To,
General Manager,
The Department of Corporate Services - CRD,
BSE Limited,
Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai - 400 001.



Legal & Secretarial Department

## Regd. & Corporate Office:

Bharat House, 5th Floor, 104, Bombay Samachar Marg, Mumbai - 400 001. India

Phone: +91 (22) 6637 8200 Fax: +91 (22) 2267 5601 E-mail: legal@batliboi.com Web.: www.batliboi.com

CIN: L52320MH1941PLC003494



29th July, 2015

Dear Sir,

## Ref.: Scrip Code 522004

Subject: Adoption of code of practices and procedures for fair disclosure of unpublished price sensitive information and Code of conduct to regulate, monitor and report trading by insiders

We wish to inform you that, pursuant to regulation 8 and 9 of the SEBI (Prohibition of Insider Trading) Regulations, 2015, the Board of Directors of Batliboi Limited, at its meeting held on 29<sup>th</sup> July, 2015, has approved and adopted the "Code of practices and procedures for fair disclosure of unpublished price sensitive information" and "Code of conduct to regulate, monitor and report trading by insiders".

The Copy of Code of practices and procedures for fair disclosure of unpublished price sensitive information is enclosed herewith for your information and record.

Kindly take the above on record.

Thanking you,

Yours faithfully, For **Batliboi Limited** 

Company Secretary

Encl.: As above



## CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE INFORMATION

(Pursuant to Regulation 8(1) of SEBI (Prohibition of Insider Trading) Regulations, 2015)

The Company shall adhere to the following principles of fair disclosure for purpose of code of practices and procedures for fair disclosure of unpublished price sensitive information.

- 1. The Company shall ensure prompt public disclosure of unpublished price sensitive information that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available.
- 2. The Company shall ensure uniform and universal dissemination of unpublished price sensitive unpublished price sensitive information to avoid selective disclosure.
- 3. The Company Secretary / Compliance Officer of the Company shall act as a chief investor relations officer to deal with dissemination of information and disclosure of unpublished price sensitive information.
- 4. The Company shall make prompt dissemination of unpublished price sensitive information that gets disclosed selectively, inadvertently or otherwise to make such information generally available.
- 5. The Company shall provide appropriate and fair response to queries on news reports and request s for verification of market rumours by regulatory authorities.
- 6. The Company shall ensure that information shared with analysts and research personnel is not unpublished price sensitive information.
- 7. The Company shall 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.
- 8. The Company shall handle of all unpublished price sensitive information on a need-to-know basis.

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