



ऑयल इंडिया लिमिटेड  
( भारत सरकार का उद्यम )  
**Oil India Limited**  
(A Government of India Enterprise)

CIRCULAR / NOTICE – CLOSURE OF TRADING WINDOW

To : All Directors / KMPs / Designated Employees / Connected Persons

From : Shri S.K. Senapati, Compliance Officer / Company Secretary

OIL/SEC/45/ IT

12.11.2018

1. Kindly take notice that the present Trading Window closure (03.11.2018-14.11.2018) is being extended till **21.11.2018** in view of the Board Meeting scheduled to be held on **19.11.2018** to consider and approve buy-back of shares.
2. Pursuant to OIL Code of Conduct for Prevention of Insider Trading and SEBI (Prohibition of Insider Trading) Regulations 2015, Directors / KMPs / Designated Employees<sup>1</sup> / Connected Persons<sup>2</sup> shall not deal in any transaction involving purchase or sale of OIL's Shares either in their own name or in the name of their immediate relatives during the Window Closure Period.
3. Any contravention of the above would attract penal actions as per the above regulations.
4. *All Directors / KMPs / Designated Employees / Connected Persons including their immediate relatives are informed not to trade in the shares of OIL during the above period.*
5. In case of any exigency / clarifications, please contact the undersigned.

  
(S.K. Senapati)  
CGM (Leal & CS)  
Email: [sksenapati@oilindia.in](mailto:sksenapati@oilindia.in)

Note 1: "Designated Employees" means:

- i. All General Managers and above
- ii. All Heads of the Spheres
- iii. All Executives working in Company Secretary, Public Relations, Planning, Corporate Affairs, Business Development and Finance & Accounts Department
- iv. All Executives working in Secretariat of Chairman & Managing Director , Functional Directors, RCE and Chief Vigilance Officer

Note 2: "Connected Persons" as defined in SEBI (PIT) Regulations, 2015



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12.11.2018

From : Shri S.K. Senapati, Compliance Officer / Company Secretary  
To : DGM (IT)

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Sub: Closure of 'Trading Window'

Enclosed herewith is a copy of the Circular / Notice issued for closing the 'Trading Window'.

We request you to arrange to put on the **Website 'www.oil-india.com'** and the **Intranet of OIL** as required under the "Code of Conduct to Regulate, Monitor and Report Trading by Insiders" of the Company and Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015.

(S.K. Senapati)  
CGM (Legal & CS)

Encl: As above