

● **Sundaram Multi Pap Ltd.** CIN L21098MH1995PLC086337

(Government Recognised Export House)
Manufacturer & Exporter of Exercise Book & Paper Stationery



May 15, 2015.

To,
BSE Ltd.
Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai-400 001
Ref: Scrip Code: 533166

To,
National Stock Exchange of India Ltd.
Exchange Plaza, Plot No.C/1, G Block,
BKC, Bandra (E), Mumbai- 400 051
Ref: Symbol: Sundaram

Sub: SEBI (Prohibition of Insider Trading) Regulation, 2015

With reference to the SEBI Circular No. CIR/ISD/01/2015 dated May 11, 2015, we hereby confirm that, pursuant to SEBI (Prohibition of Insider Trading) Regulation, 2015, the Company has:

1. Formulated and published on its official website, Code Of Practices And Procedures For Fair Disclosure Of Unpublished Price Sensitive Information (Copy enclosed)
2. Formulated the Code of Conduct for Prevention of Insider Trading.

Please take the same on your record.

Thanking you,

Yours faithfully,
For **Sundaram Multi Pap Limited**


Manik R. Makwana
Company Secretary & Compliance Officer



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**Code Of Practices And Procedures For Fair Disclosure Of Unpublished
Price Sensitive Information**

(Under Regulation 8(1) of SEBI (Prohibition of Insider Trading) Regulation, 2015)

Introduction

The Securities and Exchange Board of India (SEBI), in its endeavor to protect the interest of investors in general has introduced SEBI (Prohibition of Insider Trading) Regulation, 2015 to be effective from May 15, 2015. Chapter IV Regulation 8(1) read with Schedule A of the SEBI (Prohibition of Insider Trading) Regulations, 2015 provides for formulation of a Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information by the Board of Directors of every listed company.

Accordingly, this Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information (hereinafter referred to as the 'Code') has been formulated in accordance with the SEBI (Prohibition of Insider Trading) Regulations, 2015 and amendments thereon, from time to time, with a view to preserve the confidentiality of unpublished price sensitive information and prevent misuse of such information.

Code of Fair Disclosure

A code of practices and procedures for fair disclosure of unpublished price sensitive information for adhering each of the principles is set out below:

1. Prompt public disclosure of unpublished price sensitive information that would impact price discovery no sooner than credible and concrete information comes into being in order to make such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. Uniform and universal dissemination of unpublished price sensitive unpublished price sensitive information to avoid selective disclosure.
3. The Company Secretary & Compliance Officer shall be the chief investor relations officer to deal with dissemination of information and disclosure of unpublished price sensitive information.
4. Prompt dissemination of unpublished price sensitive information that gets disclosed selectively, inadvertently or otherwise to make such information generally available.



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5. Appropriate and fair response to queries on news reports and requests for verification of market rumours by regulatory authorities.
6. Ensuring that information shared with analysts and research personnel is not unpublished price sensitive information.
7. 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.
8. Handling of all unpublished price sensitive information on a need-to-know basis.