



HEC INFRA PROJECTS LIMITED

**CODE OF CONDUCT TO REGULATE, MONITOR AND REPORTING
OF TRADING BY INSIDERS**

[Pursuant to regulation 9 (1) of SEBI (Prohibition of Insider Trading) Regulation, 2015]

Registered Office:

Sigma-1 Corporates, Corporate House No.6, Nr. Mann Party Plot Cross Road,
Sindhu Bhavan Road, Bodakdev, Ahmedabad-380054.

PREAMBLE:

The Securities and Exchange Board of India (“SEBI”), in its endeavor to protect the interests of the investors in general and to regulate the securities market, has formulated the SEBI (prohibition of Insider Trading) Regulations, 2015 (“the PIT Regulations”), under the powers conferred on it under the SEBI Act, 1992. These regulations came into force with effect from 15th May, 2015 and the same were made applicable to all companies whose shares were listed on Indian stock exchanges.

The PIT Regulations replaced the erstwhile, Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992. The Regulations requires every listed company to formulate a code of conduct to regulate, monitor and report trading by its employees and other “connected persons” (as defined under the Regulations) towards achieving compliance with these Regulations and enforce a code of internal conduct and procedures based on the model code provided therein.

The Board of Director of HEC Infra Projects Limited (“the Company”) in their meeting held on 12th May, 2015 adopted and formulates code, in compliance with the applicable regulations of the SEBI and the Listing Agreement.

Further, SEBI (Prohibition of Insider Trading) (Amendment) Regulation 2018 notified on 31st December, 2018 and subsequent amendment to PIT Regulations notified on 21st January, 2019, the Board of Directors in their meeting held on 30th March, 2019 adopted the revised Code of Conduct to regulate, monitor and reporting of trading by insiders. This revised Code will be applicable from 1st April, 2019 and existing Code will be applicable upto 31st March, 2019.

DEFINATIONS:

In these regulations, unless the context otherwise requires, the following words, expressions and derivations therefrom shall have the meanings assigned to them as under:-

- a) “Act” means the Securities and Exchange Board of India Act, 1992.
- b) “Board” means the Securities and Exchange Board of India;
- c) “Code” shall means the Code of Conduct for prevention of Insider Trading, as notified hereunder, including any amendments/ modifications made from time to time.
- d) “Company” means HEC Infra projects Ltd having its registered office Sigma-1 Corporates, Corporate house No.6, Sindhu Bhavan Road, Nr. Maan Party Plot Cross Road, Bodakdev, Ahmedabad-380054.
- e) “Compliance Officer” means any senior officer, designated so and reporting to the board of directors or head of the organization in case board is not there, who is financially literate and is capable of appreciating requirements for legal and regulatory compliance under these regulations and who shall be responsible for compliance of policies,

procedures, maintenance of records, monitoring adherence to the rules for the preservation of unpublished price sensitive information, monitoring of trades and the implementation of the codes specified in these regulations under the overall supervision of the board of directors of the listed company or the head of an organization, as the case may be.

f) "Connected Person" means:

- i. any person who is or has during the six months prior to the concerned act been associated with a company,, directly or indirectly, in any capacity including by reason of frequent communication with its officers or by being in any contractual, fiduciary or employment relationship or by being a director, officer or an employee of the Company or holds any position including a professional or business relationship between himself and the Company whether temporary or permanent, that allows such person, directly or indirectly, access to unpublished price sensitive information or is reasonably expected to allow such access.
- ii. Without prejudice to the generality of the foregoing, the persons falling within the following categories shall be deemed to be connected persons unless the contrary is established,
 - a. an immediate relative of connected persons specified in clause (i); or
 - b. a holding company or associate company or subsidiary company; or
 - c. an intermediary as specified in Section 12 of the Act or an employee or director thereof; or
 - d. an investment company, trustee company, asset management company or an employee or director thereof; or
 - e. an official of a stock exchange or of clearing house or corporation; or
 - f. a member of board of trustees of a mutual fund or a member of the board of directors of the asset management company of a mutual fund or is an employee thereof; or
 - g. a member of the Board of directors or an employee, of a public financial institution as defined in section 2 (72) of the Companies Act, 2013; or
 - h. an official or an employee of a self-regulatory organization 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 the Company or his immediate relative or banker of the Company, has more than ten per cent, of the holding or interest.

g) "Dealing in Securities" means an act of subscribing to, buying, selling or agreeing to subscribe to, buy, sell or deal in the securities of the Company either as principal or agent.

