



SCAP TECHNO FAB LIMITED

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CODE OF INTERNAL PROCEDURES CONDUCT FOR PREVENTION OF INSIDER TRADING

❖ PREFACE

Regulation 9 of Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 as amended from time to time ("**The Regulations**"), mandate the every Listed Company to formulate a code of conduct to regulate, monitor and report trading by its designated persons and immediate relatives of designated persons towards achieving compliance with the regulations, adopting the minimum standards set out in Schedule B to the regulations ("**Insider Code**"), without diluting the provisions of these regulations in any manner.

This Code has been reviewed, approved, amended and renamed by the Board of Directors of the Scap Techno Fab Limited ("**the Company**") by inserting the new principles as set out in the amended Regulations and shall come into effect from August 03, 2023.

❖ DEFINITIONS

- 1) "**Act**" means the Securities and Exchange Board of India Act, 1992.
- 2) "**Board**" means the Board of Directors of the Company.
- 3) "**Code**" or "**Code of Conduct**" shall mean the Code of Internal Procedures and Conduct for Prevention of Insider Trading in Securities by insiders of Scap Techno Fab Limited as amended from time to time.
- 4) "**Company**" means Scap Techno Fab Limited.
- 5) "**Compliance Officer**" means any senior officer, designated so and reporting to the board of directors who is financially literate and is capable of appreciating requirements for legal and regulatory compliance under these regulations and who shall be responsible for compliance of policies, procedures, maintenance of records, monitoring adherence to the rules for the preservation of unpublished price sensitive information, monitoring of trades and the implementation of the codes specified in these regulations under the overall supervision of the board of directors of the company.

Explanation – the term, "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.

- 6) "**Connected Person**" means:
 - A. any person who is or has during the six months prior to the concerned act been associated with a 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.
 - B. Without prejudice to the generality of the foregoing, the persons falling within the following categories shall be deemed to be connected persons unless the contrary is established,
 - (a) an immediate relative of connected persons specified in clause (A); or
 - (b) a holding company or associate company or subsidiary company; or
 - (c) an intermediary as specified in section 12 of the Act or an employee or director thereof; or
 - (d) an investment company, trustee company, asset management company or an employee or director thereof; or
 - (e) an official of a stock exchange or of clearing house or corporation; or
 - (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; or
 - (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; or
 - (h) an official or an employee of a self-regulatory organization recognised or authorized by the Board; or

- (i) a banker of the company; or
 - (j) a concern, firm, trust, Hindu undivided family, company or association of persons wherein a director of a company or his immediate relative or banker of the company, has more than ten per cent. of the holding or interest;
- 7) **“Dealing in Securities”** means an act of subscribing to, buying, selling or agreeing to subscribe to, buy, sell or deal in the securities of the Company either as principal or agent.
- 8) **Designated Employee(s)** shall include :
- A. every employee in the grade of General Managers and above;
 - B. every employee in the finance, accounts and secretarial department as may be determined and informed by the Compliance Officer; and
 - C. any other employee as may be determined and informed by the Compliance Officer from time to time.
- 9) **“Designated Person(s)”** shall mean and includes the Board of Directors, Key Managerial Personnel, Connected Persons, the Designated Employees and all the Promoters and Promoter Group.
- 10) **“Director”** means a member of the Board of Directors of the Company.
- 11) **“Employee”** means every employee of the Company including the Directors in the employment of the Company.
- 12) **“Generally available Information”** means information that is accessible to the public on a non-discriminatory basis.
- 13) **“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.
- 14) **“Insider”** means any person who,
- A. a connected person; or
 - B. in possession of or having access to unpublished price sensitive information.
- 15) **“Key Managerial Person”** means person as defined in Section 2(51) of the Companies Act, 2013.
- 16) **“Legitimate Purpose”** shall include sharing of UPSI in ordinary course of business on a need to know basis for performing their duties or discharge of legal obligations by an Insider with directors, promoters, partners, collaborators, lenders, customers, suppliers, merchant bankers, legal advisors, auditors, insolvency professionals, credit rating agencies, bankers, other advisors or consultants and such other person as may be decided by the Compliance Officer from time to time;
- 17) **“Need to Know”** basis means that Unpublished Price Sensitive Information 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 appearance of misuse of the information.
- 18) **“Promoter”** shall have the meaning assigned to it under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 or any modification thereof;
- 19) **“Promoter Group”** shall have the meaning assigned to it under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 or any modification thereof;
- 20) **“Securities”** shall have the meaning assigned to it under the Securities Contracts (Regulation) Act, 1956 (42 of 1956) or any modification thereof except units of a mutual fund;
- 21) **“Takeover regulations”** means the Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 and any amendments thereto;
- 22) **“Trading”** means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities, and “trade” shall be construed accordingly;
- 23) **“Trading Day”** means a day on which the recognized stock exchanges are open for trading;
- 24) **“Trading Window”** means the period other than the Restricted / Shut Period;

