



MACHINO PLASTICS LIMITED

CODE OF CONDUCT FOR REGULATING, MONITORING AND REPORTING OF TRADING BY DESIGNATED PERSONS

[Pursuant to SEBI (Prohibition of Insider Trading) Regulations, 2015]

MACHINO PLASTICS LIMITED

Codes of fair Disclosure and Conduct under Regulation 8 and 9 of SEBI (Prohibition of Insider Trading) Regulations, 2015.

1. The Board of Directors of Machino Plastics Limited (hereinafter referred to as "Company") has adopted the updated following Codes of Fair Disclosure and conduct under Regulation 8 and 9 of SEBI (Prohibition of Conduct to Regulate, Monitor and Report Trading by Insiders in its meeting held on 29th April, 2019.
2. This Code of Conduct will be known as "Machino Plastics Limited: Code of Conduct to Regulate, Monitor and Report Trading by Insiders" (hereinafter referred to as "Code").
3. This Code has been made pursuant to Regulation 8 and 9 of the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 (hereinafter referred to as the "Regulations").
4. This Code replaces Machino Plastics Limited Code of Conduct for Prohibition of Insider Trading as framed under the SEBI (Prohibition of Insider Trading) Regulations, 1992 with effect from 1st April, 2019.

5. Definitions:

- 5.1 **"Act"** means the Securities and Exchange Board of India Act, 1992 (15 of 1992).
- 5.2 **"Board"** means the Securities and Exchange Board of India.
- 5.3 **"Board of Directors"** means the Board of Directors of the Company.
- 5.4 **"Code" or "Code of Conduct"** shall mean the code of Internal Procedures and Conduct for Regulating, Monitoring and Reporting of trading of MACHINO PLASTICS LIMITED as amended from time to time.
- 5.5 **"Companies Act"** means The Companies Act, 2013.
- 5.6 **"Company" or "the Company"** means Machino Plastics Limited.
- 5.7 **"Compliance Officer"** means the Company Secretary for the time being of the Company or any senior officer appointed by the Board of Directors for the purpose of this Code and the Regulations.
- 5.8 **"Connected person"** means-
 - (i) any person who is or has during the six months prior to the concerned act been associated with the Company, directly or indirectly, in any capacity including by reason of frequent communication with its company's 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 recognized 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.

5.9 "Designated persons" means persons to be covered by the code of conduct on the basis of their role and function in the organisation and the access that such role and function would provide to unpublished price sensitive information in addition to seniority and professional designation and shall include

- a) All Directors & Key Managerial Personnel (KMPs) of the Company.
- b) Promoters/ Member of Promoter Group of the Company;
- c) Key managerial Personnel (KMP's) as per Companies Act, 2013;
- d) Designated Employee(s);
- e) Chief Executive Officer and employees upto two levels below Chief executive Officer of the company and its material subsidiaries irrespective information;
- f) Any support staff of listed company such as IT staff who have access to unpublished price sensitive information.
- g) Other person as designated by the Board of Directors in consultation with the Compliance Officer of the company, from time to time;

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

5.11 "Immediate relative" means a spouse of a person, and includes parent, sibling, and child of such person or of the spouse, any of whom is either dependent financially on such person or consults such person in taking decisions relating to trading in securities.

5.12 "Insider" means any person who is-

- (i) a connected person, or
- (ii) in possession of or having access to Unpublished Price Sensitive Information

5.13 "Key managerial personnel", in relation to the Company, means—

- (i) the Chief Executive Officer or the Managing Director or the manager;
- (ii) the Company Secretary;
- (iii) the Whole-time Director;
- (iv) the Chief Financial Officer; and
- (v) such other officer as may be prescribed under the Companies Act.

5.14 "Promoter" shall have the meaning assigned to it under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009 or any modification thereof.

- 5.15 "Securities"** shall have the meaning assigned to it under the Securities Contracts (Regulation) Act, 1956 (42 of 1956) or any modification thereof except units of a mutual fund.
- 5.16 "Legitimate Purpose"** shall include sharing of unpublished price sensitive information in the ordinary course of business by an insider with partners, collaborators, lenders, customers, suppliers, merchant bankers, legal advisors, insolvency professionals or other advisors or consultants, provided that such sharing has not been carried out to evade or circumvent the prohibitions of regulations.
- 5.17 "Takeover regulations"** means the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 and any amendments thereto.
- 5.18 "Threshold limit"** means the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregating to a traded value of ten lakh rupees.
- 5.19 "Trading"** means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities, and "trade" shall be construed accordingly.
- 5.20 "Trading day"** means a day on which the recognized stock exchanges are open for trading.
- 5.21 "Trading window"** means a trading period for trading in the Company's Securities as specified by the Company from time to time in Clause 9 of this Code.
- 5.22 "Regulations"** shall mean the Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and any amendments thereto.

Words expression used and not defined in these regulations but defined in the Securities and Exchange Board of India Act, 1992), the Securities Contracts(Regulation) Act, 1956 (42 of 1956), 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.

- 5.23 "Unpublished price sensitive information"** means any information, relating to the 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; and
 - (vi) material events in accordance with the listing agreement.