- h) "Designated Person or Employee(s)" shall include:
 - i. Directors of the Company
 - ii. Key Managerial Personnel of the Company;
 - iii. Chief Administrative officer / Chief Operating Officer
 - iv. Permanent invitees/invitees to the board meeting and committee meetings
 - v. Employees in the cadre of Assistant / Associate Vice President and above;
 - vi. All other employees of the Company and its material subsidiaries and associate companies, irrespective of their cadre working in accounts, finance, information technology, treasury, taxation departments, secretarial, legal and compliance departments, internal audit department, business / investor's relations and corporate communications department, and chief executive officer / managing director's office and chairman's office.
 - vii. Persons employed on contract basis and performing similar roles or having similar responsibilities as persons mentioned in (ii) and (vi) above; and
 - viii. Such other persons as may be notified by the Compliance Officer as per direction of the Board.
- i) "Director" means a member of the Board of Directors of the Company.
- j) "Generally Available Information" means information that is accessible to the public on a non-discriminatory basis.
- k) "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.
- l) "Insider" means any person who,
 - a. a Connected Person or
 - b. in possession of or having access to UPSI.
- m) "Key Managerial Personnel" means person as defined in Section 2(51) of the Companies Act, 2013.
- n) "Non-public Information" Information is "non-public" if it is not available to the general public. In order for information to be considered public, it must be widely disseminated in a manner making it generally available to investors by distribution to stock exchanges, where Company's shares are listed or through such media as press and television, journals or similar broad distribution channels or the press media in India and abroad. The circulation of rumors, even if accurate and reported in the media, does not constitute effective public dissemination.
- o) "Promoter and Promoter Group" shall have the meaning assigned to it under the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018 or any modification thereof.
- p) "Relatives" means a person, as defined in section 2(77) of the Companies Act, 2013.

- q) "Securities" shall have the meaning assigned to it under the Securities Contracts (Regulations) Act, 1956 or any modification thereof except units of a mutual fund.
- r) "Specified" means specified by the Board in writing;
- s) "Stock Exchanges" shall mean any recognized stock exchange on which Company's securities are listed."
- t) "Takeover Regulations" means the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 and any amendments thereto;
- u) "Trading" means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities, and "trade" shall be construed accordingly.
- v) "Trading Day" means a day on which the recognized stock exchanges are open for trading.
- w) "Trading Window" refer to specified period during which the trading in securities of the Company is permitted. During the closure of Trading Window, trading in Company's securities are prohibited for designated persons and are restricted for other employees.
- x) "Unpublished Price Sensitive Information" means any information, relating to a company or its securities, directly or indirectly, that is not generally available which upon becoming generally available, is likely to materially affect the price of the securities and shall, ordinarily including but not restricted to, information relating to the following:
 - i. financial results;
 - ii. dividends;
 - iii. change in capital structure;
 - iv. mergers, de-mergers, acquisitions, delistings, disposals and expansion of business and such other transactions;
 - v. changes in key managerial personnel; and

NOTE: It is intended that information relating to a company or securities, that is not generally available would be unpublished price sensitive information if it is likely to materially affect the price upon coming into the public domain. The types of matters that would ordinarily give rise to unpublished price sensitive information have been listed above to give illustrative guidance of unpublished price sensitive information.

Words and expressions used and not defined in these Rules but defined in the Securities and Exchange Board of India Act, 1992, the Securities Contracts (Regulation) Act, 1956, the Depositories Act, 1996 or the Companies Act, 2013 and rules and regulations made thereunder shall have the meanings respectively assigned to them in those legislations.

COMPLIANCE OFFICER:

- a) 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 to the Chairman of the Board of Directors Annually.
- b) The Compliance Officer shall assist all Designated Persons / their immediate relatives and employees in addressing any clarifications regarding the Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and the Company's Code of Conduct.

PRESERVATION OF "PRICE SENSITIVE INFORMATION":

- a) Notwithstanding anything contained in this regulation, 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 of the Company listed company is of informed opinion that sharing of such information is in the best interests of the Company; or
 - ii. not attracting the obligation to make an open offer under the takeover regulations but where the Board of Directors of the listed Company is of informed opinion that sharing of such information 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 to be adequate and fair to cover all relevant and material facts.
- b) For purposes mentioned above in (i) & (ii), 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 mentioned above in (i) & (ii), and shall not otherwise trade in securities of the company when in possession of unpublished price sensitive information.

All information shall be handled within the Company on a "need-to-know" basis. It should be disclosed only to those within the Company who need the information to discharge their duty. 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. Following practices should be followed in this regard.

- Need to Know:

“Need to know” basis means that Unpublished Price Sensitive Information should be disclosed only to those within the Company who need the information to discharge their duty and whose possession of such information will not give rise to a conflict of interest or appearance of misuse of the information.

- Limited access to confidential information:

Files containing confidential information shall be kept secure. Computer files must have adequate security of login and password, etc.

PREVENTION OF MISUSE OF “UNPUBLISHED PRICE SENSITIVE INFORMATION”:

a) Trading Plan

An insider shall be entitled to formulate a trading plan for dealing in securities of the Company 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.

b) Trading Plan shall:

- i. not entail commencement of trading on behalf of the insider earlier than six months from the public disclosure of the plan;
 - ii. not entail trading for the period between the twentieth trading day prior to the last day of any financial period for which results are required to be announced by the issuer of the securities and the second trading day after the disclosure of such financial results;
 - iii. entail trading for a period of not less than twelve months;
 - iv. not entail overlap of any period for which another trading plan is already in existence;
 - v. set out either the value of trades to be effected or the number of securities to be traded along with the nature of the trade and the intervals at, or dates on which such trades shall be effected; and
 - vi. not entail trading in securities for market abuse.
- c) The Compliance Officer shall review the trading plan made as above and shall approve it forthwith. However, he shall be entitled to take express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of the plan as per provisions of the Regulations. The Compliance Officer may thereafter approve the plan.
- d) Provided that pre-clearance of trades shall not be required for a trade executed as per an approved trading plan.

- e) Provided further that trading window norms and restrictions on contra trade shall not be applicable for trades carried out in accordance with an approved trading plan.
- f) The Trading Plan once approved shall be irrevocable and the Insider shall mandatorily have to implement the plan, without being entitled to either deviate from it or to execute any trade in the securities outside the scope of the trading plan.
- g) However, the implementation of the trading plan shall not be commenced, if at the time of 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.
- h) Upon approval of the trading plan, the compliance officer shall notify the plan to the stock exchanges on which the securities are listed.

TRADING WINDOW AND WINDOW CLOSURE:

- a) Designated persons may execute trades subject to compliance with this Code and the Regulations. Towards this end, a notional trading window shall be used as an instrument of monitoring trading by the Designated Persons. The trading window shall be closed when the Compliance Officer 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. Designated Persons and their immediate relatives shall not trade in securities when the trading window is closed.
- b) Trading restriction period can be made applicable till 48 hours after the declaration of financial results. The gap between clearance of accounts by audit committee and board meeting should be as narrow as possible and preferably on the same day to avoid leakage of material information
- c) The trading window shall also be applicable to any person having contractual or fiduciary relation with the Company, such as auditors, accountancy firms, law firms, analysts, consultants etc. and their immediate relatives, assisting or advising the Company.
- d) The notice of closure of Trading Window intimated to the Stock Exchanges, if any, wherever the securities of the Company are listed, by the Compliance Officer, shall be deemed as intimation to the Designated Persons / Insiders for adherence and compliance with this Code.

- e) The timing for re-opening of the trading window shall be determined by the Compliance Officer taking into account various factors including the unpublished price sensitive information in question becoming generally available and being capable of assimilation by the market, which in any event shall not be earlier than forty-eight hours after the information becomes generally available.
- f) When the trading window is open, trading by designated persons shall be subject to pre-clearance by the compliance officer, if the value of the proposed trades is above such thresholds as the board of directors may stipulate

PRE-CLEARANCE OF TRADES:

a) Applicability:

Every Designated Person who intend to deal in the securities of the company above a minimum threshold limit of 20000 shares or value of transaction Rs. 30 lakhs in a single transaction, whichever is higher, should pre-clear the transaction as per the pre-dealing procedure as described hereunder.

b) Pre-dealing Procedure:

Designated Persons / their immediate relatives intending to deal in the securities of the Company upto the threshold limit, as defined and provided hereinbefore, may do so without any pre-clearance from the Compliance Officer. In all other cases, they should pre-clear the transactions as per the pre-dealing procedure as provided hereinafter.

