

CHAITANYA PROJECTS CONSULTANCY LIMITED

INSIDER TRADING CODE

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of Directors: July 31 2026.

Version: I



INSIDER TRADING CODE

A. OBJECTIVE OF CODE

Fair and transparent securities markets rest on one simple principle: no one should trade on information the rest of the market doesn't have. To give that principle legal teeth, the Securities and Exchange Board of India ("SEBI") notified the SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended ("Insider Trading Regulations"), building a comprehensive framework to prevent and penalise insider trading in securities.

Under this framework, every listed company's board of directors is required to put four things in place:

- (i) a code of practices and procedures for fair disclosure of unpublished price sensitive information, under Regulation 8(1);
- (ii) a policy for determining "legitimate purposes" within that code, under Regulation 3(2A);
- (iii) a code of conduct to regulate, monitor and report trading by designated persons and their immediate relatives, under Regulation 9(1); and
- (iv) written policies and procedures for inquiry into any actual or suspected leak of unpublished price sensitive information, under Regulation 9A(5).

Acting on these requirements, the Board of Directors of **Chaitanya Projects Consultancy Limited** ("the Company") has adopted this Code on Insider Trading ("Insider Trading Code" or "Code"), bringing all four obligations together under one roof, organised into three parts:

Part A — Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons and their Immediate Relatives

Part B — Code of Practices and Procedures for Fair Disclosure of UPSI and Determination of Legitimate Purpose

Part C — Policy and Procedure for Inquiry in Case of Leak, or Suspected Leak, of UPSI

This Code takes effect from the date the Company's Board of Director Adopted and approved the Code.

B. DEFINITIONS

- a. **Act** means the Securities and Exchange Board of India Act, 1992 as amended from time to time.



b. **Audit Committee**.. shall mean committee of the Board of the Company constituted pursuant to the provisions of Section 177 of the Companies Act, 2013 read with Regulation 18 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**SEBI LODR**).

c. **Board**.. shall mean the board of directors of the Company as defined under Section 2(10) of The Companies Act 2013

d. **Company**.. shall mean Chaitanya Projects Consultancy Limited (**the Company**).

e. **Code** or **Insider Trading Code** means "Code of Conduct to regulate, monitor and report trading by Designated Persons and their Immediate Relatives including connected person of the Company as amended from time to time.

f. **Compliance Officer**.. means any senior officer, designated so and reporting to the Board, who is financially literate and is capable of appreciating requirements for legal and regulatory compliance under the Insider Trading Regulations, and who shall be responsible for compliance of policies, procedures, maintenance of records, monitoring adherence to the rules of preservation of Unpublished Price Sensitive Information, monitoring of trades and the implementation of the codes specified under the Insider Trading Regulations under the overall supervision of the Board.

Explanation – For the purpose of this Code, "financially literate" shall mean a person who has the ability to read and understand basic financial statements i.e. balance sheet, profit and loss account, and statement of cash flows.

g. **"Connected Person"** means:

i) any person who is or has during the six months prior to the concerned act been associated with the Company, in any capacity, directly or indirectly, in any capacity including the following, that allows such person, directly or indirectly, access to Unpublished Price Sensitive Information or is reasonably expected to allow such access:

- a) by reason of frequent communication with its officers; or
- b) by being in any contractual, fiduciary or employment relationship; or
- c) by being a director, officer or an employee of the company; or
- d) holds any position including a professional or business relationship between himself and the Company whether temporary or permanent.

ii) Deemed to be a Connected Person: The persons falling within the following categories shall be deemed to be connected persons unless the contrary is established:

- a) A Relative of Connected Persons specified in clause (i);
- b) A holding company or associate company or subsidiary company;
- c) An intermediary as specified in Section 12 of the Securities and Exchange Board of India Act, 1992 ("**Act**"); or an employee or director thereof;
- d) An investment company, trustee company, asset management company or an employee or director thereof;
- e) An official of a stock exchange or of clearing house or corporation;
- 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;
- 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, as amended ("**Companies Act, 2013**");
- h) An official and/or employee of a self-regulatory organization recognized or authorized by the SEBI;



- i) A banker of the Company;
- j) A concern, firm, trust, Hindu undivided family, company or association of persons wherein a director of the Company or his Relative or banker of the Company, has more than ten per cent, of the holding or interest;
- k) a firm or its partner or its employee in which a connected person specified in clause (i) is also a partner; or
- l) a person sharing household or residence with a connected person specified in clause (i)

NOTE: It is intended that a connected person is one who has a connection with the company that is expected to put him in possession of unpublished price sensitive information. Relatives and other categories of persons specified above are also presumed to be connected persons but such a presumption is a deeming legal fiction and is rebuttable. This definition is also intended to bring into its ambit persons who may seemingly not occupy any position in a company but are in regular touch with the company and its officers and are involved in the know of the company's operations. It is intended to bring within its ambit those who would have access to or could access unpublished price sensitive information about any company or class of companies by virtue of any connection that would put them in possession of unpublished price sensitive information.

