

CODE OF CONDUCT

FOR

PROHIBITION OF INSIDER TRADING

DR. AGARWAL'S EYE HOSPITAL LTD.

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Dr. Agarwal's Eye Hospital Ltd.

Code of Conduct for Prohibition of Insider Trading

1. Preliminary

This Code of Conduct is designed to regulate, monitor and report trading by the employees of the company and other connected persons towards achieving compliance with Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 adopting the minimum standards set out in Schedule B to these regulations, without diluting the provisions of these regulations in any manner.

2. Short Title

This code may be called the Dr. Agarwal's Eye Hospital Ltd. Code of Conduct for Prohibition of Insider Trading.

3. Definitions

In this code, unless the context otherwise requires:-

- a) **"Act"** means the Securities and Exchange Board of India Act, 1992.
- b) **"Board"** means the Board of Directors of the Company.
- c) **"Company"** means M/s. Dr. Agarwal's Eye Hospital Ltd.
- d) **"Compliance Officer"** means the Company Secretary of the Company, who shall be responsible for compliance of policies, procedures, maintenance of records, monitoring adherence to the rules for the preservation of UPSI, monitoring of trades and implementation of the code under the overall supervision of the Board.
- e) **"Connected Person"** means,-
 - (i) any person who is or has during the 6 months prior to the concerned act been associated with the Company, directly or indirectly, in any capacity including by reason of frequent communication with office/ employees or by being in any contractual, fiduciary or employment relationship or by being a director, officer or an employee of the Company or holds any position including a professional or business relationship between himself/herself and the Company whether temporary or permanent, that allows such person, directly or indirectly, access to UPSI or is reasonably expected to allow such access.

(ii) In addition to the above, the following category of persons shall be deemed to be connected persons unless the contrary is established:

- i. an immediate relative of connected persons specified in clause (i); or
- ii. a holding company or associate company or subsidiary company; or
- iii. an intermediary as specified in section 12 of the Act or an employee or director thereof; or
- iv. an investment company, trustee company, asset management company or an employee or director thereof; or
- v. an official of a stock exchange or of clearing house or corporation; or
- vi. a member of board of trustees of a mutual fund or a member of the board of directors of the asset management company of a mutual fund or is an employee thereof; or
- vii. a member of the board or an employee, of a public financial institution as defined in section 2 (72) of the Act; or
- viii. an official or an employee of a self-regulatory organization recognized or authorized by the board; or
- ix. a banker of the company; or
- x. a concern, firm, trust, Hindu undivided family, company or association of persons wherein a director of a company or his Immediate Relative or banker of the company, has more than 10% of the holding or interest.

f) **“Employee”** means every employee of the Company (whether working in India or abroad), including directors in the employment of the Company.

g) **“Designated Person”** of the Company shall mean and include

- (i) Every employee in the grade of General Manager and above in the Company
- (ii) Every employee in finance, accounts, secretarial and legal departments of the Company
- (iii) Any other person as may be determined and identified by the Compliance Officer from time to time for this purpose.

h) **“Director”** means and includes every director on the Board of the Company.

i) **“Generally Available Information”** means information that is accessible to the public on a non-discriminatory basis. Information published on the website of a stock exchange, would ordinarily be considered generally available.

j) **“Immediate Relative”** means:
Spouse of a person and includes parent, sibling, and child of such person or of the spouse, any of whom is either dependent financially on such person, or consults such person in taking decisions relating to trading in securities.

k) **“Insider”** means any person who is:

- i. a connected person; or
- ii. in possession of or having access to UPSI.

l) **“Key Managerial Personnel”** shall include the following personnel:

- Chairman and Managing Director,
- Company Secretary
- Whole-time Director; and

- Chief Financial Officer.