- 25) **“Unpublished Price Sensitive Information”** means any information, relating to a 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. periodic financial results;
 - B. declaration of dividends;
 - C. change in capital structure;
 - D. mergers, de-mergers, acquisitions, delisting, disposals and expansion of business and such other transactions;
 - E. changes in key managerial personnel; and
 - F. such other information as identified and communicated by the Board of Directors of the Company.
- 26) **“Regulations”** shall mean the Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and any amendments thereto.

Words and expressions used and not defined in these regulations but defined in the Securities and Exchange Board of India Act, 1992 (15 of 1992), the Securities Contracts (Regulation) Act, 1956 (42 of 1956), the Depositories Act, 1996 (22 of 1996) or the Companies Act, 2013 (18 of 2013) and rules and regulations made thereunder shall have the meanings respectively assigned to them in those legislation.

❖ DUTIES OF COMPLIANCE OFFICER

1. The compliance officer shall report to the board of directors and in particular, shall provide reports to the Chairman of the Audit Committee or to the Chairman of the board of directors at such frequency as may be stipulated by the board of directors or head(s) of the organization but not less than once in a year.

The Compliance Officer shall assist all employees in addressing any clarifications regarding the Regulation and Company’s Code of Conduct.

The Compliance Officer shall ensure that prohibited period is intimated to all concerned before the commencement of the said period. The Compliance Officer shall maintain records of all the declarations submitted in the appropriate form given by the Designated Persons

2. Preservation of “Price Sensitive Information”:

- A. All information shall be handled within the Company on a need-to-know basis and no unpublished price sensitive information shall be communicated to any person except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- B. Unpublished price sensitive information may be communicated, provided, allowed access to or procured, in connection with a transaction which entails:
 - (a) an obligation to make an open offer under the 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; or
 - (b) not attracting the obligation to make an open offer under the 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 unpublished price sensitive information 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 to be adequate and fair to cover all relevant and material facts.
 - (c) For the purpose of sub-clauses (a) and (b) above, the Board of Directors shall require the parties 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 above purpose of sub-clauses (a) and (b) above and shall not otherwise trade in securities of the Company when in possession of unpublished price sensitive information.

❖ LIMITED ACCESS TO CONFIDENTIAL INFORMATION

Files containing confidential information shall be kept secure. Computer files must have adequate security of

login and password.

❖ MAINTENANCE OF STRUCTURED DIGITAL DATABASE

The Company shall maintain a structured digital database containing the names of such persons or entities as the case may be with whom information is shared under this code read with Regulations, along with the Permanent Account Number or any other identifier authorized by law where Permanent Account Number is not available.

The said digital database shall be maintained with adequate internal controls and checks such as time stamping and audit trails to ensure non-tampering of the database.

The board of directors of the company is required to handle unpublished price sensitive information shall ensure that the structured digital database is preserved for a period of not less than eight years after completion of the relevant transactions and in the event of receipt of any information from the Board regarding any investigation or enforcement proceedings, the relevant information in the structured digital database shall be preserved till the completion of such proceedings.

