## भारतीय प्रतिभूति और विनिमय बोर्ड Securities and Exchange Board of India

## CIRCULAR

CIR/ISD/02/2015

September 16, 2015

To,

## All Recognized Stock Exchanges

Dear Sir/Madam,

### Sub: Revised Disclosure Formats under SEBI (Prohibition of Insider Trading) Regulations, 2015

- This has reference to Paragraph 1(i) of the <u>SEBI Circular numbered</u> <u>CIR/ISD/01/2015 dated May 11, 2015</u> whereby the formats for disclosure under Regulation 7 of the SEBI (Prohibition of Insider Trading) Regulations, 2015 ("the Regulations") were provided for.
- Based on various representations received and in view of <u>SEBI Guidance Note</u> <u>dated August 24th, 2015</u>, revised formats (Form A to Form D) are issued as annexed with this circular. The other conditions of the Circular dated May 11, 2015 shall remain unchanged.
- 3. All stock exchanges are advised to:
  - a. Put in place adequate systems and issue the necessary guidelines for implementing the above decision.
  - b. Make necessary amendments to the relevant bye-laws, rules and regulations as applicable for the immediate implementation of the above decision.
  - c. Bring the provisions of this circular to the notice of the listed companies/issuers and disseminate the same on their respective websites.
- 4. This circular is being issued in exercise of the powers conferred under Section 11 (1) of the SEBI Act 1992 and under regulations 4(3) and 11 of the Regulations and to protect the interests of investors in securities and to promote the development of and to regulate the securities market.

Yours faithfully,

Sunil Kadam Chief General Manager Integrated Surveillance Department 022-26449630 <u>sunilk@sebi.gov.in</u>

#### FORM A

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

Name of the company:

ISIN of the company:

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

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

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

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

Open Interest of the date of regula			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	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:

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#### FORM B

#### SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7 (1) (b) read with Regulation 6(2) – Disclosure on becoming a director/KMP/Promoter]

Name of the company: \_\_\_\_\_

ISIN of the company: \_\_\_\_\_

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

Name, PAN,	Category of	Date of	Securities held at t	% of	
CIN/DIN &	Person	appointment of	becoming		Shareholding
Address with	(Promoters/	Director /KMP	Promoter/appointn	nent of	
contact nos.	KMP /	OR Date of	Director/KMP		
	Directors/imm	becoming			
	ediate relative	Promoter	Type of security	No.	
	to/others etc.)		(For eg. – Shares,		
			Warrants,		
			Convertible		
			Debentures etc.)		
1	2	3	4	5	6

 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.
 6

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

Open Interest of time of becomin Director/KMP			Open Interest of the Option Contracts held at the time of becoming Promoter/appointment of Director/KMP			
Contract specifications	Number of units (contracts * lot size)	Notional value in Rupee terms	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:

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#### FORM C

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

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

Name,	Categor	Securities	held	Securitie	es acqu	ired/D	Disposed		held post	Date of allotment		Date of	Mode of
PAN,	y of	prior to						acquisitio	n/disposal	advice/		intimation	acquisition /
CIN/DIN,	Person	acquisitio	n/dispo							acquisiti	on of	to	disposal (on
& address	(Promot	sal								shares/		company	market/public/
with	ers/									sale of sl	nares		rights/
contact	KMP /									specify			preferential
nos.	Director	Type of	No.	Type of	No.	Valu	Transact	Type of	No. and %	From	То		offer / off
	s/immed	security	and %	security		e	ion	security	of				market/ Inter-se
	iate	(For eg.	of	(For eg.			Туре	(For eg.	shareholdi				transfer, ESOPs
	relative	– Shares,	shareh	-			(Buy/	- Shares,	ng				etc.)
	to/other	Warrants	olding	Shares,			Sale/	Warrants	C				
	s etc.)	,		Warran			Pledge /	,					
		Converti		ts,			Revoke/	Converti					
		ble		Convert			Invoke)	ble					
		Debentur		ible				Debentur					
		es etc.)		Debent				es etc.)					
				ures									
				etc.)									
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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

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

	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:

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#### FORM D (Indicative format)

#### 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,	Connect	Securities	held	Securitie	es acqu	uired/E	Disposed	Securities he	eld post	Date of a	allotment	Date of	Mode of
PAN,	ion with	prior to						acquisition/disposal		advice/		intimation	acquisition/dispos
CIN/DIN,	compan	acquisition	n/dispo					_		acquisiti	on of	to	al (on
& address	у	sal								shares/		company	market/public/
with										sale of sl	nares		rights/
contact										specify			Preferential offer /
nos. of		Type of	No.	Type of	No.	Valu	Transa	Type of	No. and % of	From	То		off market/Inter-
other		security	and %	security		e	ction	security	shareholding				se transfer, ESOPs
connected		(For eg.	of	(For eg.			Туре	(For eg. –					etc.)
persons		– Shares,	shareh	_			(Buy/	Shares,					
as		Warrants	olding	Shares,			Sale/	Warrants,					
identified		,	-	Warran			Pledge	Convertible					
by the		Converti		ts,			/	Debentures					
company		ble		Convert			Revoke	etc.)					
		Debentur		ible			/Invoke						
		es etc.)		Debent			)						
				ures									
				etc.)									
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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

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

	Exchange on which the trade was executed					
Type of	Contract	Bu	у		Sell	
Contract	specifications		Number of units (contracts * lot size)		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:

Place:

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