Words and expressions used and not defined in this Code but defined in the Regulations, Act, Companies Act, the Securities Contracts (Regulation) Act, 1956 (42 of 1956) or the Depositories Act, 1996 (22 of 1996) shall have the meanings respectively assigned to them in those legislations, as amended from time to time.

6. Applicability

This Code of Conduct applies to following:

- a) Designated Persons
- b) Immediate relatives of Designated Persons.

7. Role of Compliance Officer

The Compliance Officer, shall report on insider trading to the Board of Directors of the Company and in particular, shall provide reports to the Chairman of the Audit Committee, if any, or the Chairman of the Board of Directors at such frequency as may be stipulated by the Board of Directors and not less than once in a year.

The Compliance Officer shall be responsible, inter-alia, for the following:

- 1) Setting forth policies, procedures, monitoring adherence to the Code and Regulations for the preservation of unpublished price sensitive information, approval of trading plan, pre-clearance of trades and monitoring of trades and implementation of this Code.
- 2) Compliance of the policies, procedures;
- 3) Monitoring adherence to the rules for preservation of Unpublished Price Sensitive Information.
- 4) Monitoring, reviewing and approving all trading plans.
- 5) Maintaining the record of the Promoters, Directors, Key Managerial Personnel, Designated Persons and other connected persons and incorporate changes from time to time.
- 6) Assisting all employees in addressing any clarifications in the Regulations or this Code.
- 7) Advising all Designated Persons not to trade in securities of the Company when the Trading Window is closed.
- 8) Advising all Directors, Promoters, Key managerial personnel and Designated Persons to furnish the details of transactions in the securities of the Company as stated in clauses 10-12 in the prescribed form and to maintain a record of all the intimations received for a period of at least five years.
- 9) Maintaining records of all disclosures as stated in clauses 10-13 of this Code and to report the same to the Chairman of the Audit Committee, on a half yearly basis.
- 10) Matters prescribed by the Code or the SEBI PIT Regulations or the Board of Directors or audit Committee of the Company, from time to time.

8. Communication or procurement of unpublished price sensitive information

- 1) All information is to be handled on a "need to know" basis. It should be disclosed only to those within the Company who need the information to discharge their duty.
- 2) No insider shall communicate, provide, or allow access to any unpublished price sensitive information, relating to a Company or securities, to any person including other insiders except where such communication is in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- 3) Files containing confidential information shall be kept secure. Computer files must have adequate security of login and password etc.
- 4) No person shall procure from or cause the communication by any insider of unpublished price sensitive information, relating to the Company or securities listed or proposed to be listed, except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- 5) Notwithstanding anything contained above, an unpublished price sensitive information may be communicated, provided, allowed access to or procured, in connection with a transaction that would:-
 - (i) entail an obligation to make an open offer under the takeover regulations where the Board of Directors is of informed opinion that the proposed transaction is in the best interests of the Company;

- (ii) not attract the obligation to make an open offer under the takeover regulations but where the Board of Directors is of informed opinion that the proposed transaction is in the best interests of the Company and the information that constitute unpublished price sensitive information 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.
- 6) For purposes of sub-clause (5) above, the Board of Directors shall require the parties to execute agreements to contract confidentiality and non-disclosure obligations on the part of such parties and such parties shall keep information so received confidential, except for the purpose of sub-clause (5) above, and shall not otherwise trade in securities of the Company when in possession of unpublished price sensitive information.

9. (1) Chinese Wall

The Compliance Officer shall monitor and regulate the Company's Chinese walls and Cross the wall procedures.

In general, Chinese Walls separate areas that have access to confidential inside information from those who do not have such access. The Company formulates Chinese Walls to operate as barriers to the passing of inside information and confidential information and a means of managing conflicts of interest. The establishment of Chinese Walls is not intended to suggest that within insider areas material, confidential information can circulate freely. Within insider areas, the need-to-know shall be in effect

- a) The Company has separated those areas of the organization which routinely have access to confidential information and considered "inside areas" from those areas which deal with sale/marketing/ investment advice or other departments providing support services, considered "public areas";
- b) The employees in the inside area shall not communicate any price sensitive information to anyone in public area without the prior approval of the Managing Director(s) /the Compliance Officer;
- c) The employees in inside area may be physically segregated from employees in the public area;
- d) Departments in the inside area have been demarcated.
- e) In exceptional circumstances employees from the public areas may be brought "over the wall" and given confidential information on the basis of "Need to Know" basis;
- f) The Company shall ensure that appropriate procedures and physical arrangements are implemented for the relevant businesses and that such procedures are complied with by all affected employees

(2) Crossing the Wall

- (a) If an employee/outsider receives inside information from the inside area of the Company, it is treated that the said employee or outsider has crossed the wall. Pursuant to crossing the wall, the employee becomes an Insider. Such employee/outsider must be subject to all restrictions and prohibitions as required under this Code of Conduct and the SEBI PIT Regulations. An employee will no longer be an Insider when the inside information is published or no longer significant to the market;
- (b) If any person crosses the Chinese wall, the same should be immediately reported to the Compliance Officer. The Compliance Officer shall make sure that all restrictions are imposed on such employee relating to the protection to the Unpublished Price Sensitive Information;
- (c) The Compliance Officer shall monitor when employees receive information from inside area behind the Chinese wall, information that cannot be discussed between the employees of different verticals; and

- (d) The Compliance Officer when satisfied that the insider information is generally available may lift such restrictions imposed on such employee.

10. Process on How and When People are brought 'inside' on Sensitive Transactions

Analysis

It is intended that anyone in possession of or having access to or having access to unpublished price sensitive information should be considered as "insider" regardless of how one came in possession of or had access to such information. Various circumstances are provided for such a person to demonstrate that he has not indulged in insider trading. Therefore, this definition is intended to bring within its reach any person who is in receipt of or has access to unpublished price sensitive information. The onus of showing that a certain person was in possession of or had access to unpublished price sensitive information at the time of trading would, therefore, be on the person leveling the charge after which the person who has traded when in possession of or having access to unpublished price sensitive information may demonstrate that he was not in such possession or that he has not traded or he could not have access or that his trading when in possession of such information was squarely covered by the exonerating circumstances.

Purpose and Action

Purpose of this process is to determine how and when people are brought 'inside' on sensitive transactions and when a person is considered as an insider, he should be made aware of the duties and responsibilities attached to the receipt of inside information and the liability that attaches to misuse or unwarranted use of such information. A broad categorization of the persons to be treated as insider should be made based on their involvement in any activity relating to unpublished price sensitive information. It should be determined on a case to case basis and the Compliance Officer should make the concerned person aware of the duties and responsibilities attached to the receipt of inside information and the liability that attaches to Misuse or unwarranted use of such information. The Compliance Officer in consultation with the Managing Director may take appropriate steps in this direction.

11. Prevention of misuse of "Unpublished Price Sensitive Information"

Designated persons and immediate relatives of designated persons in the Company shall be governed by an internal code of conduct governing dealing in securities

- A. Trading Plans
- B. An insider shall be entitled to formulate a trading plan and present it to the Compliance Officer for approval and public disclosure pursuant to which trades may be carried out on his behalf in accordance with such plan.
- C. Such trading plan shall:
 - (i) not entail commencement of trading on behalf of the insider earlier than 120 calendar days from the public disclosure of the plan;
 - (ii) not entail overlap of any period for which another trading plan is already in existence;
 - (iii) set out following parameters for each trade to be executed:
 - (i) either the value of trade to be effected or the number of securities to be traded;
 - (ii) nature of the trade;
 - (iii) either specific date or time period not exceeding five consecutive trading days; and
 - (iv) price limit, that is an upper price limit for a buy trade and a lower price limit for a sell trade, subject to the range as specified below:
 - a. for a buy trade: the upper price limit shall be between the closing price on the day before submission of the trading plan and upto twenty per cent higher than such closing price;

- b. for a sell trade: the lower price limit shall be between the closing price on the day before submission of the trading plan and upto twenty per cent lower than such closing price.
 - (v) not entail trading in securities for market abuse.
- D. The Compliance Officer shall review the trading plan to assess whether the plan would have any potential for violation of these regulations and shall be entitled to seek express undertakings that:
- (i) the person is not in possession of unpublished price sensitive information; or
 - (ii) he would ensure that any unpublished price sensitive information in his possession becomes generally available before he commences his trades;
- or such other undertaking as may be necessary to enable such assessment and to approve and monitor the implementation of the plan. The Compliance Officer may thereafter approve the plan.
- E. The trading plan once approved shall be irrevocable and the insider shall mandatorily have to implement the plan, without being entitled to either execute any trade in the securities outside the scope of the trading plan or deviate from it except due to permanent incapacity or bankruptcy or operation of law
- However, the implementation of the trading plan shall not be commenced, if at the time formulation of the plan, the Insider is in possession of any unpublished price sensitive information and the said information has not become generally available at the time of the commencement of implementation. The commencement of the Plan shall be deferred until such unpublished price sensitive information becomes generally available information. Further, the Insider shall also not be allowed to deal in securities of the Company, if the date of trading in securities of the Company, as per the approved Trading Plan, coincides with the date of closure of Trading Window announced by the Compliance Officer.
- F. The gap between the clearance of accounts by audit committee and board meeting shall be as narrow as possible and preferably on the same day to avoid leakage of material information. In case Audit Committee and Board Meeting could not be held on same day, due to non-availability of members of Audit Committee/ Board, the gap between the both shall not be more than Seven days.
- G. The compliance officer shall approve or reject the trading plan within two trading days of receipt of the trading plan and notify the approved plan to the stock exchanges on which the securities are listed, on the day of approval.

12. Trading Window and Window Closure

- (i) The trading period, i.e. the trading period of the stock exchanges, called 'trading window', is available for Trading in the Company's securities.
- (ii) Trading restriction period shall be made applicable from the end of every quarter till 48 hours after the declaration of financial results.
- (iii) The trading window shall be, inter alia, closed 7 days prior to and which in any event shall not be earlier than forty- eight hours after the unpublished price sensitive information is published,
- (iv) When the trading window is closed, the Designated Persons shall not trade in the Company's securities in such period.
- (v) All Designated Persons shall conduct all their dealings in the securities of the Company only in a valid trading window and shall not deal in any transaction involving the purchase or sale of the Company's securities during the periods when the trading window is closed, as referred to in above points or during any other period as may be specified by the Company from time to time.