❖ PRE-CLEARANCE OF TRADES

Designated Persons, who intend to deal in the securities of the Company when the trading window is opened and if the dealing in securities exceeds 50000 Equity Shares, should pre-clear the transaction.

The pre-dealing procedure shall be hereunder:

- A. An application shall be made in the **prescribed Form (Annexure 1)** to the Compliance officer indicating the estimated number of securities that the Specified Person intends to deal in, the details as to the depository with which he has a security account, the details as to the securities in such depository mode and such other details as may be required by any rule made by the company in this behalf.
- B. A Declaration in the **prescribed form (Annexure 2)** shall be made to the Company by such Specified Person specifying, inter alia, the following clauses, as may be applicable:
 - a) That the employee/director/officer does not have any access or has not received "Price Sensitive Information" up to the time of signing the Declaration.
 - b) That in case the Designated Person has access to or receives "Price Sensitive Information" after the signing of the Declaration but before the execution of the transaction he/she shall inform the Compliance Officer of the change in his position and that he/she would completely refrain from dealing in the securities of the Company till the time such information becomes public.
 - c) That he/she has not contravened the code of conduct for prevention of insider trading as notified by the Company from time to time.
 - d) That he/she undertakes to submit the necessary report within two days of execution of the transaction / a 'Nil' report if the transaction is not undertaken.
 - e) That he/she execute the deal within 7 trading days of the receipt of approval, failing which he/she shall seek pre-clearance again.
 - f) That he/she has made a full and true disclosure in the matter.
- C. All requests for approval shall be sent to the Compliance Officer of the Company and the Compliance Officer is obliged to respond within 3 (three) working day from the receipt of request for approval. In the absence of any response from the Compliance Officer within 3 (three) working day, the person concerned can proceed with the transaction. However, the requirement of reporting transaction to the Compliance Officer remains.
- D. All Designated Persons shall execute their order in respect of securities of the Company within seven trading days after the approval of pre-clearance in the **prescribed form (Annexure 3)**.
- E. The Designated Person shall file within 2 (two) days of the execution of the deal, the details of such deal and in case the transaction is not undertaken, a report to that effect to the Compliance Officer in the **prescribed form (Annexure 4)**.
- F. Trades must be executed within seven days after the approval is given, failing which fresh pre-clearance would be needed for the trades to be executed.

- G. Pre-clearance of trades shall not be required for a trade executed as per an approved trading plan.
- H. The Designated Person who Trades in securities of the Company without complying with the pre-clearance procedure or gives false undertakings and/or makes misrepresentations in the undertakings executed by him/her while complying with the pre-clearance procedure shall be subjected to the penalties.
- I. All Designated Persons who buy or sell any number of shares of the Company shall not enter into an opposite transaction i.e. sell or buy any number of shares during the next six months following the prior transaction.

However, the restriction on contra trade shall not apply to:

- (a) Exercise of the Stock Options under the Company's ESOS;
- (b) Sale of shares acquired under the Company's ESOS, provided that designated person is not in possession of UPSI at the time of sale;
- (c) Buy-back offers, open offers, exit offers, rights issues, follow-on public offers, bonus, etc. of the Company or arising out of legitimate purpose of the Company.

All Designated Persons shall also not take positions in derivative transactions in the shares of the Company at any time. The compliance officer may be empowered to grant relaxation from strict application of such restriction for reasons to be recorded in writing provided that such relaxation does not violate these regulations.

- J. In case of any 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 the Securities and Exchange Board of India (SEBI) for credit to the Investor Protection and Education Fund administered by SEBI under the Act.

Provided that this shall not be applicable for trades pursuant to exercise of stock options.

- K. In case of subscription in the primary market (initial public offers), the above mentioned entities shall hold their investments for a minimum period of 30 days.

Provided that the holding period would commence when the securities are actually allotted.

- L. The Compliance Officer may waive off the holding period in case of sale of securities in personal emergency after recording reasons for the same. However, no such sale will be permitted when the Trading window is closed.