- h. "Contra Trade" means a trade or transaction which involves buying or selling any number of Securities of the Company and within 6 months of such transaction, trading or transacting in an opposite transaction involving selling or buying.
- i. "Designated Persons" means:
 - a) Promoters;
 - b) Members of the Promoter Group;
 - c) Directors;
 - d) Chief Executive Officer and employees up to two levels below the Chief Executive Officer of the Company and its Material Subsidiary irrespective of functional role or ability to have access to Unpublished Price Sensitive Information;
 - e) Key Managerial Personnel;
 - f) Such employees of the Company and its Material Subsidiary who have access to Unpublished Price Sensitive Information such as employees in the Finance & Accounts, Legal, Secretarial & Compliance, Investor Relations, Communications and Media Communications departments
 - g) Any support staff of the Company such as IT staff or secretarial staff, who have access to Unpublished Price Sensitive Information; and
 - h) Any other person who on the basis of their role and function in the Company or Material Subsidiary, is reasonably expected to have access to Unpublished Price Sensitive Information relating to the Company, as may be decided by the Chairperson/Managing Director/Compliance Officer of the Company, from time to time.
- j. **Generally Available Information** means information that is accessible to the public on a non-discriminatory basis and shall not include unverified event or information reported in print or electronic media.
- k. **Insider Trading Regulations** means the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, as amended.



- l. **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.

NOTE: It is hereby clarified that "spouse" of a person will be presumed to be an immediate relative irrespective of whether he/she is financially dependent or consults such person in taking decisions relating to trading in securities, however such a presumption is rebuttable.

- m. **Insider** means any person who is:

- a) Connected Person; or
- b) in possession of or having access to Unpublished Price Sensitive Information.

NOTE: Since "generally available information" is defined, it is intended that anyone in possession of or having access to unpublished price sensitive information should be considered as an "insider" regardless of the manner in which one came into possession of or had access to such information. Various circumstances are provided to enable 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 access or that his trading when in possession of such information was squarely covered by the exonerating circumstances.

- n. **Key Managerial Personnel** means person as defined in Section 2(51) of the Companies Act, 2013.
- o. **Leak of UPSI** means communication of information which is deemed to be UPSI by any person, who is in possession of UPSI, to any other person, directly or indirectly, overtly or covertly or in any manner whatsoever, except for legitimate purposes, performance of duties or discharge of legal obligations.
- p. **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 Insider Trading Regulations.
- q. **Material Subsidiary** shall mean a material subsidiary of the Company in accordance with Regulation 16(1)(c) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the materiality policy of the Company, each as amended from time to time.
- r. **"Promoter"** shall have the meaning assigned to it under the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018 or any modification thereof.
- s. **"Promoter Group"** shall have the meaning assigned to it under the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018 or any modification thereof.
- t. **Relative** shall mean the following:



- (i) spouse of the person;
- (ii) parent of the person and parent of its spouse;
- (iii) sibling of the person and sibling of its spouse;
- (iv) child of the person and child of its spouse;
- (v) spouse of the person listed at sub-clause (iii); and
- (vi) spouse of the person listed at sub-clause (iv)

NOTE: It is intended that the relatives of a connected person too become connected persons for the purpose of this Code. It is a rebuttable presumption that a connected person had UPST.

- u. **Securities** shall have the meaning assigned to it under the Securities Contracts (Regulation) Act, 1956, as amended (**SCRA**).
- v. **Stock Exchange** means a recognised Stock Exchange as defined under clause (f) of Section 2 of the SCRA.
- w. **Takeover Regulations** means the Securities and Exchange Board India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011, or any modification thereof.
- x. **Trading** means and includes subscribing, redeeming, switching, buying, selling, dealing, or agreeing to subscribe, redeem, switch, buy, sell, deal in any securities, and ~~trade~~ shall be construed accordingly.
- y. **Trading Day** means a day on which the Stock Exchanges are open for trading.
- z. **Unpublished Price Sensitive Information or UPST** 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:
 - a) Financial results of the Company;
 - b) Dividends (both interim and final);
 - c) Change in capital structure;
 - d) Issue of Securities, buy-back of Securities or any forfeiture of shares or change in market lot of the Company's Securities;
 - e) Acquisition, Merger, De-merger, Amalgamation, Restructuring, Scheme of arrangement or takeovers;
 - f) Disposal, spin off or selling division of whole or substantially whole of the undertaking;
 - g) Any major expansion plans or execution of new projects or any significant changes in policies, plans or operations of the Company or award or termination of order/contracts not in the normal course of business;



- h) Changes in Key Managerial Personnel other than due to superannuation or end of term, and resignation of a Statutory Auditor or Secretarial Auditor;
- i) change in rating(s), other than ESG rating(s);
- j) fund raising proposed to be undertaken;
- k) agreements, by whatever name called, which may impact the management or control of the Company;
- l) fraud or defaults by the Company, its Promoter, director, Key Managerial Personnel, or subsidiary or arrest of Key Managerial Personnel, Promoter or director of the Company, whether occurred within India or abroad;
- m) resolution plan/ restructuring or one time settlement in relation to loans/borrowings from banks/financial institutions;
- n) admission of winding-up petition filed by any party /creditors and admission of application by the tribunal filed by the corporate applicant or financial creditors for initiation of corporate insolvency resolution process against the Company as a corporate debtor, approval of resolution plan or rejection thereof under the Insolvency and Bankruptcy Code, 2016;
- o) initiation of forensic audit, by the Company or any other entity for detecting mis-statement in financials, misappropriation/ siphoning or diversion of funds and receipt of final forensic audit report;
- p) action(s) initiated or orders passed within India or abroad, by any regulatory, statutory, enforcement authority or judicial body against the Company or its directors, Key Managerial Personnel, Promoter or subsidiary, in relation to the Company;
- q) outcome of any litigation(s) or dispute(s) which may have an impact on the Company;
- r) giving of guarantees or indemnity or becoming a surety, by whatever named called, for any third party, by the Company not in the normal course of business;
- s) granting, withdrawal, surrender, cancellation or suspension of key licenses or regulatory approvals; and
- t) Other matters as may be prescribed by SEBI/considered by the Compliance Officer to be price sensitive from time to time.