Designated Persons / their immediate relatives shall make an application in the prescribed ANNEXURE-1, to the Compliance Officer indicating the estimated number of securities that he/she intends to deal in, the details as to the depository (ies) with which he/she maintains a Demat/Trading account, the details as to the securities in such depository mode and such other details as may be required by the Compliance Officer in this matter.

Designated Persons/their immediate relatives shall execute an undertaking as per ANNEXURE-2 in favor of the Company.

The Compliance Officer shall confidentially maintain a list of such securities as a "restricted list" which shall be used as the basis for approving or rejecting applications for pre-clearance of trades.

c) Approval:

Designated Persons / their immediate relatives shall execute their transactions in respect of securities of the Company within seven (7) trading days after the approval of pre-clearance is given failing which the transaction has to be pre-cleared again.

Every approval letter shall be issued in ANNEXURE-3.

d) Completion of Pre-cleared Dealing:

All the Designated Persons / their immediate relatives shall ensure that they complete execution of every pre-cleared deal in the Company's Securities as prescribed above and not later than 7 trading days from the date of the approval. The Designated Persons / their immediate relatives shall file within 2 (two) trading 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.

If a deal is not executed by the concerned Designated Persons / their immediate relatives pursuant to the approval granted by the Compliance Officer within 7 trading days, the Designated Persons / their immediate relatives shall apply once again to the Compliance Officer for *pre clearance* of the transaction covered under the said approval, if he / she wishes to transact.

e) Holding Period and other restrictions:

All the Designated Persons / their immediate relatives, 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 transactions.

All the Designated Persons / their immediate relatives shall also not take position in derivative transactions in the shares of the company at any time

All the Designated Persons / their immediate relatives shall not engage in intraday trading activities.

In case the sale of Securities of the Company is necessitated due to personal reasons or emergency situations, the holding period referred to above may be waived by the Compliance Officer after recording the reasons in writing in this regard. It may however, be noted that in terms of the Regulations, no such sale will be permitted when the Trading Window is closed.

In case of any contra trade or derivative transaction or intraday trade be executed, inadvertently or otherwise, in violation of such a restriction, the profits + 25% of transaction value from such trade, in case of no profit or loss, 25% transaction value of such transaction 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

PROHIBITION ON DEALING, COMMUNICATING OR COUNSELLING ON MATTERS RELATING TO INSIDER TRADING:

No Insider shall -

- i. either on his own behalf, or on behalf of any other person, deal in securities of the company when in the possession of any unpublished price sensitive information;
 - ii. communicate, counsel or procure, directly or indirectly any unpublished price sensitive information to any person. However these restrictions shall not be applicable to any communication required in the ordinary course of business or under any law.
- Prevention of Misuse of Unpublished Price Sensitive Information

REPORTING REQUIREMENTS FOR TRANSACTIONS IN SECURITIES:

➤ Initial Disclosures:

- a) Every promoter, member of promoter group, key managerial personnel and director of the Company shall disclose his holding of securities of the Company as on the date of this Code taking effect, to the Company within thirty days of this Code taking effect in **FORM A** as set out in **ANNEXURE-5**;
- b) Every person on appointment as a Director or a Key Managerial Personnel of the Company or upon becoming a Promoter or member of promoter group shall disclose his/her holding of securities of the Company as on the date of appointment or becoming a Promoter, to the Company within seven days of such appointment or becoming a promoter in **FORM B** as set out in **ANNEXURE-6**.

➤ Continual Disclosures:

- a) The promoters, member of promoter group, designated person and director of the Company shall disclose to the Company in **FORM C** as set out in **ANNEXURE-7**, stating the number of such securities acquired or disposed of within two trading days of such transaction, if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter aggregates to a traded value in excess of Rs. Ten lakhs;
- b) The Company shall notify the particulars of such trading to the stock exchanges on which the securities are listed, as applicable, within two trading days of receipt of the disclosure or from becoming aware of such information.

➤ Disclosure by the connected persons others than Promoters, Directors, KMP and Designated Persons:

The number of such securities acquired or disposed of within two trading days of such transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of Rs. Ten lakhs shall disclose to the Company in **FORM D** as set out in **ANNEXURE-8**

➤ **Annual Disclosure:**

Every Promoters / Directors / KMP / Designated Persons of the Company shall disclose to Annual statement of all holdings (including that of his dependent family members) in securities of the Company as on 31st March be furnished within 15 days of the close of the financial year ANNEXURE-8.

MAINTENANCE OF STRUCTURED DIGITAL DATABASE:

A structured digital database shall be maintained containing the names of such persons or entities as the case may be with whom information is shared for legitimate purposes along with the Permanent Account Number or any other identifier authorized by law where Permanent Account Number is not available. Adequate and effective system of internal controls will also be laid out to ensure the compliance of maintenance of a digital database for sharing the information for said legitimate purposes.

DISSEMINATION OF PRICE SENSITIVE INFORMATION:

- a) No information shall be passed by Designated Persons / their immediate relatives 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 publicly available information shall be provided.
- ii. At least two Company representatives shall 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 unpublished price sensitive information, a public announcement should be made before responding.

INQUIRY:

In case of leak of unpublished price sensitive information or suspected leak of unpublished price sensitive information, investigation on the same shall be conducted as per the Investigation clause of Whistle Blower Policy of the Company.

Such inquiry/investigation shall be promptly informed to Securities Exchange Board of India of such leaks, inquiries and results of such inquiries.

PENALTY FOR CONTRAVENTION:

- a) Every Designated Persons / their immediate relatives shall be individually responsible for complying with the provisions of this Code (including to the extent the provisions hereof are applicable to his/her Dependents).
- b) The Designated Persons / their immediate relatives who violate this Code shall, in addition to any other penal action that may be taken by the Company pursuant to law, also be subject to disciplinary action including wage / salary freeze, suspension, recovery, claw-back, etc., and the termination of employment.
- c) Action taken by the Company for violation of the Regulations as and the Code against any Designated Persons / their immediate relatives will not preclude SEBI from taking any action for violation of the Regulations or any other applicable laws / rules / regulations.
- d) Under Section 195(2) of the Companies Act 2013, If any person contravenes the provisions of this section, he shall be punishable with imprisonment for a term which may extend to five years or with fine which shall not be less than five lakh rupees but which may extend to twenty-five crore rupees or three times the amount of profits made out of insider trading, whichever is higher, or with both.
- e) Under Section 15G of the SEBI Act, any Insider who indulges in insider trading in contravention of Regulation is liable to a penalty not exceeding Rs.5 lacs. Under Section 24 of the SEBI Act, anyone who contravenes the Regulations is punishable with imprisonment for a maximum period of one year or with fine or with both.
- f) Without prejudice to its rights under Section 24 of the SEBI Act, under Regulation SEBI can also pass any or all of the following orders to an Insider found indulging in insider trading –
 - i. Directing him / her not to deal in the Company's Securities in any particular manner.
 - ii. Prohibiting him/her from disposing of any of the Securities acquired in violation of the Regulations.
 - iii. Restraining him/her from communicating or counseling any other person to deal in Company's Securities.
 - iv. Declaring the transactions in Securities as null and void.
 - v. Directing the person who acquired Securities in violation of the Regulations, to deliver the Securities back to the seller or alternatively pay the Seller the price as provided.
 - vi. Directing him/her to transfer specified amount to investor protection fund of a recognized Stock Exchange.

- g) In case it is observed by the Compliance Officer that there has been a violation of the Regulations by any Designated Persons / their immediate relatives / an Employee, he/she shall forthwith inform the Managing Director. The penal action will be initiated on obtaining suitable directions from the Managing Director and in his absence the Executive Director - Finance. The Compliance Officer shall simultaneously inform SEBI about such violation. The Designated Persons / their immediate relatives /the Employee against whom information has been furnished by the Company/Compliance Officer to SEBI for violations of the Regulations/Code, shall provide all information and render necessary co-operation as may be required by the Company/Compliance Officer or SEBI in this connection.

