
**CODE OF PRACTICES AND PROCEDURES FOR FAIR DISCLOSURE OF UNPUBLISHED
PRICE SENSITIVE INFORMATION**

(Regulation 8(1) and of Securities & Exchange Board of India (Prohibition of Insider Trading
Regulations), 2015)

A. INTRODUCTION

The Securities and Exchange Board of India had promulgated the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 (hereinafter referred to as “**SEBI PIT Regulations**”) on January 15, 2015. As per Regulation 8 read with Schedule A of the PIT regulations, every listed company is required to frame a Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information (hereinafter referred to as the “**Code**”) in order to make ‘Unpublished Price Sensitive Information’ (hereinafter referred to as “**UPSI**”) generally available.

The objective of this Code is to lay down the principles and practices to be followed by Methodhub Software Limited (the “**Company**”) pertaining to disclosure of UPSI.

The following Code was adopted by the Board of Directors (“**Board**”) of the Company, at its meeting held on January 14, 2025 and the code is effective from January 14, 2025.

B. APPLICABILITY

This Code shall apply in relation to disclosure of UPSI as given under **Annexure I** by the Company. The scope, exception as given in SEBI PIT Regulations shall be applicable for the purpose of this Code as well.

C. DEFINITIONS

“**Chief Investor Relations Officer**” means such senior officer of the Company appointed by the Board to deal with dissemination of information and disclosure of UPSI in a fair and unbiased manner.

“**Insider**” means any person who is

- a. a Connected Person; or
- b. in possession of or having access to unpublished price sensitive information;

D. SHARING OF UPSI FOR LEGITIMATE PURPOSE (refer the Policy for determining Legitimate purpose as given in **Annexure I**)

E. UNPUBLISHED PRICE SENSITIVE INFORMATION

- a. The Company shall promptly disclose UPSI that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available.
- b. The UPSI shall be uniform and universally disseminated and due care will be taken to avoid selective disclosure.
- c. In case if the UPSI that gets disclosed selectively, inadvertently or otherwise, prompt steps shall be taken to make such information generally available. Further, if any employee becomes aware that there has been any inadvertent disclosure of UPSI, he or she should immediately contact the Company Secretary/Compliance Officer of the Company, who shall immediately take appropriate steps.

F. FUNCTIONS OF CHIEF INVESTORS RELATIONS OFFICER

The Company has appointed the Chief Investor Relations Officer (“**CIRO**”), who shall be responsible for, and deal with, the dissemination of information and disclosure of Unpublished Price Sensitive Information.

The Chief Investor Relations Officer shall be responsible for dissemination of information to the stock exchange(s) and on the website of the Company when it becomes concrete and credible in such format as may be prescribed by SEBI under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR Regulations**”) or SEBI PIT Regulations or any other regulations from time to time.

During the calls with analysts or institutional investors, if any information which is in the nature of UPSI gets leaked, then to make disclosure of such UPSI to the stock exchange(s) where the securities of the Company are listed promptly.

G. DISCLOSURE POLICY

The Company shall ensure:

- a. Prompt public disclosure of UPSI that would impact price discovery no sooner than credible and concrete information comes into being in order to make such information generally available.
- b. Uniform and universal dissemination of UPSI to avoid selective disclosure.
- c. If an insider ‘selectively’ discloses any UPSI to any person including the selected group of persons then prompt disclosure of such information shall have to be made by the Chief Investor Relations Officers to the public. Such disclosure must be made not later than 48 hours after the Chief Investor Relations Officer learns that communication of such UPSI has taken place.
- d. That information shared with analysts and research personnel is not UPSI.
- e. To develop best practices to make transcripts or records of proceedings of meetings with analysts and other investors relations conference on the official website to ensure official confirmation and documentation of disclosures made.

H. THIRD PARTY DEALINGS

The Company shall ensure that any information shared with analysts and research personnel is not UPSI and is generally available.

In order to avoid misrepresentation or misquoting, endeavour shall be made that at least two representatives of the Company are present in the meetings or conference calls with analysts, brokers or institutional investors.

The presentation and audio/video recordings shall be promptly made available on the website and also be disseminated to the stock exchange(s) and in any case, before the next trading day or within twenty four hours from the conclusion of such calls, whichever is earlier.

The transcript of such calls shall be made available on the website and also be disseminated to the stock exchange(s) within five working days of the conclusion of such calls.

The Company shall ensure due care while dealing with analysts’ questions that raises issues outside the intended scope of discussion. Unanticipated questions should be taken on notice and a considered response shall be given later. If the answer includes price sensitive information, information should be disclosed only after consulting the Chief Investor Relation Officer and taking necessary action, if any, in compliance with SEBI PIT Regulations.

I. RESPONSE TO MARKET RUMOURS AND QUERIES

The Chief Investor Relations Office shall provide appropriate and fair response to queries in relation to UPSI including any news reports. Provisions of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 shall be followed on market rumours. In case a query/request has been received from any stock exchange, a copy of such reply shall be sent to other stock exchange(s) also where securities of the Company are listed, if any. The CIRO shall be also responsible for deciding, in consultation with the Chairman and Managing Director, if deemed necessary, as to the necessity of a public announcement for verifying or denying rumours and thereafter making appropriate disclosures.

J. NEED TO KNOW HANDLING OF UPSI

The Company shall handle UPSI only on a need-to-know basis. UPSI shall be provided only when needed for legitimate purposes, performance of duties or discharge of legal obligations.

K. DISSEMINATION

- a. The CIRO with approval of the Chairman and Managing Director shall disseminate all UPSI on a continuous and in a timely manner to stock exchanges where Securities of the Company are listed and thereafter to the press.
- b. As a good corporate practice, the UPSI disclosed to the stock exchanges and to the Press may also be supplemented by prompt updates on the Company's web-site by the CIRO. The Company may also consider other modes of public disclosure of UPSI so as to improve investor access to the same.
- c. The CIRO shall mark a copy of the press release to the corporate coordination division simultaneously for supplementing the same on Company's website:

L. AMENDMENT

Any amendment to this Code shall be approved by the Board of the Company.

Approved in the meeting dated January 14, 2025

ANNEXURE 1

POLICY FOR DETERMINING LEGITIMATE PURPOSE (Regulation 3(2A) of SEBI (Prohibition of Insider Trading Regulations), 2015)

A. INTRODUCTION

This “Policy for determining Legitimate purpose” is framed under the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulation, 2015 (“**PIT Regulations**”) and approved by the Board of Methodhub Software Limited (the “**Company**”) effective from January 14, 2025.

B. LEGITIMATE PURPOSE

“**Legitimate Purpose**” shall include sharing Unpublished Price Sensitive Information (“**UPSI**”) in the ordinary course of business on a need to know basis, with Company’s partners, collaborators, lenders including prospective lenders, customers, suppliers, merchant bankers, legal advisors, auditors, credit rating agencies, insolvency professionals, practicing company secretaries, registered valuers or other advisors, service providers or consultants, provided that such sharing has not been carried out in view to evade or circumvent the prohibitions of the PIT Regulations.

Whether sharing of UPSI for a particular instance tantamount to ‘*legitimate purpose*’ would entirely depend on the specific facts and circumstance of each case. Primarily, the following factors should be considered while sharing the UPSI:

- a. whether sharing of such UPSI is in the ordinary course of business of the company;
- b. whether sharing of such UPSI is in the interests of the Company or in furtherance of a genuine commercial purpose, and
- c. whether the nature of UPSI being shares is commensurate with the purpose for which access is sought to be provided to the recipient.

Any person in receipt of UPSI pursuant to a legitimate purpose shall be considered as an insider for the purpose of the PIT Regulations and due notice shall be given to such person which would inter-alia include the following:

- a. The Information shared is in the nature of UPSI, confidentiality of such UPSI must be maintained , and such UPSI must not be disclosed by the recipient in any manner except in compliance with the PIT Regulations.
- b. The recipient must not trade in securities of the Company while in possession of UPSI.

Additionally, Structured Digital Database (SDD) of recipient of UPSI shall be maintained by the Company in compliance with the requirements of the PIT Regulations.