

STC/CO/PER/ESTT/MISCELLANEOUS/2023

**THE STATE TRADING CORPORATION OF INDIA LTD., NEW DELHI
PERSONNEL DIVISION**

08.12.2023

CIRCULAR No.IR/19/2023

Sub: Information required for Structured Digital Database (SDD) compliance as per SEBI (Prohibition of Insider Trading Regulations), 2015.

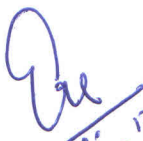
As per the provisions of Regulation 3(5), 3(6) and other applicable provisions of SEBI (Prohibition of Insider Trading) Regulations, 2015, all listed Companies have to maintain Structured Digital Database (SDD) capturing all the details regarding Unpublished Price Sensitive Information, adequate internal controls and checks such as time stamping and audit trails to ensure non-tampering of the database. Accordingly, all designated persons of any listed company are required to comply with SEBI (PIT) Regulation, 2015.

2. As per STC's Insider Trading Code, "Designated Persons" include designated employee and their immediate relative. The definition of designated employees and their immediate relatives are as under:

"Designated Employees" shall include:

- i) Top three tier of executives i.e. Directors, Chief General Managers and General Managers.
- ii) All Employees of Corporate Office.
- iii) Any other Employee of the Company that may be notified by the Compliance Officer, from time to time, with the approval of CMD.

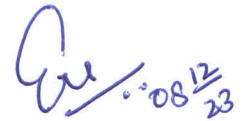
In case any of the Designated Employees leaves the services of the Company, he shall continue to be considered as Designated Employees for a further period of six months subsequent to the date of his leaving the Company as envisaged under SEBI (Prohibition of Insider Trading) Regulations, 2015.


08/12/23

“**Immediate relative**” means immediate relative as defined in regulation 2(f) of the SEBI (Prohibition of Insider Trading) Regulations, 2015 i.e “*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*”.

3. In compliance to the above, all the employees of STC are required to submit details of designated employee and their immediate relatives as per enclosed format at **Annexure-I** by 12.12.2023.

4. Any change in the provided details/particulars may be intimated on immediate basis.



(Etika Sethi)
Manager (Pers.)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors
- Divisional Heads, CO
- All ROs

Copy to:

- DGM(ST)(MSD)
- Notice Board
- Website

THE STATE TRADING CORPORATION OF INDIA LTD.
(PERSONNEL DIVISION)

| | |
|------------------------------------|--|
| NAME OF EMPLOYEE | |
| DESIGNATION | |
| EMPLOYEE No. | |
| DIVISION/RO | |
| DATE OF INITIAL APPOINTMENT IN STC | |
| DATE OF RETIREMENT | |
| PAN No. | |

Details of Immediate relative:

| Name | Relationship | D.O.B | PAN Number (Mandatory) | Mobile Number, if any |
|------|--------------|-------|---------------------------|--------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I Solemnly affirm & declare that the information as given above is true and correct to the best of my knowledge and belief and nothing has been concealed.

Date:

(Signature of Employee)

