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CLEAR SECURED SERVICES LIMITED

CODE OF PRACTICES AND PROCEDURES

FOR FAIR DISCLOSURE OF UNPUBLISHED PRICE SENSITIVE INFORMATION POLICY

1. Purpose

The Securities and Exchange Board of India ("SEBI") notified the SEBI (Prohibition of Insider Trading) Regulations 2015 on January 15, 2015 and made them effective from May 15, 2015. The Regulations envisages every Listed Company to formulate a Code of Practices and Procedures for Fair Disclosures of Unpublished Price Sensitive Information ("Code"). In compliance of the above-said regulations, the Board of Directors of Clear Secured Services Limited has framed this Code.

2. Preamble

The Board of Directors of the Company, at its meeting held on 29th May, 2025, formulated and adopted the Code for the Company in compliance with Chapter IV read with Schedule A of the Regulations.

3. Objective of the Code

The Company endeavours to preserve the confidentiality of Unpublished Price Sensitive Information (UPSI) and to prevent its misuse. To achieve this objective and in compliance with the aforesaid regulations, the Board of Directors have adopted this code. The Code ensures timely and adequate disclosure of UPSI which could impact the prices of its securities and maintain the uniformity, transparency and fairness in dealing with all its stakeholders.

4. Definitions

- 'Chief Investor Relations Officer' ("CIRO") means the Chief Strategy Officer of the Company Mrs. Apurva Mishra.
- 'Company' means Clear Secured Services Limited (hereinafter referred as 'the Company')
- 'Compliance Officer' for the purpose of these regulations means the Company Secretary of the Company.

Clear Secured Services Limited

CIN : U46529MH2008PLC187508

Corporate Office: Building No. 15, Corporate Park, Sion Trombay Road, Chembur, Mumbai - 400 071.

Registered Office: Plot-14A/14B, New Sion CHS, Swami Vallabhdas Marg, Road No. 24, Sindhi Colony, Sion, Mumbai - 400 022.

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- d) "Unpublished price sensitive information" ("UPSI") shall have the meaning ascribed to it under Regulation 2(1)(n) of the Regulations.
- e) "Regulations" shall mean the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, as amended.

5. Norms for Disclosure of UPSI

a) Prompt public disclosure of UPSI

UPSI shall be shared by the company with stock exchanges promptly and shall also be uploaded on the Company's official website www.cssindia.in in compliance of regulatory requirements.

b) Uniform and Universal dissemination of UPSI

The disclosure of UPSI shall be on a continuous, immediate, uniform and universal basis.

c) Overseeing and coordinating disclosure(s)

The CIRO shall oversee corporate disclosures and deal with dissemination of information and disclosure of UPSI. The CIRO shall be responsible for ensuring that the Company complies with continuous disclosure requirements and for overseeing and coordinating disclosure of UPSI to stock exchanges, on the website of the company and to the media. If any information is accidentally disclosed without prior approval of CIRO the person responsible may inform the CIRO immediately. In such event of inadvertent disclosure of UPSI, the CIRO shall take prompt action to ensure such information is generally available.

In addition to the CIRO, the following persons are also authorized to communicate with the investors/media:

- i. Chairman
- ii. Managing Director & CEO
- iii. Executive Director(s)
- iv. CFO

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d) Responding to market rumours

The CIRO shall respond to any queries or requests for verification of market rumours by regulatory authorities on behalf of the Company. The CIRO in consultation with the CEO & CFO shall also be responsible for deciding whether a public announcement is necessary for verifying or denying rumours. The CIRO shall also provide appropriate assistance and fair response to the regulatory authorities including the stock exchanges for verification of news reports and market rumours.

6. Process of Disseminating Information in order to make the UPSI Generally Available

- Disclosure/dissemination of information may be done through various media so as to achieve maximum reach and quick dissemination.
- The website of the company may provide a means of giving investors a direct access to analyst briefing material, significant background information and questions & answers.

7. Manner of Dealing with Analyst and Research Personnel

- a) Only Public information to be provided - A company shall provide only public information to the analyst/research persons/large investors like institutions.
- b) Recording of discussion - In order to avoid misquoting or misrepresentation, it is desirable that at least two company's representatives be present at meetings with analysts, brokers or institutional investors. The Company shall adopt best practices to make transcripts or records of proceedings of such meetings available on the website of the Company to ensure official confirmation and documentation of disclosures made.
- c) Handling of unanticipated questions - The Company should be careful when dealing with analysts' questions that raise issues outside the intended scope of discussion. Unanticipated questions may be taken on notice and a considered response given later. If the answer includes UPSI, a public disclosure, if considered appropriate, should be made before responding.

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8. UPSI on Need-To-Know Basis

UPSI shall be handled on a "need to know" basis i.e. it shall be disclosed only to those where such communication is in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.

9. Legitimate Purposes

The term "legitimate purposes" shall include sharing of unpublished price sensitive information in the ordinary course of business by an insider with partners, collaborators, lenders, customers, suppliers, merchant bankers, legal advisors, auditors, insolvency professionals or other advisors or consultants, provided that such sharing has not been carried out to evade or circumvent the prohibitions of the Regulations, or of any other applicable laws that may be in force for the time being.

Any person in receipt of unpublished price sensitive information pursuant to a "legitimate purpose" shall be considered an "insider" for the purposes of the Regulations and the Company shall give due notice to such person to maintain confidentiality of such unpublished price sensitive information in compliance with the Regulations.

10. Structured Digital Database

A structured digital database of all persons with whom UPSI is shared for any legitimate purpose i.e. (i) in case of individuals, details such as nature of UPSI, name of the recipient of UPSI, name of the organisation with which he is affiliated, postal address and e-mail id and Permanent Account Number or in its absence Unique Identification Number allotted by UIDAI, of such persons, and (ii) in case of entities, details such as nature of UPSI, name of the entity, address of registered office and Permanent Account Number of such entity. Also, structured digital database shall be preserved for a period of not less than eight years after completion of the relevant transaction and in the event of receipt of any information from the Board regarding any investigation or enforcement proceedings, the relevant information in structured digital database shall be preserved till the completion of such proceedings.

11. Disclosure of Code on Public Domain

This Code and any amendment thereof shall be published on the Company's website www.cssindia.in.

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12. Amendments to the Code

The Board of Directors may review or amend this code, in whole or in part, from time to time, as per the requirements of the Companies Act, 2013 or SEBI (Prohibition of Insider Trading) Regulations, 2015 or any other enactments/rules as may be applicable. The Code and any subsequent amendment(s) thereto, shall be promptly intimated to the Stock Exchanges.

13. Violation of This Policy

Any violation of this Policy by an employee, director or independent contractor of the Company or any of its subsidiaries shall be brought to the attention of the CISO, the General Counsel & Chief Compliance Officer and may constitute grounds for disciplinary action including and up to termination of services. This Policy shall be periodically reviewed and updated.

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