



**TOTAL TRANSPORT SYSTEMS LIMITED**  
***CODE OF INTERNAL PROCEDURES CONDUCT FOR***  
***PREVENTION OF INSIDER TRADING***

## CODE OF INTERNAL PROCEDURES CONDUCT FOR PREVENTION OF INSIDER TRADING

### PART I

#### PRELIMINARY

- (1) The Code of Conduct for prevention of Insider Trading (“**the Code**”) is made to regulate, monitor and report the trading by the Insider.
- (2) The Code has been made pursuant to Regulation 9 of the Securities and Exchange Board of India (SEBI) (Prohibition of Insider Trading) Regulations, 2015 which would be effective from 15<sup>th</sup> May, 2015.
- (3) **Definitions: For the purpose of this Code –**
  - (a) **“Act”**  
It means the Securities and Exchange Board of India Act, 1992 and any amendments thereto.
  - (b) **“Board”**  
It means the Securities and Exchange Board of India
  - (c) **“Board of Directors”**  
It means the Board of Directors of **TOTAL TRANSPORT SYSTEMS LIMITED**.
  - (d) **“Code” or “Code of Conduct”**  
It means the Code of Internal Procedures and Conduct Regulating, Monitoring and Reporting of trading by insiders of **TOTAL TRANSPORT SYSTEMS LIMITED** as amended from time to time.
  - (e) **“Company”**  
It means **TOTAL TRANSPORT SYSTEMS LIMITED**
  - (f) **“Companies Act”**  
It means the Companies Act, 2013 & Rules made thereunder and any amendments thereto.
  - (g) **“Compliance Officer”**  
It means any senior officer, designated so and reporting to the board of directors or head of the organization in case board is not there, 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compliance of policies, procedures, maintenance of records, monitoring adherence to the rules for the preservation of unpublished price sensitive information, monitoring of trades and the implementation of the codes specified in these regulations under the overall supervision of the board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 listed company or the head of an organization, as the case may be;
  - (h) **“Connected Person”** means:
    - i. any person who is or has during six months prior to the concerned act been associated with the 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 any employees of the Company or holds any position including 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.

ii. Without prejudice to the generality of the forgoing, the persons falling within the following categories shall be deemed to be connected persons unless the contrary is established,

- an immediate relative of connected persons specified in clause (i) or holding company or associate company or subsidiary company; or
- an intermediary as specified in Section 12 of the Act or an employee or directors thereof; or
- an investment company, trustee company, assets management company or an employee or director thereof; or
- an official of a stock exchange or of clearing house or corporation; or
- a member of board of trustees of a mutual fund or a member of the board of directors of the assets management company of a mutual fund or is an employee thereof; or
- 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
- an official or an employee of a self- regulatory organization recognized or authorized by the Board; or
- a banker of the Company; or
- a concern, firm, trust, Hindu undivided Family, company or association of persons wherein a director of the Company or his immediate relative or banker of the Company, has more than ten percent, of the holding or interest;
- a person sharing household or residence with a connected person.

**i) “Designated Employees” means**

- I. Board members and Key Managerial Personnel (KMP) of the Company.
- II. Secretaries and personal assistants of Executive Chairman, Managing Director, Executive Director, Business Unit Heads and CFO of the Company.
- III. All Employees belonging to the grade of General Manager and above in the Corporate Finance & Accounts, Secretarial, Taxation, IT Support Staff Department.
- IV. Dy. President and above of the Company.
- V. Promoters of the Company
- VI. Key Managerial Personnel of material subsidiaries of the Company
- VII. Employees belonging to the grade of General Manager and above of Corporate Accounts, Finance and Company Secretarial department and Employees up to two levels below Chief Executive Officer / Managing Director of material subsidiaries of the Company
- VIII. Such other Employees as may be decided by the Board of Directors / Managing Director / Compliance Officer on case to case basis.

**j) “Designated Person”**

It means Directors, Key Managerial Personnel and designated employees of the Company.

**k) “Generally available information”**

It means information that is accessible to the public on a non-discriminatory basis and shall not include unverified event or information reported in print or electronic media.

- l) “Insider”**  
It means any person who is a connected person; or in possession of or having access to unpublished price sensitive information;
- m) “Immediate relative”**  
It means a spouse of a person, and include parents, 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 of the Company.
- n) “Promoter”**  
Shall have the meaning assigned to it under the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009 or any modification thereof.
- o) “Relatives”**  
It means a person, as defined in Section 2(77) of the Companies Act, 2013 and any amendments thereto.
- p) “Regulations”**  
It means the SEBI (Prohibition of Insider Trading) Regulations, 2015 and any amendments thereto.
- q) “Stock Exchange”**  
It means a stock exchange which is recognized of the Central Government or SEBI under Section of Securities Contracts (Regulation) Act, 1956 and any amendments thereto.
- r) “Securities”**  
Shall have the meaning assigned to it under the Securities Contracts (Regulations) Act, 1956 (42 of 1956) or any modification thereof except units of a mutual fund.
- s) “Specified”**  
It means specified by SEBI in writing.
- t) “Takeover Regulations”**  
It means SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 and any amendments thereto.
- u) “Trading”**  
It means and includes subscribing, redeeming, switching, buying, selling, dealing, or agreeing to subscribe, redeem, switch, buy, sell, deal in any securities, and ‘trade’ shall be construed accordingly.
- v) “Trading Day”**  
It means a day on which recognized Sock Exchanges are open for trading.
- w) “Trading Window”**  
It means a trading period for trading in Company’s Securities as specified by the Company from time to time.
- x) “Unpublished Price Sensitive Information”**  
It 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 following:-

- (i) Financial Results;
- (ii) Dividends;
- (iii) Change in capital structure;
- (iv) Mergers, de-mergers, acquisitions, delisting, disposals and expansion of business and such other transactions;
- (v) Changes in Key Managerial Personnel; and

**(y)** All other words and phrases not defined in this Code will have the meaning as defined in the SEBI Act, 1992, Securities Contracts (Regulations) Act, 1956, The Depositories Act, 1996 or The Companies Act, 2013 and Rules and Regulations made thereunder and any amendment thereto.

**(4) Applicability of the Code:** This Code will be applicable to the insider as defined in the Clause 3(l) of this Code of Conduct.

## **PART - II**

### **RESTRICTIONS ON COMMUNICATION AND TRADING BY INSIDERS**

#### **(5) Communication or procurement of unpublished price sensitive information:**

- (a) No insider shall communicate, provide, or allow access to any unpublished price sensitive information, relating to the company or securities listed or proposed to be listed, to any person including other insiders except where such communication is in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- (b) No person shall procure from or cause the communication by any insider of unpublished price sensitive information, relating to the company or securities listed or proposed to be listed, except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- (c) Notwithstanding anything contained in this regulation, unpublished price sensitive information may be communicated, provided, allowed access to or procured, in connection with a transaction pursuant to Regulation 3 of the SEBI (Prohibition of Insider Trading) Regulations, 2015.

#### **(6) Trading when in possession of unpublished price sensitive information:**

No insider shall trade in the equity shares of the Company when in possession of unpublished price sensitive information except as allowed under the Regulation 4(1) of the SEBI (Prohibition of Insider Trading) Regulations, 2015.

#### **(7) Trading Plans:**

An Insider shall be entitled, at his option, to formulate a Trading Plan for dealing in Securities of the Company and present it to the Compliance Officer for his/her approval and public disclosure, pursuant to which trades may be carried out either by him/her and/or on his/her behalf in accordance with such plan.

##### **1.1. Trading Plan shall:**

- i. not entail commencement of Trading on behalf of the Insider earlier than 120 (One Hundred and Twenty) calendar days from the public disclosure of the plan;
- ii. not entail overlap of any period for which another trading plan is already in existence;
- iii. set out following parameters for each trade to be executed:
  - either the value of trade to be effected or the number of Securities to be traded, nature of the trade, either specific date or time period not exceeding 5 (Five) consecutive Trading Days, price limit, that is an upper price limit for a buy trade and a lower price limit for a sell trade, subject to the range as Specified below:
    - a. for a buy trade: the upper price limit shall be between the closing price on the day before submission of the trading plan and upto 20% (Twenty Per Cent) higher than such closing price
    - b. for a sell trade: the lower price limit shall be between the closing price on the day before submission of the trading plan and upto 20% (Twenty Per Cent) lower than such closing price
- iv. not entail Trading in Securities for market abuse.

- 1.2. The Compliance Officer shall review the trading plan to assess whether the plan would have any potential for violation of the PIT Regulations and shall be entitled to seek such

express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of the plan.

- 1.3.** In case of non-implementation (full/partial) of trading plan due to either reasons enumerated above or failure of execution of trade due to inadequate liquidity in the scrip, the following procedure shall be adopted:
  - i. The insider shall intimate non-implementation (full/partial) of trading plan to the compliance officer within two trading days of end of tenure of the trading plan with reasons thereof and supporting documents, if any.
  - ii. Upon receipt of information from the insider, the compliance officer, shall place such information along with his recommendation to accept or reject the submissions of the insider, before the Audit Committee in the immediate next meeting. The Audit Committee shall decide whether such non-implementation (full/partial) was bona fide or no.
  - iii. The decision of the Audit Committee shall be notified by the compliance officer on the same day to the stock exchanges on which the securities are listed.
  - iv. In case the Audit Committee does not accept the submissions made by the insider, then the compliance officer shall take action as per the Code of Conduct
- 1.4.** Pre-clearance of trades shall not be required for a trade executed as per an approved trading plan. Further the Trading Window norms shall not be applicable for trades carried out in accordance with an approved trading plan.
- 1.5.** The Trading Plan once approved shall be irrevocable and the Insider shall mandatorily have to implement the plan without being entitled to either execute any trade in the Securities outside the scope of the trading plan or to deviate from it except due to permanent incapacity or bankruptcy or operation of law. Provided further that if the insider has set a price limit for a trade as mentioned above, the insider shall execute the trade only if the execution price of the security is within such limit. If price of the security is outside the price limit set by the insider, the trade shall not be executed.
- 1.6.** However, the implementation of the trading plan shall not commence, if at the time of formulation of the plan, the Insider is in possession of any UPSI and the said information has not become generally available by the time of the commencement of implementation and in such event the Compliance Officer shall confirm that the commencement of the Plan be deferred until such UPSI becomes Generally Available Information.
- 1.7.** The Compliance Officer shall approve or reject the trading plan within 2 (Two) Trading Days of receipt of the trading plan and notify the approved plan to the stock exchanges on which the Securities of the Company are listed, on the day of approval.

### PART- III

#### **DISCLOSURES OF TRADING BY INSIDERS**

##### **(8) General Provisions:**

- (1) Every public disclosure under this part shall be made in such form as may be specified.
- (2) The disclosures to be made by any person under this Part shall include those relating to trading by such person's immediate relatives, and by any other person for whom such person takes trading decisions.
- (3) 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 Part:

Provided that trading in derivatives of securities is permitted by any law for the time being in force.

- (4) The disclosures made under this Part shall be maintained by the company, for a minimum period of five years, in such form as may be specified.

##### **(9) Disclosures by certain persons:**

###### **(1). Initial Disclosures:**

- (a) Every Promoter, Key Managerial Personnel, Director and Designated Employee of the Company shall disclose his equity shareholding in the Company as on date of this code taking effect to the Company within thirty days of this code taking effect in **Form No. A**
- (b) Every person on appointment as a Key Managerial Personnel or a Director of the Company or upon becoming a Promoter shall disclose his equity shareholding in the Company as on the date of the appointment or becoming a Promoter, to the Compliance Officer within seven days of such appointment or becoming a Promoter in **Form No. B**

###### **(2) Continual Disclosures:**

- (a) Every Promoter, Employee and Director of the Company shall disclose to the Compliance Officer in **Form No. C** the number of equity shares acquired or disposed of within two trading days of such transaction, if the value of the equity shares 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 or such other value as may be specified;**
- (b) The Company shall notify the particulars of such Trading to NSE Ltd. within two trading days of receipt of the disclosure or from becoming aware of such information.

###### **(3) Disclosures by other connected persons:**

The other connected persons to whom this Code is applicable is holding equity shares of the Company, shall disclose trading done by them within 7 days in **Form No E** if the value of the equity shares 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 or**



**such other value as may be specified.**

**(4) Disclosure by the Company to the Stock Exchange(s):**

Within 2 (Two) Trading Days of the receipt of intimation under Clause 11.3 and 11.4 or from becoming aware of such information, the Compliance Officer shall disclose to all Stock Exchanges on which Securities of the Company are listed, the particulars of such Trading by the Insider.

Further, pursuant to SEBI circular SEBI/HO/ISD/ISD/CIR/P/2020/168 dated September 09, 2020, SEBI has automated the disclosures required to be made to stock exchanges for trading in the securities by the designated persons. Thus, disclosure to stock exchanges for trading by designated persons whose names have mentioned in the depository is not required to be provided manually. However, the existing procedure shall continue without exemption for trading by other designated persons whose name is not mentioned in the SDD of depository and the immediate relatives of designated persons.

**(10) Compliance of the Trading Restrictions:** Every Promoter, Key Managerial Personnel, Director and Designated Employee of the Company shall be subject to Trading restrictions in the following manner:-

**(a) The Trading window:** The Trading Window will be closed before 7 days of the happening of the following events and shall remain closed 48 hours after the publication of the price sensitivity information i.e.

- (i) Declaration of Financial Results (Quarterly, Half Yearly & Annual)
- (ii) Declaration of Dividends ( Interim & Final)
- (iii) Issue of securities by way of Public/ Rights /Bonus etc.
- (iv) Any major expansion plan or execution of new project
- (v) Amalgamation, Mergers, takeovers or any buy back.
- (vi) Disposal of the whole or substantially the whole of the undertaking.
- (vii) Any major change in policies, plans or operation of the Company.

**(b) Restriction on Trading during the Closure of Trading Window:**

Every promoter, key managerial personnel, director and designated employee of the company shall not deal in the equity shares of the Company during the Closure of the Trading Window.

**(c) Pre-clearance of Trading Plans:**

- i. Every Promoter, Key Managerial Personnel, Director and Designated Employee of the Company and the Persons deemed to be connected persons as per this Code intending to buy/sell equity shares of the Company will have to submit the trading plan(s) in the **Form No. F** at least six months prior to the start of the trading to the Compliance Officer of the Company for the prior approval.
- ii. Only after receiving the prior approval, the transaction should be carried out strictly as per the Trading plan(s) approved by the Compliance Officer of the Company.

- iii. The Compliance Officer will disclose the Trading plan(s) approved by him to the NSE immediately.
- iv. The Trading plan(s) once approved by the Compliance Officer of the Company shall be irrevocable and the concern person shall have to mandatorily carry out the Trades within the time limit as approved by the Compliance Officer of the Company. No Trade(s) shall be executed during the closure of the Trading window.

**(11) Violation of the Code:**

- (a) Every Promoter, Key Managerial Personnel, Director and Designated Employee of the Company and the persons deemed to be connected persons as per this Code who violates any of the provisions of this Code will be penalized and appropriate action will be taken against them by the Company after giving reasonable opportunity to them to show cause. They shall also be subject to disciplinary action including wage freeze, Suspension, in-eligibility for future participation in E.S.O.P. etc.
- (b) If the Insider deals in the equity shares of the Company, violating the Code, the Compliance Officer will confidentially maintain the list of the same.
- (c) In addition to the action which may be taken by the Company, the persons violating this Code will also be subject to any penal action by SEBI as per SEBI Act and the Company shall inform the same to the SEBI promptly.
- (d) The Compliance Officer of the Company shall report to the Board of Directors and the Chairman of the Audit Committee of the Company about the compliance of the Code on quarterly basis.

**FORM "A"**

**SEBI (Prohibition of Insider Trading) Regulations, 2015**  
**[Regulation 7 (1) (a) read with Regulation 6 (2) - Initial disclosure to the company]**  
**Pursuant to clause no. 9(1) (a) of the code**

Name of the company: TOTAL TRANSPORT SYSTEMS LIMITED

ISIN of the company: INE336X01012

**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 / 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.)	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 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 Specification	Number of units (contracts *lot size)	Notional value in Rupees terms	Contract Specification	Number of units (contracts *lot size)	Notional value in Rupees 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:

**FORM "B"**

**SEBI (Prohibition of Insider Trading) Regulations, 2015  
[Regulation 7 (1) (b) read with Regulation 6(2) – Disclosure on becoming  
Director/KMP/Promoter] Pursuant to clause no. 9(1)(b) of the code**

Name of the company: TOTAL TRANSPORT SYSTEMS LIMITED

ISIN of the company: INE336X01012

**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, CIN/DIN & Address with contact nos.	Category of Person (Promoters/ KMP / Directors/immediate relative to/others etc.)	Date of appointment of Director /KMP OR Date of becoming Promoter	Securities held at the time of becoming Promoter/appointment of Director/KMP		% of Shareholding
			Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.	
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.

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

**FORM C**

**SEBI (Prohibition of Insider Trading) Regulations, 2015 [Regulation 7**

**(2) read**

**with Regulation 6(2)& - Continual disclosure] director/KMP/Promoter**

**Pursuant to clause no. 9(2) of the code**

Name of the company: TOTAL TRANSPORT SYSTEMS LIMITED

ISIN of the company: INE336X01012

**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, PAN, CIN/DIN, & addresses with contact nos.	Category of Person (Promoters / KMP/Directors / immediate relative to/others etc.	Securities held prior to acquisitions/ disposal		Securities acquired /Disposed				Securities Held post acquisitions/ disposal		Date of allotment advice/ acquisition of shares/ sale 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.)
		Type of security (for eg. Shares, Warrants, Convertible Debenture etc.)	No. and % of such Shareholding	Type of security (for eg. Shares, Warrants, Convertible Debenture etc.)	No.	Value	Transaction Type (Buy/Sale/Pledge / Revok e / Invok e	Type of security (for eg. Shares, Warrants, Convertible Debenture etc.)	No. and % of such Shareholding	from	To		
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).**

Trading in derivatives (Specify type of contract, Futures or Options etc)						Exchange on which the trade was executed
Types of Contract	Contract Specifications	Buy		Sell		
		Notional Value	Number of units (contract*lot size)	Notional Value	Number of units (contract*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:

**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, PAN, CIN/DIN, & addresses with contact nos.	Category of Person (Promoters / KMP/Directors / immediate relative to/others etc.	Securities held prior to acquisitions/ disposal		Securities acquired /Disposed				Securities Held post acquisitions/ disposal		Date of allotment advice/ acquisition of shares/ sale 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.)
		Type of security (for eg. Shares, Warrants, Convertible Debenture etc.)	No. and % of such Shareholding	Type of security (for eg. Shares, Warrants, Convertible Debenture etc.)	No.	Value	Transaction Type (Buy/Sale/Pledge / Revoked / Invoke	Type of security (for eg. Shares, Warrants, Convertible Debenture etc.)	No. and % of such Shareholding	from	To		
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**

Trading in derivatives (Specify type of contract, Futures or Options etc)						Exchange on which the trade was executed
Types of Contract	Contract Specifications	Buy		Sell		
		Notional Value	Number of units (contract*lot size)	Notional Value	Number of units (contract*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:



**FORM "E"**

**FORM FOR THE CONTINUAL DISCLOSURE BY OTHER CONNECTED PERSONS PURSUANT TO CLAUSE NO. 9(3) OF THE CODE**

To,  
The Compliance Officer,  
Total Transport Systems Limited,  
7th floor T-SQUARE OPP CHANDIVALI PETROL PUMP,  
SAKINAKA ANDHERI (EAST) MUMBAI - 400072

Date :

Dear Sir,

**Sub: Dealing in the equity shares of the Company**

I \_\_\_\_\_ hereby inform that, I have acquired or disposed off on \_\_\_ day of \_\_\_ 201\_\_\_, \_\_\_\_\_ equity shares of the Company of the market value of Rs. \_\_\_\_\_ during the period from \_\_\_ to \_\_\_ which is in excess of the monetary limit prescribed Clause 9(3) of the Code of Conduct for prevention of Insider Trading.

Further, I am connected with your Company in the capacity of \_\_\_\_\_ or related with Mr. \_\_\_\_\_ Promoter / Director / Key Managerial Personnel / Designated Employee of your Company.

This is for your information and necessary actions.

Thanking you.

\_\_\_\_\_  
**Signature:**  
**Name:**

**FORM "F"**

**APPLICATION BY PROMTER/ DIRECTOR/ KEY MANAGERIAL PERSONNEL / DESIGNATED EMPLOYEE / OTHE CONNECTED PERSONS PURSUANT TO CLAUSE NO. 10(C) OF THE CODE FOR PRE-APPROVAL OF TRADING PLAN**

Date: \_\_\_\_\_

To,  
The Compliance Officer,  
Total Transport Systems Limited,

**Subject: Application for Pre-Trading Approval in Securities of The Company**

Dear Sir/Madam,

Pursuant to the Regulation 9 of SEBI (Prohibition of Insider Trading) Regulations, 2015 read along with Schedule B of the said regulations and the Company's Code of Conduct for Prevention of Insider Trading, | seek approval to purchase / sale / subscription \_\_\_\_\_ (in words) of Equity shares of the Company as per the details given below:

