

## **Fullerton India Home Finance Company Ltd**

### **Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information**

**INDEX**

<b>S. No.</b>	<b>Particular</b>	<b>Page</b>
I	Applicability	3
II	Definitions	3
III	Sharing of UPSI for legitimate purpose	4
IV	Functions of the Chief Investor Relations Officer	5
V	Disclosure Policy	5
VI	Third Party Dealings	6
VII	Rumors: Verification of Market Rumors and response to queries	6
VIII	Need to know handling of UPSI	6
IX	Amendments to this Code	6
X	Posting of the Code	6
XI	Policy Review	6

## PREAMBLE

The Securities and Exchange Board of India has promulgated the SEBI (Prohibition of Insider Trading) Regulations, 2015 (hereinafter referred to as “**Regulations**”). As per Regulation 8 read with Schedule A of the Regulations, every listed company has to frame a **Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information**(hereinafter referred to as the ‘**Code**’).The Regulation intends to require companies to disseminate ‘Unpublished Price Sensitive Information’ (hereinafter referred to as ‘**UPSI**’) universally and not selectively. This Policy is intended to lay down principles and practices to be followed by Fullerton India Home Finance Company Limited pertaining to universal disclosure of UPSI.

### I. **Applicability**

This Code shall apply in relation to disclosure by the Company of UPSI. The scope-exceptions as given in Applicable Law shall be applicable for the purpose of this Code as well.

### II. **Definitions**

“**Applicable Law**” shall mean the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, or any statute, law, listing regulation, ordinance, rule, judgment, order, decree, bye-law, clearance, directive, guideline, policy, requirement, notifications and clarifications, circulars or other governmental instruction and/or mandatory standards and or guidance notes as may be applicable in the matter of trading by an Insider, who is with access to Unpublished Price Sensitive Information.

“**Unpublished Price Sensitive Information**”(UPSI) means any information, relating to a company or its securities, directly or indirectly, that is not generally available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, delisting, disposals and expansion of business and such other transactions;
- (v) Changes in key managerial personnel, as per Companies Act;

“**Chief Investor Relations Officer**” means the officer of the Company who deals with dissemination of information and disclosure of UPSI in a fair and unbiased manner.

The Compliance Officer of the Company shall be deemed to be the Chief Investor Relations Officer. The name and designation of such officer shall be published on the website of the Company,

**“Designated Persons”** shall mean and include the following:

- a. All Directors of the Company;
- b. Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operating Officer (COO) or any such equivalent position, Company Secretary and Functional Heads;
- c. employees up to two levels below CEO;
- d. Such other employees working in the inside areas or having access to UPSI, as may be determined by the Compliance Officer from time to time;
- e. Promoters of the Company

“Selected Group of Persons” means securities analysts or selected institutional investors, brokers and dealers or their associated persons, investment advisers and institutional managers, investment companies, hedge funds or any other person.

All the other terms used in the Code shall have the same meaning as assigned to them under the Regulations.

### **III. Sharing of UPSI for legitimate purpose**

- UPSI is in the nature of information relating to the Company, directly or indirectly, of precise nature that can have an impact on the prices of the securities of the Company if made public.
- Till the UPSI becomes a generally available information, UPSI can be shared only on a need-to-know basis and for legitimate purpose as provided hereunder and not to evade or circumvent the prohibitions of the Regulations
  - Sharing of relevant UPSI with consultants, advisors engaged by the Company in relation to the subject matter of the proposed deal/ assignment in relation to UPSI;
  - Sharing of relevant UPSI with intermediaries/ fiduciaries viz. merchant bankers, legal advisors, auditors in order to avail professional services from them in relation to the subject matter of the UPSI;
  - Sharing of relevant UPSI with persons for legitimate business purposes (e.g., attorneys, investment bankers or accountants);
  - Sharing of relevant UPSI with persons who have expressly agreed in writing to keep the information confidential, such as potential customers, other developers, joint venture partners and vendors, and not to transact in the company’s securities on the basis of such information
  - Sharing of relevant UPSI in case mandatory for performance of duties or discharge of legal obligations.
  - Response to the two queries shall be well recorded by the concerned Designated Person sharing the UPSI and shall be forwarded to the Compliance Officer:
    - Why the information is required by the recipient
    - Whether this information is required to be shared

- Before sharing of the UPI, the concerned Designated Person shall comply with the requirements in relation to circumstances and procedure for bringing people 'inside' as provided in Code of Conduct for Prohibition of Insider Trading.

#### **IV. Functions of the Chief Investor Relations Officer:**

- Dealing with universal dissemination and disclosure of UPI.
- Determination of questions as to whether any particular information amounts to UPI.
- Determination of response, if any, of the Company to any market rumor in accordance with this Code.
- Dealing with any query received by any Insider about any UPI.
- Providing advice to any Insider as to whether any particular information may be treated as UPI.

If an Insider receives a query about any UPI related to the company, he shall not comment on the same and shall forward such query to the Chief Investor Relations Officer. The Chief Investor Relation Officer shall deal with such query in accordance with Applicable Law and this Code in consultation with the Managing Director & CEO.

#### **V. Disclosure Policy**

The Company shall

- Ensure prompt public disclosure of UPI that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available.
- Ensure uniform and universal dissemination of UPI to avoid selective disclosure.
- Ensure if an Insider 'selectively' discloses any UPI to any person including the Selected Group then prompt disclosure of such information shall have to be made by the Chief Investor Relations Officer to the public.
- Ensure that information shared with analysts and research personnel is not UPI.
- Develop best practices to make transcripts or records of proceedings of meetings with analysts and other investor relations conferences on the official website to ensure official confirmation and documentation of disclosures made.

Subject to Applicable Law methods of public disclosure of information to ensure uniform distribution shall include either of the following-:

- Distributing through Press Releases in newspapers or media including electronic media.
- Filing with the Stock Exchanges.
- Any other method that ensures wide distribution of the news such as webcasts and webinars.
- Uploading the information on the website of the company.

## **VI. Third Party Dealings**

The Chief Investor Relations Officer shall ensure that best practices of making transcripts or records of proceedings of meetings with analysts and other investor relations conferences on the official website to ensure official confirmation and documentation of disclosures made are developed by the Company.

The best practices shall include uploading the following information on the website of the company-

- Any Power Point Presentation or similar material used by the analyst in such meeting on the website of the Company.
- Any earnings guidance or any other similar material distributed during press conference.
- Any material information about business plans of the company provided in response to analyst queries or during discussions in a meeting or any other information which may lead to price discovery has been shared.

## **VII. Rumors: Verification of Market Rumors and response to queries**

The Chief Investor Relations Officer shall provide appropriate and fair responses to queries in relation to UPSI including any news reports. A 'No Comment' policy must be maintained by the Company and the Chief Investor Relations Officer shall not comment on market rumors except when requested by regulatory authorities to verify such rumors.

## **VIII. Need to know handling of UPSI:**

Company shall handle UPSI only on a need to know basis. UPSI shall be provided only when needed for legitimate purposes, performance of duties or discharge of legal obligations. All insiders shall adhere to conditions of strict confidentiality and shall not share any UPSI except for the aforesaid purposes.

## **IX. Amendments to this Code**

Any amendment to this Code shall be done through a resolution passed at the board meeting of the company.

## **X. Posting of the Code**

This Code shall be posted on the website of the Company.

## **XI. Policy Review**

The Policy should be subjected to an annual review by the management and modifications, if any warranted, should be taken up for the approval of the Board. If there are any amendments in the regulations, revision in the policy should be staged for Board's approval in the immediately ensuing Board Meeting, after the amendments are notified by the regulator.