❖ PREVENTION OF MISUSE OF UNPUBLISHED PRICE SENSITIVE INFORMATION

Employees and connected persons designated on the basis of their functional role in the Company shall be governed by an internal code of conduct governing dealing in securities.

A. Trading Plan:

An insider shall be entitled to formulate a trading plan for dealing in securities of the Company 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.

B. Trading Plan shall:

- a) not entail commencement of trading on behalf of the insider earlier than six months from the public disclosure of the plan;
- b) 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 issuer of the securities and the second trading day after the disclosure of such financial results;
- c) entail trading for a period of not less than twelve months;
- d) not entail overlap of any period for which another trading plan is already in existence;
- e) set out either the value of trades to be effected or the number of securities to be traded along with the nature of the trade and the intervals at, or dates on which such trades shall be effected; and
- f) not entail trading in securities for market abuse.

The Compliance Officer shall review the trading plan to assess whether the plan would have any potential for

violation of these regulations. However he shall be entitled to seek such express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of this plan.

Provided that pre-clearance of trades shall not be required for a trade executed as per an approved trading plan.

Provided further that trading window norms and restrictions on contra trade shall not be applicable for trades carried out in accordance with an approved trading plan.

The Trading Plan once approved shall be irrevocable and the 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.

However, the implementation of the trading plan shall not be commenced, if any unpublished price sensitive information in possession of insider at the time of formulation of plan has not become generally available at the time of commencement of implementation. The commencement of the Plan shall be deferred until such unpublished price sensitive information becomes generally available information. Further, the Insider shall also not be allowed to deal 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.

Upon approval of the trading plan, the compliance officer shall notify the plan to the stock exchanges on which the securities are listed.

❖ TRADING WINDOW

- A. The trading period, i.e. the trading period of the stock exchanges, called 'trading window', is available for trading in the Company's securities.
- B. The trading window shall be, inter alia, closed at least 7 days prior to and during the time the unpublished price sensitive information is published.
- C. The trading window shall be closed from the end of every quarter till 48 hours after the declaration of financial results.
- D. The trading window shall be opened 48 (Forty-Eight) hours after the information referred to above becomes generally available.
- E. When the trading window is closed, the Designated Persons shall not trade in the Company's securities in such period.
- F. All Designated Persons shall conduct all their dealings in the securities of the Company only in a valid trading window and shall not deal in any transaction involving the purchase or sale of the Company's securities during the periods when the trading window is closed, as referred to in Sub-Clause No. (B) and (C) above or during any other period as may be specified by the Company from time to time.
- G. In case of ESOPs, exercise of option may be allowed in the period when the trading window is closed. However, sale of shares allotted on exercise of ESOPs shall not be allowed when trading is closed.

The Compliance Officer shall intimate the closure of trading window to all the designated person(s) of the Company when he determines that a designated person or class of designated persons can reasonably be expected to have possession of unpublished price sensitive information. Such closure shall be imposed in relation to such securities to which such unpublished price sensitive information relates.

The Compliance Officer after taking into account various factors including the unpublished price sensitive information in question becoming generally available and being capable of assimilation by the market, shall decide the timing for re-opening of the trading window, however in any event it shall not be earlier than forty-eight hours after the information becomes generally available.

❖ GENERAL PROVISION ON DISCLOSURE OF TRADING BY INSIDERS

The disclosures to be made by any person under this Code shall also include those relating to trading by such person's immediate relatives, and by any other person for whom such person takes trading decisions.

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 for purposes of this Code.

The disclosures made under this Code shall be maintained for a period of five years.

❖ REPORTING REQUIREMENTS FOR TRANSACTION IN SECURITIES

A. Initial Disclosure:

- a) Every promoter, member of the promoter group, Key Managerial Personnel and Director of the Company, within thirty days of the regulations taking effect, shall forward to the Company the details of holdings in securities of the Company presently held by them as on the date of the regulations taking effect in the prescribed Form (**Annexure 5**).
- b) Every person on appointment as a key managerial personnel or a director of the Company or upon becoming a promoter or member of the promoter group shall disclose his holding of securities of the Company as on the date of appointment or becoming a promoter or member of the promoter group, to the Company within seven days of such appointment or becoming a promoter or member of the promoter group in the prescribed Form (**Annexure 6**).