Explanation 1- For the purpose of sub-clause (m):

- a. 'Fraud' shall have the same meaning as referred to in Regulation 2(1)(c) of Securities and Exchange Board of India (Prohibition of Fraudulent and Unfair Trade Practices relating to Securities Market) Regulations, 2003.
- b. 'Default' shall have the same meaning as referred to in Clause 6 of paragraph A of Part A of Schedule III of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Explanation 2- For identification of events enumerated in this clause as unpublished price sensitive information, the guidelines for materiality referred at paragraph A of Part A of Schedule III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 as may be specified by the Board from time to time and materiality as referred at paragraph B of Part A of Schedule III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 shall be applicable.

All terms used but not defined herein shall have the meaning ascribed to such term under the Insider Trading Regulations. In case of any discrepancy between the Insider Trading Regulations and the terms defined herein, the meaning as ascribed under the Insider Trading Regulations, shall prevail.

Provisions of this Code shall also be applicable to trading of Securities of the Company either as a first named shareholder or as a joint holder.



PART A

CODE OF CONDUCT TO REGULATE, MONITOR AND REPORT TRADING BY DESIGNATED PERSONS AND THEIR IMMEDIATE RELATIVES

1. COMPLIANCE OFFICER

- a) The Compliance Officer is responsible for compliance of policies, procedures, monitoring adherence to the rules for the preservation of UPSI, monitoring of trades and the implementation of the codes specified in the Insider Trading Regulations under the overall supervision of the Board of the Company.
- b) The Compliance Officer shall maintain records of Designated Persons and any changes made to the list of Designated Persons, all the declarations submitted in the appropriate form given by the Designated Persons.
- c) The Compliance Officer shall ensure proper assistance to all the employees / directors in addressing any clarifications regarding the Insider Trading Regulations and this Code.
- d) The Compliance Officer shall specify the prohibited period (i.e. closure of the trading window in accordance with the Insider Trading Regulations) from time to time and make announcement/s thereof ensuring that prohibited period is intimated to all concerned before the commencement of the said period.
- e) The Compliance Officer shall report to the Board and in particular, shall provide reports to the chairperson of the Audit Committee, or to the chairperson of the Board at the beginning of each financial year or at such frequency as may be stipulated by the Board.
- f) The Compliance Officer shall monitor the bringing in of Insiders on sensitive transactions and shall make them aware of the duties and responsibilities attached to the receipt of UPSI, and the liability that attaches to misuse or unwarranted use of such information.

2. PRESERVATION OF “UNPUBLISHED PRICE SENSITIVE INFORMATION”

- a) All UPSI is to be handled on a “Need to Know” basis, i.e. UPSI 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 likelihood of misuse of the information.

To prevent the misuse of confidential information the Company adopts a ‘Chinese Wall’ policy thereby separating those areas of the Company which routinely have access to confidential information, considered as ‘inside areas’ from those areas which deal with sale / marketing / investment advice or other departments providing support services, considered as ‘public areas’.



The employees in the inside areas shall not communicate any UPSI to any one in public area. Demarcation of various departments as 'inside area' shall be implemented by the Compliance Officer, in consultation with the Chief Executive Officer of the Company.

In exceptional circumstances i.e. in furtherance of legitimate purposes, performance of duties or discharge of legal obligations, any Designated Person may be permitted to 'cross the wall' and give UPSI to any person on a 'need to know' basis, under intimation to and with prior approval of the Compliance Officer.

- b) No insider shall communicate, provide, or allow access to any UPSI, relating to the 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.
- c) No person shall procure from or cause the communication by any insider of UPSI, relating to the Company or Securities, except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- d) However, UPSI may be communicated, provided, allowed access to or procured, in connection with a transaction which:
 - i. entails an obligation to make an open offer under the Takeover Regulations where the Board of the Company is of informed opinion that sharing of such UPSI is in the best interests of the Company; or
 - ii. does not attract the obligation to make an open offer under the Takeover Regulations but where the Board of the Company is of the informed opinion that sharing of such UPSI is in the best interests of the Company and the information that constitutes 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 may determine to be adequate and fair to cover all relevant and material facts.
- e) For the above purposes, the Board shall require the parties to such transactions 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 this clause 2 and shall not otherwise trade in Securities of the Company when in possession of UPSI.
- f) Files containing confidential information shall be kept secure. Computer files must have adequate security of login and password etc.
- g) Digital Database: A structured digital database shall be maintained containing the nature of UPSI and the names of such persons or entities with whom information is shared or who has shared such information along with the Permanent Account Number or any other identifier authorized by law where Permanent Account Number is not available. Such databases shall be maintained with adequate internal controls and checks such as time stamping and audit trails to ensure non-tampering of the database. This digital database should be preserved for a period of not less than eight years after completion of the relevant transactions. The Board of Directors shall ensure compliance with this clause in consultation with the Compliance Officer.



3. PREVENTION OF MISUSE OF “UNPUBLISHED PRICE SENSITIVE INFORMATION”

All Designated Persons and their Immediate Relatives shall be subject to trading restrictions enumerated herein. As a general overriding rule, no Insider shall trade in Securities of the Company when in possession of UPSI. When a person who is in possession of UPSI, has traded in Securities, his trades would be presumed to be motivated by the knowledge and awareness of such information in his possession except in the circumstances and exceptions specified under the Insider Trading Regulations.

a) Trading Plan:

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. This gives an option to persons who may be perpetually in possession of UPSI and enabling them to trade in Securities in a compliant manner.

b) Trading Plan shall:

- i. not entail commencement of trading on behalf of the Insider earlier than one hundred and twenty 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. not entail trading in securities for market abuse; and
- iv. set out following parameters for each trade to be executed:
 - (A) either the value of trade to be effected or the number of Securities to be traded;
 - (B) nature of the trade;
 - (C) either specific date or time period not exceeding five consecutive Trading Days;
 - (D) 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:
 - x. for a buy trade: the upper price limit shall be between the closing price on the day before submission of the trading plan and up to twenty per cent higher than such closing price;
 - y. for a sell trade: the lower price limit shall be between the closing price on the day before submission of the trading plan and up to twenty per cent lower than such closing price.

