

Longview Tea Company Limited
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28/05/2015

CODE OF PRACTICE AND PROCEDURES FOR FAIR DISCLOSURE OF
UNPUBLISHED PRICE SENSITIVE INFORMATION

Longview Tea Company Limited has formulated this Code on the principles, as set out in Schedule A of the SEBI (Prohibition of Insider Trading) Regulation, 2015

The Company in the Board Meeting held on 28/05/2015 has appointed the Company Secretary (Compliance Officer) as the Chief Investor Relations Officer, for the purpose of this Code to deal with dissemination of information and disclosure of unpublished price sensitive information.

1. The Compliance Officer shall ensure the following :
 - (i) Prompt public disclosure of Unpublished Price Sensitive Information that would impact price discovery no sooner than credible and concrete information comes into being in order to make such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;
 - (ii) Uniform and universal dissemination of Unpublished Price Sensitive Information to avoid selective disclosure;
 - (iii) Prompt dissemination of Unpublished Price Sensitive Information that gets disclosed selectively, inadvertently or otherwise to make such information generally available;
 - (iv) Appropriate and fair response to queries on news reports and requests for verification of market rumors by Regulatory Authorities;
 - (v) Handling of all Unpublished Price Sensitive Information on a need-to-know basis

- II. Under mentioned guidelines will be followed by the Company while dealing with Analysts/Institutional investors etc :-
 - (i) Ensuring that the information shared with analysts and research personnel is not Unpublished Price Sensitive Information. The Company will provide only public information to analysts / research personnel / HNI investors / Institutions.
 - (ii) Questions outside the intended scope of discussions by the Analysts will not be answered normally but the same may be taken on notice and a considerable response may be given later.
 - (iii) Developing 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.