B. Continual Disclosure:

Every promoter, member of the promoter group, designated person and director of the Company shall disclose to the Company in the prescribed form (**Annexure 7**), 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 Rs. Ten lakhs.

The disclosure shall be made within 2 working days of:

- a) the receipt of intimation of allotment of shares, or
- b) the acquisition or sale of shares or voting rights, as the case may be.

Pursuant to SEBI Circular dated 13 August 2021, the manual filing of continual disclosures mentioned above which was required under Regulation 7(2) (a) & (b) of SEBI (PIT) Regulations will not be mandatory consequent upon the implementation of System Driven Disclosures requirement by the company in compliance with SEBI vide circular no. SEBI/HO/ISD/ISD/CIR/P/2020/168 dated September 09, 2021.

C. Disclosure by other Connected Person:

The Company may at its discretion require any other connected person or class of connected persons to make disclosures of holding and trading in securities of the Company in the prescribed form (**Annexure 8**) in order to monitor the compliance with this Code.

❖ DISCLOSURE BY THE COMPANY TO THE STOCK EXCHANGES

Within 2 days of the receipt of intimation under Sub-Clause 10(B), the Compliance Officer shall disclose to all Stock Exchanges on which the Company is listed, the information received.

The Compliance officer shall maintain records of all the declarations in the appropriate form given by the promoter, member of the promoter group, designated person and director for a minimum period of five years.

❖ DISSEMINATION OF PRICE SENSITIVE INFORMATION

- A. No information shall be passed by Designated Persons by way of making a recommendation for the purchase or sale of securities of the Company.
- B. Disclosure/dissemination of Price Sensitive Information with special reference to analysts, media persons and institutional investors:
 - a) Only public information to be provided.
 - b) Simultaneous release of information after every such meet.

❖ INSTITUTIONAL MECHANISM FOR PREVENTION OF INSIDER TRADING

The Managing Director shall put in place adequate and effective system of internal controls to ensure compliance with the requirements given in the Regulations to prevent insider trading.

The internal controls include the following:

- a. all employees who have access to UPSI shall be identified as Designated Persons;
- b. all UPSI shall be identified and its confidentiality shall be maintained as per the requirements of the Code and Regulations;

- c. adequate restrictions shall be placed on communication or procurement of UPSI as required by the Code;
- d. lists of all employees and other persons with whom UPSI is shared shall be maintained in the digital database (Structured Digital Database) in the manner specified under SEBI (PIT) Regulations and confidentiality agreements shall be signed or notice shall be served to all such employees and persons;
- e. all other relevant requirements specified under the Code shall be complied with;
- f. periodic process review, to evaluate the effectiveness of internal controls in place by the PIT Regulations Committee comprising of an Independent Director and the Whole-time Director/ Chief Executive Officer & Chief Financial Officer.

❖ PENALTY FOR CONTRAVENTION OF THE CODE OF CONDUCT

- A. Every Designated Person(s) shall be individually responsible for complying with the provisions of the Code (including to the extent the provisions hereof are applicable to his/her dependents).
- B. Any Designated Person who trades 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.
- C. Designated Persons who violate the Code shall also be subject to disciplinary action by the Company, which may include wage freeze, suspension, upgradation of role or job band, ineligibility for future participation in employee stock option plans, etc.
- D. The action by the Company shall not preclude SEBI from taking any action in case of violation of SEBI (Prohibition of Insider Trading) Regulations, 2015 or any amendments thereof.

3. Code of Fair disclosure and Conduct and Policy for Determination of Legitimate Purposes:

The Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information shall be adopted separately and shall form part of this code along with the policy for determination of “Legitimate Purposes”.

❖ AMENDMENT

The Board shall have power to amend any of the provisions of this Policy, substitute any of the provisions with a new provision or replace this policy entirely with a new Policy according to subsequent modification(s) / amendment(s) to Regulations.

