

# **NATURAL CAPSULES LIMITED**

**CODE FOR PREVENTION  
OF INSIDER TRADING**

The Company places utmost emphasis on achieving the highest level of transparency, accountability and fairness in all facets of its operations and dealings with its stakeholders.

This Code for prevention of Insider Trading ('the Code') outlines the policies and procedures to be followed by the Designated Persons as defined in this Code for handling unpublished price sensitive information and for trading in the securities of Natural Capsules Limited ("the Company"). This Code is in addition to the code of conduct applicable to employees of the entities belonging to the Natural capsules Limited.

The Amended to this Code is made effective from 1<sup>st</sup> April 2019, and the company has duly complied with code w.e.f 1<sup>st</sup> April 2019 and the company has also aligned the code as per the latest amendments and adopted it with effect from 09<sup>th</sup> Aug 2019.

## PART A - DEFINITIONS

- a. **'Company'** means Natural capsules Limited.
- b. **'Compliance Officer'** means the Company Secretary of the Company or any other senior officer who is so designated as the Compliance Officer by the Board of Directors of the Company.
- c. **"Connected person"** means 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 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himself and the Company whether temporary or permanent, that allows such person, directly or indirectly, access to unpublished price sensitive information or is reasonably expected to allow such access.
- d. **'Designated Persons'** shall mean:
- (i) All the directors on the Board of the Company for the time being and executive directors of the Company's subsidiaries and associates;
  - (ii) The promoters of the Company including the members of the promoters' group;
  - (iii) All the employees of the Company, its subsidiaries, its associates and the Natural capsules Limited Group companies;
  - (iv) Such other person or persons as the Compliance Officer may in consultation with the Managing Director of the Company shall specify to be covered by this Code.
- e. **'Generally Available Information'** means information that is accessible to the public on a non-discriminatory basis;

- f. **‘Immediate Relative’** means a spouse of a Designated 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;
- g. **‘Insider’** means any person who is:
- i) a connected person; or
  - ii) in possession of or having access to unpublished price sensitive information;
- h. **‘Promoter’** and **‘Promoters’ Group’** shall have the meaning assigned to them under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 or any modification thereof;
- i. **‘PIT Regulations’** means the SEBI (Prohibition of Insider Trading) Regulations, 2015 as amended from time to time.
- j. **‘SEBI’** means Securities and Exchange Board of India.
- k. **‘Securities’** shall mean the securities issued by the Company from time to time, which are listed or proposed to be listed on any recognised stock exchange(s).
- l. **‘Trading’** means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities, and ‘trade’ shall be construed accordingly.
- m. **‘Trading day’** means a day on which the recognised stock exchanges in India are open for trading.
- n. **‘Unpublished Price Sensitive Information’** or **‘UPSI’** 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 mean information, including but not restricted 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; and
- (v) Changes in key managerial personnel.

**Interpretation of certain words and expressions:**

Words and expressions not defined in this Code shall have the same meaning as contained in the PIT Regulations.

**PART B – POLICIES AND PROCEDURES**

**1. Compliance Officer**

The Board of Directors of the Company has appointed the Company Secretary as the Compliance Officer who is the officer responsible for implementation and monitoring of this Code.

**1.1 Duties of Compliance Officer**

- (i) He shall set forth the policies, procedures, monitor and ensure adherence to the rules for the preservation of UPSI, pre-clear the trades in the Securities of the Company of the Designated Persons and their Immediate Relatives, monitoring of their trades and maintenance of records of such trades.
- (ii) He may specify ‘Trading Window Closure Period’ (as described in this Code) from time to time and make an announcement thereof to the stock exchanges on which the Securities of the Company are listed.
- (iii) He shall report to the Board of Directors of the Company, on a quarterly basis, the details of the Trading in the Securities of the Company by Designated Persons and their Immediate Relatives, in one transaction or series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees or such other value as may be determined from time to time.

Reports, as prescribed under the PIT Regulations, shall be provided once in year, to the Chairperson of the Audit Committee or the Chairperson of the Board.

- (iv) He shall ensure that Trading Window Closure Period is promptly intimated to the Designated Persons through the mechanism of adding the Securities of the Company to the 'Restricted List'.
- (v) He shall assist the Designated Persons in addressing any clarifications regarding the PIT Regulations and this Code.
- (vi) He shall seek declarations from the applicant that he/she is not in possession of UPSI, prior to approving any trades. He shall also have regard to whether any such declaration is reasonably capable of being inaccurate.