- m) **"Listing Agreement"** means the Agreement entered into between the Company and stock exchange and as amended from time to time as per directions of SEBI.
- n) **"Non- Trading Period"** means:
- (i) the period, i.e., the number of working days, before and after the date of a meeting of the Board or shareholders of the Company where 'UPSI' (as defined in point [x] below) is to be considered as provided under Clause 5.3 of the Code; or
 - (ii) Such other period(s) as may be decided and notified by the Compliance Officer.
- o) **"Promoter"** means a person defined as a Promoter under the SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009 or any modification thereof.
- p) **"Securities and Exchange Board of India" ("SEBI")** means the regulatory body established under section 3 of the Act.
- q) **"Securities"** shall have the meaning assigned to it under the Securities Contracts (Regulation) Act, 1956 (42 of 1956) or any modification thereof.
- r) **"Stock Exchange"** means BSE Limited (BSE)
- s) **"Takeover Regulations"** means the SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 and any amendments thereto.
- t) **"Trading"** means and includes subscribing, buying, selling, dealing, or agreeing to subscribe, buy, sell, deal in any securities and "trade" shall be construed accordingly.
- u) **"Trading Day"** means a day on which the recognized stock exchange are open for Trading.
- v) **"Trading Plan"** shall mean a plan for trades to be executed in the future by persons who have perpetual access to the UPSI.
- w) **"Trading Window"** shall mean the window available for Trading in the securities of the Company.
- x) **"Unpublished Price Sensitive Information" ("UPSI")** means any information, relating to the 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, de-listings, disposals and expansion of business and such other transactions;
 - (v) Changes in Key Managerial Personnel; and
 - (vi) Material events in accordance with the listing agreement.

Words and expressions used in this code but not defined shall have the meaning as given in the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015.

4. Effective date

The Regulations shall come into force on the 120th day from the date of its publication in the Official Gazette. Since the date of publication in the official Gazette is January 15, 2015, the effective date will be May 15, 2015. Therefore, this Code framed in accordance with the Regulations shall come into effect from May 15, 2015.

5. Compliance Officer

The Company Secretary of the company shall be the Compliance Officer for the purpose of the Code.

The compliance officer is financially literate and is capable of appreciating requirements for legal and regulatory compliance under these regulations and shall be responsible for compliance of policies, procedures, maintenance of records, monitoring adherence to the rules for the preservation of unpublished price sensitive information, monitoring of trades and the implementation of the codes specified in these regulations under the overall supervision of the board of directors of the company.

6. Preservation of price-sensitive information

i) All information shall be handled within the company on a need-to-know basis and no unpublished price sensitive information shall be communicated to any person except in furtherance of the insider's legitimate purposes, performance of duties or discharge of his legal obligations.

ii) Unpublished price sensitive information may be communicated, provided, allowed access to or procured, in connection with a transaction which entails:

- an obligation to make an open offer under the takeover regulations where the Board of Directors of the Company is of informed opinion that the proposed transaction is in the best interests of the Company; or
- not attracting the obligation to make an open offer under the takeover regulations but where the Board of Directors of the Company is of informed opinion that the proposed transaction is in the best interests of the Company and the information that constitute unpublished price sensitive information is disseminated to be made generally available at least two trading days prior to the proposed transaction being effected in such form as the Board of Directors may determine.

However, the Board of Directors shall require the parties to execute agreements to contract confidentiality and non-disclosure obligations on the part of such parties and such parties shall keep information so received confidential, except for the limited purpose and shall not otherwise trade in securities of the Company when in possession of unpublished price sensitive information

7. Need to know

“Need to know” basis means that Unpublished Price Sensitive Information should be disclosed only to those within the Company who need the information to discharge their duty and whose possession of such information will not give rise to a conflict of interest or appearance of misuse of the information.

8. Internal Code of Conduct governing dealing in securities

Employees and connected persons designated on the basis of their functional role (“**designated persons**”) in the organization shall be governed by an internal code of conduct governing dealing in securities. The board of directors shall in consultation with the compliance officer specify the designated persons to be covered by such code on the basis of their role and function in the organisation. Due regard shall be had to the access that such role and function would provide to unpublished price sensitive information in addition to seniority and professional designation.

9. Notional Trading window

Designated persons may execute trades subject to compliance with these regulations. Towards this end, a notional trading window shall be used as an instrument of monitoring trading by the designated persons. The trading window shall be closed when the compliance officer determines that a designated person or class of designated persons can reasonably be expected to have possession of unpublished price sensitive information. Such closure shall be imposed in relation to such securities to which such unpublished price sensitive information relates. Designated persons and their immediate relatives shall not trade in securities when the trading window is closed.

The timing for re-opening of the trading window shall be determined by the compliance officer taking into account various factors including the unpublished price sensitive information in question becoming generally available and being capable of assimilation by the market, which in any event shall not be earlier than forty-eight hours after the information becomes generally available. The trading window shall also be applicable to any person having contractual or fiduciary relation with the company, such as auditors, accountancy firms, law firms, analysts, consultants etc., assisting or advising the company.

10. Trading plans

An insider shall be entitled to formulate a trading plan for dealing in securities of the Company and present it to the Compliance Officer for approval and public disclosure pursuant to which trades may be carried out on his behalf in accordance with such plan.

Trading Plan shall:

- (i) not entail commencement of trading on behalf of the insider earlier than six months from the public disclosure of the plan;
- (ii) not entail trading for the period between the twentieth trading day prior to the last day of any financial period for which results are required to be announced by the issuer of the securities and the second trading day after the disclosure of such financial results;
- (iii) entail trading for a period of not less than twelve months;
- (iv) not entail overlap of any period for which another trading plan is already in existence;
- (v) set out either the value of trades to be effected or the number of securities to be traded along with the nature of the trade and the intervals at, or dates on which such trades shall be effected; and
- (vi) not entail trading in securities for market abuse.

The Compliance Officer shall review the Trading Plan made as above to assess whether the plan would have any potential for violation of the Regulations and shall be entitled to take express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of the plan as per provisions of the Regulations.

The Trading Plan once approved shall be irrevocable and the Insider shall mandatorily have to implement the plan, without being entitled to either deviate from it or to execute any trade in the securities outside the scope of the trading plan.

However, the implementation of the trading plan shall not be commenced, if at the time of formulation of the plan, the Insider is in possession of any unpublished price sensitive information and the said information has not become generally available at the time of the commencement of implementation. The commencement of the Plan shall be deferred until such unpublished price sensitive information becomes generally available information. Further, the Insider shall also not be allowed to deal in securities of the Company, if the date of trading in securities of the Company, as per the approved Trading Plan, coincides with the date of closure of Trading Window announced by the Compliance Officer.

Upon approval of the trading plan, the compliance officer shall notify the plan to the stock exchanges on which the securities are listed.

11. Pre clearance of trades

When the trading window is open, trading by designated persons shall be subject to preclearance by the compliance officer, if the value of the proposed trades is

above 10,000 shares or Rs. 15 lakhs (market value), whichever is lower. No designated person shall apply for pre-clearance of any proposed trade if such designated person is in possession of unpublished price sensitive information even if the trading window is not closed.

The pre-dealing procedure shall be hereunder:

- (i) An application may be made in the prescribed Form (Annexure A) to the Compliance officer indicating the estimated number of securities that the Specified Employee intends to deal in, the details as to the depository with which he has a security account, the details as to the securities in such depository mode and such other details as may be required by any rule made by the company in this behalf.
- (ii) An undertaking (Annexure B) shall be executed in favour of the Company by such Specified Employee incorporating, *inter alia*, the following clauses, as may be applicable:
 - (a) That the employee/director/officer does not have any access or has not received "Price Sensitive Information" up to the time of signing the undertaking.
 - (b) That in case the Specified Employee has access to or receives "Price Sensitive Information" after the signing of the undertaking but before the execution of the transaction he/she shall inform the Compliance Officer of the change in his position and that he/she would completely refrain from dealing in the securities of the Company till the time such information becomes public.
 - (c) That he/she has not contravened the code of conduct for prohibition of insider trading as notified by the Company from time to time.
 - (d) That he/she has made a full and true disclosure in the matter.
- (iii) All Specified Persons shall execute their order in respect of securities of the Company within one week after the approval of pre-clearance is given. The Specified Person shall file within 2 (two) days of the execution of the deal, the details of such deal with the Compliance Officer in the prescribed form. In case the transaction is not undertaken, a report to that effect shall be filed. (Annexure D).
- (iv) If the order is not executed within seven days after the approval is given, the employee/director must pre-clear the transaction again.

12. Restriction for contra trade

A designated person who is permitted to trade shall not execute a contra trade within six months following the prior transaction. The compliance officer may be empowered to grant relaxation from strict application of such restriction for reasons to be recorded in writing provided that such relaxation does not violate these regulations. Should a contra trade be executed, inadvertently or otherwise, in violation of such a restriction, the profits from such trade shall be liable to be

disgorged for remittance to SEBI for credit to the Investor Protection and Education Fund administered by the SEBI under the Act.

13. Restricted List

The compliance officer shall confidentially maintain a list of such securities as a “restricted list” which shall be used as the basis for approving or rejecting applications for preclearance of trades.

14. Powers to the Board

The Board of Directors of the Company shall have the authority to stipulate/ amend such formats as it may deem necessary for making applications for pre-clearance, reporting of trades executed, reporting of decisions not to trade after securing pre-clearance, recording of reasons for such decisions and for reporting level of holdings in securities within 2 days of execution of transaction to monitor compliance with these regulations.

15. Reporting Requirements for transactions in securities

The compliance officer shall report to the board of directors and in particular, shall provide reports to the Chairman of the Audit Committee or to the Chairman of the board of directors at such frequency as may be stipulated by the board of directors.

16. Disclosure of trading by insiders

- ❖ All public disclosures shall be made in such form as may be specified in the Regulations.
- ❖ Disclosures made by person shall also include those relating to trading by such person’s immediate relatives, and by any other person for whom such person takes trading decisions.
- ❖ The disclosures of trading in securities shall also include trading in derivatives of securities if permitted under law (Section 194 of the Companies Act, 2013 prohibits Director or KMP from entering into forward dealings etc.)
- ❖ Such disclosure shall be preserved for 5 years.
- ❖ Disclosure are classified as Initial and continual disclosures:

Initial Disclosures:

| SN | Disclosure-By Whom | Disclosure-To Whom | What to disclose | When |
|----|----------------------------------|--------------------|--|--|
| 1. | Every promoter, KMP and Director | Company | Holding of securities of the company as on date of the Regulations taking effect (May 15, 2015) | Within 30 days of these Regulations taking effect.(These Regulations are effective from 120th day of the date of notification i.e. on and from 15th May, 2015) |

| | | | | |
|----|---|---------|---|--|
| 2. | Every person on appointment as a KMP or a Director of the Company or upon becoming promoter | Company | Holding of securities of the company as on date of appointment or becoming a promoter | Within 7 days of such appointment or becoming a promoter |
|----|---|---------|---|--|

Continual Disclosures:

| SN | Disclosure-By Whom | Disclosure-To Whom | What to disclose | When |
|----|--|---|---|--|
| 1. | Every promoter, employee and director. Since employee have been covered, the Regulations does not specify KMP separately | Company | No. of securities acquired or disposed of within two trading days of such transaction or a series of transactions over any calendar quarter, aggregating to a traded value in excess of Rs. 10 lakhs or such other value as may be specified. | Within 2 trading days of such transaction |
| 2. | The Company | Stock Exchanges where the securities are listed | Receipt of disclosure or becoming aware of such information | within 2 trading days of the receipt of the disclosure or from becoming aware of such information. |

Disclosure by other connected persons:

The company may at its discretion require any other connected person or class of connected persons to make disclosures of holdings and trading in securities of the company in such form and at such frequency as may be determined by the company.

17. Penalty for contravention of code of conduct

Employees/officers/directors of the company who violate the code of conduct shall also be subject to disciplinary action by the company, which may include wage freeze, suspension, etc. by the persons required to formulate the code of conduct under sub-regulations (1) and (2) of Regulation 9 of Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015.

18. Information to SEBI in case of violation of SEBI (Prohibition of Insider Trading) Regulations, 2015

In case it is observed by the persons required to formulate a code of conduct under sub-regulation (1) and sub-regulation (2) of regulation 9 of Securities and

Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, that there has been a violation of these regulations, they shall inform SEBI promptly.

ANNEXURE A

SPECIMEN OF APPLICATION FOR PRE-CLEARANCE OF TRADES

Date:

To
The Compliance Officer,
Dr. Agarwal's Eye Hospital Ltd

Dear Sir,

Sub: Application for pre-clearance of the transactions in the securities of Dr. Agarwal's Eye Hospital Ltd.

Pursuant to SEBI (Prohibition of Insider Trading) Regulations, 2015 and the procedures laid down in Dr. Agarwal's Eye Hospital Ltd.'s Code of Conduct for Prohibition of Insider Trading, I would like to pre-clear the transactions in the securities of the company as per details given below:-

Name

State Whether

Director Officer Designated Employee

Dependent

| | |
|---------------|--------------|
| Employee No.: | Designation: |
| Department: | Location: |

- 1. Details of the transactions (buy/sell) :
- 3. Estimated No. of securities involved :
- 4. Name of Depository Participant, where the account is held :
- 5. DP ID :
- 6. Client ID :
- 7. No. of shares already held in that A/c :

8. Proposed Date of dealing in securities :
 9. Price at which the transaction is proposed :
 10. Current market price (as on date of appl) :
 11. Whether the proposed transaction will be
 Through stock exchange or off-market deal :
 12. Reasons for current transaction :

I request that I may be allowed to do this transaction as it does not violate the provisions of the Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and Dr. Agarwal's Eye Hospital Ltd Code of Conduct for Prohibition of Insider Trading.

I enclose herewith form of Undertaking signed by me.

.....
 (Signature of the employee)

Name of the Employee :
 Designation :
 Date :
 Place :

For the use of Compliance Officer:

| Date of receipt of application | Approval Date | Approval Number | Compliance Officer's Signature |
|--------------------------------|---------------|-----------------|--------------------------------|
| | | | |

ANNEXURE B

Format of undertaking to be accompanied with application for pre-clearance

I,,
son/daughter/wife of,
residing in.....employed in Dr. Agarwal's Eye Hospital Ltd , in the
capacity of, being a designated official under
the Securities and Exchange Board of India (Prohibition of Insider Trading)
Regulations, 2015 and the company's code of conduct framed there under ,do
hereby undertake that I am not in possession of or privy to any unpublished price
sensitive information at the time of signing this undertaking.

In the event that I have access to or received any information that could be
construed as "Price Sensitive Information" as defined in the Code, after the
signing of this undertaking but before executing the transaction for which
approval is sought, I shall inform the Compliance Officer of the same and shall
completely refrain from dealing in the securities of the Company until such
information becomes public.

I declare that I have not contravened the provisions of the Code as notified by
the Company from time to time.

I undertake to submit the necessary report within four days of execution of the
transaction / a 'Nil' report if the transaction is not undertaken.

If approval is granted, I shall execute the deal within 7 days of the receipt of
approval failing which I shall seek a fresh pre-clearance.

I declare that I have made full and true disclosure in the matter.

.....
(Signature of the employee)

Name of the Employee :

Designation :

Date :

Place :

ANNEXURE-C

FORMAT FOR DISCLOSURE OF PRE-APPROVED TRANSACTIONS

(To be submitted within 2 days of transaction / dealing in securities of the Company)

To
The Compliance Officer,
Dr. Agarwal's Eye Hospital Ltd

Dear Sir,

Sub: Details of Pre-Approved Transactions
Ref: Your Approval Letter No.....dated.....

I hereby inform that I

- have not bought / sold/ subscribed any securities of the Company
- have bought/sold/subscribed to _____ securities as mentioned below on ____
(date)

| Name of holder | ** First holder or Joint holder | No. of securities dealt with | Bought/sold/ subscribed | DP ID/Client ID Folio No | Price (Rs.) |
|----------------|---------------------------------|------------------------------|-------------------------|--------------------------|-------------|
| | | | | | |
| | | | | | |

** "F" for first holder, "J" for joint holder

In connection with the aforesaid transaction(s), I hereby undertake to preserve, for a period of 3 years and produce to the Compliance officer / SEBI any of the following documents:

1. Broker's contract note.
2. Proof of payment to/from brokers.
3. Extract of bank passbook/statement (to be submitted in case of demat transactions).
4. Copy of Delivery instruction slip (applicable in case of sale transaction).

I agree to hold the above securities for a minimum period of six months. In case there is any urgent need to sell these securities within the said period, I shall approach the Compliance Officer for necessary approval. *(applicable in case of purchase / subscription).*

I declare that the above information is correct and that no provisions of the Company's Insider Trading Code and/or applicable laws/regulations have been contravened for effecting the above said transactions(s).

Date: _____

Signature: _____

Name:

Designation:

ANNEXURE-D

FORMAT FOR INITIAL DISCLOSURE OF SECURITIES

To
The Compliance Officer,
Dr. Agarwal's Eye Hospital Ltd

I, in my capacity as of the Company hereby submit the following details of securities held in the Company as on (Date of becoming Promoter/Key managerial personnel/Director).

I. Details of securities held by me:

Pursuant to the provisions of SEBI (Prohibition of Insider Trading) Regulations, 2015 and the Company's Code of Conduct for Prohibition of Insider Trading, I hereby declare that:

- do not hold any securities as on abovementioned date
- hold securities as per details given below:

| Type of Securities | No. of securities held | Folio No. | Client ID/DP ID |
|--------------------|------------------------|-----------|-----------------|
| | | | |
| | | | |

II. Details of immediate relatives:

Pursuant to the provisions of SEBI (Prohibition of Insider Trading) Regulations, 2015 and the Company's Code of Conduct for Prohibition of Insider Trading, I hereby declare that I have/do not have the following immediate relatives, who hold securities as per details given below:

| Sl No | Name of relative | Relationship | Type securities of | No. of securities held | Folio No. | Client ID/DP ID |
|-------|------------------|--------------|--------------------|------------------------|-----------|-----------------|
| | | | | | | |
| | | | | | | |

I hereby declare that the above details are true, correct and complete in all respects.

Date:

Signature:
Name:

**ANNEXURE- E
DISCLOSURE OF CHANGE IN SHAREHOLDING**

To

The Compliance Officer,
Dr. Agarwal's Eye Hospital Ltd

I,....., in my capacity as of the Company hereby submit the following details of change in the holding of securities of the Company.

| Name, PAN & address of shareholder | No. of securities held before the transaction | Date of receipt of allotment advice/acquisition/sale of securities | Nature of transaction & quantity & value | | | No. of securities held before the transaction | Trading member through whom the trade was executed with SEBI Registration No. of TM | Exchange on which the trade was executed |
|------------------------------------|---|--|--|------|--------|---|---|--|
| | | | Purchase | Sale | others | | | |
| | | | | | | | | |

Details of change in securities held by immediate relatives:

| Name, PAN & address of shareholder | No. of securities held before the transaction | Date of receipt of allotment advice/acquisition/sale of securities | Nature of transaction & quantity & value | | | No. of securities held before the transaction | Trading member through whom the trade was executed with SEBI Registration No. of TM | Exchange on which the trade was executed |
|------------------------------------|---|--|--|------|--------|---|---|--|
| | | | Purchase | Sale | others | | | |
| | | | | | | | | |

I hereby declare that the above details are true, correct and complete in all respects.

Date:

Signature:
Name: