



CIRCULAR - CLOSURE OF TRADING WINDOW
[From 1st January, 2024 to 15th February, 2024]

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

Ref. No. OIL/SEC/45/IT
Dated: 29.01.2024

1. This is in continuation to our circular dated 26.12.2023, intimating that the Closure of Trading Window commenced from 01st January, 2024 for "all Designated Persons/Insiders" and their immediate relatives keeping in view approval of financial results for the Quarter and Nine Months ended 31st December, 2023.
 2. **The Financial Results shall be considered for approval in the Board meeting scheduled to be held on Tuesday, 13th February, 2024. Accordingly, Trading Window shall remain closed upto Thursday, 15th February, 2024.**
 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 definition of Designated Employees for the Code of Insider Trading of the Company is attached herewith for reference of the Employee Shareholders.**
 5. **PAN no. of Designated Persons/Insiders have been freezed by depositories i.e. prohibiting for trading in OIL shares w.e.f. 01.01.2024 till completion of Closure of Trading Window Period, in pursuance of the SEBI Circular No. SEBI/HO/ISD/ISD-PoD-2/P/CIR/2023/124, dated 19.07.2023.**
- Therefore, PAN no. of Designated Persons/Insiders will be freezed upto 15th February, 2024.**
6. 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/9Investor-services>.
 7. In case of any clarifications, please contact the undersigned.

(A.K. Sahoo)
Company Secretary
E-mail: cs@oilindia.in



**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)**