## **1.2 Maintenance of Records**

The Compliance Officer shall maintain records of:

- (i) Designated Persons and any changes made to the list of the Designated Persons mentioned at serial no. (iv) In the definition of "Designated Persons".
- (ii) All the disclosures/declarations received from the Designated Persons and on behalf of their Immediate Relatives for a period of five years.
- (iii) Trading Window Closure Period specified from time to time.
- (iv) Structured Digital Database as required under the PIT Regulations.

## **2. Preservation of "UPSI"**

The Designated Persons shall maintain the confidentiality of all UPSI, to the extent available with them. They shall not pass on such information to any person directly or indirectly whether by way of making a recommendation for the purchase or sale of Securities or otherwise.

The Designated Persons shall follow the procedure prescribed under the PIT Regulations (given below for ease of reference) while dealing with UPSI:

## **2.1 Need to Know**

UPSI shall be handled on a "need to know" basis, i.e., such information shall not be communicated to any person except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.

Any person in receipt of UPSI pursuant to a "legitimate purpose" shall be considered an "Insider".

UPSI may be communicated, provided, allowed access to or procured, in connection with a transaction that would:

- entail an obligation to make an open offer under the SEBI (Substantial Acquisition of Shares and Takeover Regulations), 2011 ("SEBI Takeover Regulations") where the Board of Directors of the Company is of informed opinion that the sharing of such information is in the best interests of the Company;
- not attract the obligation to make an open offer under the SEBI Takeover Regulations but where the Board of Directors of the Company is of informed opinion that the sharing of such information is in the best interests of the Company and the information that constitute UPSI is disseminated to be made Generally Available at least two trading days prior to the proposed transaction being effected in such form as the Board of Directors may determine.

## **2.2 Limited access to UPSI**

Files containing UPSI shall be kept secure. Computer files must have adequate security of login and password. Files containing confidential information should be deleted/destroyed after its use.

## **2.3 Chinese Walls**

In order to prevent impermissible uses of UPSI, the Company has established “Chinese Walls” procedure that separates those insiders which routinely have access to UPSI, considered as inside areas from those persons, which are forming part of the public areas.

As per the said procedure –

- 2.3.1 The Designated Persons in the inside areas are not permitted to communicate any UPSI to any persons in the public areas.
- 2.3.2 The Designated Persons in the inside areas may be physically separated from the persons in the public areas.
- 2.3.3 The demarcation between inside areas and public areas shall be decided by the Compliance Officer in consultation with the Managing Director.
- 2.3.4 In exceptional circumstances, the persons from public areas may be brought over the wall and given UPSI on a need to know basis with the prior intimation to the Compliance Officer/Managing Director.

## **3. Trading Restrictions**

All Designated Persons and their Immediate Relatives shall be subject to trading restrictions as enumerated below:

### **3.1 Trading Window**

The period prior to disclosure of UPSI is particularly sensitive for transactions in the Company's Securities. This sensitivity is due to the fact that the Designated Persons may, during that period, be in possession of UPSI.

During such sensitive time duration, the Designated Persons and their Immediate Relatives must not engage in Trading in the Company's Securities.

The trading window for the Company’s Securities shall be closed during the time any UPSI remains unpublished. The timing for re-opening of the trading window shall be



determined by the Compliance Officer taking into account various factors including the UPSI in question becoming Generally Available and being capable of assimilation by the market, which in any event shall not be earlier than forty-eight hours after the information becomes Generally Available. **Trading restriction period can be made applicable from the end of every quarter till forty-eight 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.

**3.2** 'Trading Window Closure Period' means the period when trading window is closed for the Company's Securities. The Compliance Officer from time to time shall decide the Trading Window Closure Period.

**3.3** 'Free Period' means any period other than the Trading Window Closure Period.

**3.4** All Designated Persons and their Immediate Relatives shall conduct their Trading in the Securities of the Company only during the Free Period and shall not Trade in the Securities of the Company during the Trading Window Closure Period.

**3.5** Designated Persons are prohibited from creating a pledge on the Securities of the Company held by them while in possession of UPSI. Creation is also not allowed during 'Trading Window Closure Period'. Further, the Designated Persons shall ensure that invocation of the pledged shares also does not occur during the Trading Window Closure Period. However, the pledgor or pledgee may demonstrate that the creation of pledge or invocation of pledge was bona fide and prove their innocence.

