



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)

CIRCULAR / NOTICE – CLOSURE OF TRADING WINDOW

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To : All Directors / KMPs / Designated Employees / Connected Persons  
From : Shri S.K.Senapati, Compliance Officer / Company Secretary

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OIL/SEC/45/ IT  
29.01.2018

1. Kindly take notice that the 'Trading Window (dealing in shares of the Company)' will remain closed from **31.01.2018 to 11.02.2018 (Both days inclusive)** in view of the Board Meeting scheduled to be held on **09.02.2018** to approve Q3 Unaudited Financial Results (2017-18).
2. Pursuant to OIL Code of Conduct for Prevention of Insider Trading and SEBI (Prohibition of Insider Trading) Regulations 2015, Directors / KMPs / Designated Persons / Connected Persons shall not deal in any transaction involving purchase or sale of OIL's Shares either in their own name or in the name of their immediate relatives during the Window Closure Period.
3. Any contravention of the above would attract penal actions as per the above regulations.
4. *All Designated Employees<sup>1</sup> / Connected Persons<sup>2</sup> / Directors / KMPs including their immediate relatives are informed not to trade in the shares of OIL during the above period.*
5. In case of any exigency / clarifications, please contact the undersigned.

  
(S. K. Senapati)  
CGM (CS & Legal)  
Email : [sksenapati@oilindia.in](mailto:sksenapati@oilindia.in)

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Note 1: "Designated Employees" means:

- i. All General Managers and above
- ii. All Heads of the Spheres
- iii. All Executives working in Company Secretary, Public Relations, Planning, Corporate Affairs, Business Development and Finance & Accounts Department
- iv. All Executives working in Secretariat of Chairman & Managing Director , Functional Directors, RCE and Chief Vigilance Officer

Note 2: "Connected Persons" as defined in SEBI (PIT) Regulations, 2015