



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

**CIRCULAR – CLOSURE OF TRADING WINDOW**

**[From 1<sup>st</sup> April, 2022 to 29<sup>th</sup> May, 2022]**

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To : All Designated Persons/Insiders  
From : Company Secretary and Compliance Officer

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Ref. No. OIL/SEC/45/IT  
Dated: 17.05.2022

1. This is in continuation to our circular dated 29.03.2022, intimating that the Closure of Trading Window commenced from 01<sup>st</sup> April, 2022 for “all Designated Persons/Insiders” and their immediate relatives keeping in view approval of financial results for the Quarter & year ended 31<sup>st</sup> March, 2022.
2. **The Financial results shall be considered for approval in the Board meeting scheduled to be held on Friday, 27<sup>th</sup> May, 2022. Accordingly, Trading window shall remain closed upto Sunday, 29<sup>th</sup> May, 2022.**
3. During the period of window closure, all Designated Persons/Insiders shall not deal in shares of the Company, either in their own name or in the name of their immediate relatives.
4. **The Revised definition of Designated Employees as covered under Designated Persons for the Code of Insider Trading of the Company is attached herewith for reference of the Employee Shareholders.**
5. Any contravention of the above would attract penal actions as per the SEBI Regulations and the Code of the Company. The Code of Conduct to Regulate, Monitor and Report Trading by Insiders' of the Company is hosted at <https://www.oil-india.com/6Investor-services>.
6. In case of any clarifications, please contact the undersigned.

(A.K. Sahoo)

Company Secretary

E-mail: [ajayasahoo@oilindia.in](mailto:ajayasahoo@oilindia.in)

CC: KFin Technologies Limited  
Statutory Auditor/Cost Auditor/Secretarial Auditor  
CS, NRL } with a request to circulate amongst designated employees of NRL.



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**Company's "Code of Conduct to Regulate,  
Monitor and Report Trading by Insiders" [Code of Insider Trading]**

**Definition of Designated Employees :**

- i. All Heads of the Spheres.
- ii. All Finance Heads of Spheres [Grade E and above].
- iii. All Chief General Managers and above.
- iv. Executives [Grade E and above] in Corporate Planning, Corporate Affairs, Business Development, and Corporate Finance & Accounts Department.
- v. All Executives Working in Secretariat of Chairman & Managing Director, Functional Directors, Resident Chief Executive (RCE), Chief Vigilance Officer and Company Secretary Department.
- vi. All Executives of Financial Reporting Management (FRM) Section of Finance and Accounts Department.
- vii. Designated Employees of NRL.
- viii. Any other employee which in opinion of Compliance Officer be covered under the definition of designated employee with the approval of Director(Finance)