NOTE: While the parameters in sub-clauses (A), (B) and (C) shall be mandatorily mentioned for each trade, the parameter in sub-clause (D) shall be optional.

- c) The Compliance officer shall review the trading plan to assess whether the plan would have any potential for violation of the Insider Trading Regulations. The Compliance Officer 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.



d) 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 to 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 of formulation of the plan, the Insider is in possession of any UPSI and the said information has not become generally available at the time of the commencement of implementation. The Compliance Officer shall confirm that the commencement of the Plan shall be deferred until such UPSI becomes generally available information. Further, the Insider shall also not be allowed to trade 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.

e) Upon approval of the Trading Plan, the Compliance Officer shall notify the plan to the stock exchanges on which the securities are listed.

f) The provisions regarding pre-clearance of trades, trading window norms and restrictions on Contra Trade shall not be applicable for a trade executed as per an approved Trading Plan.

4. TRADING WINDOW AND PRE-CLEARANCE OF TRADES

a) Trading Window

i. Other than the period(s) for which the 'Trading Window' is closed as prescribed hereunder, the same shall remain open for trading in the Securities of the Company by the Designated Persons and their Immediate Relatives. In addition to such periods prescribed by the Compliance Officer, the Trading Window shall be closed from the end of every quarter till 48 hours after the declaration of financial results. The gap between clearance of accounts by the Audit Committee and the Board meeting should be as narrow as possible and preferably on the same date to avoid leakage of material information.

ii. In addition to the above, Trading window may be closed by the Company during such times in addition to the above period as it may deem fit from time to time including when the Compliance Officer determines that a Designated Persons or a class of Designated Persons can be reasonably expected to possess UPSI till 48 hours after the UPSI is made public and becomes generally available. For UPSI not emanating from within the Company, trading window may not be closed.

iii. No Designated Person and their Immediate Relatives shall trade in the Securities of the Company when the Trading Window is closed.

iv. It shall be the responsibility of the Designated Persons to advise their Immediate Relatives of Trading Window period closures.

v. The trading window restrictions shall not apply in respect of transactions (a) specified in clauses (i) to (iv) and (vi) of the proviso to sub-regulation (1) of regulation 4 of the Insider Trading Regulations and in respect of a pledge of shares for a *bona fide* purpose such as raising of funds, subject to pre-clearance by the Compliance Officer and compliance with the respective regulations made by SEBI; (b) which are undertaken in accordance with respective regulations made by SEBI such as acquisition by conversion of warrants or debentures, subscribing to rights issue, further public issue, preferential allotment or tendering of shares in a buy-back offer, open offer, delisting offer or transactions which are undertaken through such other mechanism as may be specified by SEBI from time to time.



b) Pre-clearance of Trades

- i. All Designated Persons who intend to Trade in the Securities of the Company (either in their own name or in any Immediate Relative's name) i.e. buy or sell or deal in Securities shall make an application for pre-clearance in the format set out in **Form D** to the Compliance Officer indicating the estimated number of units of Securities that the Designated Person or Immediate Relative(s) intends to trade, the details as to the depository with which he / she / it has a security account, the details as to the securities in such depository mode and such other details as specified in the form.
- ii. Further, in such Form D, the applicant will be required to declare *inter alia* that the applicant is not in possession of Unpublished Price Sensitive Information. While considering the pre-clearance application, the Compliance Officer shall have due regard to whether any declarations provided under Form D are reasonably capable of being rendered inaccurate.
- iii. The restrictions contained in this clause shall also apply to Immediate Relatives in respect of the concerned Designated Person.

5. OTHER RESTRICTIONS

Following additional restrictions shall apply wherein pre-clearance for the trade has been sought by Designated Persons:

- a) All the pre-approved trades shall in respect of the Securities of the Company shall be executed within seven Trading Days after the approval of pre-clearance is given, failing which, fresh pre-clearance for trades to be executed shall be obtained.
- b) The concerned persons shall disclose to the Compliance Officer in the prescribed Form (**Form E**) the number of Securities acquired or disposed of for which pre-clearance is obtained within two Trading Days of such transaction.
- c) The concerned persons shall disclose to the Compliance Officer in the prescribed Form (**Form E**) the number of securities not traded, in respect of transactions for which pre-clearance is obtained within seven Trading Days after the approval of pre-clearance is given.
- d) 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.
- e) 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.
- f) Any Designated person who is permitted to trade shall not execute a Contra Trade. In case any Contra Trade is executed, inadvertently or otherwise, in violation of the restriction, the profits from such trade shall be liable to be disgorged for remittance to the SEBI for credit to the Investor Protection and Education Fund administered by SEBI under the Act. This shall not be applicable for trades done in pursuance of a valid and approved trading plan and trades done pursuant to exercise of employee stock options.



- g) In case any Contra Trade is necessitated by personal emergency, the holding period of six months as specified above may be waived by the Compliance Officer after recording in writing his/her reasons in this regard, subject to the Insider Trading Regulations. An application for waiver of holding period shall be made to the Compliance Officer in the prescribed Form (Form F).

6. REPORTING REQUIREMENTS FOR TRANSACTIONS IN SECURITIES

a) Initial Disclosures

- i. Every person on appointment as a Key Managerial Personnel or a Director of the Company shall disclose his holding of Securities of the Company as on the date of appointment, to the Company within seven calendar days of such appointment in the prescribed Form (Form A).

b) Continual Disclosures

- i. Every Designated Person shall disclose to the Company in the prescribed form (Form B), 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 ten lakh rupees.

- ii. The Company shall notify the particulars of such trading to the Stock Exchange on which the Securities are listed within two trading days of receipt of the disclosure or from becoming aware of such information.

Explanation. — It is clarified for the avoidance of doubts that the disclosure of the incremental transactions after any disclosure, shall be made when the transactions effected after the prior disclosure cross the threshold specified in sub-clause (i) above.

- iii. 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 from a Designated Person during the immediately preceding twelve months, equivalent to at least 25% of the annual income of such Designated Person but shall exclude relationships in which the payment is based on arm's length transactions.

- iv. The Company shall provide the information including PAN number of Promoter(s) including member(s) of the promoter group, designated person(s), director(s) and employees up to two levels below the Managing Director (hereinafter collectively referred to as "Entities") as soon as it is listed on the stock exchanges, and thereafter on the same day of any change in details of the Entities, to a designated depository in the format and manner prescribed by the Depositories. For PAN exempt entities, the Investor's Demat account number(s) shall be specified by the Company.
- v. The Company may, at its discretion, require any Connected Person(s) to make disclosure of its holdings and trading in securities of the Company in the prescribed form (**Form C**) and at such frequency as may be determined by the Compliance Officer.
- vi. Each Designated Person shall submit to the Compliance Officer (a) information in accordance with **Form G** enclosed hereto within seven days of such person's appointment, and submit any change in the information so submitted within seven days of such change; and (b) an annual declaration in **Form H** enclosed hereto within thirty days of the end of each financial year.
- vii. The Compliance Officer shall maintain records of all such disclosures for a minimum period of five years.

7. PENALTY FOR CONTRAVENTION OF THE CODE OF CONDUCT

- a) Every Designated Person and his/ her Immediate Relatives shall be individually responsible for complying with the provisions of the Code. Any Designated Person or his/ her Immediate Relatives who trade in Securities or communicates any information for trading in Securities, in contravention of this Code may be penalized and appropriate action may be taken by the Company.
- b) The Compliance Officer shall report all the breaches of this Code to the Board. In the event of a breach of the Insider Trading Regulations, the Company shall promptly inform the Stock Exchanges where Securities of the Company are traded, in such form and manner as may be specified by SEBI from time to time.
- c) Designated Persons who violate the Code may also be subject to disciplinary action by the Company, which may include wage freeze, suspension, recovery, claw back, ineligibility for future participation in employee stock option plans, etc. Any amount collected under this shall be remitted to SEBI for credit to the Investor Protection and Education Fund administered by SEBI under the Act.



PART B
**CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE INFORMATION AND
DETERMINATION OF LEGITIMATE PURPOSE**

1. UPSI

- a) The Company shall promptly disclose UPSI that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available.
- b) The UPSI shall be uniform and universally disseminated and due care will be taken to avoid selective disclosure.
- c) In case if the UPSI that gets disclosed selectively, inadvertently or otherwise, prompt steps shall be taken to make such information generally available.

2. Designation and Role of Chief Investor Relations Officer

- a) The Compliance Officer shall be the Chief Investor Relations Officer (CIRO) for the purpose of the Code. The CIRO shall be responsible for dissemination of information and disclosure of UPSI and also responding to the queries on news reports and requests for verification of market rumours by regulatory authorities.
- b) In the temporary absence of the CIRO for any reason whatsoever, the managing director of the Company shall nominate any other official of the Company to be responsible for dissemination of information and disclosure of UPSI.

3. General obligations for preservation and disclosure of UPSI

- a) All UPSI shall be handled on a need-to-know basis and in accordance with the provisions of the Insider Trading Regulations and any other applicable codes, policies and procedures of the Company.
- b) It is clarified that information to be termed UPSI should be specific and intended to be generally made available at a point of time to ensure it does not lead to creation of a false market in securities. For the purpose of disclosure, the CIRO may consult such officials within the Company to ensure the correctness and credibility of the UPSI. The CIRO shall authorise disclosure or dissemination of UPSI (1) by way of intimation to the stock exchanges, such that further disclosure can be made from the stock exchange websites; (2) on the official website to ensure official confirmation and documentation; and (3) in any other manner as may be decided by the CIRO to facilitate uniform and universal dissemination of UPSI.

All communications of UPSI with the stock exchange shall be approved by the CIRO and communicated through appropriate personnel under his direction.



- d) The CISO shall also be responsible for overseeing the contents of UPSI to be posted on the website of Company for the purposes of this Code and shall give appropriate directions for the publication of the same. No other person shall be authorised to post any UPSI in the absence of any directions from the CISO.
- e) Information disclosure/ dissemination should normally be approved in advance by the CISO. If the information is accidentally disclosed without prior approval, the person responsible must inform the CISO immediately, even if the information is not considered price sensitive and if required, the CISO shall take all reasonable steps to rectify the same.

4. Sharing of information with analysts and research personnel

- a) The Company shall ensure that any information shared with analysts and research personnel is not UPSI and is generally available. Alternatively, the information shared as above shall simultaneously be made public.
- b) The CISO shall also develop best practices to make transcripts or records of proceedings of meetings with analysts and other investor relations conferences on the official website to ensure official confirmation and documentation of disclosures made.

5. Responding to Market Rumours

The CISO shall ensure that appropriate and fair responses are provided to queries on news reports and requests for verification of market rumours by regulatory authorities. In case a query/request has been received from any stock exchange, a copy of such reply shall be sent to other stock exchange(s) also where securities of the Company are listed, if any.

6. Legitimate Purpose

The UPSI can be shared by an Insider for legitimate purposes as per its Policy for Determination of Legitimate Purposes (Annexure A), provided that such sharing has not been carried out to evade or circumvent the prohibitions of the Insider Trading Regulations.



Annexure A

Policy for Determination of Legitimate Purposes

Objective

The objective of this policy is to identify Legitimate Purposes for performance of duties or discharge of legal obligations, which will be considered as exception for procuring UPSI relating to the Company. The assessment of whether sharing of UPSI for a particular instance would tantamount to legitimate purpose would depend on the specific facts and circumstances of each case. Accordingly, this Policy only sets out the principles that should be considered while assessing if the purpose for which UPSI is proposed to be shared is legitimate. Primarily, the following factors should be considered to determine the legitimate purpose:

- whether sharing of such information is in the ordinary course of business of the Company;
- whether information is sought to be shared to evade or circumvent the prohibitions of the Insider Trading Regulations;
- whether sharing the information is in the best interests of the Company or in furtherance of a genuine commercial purpose;
- whether the information is required to be shared for enabling the Company to discharge its legal and/or contractual obligations;
- whether the nature of information being shared is commensurate to the purpose for which access is sought to be provided to the recipient.

It is clarified that in the event there exist multiple purposes for sharing UPSI, each purpose will be evaluated on its own merits, in line with the aforementioned principles.

Restrictions on Communication and Trading by Insiders

Any other person with whom UPSI is shared pursuant to a legitimate purpose shall be considered as an insider for purpose of the Insider Trading Regulations and due notice shall be given to such persons to maintain confidentiality of such UPSI in compliance with the Insider Trading Regulations. The Company shall inform the recipient of UPSI, by way of written intimation and/or contractual agreement, such as confidentiality agreement, that (i) the information being shared is UPSI and that the Company is the exclusive owner of such UPSI; (ii) upon receipt of UPSI, the recipient would be deemed to be an Insider and subject to the provisions of the Insider Trading Regulations; (iii) the recipient must maintain confidentiality of the UPSI at all times; (iv) the recipient may use the UPSI only for the approved purposes for which it was disclosed; (v) the recipient should provide a written undertaking that he/she/it shall not undertake trades in the securities of the Company while in possession of the UPSI, subject to applicable law; and (vi) the recipient must extend all co-operation to the Company, as may be required in this regard.



Definitions

In accordance with this Code, Legitimate Purposes means sharing of UPSI in the ordinary course of business by an Insider with the following, provided that such sharing has not been carried out to evade or circumvent the prohibitions of the Insider Trading Regulations -

- a. Company's partners
- b. Auditors, Accountancy firms, Legal advisors, Merchant Bankers, Consultants
- c. Collaborators
- d. Lenders
- e. Customers
- f. Suppliers
- g. Insolvency professionals
- h. Any other advisors/consultants/partners

The Board may review or modify the above definition of legitimate purposes, subject to applicable law.



PART C

POLICY AND PROCEDURE FOR INQUIRY IN CASE OF LEAK OF UPSI OR SUSPECTED LEAK OF UPSI

1. Any Information (written or oral or electronic) regarding a Leak of UPSI or suspected Leak of UPSI may be received by the Company from the following sources:
 - (i) Internal
 - A. Through the whistleblower process as specified under the Company's Vigil Mechanism/ Whistle Blower Policy;
 - B. Any Leak of UPSI or suspected Leak of UPSI detected through the internal controls implemented by the Company;
 - (ii) External

Any entity or persons, other than the employees or directors of the Company, whether based on the complaint received from a whistleblower or otherwise; (above information shall be collectively referred to as **Complaint**).
2. The Vigilance Officer in terms of the Company's Vigil Mechanism/ Whistle Blower Policy, shall report the Complaint to the Audit Committee within a reasonable period of time from the date of receipt of such Complaint.
3. The Audit Committee shall review the Complaint and shall discuss with the Vigilance Officer on potential next steps including but not limited to seeking any additional information from the complainant, considering an investigation and appointment of an investigation panel consisting of internal employees and/ or external agencies. If the Complaint implicates the Vigilance Officer, then such officer shall recuse himself/ herself from the said inquiry process.
4. If the Audit Committee mandates an investigation, then the identified panel of investigators shall conduct the investigation into the Complaint and present their findings to the Vigilance Officer. The executive summary of the investigation shall be reported to the Audit Committee by the Vigilance Officer. If the Complaint implicates the Vigilance Officer, then the investigation findings shall be presented directly to the Audit Committee.
5. Based on the update provided by the Vigilance Officer (except cases where the Complaint implicates the Vigilance Officer), the Audit Committee shall put forward its recommendation to the Board. The Board, on receipt of such recommendation and after due review/deliberations, shall decide on the next steps.



C. DISCLOSURES

This Code and any amendment thereof will be published on the Company's official website and formulation and publication of the same shall be confirmed to the Stock Exchange(s) where the Securities of the Company are listed.

D. POLICY REVIEW AND AMENDMENTS

The Board reserves the power to review and amend this Code from time to time. All provisions of this Code would be subject to revision / amendment in accordance with applicable laws as may be issued by relevant statutory, governmental and regulatory authorities, from time to time. In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant statutory, governmental and regulatory authorities are not consistent with the provisions laid down under this Code, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder.

Designation:

E. Formats for Various Disclosure / Intimation is attached below for the Submission to the compliance Officer.



FORM A

SEBI (Prohibition of Insider Trading) Regulations, 2015

[Regulation 7 (1) (b) read with Regulation 6(2) - Disclosure on becoming a director/KMP/Director/Promoter/Member of the promoter group]

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 or member of the promoter group of a listed company and immediate relatives of such persons and by other such persons as mentioned in Regulation 6(2).

Name, PAN No., CIN/DIN & address with contact nos.	Category of Person (KMP / Director or Promoter or member of the promoter group/ Immediate relative to/others, etc.)	Date of appointment of KMP/Director / OR Date of becoming Promoter/ member of the promoter group	Securities held at the time of appointment of KMP/Director or upon becoming Promoter or member of the promoter group		% of Shareholding
			Type of Security (For e.g. – Shares, Warrants, Convertible Debentures, Rights entitlements 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, as amended.

Details of Open Interest (OI) in derivatives on the securities of the company held on appointment of KMP or Director or upon becoming a Promoter or member of the promoter group of a listed company and immediate relatives of such persons and by other such persons as mentioned in Regulation 6(2).

Open Interest of the Future contracts held at the time of appointment of Director/KMP or upon becoming Promoter/member of the promoter group			Open Interest of the Option Contracts held at the time of appointment of Director/KMP or upon becoming Promoter/member of the promoter group		
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

Date: .
Place: .



Signature :
Name :
Designation :

FORM B

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, Member of the Promoter Group, Designated Person or Director of a listed company and immediate relatives of such persons and other such persons as mentioned in Regulation 6(2).

Name, PAN, CIN/DIN, & address with contact nos.	Category of Person (Promoter/member of the promoter group/designated person/Director s/immediate relative to/others etc.)	Securities held prior to acquisition/disposal	No. and % of shareholding	Type of security (For e.g. – Shares, Warrants, Convertible Debentures, Rights	Securities acquired/Disposed	No	Value	Transaction Type (Buy/Sale/Pledge/Revoke/Invoke)	Type of security (For e.g. – Shares, Warrants, Convertible	No. and % of Shareholding	Form	Date of allotment advice/ acquisition of shares / sale of shares specific	Date of intimation to company	Mode of acquisition / disposal (on market/public rights/ preferential offer / off market/ Inter-se transfer, ESOPs, etc.)	Exchange on which the trade was executed



		entitlement s (etc.)		s, Rights entitlement s (Etc.)				Debtenture s, Rights entitlement s (Etc.)						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note: "Securities" shall have the meaning as defined under regulation 2(1)(f) of SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended
Value of transaction excludes taxes/brokerage/any other charges

Details of trading in derivatives on the securities of the company by Promoter, member of the promoter group, designated person or Director of a listed company and immediate relatives of such persons 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)			
16	17	18	19	20	21	22		



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

Name:

Signature:

Date:

Place:



FORM C

SEBI (Prohibition of Insider Trading) Regulations, 2015

Regulation 7(3) - Transactions by other connected persons as identified by 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 information to company	Mode of acquisition / disposal (on market/public rights/ preferential offer / off market/ Inter-se transfer, ESOPs, etc.)	Exchange on which the trade was executed
		Type of security For e.g. - Shares, Warrants, Convertible Debentures, Rights entitlements etc.)	No. and % of shareholding	Type of security (For e.g. - Shares, Warrants, Convertible Debentures, Rights entitlements Etc.)	No. and % of Shareholding	From	To	



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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Note: Securities shall have the meaning as defined under regulation 2(1)(l) of SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended
Value of transaction excludes taxes/brokerage/any other charges

Details of trading in derivatives on the securities of the company 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)			
16	17	18	19	20	21	22		

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

Name:

Signature:

Date:

Place:



FORM D
FORM FOR PRE-CLEARANCE OF TRANSACTIONS:
 [as per Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and Clause 6(b)(i)&(ii) of Code of Conduct to Regulate, Monitor and Report trading by Designated Persons and their Immediate Relatives]

To
 The Company Secretary/Compliance Officer
 CHAITANYA PROJECTS CONSULTANCY LIMITED
 907-908, Tower A, The Address, Plot No-4B, District Centre,
 Mayur Vihar Phase-1 Extension, East Delhi, India, 110091

Pursuant to the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, as amended and the Company's Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons and their Immediate Relatives, I seek approval to purchase / sell / subscribe/pledge/otherwise deal in securities of the Company as per details given below:

1.	Name of the applicant	
2.	Designation	
3.	Department	
3.	Employee Code No.	
2A.	Relationship with the Applicant (Self/Immediate Relative)	
4.	Number and value of securities in the Company held as on date	
5.	Folio No. / DP ID and Client ID	
6.	Nature of proposed trading	a) Purchase of securities [in the open market/ off-market] b) Sale of securities [in the open market/ off-market] c) Subscription to securities d) Pledge e) Other
7.	Proposed date of trading in securities	



8.	Estimated number of securities proposed to be purchased/sold/subscribed to/pledged/otherwise dealt with	
9.	Folio No. / DP ID and Client ID where the securities will be credited /debited	
10.	Current Market Price (as on the date of application)	
11.	Whether the proposed transaction will be through stock exchange or off-market trade	

I hereby apply for the pre-clearance of the transaction(s) referred above. In relation to the above trading, I undertake that:

- That I do not have any access nor have I received any Unpublished Price Sensitive Information up to the time of signing this undertaking.
- That in case I have access to or receive Unpublished Price Sensitive Information after the execution of this undertaking but before the execution of the transaction, I shall inform the Compliance Officer of the change in my position and that I would completely refrain from trading in the securities of the Company till the time such information becomes public.
- That I have not contravened the Code of Conduct to Regulate, Monitor and Report trading by Designated Persons and their Immediate Relatives (**Code**) as notified by the Company from time to time or any applicable laws on prohibition of insider trading.
- That I have made a full and true disclosure in the matter.
- That I will go ahead with the transaction only after receiving the required clearance.
- That I will execute the order in respect of the securities of the Company within 7 Trading Days after the approval of pre-clearance is given, failing which, fresh clearance shall be obtained.
- That I shall inform the Company (in Form E) within 2 days of transaction / trading in securities of the Company, the details of the securities traded or within 7 Trading Days from pre-clearance approval, the details of the securities not traded (in respect of which pre approval had been obtained).
- In the event of the transaction for which pre-clearance has been obtained being in violation of the Code or the applicable laws, (a) I will, unconditionally, release, hold harmless and indemnify to the fullest extent, the Company and its directors and officers, (the **Indemnified Persons**) for all losses, damages, fines, expenses, suffered by the Indemnified Persons, (b) I will compensate the Indemnified Persons for all expenses incurred in any investigation, defense, crisis management or public relations activity in relation to this transaction and (c) I authorize the Company to recover from me, the profits arising from this transaction and remit the same to the Securities and Exchange Board of India (**SEBI**) for credit of the Investor Protection and Education Fund administered by the SEBI.

Date:
Place:

Signature : _____
Name: _____
Designation: _____



FORM E
FORM FOR DISCLOSURE OF TRANSACTIONS

[as per Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and Clause 7(b) and 7(c) of Code of Conduct to regulate, monitor and report trading by Designated Persons and their Immediate Relatives]

(To be submitted within two days of transaction / trading in securities of the Company or end of 7 Trading Days from pre-clearance approval)

The Company Secretary/Compliance Officer
CHAITANYA PROJECTS CONSULTANCY LIMITED
907-908, Tower A, The Address, Plot No-4B, District Centre,
Mayur Vihar Phase-1 Extension, East Delhi, India, 110091

Pre-Approval Reference No.: _____

I hereby inform that I

- have not bought / sold/ subscribed any securities of the Company (Reason _____ securities as mentioned below on _____ (date))
- have bought/sold/subscribed/ pledged/ otherwise dealt with _____

Name of holder	No. of securities dealt with	Bought/sold/subscribed/ pledged/ otherwise dealt with	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 if sought for:

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; undertake that no contra trade shall be entered within a 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 of Conduct to Regulate, Monitor and Report trading by Designated Persons and their Immediate Relatives and/or applicable laws/regulations have been contravened for effecting the above said transactions(s).

Date: _____
Place: _____

Signature : _____
Name: _____
Designation: _____



FORM F

APPLICATION FOR WAIVER OF MINIMUM HOLDING PERIOD

[As per Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and Clause 7(g) of Code of Conduct to Regulate, Monitor and Report trading by Designated Persons and their Immediate Relatives]

To

The Company Secretary/Compliance Officer
CHAITANYA PROJECTS CONSULTANCY LIMITED
907-908, Tower A, The Address, Plot No-4B, District Centre,
Mayur Vihar Phase-I Extension, East Delhi, India, 110091

Dear Sir,

I request you to grant me waiver of the minimum holding period of 6 months as required under the Company's Code of Conduct to Regulate, Monitor and Report Trading by Designated Persons and their Immediate Relatives, with respect to _____ securities of the Company held/ sold by me/ (name of family dependent)/ on _____ (insert date) pursuant to pre-clearance approval granted by the Compliance Officer on _____ (insert date). I desire to sell/ purchase the _____ securities of the Company because of the under-mentioned emergency [mention reasons in brief along with supporting documents]

Thanking you

Your faithfully,

Signature : _____

Name: _____

Designation: _____

Date : _____

Place : _____



FORM C

Name
Employee Code :

Sr. No	Particulars	Name	PAN & Address	Phone and mobile number used by persons	No. and % of total Shareholding	Whether financially dependent or consults you for trading decisions (Y/N)
1.	Spouse					
2.	Father					
3.	Mother					
4.	Spouse's Father					
5.	Spouse's Mother					
6.	Son					
7.	Son's Wife					
8.	Daughter					
9.	Daughter's husband					
10.	Brother					
11.	Sister					
12.	Spouse's Brother					
13.	Spouse's Sister					
14.	If you are member of Hindu Undivided					
15.	Name of persons with whom material financial relationship* is shared					

****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 from a designated person during the immediately preceding 12 months, equivalent to at least 25% of the annual income of such designated person but shall exclude relationships in which the payment is based on arm's length transactions.

Date:
Place:

Signature :
Name:
Designation:



FORM H **ANNUAL DECLARATION**

To
The Company Secretary/Compliance Officer
CHAITANYA PROJECTS CONSULTANCY LIMITED
907-908, Tower A, The Address, Plot No-4B, District Centre,
Mayur Vihar Phase-1 Extension, East Delhi, India, 110091

ISIN of the Company:

Financial Year Ending:

Details of Holding as at the end of the financial year:

Name, PAN, CIN/ DIN & address with contact nos.	Category of Person	Securities held at the end of financial year		
		Type of security (For e.g. – Shares, Warrant, Convertible Debentures etc.)	No. and % of total Shareholding	Value
1	2	3	4	5

Details of change in holding during the financial year:



Name, PAN, CIN/DIN, & address with contact nos.	Category of Person (Promoter s/ 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 e.g. – Shares, Warrants, Convertible Debentures etc.)	No. and % of shareholding	Type of security (For e.g. – Shares, Warrants, Convertible Debentures Etc.)	No.	Value	Transaction Type (Buy/ Sale/ Pledge / Revocation/ Invoke)	Type of security (For e.g. – 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 such person

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)	

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

Date:
Place:

Signature :
Name:
Designation:

