

## Document Configuration Items

Configuration Items	Details
Document Name	Code of Practices and Procedures
Department / Business Account	<input type="checkbox"/> Admin <input type="checkbox"/> Business Account <input type="checkbox"/> Finance <input type="checkbox"/> HR <input type="checkbox"/> IT <input checked="" type="checkbox"/> Legal <input type="checkbox"/> PMO
Document Description	This documents aims to provide Code of practices & procedures for fair disclosure of unpublished price sensitive information
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Validated By	Company Secretary and Compliance Officer
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Approved By	CMD	Issued By	FCS Legal
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**Revision History**

Version	Date	Prepared by	Changes
1.0	11-02-2015	Manager- Legal & Secretarial	Draft Prepared
	12-02-2015	Company Secretary & Compliance Officer	Review
	13-02-2015	BOD/Chairman & Managing Director	Approval
	15-02-2015		Distribution via Corporate Website

FCS PROPRIETARY

## INTRODUCTION

The Securities and Exchange Board of India (SEBI), in its endeavor to protect the interests of investors in general, has formulated the SEBI (Prohibition of Insider Trading) Regulations, 2015 under the powers conferred on it under the SEBI Act, 1992. These regulations were notified on 15<sup>th</sup> January, 2015 and shall come into force with effect from 120<sup>th</sup> Day from the date of its notification i.e. w.e.f. from 15<sup>th</sup> May, 2015. These regulations shall be applicable to all companies whose shares were listed on Indian stock exchanges.

It is mandatory in terms of the Regulations for every listed company/entity to formulate a Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information.

In order to comply with the mandatory requirement of the Regulations, it was necessary to formulate a specific Code of Fair Disclosure for FCS Software Solutions Limited (hereinafter referred to as 'the Company') for use by its Promoters, Directors, Officers, Employees, Connected Persons.

This document embodies the Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information to be adopted by the Company and followed by its Directors, Officers, Employees and Connected Persons. The Code seeks to ensure timely, fair and adequate disclosure of price sensitive information to the investor community by the Company to enable them to take informed investment decisions with regard to the Company's Securities.

## CODE OF FAIR DISCLOSURE

The Board of Directors of FCS Software Solutions Limited have always thrived to conduct its business in a fair and transparent manner with a view to protect the interest of all the stakeholders in the Company. Towards achieving this objective, the Company and the members of the Board, Officers, all employees and connected persons shall adhere to the following principles of fair disclosure of unpublished price sensitive information in letter as well as in spirit:

1. The Company shall ensure 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. The Company shall ensure Uniform and universal dissemination of unpublished price sensitive information to avoid selective disclosure.

3. The Company Secretary / Compliance Officer of the Company, Mr. Gagan Kaushik shall act as the Chief Investor Relations officer to deal with dissemination of information and disclosure of unpublished price sensitive information.
4. The Company shall make prompt dissemination of unpublished price sensitive information that gets disclosed selectively, inadvertently or otherwise to make such information generally available.
5. The Company shall provide appropriate and fair response to queries on news reports and requests for verification of market rumours by regulatory authorities.
6. The Company will ensure that information shared with analysts and research personnel, if any, is not unpublished price sensitive information.
7. The Company shall develop and follow 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. The Company shall handle all unpublished price sensitive information on a need to- know basis.

The Chairman & Managing Director of the Company, subject to approval of the Board, is authorised to amend or modify this Code in whole or in part. The Board of Directors may stipulate further guidelines, procedures and rules, from time to time, to ensure fair disclosure of unpublished price sensitive information. This Code shall be published on the official web site of the Company.

This Code and every subsequent modification, alteration or amendment made thereto, shall also be intimated to the Stock Exchange where the securities of the Company are listed.

This Code has been adopted by the Board of Directors of FCS Software Solutions Limited in its meeting held on 13<sup>th</sup> February, 2015 and shall be deemed to have come into force from 15<sup>th</sup> May, 2015.

Subsequent modification(s) / amendment (s) to SEBI (Prevention of Insider Trading) Regulations, 2015 shall automatically apply to this Code.