The Compliance Officer shall intimate the closure of trading window to all the designated employees of the Company when he determines that a designated person or class of designated persons can reasonably be expected to have possession of unpublished price sensitive information. Such closure shall be imposed in relation to such securities to which such unpublished price sensitive information relates.

The timing for re-opening of the trading window shall be determined by the Compliance Officer after taking into account various factors including the unpublished price sensitive information in question becoming generally available and being capable of assimilation by the market, shall decide the timing for re-opening of the trading window, however in any event it shall not be earlier than forty-eight hours after the information becomes generally available.

13. Pre-clearance of Trades

All Designated Persons, who intend to deal in the securities of the Company when the trading window is opened and if the value of the proposed trade is above 20,000 shares or up to Rs. 10 Lakhs (market value) or 1% of total shareholding, whichever is less, should pre-clear the transaction.

- i) An application may be made in the prescribed Form **(Annexure 1)** to the Compliance officer indicating the estimated number of securities that the Specified Employee intends to deal in, the details as to the depository with which he has a security account, the details as to the securities in such depository mode and such other details as may be required by any rule made by the company in this behalf.
- ii) An undertaking **(Annexure 2)** shall be executed in favour of the Company by such Designated Employee incorporating, inter alia, the following clauses, as may be applicable:
 - 1) That the employee/director/officer does not have any access or has not received “Price Sensitive Information” up to the time of signing the undertaking.
 - 2) That in case the Designated Employee has access to or receives “Price Sensitive Information” after the signing of the undertaking but before the execution of the transaction he/she shall inform the Compliance Officer of the change in his position and that he/she would completely refrain from dealing in the securities of the Company till the time such information becomes public.
 - 3) That he/she has not contravened the code of conduct for prevention of insider trading as notified by the Company from time to time.
 - 4) That he/she has made a full and true disclosure in the matter.
- iii) All Designated Persons shall execute their order **(Annexure 3)** in respect of securities of the Company within seven trading days after the approval of pre-clearance is given. The Designated Person shall file within 2 (two) days of the execution of the deal, the details of such deal with the Compliance Officer in the prescribed form. In case the transaction is not undertaken, a report to that effect shall be filed. **(Annexure-4)**.
- iv) If the order is not executed within seven days after the approval is given, the employee/director must pre-clear the transaction again.
- v) All Designated Persons who buy or sell any number of shares of the Company shall not enter into an opposite transaction i.e. sell or buy any number of shares during the next six months following the prior transaction. All Designated Persons shall also not take positions in derivative transactions in the shares of the Company at any time. In case of any contra trade be executed, inadvertently or otherwise, in violation of such a restriction, the profits from such trade shall be liable to be disgorged for remittance to the Securities and Exchange Board of India (SEBI) for credit to the Investor Protection and Education Fund administered by SEBI under the Act. This clause shall not be applicable for trades pursuant to exercise of stock options.

In case of subscription in the primary market (initial public offers), the above mentioned entities shall hold their investments for a minimum period of 30 days. The holding period would commence when the Securities are actually allotted.

- vi) The Compliance Officer may waive off the holding period in case of sale of securities in personal emergency after recording reasons for the same. However, no such sale will be permitted when the Trading window is closed.

14. Other Restrictions

- a. The disclosures to be made by any person under this Code shall include those relating to trading by such person's immediate relatives, and by any other person for whom such person takes trading decisions.

The disclosures of trading in securities shall also include trading in derivatives of securities and the traded value of the derivatives shall be taken into account for purposes of this Code.

The disclosures made under this Code shall be maintained for a period of five years.

15. Reporting Requirements for transactions in Securities Initial Disclosure

Initial Disclosures

- a) Every person on appointment as key managerial personnel or a director of the Company or upon becoming a promoter (promoter or member of the promoter group) 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 the prescribed **Form A. (Annexure 5)**.

Continual Disclosures

- b) Every promoter, (member of the promoter group), (designated person) and director of the Company shall disclose to the Company the number of such securities acquired or disposed of within two trading days of such transaction in the prescribed **Form B (Annexure 6)**, if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of Rs. Ten (10) lakhs or such other value as may be specified.

The disclosure shall be made within 2 working days of:

- I. The receipt of intimation of allotment of shares, or
 - II. The acquisition or sale of shares or voting rights, as the case may be.
- The disclosure shall be made in the prescribed.

16. Disclosure by the Company to the Stock Exchange(s)

The Company shall within 2 trading days of receipt of disclosures as per regulation 7(2)(b) of SEBI (Prohibition of Insider Trading) Regulations, 2015 notify the particulars to the Stock Exchange. The Compliance Officer shall disclose to all Stock Exchanges on which the Company is listed the information received.

The Company may, at its discretion, require any other connected person or class of connected persons to make disclosures of holdings and trading in securities of the company in **Form C (Annexure 7)** and at such frequency as may be determined by the company in order to monitor compliance with these regulations. The Compliance officer shall maintain records of all the declarations in the appropriate form given by the directors/ officers/ designated employees for a minimum period of five years.

