



CIRCULAR / NOTICE – CLOSURE OF TRADING WINDOW

To : All Directors / KMPs / Designated Employees / Connected Persons¹

From : Shri S.R.Krishnan, Compliance Officer / Company Secretary

OIL/SEC/45/ IT

30.12.2015

1. Kindly note that the 'Trading Window (dealing in shares of the Company)' will remain closed from 02.01.2016 to 14.01.2016 in view of the Board Meeting scheduled to be held on 12.01.2016 to inter-alia consider Interim Dividend (if any) for the financial year 2015-16.
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 Employees² / Connected Persons / Directors / KMPs including their immediate relatives are informed not to trade in the shares of OIL during the above period.*
5. For any clarifications, please contact the undersigned.

S.R.Krishnan
(S. R. Krishnan)
Company Secretary
Email : srkishnan@oilindia.in

Note 1 : "Connected Persons" as defined in SEBI (PIT) Regulations, 2015

Note 2 : "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