

LEENA CONSULTANCY LIMITED

(CIN: L74140MH1983PLC031034)

Regd. Off: Rahejas, Corner of Main Avenue & V. P. Road, Santacruz – West, Mumbai – 400 054

Phone: 022-6695 1111 Fax: 022-6694 2922

Website: www.leanaconsultancy.in Email: leanaconsultancy@yahoo.co.in

3rd April, 2019

The Listing Compliance Department
BSE Limited
25th Floor, P. J. Towers
Dalal Street
Mumbai – 400 001

Dear Sir/Madam

Subject: Amendment in Code of Practice and Procedure for Fair Disclosure of Unpublished Price Sensitive Information ("UPSII").

With reference to the above subject, please note that Board of Directors of the Company vide. Circular Resolution dated 30th March, 2019 approved the Amended Code of Practice and Procedure for Fair Disclosure of Unpublished Price Sensitive Information ("UPSII").

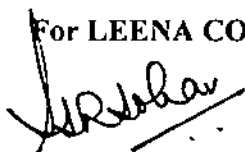
Further we wish to inform that the said code of Practice and Procedure for Fair Disclosure of Unpublished Price Sensitive Information ("UPSII") is amended to incorporate additional clauses mandated by SEBI (Prohibition of Insider Trading) (Amendment), Regulations 2018.

The amended code shall be effective from 1st April, 2019. Amended Code of Practice and Procedure for Fair Disclosure of Unpublished Price Sensitive Information ("UPSII") is enclosed herewith for your information.

Thank you.

Yours sincerely,

For LEENA CONSULTANCY LIMITED



SANJAY JOHAR
DIRECTOR
DIN: 00007304



Encl.: As Above

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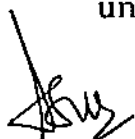
Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive

Information ("UPSI") under Regulation 8 (1) of SEBI (Prohibition of Insider Trading Regulations), 2015.

This Policy shall come into effect from April 1, 2019

In adherence of the principles of fair disclosure under Schedule A to the SEBI (Prohibition of Insider Trading) Regulations, 2015, which stand further amended by the SEBI (Prohibition of Insider Trading) (Amendment) Regulations, 2018 (hereinafter referred to as "SEBI PIT Regulations"), the Board of Directors of the Company viz. Leena Consultancy Limited would follow the following practice and procedure for fair disclosure of unpublished price sensitive information.

1. It shall be ensured that prompt public disclosure of unpublished price sensitive information is made to make it generally available, once it is discovered that credible and concrete information having the potential of effecting the price of securities of the Company exist or comes into being.
2. It shall be ensured that uniform and universal dissemination of unpublished price sensitive information is promptly made to avoid selective disclosures.
3. The Company Secretary is designated as a Chief Investor Relations Officer to deal with dissemination of information and disclosure of unpublished price sensitive information.
4. It shall be ensured that any unpublished price sensitive information, which gets disclosed selectively, inadvertently or otherwise, is promptly disseminated to make such information generally available.
5. The Company shall ensure that appropriate and fair response and replies are promptly provided to queries on news reports and requests for verification of market rumours by regulatory authorities.
6. It shall be ensured that no unpublished price sensitive information is shared with analysts and research personnel.
7. The Company shall develop and follow best practices to make transcripts or records of proceedings of meetings with analysts and other investor relations conferences, if any, on the official website to ensure official confirmation and documentation of disclosures made.
8. It shall be ensured that all the unpublished price sensitive information is handled on a need-to-know basis.
9. The Unpublished Price Sensitive information can be shared for Legitimate purposes as per the "Policy for determination of Legitimate Purposes" (Annexure A), provided it is not shared to evade or circumvent the prohibition under this Regulation.



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ANNEXURE A

POLICY FOR DETERMINATION OF LEGITIMATE PURPOSES **[Pursuant to Regulation 3 (2A) of SEBI (Prohibition of Insider Trading)** **(Amendment) Regulations, 2018]**

1. PREFACE

This Policy, as a part of "Codes of Fair Disclosure and Conduct" formulated under Regulation 8 of SEBI (Prohibition of Insider Trading) Regulations 2015, will be known as "Policy for Determination of Legitimate Purposes" hereinafter referred to as the "Policy".

This Policy is prepared in accordance with Regulation 3(2A) of SEBI (Prohibition of Insider Trading) (Amendment) Regulations, 2018.


2. OBJECTIVE

The objective of this policy is to identify 'Legitimate Purposes' for performance of duties or discharge of legal obligations, which will be considered as exception for the purpose of procuring unpublished price sensitive information (UPSI) relating to the Company or its listed securities or proposed to be listed securities, if any.

3. UNPUBLISHED PRICE SENSITIVE INFORMATION

Unpublished Price Sensitive information" means any information, relating to a company or its securities, directly or indirectly, that is not generally available which upon becoming generally available, is likely to materially affect the price of the securities and shall, ordinarily include but not restricted to, information relating to the following :

- (i) financial results;
- (ii) dividends;
- (iii) change in capital structure;
- (iv) mergers, de-mergers, acquisitions, delistings, disposals and expansion of business and such other transactions;
- (v) changes in key managerial personnel.



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4. SHARING OF UNPUBLISHED PRICE SENSITIVE INFORMATION FOR LEGITIMATE PURPOSE

"Legitimate Purposes" shall mean sharing of Unpublished Price Sensitive Information in the ordinary course of business by an Insider with the following, provided that such sharing has not been carried out to evade or circumvent the prohibitions of these regulations :

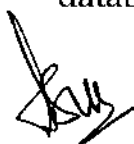
1. Promoters of the Company
2. Auditors (Statutory, Internal, Branch, Cost, Secretarial, GST and any other Auditor as applicable)
3. Staff Members of the Audit firm /team conducting the Audit
4. Collaborators
5. Lenders
6. Customers
7. Suppliers
8. Bankers
9. Legal Advisors
10. Insolvency Professionals
11. Consultants
12. Merchant Bankers
12. Any other advisors/consultants/partners
13. Any other person with whom UPSI is shared

5. DIGITAL DATABASE

The Chief Investor Relations Officer shall be responsible to maintain a structured digital database of such persons or entities as the case may be with whom information is shared under this regulation, which shall contain the following information;

- (i) Name of such recipient of UPSI;
- (ii) Name of the Organization or entity to whom the recipient represent
- (iii) Postal Address and E-mail ID of such recipient
- (iv) Permanent Account Number (PAN) or any other identifier authorized by law, if PAN is not available.

The Chief Investor Relations Officer shall also be responsible to ensure that such databases shall be maintained with adequate internal controls and checks such as time stamping and audit trials to ensure non-tampering of such database.



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6. ISSUE OF NOTICE TO THE RECIPIENT OF UPSI

Any person in receipt of unpublished price sensitive information pursuant to a "legitimate purpose" shall be considered an "insider" and due notice shall be given to such persons to maintain confidentiality of such unpublished price sensitive information in compliance with these regulations.

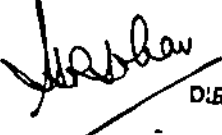
7. AMENDMENT

The Board of Directors of the Company, subject to applicable laws, rules & Regulations, may amend / substitute any provision(s) with a new provision(s) or replace this entire Policy with a new Policy.

In any circumstance where the terms of this Policy differ from any law, rule, regulation etc. for the time being in force, the law, rule, regulation etc. shall take precedence over this Policy.

This Policy is effective from 1st April, 2019.

FOR LEENA CONSULTANCY LIMITED,


DIRECTOR