

Annexure 3

Standard Operating Procedure (SOP) for suspension of trading

1. Following is the criteria for suspension of the trading in the shares of the listed entities:
 - a. failure to comply with clause 31 of listing agreement with respect to submission of Annual Report for 2 consecutive financial years
 - b. failure to comply with clause 35 of listing agreement with respect to submission of shareholding pattern for two consecutive quarters
 - c. failure to comply with clause 41 of listing agreement with respect to submission of financial results for two consecutive quarters
 - d. failure to comply with clause 49 of listing agreement with respect to submission of corporate governance compliance report for two consecutive quarters
 - e. failure to submit information on the reconciliation of share capital audit report, for two consecutive quarters
 - f. receipt of the notice of suspension of trading of that entity from any other recognised stock exchange on any or all of the above grounds
2. Before suspension of trading on any of the above grounds, except clause 1 (f), the Exchange shall issue a notice to the non-complaint listed entity within 10 days after transfer of this listed entity to “Z” category calling upon it to comply with respective requirement/s mentioned in clause (a) to (e) above and pay the applicable fine within 21 days of the date of this notice.
3. If the non-compliant listed entity fails to comply with aforesaid requirement/s and pay fine despite the receipt of the notice as above, the Exchange shall forthwith intimate the depositories to freeze entire shareholding of the promoter and promoter group of the non-compliant entity. Further, a public notice shall be issued 21 days (prior to the proposed date of suspension) proposing suspension of trading in the shares of the non-compliant listed entity.
4. If the non-compliant listed entity complies with respective requirement/s and pays fine five days before the proposed date of suspension, the trading in its shares shall not be suspended on the proposed date and the Exchange shall intimate to the depositories to unfreeze, after one month from the date of compliance, the shares of the promoter and promoter group of the entity. Further, the Exchange shall give a public notice on its website informing compliance by the entity.
5. If a listed entity fails to comply with the respective requirements and pay fine the Exchange shall suspend trading in the shares of a non-compliant listed entity. The entire shareholding

of promoter/promoter group of such non-compliant listed entity shall remain frozen till expiry of three months from the date of revocation of suspension.

6. Further, the Exchange shall suspend trading in the shares of a listed company on receipt of intimation of suspension from other recognized stock exchanges.
7. After 15 days of suspension, trading in the shares of non-compliant entity may be allowed under the “Z” category (ZB series) on "Trade for Trade" basis, on the first trading day of every week for 6 months.