

SUN FINLEASE (GUJARAT) LIMITED

(CIN: L65910GJ1988PLC010293)

Regd. Office: 3, Ravipushp Apartment, B/s. Navneet House, Memnagar, Ahmedabad-380052

Tel.: (079) 27496313 Email: sfgl.1988@gmail.com

POLICY FOR DETERMINATION OF MATERIALITY OF ANY EVENT/INFORMATION

(W.E.F. 1st December, 2015)

1. PREFACE:

The Board of Directors (the 'Board') of Sun Finlease (Gujarat) Limited (the 'Company') has adopted the following Policy and procedures with regards to Determination of Materiality of events or information which are required to be disclosed to the Stock Exchange in terms of Regulations 30 of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 (Listing Regulations) (The Policy). This Policy has been formulated in accordance with Clause (ii) of sub-regulation (4) of Regulation 30 of the Listing Regulations.

2. PURPOSE OF THE POLICY:

The purpose of this Policy is to determine materiality of events or information based on criteria specified under clause (i) of sub-regulation (4) of Regulation 30 of the Listing Regulation and to ensure that the Company shall make disclosure of events/information specified in para A and B of Part A of Schedule III of the Listing Regulations to the Stock Exchange.

3. CRITERIA FOR DETERMINATION OF MATERIALITY OF EVENTS / INFORMATION:

The Company shall consider the criteria as specified in clause (i) of sub-regulation 4 of Regulation 30 of the Listing Regulations for determination of materiality of events/ information.

4. APPROVAL OF THE POLICY

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Board of Directors of the Company approved the policy on 21st October, 2015 and it shall be applicable from 1st December, 2015.

5. DISCLOSURE OF EVENTS OR INFORMATION

A. The following events/ information specified in para A of Part A of Schedule III to the Listing Regulations upon occurrence of which the Company shall make disclosure to the Stock Exchange without any application of the guidelines for materiality:

- i. Acquisition(s) (including agreement to acquire), Scheme of Arrangement (amalgamation/ merger/ demerger/ restructuring), or sale or disposal of any unit(s), division(s) or subsidiary of the Company or any other restructuring.

Explanation: For the purpose of this sub-para, the word 'acquisition' shall mean,-

- a. acquiring control, whether directly or indirectly; or,
- b. acquiring or agreeing to acquire shares or voting rights in, a company, whether directly or indirectly, such that –
 - the listed entity holds shares or voting rights aggregating to five percent or more of the shares or voting rights in the said company, or;
 - there has been a change in holding from the last disclosure made under sub-clause a) of clause (ii) of the Explanation to this sub-para and such change exceeds two percent of the total shareholding or voting rights in the said company.

- ii. Issuance or forfeiture of securities, split or consolidation of shares, buyback of securities, any restriction on transferability of securities or alteration in terms or structure of existing

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securities including forfeiture, reissue of forfeited securities, alteration of calls, redemption of securities etc.

- iii. Revision in Rating(s).

- iv. **Outcome of Meeting of the Board of Directors:** the Company shall disclose to the Exchange, within 30 minutes of the closure of the meeting, held to consider the following:
 - a) dividends and/or cash bonuses recommended or declared or the decision to pass any dividend and the date on which dividend shall be paid/ dispatched;
 - b) any cancellation of dividend with reasons thereof;
 - c) the decision on buyback of securities;
 - d) the decision with respect to fund raising proposed to be undertaken.
 - e) increase in capital by issue of bonus shares through capitalization including the date on which such bonus shares shall be credited/ dispatched;
 - f) reissue of forfeited shares or securities, or the issue of shares or securities held in reserve for future issue or the creation in any form or manner of new shares or securities or any other rights, privileges or benefits to subscribe to;
 - g) short particulars of any other alterations of capital, including calls;
 - h) financial results;
 - i) decision on voluntary delisting by the Company from stock exchange.

- v. Agreements (viz. shareholder agreement(s), joint venture agreement(s), family settlement agreement(s) (to the extent that it impacts management and control of the Company), agreement(s)/ treaty(ies)/ contract(s) with media companies)

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which are binding and not in normal course of business, revision(s) or amendment(s) and termination(s) thereof.

- vi.** Fraud/ defaults by promoter or key managerial personnel or by the Company or arrest of key managerial personnel or promoter.
- vii.** Change in directors, Key Managerial Personnel (Managing Director, Chief Executive Officer, Chief Financial Officer, Company Secretary), Auditor and Compliance officer.
- viii.** Appointment or discontinuation of share transfer agent.
- ix.** Corporate debt restructuring.
- x.** One time settlement with a bank.
- xi.** Reference to BIFR and winding up petition filed by any party/ creditors.
- xii.** Issuance of Notices, call letters, resolutions and circulars sent to shareholders, debenture holders or creditors or any class of them or advertised in the media by the Company.
- xiii.** Proceedings of Annual and Extra-ordinary General Meetings of the Company.
- xiv.** Amendments to memorandum and articles of associations of the Company, in brief.

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- xv. Schedule of analyst or institutional investor meet and presentations on financial results made by the Company to analysts or institutional investors;

B. The following events / information specified in para B of Part A of Schedule III to the Listing Regulations upon occurrence of which the Company shall make disclosure to the Stock Exchange after following the procedural guidelines as given in para 5 of this Policy:

- i. Commencement or postponement in the date of commencement of commercial production or commercial operations of any unit/ division.
- ii. Change in general character or nature of business brought about by arrangements for strategic, technical, manufacturing, or marketing tie-up, adoption of new lines of business or closure of operations of any unit/ division (entirety or piecemeal).
- iii. Capacity addition or product launch.
- iv. Awarding, begging/ receiving, amendment or termination of awarded/ bagged orders/ contracts not in the normal course of business.
- v. Agreements (viz. loan agreement(s) (as a borrower) or any other agreement(s) which are binding and not in normal course of business and revision(s) or amendment(s) or termination(s) thereof.
- vi. Disruption of operations of any one or more units or division of the Company due to natural calamity (earthquake, flood, fire, etc.) force majeure or events such as strikes, lockouts etc.

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- vii. Effect(s) arising out of change in the regulatory framework applicable to the Company.
- viii. Litigation(s)/ dispute(s)/ regulatory action(s) with impact.
- ix. Fraud/ defaults etc. by Directors (other than key managerial personnel) or employees of the Company.
- x. Giving of guarantees or indemnity or becoming a surety for any third party.
- xi. Granting, withdrawal, surrender, cancellation or suspension of key licenses or regulatory approvals.

6. PROCEDURAL GUIDELINES FOR DETERMINATION OF MATERIALITY OF EVENTS/ INFORMATION

In order to ensure that the Company complies with the disclosure obligations under Regulation 30 of the Listing Regulations, the Board has established an internal system for reporting any event/ information which may require disclosure so that the event/ information can be properly assessed and decision can be made regarding its disclosure to the Stock Exchange.

Under the system, Chief Finance Officer, Head of the Departments who are responsible for relevant areas of the Company's operations (Responsible Officers) must report to Mr. Parag P. Shah, Managing Director and/or Mrs. Bhargavi V. Talati Director and/or Mr. Paras K. Sharma Director and/or Mr. Mahendar Patel Director of the Company any event/ information which may possibly be material or of which the Responsible Officer is unsure as to its materiality. The event/ information should be reported immediately after a Responsible Officer becomes aware of it.

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On receipt of communication of potential material event/ information, the Company Secretary will:

- i. Review event/ information and to take whatever steps necessary to verify its accuracy;
- ii. Assess whether the event/ information is required to be disclosed to the Stock Exchange under the Listing Regulations;
- iii. Report the matter to Mr. Parag P. Shah, Managing Director and/or Mrs. Bhargavi V. Talati Director and/or Mr. Paras K. Sharma Director and/or Mr. Mahendar Patel Director of the Company that event/ information is material and requires disclosure under Regulation 30 of the Listing Regulations.

Where the Mr. Parag P. Shah, Managing Director and/or Mrs. Bhargavi V. Talati Director and/or Mr. Paras K. Sharma Director and/or Mr. Mahendar Patel Director of the Company is not certain about materiality of event/ information, they may refer matter for external legal advice.

The procedure to be followed in relation to the lodgment of announcement of material event/ information is as follows:

- i. **Prepare draft announcement to the Stock Exchange:** If the event/ information is material, the Company Secretary will prepare draft announcement to the Stock Exchange which is factual and expressed in clear manner and obtain approval of Mr. Parag P. Shah, Managing Director and/or Mrs. Bhargavi V. Talati Director and/or Mr. Paras K. Sharma Director and/or Mr. Mahendar Patel Director of the Company.

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ii. Lodge Announcements: The Company Secretary on behalf of the Company will lodge or arrange for lodgment of the announcement with the Stock Exchange.

iii. Post announcement on website: After lodgment of the announcement with the Stock Exchange, the Company Secretary will arrange to place it on the website of the Company. All the announcements made under this Policy shall be kept on the website as per preservation of documents policy of the Company.

7. COMMUNICATION OF THIS POLICY

For all the new Employees and Directors, a copy of this Policy shall be handed over as a part of the joining documentation, along with other HR related policies. For all existing Employees and Directors, a copy of this Policy shall be handed over within one month of the adoption of this Policy by the Board of Directors of the Company. This Policy shall also be posted on the website of the Company.

8. AMENDMENT

Any change in the Policy shall be approved by the Board of Directors of the Company. The Board of Directors shall have the right to withdraw and/or amend any part of this Policy or the entire Policy, at any time, as it deems fit, or from time to time, and the decision of the Board in this respect shall be final and binding.

*** The Existing Statute shall prevail if there is any contradictory stated in the Policy. In any matter which is not stated in the policy than company need to comply accordingly as mentioned in respective statute.**