ANNEXURE-1

APPLICATION FOR PRE-DEALING APPROVAL

Date:.....

To,
The Compliance Officer,
HEC Infra Projects Limited

Dear Sir/ Madam,

Application for Pre-dealing approval in securities of the company

Pursuant to the SEBI (prohibition of Insider Trading) Regulations, 2015 and the Company's Code of Conduct to Regulate, Monitor and Reporting of trading by insiders, I seek approval to purchase / sale / subscription of.....equity shares of the Company as per details given below:

1	Name, Address and PAN of the applicant	
2	Designation	
3	Number of securities held as on date	
4	Folio No. / DP ID / Client ID No.	
5	The proposal is for	(a) Purchase of securities (b) Subscription to securities (c) Sale of securities
6	Proposed date of dealing in securities	
7	Estimated number of securities proposed to be acquired/subscribed/sold	
8	Price at which the transaction is proposed	
9	Current market price (as on date of application)	
10	Whether the proposed transaction will be	
11	Folio No. / DP ID / Client ID No. where the securities will be credited / debited	

I enclose herewith the form of Undertaking signed by me.

Yours faithfully,

(Signature of Employee)

Encl: As above (Undertaking.)

ANNEXURE-2

UNDERTAKING

(Format of undertaking to be accompanied with the application for pre-clearance)

To,
HEC Infra Projects Limited

I, _____, _____ of the Company residing at _____, am desirous of dealing in _____ * shares of the Company as mentioned in my application dated _____ for pre-clearance of the transaction.

I further declare that I am not in possession of or otherwise privy to any unpublished Price Sensitive Information (as defined in the Company's Code of Conduct for prohibition of Insider Trading (the Code) up to the time of signing this Undertaking.

In the event that I have access to or received any information that could be construed as "Price Sensitive Information" as defined in the Code, after the signing of this undertaking but before executing the transaction for which approval is sought, I shall inform the Compliance Officer of the same and shall completely refrain from dealing in the 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.

Date :

Signature : _____

* Indicate number of shares

ANNEXURE-3

FORMAT FOR PRE-DEALING APPROVAL LETTER

Date:

To,

Mr./Mrs.

Designation:

PRE-DEALING APPROVAL/DISAPPROVAL -Your application

Dear Mr/Mrs. ____

With reference to your above application seeking approval for undertaking certain transactions in Securities of the Company detailed therein please be informed that you are hereby authorised/not authorised to undertake the transaction(s) as detailed in your said application.

This approval is being issued to you based on the various declarations, representations and warranties made by you in your said application.

This approval letter is valid till _____ (i.e. for 7 trading days). If you do not execute the approved transaction /deal on or before this date you would have to seek fresh pre-dealing approval 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 two trading days from the date of transaction/deal.

In case the transaction is not undertaken a "Nil" report shall be necessary.

Yours truly,

Compliance Officer

ANNEXURE-4

FORMAT FOR DISCLOSURE OF TRANSACTIONS

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

Date :

To,
The Compliance Officer,
HEC Infra Projects Limited

I hereby inform that

- I have not bought / 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 5 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).

Signature

ANNEXURE-5

FORM A

SEBI (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (1) (a) read with Regulation 6 (2) – Initial disclosure to the company]

Name of the company: _____

ISIN of the company: _____

Details of Securities held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2).

Name, PAN, CIN/DIN & address with contact nos.	Category of Person (Promoters/ KMP/ Directors/immediate relative to/others etc)	Securities held as on the date of regulation coming into force		% of Shareholding
		Type of security (For eg. – Shares, Warrants, Convertible, Debentures etc.)	No.	
1	2	3	4	5

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

Details of Open Interest (OI) in derivatives of the company held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2)

Open Interest of the Future contracts held as on the date of regulation coming into force			Open Interest of the Option Contracts held as on the date of regulation coming into force		
Contract Specifications	Number of units (contracts * lot size)	Notional value in Rupee terms	Contract Specifications	Number of units (contracts * lot size)	Notional value in Rupee terms
6	7	8	9	10	11

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

Name & Signature: _____

Designation: _____

Date: _____

Place: _____

ANNEXURE-6

FORM B

SEBI (Prohibition of Insider Trading) Regulations, 2015

[Regulation 7 (1) (b) read with Regulation 6(2) – Disclosure on becoming a director/ KMP/ Promoter]

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, CIN/DIN & Address with contact nos.	Category of Person (Promoters/ KMP / Directors/immediate relative to/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
			Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.	
1	2	3	4	5	6

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

Details of Open Interest (OI) in derivatives of the company held on appointment of Key Managerial Personnel (KMP) or Director or upon becoming a Promoter of a listed company and other such persons as mentioned in Regulation 6(2).

