



CHD Developers Limited

Code of Conduct to Regulate, Monitor and Report Trading by Insiders

INTRODUCTION

The Securities and Exchange Board of India (SEBI) in its endeavour to protect the interests of investors in general has formulated the SEBI (Insider Trading) Regulations, 2015 under the powers conferred on it under the SEBI Act, 1992 replacing the erstwhile SEBI (Prohibition of Insider Trading) Regulations, 1992.

Regulation 9(1) of the aforesaid Regulations casts a duty upon the Board of Directors of every listed company to formulate a code of conduct to regulate, monitor and report trading by its employees and other connected persons, adopting the minimum standards set out in the Schedule B to the Regulations.

Accordingly the Code on Prohibition of Insider Trading framed by the Company under the SEBI (Prohibition of Insider Trading) Regulations, 1992 stands replaced with this Code of Conduct to Regulate, Monitor and Report Trading by Insiders.

1. DEFINITIONS

- **“Act”** means the Securities and Exchange Board of India Act, 1992.
- **“Board”** means the Board of Directors of the Company.
- **“Code”** or **“Code of Conduct”** shall mean this Code of Conduct to Regulate, Monitor and Report trading by insiders of CHD Developers Limited, as amended from time to time.
- **“Compliance Officer”** means Company Secretary of the Company.
- **“Connected Person”** means:
 - (i) 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allows such person, directly or indirectly, access to unpublished price sensitive information or is reasonably expected to allow such access.

(ii) 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 –

- 1) an immediate relative of connected persons specified in clause (i); or
- 2) a holding company or associate company or subsidiary company; or
- 3) an intermediary as specified in Section 12 of the Act or an employee or director thereof; or
- 4) an investment company, trustee company, asset management company or an employee or director thereof; or
- 5) an official of a stock exchange or of clearing house or corporation; or
- 6) 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
- 7) 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
- 8) an official or an employee of a self -regulatory organization recognised or authorized by the Board; or
- 9) a banker of the Company; or
- 10) 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 per cent , of the holding or interest .

- **“Designated Person”** shall consist of, following connected Persons/employees –

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- (i) All the Promoters and Directors of the Company
 - (ii) All the employee of Assistant General Manager and above Level.
 - (iii) All Employees of the Finance & Accounts, IT and Secretarial Department of the Company.
 - (iv) Any other Connected Person/Employee of other Department as may be designated by the Company on a case-to-case basis.
 - (v) Immediate Relatives of (i) to (iv) above
- **“Employee”** means every employee of the Company including the Directors in the employment of the Company.
 - **"Generally available Information"** means information that is accessible to the public on a non-discriminatory basis.
 - **"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.
 - **“ Insider”** means any person who is :
 - (i) a connected person; or
 - (ii) in possession of or having access to unpublished price sensitive information.
 - **“Key Managerial Person”** means person as defined in Section 2(51) of the Companies Act, 2013 which states as below-
 - (i) Chief Executive Officer
 - (ii) Managing director
 - (iii) Whole-time Director
 - (iv) Chief Financial Officer
 - (v) Company Secretary;

- **"Promoter"** shall have the meaning assigned to it under the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009 or any modification thereof.
- **"Regulations"** mean the SEBI (Prohibition of Insider trading) Regulations, 2015 as amended from time to time.
- **"Trading"** means and includes subscribing, buying, selling, dealing or agreeing to subscribe, buy, sell, deal in any securities, and "trade" shall be construed accordingly.
- **"Trading Day"** means a day on which the recognized stock exchanges are open for trading.
- **"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 be, ordinarily including but not restricted to, information relating to the 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
 - (vi) Material events in accordance with the listing agreement.

Words and expressions used and not defined in this Code 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 as given in those legislation.