If there is any inconsistency between the terms of the Policy and the Listing Regulations, the provisions of the Listing Regulations shall prevail. Any amendments to the Listing Regulations shall mutatis mutandis be deemed to have been incorporated in this Policy.

Annexure-1

Specimen of Application for Pre-clearance approval

Date:

To,
Compliance Officer
Scap Techno Fab Limited
Surat

Dear Sir,

Sub: Application for pre-clearance approval in securities of the Company.

Pursuant to the provisions of the SEBI (Prohibition of Insider Trading) Regulations, 2015, as amended from time to time and the Company's Code of Internal Procedures and Conduct for Prevention of Insider Trading in Securities by insiders of Scap Techno Fab Limited as amended from time to time, I seek your approval for Purchase/ Sale / Subscription of _____ equity shares of the Company as per details given below:

Sr. No.	Particulars	Details
1.	Name of the Applicant:	
2.	Designation:	
3.	No. of Securities held as on date :	
4.	Folio no/ DP ID Client ID	
5.	Approval is for	(a) Purchase of Securities (b) Sale of Securities (c) Subscription of Securities
6.	Proposed period for dealing in securities	
7.	Estimated number of securities proposed to be acquired/ sold/subscribed	
	Price at which the transaction is proposed	
8.	Whether the transaction will be through Stock exchange or Off market	
9.	Folio no/ DP ID Client ID where the securities will be credited/ debited (Applicable only in Off market transaction)	

Thanking you,

Yours faithfully

(Name of Employee)
(Designation)

Encl: Declaration

Annexure-2

Specimen of Declaration to be accompanied with Application for Pre-clearance approval

Declaration

To,
Compliance Officer
Scap Techno Fab Limited
Surat

I, (Name), (Designation) of the Company residing at (Address), am desirous of dealing in _____ Equity shares of the Company as mentioned in my application dated _____ for pre-clearance of the transaction.

- (a) I further declare that I am not in possession of or otherwise privy to any unpublished Price Sensitive Information (as defined in the Company's Code of Conduct for prevention of Insider Trading (the Code) up to the time of signing this Undertaking.
- (b) In the event that I have access to or received any information that could be construed as "Price Sensitive Information" as defined in the Code, after the signing of this undertaking but before executing the transaction for which approval is sought, I shall inform the Compliance Officer of the same and shall completely refrain from dealing in the securities of the Company until such information becomes public.
- (c) I declare that I have not contravened the provisions of the Code as notified by the Company from time to time.
- (d) I undertake to submit the necessary report within two days of execution of the transaction / a 'Nil' report if the transaction is not undertaken.
- (e) If approval is granted, I shall execute the deal within 7 trading days of the receipt of approval failing which I shall seek pre-clearance again.
- (f) I declare that I have made full and true disclosure in the matter.

(Name of Employee)
(Designation)

Place:

Date:

Annexure-3
Specimen for Pre-clearance approval

To,

Name: _____

Designation: _____

Address: _____

This is to inform you that your request for dealing in _____ equity shares of the Company as mentioned in your application dated _____ is approved. Please note that the said transaction must be completed on or before (date), that is within 7 trading days from today.

In case you do not execute the approved transaction /deal on or before the aforesaid date you shall require to seek fresh pre-clearance before executing any transaction/deal in the securities of the Company. Further, you are required to file, to the Company, the details of the executed transactions in the attached format within 2 days from the date of transaction/deal. In case the transaction is not undertaken a 'Nil' report shall be filed with the Company.

Yours faithfully

For
Scap Techno Fab Limited

Compliance Officer

Date:

Place:

Encl: Specimen for submission of details of transactions.

Annexure-4

Specimen for disclosure of Transactions

(To be submitted within 2 days of transaction/ dealing in securities)

To,
Compliance Officer
Scap Techno Fab Limited
Surat

I hereby inform that I

- ⇒ have not bought / sold/ subscribed any securities of the Company or
- ⇒ have bought/sold/subscribed to _____ securities as mentioned below on (date)

Name of Holder	No. of Securities dealt with	Mode of dealing (Sale/Purchase/ subscription)	Folio no. / DP ID Client ID	Price per securities (in Rs.)	Value (in Rs.)

In connection with the aforesaid transaction(s), I hereby undertake to preserve, for a period of 5 years and produce to the Compliance officer / SEBI any of the following documents:

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 undertake not execute a contra trade within period of six months. In case there is any urgent need to execute contra trade for these securities within the said period, I shall approach the Compliance Officer for necessary approval.

I declare that the above information is correct and that no provisions of the Company's Code and/or applicable laws/regulations have been contravened for effecting the above said transactions(s).

Signature:

Name of Holder: _____

Designation: _____

Date:

Place:

Annexure-5*

Specimen for Initial disclosure of Securities

Details of holdings in securities of the Company as on the date of the regulations taking effect

To,
Compliance Officer
Scap Techno Fab Limited
Surat

ISIN of the company:

A. Details of Securities held by Promoter, Promoter Group, 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/ Promoter Group/ KMP / Directors/ immediate relative to/others etc)	Securities held as on the date of regulation coming into force		% of Shareholding
		Type of security (For eg. - Shares, Warrants, Convertible Debentures etc.)	Number	

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

B. Details of Open Interest (OI) in derivatives of the company held by Promoter, Promoter Group, 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

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

Signature:
Name & Designation:

Place:
Date:

**This Form has been deleted wef May 10, 2023*

Annexure-6

Specimen for Initial disclosure of Securities

Details of holding of securities of the Company as on the date of appointment or becoming a director/ KMP/ promoter or member of the promoter group

To,
Compliance Officer
Scap Techno Fab Limited
Surat

ISIN of the company:

A. 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 other such persons as mentioned in Regulation 6(2)

Name, PAN, 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 securities (For eg. - Shares, Warrants, Convertible Debentures, Rights entitlements, etc.)	Number	
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.

B. 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 term	Contract Specifications	Number of units (contracts* lot size)	Notional value in Rupee term
7	8	9	10	11	12

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

Signature:
Name & Designation:

Place:
Date:

Annexure-7

Specimen for Continual disclosure

For every promoter, member of the promoter group, KMP, designated person and director of the Company

To,
Compliance Officer
Scap Techno Fab Limited
Surat

ISIN of the company:

A. Details of change in holding of Securities of Promoter, Member of the Promoter Group, KMP, 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/KMP/designated person/Director s/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/disposal 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.)	Exchange on which the trade was executed
		Type of securities (For eg. - Shares, Warrants, Convertible Debentures, Rights entitlements etc.)	No. and % of share holding	Type of securities (For eg. - Shares, Warrants, Convertible Debentures, Rights entitlement, etc.)	No.	Value	Transaction Type (Purchase/sale / Pledge / Revocation/ Invocation/ Others-please specify)	Type of securities (For eg. - Shares, Warrants, Convertible Debentures, Rights entitlement, etc.)	No. and % of share holding	From	To			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

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

(ii) Value of transaction excludes taxes/brokerage/any other charges

B. 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.

Signature:

Name & Designation:

Place:

Date:

Annexure-8

Specimen for Continual disclosure

For Other Connected Person identified by the Company

To,
Compliance Officer
Scap Techno Fab Limited
Surat

ISIN of the company:

A. Details of change in holding of 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/ disposal 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.)	Exchange on which the trade was executed	
		Type of security (For eg. - Shares, Warrants, Convertible Debentures etc.)	No. and % of share holding	Type of securities (For eg. Shares, Warrants, Convertible Debentures, Rights entitlement, etc.)	No.	Value	Transaction Type (Purchase/ Sale/ Pledge/ Revocation/ Others- please specify)	Type of securities (For eg. - Shares, Warrants, Convertible Debentures, Rights entitlement, etc.)	No. and % of share holding	From				To
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

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

(ii) Value of transaction excludes taxes/brokerage/any other charges.

B. 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.

Signature:

Name & Designation:

Place:

Date: