

# POLICY ON DETERMINATION OF MATERIALITY OF ANY EVENT/ INFORMATION

## 1. Introduction

The Board of Directors (“Board”) of PNB Gilts Limited (“Company”) has adopted the following Policy and procedures with regard to determination of Materiality of events or information (“The Policy”) which are required to be disclosed to the Stock Exchanges in terms of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

This Policy has been formulated in accordance with the Clause (ii) of sub-regulation 4 of Regulation 30 of the Listing Regulations.

## 2. Purpose of the Policy

The Purpose of this Policy is to determine the materiality of the events and information based on criteria specified under clause (i) of sub-regulation (4) of Regulation 30 of the Listing Regulations and to ensure that the Company shall make disclosure of events/information specified in Para A and B of the Part A of Schedule III of the Listing Regulations to the Stock Exchanges.

The events specified in the Para A of Part A of Schedule III of the Listing Regulations are deemed to be material events. These are the events which have to be disclosed without applying any test of materiality.

Whereas, events specified in Para B of Part A of III of the Listing Regulations, the Company shall make disclosures based on application of guidelines of materiality.

## 3. Definitions

“**Board of Directors**” or “**Board**” means the “Board of Directors” of PNB Gilts Limited.

“**Company**” means PNB Gilts Limited.

“**Compliance officer**” for the purpose of Listing Regulations means the Company Secretary of the Company and/or as appointed by the Board of Directors.

“**Key Managerial Personnel**” or **KMP** means key managerial personnel as defined under the Companies Act, 2013 and includes:-

- I. Managing Director, or Chief Executive Officer or Manager and in their absence, a Whole-Time Director;
- II. Company Secretary; and
- III. Chief Financial Officer
- IV. Such other officer as may be prescribed

“Schedule III” means the Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

#### **4. Disclosure of events or Information**

**A. The following are the events/information, specified in Para A of Part A of Schedule III to the Listing Regulations, upon occurrence of which the Company shall make disclosure to the Stock Exchanges without any application of the guidelines for materiality:**

1. Acquisition(s) (including agreement to acquire), Scheme of Arrangement (amalgamation/ merger/ demerger/restructuring), or sale or disposal of any unit, division or subsidiary of the Company or any other restructuring.

Explanation: For the purpose of this sub-para, the word ‘acquisition’ shall mean:

- i. Acquiring control, whether directly or indirectly; or
  - ii. Acquiring or agreeing to acquire shares or voting rights in, a company, whether directly or indirectly, such that-
    - a. The Company holds shares or voting rights aggregating to 5% (five percent) or more of the shares or voting rights in the said company, or;
    - b. There has been a change in holding from the last disclosure made under sub-clause (a) of clause (ii) of the Explanation to this sub-para and such change exceeds 2% (two percent) of the total shareholding or voting rights in the said company.
2. Issuance or forfeiture of securities, split or consolidation of shares, buyback of securities, any restriction on transferability of securities or alteration in terms or structure of existing securities including forfeiture, reissue of forfeited securities, alteration of calls, redemption of securities etc.
  3. Revision in Ratings.
  4. Outcome of Meetings of the Board of Directors: The Company shall disclose to the Stock exchange(s), within 30 minutes of the closure of the meeting, held to consider the following:
    - a. Dividends and/or cash bonuses recommended or declared or the decision to pass any dividend and the date on which dividend shall be paid/dispatched;
    - b. Any cancellation of dividend with reasons thereof;
    - c. The decision on buyback of securities;
    - d. The decision with respect to fund raising proposed to be undertaken;
    - e. Increase in capital by issue of bonus shares through capitalization including the date on which such bonus shares shall be credited/dispatched;

- f. Reissue of forfeited shares or securities, or the issue of shares or securities held in reserve for future issue or the creation in any form or manner of new shares or securities or any other rights, privileges or benefits to subscribe to;
- g. Short particulars of any other alterations of capital, including calls;
- h. Financial results;

Provided that in case of board meetings being held for more than one day, the financial results shall be disclosed within thirty minutes of end of the meeting for the day on which it has been considered.

- i. Decision on voluntary delisting by the Company from stock exchanges(s).
- 5. Agreements (viz. shareholder agreement, joint venture agreement, family settlement agreement (to the extent that it impacts management and control of the Company ), agreement/ treaty/contract with media companies) which are binding and not in normal course of business, revision or amendment(s) and termination(s) thereof.
  - 6. Fraud/defaults by Promoter or Key Managerial Personnel or by the Company or arrest of key managerial personnel or promoter.
  - 7. Change in Directors, Key Managerial Personnel (Managing Director, Chief Executive Officer, Chief Financial Officer, Company Secretary etc.) Auditor and Compliance Officer.
- 7A) In case of resignation of the auditor, detailed reasons for resignation of auditor, as given by the said auditor, shall be disclosed to the stock exchanges.
- (7B) In case of resignation of an independent director, within seven days from the date of resignation, the following disclosures shall be made to the stock exchanges:
- i. The letter of resignation alongwith detailed reasons for the resignation as given by the said director.
  - ii. The confirmation provided by the independent director that there is no other material reason other than those provided in the resignation letter.
  - iii. Names of listed entities in which the resigning director holds directorships, indicating the category of directorship and membership of board committees, if any.
- 8. Appointment or discontinuation of share transfer agent;
  - 9. Resolution plan/restructuring in relation to loans/borrowings from banks / financial institutions including the following details:
    - i. Decision to initiate resolution of loans/borrowings;
    - ii. Signing of Inter-Creditors Agreement (ICA) by lenders;
    - iii. Finalization of Resolution Plan;
    - iv. Implementation of Resolution Plan;

v. Salient features, not involving commercial secrets, of the resolution/ restructuring plan as decided by lenders.

10. One time settlement with a bank.
11. Reference to BIFR and winding-up petition filed by any party/creditors.
12. Issuance of Notices, call letters, resolutions and circulars sent to shareholders, debenture holders or creditors or any class of them or advertised in the media by the Company .
13. Proceedings of Annual and extraordinary general meetings of the Company.
14. Amendments to memorandum and articles of association of Company, in brief.
15. (a) Schedule of Analysts or institutional investors meet and presentations made by the Company to analysts or institutional investors;

For the purpose of this clause, “meet” shall mean group meetings or group conference calls conducted physically or through digital means;

(b) Audio or video recordings and transcripts of post earnings/quarterly calls, by whatever name called, conducted physically or through digital means, simultaneously with submission to the recognized stock exchange(s), in the following manner:

- i. the presentation and the audio/video recordings shall be promptly made available on the website and in any case, before the next trading day or within 24 hours from the conclusion of such calls, whichever is earlier.
- ii. the transcripts of such calls shall be made available on the website within 5 working days of conclusion of such calls.

The requirement for disclosure of audio/video recording and transcript shall be mandatory w.e.f. 01.04.2022.

16. Following events in relation to the corporate insolvency resolution process (CIRP) of Company as Corporate Debtor under the Insolvency Code:
  - a) Filing of application by the corporate applicant for initiation of CIRP, also specifying the amount of default;
  - b) Filing of application by financial creditors for initiation of CIRP against the corporate debtor, also specifying the amount of default;
  - c) Admission of application by the Tribunal, along with amount of default or rejection or withdrawal, as applicable;
  - d) Public announcement made pursuant to order passed by the Tribunal under section 13 of Insolvency Code
  - e) List of creditors as required to be displayed by the corporate debtor under regulation 13(2)(c) of the IBBI (Insolvency Resolution Process for Corporate Persons) Regulations, 2016;
  - f) Appointment/ Replacement of the Resolution Professional;
  - g) Prior or post-facto intimation of the meetings of Committee of Creditors;

- h) Brief particulars of invitation of resolution plans under section 25(2)(h) of Insolvency Code in the Form specified under regulation 36A(5) of the IBBI (Insolvency Resolution Process for Corporate Persons) Regulations, 2016;
- i) Number of resolution plans received by Resolution Professional;
- j) Filing of resolution plan with the Tribunal;
- k) Approval of resolution plan by the Tribunal or rejection, if applicable;
- l) Specific features and details of the resolution plan as approved by the Adjudicating Authority under the Insolvency Code, not involving commercial secrets, including details such as:
  - i. Pre and Post net-worth of the company;
  - ii. Details of assets of the company post CIRP;
  - iii. Details of securities continuing to be imposed on the companies' assets;
  - iv. Other material liabilities imposed on the company;
  - v. Detailed pre and post shareholding pattern assuming 100% conversion of convertible securities;
  - vi. Details of funds infused in the company, creditors paid-off;
  - vii. Additional liability on the incoming investors due to the transaction, source of such funding etc.;
  - viii. Impact on the investor – revised P/E, RONW ratios etc.;
  - ix. Names of the new promoters, key managerial persons(s), if any and their past experience in the business or employment. In case where promoters are companies, history of such company and names of natural persons in control;
  - x. Brief description of business strategy
- m) Any other material information not involving commercial secrets.
- n) Proposed steps to be taken by the incoming investor/acquirer for achieving the MPS;
- o) Quarterly disclosure of the status of achieving the MPS;
- p) The details as to the delisting plans, if any approved in the resolution plan

(17) Initiation of Forensic audit: In case of initiation of forensic audit, (by whatever name called), the following disclosures shall be made to the stock exchanges by the Company:

- a. The fact of initiation of forensic audit along-with name of entity initiating the audit and reasons for the same, if available;
- b. Final forensic audit report (other than for forensic audit initiated by regulatory / enforcement agencies) on receipt by the Company along with comments of the management, if any.

If any of the events specified in Para A of Part A of Schedule III to the Listing Regulations gets amended by SEBI, such amendment shall become part of Para 4A of this Policy automatically.

**B. Following are the Events, specified in Para B of Part A of Schedule III to the Listing Regulations, which shall be disclosed upon application of the guidelines for materiality referred sub-regulation (4) of Regulation 30 are as under:**

1. Commencement or any postponement in the date of commencement of commercial production or commercial operations of any unit/division.

2. Change in the general character or nature of business brought about by arrangements for strategic, technical, manufacturing, or marketing tie-up, adoption of new lines of business or closure of operations of any unit/division (entirety or piecemeal).
3. Capacity addition or product launch.
4. Awarding, bagging/ receiving, amendment or termination of awarded/bagged orders/contracts not in the normal course of business.
5. Agreements (viz. loan agreement (as a borrower) or any other agreement which are binding and not in normal course of business) and revision or amendment or termination thereof.
6. Disruption of operations of any one or more units or division of the Company due to natural calamity (earthquake, flood, fire etc.), force majeure or events such as strikes, lockouts etc.
7. Effect arising out of change in the regulatory framework applicable to the Company.
8. Litigation/dispute/regulatory action on the company, its Key managerial Personnel or promoter etc. with impact.
9. Fraud/defaults etc. by directors (other than key managerial personnel) or employees of Company.
10. Options to purchase securities including any ESOP/ESPS Scheme.
11. Giving of guarantees or indemnity or becoming a surety for any third party.
12. Granting, withdrawal, surrender, cancellation or suspension of key licenses or regulatory approvals.
13. Any other information/event that is likely to affect the business that may include but are not restricted to - (a) any change of accounting policy that may have a significant impact on the accounts, etc.; and (b) any other information which is exclusively known to the Company which may be necessary to enable the shareholders to appraise its position and to avoid the establishment of a false market in such securities.