17. Dissemination of Price Sensitive Information

- a. No information shall be passed by Designated Persons by way of making a recommendation for the Purchase or sale of securities of the Company.
- b. Disclosure/dissemination of Price Sensitive Information with special reference to analysts, media persons and institutional investors:

The following guidelines shall be followed while dealing with analysts and institutional investors

- i. Only public information to be provided.
- ii. At least two Company representatives be present at meetings with analysts, media persons and Institutional investors.
- iii. Unanticipated questions may be taken on notice and a considered response given later. If the answer includes price sensitive information, a public announcement should be made before responding.
- iv. Simultaneous release of information after every such meeting.

18. Disclosures by Designated Persons

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 company 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
- c) Phone, mobile and cell numbers which are used by them

In addition, the names of educational institutions from which designated persons have graduated and names of their past employers shall also be disclosed on a one-time basis.

Explanation—The term “material financial relationship” shall mean a relationship in which 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

19. Structured Digital Database

The board of directors or head(s) of the organization of every person required to handle unpublished price sensitive information shall ensure that a structured digital database is maintained containing the nature of unpublished price sensitive information and the names of such persons who have shared the information and also the names of such persons with whom information is shared under this regulation along with the Permanent Account Number or any other identifier authorized by law where Permanent Account Number is not available.

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.

The structured digital database is preserved for a period of not less than eight 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 proceeding

20. Penalty for contravention of the Code of Conduct

- 1) Every Designated Persons shall be individually responsible for complying with the provisions of the Code (including to the extent the provisions hereof are applicable to his/her dependents).
- 2) Any Designated Persons who trade in securities or communicate any information for trading in securities, in contravention of this Code may be penalized and appropriate action may be taken by the Company.
- 3) the insider may prove his innocence by demonstrating the circumstances including the following:-
 - (i) The transaction is an off-market inter-se transfer between insiders who were in possession of the same unpublished price sensitive information without being in breach of regulation 3 and both parties had made a conscious and informed trade decision

However, such off-market trade shall be reported by the insiders to the company within two working days.

- (ii) The transaction was carried out through the block deal window mechanism between persons who were in possession of unpublished price sensitive information without being in breach of regulation 3 and both parties had made a conscious and informed trade decision;
- (iii) The transaction in question was carried out pursuant to a statutory or regulatory obligation to carry out a bona fide transaction.
- (iv) The transaction in question was undertaken pursuant to the exercise of stock options in respect of which the exercise price was pre-determined in compliance with applicable regulations
- (v) in the case of non-individual insiders: –
 - (a) The individuals who were in possession of such unpublished price sensitive information were different from the individuals taking trading decisions and such decision-making individuals were not in possession of such unpublished price sensitive information when they took the decision to trade; and
 - (b) Appropriate and adequate arrangements were in place to ensure that these regulations are not violated, and no unpublished price sensitive information was communicated by the individuals possessing the information to the individuals taking trading decisions and there is no evidence of such arrangements having been breached.
- (vi) the trades were pursuant to a trading plan

- 4) Designated Persons who violate the Code shall also be subject to disciplinary action by the Company, which may include wage freeze, suspension, ineligibility for future participation in employee stock option plans, etc.
- 5) The action by the Company shall not preclude SEBI from taking any action in case of violation of SEBI (Prohibition of Insider Trading) Regulations, 2015.

CLARIFICATIONS:

This code shall be uploaded on the website of the company and Designated Persons shall be made aware of this code at the time of their joining and annually and confirmation from them has to be received along with compliance of code of conduct for directors and Senior Management.

For all queries concerning this Code, please contact the Compliance Officer

Code of Practice and Procedure for Fair Disclosure of Unpublished Price Sensitive Information

(As envisaged under Regulation 8(1) of the SEBI (Prohibition of Insider Trading) Regulation, 2015)

1. PRINCIPLES OF FAIR DISCLOSURE

A code of practices and procedures for fair disclosure of unpublished price sensitive information for adhering each of the principles is set out below:

1. It shall be ensured that prompt public disclosure of unpublished price sensitive information is made to make it generally available, once it is discovered that credible and concrete information having the potential of effecting the price of securities of the Company exists or comes into being.
2. It shall be ensured that uniform and universal dissemination of unpublished price sensitive information is promptly made to avoid selective disclosures.
3. The Chief Financial Officer of the Company is designated as Chief Investor Relations Officer to deal with dissemination and disclosure of unpublished price sensitive information.
4. It shall be ensured that any unpublished price sensitive information which gets disclosed selectively or inadvertently or otherwise, is promptly disseminated to make such information generally available.
5. The Company shall ensure that appropriate and fair responses and replies are promptly provided/ given to the news report and any request for verification of market rumors received from regulatory authorities.
6. It shall be ensured that no unpublished price sensitive information is shared with analysts and research personnel.
7. Best practices shall be followed to ensure the recordings/transcripts of the proceedings of meetings with analysts and other investor relation conferences are disseminated by publishing the same on the website of the Company.
8. Unpublished price sensitive information is to be handled on need—to—know basis

2. DETERMINATION OF LEGITIMATE PURPOSE FOR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE INFORMATION

The sharing of UPSI shall be deemed to be for “Legitimate Purpose” if it satisfied the following criteria:

- i. The ‘Legitimate Purpose’ shall include sharing of UPSI in the ordinary course of business by an insider with partners, collaborators, lenders, customers, merchant bankers, legal advisors, auditors, insolvency professionals or other advisors or consultants, provided that such sharing has not been carried out to evade or circumvent the prohibitions of the SEBI (Prohibition of Insider Trading) Regulations, 2018 or of any other regulations that may be in force for the time being. Legitimate purposes would mean actions including but not limited to sharing of UPSI in any mode, as a part of business operations and in the normal course of business.
- ii. Legitimate purposes shall be determined by the Compliance Officer of the Company in consultation with the Chief Financial Officer and Managing Director, which shall be in the best interest of the Company.
- iii. Insiders shall share UPSI with the external agencies/ intermediaries/ fiduciaries only in the interest of the Company and/or in compliance with the requirements of the law.
- iv. Sharing of information may be construed as insider trading even while it is in pursuit of compliances required or business interests of the Company in appropriate circumstances. The person who has the UPSI

should ideally recuse himself from assigned task of the sharing the UPSI with third parties in such doubtful cases to avoid any adverse inferences in this regard.

v. The agreements entered into involve sharing of UPSI should have a “Confidentiality clause” or else a separate Non-Disclosure Agreement shall be executed with parties to safeguard the disclosure of UPSI.

3. REVIEW/AMENDMENTS

The Board of Directors of the Company, may amend, abrogate, modify or revise any or all provisions of this Code of Fair Disclosure, from time to time. However, amendments in the SEBI PIT Regulations/other applicable laws/ Regulations will be binding even if not incorporated in this Code

POLICIES AND PROCEDURES FOR INQUIRY IN CASE OF LEAK OF UNPUBLISHED PRICE SENSITIVE INFORMATION, OR SUSPECTED LEAK OF UNPUBLISHED PRICE SENSITIVE, INFORMATION

(1) INTRODUCTION

This Policy is formulated as per requirement of Regulation 9A(5) of SEBI (Prohibition of Insider Trading) Regulations, 2015. The newly inserted Regulation 9A (5) mandates formation of written policies and procedures for inquiry in case of leak of unpublished price sensitive information or suspected leak of unpublished price sensitive information and initiate appropriate action on becoming aware of leak of unpublished price sensitive information and inform Securities Exchange Board of India ("SEBI") promptly of such leaks, inquiries and results of such inquiries.

(2) OBJECTIVE:

- (i) To strengthen the internal control system to prevent leak of UPSI.
- (ii) To restrict and prohibit the practice of sharing of UPSI, with the un-authorized person, which originates from within the company and which affects the market price of the Company as well as results into loss of reputation and investors' / financiers' confidence in the company.
- (iii) To have a uniform code to curb the un-ethical practices of sharing UPSI by Insiders, Employee Designated Persons, intermediaries and fiduciaries with any person, firm, Company or Body Corporate.
- (iv) To initiate inquiry in case of leak of UPSI or suspected leak of UPSI and inform the same to the Securities and Exchange Board of India ("SEBI") promptly.
- (v) To take disciplinary actions, if deemed fit against any Insider, Employee & Designated Persons who appears to have found guilty of violating this policy, apart from any action that SEBI may initiate/take against the Insider, Employee & Designated Persons.

(3) DEFINITIONS:

(i) Chief Investor Relation Officer ("CIO")-

Shall mean the Compliance Officer of the Company appointed by the Board of Directors under Securities and Exchange Board India (Prohibition of Insider Trading) Regulations, 2015.

(ii) Leak of UPSI

Shall mean communication of UPSI, other than for legitimate purposes, by any Insider, Employee & Designated Persons of Company, intermediaries or fiduciaries or any other known or unknown person to any person other than a person(s) authorized by the Board or Chief Investor Relation Officer (CIO) of the Company.

(iii) Support Staff-

Shall include IT Staff, Secretarial Staff, Legal Staff, Finance Staff, Strategy Staff who have access to unpublished price sensitive information.

(iv) Unpublished Price Sensitive Information ("UPSI" -

Shall mean any information as defined in Code of Conduct - Prevention of Inside trading Policy or as may be decided by the CIO.

***Note:** Words and expressions used and not defined in this Code shall have the meanings defined in the SEBI (Prohibition of Insider Trading) Regulations, 2015 (as amended from time to time), the Securities Contracts (Regulation) Act, 1956 (42 of 1956), the Depositories Act, 1996 (22 of 1996) or the (companies Act, 2013.*

(5) Duties of Chief Investor Relations Officer:

The CIO shall be responsible to;

- a. Oversee the Compliance of this policy.
- b. Report the incident of actual or suspected leak of UPSI to the Securities and Exchange Board of India.
- c. Intimate the incident of actual or suspected leak of UPSI to the Stock Exchanges.
- d. To co-ordinate with and disclose the relevant facts of the incident of actual or suspected leak of UPSI to the Enquiry committee.

(6) Reporting of actual or suspected leak of UPSI:

On becoming aware of actual or suspected leak of Unpublished Price Sensitive Information, the same shall be reported to CIO of the (Company. The CIO shall in consultation with the Chief Financial Officer or the Managing Director initiate procedure for enquiring about the actual or suspected leak of UPSI.

On becoming aware of actual or suspected leak of Unpublished Price Sensitive Information, the CIO shall ensure that a report on such actual or suspect leak of UPSI, preliminary enquiry thereon and results thereof shall be promptly informed to the Board of directors of the Company.

(7) Procedure for enquiry in case of leak of UPSI:

On Suo-motu becoming aware or otherwise, of actual or suspected leak of Unpublished Price Sensitive Information of the Company by any Promoter, Director, Key Managerial Person, Insider, Employee, Designated Person, Support Staff or any other known or un—know person, the below mentioned procedure be followed in order to enquire and/or otherwise investigate the matter.

(a) To take Cognizance of the matter:

The CIO shall within a period of 7 days after receipt of the information of actual or suspected leak of Unpublished Price Sensitive Information and take cognizance of the matter and decide as follows.

- (i) If it is found that the allegation is frivolous, not maintainable or outside the scope, the same may be dismissed.
- (ii) If it is found that the issue requires further investigation, Preliminary Enquiry may be initiated.

(b) Preliminary Enquiry:

Preliminary enquiry is a fact—finding exercise which shall be conducted by the CIO. The object of preliminary Enquiry is to ascertain the truth or otherwise of the allegations contained in the information or complaint, if any, and to collect necessary available material in support of the allegations, and thereafter to decide whether there is justification to embark any disciplinary action.

The CIO may also appoint and / or authorize any person(s), as it may deem fit, to initiate/conduct an enquiry to collect the relevant fact, material substances on actual or suspected leak of UPSI.

c) Report of Preliminary Enquiry to the Enquiry Committee:

The CIO or Person(s) appointed/authorized (Authorised persons”) to enquire the matter of actual or suspected leak of UPSI submit his/her report to the Board of Directors within 7 days from the date of authorization. Based on report of Authorised person, opportunity would be given to suspect to prove his innocence.

d) Disciplinary Action:

After giving opportunity to prove innocence, The Disciplinary Action(s) may include wage freeze, suspension, recovery, claw back, termination etc. or such other action, as may be decided by the members of the Committee.

(8) Amendment

The Board of Directors of the Company, in sync with applicable laws, rules & regulations, may amend / substitute any provision(s) with a new provision(s) or replace this entire Policy with a new Policy.

Machino Plastics Limited
FORMAT OF APPLICATION FOR OBTAINING PRE-CLEARANCE APPROVAL

Date____

To,
Compliance Officer,
Machino Plastics Limited
3, Maruti Joint Venture Complex,
Gurgaon - 122015

Dear Sir,

Application for Pre-Clearance/ Pre-dealing approval in securities of the Company

Pursuant to SEBI (Prohibition of Insider Trading) Regulations, 2015 and Machino Plastics Limited Code of Conduct to Regulate, Monitor and Report Trading by Insiders, I seek approval to purchase/sale/subscribe for not more than____ securities of the Company (having approximately Market value of Rs.____ as on the date of application) as per the details given below:

1.	Name of the Applicant	
2.	Designation	
3.	Number of securities held as on date	
4.	Folio No./DP ID/Client ID	
5.	Proposed date of dealing in securities	
6..	Estimated number of securities proposed to purchase/sale/subscribe	
7.	Estimated price at which the transaction is proposed be Executed	
8.	Whether the transaction would be through Stock Exchange or off-market deal	
9.	In case of Off-market deal, Folio no./DP ID/Client ID where the securities will be credited	

I enclosed herewith the form of undertaking signed by me.

Yours truly,

(Signature of the Designated Person)
(Name of the Designated Person)

Machino Plastics Limited

**FORMAT OF UNDERTAKING TO BE ACCOMPANIED WITH THE APPLICATION FOR OBTAINING
PRE-CLEARANCE APPROVAL**

UNDERTAKING

Date____

To,
Compliance Officer,
Machino Plastics Limited
3, Maruti Joint Venture Complex,
Gurgaon - 122015

Dear Sir,

I,(name of the Designated Person),.....(designation) of the Company residing at(address of the Designated Person) hereby declare that I am not in possession of any Unpublished Price Sensitive Information (as defined in the Machino Plastics Limited Code of Conduct to Regulate, Monitor and Report Trading by Insiders) upto the date of signing of this Undertaking.

I further declare that in case I have access to any Unpublished Price Sensitive Information after the signing of Undertaking and before the execution of Trade for which Pre-clearance is requested in **Form I** (enclosed), I shall:

1. Promptly inform the Compliance Officer
2. Refrain from trading in securities of the Company until such information becomes public.

I declare that I have not contravened the provisions of the Code as notified by the Company from time to time. I undertake to submit the necessary report within four days of execution of the transaction / a 'Nil' report if the transaction is not undertaken.

If approval is granted, I shall execute the deal within 7 days of the receipt of approval failing which I shall Seek pre-clearance.

I declare that I have made full and true disclosure in the matter.

I declare that I have made true and complete disclosure in the matter.

Yours truly,

(Signature of the Designated Person)
(Name of the Designated Person)

FORMAT FOR PRE— CLEARANCE ORDER

To,
Name:_____

Designation:_____

Place:_____

This is to inform you that your request for dealing in_____ (no.) shares of the Company as mentioned in your Application dated are approved. Please note that the said transaction must be completed on or before (date)_____ that is within 7 days from today.

In case you do not execute the approved transaction /deal on or before the aforesaid date you would have to seek fresh pre—clearance before executing any transaction/deal in the securities of the Company.

Further, you are required to file the details of the executed transactions in the attached format within 2 days from the date of transaction/deal. In case the transaction is not undertaken a 'Nil' report shall be necessary.

Yours faithfully,

for **MACHINO PLASTICS LIMITED**

COMPLIANCE OFFICER

Date :_____

Encl: Format for submission of details of transaction

FORMAT FOR DISCLOSURE OF TRANSACTIONS

(To be submitted within 2 days of transaction / dealing in securities of the Company)

To,
 The Compliance Officer,
 Machino Plastics Limited
 Maruti Joint Venture Complex,
 Gurgaon-122015

I hereby inform that I

- have not bought I sold/subscribed any securities of the Company
- have bought/sold/ subscribed to securities as mentioned below on (date)

Name of holder	No. of securities dealt with	Bought/sold/subscribed	DP ID/ Client ID/ Folio No	Price (Rs)

In connection with the aforesaid transaction(s), I hereby undertake to preserve, for a period of 3 years and produce to the Compliance officer / SEBI any of the following documents:

1. Broker's contract note.
2. Proof of payment to/from brokers.
3. Extract of bank passbook/statement (to be submitted in case of demat transactions).
4. Copy of Delivery instruction slip (applicable in case of sale transaction).

I agree to hold the above securities for a minimum period of six months. In case there is any urgent need to sell these securities within the said period, I shall approach the Compliance Officer for necessary approval.
 (applicable in case of purchase / subscription).

I declare that the above information is correct and that no provisions of the Company's Code and/or applicable Laws/ regulations have been contravened for effecting the above said transactions(s).

Date:

Signature:

Name:

Designation:

FORM A
Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (1) (b) read with Regulation 6 (2) and clause 11(2) of Machino Plastics Limited:
Code of Conduct to Regulate, Monitor and Report Trading by Insiders]

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 of a listed company 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.)	Date of appointment of Director/KMP or date of becoming promoter	Securities held at the time of becoming Promoter/ appointment of Director/KMP		% of Shareholding	Open Interest of the Future contracts held at the time of becoming Promoter/ appointment of Director/KMP		Open Interest of the Option Contracts held at the time of becoming Promoter/appointment of Director/KMP	
			Type of security (For e.g.- Shares, Warrants, Convertible Debentures etc.)	No		Number of units (contracts * lot size)	Notional value in Rupee terms	Number of units (contracts * lot size)	Notional value in Rupee terms

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

Signature:

Designation:

Date:

Place:

ANNEXURE-6

FORM B

Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (2) read with Regulation 6 (2) and clause 12(1) of Machino Plastics Limited:
Code of Conduct to Regulate, Monitor and Report Trading by Insiders]

Name of the Company:

ISIN of the Company:

Details of change in holding of Securities of Promoter, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2)

Name, PAN No., CIN/ DIN & address of Promoter / Employee / Director with contact nos.	Category of Person (Promoters/ KMP / Directors / immediate relatives/ others etc.)	Securities held prior to acquisition/ disposal		Securities acquired/ Disposed		% of Shareholding		Date of allotment advice/acquisition of shares/ sale of shares specify		Date of intimation to the company	Mode of acquisition (market purchase/ public/rights/ preferential offer/ of market/ Inter-se transfer etc.)	Trading in Derivatives (Specify type of contract, Futures or options etc.)				Exchange on which the trade was executed
		Type of security (For e.g.– Shares, Warrants Convertible Debentures etc.)	No	Type of Security (For e.g.– Shares, Warrants, Convertible Debentures etc.)	No	Pre Transaction	Post transaction	From	To			Buy		Sell		
												Value	Number of units (contracts* lot size)	Value	Number of Units (contract* lot size)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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

Signature:

Designation:

Date:

Place:

FORM-C

Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015
Regulation 7(3)- Transaction by other Connected Person as identified by the Company

Name, PAN No., CIN/ DIN & address of connected Persons with contact nos.	Connection with the Company	Securities held prior to acquisition/ disposal		Securities acquired/ Disposed		% of Shareholding		Date of allotment advice/acq uisition of shares/sal e of shares specify		Date of intimati on to compan y	Mode of acquisit ion (market purchas e/ public rights/ prefere ntial offer/ off market/ Inter-se transfer etc.)	Trading in Derivatives (Specify type of contract, Futures or options etc.)				Exchange on which the trade was executed
		Type of security (For e.g.- Shares, Warrants Convertibl e Debenture s etc.)	No.	Type of security (For e.g.- Shares, Warran ts, Convert ible Debent ures etc.)	No.	Pre Trans action	Post trans action	From	To			Buy		Sell		
												Val ue	Numb er of units (contr acts* lot size)	Val ue	Num b er of units (cont racts * lot size)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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

Signature:

Designation:

Date:

Place: