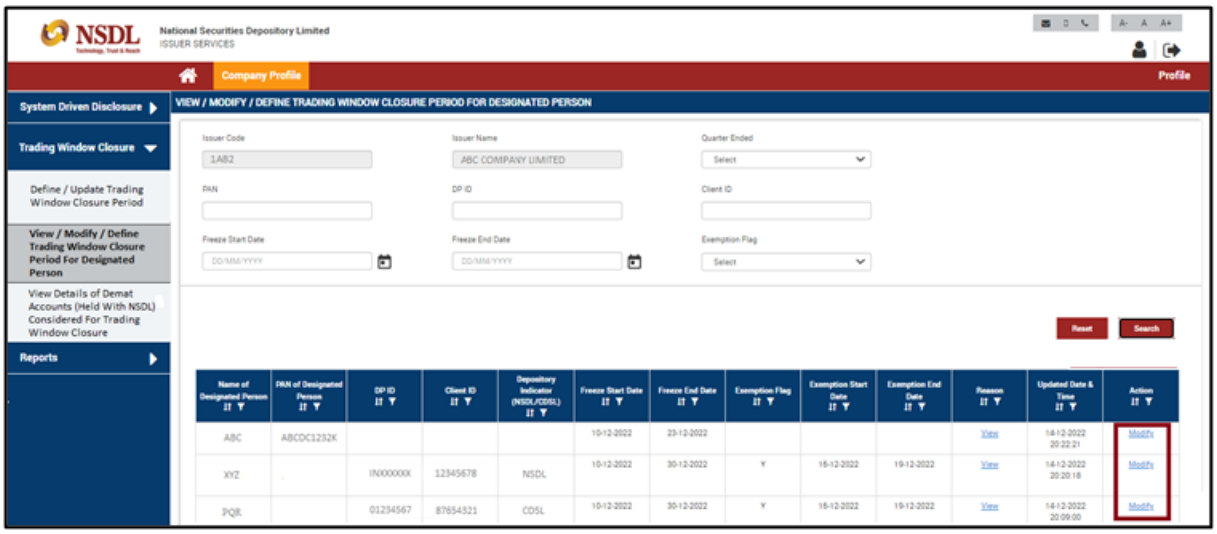
Facility for providing exemption to Designated Persons during trading window closure period on NSDL issuer portal

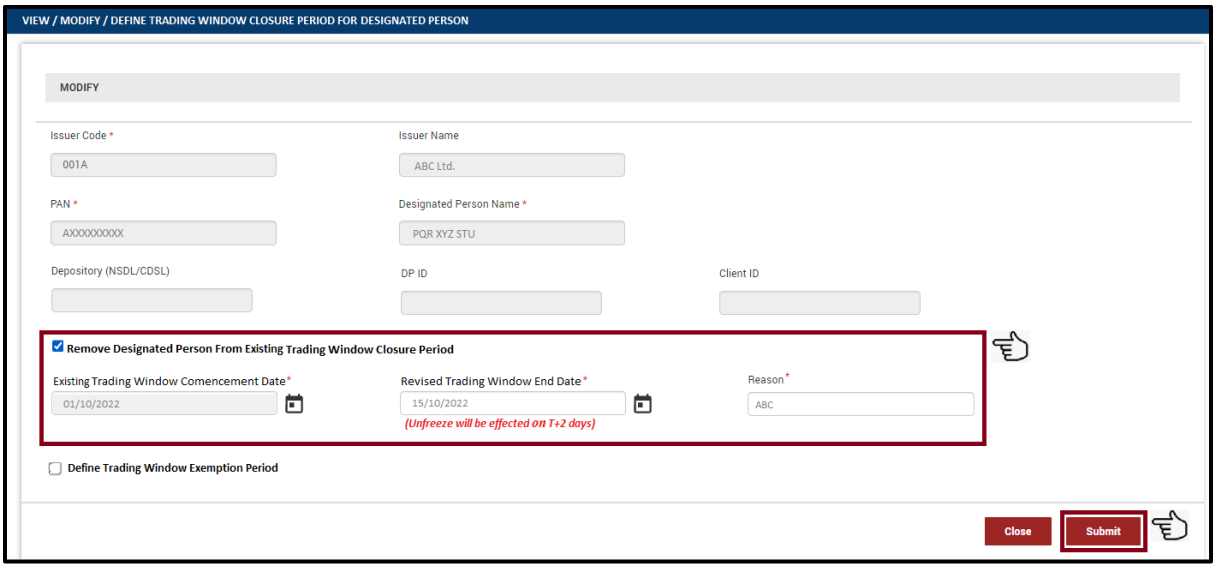
To provide exemption/ remove specific DP during trading window closure period, user will have to click on *"Company Profile"* → *"Trading Window Closure"* → *"View / Modify / Define Trading Window Closure Period for Designated Person"* as exhibited below:



On "View / modify / define trading window closure period for Designated Person" screen, user will have to search the specific DP (for which changes are required to be made) based on PAN (or DP ID-Client ID in case of pan exempt cases) as exhibited above. Once the required DP is displayed on screen, user will have to click on "modify" button available in the "Action" column as exhibited above. Upon clicking "modify" button, below mentioned two options will be displayed through which user will be able to provide exemption to any specific DP or remove any specific DP from trading window closure period as mentioned below:

i. Remove DP during Trading Window Closure Period:

In order to remove any DP from trading window closure period, user will have to tick the check box ☑ namely "Remove Designated person from existing trading window closure period" available on screen as exhibited below. Upon clicking "Remove Designated person from existing trading window closure period" check box, calendar field will get enabled on screen. In calendar field, user will have to select/define the 'Revised trading window end date' i.e., the date from which the DP need to be removed from the trading window closure. User will also require to mention the reason for removal of DP from trading window closure in 'Reason' field and click on 'Submit' button as exhibited below:

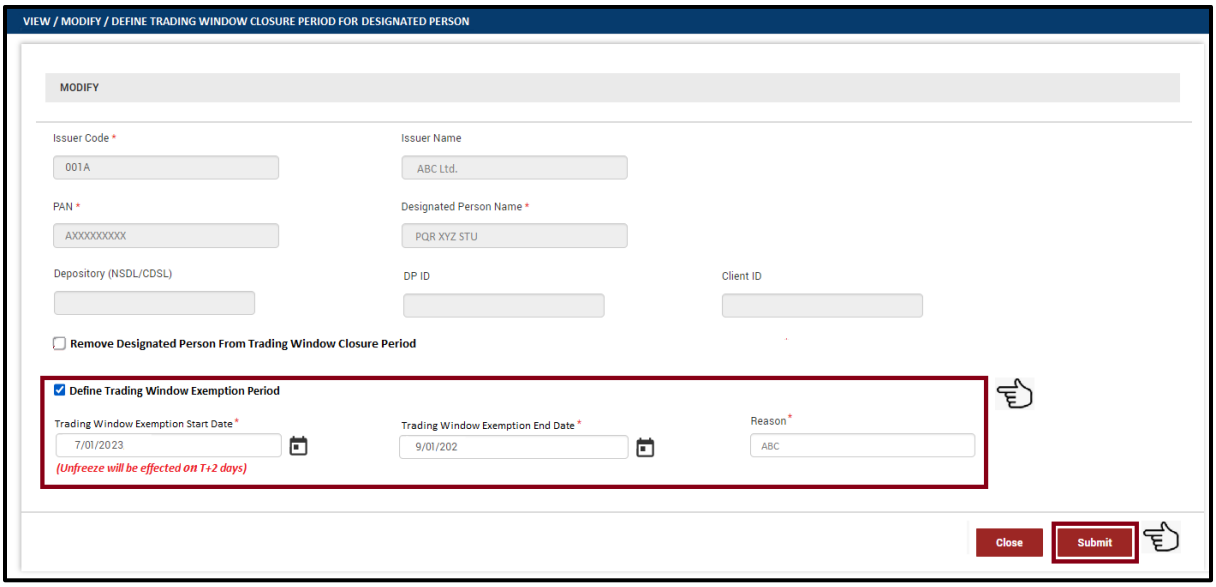


Upon clicking on 'Submit' button, request for removal of DP from trading window closure will be submitted to NSDL.

Issuers shall provide the aforesaid request at least 2 trading days in advance (T-2) on NSDL Issuer Portal. E.g., if Issuer intent to remove any DP from trading window closure on January 13, 2023, then Issuer need to give aforesaid request on January 11, 2023. Based on request from Issuer, the change i.e., de-freeze/removal of trading restriction for DP shall be affected on January 13, 2023.

ii. Provide exemption to DP during Trading Window Closure Period:

In order to provide exemption to any DP from trading window closure period (for specific period during trading window closure period), user will have to tick the second check box ☑ namely "Define trading window exemption period" as exhibited below. Upon clicking "Define trading window exemption period" check box, calendar field will get enabled on screen. In calendar field, user will have to select/define the 'trading window exemption start date' and 'trading window exemption end date' i.e. the date during which the DP need to be exempted from the trading window closure. User will also require to mention the reason for exemption to DP from trading window closure period under 'Reason' field and click on 'Submit' button as exhibited below:



Upon clicking on 'Submit' button, request for exemption of DP from trading window closure period will be submitted to Designated Depository.

Issuers shall provide the aforesaid request at least 2 trading days in advance (T-2) on NSDL Issuer Portal e.g the trading window closure period is January 01 to 15, 2023 and an exemption to be provided to a DP from trading window closure period from January 7, 2023 to January 9, 2023, then Issuer shall select/define the 'trading window exemption start date' as January 7, 2023 and 'trading window exemption end date' as January 9, 2023 on T-2 day i.e. January 05, 2023. Based on request from Issuer, the change i.e., de-freeze/exemption of trading restriction for DP shall be affected on January 7, 2023. The restrictions shall be re-introduced automatically on January 10, 2023.