If any of the events specified in Para B of Part A of Schedule III to the Listing Regulations gets amended by SEBI, such amendment shall become part of Para 4B of this Policy automatically.

## **5. Criteria for determination of Materiality of events/ Information**

As required under Regulation 30 (4) of Listing Regulations, the Company shall consider the following **qualitative criteria** for determining the materiality of the events specified in Clause 4B of this Policy:

- (a) The omission of an event or information, which is likely to result in discontinuity or alteration of event or information already available publicly; or

(b) The omission of an event or information is likely to result in significant market reaction if the said omission came to light at a later date;

In case where the criteria specified in sub-clauses (a) and (b) are not applicable, an event / information may be treated as being material if in the opinion of the Board of Directors, the event or information is considered material.

**Quantitative criteria** for determining the materiality of the events specified in Clause 4B of this Policy would be as under –

<b>Nature of event</b>	<b>Material event if the value involved or the impact</b>
Commencement or any postponement in the date of commencement of commercial production or commercial operations of any unit/division.	Exceed 10% of total income from operations
Change in the general character or nature of business brought about by arrangements for strategic, technical, manufacturing, or marketing tie-up, adoption of new lines of business or closure of operations of any unit/division (entirety or piecemeal).	Exceed 10% of total income from operations
Capacity addition or product launch.	Exceed 10% of total income from operations
Awarding, bagging/ receiving, amendment or termination of awarded/bagged orders/contracts not in the normal course of business.	Exceed 10% of total income from operations
Agreements (viz. loan agreement (as a borrower) or any other agreement which are binding and not in normal course of business) and revision or amendment or termination thereof.	Exceed 10% of total income from operations / total expenditure
Disruption of operations of any one or more units or division of the Company due to natural calamity (earthquake, flood, fire etc.), force majeure or events such as strikes, lockouts etc.	Exceed 10% of total income from operations
Effect arising out of change in the regulatory framework applicable to the Company.	Exceed 5% of total income from operations
Litigation/dispute/regulatory action on the company, its Key managerial Personnel or promoter etc. with impact.	Exceed 20% of total income from operations
Fraud/defaults etc. by directors (other than key managerial personnel) or employees of Company.	Rs.1 crore or more
Options to purchase securities including any ESOP/ESPS Scheme.	2% of post issue equity capital or Rs. 10 crore, whichever is less
Giving of guarantees or indemnity or becoming a surety for any third party.	10% of net worth
Granting, withdrawal, surrender, cancellation or suspension of key licenses or regulatory approvals.	Exceed 5% of total income from operations
Any other information/event that is likely to affect the business that may include but are not restricted to - (a) any change of accounting policy that may have a significant impact on the accounts, etc.; and (b) any other information which is exclusively known to the Company which may be necessary to enable the shareholders to appraise its position	Exceed 5% of total income from operations

and to avoid the establishment of a false market in such securities.	
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The above thresholds shall be determined on the basis of the last annual audited consolidated financial statements of the Company.

## **6. Procedural Guidelines for determination of materiality of events / information**

The Managing Director & CEO and in the absence of Managing Director & CEO, the CFO will be 'Authorized Person' to determine the materiality of event or information and for the purpose of advising on disclosure to the stock exchanges through Company Secretary. In absence of Company Secretary, the CFO or in absence of both, the Managing Director shall make disclosure of events/information.

The respective departmental heads shall, forthwith, upon occurrence of event or information under clause 4B of this policy, inform the Authorized Person, with adequate supporting data/information, so as to facilitate a prompt and appropriate disclosure to the stock exchanges. Similarly, the respective departmental heads, shall also, forthwith, on occurrence of event or information under clause 4A of this policy, inform the Company Secretary, with adequate supporting data/information for prompt and appropriate disclosure to stock exchanges. Disclosure to Stock Exchanges shall contain details as mentioned in Annexure I of this Policy.

The Authorized Person will then ascertain the materiality of such event(s) or information based on the above guidelines.

On completion of the assessment, if the event/information is decided as material, the Authorized Person shall advise the Company Secretary to make appropriate disclosure(s) to the Stock Exchanges.

The information shall be reported to Stock Exchanges as and when the Managing Director or CFO or Company Secretary become aware of it.

In case of any uncertainty or indecisiveness, the Managing Director or CFO or Company Secretary, may refer the matter for external legal advice.

## **7. Guidance on Timing of an Event or Information**

- a. The Company may be confronted with the question as to when an event/information can be said to have occurred.
- b. Answer to above question would depend upon the stage of discussion, negotiation or approval. Such events/information, can probably be said to have occurred upon receipt of approval of Board of Directors e.g. further issue of capital by right issuance and in certain events/information after receipt of approval of both i.e. Board of Directors and Shareholders.

However, considering the price sensitivity involved, for certain events e.g. decision on declaration of dividends etc., disclosure shall be made on receipt of approval of the event by the Board of Directors, pending Shareholder's approval.



- c. In some instances, where there is no such discussion, negotiation or approval required viz. in case of natural calamities, disruptions etc, the answer to the above question would depend upon the timing when the Company became aware of the event/information or as soon as, an officer of the Company has, or ought to have reasonably come into possession of the information in the course of the performance of his duties.