2. ROLE OF COMPLIANCE OFFICER

- (i) The Compliance Officer shall report on insider trading to the Board of Directors of the Company and in particular, shall provide reports to the Chairman of the Audit Committee and/or to the Chairman of the Board of Directors at such frequency as may be stipulated by the Board of Directors.
- (ii) The Compliance Officer shall confidentially maintain a list of such securities as a restricted list which shall be used as their basis for approving or rejecting application for pre- clearance of trades.
- (iii) The Compliance Officer shall monitor, review and approve all Trading Plans.
- (iv) The Compliance Officer shall, based on his discretion and occurrence of specific events detailed in this Code of Conduct, regulate and monitor the Trading Window of the securities of the Company.
- (v) The Compliance Officer may inquire any employee in relation to Trading of securities and handling of unpublished price sensitive information of the Company.
- (vi) The Compliance Officer may require any other persons (law firms, consultants, investment bankers, vendors, customers, bankers etc.) to disclose shareholding and trading in securities of the Company.
- (vii) The Compliance Officer will maintain a record (either manual or in electronic form) of the Designated Persons.
- (viii) The Compliance Officer shall assist all employees/directors in addressing any clarifications regarding the Securities & Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and the Code of Conduct.

3. PRESERVATION OF PRICE SENSITIVE INFORMATION

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 the his/her legitimate purposes, performance of duties or discharge of his/her legal obligations.

“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.

4. RESTRICTION ON COMMUNICATION AND TRADING BY INSIDERS

- i. No insider shall communicate, provide, or allow access to any unpublished price sensitive information, relating to company or securities, to any person including other insiders except where such communication is in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- ii. No person shall procure from or cause the communication by any insider of unpublished price sensitive information, relating to a company or securities, except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.
- iii. No insider shall trade in securities of the Company when in possession of unpublished price sensitive information.

However, trades pursuant to a “Trading Plan” set up in accordance with Regulation 5 of the SEBI (Prohibition of Insider trading) Regulations, 2015 may be permitted subject to the approval of Trading Plan by the Compliance Officer and public disclosure of it on the Stock Exchanges.

5. TRADING WINDOW AND WINDOW CLOSURE

- i. The period when the securities of the Company are available for trading in Stock Exchanges is called as “Trading Window” (notional).

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- ii. 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 or during any other period as may be specified considered appropriate by Compliance Officer.
 - iii. No Designated Person shall conduct any trading in the shares of the Company during the closure of the Trading Window.
 - iv. 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 48 hours after the information becomes generally available.
 - v. The trading window shall also be applicable to any person having contractual or fiduciary relation with the Company, such as auditors, accountancy firms, law firms, analysts, consultants etc., assisting or advising the Company.

6. PRE-CLEARANCE OF TRADES

- i. Any Designated Person intending to deal in the securities of the Company exceeding the threshold limit of 10,000 shares or upto Rs. 2 Lacs (market value) whichever is less in a calendar month, will have to make.
 - a. An application to the Compliance Officer for pre-clearance of the transaction as per **Annexure 1**.
 - b. An undertaking in favour of the Company as per **Annexure 2**.

However, no Designated Person shall be entitled to apply for pre-clearance of any proposed trade if such Designated Person is in possession of unpublished price sensitive information even if the trading window is not closed and hence he shall not be allowed to trade.

- ii. The transactions should be carried out only after receiving the pre-clearance from the Compliance Officer of the Company as per **Annexure 3**.
- iii. If the transaction is not carried out within 7 trading days after the approval of pre-clearance is given, the Designated Person must apply for the pre-clearance of the transaction again.

- iv. Such Designated Person shall file within 2 (two) days of the execution of the deal, the details of such deal with the Compliance Officer as per **Annexure-4**. In case the transaction is not undertaken, it shall also be intimated to the Compliance officer as per **Annexure-4**.

7. RESTRICTION ON CONTRA TRADE

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 6 months following the prior transaction. 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.

The Compliance Officer may, in consultation with, Chairman of the Company, waive off the holding period in case of sale of securities in personal emergency after recording reasons for the same. Application by Designated Person to Compliance officer for waiving of such restriction will be made in the prescribed format **Annexure 5**.