#### **4. Pre-clearance of trades**

All Designated Persons and their Immediate Relatives who intend to Trade in the Securities of the Company shall pre-clear the Trades as per the pre-clearance procedure described hereunder. Same process shall be followed in case Designated Persons and their Immediate Relatives intend to pledge the Securities of the Company. The Designated Persons and their Immediate Relatives shall not apply for pre-clearance of any trade if they are in possession of UPSI even during the Free Period.

##### **4.1 Pre-Clearance Procedure**

An application for pre-clearance of trade shall be made to the respective Reporting Manager and the Compliance Officer through the Online Trade Approval System. The format for pre-clearance of trades is as made available in the Online Trade Approval System as well as in hard copy form which is annexed hereto and marked as Form E.

The Reporting Manager and Compliance Officer shall on receiving the application, acknowledge the same and may grant the approval. In case the Compliance Officer intends to Trade in the Securities of the Company, he shall make an application to the Group Member-Firm Management/Managing Director through the Online Trade Approval System. The Compliance Officer shall retain records of all applications and approvals either in electronic form or in physical form.

##### **4.2 Other restrictions**

All Designated Persons and their Immediate Relatives shall execute their orders in respect of Securities of the Company within three days from the date on which approval of pre-clearance is given. If the order is not executed within three days from the date on which approval of pre-clearance is given, they must make fresh application for pre-clearance of the trades again.

All Designated Persons and their Immediate Relatives cannot execute a contra trade i.e., an opposite transaction (for e.g. purchase if sold earlier; sell if purchased earlier) in the Securities of the Company during a period of six months following the prior transaction.

The Compliance Officer is empowered to grant relaxation from strict application of above restriction for reasons to be recorded in writing provided that such relaxation does not violate the PIT Regulations. An application for this purpose shall be made to the Compliance Officer through the Online Trade Approval System. Should a contra trade be executed, inadvertently or otherwise, in violation of such a restriction, the profits from such trade shall be liable to be disgorged for remittance to SEBI for credit to the Investor Protection and Education Fund administered by SEBI.

Further, all Designated Persons and their Immediate Relatives are prohibited to enter into derivative contracts, if any, in the Securities of the Company.

## **5. Trading Plans**

An Insider (as defined in the PIT Regulations) shall be entitled to formulate a Trading Plan and present it to the Compliance Officer for approval and public disclosure as required under the PIT Regulations. The trades may be carried out on behalf of such Insider in accordance with such plan as permitted under the PIT Regulations.

Such 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 Company 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 of the Company to be traded along with the nature of the trades and the intervals at, or dates on which such trades shall be effected; and

- vi. Not entail trading in Securities of the Company for market abuse.

The Compliance Officer shall review the Trading Plan to assess whether the Plan would have any potential for violation of the PIT Regulations and shall be entitled to seek such express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of the Plan.

The Trading Plan once approved shall be irrevocable and the concerned 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.

Any trading opted by an Insider under Trading Plan can be done only to the extent and in the manner disclosed in the plan, save and except for pledging of the Company's Securities.

Upon approval of the Trading Plan, the Compliance Officer shall notify the plan to the Stock Exchanges on which the Securities of the Company are listed.

## **6. Disclosure Requirements**

The disclosures to be made by any person under this Clause shall include those relating to trading by such person's Immediate Relatives, and by any other person for whom such person takes trading decisions.

### **6.1 Initial Disclosures**

Every promoter, members of the Promoters' Group, key managerial personnel and the Directors of the Company shall disclose, in **Form A**, their holding in Securities of the Company as on the date of SEBI (Prohibition of Insider Trading) Regulations, 2015 taking effect, to the Company within 30 days of the Regulations taking effect, i.e., May 30th, 2019.

Every person on appointment as a key managerial personnel or a Director of the Company or upon becoming a promoter or a member of the Promoters' Group, shall disclose, in **Form B**, his holding in Securities of the Company as on the date of appointment or becoming a Promoter/member of Promoters' Group, to the Company within 7 days of such appointment or becoming a Promoter/member of Promoters' Group.

Every Designated Person shall provide one time disclosure containing the names of educational institutions from which he/she has graduated and names of their past employers (up to last five employers), if any.

## **6.2 Continual Disclosures**

6.2.1 Every Promoter, member of Promoters' Group, Designated Person and Director of the Company and the Group Firm Management Person and Group's Senior Management Personnel shall disclose to the Company, the number of Securities of the Company acquired or disposed of or pledged/revocation of pledge within two trading days of such transaction if the value of the Securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees or such other value as may be specified from time to time. The said persons may disclose to the Company even if the traded value has not exceeded ten lakh rupees, if they so decide to disclose.

6.2.2 For the purpose of calculation of threshold for disclosures relating to pledge, the market value of the Company's Securities on the date of pledge/revocation of pledge transaction shall be considered. For instance, if the pledgor has availed a loan of Rs 10 Lakh against which he has pledged Securities worth Rs 15 Lakh, the value of transaction for the purpose of disclosure would be considered as Rs 15 Lakh.

6.3 The disclosures under this Clause shall be sent to the Compliance Officer of the Company in **Form C**.

## **6.4 Annual Disclosures**

Every Promoter, a member of Promoters' Group, employee and Director of the Company, the Group Firm Management Person and Group's Senior Management Personnel shall be required to forward their Annual Statement of holdings in Securities of the Company and their Immediate Relatives in **Form D** as on March 31st of each year and before April 30th of that year.

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:

1. Immediate Relatives
2. persons with whom such Designated Person(s) shares a material financial relationship\*
3. Phone, mobile and cell numbers which are used by them

\*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.

#### **6.5 Disclosure by the Company to Stock Exchanges**

Within 2 Trading days of the receipt of the disclosure or becoming aware of such information under clause 6.2 above, the Compliance Officer shall disclose the information thus received to all Stock Exchanges on which the Company's Securities are listed.

#### **6.6 Disclosure by other Connected Persons**

The Compliance Officer may, at his discretion, require any other connected persons or class of connected persons to make disclosures of holdings and trading in Securities of the Company in such form and at such frequency as may be determined by the Compliance Officer in order to monitor compliance with this Code and the PIT Regulations.

### **7. Contravention of the Code**

In case it is observed that there has been a material violation of this Code or the PIT Regulations, SEBI shall be promptly informed of the same by the Company.

Any Designated Person who violates this Code may be penalised and/or be subjected to disciplinary action by the Company, which may include salary freeze, suspension, recovery, clawback, termination, making them ineligible for future participation in ESOPs, etc.

The action by the Company shall not preclude SEBI from taking any action in case of violation of the PIT Regulations.

## **8. Procedure in case of leakage of UPSI**

**8.1** In case of any leak or suspected leak of Company's UPSI, the Managing Director of the Company together with the Compliance Officer (where such leakage is determined suo moto) or the Audit Committee (where such leakage is intimated to the Audit Committee by a whistle blower), shall hold an inquiry into the same and provide a report thereon to the Board of Directors which shall also include corrective measures taken for preventing such leakage in future. The Managing Director/ Compliance Officer/ Chairman of Audit Committee/Chief Financial Officer ("Authorised Persons") may hold the inquiry procedure as stated below.

### **Inquiry Procedure**

- (i)** The complaints regarding leak or suspected leak of UPSI will be reviewed by the Authorised Persons. If an initial review by the Authorised Persons indicates that the said complaints do not have basis or it is not a matter to be investigated under this Code, it may be dismissed at initial stage and the decision thereon shall be recorded. All such cases shall be reported to the Audit Committee at its next meeting held thereafter.
  
- (ii)** The Authorised Persons may make further investigation, if necessary and provide an update to the Board of Directors in this regard. The Authorised Persons may appoint one or more persons/entities, including external consultant(s), to investigate or assist in the investigation of any instance of leak or suspected leak of UPSI and such person shall submit the report to the Authorised Persons.
  
- (iii)** The Authorised Persons shall endeavor to complete the investigation within 60 days of the receipt of the complaint of leak or suspected leak of UPSI or such instance coming to the knowledge of Authorised Persons, as the case may be. Where the Authorised Persons require additional time to complete the inquiry, they may, where necessary, provide an interim update to the Audit Committee/Board of Directors.
  
- (iv)** The Authorised Persons will make a detailed written record of investigation of each instance of leak or suspected leak of UPSI. The record will include facts of the matter, finding of the investigation, Disciplinary or any such actions to be taken against any person and the corrective actions required to be taken in this regard.

**8.2** The details of inquiries made under this Code along with the results of such inquiries shall be informed to the Audit Committee and Board of Directors of the Company.

**8.3** Further, the Company shall promptly inform SEBI of such leaks, inquiries and results thereof.

**Amendments:**

This Code may be reviewed from time to time and any amendment or modifications in this Code shall be subject to the review and approval by the Board of Directors of the Company.

In case any amendments, clarifications, circulars and guidelines issued by Securities and Exchange Board of India/Stock Exchanges, not being consistent with the provisions laid down under this Code, then the provisions of such amendments, clarifications, circulars and the guidelines shall prevail upon the provisions contained in this Code and the same shall stand amended accordingly effective from the date as laid down under such amendments, clarifications, circulars and guidelines.



## 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: Natural capsules Limited ISIN of the Company: INE936B01015**

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 e.g. – 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:

**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/ Member of Promoters’ Group]**

Name of the company **Natural capsules Limited ISIN of the  
Company:INE936B01015**

**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/member of Promoters’ Group/ KMP / Directors/immediate relative to/others etc.)	Date of appointment of Director /KMP OR Date of becoming Promoter/ member of promoter group	Securities held at the time of becoming Promoter/member of promoter group/ 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 or Member of Promoters’ Group 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/Member of Promoter group/appointment of Director/KMP			Open Interest of the Option Contracts held at the time of becoming Promoter/Member of promoter group/ 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 options*

Name & Signature:

Designation:

Date:

Place:

*Code for Prevention of Insider Trading*

**FORM C**

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

**Name of the company: Natural capsules Limited**

**ISIN of the Company: ISIN of the Company:INE936B01015**

Details of change in holding of Securities of Promoter, Member of Promoter group, 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/ Member of Promoter group/ KMP/ Directors/ 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

*Code for Prevention of Insider Trading*

*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, Member of Promoter group,  
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

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

Name & Signature:

Designation:

Date:

Place:

\*\*\*\*\*

**FORM D - ANNUAL DISCLOSURE**

Date: \_\_\_\_\_

The Compliance Officer  
Natural capsules Limited  
Trident Towers, 4th  
Floor (level 3), No. 23,  
100 Feet Road,  
Jaynagar II Block,  
Bangalore- 560011

**I. Statement of Shareholdings of Director\*/ Employee\* in Natural capsules Limited**

Name:

Designation:

Department:

PAN:

Folio No. / DP ID / Client ID:

No of shares of Natural capsules Limited held at the beginning of the year

No. of shares of Natural capsules Limited held at the end of the year

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**II. Details of Shares held by Immediate Relative**

Name of Immediate relative:

PAN:

Relationship:

Folio No. / DP ID / Client ID:

No of shares of Natural capsules Limited held at the beginning of the year

No. of shares of Natural capsules Limited held at the end of the year

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*Code for Prevention of Insider Trading*

I / we declare that the above disclosure is true and correct and is in accordance with the previous disclosures given to the Company.

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**Name and Signature**

\* Delete whichever is not applicable

**Note:** To be submitted before April 30 of every year.

*Code for Prevention of Insider Trading*

**FORM E - APPLICATION FORM FOR PRE-CLEARANCE OF TRADE**

Employee Name : \_\_\_\_\_  
Account Name, if different : \_\_\_\_\_  
Demat Account Data: Client ID No. : \_\_\_\_\_ DP ID No. \_\_\_\_\_  
Purchase/Sell – (Please write separately): \_\_\_\_\_ Name of Company/Issuer  
: \_\_\_\_\_ Type of Security  
: \_\_\_\_\_ No. of Securities: \_\_\_\_\_

**Internal Data**

Division: \_\_\_\_\_ Location : \_\_\_\_\_ Extension No.: \_\_\_\_\_

**Confirmation/undertaking from the employee:**

- I hereby confirm and declare that the proposed trade in the securities is in accordance with the Firm's Employee Trading Policy. I further confirm and declare that I am not aware of any Unpublished Price Sensitive Information (UPSI) relating to the company and/or its securities, directly or indirectly, that would make my trade for purchase/sale of the securities under this approval as inappropriate.
- I hereby undertake that in case I receive any UPSI after my above confirmation/declaration but before the execution of my trade in the securities, I shall immediately inform the compliance about the possession of such UPSI and I shall not trade/deal in such securities even if the approval to trade thereof is given to me and is in force.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Before an order is placed with the Employee Trading Desk, the following approvals are required:

\_\_\_\_\_  
Approved by : Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by: Compliance

\_\_\_\_\_  
Date

**Notes:**

1. The approval is valid for 3 trading days from the date of approval as above.
2. A copy of the approval must be retained by the employee.