



<b>Policy Name</b>	<b>Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information of Sundaram Home Finance Limited (SHFL)</b>	<b>Version No.</b>	<b>1.2</b>
<b>Date of Approval</b>	<b>21-May-2019</b>	<b>Date of last revision</b>	<b>04-Mar-2024</b>
<b>Department Responsible</b>	<b>Secretarial</b>	<b>Date of next revision</b>	<b>-</b>

### Version History

<b>Version No.</b>	<b>Recommended By</b>	<b>Approved By</b>	<b>Approval / Revision date</b>	<b>Description / Description of change</b>
<b>1.0</b>	<b>-</b>	<b>Board of Directors</b>	<b>21-May-2019</b>	<b>Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information of Sundaram Home Finance Limited (SHFL)</b>
<b>1.1</b>	<b>-</b>	<b>Board of Directors</b>	<b>29-Mar-2023</b>	<b>To designate the Chief Investor Relations Officer to deal with dissemination of information and disclosure of UPSI</b>
<b>1.2</b>	<b>-</b>	<b>Board of Directors</b>	<b>04-Mar-2024</b>	<b>No change</b>

**CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE INFORMATION OF SUNDARAM HOME FINANCE LIMITED (SHFL)**

(Pursuant to Regulation 8(1) of SEBI(Prohibition of Insider Trading) Regulations, 2015 read with Schedule A thereof)

1. This Code may be called "SHFL Code for FDUPSI".
2. This Code shall take effect from 1st April 2019.
3. Covenants of the Code are as under:
  - (a) SHFL shall ensure to make prompt public disclosure of Unpublished Price Sensitive Information (UPSI) that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available.

For the purposes of this code:

'UPSI' means any information which is likely to materially affect the price of the securities and shall include financial results, dividends, change in capital structure, mergers, demergers, acquisitions, delistings, disposals and expansion of business and such other transactions, changes in key managerial personnel and material events in accordance with the Listing Agreement.

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

- (b) SHFL shall ensure to make uniform and universal dissemination of UPSI to avoid selective disclosure.
- (c) SHFL has designated Mr. R. Venkatasubramanian, Company Secretary & Compliance Officer as a Chief Investor Relations Officer to deal with dissemination of information and disclosure of UPSI.
- (d) SHFL shall ensure prompt dissemination of UPSI that gets disclosed selectively, inadvertently or otherwise to make such information generally available.
- (e) SHFL shall ensure to make appropriate and fair response to queries on news reports and requests for verification of market rumours by regulatory authorities.
- (f) SHFL shall ensure that information shared with analysts and research personnel is not an UPSI.
- (g) SHFL shall developing 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.
- (h) SHFL shall handle all UPSI on a need-to-know basis.

Persons of SHFL, who are in possession or access to UPSI, shall handle such information with care and to deal with the information with them when transacting their business strictly on a

need-to-know basis. No UPSI shall be communicated to any person except where such communication is in furtherance of legitimate purposes as laid down in the Policy for Determination of Legitimate Purposes forming part of this Code, performance of duties or discharge of legal obligations.

### **Policy of SHFL for Determination of Legitimate Purposes**

#### **[Pursuant to Regulation 3(2A) of SEBI(Prohibition of Insider Trading) Regulations,2015]**

The SHFL's Policy (Policy) for Determination of Legitimate Purposes shall come into effect from 1<sup>st</sup> April 2019.

The Policy is being framed in compliance with the requirement stipulated under Regulation 3(2A) of the SEBI (Prohibition of Insider Trading) Regulations, 2015 (the Regulations), for determination of legitimate purposes. The Policy shall form part of the Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information and Code of Conduct framed under Regulations 8 and 9 of the Regulations.

An insider shall not communicate or share any unpublished price sensitive information (UPSI) relating to the Company or securities listed or proposed to be listed, to any person, except in furtherance of legitimate purposes as under:

1. The sharing of UPSI shall be in the ordinary course of business.
2. The sharing of UPSI shall be in connection with plans of the Company, relating to the operations, diversification, expansion, restructuring or discharge of legal obligations.
3. Such sharing of UPSI shall be with partners, collaborators, lenders, customers, suppliers, merchant bankers, legal advisors, auditors, insolvency professionals or other advisors or consultants.
4. The sharing of UPSI has not been carried out to evade or circumvent the prohibitions of the Regulations.

Any person who is in receipt of UPSI pursuant to a legitimate purpose shall be deemed to be an insider for the purpose of compliance with the Regulations. Due notice shall be given by the Company to such person(s) for the purpose of maintaining confidentiality of UPSI in accordance with the provisions of the Regulations.

## **Policy of Sundaram Home Finance Limited for dealing with Leak or Suspected Leak of Unpublished Price Sensitive Information**

[Pursuant to Regulation 9A(5) of SEBI (Prohibition of Insider Trading) Regulations, 2015]

The Company's Policy for dealing with Leak or Suspected Leak of Unpublished Price Sensitive Information shall come into effect from 1<sup>st</sup> April 2019.

The Policy is being framed in compliance with the requirement stipulated under Regulation 9A(5) of the SEBI (Prohibition of Insider Trading) Regulations, 2015 (the Regulations), for dealing with leak or suspected leak of unpublished price sensitive information.

An 'insider', as defined under the SHFL Code of Conduct for Prevention of Insider Trading (the Code), shall not communicate or share any unpublished price sensitive information (UPSI) relating to the Company or securities listed or proposed to be listed, to any person and shall handle all information on need-to-know basis. No UPSI shall be communicated to any person except where such communication is in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.

In the case of any leak or suspected leak of UPSI, the Company shall adopt the following procedures:

1. Ascertain whether the information is price sensitive and unpublished.
2. Determine whether the person who is suspected of having leaked the information is an 'insider' according to the Code adopted by the Company and whether such person was authorised to possess such information.
3. Ascertain the impact of the leak on the market and various stakeholders.
4. Initiate an enquiry to ascertain the reasons for such leak or suspected leak and establish the certainty of the same.
5. Seek appropriate statements and declarations from the insider(s) who are found guilty of such leak of UPSI.
6. Initiate appropriate disciplinary action on such insider(s) in accordance with the Code, including legal action, if considered necessary.
7. Inform the Securities and Exchange Board of India directly or through National Stock Exchange of India Limited about such leaks, enquiries and the outcome of such enquiries within two working days from the date of completion of all proceedings in this connection.