stock exchanges and on the company website to ensure official confirmation and documentation of disclosures made.
- VII. The individuals and other entities shall be brought 'inside' on sensitive transactions only on need to know basis and if need be, only after signing confidentiality agreement. They would be made aware of the duties and responsibilities attached to the receipt of UPSI and the liability that attaches to misuse or unwarranted use of such information.

- VIII. UPSI shall be communicated, provided, allowed access to or procured, in connection with a transaction that would:-
- a) entail an obligation to make an open offer under the takeover regulations where the Board of Directors of SCI are of informed opinion that sharing of such information is in the best interests of the company;
  - b) not attract the obligation to make an open offer under the takeover regulations but where the Board of Directors of SCI are of informed opinion that sharing of such information is in the best interests of the company and the information that constitute UPSI 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 to be adequate and fair to cover all relevant and material facts.
- IX. The Director of each department shall ensure that a structured digital database is maintained containing the nature of Unpublished Price Sensitive Information (UPSI) of SCI Securities and the names of such persons/ employees who have shared the information and also the names of such persons with whom information is shared under this Code along with the Permanent Account Number (PAN) or any other identifier authorized by law where Permanent Account Number is not available.
- X. The Director of each department shall ensure that such database shall not be outsourced and shall be maintained internally with adequate internal controls and checks such as time stamping and audit trails to ensure non-tampering of the database.
- XI. The Director of each department shall ensure the Structured Digital Database is preserved for a period of not less than eight (8) years after completion of the relevant transactions and in the event of receipt of any information from the Board regarding any investigation or enforcement proceedings, the relevant information in the structured digital database shall be preserved till the completion of such proceedings.
- XII. Designated Persons shall be required to disclose names and Permanent Account Number or any other identifier authorized by law of the following persons to the Director of their Department on an annual basis and as and when the information changes:
- a) Immediate Relatives
  - b) persons with whom such Designated Person(s) shares a material financial relationship, which means where one person is a recipient of any kind of payment such as by way of a loan or gift during the immediately preceding twelve months, equivalent to at least 25% of such payer's annual income but shall exclude relationships in which the payment is based on arm's length transactions.
  - c) Phone, mobile and cell numbers which are used by them

- d) The names of educational institutions from which Designated Persons have graduated and names of their past employers shall also be disclosed on one time basis.

### **Institutional Mechanism for Prevention of Insider Trading**

21. The Chairman & Managing Director of SCI or any other officer authorised by him and Intermediaries or Fiduciaries of SCI shall ensure adequate and effective system of internal controls to comply with the requirements given in the regulations to prevent Insider trading.

22. The internal controls shall include the following:

- a) Maintaining list of all employees who are identified as Designated Person;
- b) All the UPSI shall be identified and its confidentiality shall be maintained as per the requirements of the regulations;
- c) Adequate restrictions shall be placed on communication or procurement of UPSI as required by the regulations;
- d) Lists of all employees and other persons with whom UPSI, Nature of UPSI Shared on Need to Know basis, shall be maintained and confidentiality agreements shall be signed or notice shall be served to all such employees and persons;
- e) Periodic process review to evaluate effectiveness of such internal controls.
- f) All other relevant requirements specified under the Regulations shall be complied with on timely basis.

23. A report confirming compliance with the para 19, 20, 21 and 22 shall be submitted to Compliance Officer for onwards submission to the Board of Directors of SCI on annual basis through the Audit committee of the Board of SCI. The Audit Committee shall verify that the systems for internal control are adequate and are operating effectively.

### **24. SCI POLICY AND PROCEDURE FOR INQUIRY IN CASE OF LEAK OR SUSPECTED LEAK OF UNPUBLISHED PRICE SENSITIVE INFORMATION**

I. Any SCI employee may report any instances of leak of UPSI in conformity with the Whistle Blower Policy of the Company. The Whistle Blower Policy is hosted on the website of the Company [www.shipindia.com](http://www.shipindia.com) >> **About SCI** >> **Policies**.

II. The CMD shall within 7 (seven) working days from the date of receipt information regarding leak of UPSI or suspected leak of UPSI, shall proceed to investigate the matter and for such purpose he/she may consult such person, whether internal or otherwise or obtain such external assistance or opinion as he/she may deem fit. During the course of such investigation, CMD may call for additional documents, representations, etc.

III. If an inquiry has been initiated, the relevant Intermediaries and Fiduciaries shall co-operate with SCI in connection with such inquiry conducted by it.

IV. On completion of the preliminary investigation, CMD shall refer the matter to the Audit Committee. After considering the matter, the Audit Committee shall put forward its recommendation to the Board.

V. The Board, on receipt of such recommendation and after due review, if forms an opinion that there is a leak of UPSI, then it will order for necessary disciplinary proceedings under the CDA Rules which will be in addition to the penal provisions stated under the SEBI (Prohibition of Insider Trading) (Amendment) Regulations, 2015 as amended from time to time and any other statutory enactments, as applicable.

VI. This policy shall not in any way exclude any referrals, complaints, measures, actions, etc. which can be instituted under the existing Whistle Blower Policy of SCI.

#### **TRADING WHEN IN POSSESSION OF UNPUBLISHED PRICE SENSITIVE INFORMATION**

25. While trading in securities, all Designated Persons and Immediate Relatives of Designated Persons shall be governed by the Code and they shall also be subject to compliance with the Regulations.

26. No Designated Person shall trade in the securities of the Company while in the possession of UPSI except under the following circumstances provided under the Regulations:

- a) transactions specified in clauses (i) to (iv) and (vi) of the proviso to sub-regulation (1) of Regulation 4 of the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and in respect of a pledge of shares for a bonafide purpose such as raising of funds, subject to pre-clearance by the Compliance Officer and compliance with the respective regulations made by the Board;
- (b) transactions which are undertaken in accordance with respective regulations made by the Board such as acquisition by conversion of warrants or debentures, subscribing to rights issue, further public issue, preferential allotment or tendering of shares in a buy-back offer, open offer, delisting offer or transactions which are undertaken through such other mechanism as may be specified by the Board from time to time

27. The trading undertaken by the Designated Persons shall be routed through a notional Trading Window ("Trading Window") which has been created to monitor the trading done by them. It is only when such Trading Window is open, will the Designated Persons or class of Designated Persons be allowed to carry on trade in the security of the Company. However, the Trading Window shall be closed when the Compliance Officer determines that a Designated Persons can reasonably be expected to have possession of UPSI. Such closure shall be imposed in relation to

such securities to which such UPSI relates. The Designated Persons and their Immediate Relatives shall not trade in securities when the Trading Window is closed.

28. The Trading Window shall also be closed for the following events:

**Closing of Trading Window for financial results**

- a. From 1st April upto Forty Eight hours (48) after the declaration of the annual financial results (and dividend, if any) to the Stock Exchanges.
- b. From 1st July upto Forty Eight hours (48) after the declaration of the first quarter financial results to the Stock Exchanges.
- c. From 1st October upto Forty Eight (48) hours after the declaration of the second quarter financial results to the Stock Exchanges.
- d. From 1st January upto Forty Eight hours (48) after the declaration of the third quarter financial results to the Stock Exchanges.
- e. From the date of intimation / instruction received from the Ministry of Ports, Shipping and Waterways w.r.t. declaration of interim dividend or from seven (7) days before the date of the Board meeting wherein the Interim Dividend is being considered upto Forty Eight hours (48) after the cut-off date/ record date for payment of such Interim Dividend.

29. The timing for re-opening of the Trading Window shall be determined by the Compliance Officer taking into account various factors including the UPSI 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 (48) after the information becomes generally available.

30. Every Designated Person (including his Immediate Relative) shall–

- (i) execute trades in the securities of SCI subject to the compliance of the Code
- (ii) trade only when Trading Window is open and
- (iii) trade in the securities of SCI only after pre-clearance from the Compliance officer, for a single transaction or a series of transactions over any calendar quarter, if the quantity involved in the proposed trades (buy/sell) is 10 or more SCI's securities or if the value of the said trade(s) is in excess of Rs. 10,000 (Rupees Ten Thousand). An application for seeking pre-clearance trade should be submitted in **Form A-1**

31. Prior to approving any trades, the Compliance Officer shall be entitled to seek declarations to the effect that the applicant for pre-clearance is not in possession of any UPSI. He shall also have regard to whether any such declaration is reasonably capable of being rendered inaccurate. Pre-clearance of trades shall not be required for a trade executed as per an approved trading plan. The trading window norms and restrictions on contra trade shall not be applicable for trades carried out in accordance with an approved trading plan.

32. The Compliance Officer shall place before the CMD on a monthly basis all the details of the dealing in the securities by Designated Persons of the Company

(Including 'Nil' report, if any) and the accompanying documents that such person had executed under the pre-dealing procedure as envisaged in this code.

33. Within seven trading days, within which trades that have been pre-cleared, have to be executed, failing which fresh pre-clearance would be needed for the trades to be executed.

34. For six (6) months, Designated Persons who were permitted to trade with pre-clearance, shall not execute a contra trade. The Compliance Officer shall have the power to grant relaxation from strict application of this restriction for reasons to be recorded in writing provided that such relaxation does not violate the Regulations. Such 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 SEBI for credit to the Investor Protection and Education Fund administered by SEBI under the SEBI Act, 1992. However, this shall not be applicable for trades pursuant to exercise of stock options.

35. Every Designated Persons (including his Immediate relative) shall report his decision of not to trade after Securing Pre-Clearance in **Form A-2**

36. The Formats w.r.t various compliances under this Code are annexed at the end.

### **Initial Disclosures**

37. Every promoter, member of promoter group, key managerial personnel and director of the Company shall disclose his holding of securities of the company as on the date of the adoption of this Code by the Board of Directors in **Form A**.

38. Every person on appointment as a key managerial personnel or a director of the Company or upon becoming a promoter or member of the promoter group of the company and immediate relatives of such persons or other such persons as mentioned in Regulation 6(2) 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 **Form B**.

### **Continual Disclosures**

39. Every promoter, member of the promoter group, designated person, director of the Company and immediate relatives of such persons and other such persons shall disclose to the Company in **Form C**, 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 (10) Lakhs rupees or such other value as may be specified.

40. 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.

41. The above disclosure by the Company shall be made in such form and such manner as may be specified by the Board from time to time.

#### **Disclosures by other Connected Persons**

42. The Connected Person shall make disclosure in **Form D** of trading of SCI securities as well as his/ her / its holdings on quarterly basis till he/ she/ it has access to the UPSI. The disclosure can be discontinued on such UPSI becoming generally available.

#### **Periodical Disclosure**

43. Periodicity of reporting of the transactions in securities shall be on a quarterly basis in **Form E**, which would also include the cases where pre-clearance is also required. The Designated Persons shall submit his/her report **within 15 days** from the end of each quarter.

44. An Acknowledgement shall be submitted in **Form G** by all Designated Employees of SCI on Quarterly basis affirming that they have read and understood the SCI code of conduct for Prohibition of Insider Trading and have agreed to comply by this code.

#### **Annual Disclosure**

45. Annual disclosure of number of shares and other securities held as on 31st March, including details of purchase/sale of shares and other securities during the financial year shall be made **within 30 days** from the close of each financial year by the Designated Persons in **Form F**

46. An Annual Compliance Report shall be submitted by the Designated Employees of SCI in **Form H** on Annual Basis affirming that they have complied with the provisions of the SCI code of Conduct for Prevention of Insider Trading during the Financial Year.

47. The Compliance Officer shall maintain the records of all the declarations given in the appropriate form for a minimum period of five (5) years.

#### **Reporting of Violations**

48. Compliance Officer shall promptly inform the stock exchange(s) where the concerned securities are traded in **Annexure-A** regarding violation of the Regulations.

#### **Restriction on Communication and Trading by Insiders**

49. The provisions of the Regulations shall be applicable w.r.t restrictions on Dealing with UPSI of SCI Securities and unauthorized use of UPSI of SCI Securities.

#### **Amendment Clause**

50. The following amendments in the Code shall be carried out with approval from Chairperson & Managing Director [CMD]:

The amendments to the Code necessitated due to

- (i) amendments to The SEBI Act, 1992, the SEBI (Listing Obligations & Disclosure Requirements), 2015, the SEBI (Prohibition of Insider Trading) Regulations, 2015, the Companies Act 2013, the SEBI (Substantial Acquisition of Shares and Takeover) Regulation, 2011 or any other statutory legislations or
- (ii) changes in the nomenclature of designations of the employees or directors of SCI

Provided the Board is kept informed about the said amendment at the first Board Meeting held after such amendment.

51. Any amendment for the reasons other than those mentioned above shall need approval by the Board of Directors.

#### **PENALTY FOR CONTRAVENTION OF SCI CODE OF CONDUCT FOR PROHIBITION OF INSIDER TRADING**

52. Any employee/officer/director who trades in securities or communicates any information for trading in securities, in contravention of this Code would be penalized and appropriate action against her/him would be taken by the Company.

53. The employees/officers/directors of the Company who violate the Code shall also be liable to disciplinary action by the Company, which may include wage freeze, suspension, recovery, clawback, ineligibility for future participation in employee stock option plans, etc.

54. Any amount collected under this clause shall be remitted to the Board for credit to the Investor Protection and Education Fund (IPEF) administered by the Board under the Securities and Exchange Board of India Act, 1992 through the online mode or by way of a demand draft (DD) in favour of the Board (i.e. SEBI – IPEF) payable at Mumbai. The bank account details of SEBI – IPEF for online transfer is given below:

|                     |                            |
|---------------------|----------------------------|
| Name of Beneficiary | SEBI – IPEF                |
| Bank Name           | Bank of India              |
| Bank Branch         | Bandra Kurla Complex (BKC) |
| Account Number      | 012210210000008            |
| IFSC Code           | BKID0000122                |

55. The action taken by the Company against the employee shall not preclude SEBI from taking any action, as it may deem fit, in case of violation of SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended from time to time.

By Order of the Board

Chairperson & Managing Director

Date: 30.07.2020

Place: Mumbai

## Annexure A

### Report by Shipping Corporation of India Ltd (SCI) for violations related to Code of Conduct under SEBI (Prohibition of Insider Trading) Regulations, 2015.

| Sr.No. | Particulars  | Details |
|--------|--|---------|
| 1      | Name of the listed company/<br>Intermediary/Fiduciary  |         |
| 2      | Please tick appropriate checkbox<br>Reporting in capacity of :<br><input type="checkbox"/> Listed Company<br><input type="checkbox"/> Intermediary<br><input type="checkbox"/> Fiduciary |         |
| 3      | <b>A. Details of Designated Person (DP)</b>  |         |
|        | i) Name of the DP  |         |
|        | ii) PAN of the DP  |         |
|        | iii) Designation of DP   |         |
|        | iv) Functional Role of DP  |         |
|        | v) Whether DP is Promoter or<br>belongs to Promoter Group  |         |
|        | <b>B. If Reporting is for immediate relative of DP</b>   |         |
|        | Name of the immediate relative of<br>DP  |         |
|        | PAN of the immediate relative of<br>DP   |         |
|        | <b>C. Details of transaction(s)</b>  |         |
|        | Name of the scrip  |         |
|        | No of shares traded and value (Rs.)<br>(Date- wise)  |         |
|        | <b>D. In case value of trade(s) is more than Rs.10 lacs in a calendar quarter</b>  |         |
|        | Date of intimation of trade(s)<br>by concerned DP/ director/ promoter/ promoter<br>group to Company under regulation 7 of SEBI<br>(PIT) Regulations, 2015                                |         |
|        | Date of intimation of trade(s) by Company to<br>stock exchanges under regulation 7 of SEBI (PIT)<br>Regulations,2015   |         |
| 4      | Details of violations observed under Code of<br>Conduct  |         |
| 5      | Action taken by Listed company/ Intermediary/<br>Fiduciary   |         |
| 6      | Reasons recorded in writing for taking action<br>stated above  |         |
| 7      | Details of the previous instances of violations, if<br>any, since<br>last financial year   |         |

| 8                                    | If any amount collected for Code of Conduct violation(s)   |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
|--------------------------------------|--|--|-------------|---------|------------------------|--|--------------------------------------|--|----------------------------------|--|------------------|--|-----------------------------|--|-------------|---------|----------------------|--|-----------|--|---------|--|--------------------|
|                                      | i. Mode of transfer to SEBI - IPEF<br>(Online/Demand Draft)  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
|                                      | ii. Details of transfer/ payment In case of Online:  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
|                                      | <table border="1"> <thead> <tr> <th>Particulars</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Name of the transferor</td> <td></td> </tr> <tr> <td>Bank Name, branch and Account number</td> <td></td> </tr> <tr> <td>UTR/Transaction reference Number</td> <td></td> </tr> <tr> <td>Transaction date</td> <td></td> </tr> <tr> <td>Transaction Amount (in Rs.)</td> <td></td> </tr> </tbody> </table> <p>In case of Demand Draft (DD):</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Bank Name and branch</td> <td></td> </tr> <tr> <td>DD Number</td> <td></td> </tr> <tr> <td>DD date</td> <td></td> </tr> <tr> <td>DD amount (in Rs.)</td> <td></td> </tr> </tbody> </table> |  | Particulars | Details | Name of the transferor |  | Bank Name, branch and Account number |  | UTR/Transaction reference Number |  | Transaction date |  | Transaction Amount (in Rs.) |  | Particulars | Details | Bank Name and branch |  | DD Number |  | DD date |  | DD amount (in Rs.) |
| Particulars                          | Details  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| Name of the transferor               |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| Bank Name, branch and Account number |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| UTR/Transaction reference Number     |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| Transaction date                     |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| Transaction Amount (in Rs.)          |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| Particulars                          | Details  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| Bank Name and branch                 |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| DD Number                            |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| DD date                              |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| DD amount (in Rs.)                   |  |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |
| 9                                    | Any other relevant information   |  |             |         |                        |  |                                      |  |                                  |  |                  |  |                             |  |             |         |                      |  |           |  |         |  |                    |

Yours faithfully,

Date and Place

Name and Signature of Compliance Officer:

PAN:

Email ID:

**FORM A**  
**INITIAL DISCLOSURE TO THE COMPANY**

**[Regulation 7 (1) (a) read with Regulation 6 (2) of SEBI (PIT) Regulations, 2015]**

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, PAN No., CIN/DIN & Address with contact nos. | Category of Person (Promoters/ KMP / Directors/Immediate Relatives/others etc.) | Securities held as on the date of regulation coming into force             |     | % of Shareholding |
|--|---|--|-----|-------------------|
|  |   | Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.) | No. |                   |
|  |   |  |     |                   |

**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 on the date of regulation coming into force |  |                               | Open Interest of the Option Contracts held as on the date of regulation coming into force |  |                               |
|--|--|-------------------------------|---|--|-------------------------------|
| Contract Specifications  | Number of units (contracts * lot size) | Notional value in Rupee terms | Contract Specifications   | Number of units (contracts * lot size) | Notional value in Rupee Terms |
|  |  |                               |   |  |                               |

Signature: \_\_\_\_\_

Name:

Designation :

Only For SCI employees      Division/ Department :

E.C. No. :

**Form A-1**  
**Application for Pre-clearance**

To  
The Compliance Officer  
The Shipping Corporation of India Ltd.  
'Shipping House', 245,  
Madame Cama Road,  
Mumbai-400 021

Dear Sir,

Sub: Application for seeking Pre Clearance to trade in the shares of SCI

I/ We, [*Details of the Designated Person including how they are covered under the definition of Designated Person*] hereby apply for clearance to undertake the proposed trade in the Shares of SCI as per details mentioned hereunder:

| Number of Shares held in SCI (A) | Number of Shares of SCI proposed to be sold (B) | Nature of Shares to be acquired– Equity/ Preference | Number of Shares of SCI proposed to be acquired (C) | Balance Holding (A)+ (C)- (B) | Nature of Transaction (open market/ out of open Market/ Subscription) | Price |
|----------------------------------|---|---|---|-------------------------------|---|-------|
|                                  |   |   |   |                               |   |       |
|                                  |   |   |   |                               |   |       |

|   |  |
|---|--|
| Name of Depository participant & DP ID No. through whom shares are proposed to be Debited/Credited: |  |
| Client ID No.:  |  |
| Folio No in case the shares are in Physical Form  |  |
| PAN (In case of Immediate Relative)   |  |

\* *Kindly also provide the details of Derivatives of SCI shares to be traded.*

## **DECLARATION**

I/We hereby declare and confirm that:

- i. I/We, am/are not in possession of any unpublished price sensitive information in relation to the proposed trade whose details have been mentioned herein. I/We agree to comply with the Code of Conduct for Insider Trading as specified and formulated by The Shipping Corporation of India Limited (SCI) from time to time.
- ii. In the event that I/we gain access to or receive any unpublished price sensitive information, after providing the declaration herein but before executing the transaction for which clearance is sought, I/we undertake to immediately inform the Company Secretary of SCI of the same and shall completely refrain from dealing in the securities of SCI in any form including the proposed trade until such information becomes public;
- iii. I/ We shall execute the proposed trade of shares within 7 days of the clearance provided herein, failing which I/we shall be required to apply again for the clearance.
- iv. I/We shall hold shares of SCI for a minimum period of six months from the date of acquisition herein.

I/We further agree to abide by the directions of SCI and shall be responsible for all such wrongful acts including such penalties as may be so imposed by SCI in this regard.

Signature : \_\_\_\_\_

Name :

Only For SCI employees

Designation :  
Division/Department :  
E.C. No. :

## **FOR OFFICE USE**

Pre Clearance Granted/ Not Granted

COMPLIANCE OFFICER

**Form A-2**  
**Reporting of Decisions not to Trade after Securing Pre-Clearance**

To  
The Compliance Officer  
The Shipping Corporation of India Ltd.  
'Shipping House', 245,  
Madame Cama Road,  
Mumbai-400 021

Dear Sir,

Reference is drawn to the Pre Clearance obtained by the undersigned for the following transaction:

| Number of<br>Shares<br>held in SCI<br>(A) | Number of<br>Shares of SCI<br>proposed to be<br>sold (B) | Number of<br>Shares of SCI<br>proposed to<br>be acquired<br>(C) | Balance<br>Holding (A)+<br>(C)-(B) | Nature of<br>Transaction<br>(open market/<br>out of open<br>Market/<br>Subscription) | Price |
|---|--|---|------------------------------------|--|-------|
|   |  |   |                                    |  |       |
|   |  |   |                                    |  |       |

(Copy of the Pre-clearance is enclosed)

I / We , hereby intimate that the aforesaid trading will not be executed by me/ us for the following reason:

Reason :

Signature : \_\_\_\_\_

Name :

Only For SCI employees

Designation :  
Division/Department :  
E.C. No. :

## **FORM B**

**SEBI (Prohibition of Insider Trading) Regulations, 2015  
[Regulation 7 (1) (b) read with Regulation 6(2) – Disclosure on  
becoming a Key Managerial Personnel/Director/Promoter/Member of  
the promoter group]**

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 or member of the promoter group of a listed company and immediate relatives of such persons and by other such persons as mentioned in Regulation 6(2).**

| Name, PAN, CIN/DIN & Address with contact nos. | Category of Person (KMP / Director or Promoter or member of the promoter group/ Immediate relative to/others, etc.) | Date of appointment of KMP/Director / OR Date of becoming Promoter/ member of the promoter group | Securities held at the time of appointment of KMP/Director or upon becoming Promoter or member of the promoter group |     | % Shareholding of |
|--|---|--|--|-----|-------------------|
|  |   |  | Type of securities (For eg. – Shares, Warrants, Convertible Debentures, Rights entitlements, etc.)                   | No. |                   |
|  |   |  |  |     |                   |

**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 on the securities of the company held on appointment of KMP or Director or upon becoming a Promoter or member of the promoter group of a listed company and immediate relatives of such persons and by other such persons as mentioned in Regulation 6(2).**

| Open Interest of the Future contracts held at the time of appointment of Director/KMP or upon becoming Promoter/member of the promoter group |  |                               | Open Interest of the Option Contracts held at the time of appointment of Director/KMP or upon becoming Promoter/member of the promoter group |  |                               |
|--|--|-------------------------------|--|--|-------------------------------|
| Contract specifications  | Number of units (contracts * lot size) | Notional value in Rupee terms | Contract specifications  | Number of units (contracts * lot size) | Notional value in Rupee terms |
|  |  |                               |  |  |                               |

**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, Member of the Promoter Group, Designated Person or Director of a listed company and immediate relatives of such persons and other such persons as mentioned in Regulation 6(2).**

| Name, PAN, CIN/DIN, & address with contact nos. | Category of Person (Promoter/member of the promoter group/designated person/Director s/immediate relative to/others etc.) | Securities held prior to acquisition/disposal   |                            | Securities acquired/Disposed  |     |       |  | Securities held post acquisition/disposal   |                           | Date of allotment advice/acquisition of shares/disposal of shares, specify |    | Date of intimation to company | Mode of acquisition/disposal (on market/public/rights/preferential offer/off market/Inter-se transfer, ESOPs, etc.) | Exchange on which the trade was executed |
|---|---|---|----------------------------|---|-----|-------|--|---|---------------------------|--|----|-------------------------------|---|--|
|   |   | Type of securities (For eg. – Shares, Warrants, Convertible Debentures, Rights entitlements etc.) | No. and % of share holding | Type of securities (For eg. – Shares, Warrants, Convertible Debentures, Rights entitlement, etc.) | No. | Value | Transaction Type (Purchase/sale/Pledge / Revocation / Invocation/ Others-please specify) | Type of securities (For eg. – Shares, Warrants, Convertible Debentures, Rights entitlement, etc.) | No. and % of shareholding | From   | To |                               |   |  |
|   |   |   |                            |   |     |       |  |   |                           |  |    |                               |   |  |

**Note:** (i) "Securities" shall have the meaning as defined under regulation 2(1)(i) of SEBI (Prohibition of Insider Trading) Regulations, 2015.  
(ii) Value of transaction excludes taxes/brokerage/any other charges

Details of trading in derivatives on the securities of the company by Promoter, member of the promoter group, designated person or Director of a listed company and immediate relatives of such persons and other such persons as mentioned in Regulation 6(2).

| Trading in derivatives (Specify type of contract, Futures or Options etc.) |                         |                |  |                |  | 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) |  |
|  |                         |                |  |                |  |  |

**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, CIN/DIN, & address with contact nos. of other connected persons as identified by the company | Connect ion with company | Securities held priorto acquisition/disposal  |                           | Securities acquired/Disposed  |     |       |   | Securities held post acquisition/disposal   |                            | Date of allotment advice/ acquisition of shares/ disposal of shares specify |    | Date of intimation to company | Mode of acquisition/ disposal (on market/ public/ rights/ Preferential offer / off market/ Inter-se transfer, ESOPs etc. ) | Exchange on which the trade was executed |
|---|--------------------------|---|---------------------------|---|-----|-------|---|---|----------------------------|---|----|-------------------------------|--|--|
|   |                          | Type of securities (For eg. – Shares, Warrants, Convertible Debentures, Rights entitlement, etc.) | No. and % of shareholding | Type of securities (For eg. – Shares, Warrants, Convertible Debentures, Rights entitlement, etc.) | No. | Value | Transaction Type (Purchase/Sale/ Pledge/ Revocation / Invocation/ Others- please specify) | Type of securities (For eg. – Shares, Warrants, Convertible Debentures, Rights entitlement, etc.) | No. and % of share holding | From  | To |                               |  |  |
|   |                          |   |                           |   |     |       |   |   |                            |   |    |                               |  |  |

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

**(ii)** Value of transaction excludes taxes/brokerage/any other charges

**Details of trading in derivatives on the securities of the company by other connected persons as identified by the company**

| Trading in derivatives (Specify type of contract, Futures or Options etc.) |                         |                |  |                |  | 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) |  |
|  |                         |                |  |                |  |  |

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

Name:

Signature:

Place:

**FORM E - (1st/2nd/3rd/4th QUARTER ENDING on\_\_\_\_\_)**

Date :

To  
Shri Dipankar Haldar  
Compliance Officer  
The Shipping Corporation of India Ltd.  
Board Secretariat, Shipping House  
245, Madam Cama Road, Mumbai - 400 021.

**1. PERIODIC STATEMENT OF SCI's SHAREHOLDINGS OF DIRECTORS /OFFICERS /DESIGNATED EMPLOYEES**

| Name | Designation | Department | No. of shares held<br>at the start of<br>1st/2nd/3rd/4th<br>Quarter | No. of Shares<br>bought during the<br>Quarter | No. of Shares<br>sold during the<br>Quarter | No. of Shares held<br>at the end of<br>1st/2nd/3rd/4th<br>Quarter | Foli No./ DP ID /<br>Client ID |
|------|-------------|------------|---|---|---|---|--------------------------------|
|      |             |            |   |   |   |   |                                |
|      |             |            |   |   |   |   |                                |
|      |             |            |   |   |   |   |                                |

**II. DETAILS OF SHARES HELD BY DEPENDENT FAMILY MEMBERS**

| Name | Relationship | No. of shares held<br>at the start of<br>1st/2nd/3rd/4th<br>Quarter | No. of shares<br>bought during the<br>Quarter | No. of Shares<br>sold during the<br>Quarter | No. of Shares held<br>at the end of<br>1st/2nd/3rd/4th<br>Quarter | Folio No / DP ID/<br>Client ID |
|------|--------------|---|---|---|---|--------------------------------|
|      |              |   |   |   |   |                                |
|      |              |   |   |   |   |                                |
|      |              |   |   |   |   |                                |

I/We Declare that I/We have complied with the requirement of the minimum holding period of 30 days with respect of the shares sold.

Signature : \_\_\_\_\_

Name :

Designation:

Div/Deptt.

E.C. No

**Notes:**

1. This disclosure is to be made on a quarterly basis i.e. within 15 days from the close of the previous quarter.
2. 1st, 2nd, 3rd and 4th quarter would be as under:  
1st Quarter - 1st April to 30th June.  
2nd Quarter - 1st July to 30th Sept.  
3rd Quarter - 1st Oct. to 31st Dec.  
4th Quarter - 1st Jan. to 31st March

**FORM F**

Date :

To  
Shri Dipankar Haldar  
Compliance Officer  
The Shipping Corporation of India Ltd.  
Board Secretariat, Shipping House  
245, Madam Cama Road, Mumbai - 400 021.

**ANNUAL DISCLOSURE****I. STATEMENT OF SCI's SHAREHOLDINGS OF DIRECTORS/OFFICERS/DESINGATED EMPLOYEES**

| Name | Designation | Department | No. of Shares<br>Held on 1st<br>April | No. of Shares<br>Bought During<br>the year | No. of Shares<br>Sold During<br>the year | No. of Shares<br>held on 31st<br>March | Folio No./ DP ID/<br>Client ID |
|------|-------------|------------|---------------------------------------|--|--|--|--------------------------------|
|      |             |            | -                                     | -  | -  | -                                      | -                              |
|      |             |            |                                       |  |  |  |                                |

**II. DETAILS OF SHARES HELD BY DEPENDENT FAMILY MEMBERS**

| Name of Relative | Relationship | No. of Shares<br>Held on 1st<br>April | No. of Shares<br>Bought During<br>the year | No. of Shares<br>Sold During<br>the year | No. of Shares<br>held on 31st<br>March | Folio No./ DP ID/<br>Client ID |
|------------------|--------------|---------------------------------------|--|--|--|--------------------------------|
| -                | -            | -                                     | -  | -  | -                                      | -                              |
|                  |              |                                       |  |  |  |                                |

I/We declare that the shares sold have been held by me/us for 30 days.

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

Signature : \_\_\_\_\_

Name :

Designation:

Div/Deptt.

E.C. No. :

**FORM G**

**THE SHIPPING CORPORATION OF INDIA LIMITED**

**SCI CODE OF CONDUCT FOR PROHIBITION OF INSIDER TRADING**

**ACKNOWLEDGEMENT FORM**

I have received and read **SCI CODE OF CONDUCT FOR PROHIBITION OF INSIDER TRADING (“this Code”)**. I have understood the provisions and policies contained in this Code and I agree to comply with this Code.

Signature :

Name :

Designation (Only for SCI Employees) :

Date :

Place :

**FORM H**

**THE SHIPPING CORPORATION OF INDIA LIMITED**

**SCI CODE OF CONDUCT FOR PROHIBITION OF INSIDER TRADING**

**ANNUAL COMPLIANCE REPORT\***

I \_\_\_\_\_ do hereby solemnly affirm to the best of my knowledge and belief that I have fully complied with the provisions of the **SCI CODE OF CONDUCT FOR PROHIBITION OF INSIDER TRADING** during the financial year ending 31<sup>st</sup> March, \_\_\_\_.

Signature :

Name :

Designation :

Date :

Place :

| Designated Employees details    |  |  |  |
|---------------------------------|--|--|--|
| Name of the Designated employee |  |  |  |
| Designation                     |  |  |  |
| E.C. NO./Division / Department  |  |  |  |
| PAN No.                         |  |  |  |
| Graduated from                  |  |  |  |
| Name of past employers          |  |  |  |

Signature / Date

[illegible]