Open Interest of the Future contracts held 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		
Contract specifications	Number of units (contracts * lot size)	Notional value in Rupee terms	Contract specifications	Number of units (contracts * lot size)	Notional value in Rupee terms
7	8	9	10	11	12

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

Name & Signature:

Designation:

Date:

Place:

**ANNEXURE-7
FORM C**

**SEBI (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (2) read with Regulation 6(2) - Continual disclosure]**

Name of the company: _____
ISIN of the company: _____

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

Name, PAN, CIN/DIN, & address with contact nos.	Category of Person (Promoters/ KMP / Director s/immediate relative to/others etc.)	Securities held prior to acquisition/disposal		Securities acquired/Disposed				Securities held post acquisition/disposal		Date of allotment advice/ acquisition of shares/ sale of shares specify		Date of intimation to company	Mode of acquisition / disposal (on market/public/ rights/ preferential offer / off market/ Inter-se transfer, ESOPs etc.)
		Type of security (For eg. - Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	Type of security (For eg. - Shares, Warrants, Convertible Debentures etc.)	No.	Value	Transaction Type (Buy/ Sale/ Pledge / Revoke/ Invoke)	Type of security (For eg. - Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	From	To		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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

Details of trading in derivatives of the company by Promoter, Employee or Director of a listed company and other such persons as mentioned in Regulation 6(2).

Trading in derivatives (Specify type of contract, Futures or Options etc)						Exchange on which the trade was executed
Type of contract	Contract specifications	Buy		Sell		
		Notional Value	Number of units (contracts * lot size)	Notional Value	Number of units (contracts * lot size)	
15	16	17	18	19	20	21
NA						

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

Name & Signature:
Designation:
Date:
Place:

**ANNEXURE-8
FORM D**

**SEBI (Prohibition of Insider Trading) Regulations, 2015
Regulation 7(3) – Transactions by Other connected persons as identified by the company**

Name of the company: _____

ISIN of the company: _____

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

Name, PAN, CIN/DIN, & address with contact nos. of other connected persons as identified by the company	Connection with company	Securities held prior to acquisition/disposal		Securities acquired/Disposed				Securities held post acquisition/disposal		Date of allotment advice/ acquisition of shares/ sale of shares specify		Date of intimation to company	Mode of acquisition/disposal (on market/public/ rights/ Preferential offer / off market/Interse transfer, ESOPs etc.)
		Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.	Value	Transaction Type (Buy/Sale/ Pledge/ Revoke /Invoke)	Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	From	To		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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

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

Trading in derivatives (Specify type of contract, Futures or Options etc)						Exchange on which the trade was executed
Type of contract	Contract specifications	Buy		Sell		
		Notional Value	Number of units (contracts * lot size)	Notional Value	Number of units (contracts * lot size)	
15	16	17	18	19	20	21
NA						

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

Name:
Signature:
Date:
Place:

ANNEXURE-9

**FORMAT OF ANNUAL STATEMENT OF HOLDINGS BY PROMOTERS /DIRECTORS/KMP/
DESIGNATED EMPLOYEES/ AND THEIR DEPENDANTS**

Date:

To,
The Compliance Officer
HEC Infra Projects Limited

Dear Sir,

Statement of Shareholdings in the Company

As on 31st March -----, I along with my Dependents / immediate relatives hold the Securities of the Company, details whereof are as under:
Description of Security: Equity Shares

Name of Holder with PAN and Mobile and Landline Numbers	Relationship	No. of shares held on 31/03/....	No. of shares bought from 01.04/.... to 31/03/...	No. of shares sold from 01.04/.... to 31/03/...	No. of shares held on 31/03/....	Client ID / Folio No.
Relatives						
Others with whom Designated Person shares a material financial relationship						

Yours truly,

Signature:
Name: