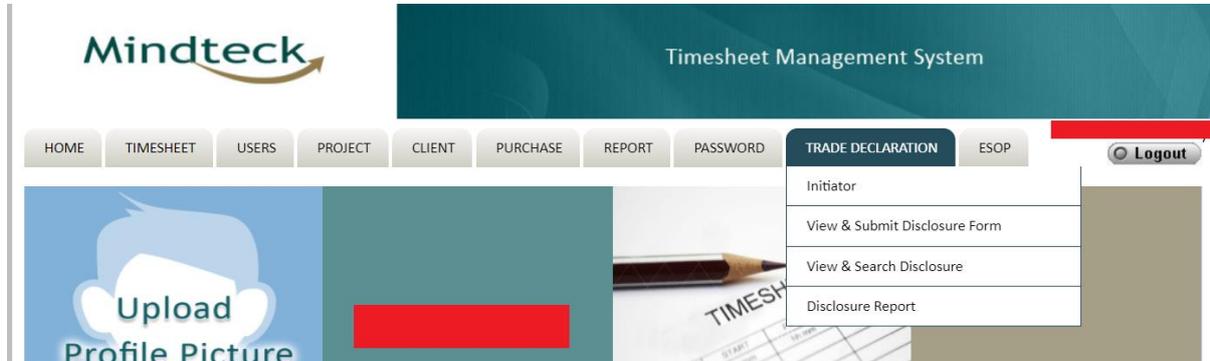


Trade Declaration Module

Overview

TMS Trade Declaration Module deals with the Trade declarations of eligible Employee of Mindteck. These details are managed by Legal Head of Mindteck.



TMS has the following features under Trade Declaration Module.

1. Initiator
2. View & Submit Disclosure Form
3. View and Search Disclosure
4. Disclosure Report

Initiator

Legal Head of Mindteck team has an option to initiate Trade Declaration process which happens on Quarterly basis.

Users with following Role(s) has access to Initiate the Trade Declaration

- VP Legal

User must select “**Initiator**” option under **TRADE DECLARATION** menu.

Financial Year	Quarter	Submission Start Date	Submission End Date	Initialisation	Initialized By
2016-2017	Q1	19/07/2016	25/07/2016	19/07/2016	9740
2016-2017	Q1	26/07/2016	28/07/2016	26/07/2016	9740
2016-2017	Q2	17/10/2016	20/10/2016	17/10/2016	9740
2016-2017	Q2	18/10/2016	20/10/2016	18/10/2016	9740
2016-2017	Q2	20/10/2016	21/10/2016	20/10/2016	9740
2016-2017	Q2	21/10/2016	24/10/2016	21/10/2016	9740
2016-2017	Q2	24/10/2016	25/10/2016	24/10/2016	9740
2016-2017	Q3	10/01/2017	13/01/2017	10/01/2017	9740
2016-2017	Q3	17/01/2017	19/01/2017	17/01/2017	9740
2016-2017	Q3	20/01/2017	23/01/2017	20/01/2017	9740

The resultant page has two major sections.

1. Option to do a new Initiation.
2. View all previous Initiations.

To initiate a new Related Party Disclosure, the user must select “**Submission Start Date**”, “**Submission End Date**”, **Financial Year**, **Quarter** and upload an xls file having the list of all the eligible employees who are active in TMS.

The format of excel file should have two columns named **EmpId** and **EmpName** and these should be having Employee Name and Employee Id from TMS.

	A	B	C	D
1	EmpId	EmpName		
2				
3				
4				
5				
6				
7				
8				

In case an Employee Id mentioned in the excel does not match with the employee id among TMS users, then the Initiation will not be completed.

Once the file is selected for uploading, the user can click on “**Upload File**” button to finish the process.

All the employees listed in the uploaded sheet will receive an email notification instruction them to complete the Related Party Disclosure process.

View & Submit Disclosure form

All the eligible employees of Mindteck who have received an email notification regarding the Related Party Disclosure should submit their details into the system.

All such users must select “**View & Submit Disclosure Form**” option under **TRADE DECLARATION** menu.

All the users who have a role of “**Legal Disclosure**” can access this page.

The Resultant Page has Declaration Related content along with submission option.

Declaration

To,
The Board of Directors,
Mindteck (India) Limited
Bangalore

Dated: April 07 , 2021

Dear Sir,

Sub: Disclosure of interest under Related Party Transaction as per SEBI (LODR) Regulations, 2015

I, the undersigned, hereby disclose that I, whether directly, or indirectly, or through any direct or indirect relative, have interest in the following transactions (including transactions like dealing in Mindteck's shares, commercial dealing with bodies which have shareholding of Management) with Mindteck (India) Limited and/or its Subsidiaries for the quarter ended **March 31, 2021**.

Please select if no transaction made.

