

MMTC LIMITED: CORPORATE OFFICE  
PERSONNEL DIVISION  
(IR SECTION)

No.253/IR/CO/2014

01.12.2016

CIRCULAR No. 11/2016

The meeting of Board of Directors is scheduled to be held on 08.12.2016 for consideration and approval of UFR for the quarter ended 30.09.2016. In terms of clause 9 of "Code of Conduct for Regulating and Reporting Trading by Insiders and for Fair Disclosures, 2015" and clause 7.2 (b) and clause 7.3 of "MMTC Code of Conduct for Prevention of Insider Trading" notified vide Circular no. 80 dated 04.01.2013, it is bring to the notice of all concerned that "Trading Window" shall remain closed for the period **01.12.2016 to 10.12.2016(both days inclusive)**.

"Trading window" is defined vide above circular as trading period for trading in the Company's Securities.

All concerned are requested to adhere to above Code of Conduct available on MMTC website under "Investors" information. It may be mentioned that when the trading window is closed, no Directors or employees of MMTC shall trade in MMTC securities. The trading window restrictions shall also be applicable to any person having contractual or fiduciary relation with the Company e.g. Auditors, accountancy firms, law firms, analyst, consultants etc, assisting or advising the Company.



(DHARAM SINGH)  
ADDL. GENERAL MANAGER (P)

Copy To:

1. ES to CMD/PSs to Directors/CVO
2. All CGMs/GMs/DGMs at CO
3. All Regional Heads.
4. Notice Board
5. Office Order File
6. Secretary General Federation of MMTC Officers' Associations/ Staff Unions, New Delhi and SC/ST Welfare Associations, Mumbai, General Secretary, MMTC Employees Union, New Delhi.
7. GM(Systems)- with a request to arrange to hoist the above circular on MMTC website and Intranet.

SM(RS)  
①  
1.12.16