1	Name of the Applicant	
2	Designation	
3	Number of securities held as on date	
4	Folio No. / DP ID / Client ID No.	
5	Nature of transaction	
6	Proposed date of dealing in securities	
7	Estimated number of securities proposed to be acquired / subscribed-/ sold	
8	Price at which the transaction is proposed	
9	Current market application	
10	Whether the proposed transaction will be through stock exchange or off-market deal	
11	Folio No. / DP ID / Client ID No. where securities will be credited / debited	

I enclose herewith the form of Undertaking signed by me

Yours faithfully,

\_\_\_\_\_

## UNDERTAKING

To,  
The Compliance Officer,  
TOTAL TRANSPORT SYSTEMS LIMITED,

I \_\_\_\_\_ residing at C-1303, \_\_\_\_\_(Address) desirous of dealing in \_\_\_\_\_ equity shares of the Company as mentioned in my application dated \_\_th \_\_\_\_, 20 for pre-clearance of the transaction.

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.

In the event that I have access to or receive 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.

I declare that I have not contravened the provisions of the Code as notified by the Company from time to time.

I undertake to submit the necessary report within **two working days** of execution of the transaction / a 'Nil' report if the transaction is not undertaken.

If approval is granted, I shall execute the deal within 7 days of the receipt of approval failing which I shall seek pre-clearance.

I declare that I have made full and true disclosure in the matter.

Yours faithfully,

\_\_\_\_\_

## DISCLOSURE OF TRANSACTIONS

To,  
The Compliance Officer,  
TOTAL TRANSPORT SYSTEMS LIMITED

I hereby inform you that I

- Have not bought / sold / subscribed to any securities of the Company.
- Have bought / sold / subscribed to \_\_\_\_\_ securities as mentioned below on \_\_th \_\_\_\_\_, 20.

Name of Holder	No. of securities dealt with	Brought/ Sold/ Subscribed	DP ID/ Client ID/ Folio No	Price (Rs.)

In connection with the aforesaid transaction(s), I hereby undertake to preserve, for a period of 3 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 slips (applicable in case of sale transaction).

I agree to hold the above securities for a minimum period of six months. In case there is urgent need to sell these securities within the said period, I shall approach the Compliance Officer for necessary approval (Applicable in case of Purchase and Subscription).

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).

Yours faithfully,

\_\_\_\_\_  
**Name:**  
**Designation:**  
**Date:**

## **ANNEXURE-I**

### **CODE OF PRACTICE & PROCEDURE FOR FAIR DISCLOSURE**

The code aims at prompt public disclosure of Unpublished Price Sensitive Information (UPSI) that would impact price discovery so as to make such information generally available. The disclosure shall be done no sooner than credible and concrete information comes into being. The code also covers the practices and procedures for fair disclosure of Unpublished Price Sensitive Information.

1. Uniform and universal dissemination of UPSI shall be ensured to avoid selective disclosure. In case of selective dissemination of UPSI inadvertently or otherwise, it shall be ensured promptly to make such information generally available.
2. The Company and Designated Persons shall maintain confidentiality of all unpublished price sensitive information (UPSI) shall communicate the same purely on need to know basis and shall not communicate to any unauthorized person or on selective basis.
3. The Company shall promptly disclose UPSI once such credible and concrete information comes into being.
4. The Company shall disclose UPSI by making its prompt disclosure with sufficient and unambiguous details to the stock exchange on which its securities are listed. The company shall also disclose UPSI on its website.
5. In case the company finds that any UPSI has been disclosed selectively, inadvertently or otherwise, it shall promptly disclose and disseminate as soon as the circumstances permit such information to make it uniformly and non-discriminatorily available to the general public.
6. The Company designates its 'Company Secretary' as its Chief Investor Relations Officer and entrusts him with the function of dissemination and disclosure of UPSI. Whenever Company Secretary is not available Executive Director shall be the Chief Investor Relations Officer.
7. The Company shall ensure that no UPSI is shared with the analysts and researchers on a selective basis.
8. The Company shall ensure that its conferences with analysts and investors shall be open to participation by all analysts, shareholders and other investors.
9. The Company shall make transcripts or records of proceedings of its meetings with analysts/investor conferences and make the same accessible to all by uploading them on its website.

***Effective from: September 27, 2019***

***Last amended on: February 13, 2025***