Here the term ‘officer’ shall have same meaning as defined under the Companies Act, 2013 and shall also include promoter of the Company.

## 8. Timeline for making Disclosure of Events/Information

- (1) Disclosure of all events or information as specified in para 4 of Clause 4A of this Policy shall be made to Stock Exchanges within **30 Minutes** (thirty minutes) of the conclusion of the board meeting in which the respective event or information is approved.
- (2) The events and information other than those specified in (1) above shall be disclosed to the Stock Exchanges as soon as reasonably possible but not later than twenty four hours from the occurrence of event or information.

Provided that where in certain unavoidable circumstances or due to confidentiality of information for a limited period of time, the Company might delay in disclosing the material event/information to the stock exchange, in that case the disclosure regarding delay in disclosing the material event/ information along with the reasonable explanation and clarification will be disseminated to the stock exchange.

Provided further that -

1. The Company shall disclose all events or information with respect to subsidiaries, if any, which are material for the Holding Company to the stock exchange, not later than twenty four hours from the occurrence of event or information.
2. The Company shall, with respect to disclosures referred to in the Regulation 30 of the Listing Regulations, make disclosures updating material developments on a regular basis, till such time the event is resolved/closed, with relevant explanations.

## 9. Hosting of Policy and information on website

This Policy shall be hosted on the website of the Company and address of such web link thereto shall be provided in the Annual Report of the Company. This Policy shall also be hosted on the Company’s intranet for information of all staff members.

Further, the Company shall disclose on its website all such events or information which has been disclosed to stock exchange(s) under this policy for a minimum period of five years or such more period as mentioned in the Web-Archival Policy of the Company.

## 10. CONTACT DETAILS

Name	Designation	Contact Details
Mr. Vikas Goel	Managing Director & CEO	PNB Gilts Ltd. 5, Sansad Marg, New Delhi – 110 001 Ph: 011-23325759, 23325779; Fax : 011-23325751, 23325763; Email : <a href="mailto:md@pnbgilts.com">md@pnbgilts.com</a>

Mr. Chandra Prakash	Chief Financial Officer	PNB Gilts Ltd. 5, Sansad Marg, New Delhi – 110 001 Ph: 011-23325759, 23325779 ; Fax : 011-23325751, 23325763 ; Email : <a href="mailto:chandra.prakash@pnbgilts.com">chandra.prakash@pnbgilts.com</a>
Ms. Monika Kochar	Company Secretary	PNB Gilts Ltd. 5, Sansad Marg, New Delhi – 110 001 Ph: 011-23325759, 23325779 Fax : 011-23325751, 23325763 Email : <a href="mailto:m.kochar@pnbgilts.com">m.kochar@pnbgilts.com</a>

## 11. Review / Amendment

The Board also reserves right to amend, abrogate, modify or revise any or all clauses of this Policy in accordance with the applicable provisions of the Listing Regulations and amendment(s) thereto notified by the Securities and Exchange Board of India and/or the Stock Exchanges, from time to time. In case any provision(s) of this Policy is contrary to or inconsistent with the provisions of the Companies Act, 2013, rules framed thereunder and Listing Regulations (“Statutory Provisions”), the Statutory Provisions shall prevail. Further, amendments in the Statutory Provisions shall be binding even if not incorporated in this Policy.

**A. Details which the Company shall to disclose for the events that are deemed to be material as specified in Para A of Part A of Schedule III of Listing Regulations are under -**

**1. Acquisition(s) (including agreement to acquire), Scheme of Arrangement (amalgamation/ merger/ demerger/restructuring), or sale or disposal of any unit(s), division(s) or subsidiary of the Company or any other restructuring:**

**1.1 Acquisition (including agreement to acquire):**

- a) name of the target entity, details in brief such as size, turnover etc.;
- b) whether the acquisition would fall within related party transaction(s) and whether the promoter/ promoter group/ group companies have any interest in the entity being acquired? If yes, nature of interest and details thereof and whether the same is done at “arms length”;
- c) industry to which the entity being acquired belongs;
- d) objects and effects of acquisition (including but not limited to, disclosure of reasons for acquisition of target entity, if its business is outside the main line of business of the Company);
- e) brief details of any governmental or regulatory approvals required for the acquisition;
- f) indicative time period for completion of the acquisition;
- g) nature of consideration - whether cash consideration or share swap and details of the same;
- h) cost of acquisition or the price at which the shares are acquired;
- i) percentage of shareholding / control acquired and / or number of shares acquired;
- j) brief background about the entity acquired in terms of products/line of business acquired, date of incorporation, history of last 3 years turnover, country in which the acquired entity has presence and any other significant information (in brief);

[Explanation: For the purpose of the above disclosures the term ‘acquisition’ shall have the same meaning as defined in explanation of sub-para (1) of Para of Part (A) of Schedule III of Listing Regulations].

**1.2 Amalgamation/ Merger:**

- a. name of the entity(ies) forming part of the amalgamation/merger, details in brief such as, size, turnover etc.;
- b. whether the transaction would fall within related party transactions? If yes, whether the same is done at “arms length”;
- c. area of business of the entity(ies);
- d. rationale for amalgamation/ merger;
- e. in case of cash consideration – amount or otherwise share exchange ratio;
- f. brief details of change in shareholding pattern (if any)of Company.

### **1.3. De-merger:**

- a) brief details of the division(s) to be demerged;
- b) turnover of the demerged division and as percentage to the total turnover of the Company in the immediately preceding financial year / based on financials of the last financial year;
- c) rationale for demerger;
- d) brief details of change in shareholding pattern (if any) of all entities;
- e) in case of cash consideration – amount or otherwise share exchange ratio;
- f) whether listing would be sought for the resulting entity.

### **1.4 Sale or disposal of unit(s) or division(s) or subsidiary of the Company:**

- a) the amount and percentage of the turnover or revenue or income and net worth contributed by such unit or division of the Company during the last financial year;
- b) date on which the agreement for sale has been entered into;
- c) the expected date of completion of sale/disposal;
- d) consideration received from such sale/disposal;
- e) brief details of buyers and whether any of the buyers belong to the promoter/ promoter group/group companies. If yes, details thereof;
- f) whether the transaction would fall within related party transactions? If yes, whether the same is done at “arms length”;
- g) additionally, in case of a slump sale, indicative disclosures provided for amalgamation/merger, shall be disclosed by the Company with respect to such slump sale.

For the purpose of this sub-clause, "slump sale" shall mean the transfer of one or more undertakings, as a result of the sale for a lump sum consideration, without values being assigned to the individual assets and liabilities in such sales.

### **1.5 Other Restructuring:**

- a) details and reasons for restructuring;
- b) quantitative and/ or qualitative effect of restructuring;
- c) details of benefit, if any, to the promoter/promoter group/group companies from such proposed restructuring;
- d) brief details of change in shareholding pattern (if any) of all entities.

## **2. Issuance or forfeiture of securities, split or consolidation of shares, buyback of securities, any restriction on transferability of securities or alteration in terms or structure of existing securities including forfeiture, reissue of forfeited securities, alteration of calls, redemption of securities etc.**

### **2.1 Issuance of securities:**

- a) type of securities proposed to be issued (viz. equity shares, convertibles etc.);

- b) type of issuance (further public offering, rights issue, depository receipts (ADR/GDR), qualified institutions placement, preferential allotment etc.);
- c) total number of securities proposed to be issued or the total amount for which the securities will be issued (approximately);
- d) in case of preferential issue the listed entity shall disclose the following additional details to the stock exchange(s):
  - I. names of the investors;
  - II. post allotment of securities - outcome of the subscription, issue price / allotted price (in case of convertibles), number of investors;
  - III. in case of convertibles - intimation on conversion of securities or on lapse of the tenure of the instrument;
- e) in case of bonus issue the Company shall disclose the following additional details to the stock exchange(s):
  - I. whether bonus is out of free reserves created out of profits or share premium account;
  - II. bonus ratio;
  - III. details of share capital - pre and post bonus issue;
  - IV. free reserves and/ or share premium required for implementing the bonus issue;
  - V. free reserves and/ or share premium available for capitalization and the date as on which such balance is available;
  - VI. whether the aforesaid figures are audited;
  - VII. estimated date by which such bonus shares would be credited/dispatched;
- f) in case of issuance of depository receipts (ADR/GDR) or FCCB the Company shall disclose following additional details to the stock exchange(s):
  - I. name of the stock exchange(s) where ADR/GDR/FCCBs are listed (opening – closing status) / proposed to be listed;
  - II. proposed no. of equity shares underlying the ADR/GDR or on conversion of FCCBs;
  - III. proposed date of allotment, tenure, date of maturity and coupon offered, if any of FCCB's;
  - IV. issue price of ADR/GDR/FCCBs (in terms of USD and in INR after considering conversion rate);
  - V. change in terms of FCCBs, if any;
  - VI. details of defaults, if any, by the Company in payment of coupon on FCCBs & subsequent updates in relation to the default, including the details of the corrective measures undertaken (if any);
- g) in case of issuance of debt securities or other non convertible securities the Company shall disclose following additional details to the stock exchange(s):
  - I. size of the issue;
  - II. whether proposed to be listed? If yes, name of the stock exchange(s);
  - III. tenure of the instrument - date of allotment and date of maturity;
  - IV. coupon/interest offered, schedule of payment of coupon/interest and principal;

- V. charge/security, if any, created over the assets;
- VI. special right/interest/privileges attached to the instrument and changes thereof;
- VII. delay in payment of interest / principal amount for a period of more than three months from the due date or default in payment of interest / principal;
- VIII. details of any letter or comments regarding payment/non-payment of interest, principal on due dates, or any other matter concerning the security and /or the assets along with its comments thereon, if any;
- IX. details of redemption of preference shares indicating the manner of redemption (whether out of profits or out of fresh issue) and debentures;
- h) any cancellation or termination of proposal for issuance of securities including reasons thereof.

**2.2 Split/consolidation of shares:**

- a) split/consolidation ratio;
- b) rationale behind the split/consolidation;
- c) pre and post share capital – authorized, paid-up and subscribed;
- d) expected time of completion;
- e) class of shares which are consolidated or subdivided;
- f) number of shares of each class pre and post split or consolidation;
- g) number of shareholders who did not get any shares in consolidation and their pre-consolidation shareholding.

**2.3 Buy back of securities:**

- a) number of securities proposed for buyback;
- b) number of securities proposed for buyback as a percentage of existing paid up capital;
- c) buyback price;
- d) actual securities in number and percentage of existing paid up capital bought back;
- e) pre & post shareholding pattern.

**2.4 Any restriction on transferability of securities:**

- a) authority issuing attachment or prohibitory orders;
- b) brief details and reasons for attachment or prohibitory orders;
- c) name of registered holders against whom restriction on transferability has been placed;
- d) total number of securities so affected;
- e) distinctive numbers of such securities if applicable;
- f) period for which order would be applicable (if stated).

**2.5 Any action, which will result in alteration of the terms or structure of any existing securities, including, but not limited to:**

- a) forfeiture of shares;

- b) reissue of forfeited shares or securities, or the issue of shares or securities held in reserve for future issue or the creation in any form or manner of new shares or securities or any other rights, privileges or benefits to subscribe to;
- c) proposal to issue any class of securities;
- d) alterations of capital, including calls;
  - e) change in the terms regarding redemption/cancellation/retirement in whole or in part of any securities issued by the Company.

### **3. Revision in Rating(s)**

The Company shall notify the stock exchange(s), the details of any new rating or revision in rating assigned from a credit rating agency to any debt instrument of the Company or to any fixed deposit programme or to any scheme or proposal of the Company involving mobilization of funds whether in India or abroad. In case of a downward revision in ratings, the Company shall also intimate the reasons provided by the rating agency for such downward revision.

### **4. Outcome of meetings of the board of directors:** The Company shall intimate to the Exchange(s), within 30 minutes of the closure of the meeting, held to consider or decide the following:

- 4.1 dividends and/or cash bonuses recommended or declared or the decision to pass any dividend and the date on which dividend shall be paid/dispatched;
- 4.2 any cancellation of dividend with reasons thereof;
- 4.3 the decision on buyback of securities;
- 4.4 the decision with respect to fund raising proposed to be undertaken;
- 4.5 increase in capital by issue of bonus shares through capitalization including the date on which such bonus shares would be credited/dispatched;
- 4.6 reissue of forfeited shares or securities, or the issue of shares or securities held in reserve for future issue or the creation in any form or manner of new shares or securities or any other rights, privileges or benefits to subscribe to;
- 4.7 short particulars of any other alterations of capital, including calls;
- 4.8 financial results;
- 4.9 decision on voluntary delisting by the Company from stock exchange(s);

The intimation of outcome of meeting of the board of directors shall also contain the time of commencement and conclusion of the meeting.

### **5. Agreements (viz. shareholder agreement(s), joint venture agreement(s), family settlement agreement(s) (to the extent that it impacts management and control of the Company), agreement(s)/treaty(ies)/contract(s) with media companies) which are binding and not in normal course of business, revision(s) or amendment(s) and termination(s) thereof:**

- a. name(s) of parties with whom the agreement is entered;
- b. purpose of entering into the agreement;

- c. shareholding, if any, in the entity with whom the agreement is executed;
- d. significant terms of the agreement (in brief) special rights like right to appoint directors, first right to share subscription in case of issuance of shares, right to restrict any change in capital structure etc.;
- e. whether, the said parties are related to promoter/promoter group/ group companies in any manner. If yes, nature of relationship;
- f. whether the transaction would fall within related party transactions? If yes, whether the same is done at “arms length”;
- g. in case of issuance of shares to the parties, details of issue price, class of shares issued;
- h. any other disclosures related to such agreements, viz., details of nominee on the board of directors of the Company, potential conflict of interest arising out of such agreements, etc;
- i. in case of termination or amendment of agreement, Company shall disclose additional details to the stock exchange(s):
  - i. name of parties to the agreement;
  - ii. nature of the agreement;
  - iii. date of execution of the agreement;
  - iv. details of amendment and impact thereof or reasons of termination and impact thereof

**6. Fraud/ Defaults by promoter or key managerial personnel or by the Company or arrest of key managerial personnel or promoter:**

**6.1 At the time of unearthing of fraud or occurrence of the default / arrest:**

- a) nature of fraud/default/arrest;
- b) estimated impact on the Company;
- c) time of occurrence;
- d) person(s) involved;
- e) estimated amount involved (if any);
- f) whether such fraud/default/arrest has been reported to appropriate authorities.

**6.2 Subsequently intimate the stock exchange(s) further details regarding the fraud/default/arrest including:**

- a) actual amount involved in the fraud /default (if any);
- b) actual impact of such fraud /default on the Company and its financials; and
- c) corrective measures taken by the Company on account of such fraud/default.

**7. Change in directors, key managerial personnel (Managing Director, Chief Executive Officer, Chief Financial Officer, Company Secretary etc.), Auditor and Compliance Officer:**

- 7.1 reason for change viz. appointment, resignation, removal, death or otherwise;
- 7.2 date of appointment/cessation (as applicable) & term of appointment;
- 7.3 brief profile (in case of appointment);
- 7.4 disclosure of relationships between directors (in case of appointment of a



director).

**8. Appointment or discontinuation of share transfer agent:**

- 8.1 reason for appointment or discontinuation;
- 8.2 date on which above would become effective.

**9. Corporate debt restructuring (“CDR”):**

- 9.1 whether CDR is voluntary and reasons for opting or referred by lenders/creditors;
- 9.2 details of the loan to be subjected to restructuring under CDR;
- 9.3 brief details of the CDR proposal (if any);
- 9.4 the following updates to be provided at the time of the execution and at various stages of the implementation of the CDR scheme;
  - a) upon execution of any agreement in relation to the CDR proposal, disclose details such as date of execution, parties to the agreement and principal terms;
  - b) details of final CDR package as approved by RBI and the lenders;
  - c) lenders involved;
  - d) brief summary of the CDR scheme including details of the securities, interest payment, repayment schedule, negative and other restrictive covenants.

**10. One time settlement (OTS) with a Bank:**

- 10.1 reasons for opting for OTS;
- 10.2 brief summary of the OTS.

**11. Reference to BIFR and winding-up petition filed by any party / creditors:**

- 11.1 reasons for such a reference/petition;
- 11.2 impact of such reference/petition on the Company.

**12. Issuance of notices, call letters, resolutions and circulars sent to shareholders, debenture holders or creditors or any class of them or advertised in the media by the Company and the following:**

- 12.1 date of notice/call letters/resolutions etc.;
- 12.2 brief details viz. agenda (if any) proposed to be taken up, resolution to be passed, manner of approval proposed etc.

**13. Proceedings of annual and extraordinary general meetings of the Company and the following details in brief:**

- 13.1 date of the meeting;
- 13.2 brief details of items deliberated and results thereof;
- 13.3 manner of approval proposed for certain items (e-voting etc.).

**14. Amendments to memorandum and articles of association of Company, in brief.**

**15. Schedule of analysts or institutional investor meet and presentations on financial results made by the Company to analysts or institutional investors.**

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**B. Details which the Company need to disclose for events, under Para B of Part A of Schedule III of Listing Regulations, which have been considered as Material by the Authorized Person after application of criteria of materiality, are as under-**

**1. Commencement or any postponement in the date of commencement of commercial production or commercial operations of any unit/division:**

The Company shall notify the stock exchange(s) regarding the commencement of commercial production or the commencement of commercial operations of any unit/division. In cases where the Company has made prior intimation of date of commencement of commercial production or operations, the Company shall be required to disclose details in case of postponement of the date of commencement.

**2. Change in the general character or nature of business brought about by:**

**2.1 Arrangements for strategic, technical, manufacturing, or marketing tie-up:**

- a) Agreement / joint venture (JV) with companies:
  - i. name of the entity(ies) with whom agreement/ JV is signed;
  - ii. area of agreement/JV;
  - iii. domestic/international;
  - iv. share exchange ratio / JV ratio;
  - v. scope of business operation of agreement / JV;
  - vi. details of consideration paid / received in agreement / JV;
  - vii. significant terms and conditions of agreement / JV in brief;
  - viii. whether the acquisition would fall within related party transactions and whether the promoter/ promoter group/ group companies have any interest in the entity being acquired? If yes, nature of interest and details thereof and whether the same is done at "arms length";
  - ix. size of the entity(ies);
  - x. rationale and benefit expected.
  
- b) In the event that any such arrangement is called off for any reason, the same shall be disclosed along with the reasons for calling off the proposal.

**2.2 Adoption of new line(s) of business:**

- a) industry or area to which the new line of business belongs to;
- b) expected benefits;

- c) estimated amount to be invested.

**2.3 Closure of operations of any unit/division - (entirety or piecemeal):**

- a) date of such binding agreement, if any, entered for sale of such unit/division, if any;
- b) amount & percentage of turnover or revenue or income and net worth of the Company contributed by such unit or division during the last financial year;
- c) date of closure or estimated time of closure;
- d) reasons for closure.

**3 Capacity addition or product launch**

**3.1 Capacity addition:**

- a) existing capacity;
- b) existing capacity utilization;
- c) proposed capacity addition;
- d) period within which the proposed capacity is to be added;
- e) investment required;
- f) mode of financing;
- g) rationale.

**3.2 Product launch:**

- a) name of the product;
- b) date of launch;
- c) category of the product;
- d) whether caters to domestic/ international market;
- e) name of the countries in which the product is launched (in case of international).

**4. Awarding, bagging/ receiving, amendment or termination of awarded/bagged orders/contracts, not in the normal course of business:**

**4.1 Awarding of order(s)/contract(s):** Only important terms and conditions which may be as under needs to be disclosed:

- 1. name of the entity to which order(s)/contract(s) is awarded;
- 2. whether order(s) / contract(s) is awarded to domestic/ international entity
- 3. significant terms and conditions of order(s)/contract(s) awarded, in brief;
- 4. time period, if any, associated with the order(s)/contract(s);
- 5. broad commercial consideration or size of the order(s)/contract(s);
- 6. whether the promoter/ promoter group/group companies have any interest in that entity to whom the order(s)/contract(s) is awarded? If Yes, nature of interest and details thereof;
- 7. whether the same would fall within related party transactions? If yes, whether the same is done at "arms length".

**4.2 Bagging/Receiving of orders/contracts:** Only important terms and conditions

which may be as under needs to be disclosed:

- a) name of the entity awarding the order(s)/contract(s);
- b) significant terms and conditions of order(s)/contract(s) awarded in brief;
- c) whether order(s) / contract(s) have been awarded by domestic/ international entity;
- d) nature of order(s) / contract(s);
- e) whether domestic or international;
- f) time period by which the order(s)/contract(s) is to be executed;
- g) broad consideration or size of the order(s)/contract(s);
- h) whether the promoter/ promoter group / group companies have any interest in the entity that awarded the order(s)/contract(s)? If yes, nature of interest and details thereof;
- i) whether the order(s)/contract(s) would fall within related party transactions? If yes, whether the same is done at “arms length”.

#### **4.3 Amendment or termination of orders/contracts:**

- a) name of parties to the order(s)/contract(s);
- b) nature of the order(s)/contract(s);
- c) date of execution of the order(s)/contract(s)
- d) details of amendment or reasons for terminations and impact thereof (to the extent possible);

**5. Agreements (viz. loan agreement(s) (as a borrower) or any other agreement(s) which are binding and not in normal course of business, revision(s) or amendment(s) and termination(s) thereof:** Only important terms and conditions which may be as under needs to be disclosed:

- a. name(s) of parties with whom the agreement is entered;
- b. purpose of entering into the agreement;
- c. size of agreement;
- d. shareholding, if any, in the entity with whom the agreement is executed;
- e. significant terms of the agreement (in brief) special rights like right to appoint directors, first right to share subscription in case of issuance of shares, right to restrict any change in capital structure etc.;
- f. whether, the said parties are related to promoter/promoter group/ group companies in any manner. If yes, nature of relationship;
- g. whether the transaction would fall within related party transactions? If yes, whether the same is done at “arms length”;
- h. in case of issuance of shares to the parties, details of issue price, class of shares issued;
- i. in case of loan agreements, details of lender, nature of the loan, total amount of loan granted, total amount outstanding, date of execution of the loan agreement/sanction letter, details of the security provided to the lenders for such loan;
- j. any other disclosures related to such agreements, viz., details of nominee on the

board of directors of the Company, potential conflict of interest arising out of such agreements, etc;

- k. in case of termination or amendment of agreement, Company shall disclose additional details to the stock exchange(s):
  - I. name of parties to the agreement ;
  - II. nature of the agreement;
  - III. date of execution of the agreement;
  - IV. details of amendment and impact thereof or reasons of termination and impact thereof.

**6. Disruption of operations of any one or more units or division of the Company due to natural calamity (earthquake, flood, fire etc.), force majeure or events such as strikes, lockouts etc.:**

**6.1 At the time of occurrence:**

- a) expected quantum of loss/damage caused;
- b) whether loss/damage covered by insurance or not including amount;
- c) estimated impact on the production/operations in case of strikes/lock outs;
- d) factory/unit where the strike/lock out takes place including reasons for such strike.

**6.2 Regularly, till complete normalcy is restored:**

- a) insurance amount claimed and realized by the Company for the loss/damage;
- b) the actual amount of damage caused due to the natural calamity or other force majeure events;
- c) details of steps taken to restore normalcy and the impact of the natural calamity/other force majeure events on production or service, financials of the entity.

**7. Effect(s) arising out of change in the regulatory framework applicable to the Company .**

**8. Litigation(s) / dispute(s) / regulatory action(s) with impact:** The Company shall notify the stock exchange(s) upon it or its key management personnel or its promoter or ultimate person in control becoming party to any litigation, assessment, adjudication, arbitration or dispute in conciliation proceedings or upon institution of any litigation, assessment, adjudication, arbitration or dispute including any ad-interim or interim orders passed against or in favour of the Company , the outcome of which can reasonably be expected to have an impact.

**8.1 At the time of becoming the party:**

- a) brief details of litigation viz. name(s) of the opposing party, court/tribunal/agency where litigation is filed, brief details of dispute/litigation;
- b) expected financial implications, if any, due to compensation, penalty etc;
- c) quantum of claims, if any;

**8.2 Regularly till the litigation is concluded or dispute is resolved:**

- a) the details of any change in the status and / or any development in relation to such proceedings;
- b) in the case of litigation against key management personnel or its promoter or ultimate person in control, regularly provide details of any change in the status and / or any development in relation to such proceedings;
- c) in the event of settlement of the proceedings, details of such settlement including - terms of the settlement, compensation/penalty paid (if any) and impact of such settlement on the financial position of the Company.

**9. Frauds/ defaults by directors (other than key managerial personnel) or employees of the Company:**

**9.1 At the time of unearthing of fraud or occurrence of the default/arrest:**

- a) nature of fraud/default/arrest;
- b) estimated impact on the Company;
- c) time of occurrence;
- d) person(s) involved;
- e) estimated amount involved (if any);
- f) whether such fraud has been reported to appropriate authorities.

**9.2 Subsequently intimate the stock exchange(s) further details regarding the fraud/default including:**

- a) actual amount involved in the fraud /default (if any);
- b) actual impact of such fraud /default on the Company and its financials;
- c) corrective measures taken by the Company on account of such fraud/default.

**10. Options to purchase securities (including any Share Based Employee Benefit (SBEB) Scheme) at the time of instituting the scheme and vesting or exercise of options:**

- a) brief details of options granted;
- b) whether the scheme is in terms of SEBI (SBEB) Regulations, 2014 (if applicable);
- c) total number of shares covered by these options;
- d) pricing formula;
- e) options vested;
- f) time within which option may be exercised;
- g) options exercised;
- h) money realized by exercise of options;
- i) the total number of shares arising as a result of exercise of option;
- j) options lapsed;
- k) variation of terms of options;
- l) brief details of significant terms;
- m) subsequent changes or cancellation or exercise of such options;
- n) diluted earnings per share pursuant to issue of equity shares on exercise of

options.

**11. Giving of guarantees or indemnity or becoming a surety for any third party:**

- a) name of party for which such guarantees or indemnity or surety was given;
- b) whether the promoter/ promoter group/ group companies have any interest in this transaction? If yes, nature of interest and details thereof and whether the same is done at “arms length”;
- c) brief details of such guarantee or indemnity or becoming a surety viz. brief details of agreement entered (if any) including significant terms and conditions, including amount of guarantee;
- d) impact of such guarantees or indemnity or surety on Company.

**12. Granting, withdrawal, surrender, cancellation or suspension of key licenses or regulatory approvals:**

- a) name of the regulatory or licensing authority;
- b) brief details of the approval/license obtained/ withdrawn/ surrendered;
- c) impact/relevance of such approval/license to the Company;
- d) withdrawal/cancellation or suspension of licence/approval by the regulatory or licensing authority, with reasons for such action, estimated impact (monetary or otherwise) on the Company and penalty, if any;
- e) period for which such approval/license is/was valid;
- f) Subsequently, the Company shall inform the stock exchange(s), the actual impact (monetary or otherwise) along with corrective actions taken by the Company pursuant to the withdrawal, cancellation or suspension of the key license/ approval.