However, no such sale will be permitted when the Trading window is closed.

8. REPORTING REQUIREMENTS FOR TRANSACTIONS IN SECURITIES

i. Initial Disclosure

- a) Every promoter/ Key Managerial Personnel / Director of the Company, within 30 (thirty) days of these regulations taking effect i.e. till 14th June, 2015, shall disclose to the Company the details of all holdings in securities of the Company **Annexure 6**.
- b) Every person on appointment as a key managerial personnel or a director of the Company or upon becoming a promoter shall disclose his holding of securities of the Company as on the date of appointment or becoming a promoter, to the Company within 7 (seven) days of such appointment or becoming a promoter **Annexure 7**.

ii. Continual Disclosure

- a) Every promoter, employee and director of the Company shall disclose to the Company the number of such securities acquired or disposed of within 2 (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. 10 lakhs **Annexure 8**.

The disclosure shall be made within 2 trading days of –

- 1) the receipt of intimation of allotment of shares, or
 - 2) the acquisition or sale of shares or voting rights, as the case may be.
- b) The Company shall notify the particulars of such trading to the stock exchange on which the securities are listed within two trading days of receipt of the disclosure or from becoming aware of such information.

Explanation. — It is clarified for the avoidance of doubts that the disclosure of the incremental transactions after any disclosure under this sub-regulation, shall be made when the transactions effected after the prior disclosure cross the threshold specified in clause 8(ii)(a).

- c) The Company may at its discretion require any other connected person or class of connected persons to make disclosures of holdings and trading in securities of the company to monitor compliance with this code as per **Annexure 9**.
- d) The Designated Person of the Company shall submit to the Compliance Officer–
- i. an annual statement of transactions (including transactions of immediate relatives) in securities whether pre-clearance of trades was obtained or not within 30 days from the end of the financial year as per **Annexure 10**.
 - ii. an annual Statement of all the holdings (including holdings of immediate relatives) of such person within 30 (thirty) days from the end of the financial year as per **Annexure 11**.

9. OTHER PROVISIONS RELATED TO DISCLOSURE

- i. The Compliance officer shall maintain records of all the disclosure made under this code by the directors / officers / Designated Persons for a minimum period of five years.
- ii. The disclosures to be made by any person under this Code shall include those relating to trading by such person's immediate relatives, and by any other person for whom such person takes trading decisions.
- iii. 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.

10. PENALTY FOR CONTRAVENTION OF THE CODE OF CONDUCT

- i. Every Insider/Designated Person shall be individually responsible for complying with the provisions of the Code (including to the extent the provisions hereof are applicable to his/ her immediate relative).
- ii. Any Insider/Designated Person who trades in securities or communicates any information for trading in securities, in contravention of this Code may be penalised and appropriate action may be taken by the Company.
- iii. Any Insider/Designated Person who violate the Code shall also be subject to disciplinary action by the Company, which may include wage freeze, suspension, ineligibility for future participation in any employee stock option plan, etc.
- iv. 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.

11. INFORMATION TO SEBI IN CASE OF VIOLATION OF THE SEBI (PROHIBITION OF INSIDER TRADING) REGULATIONS, 2015

In case it is observed by the Company that there has been a violation of the SEBI (Prohibition of Insider Trading) Regulations, 2015 in relation to securities of the Company, the same shall be immediately intimated to SEBI.

APPLICATION FOR PRE – CLEARANCE

To
The Compliance Officer,
CHD Developers Ltd.
New Delhi

Dear Sir,

Subject: Application for Pre- Clearance

Name of Designated Person	
Designation/office/Relationship with the Company	
Level (in case of employee only)	
Employee Code (in case of employee only)	
Location of office (in case of employee only)	
Approval Seeking for	<input type="checkbox"/> Self <input type="checkbox"/> Immediate relative

With reference to the Code of Conduct for Prevention of Insider Trading of the Company, I seek your approval to purchase / sell the equity shares of the Company. The details of present holding and proposed transaction are as follows:

Name of Shareholder*	No. of Shares held	Folio No./ DP ID and Client ID	Details of Depository Participant where Demat A/c is maintained	Nature of Transaction (Purchase/ Sell)	No of shares to be dealt

*If shareholder is immediate relative of Director / Employee/any connected person, also specify the relation of the shareholder with such Director/ Employee/connected person.

I enclose herewith the form of Undertaking signed by me.

(Signature of Employee/Director/connected person)



Date:

ANNEXURE - 2

UNDERTAKING FOR APPLICATION FOR PRE – CLEARANCE

To
The Compliance Officer
CHD Developers Ltd.
New Delhi

Dear Sir,

Subject: Undertaking for Pre-clearance of dealing in shares

I,, (Name and designation/office of the person) of the Company hereby undertake that –

1. I have not made any opposite transaction within previous 6 months from the date of the proposed transaction
2. I have no access or have not received “Price Sensitive Information” upto the time of signing the undertaking.
3. In case, I access to or receive any Price Sensitive Information after signing this Undertaking but before execution of the transaction, I shall inform the Compliance Officer of the change in my position and I would completely refrain from dealing in the Securities of the Company till the time such Price Sensitive Information becomes public.
4. I have not contravened the Code as notified by the Company from time to time.
5. I have made full and true disclosure in the matter.

Yours faithfully,

(Signature of Designated Person)

Date:



PRE-DEALING APPROVAL/DISAPPROVAL LETTER

Date: _____

Approval No: _____

To,

Mr. /Mrs. _____

Employee Code No. : _____

Designation: _____

PRE-DEALING APPROVAL/DISAPPROVAL

YOUR APPLICATION FOR SHARE DATED.....

Dear Mr. /Mrs. _____

With reference to your above application seeking approval for undertaking certain transactions in Securities of the Company detailed therein, please be informed that you are hereby authorised/not authorised to undertake the transaction(s) as detailed in your said application.

This approval is being issued to you based on the various declarations, representations and warranties made by you in your said application.

This approval letter is valid for 7 trading days from the issue of such approval i.e. till _____

If you do not execute the approved transaction /deal on or before this date you would have to apply for fresh pre-dealing approval before the execution of the transaction.

Yours faithfully

Compliance Officer
CHD Developers Ltd.

DISCLOSURE OF TRANSACTIONS
(To be submitted within 2 days of transaction / dealing in securities of the Company)

To
The Compliance Officer
CHD Developers Ltd.
New Delhi

I hereby inform that I

• have not bought / sold/ subscribed any securities of the Company due to the following reason –

• have bought / sold/ subscribed to _____ securities as mentioned below -

Date of transactions	Name of Shareholder	No. of Shares	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 slip (applicable in case of sale transaction).

I agree to hold the above securities for a minimum period of six months.

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).

Date : _____ Signature : _____

Name :

Designation:



To
The Compliance Officer
CHD Developers Ltd.
New Delhi

Dear Sir,

Folio No. _____ / **D.P.ID. No.** _____ **Client I.D.No.** _____

Sub: Waiver of minimum holding period

I/my immediate relative (state name & relation) had purchased Company's shares vide preclearance dated _____, on _____(date of completion of deal).

On account of below stated reason I wish to sell these shares within the minimum holding period as prescribed in Clause 7 of the Code –

Your approval is solicited.

Thanking you,
Yours truly

Signature
Name
Designation
Date

FORM A
Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (1) (a) read with Regulation 6 (2)]

Name of the company: _____

ISIN of the company: _____

Details of Securities held by Promoter, Key Managerial Personnel (KMP), Director and other such persons as mentioned in Regulation 6(2)

Name, PAN No., CIN/DIN & address with contact nos.	Category of Person (Promoters/ KMP / Directors/immediate relatives/others etc)	Securities held as on the date of regulation coming into force		% of Shareholding	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	
		Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.		Number of units (contracts * lot size)	Notional value in Rupee terms	Number of units (contracts * lot size)	Notional value in Rupee terms
1	2	3	4	5	6		7	

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

Signature:

Designation:

Date:

Place:

FORM B
Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (1) (b) read with Regulation 6(2)]

Name of the company: _____

ISIN of the company: _____

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 NO., CIN/DIN & Address with contact nos.	Category of Person (Promoters/ KMP / Directors/ immediate relatives/other s 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	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	
			Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.		Number of Units (contracts * lot size)	Notional value in Rupee terms	Number of Units (contracts * lot size)	Notional value in Rupee terms
1	2	3	4	5	5	6		7	

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

Signature:

Designation:

Date:

Place:

FORM C
Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015
[Regulation 7 (2) read with Regulation 6(2)]

Name of the company: _____

ISIN of the company: _____

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 No., CIN/DIN, & address of Promoter/ Employee Director with contact nos.	Category of Person (Promoters/ KMP / Directors/ immediate relatives/ others etc.)	Securities held prior to acquisition/disposal		Securities acquired/disposed		% of shareholding		Date of allotment advice/acquisition of shares/sale of shares specify		Date of intimation to company	Mode of acquisition (market purchase/ public rights/ preferential offer / off market/ Inter-se transfer etc.	Trading in derivatives (Specify type of contract, Futures or Options etc)				Exchange on which the trade was executed
		Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.	Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.	Pre-transaction	Post-transaction	From	To			Buy		Sell		
												Value	Number of Units (contracts * lot size)	Value	Number of Units (contracts * lot size)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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

Signature:
 Designation:
 Date:
 Place:

Form D
Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015
Regulation 7(3) – Transactions by Other connected persons as identified by the company

Name, PAN No., CIN/DIN, & address of Promoter/ Employee Director with contact nos.	Category of Person (Promoters/ KMP / Directors/ immediate relatives/ others etc.)	Securities held prior to acquisition/disposal		Securities acquired/disposed		% of shareholding		Date of allotment advice/acquisition of shares/sale of shares specify		Date of intimation to company	Mode of acquisition (market purchase/public rights/preferential offer / off market/ Inter-se transfer etc.	Trading in derivatives (Specify type of contract, Futures or Options etc)				Exchange on which the trade was executed
		Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.	Type of security (For eg. – Shares, Warrants, Convertible Debentures etc.)	No.	Pre transaction	Post transaction	From	To			Buy		Sell		
												Value	Number of Units (contracts * lot size)	Value	Number of Units (contracts * lot size)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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

Name:

Signature:

Date:

Place:



ANNUAL DISCLOSURES OF TRANSACTIONS IN THE COMPANY

To,
The Compliance Officer
CHD Developers Ltd.
New Delhi

Dear Sir,

ANNUAL DISCLOSURE for the year ended on _____

I,, Employee/ Director and my immediate relatives during the year ended on _____ have made the following transaction in the Equity Shares of the Company -

Name of Shareholder*	Folio No./DP Id and Client ID	Nature of Transactions	Date of Transaction	Quantity of Shares dealt	Preclearance approval details if taken

Signature: _____

Name: _____

Designation/office _____

Emp. Code: _____

Department _____

Date _____

*If shareholder is immediate relative of Employee/Director, also specify the relation of the shareholder with such Employee/Director.



ANNUAL STATEMENT OF HOLDINGS IN THE COMPANY

To,
The Compliance Officer
CHD Developers Ltd.
New Delhi

Dear Sir,

Statement of Shareholdings in CHD Developers Limited.

As on _____, I along with my immediate relatives hold the Securities of the Company, details whereof are as under:

Name of the Shareholder *	Ledger Folio no/DP ID and Client ID	Holdings in shares

Yours truly,

Signature: _____

Name: _____

Designation/office _____

Emp. Code: _____

Dep./Div. _____

Date _____

*If shareholder is immediate relative of Employee/Director, also specify the relation of the shareholder with such Employee/Director