Date/Proposed Date Of Transaction	Particulars And Nature Of Transaction	Amount Involved In Transaction	Remarks(Please Indicate The Name And Relationship Of The Related Party Or Entity)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Save	

I also confirm that no transaction has come to my knowledge howsoever, in which any Director, officer or employee of the Mindteck group is involved in a related party transaction, or in any other transaction in which there is, or is likely to be, a conflict of interest between the Company and officer/employee concerned.

In making these declarations, I am fully aware of my obligations and responsibilities under the Code of Ethics of the Mindteck Group.

Yours faithfully,

Signature:

Name: XXXXXXXXXX

Note:

1. Prior written permission of the Compliance Officer and the CEO is a must before entering into any related party transaction(s) or any other transaction(s) where there is likely to be a conflict of interest, perceived or real.
2. If an employee is aware of any such transactions anywhere in the Mindteck Group, he/she must bring it to the notice of the Compliance Officer and the CEO. in terms of

Respective Employee can declare transactions if any in the given grid. And click on “**Submit**” button at the bottom of the page to complete the process.

Once the declaration has been submitted, an Email notification will be triggered to the initiator stating the Declaration by the Employee is done.

View & Search Disclosure

Legal Head of Mindteck team has an option to view Trade Declaration done by the eligible employees of Mindteck.

Users with following Role(s) has access to this feature

- VP Legal

User must select “**View & Search Disclosure**” option under **TRADE DECLARATION** menu.

Search Disclosure File

Home > Legal > Search User

Search

Employee Id Employee Name

Financial Year Quarter

Status

Employee Id	Employee Name	Financial Year	Quarter	Submission Date & Time	Status	View	Download File
		2015-2016	Q4	2016-07-19	Uploaded	View	Download File
		2015-2016	Q4	2016-07-26	Uploaded	View	Download File
		2015-2016	Q4	2016-07-19	Uploaded	View	Download File
		2015-2016	Q4	2016-07-19	Uploaded	View	Download File
		2015-2016	Q4	2016-07-19	Uploaded	View	Download File
		2015-2016	Q4	2016-07-19	Uploaded	View	Download File
		2015-2016	Q4	2016-07-20	Uploaded	View	Download File
		2015-2016	Q4	2016-07-19	Uploaded	View	Download File
		2015-2016	Q4	2016-07-19	Uploaded	View	Download File
		2015-2016	Q4	2016-07-19	Uploaded	View	Download File

1 2 3 4 5 6 7 8 9 10 ...

The resultant page has a Filter section. User can use the available search criteria to filter the required user details.

Grid below displays the list of all initiations employee wise along with their status. The user can “**View**” the form in the application or can “**Download File**” and view in local machine.

These declarations have following statuses associated with them. Their name justifies their status.

- Uploaded
- Not Uploaded

Disclosure Report

Legal Head of Mindteck team has an option to download the status report of Trade Declaration done by the eligible employees of Mindteck.

Users with following Role(s) has access to this feature.

- VP Legal

User must select “**Disclosure Report**” option under **TRADE DECLARATION** menu.

Disclosure Report

Home > Legal > Legal Report

Report

Financial Year --Select-- Quarter --Select--

User can choose the **Financial Year** and **Quarter** fields and click on “**Generate Report**” button.

An excel file gets downloaded to the local machine of the user with the list of all Employees initiation under that FY and Quarter along with the submission status.

Empld	Emp Name	Financial Year	Quarter	Submission Date & Time	Status
		2020-2021	Q1	03/07/2020 15:05:35	Uploaded
		2020-2021	Q1	08/07/2020 07:41:37	Uploaded
		2020-2021	Q1	13/07/2020 12:19:08	Uploaded
		2020-2021	Q1	10/07/2020 19:22:16	Uploaded
		2020-2021	Q1	13/07/2020 12:56:44	Uploaded
		2020-2021	Q1	14/07/2020 06:53:15	Uploaded
		2020-2021	Q1	03/07/2020 17:17:58	Uploaded
		2020-2021	Q1	13/07/2020 12:40:48	Uploaded
		2020-2021	Q1	13/07/2020 12:42:46	Uploaded
		2020-2021	Q1	13/07/2020 18:18:17	Uploaded
		2020-2021	Q1	07/07/2020 09:59:03	Uploaded
		2020-2021	Q1	13/07/2020 19:07:22	Uploaded
		2020-2021	Q1	03/07/2020 18:18:04	Uploaded
		2020-2021	Q1	05/07/2020 22:10:40	Uploaded

Technical Details

Code Details

Related ASPX pages

- Mindteck.TMS\Legal\RPDisclosureInitiator.aspx
- Mindteck.TMS\Legal\RPDisclosureForm.aspx
- Mindteck.TMS\Legal\SearchDisclosure.aspx
- Mindteck.TMS\Legal\DisclosureReport.aspx

Database Details

Related DB Tables

- tsms_tradedeclarationinitializationdata
- tsms_relatedpartydisclosure
- tsms_relatedpartyfileupload