Annexure-A

Format for Submission of Details to Stock Exchanges

Name of the RTA / DP:
Registration No.

Nodal Officer

Name : xxx
Designation : xxx
Address : xxx
Telephone : xxx
Mobile : xxx
E-mail : xxx

Sl. No	State	City	Office Address	Contact Person	Contact Number	Fax	E-mail
1.	xxx	xxx	xxx	xxx	xxx	xxx	xxx
2.							
3.							

Annexure-B

Indicative Timeline Schedule for Various Activities

Sl. No.	Details of Activities	Due Date (working day*)
1.	An investor, intending to subscribe to a public issue, shall submit a completed bid-cum-application form to any of the following intermediaries: i. an SCSB, with whom the bank account to be blocked, is maintained ii. a syndicate member (or sub-syndicate member) iii. a stock broker registered with a recognised stock exchange (and whose name is mentioned on the website of the stock exchange as eligible for this activity) ('broker') iv. a depository participant ('DP') (whose name is mentioned on the website of the stock exchange as eligible for this activity) v. a registrar to an issue and share transfer agent ('RTA') (whose name is mentioned on the website of the stock exchange as eligible for this activity)	Issue opening date to issue closing date (where T is issue closing date)
2.	The aforesaid intermediaries shall, at the time of receipt of application, give an acknowledgement to investor, by giving the counter foil or specifying the application number to the investor, as a proof of having accepted the application form, in physical or electronic mode, respectively. (i) <u>For applications submitted by investors to SCSB</u>: After accepting the form, SCSB shall capture and upload the relevant details in the electronic bidding system as specified by the stock exchange(s) and may begin blocking funds available in the bank account specified in the form, to the extent of the application money specified. (ii) <u>For applications submitted by investors to other intermediaries</u>: After accepting the application form, respective intermediary shall capture and upload the relevant details in the electronic bidding system of stock exchange(s). Stock exchange(s) shall validate the electronic bid details with depository's records for DP ID, Client ID and PAN, by the end of each bidding day and bring the inconsistencies to the notice of intermediaries concerned, for rectification and re-submission within the time specified by stock exchange. Stock exchange(s) shall allow modification of selected fields in the bid details already uploaded on a daily basis.	

<table>
<tr><td>3.</td><td>Issue Closes</td><td>T (Issue closing date)</td></tr>
<tr><td>4.</td><td>Stock exchange(s) shall allow modification of selected fields (till 01:00 PM) in the bid details already uploaded.

Registrar to get the electronic bid details from the stock exchanges by end of the day.

Syndicate members, brokers, DPs and RTAs to forward a schedule as per format given below along with the application forms to designated branches of the respective SCSBs for blocking of funds.

<table><tr><th>Field No.</th><th>Details*</th></tr><tr><td>1.</td><td>Symbol</td></tr><tr><td>2.</td><td>Intermediary Code</td></tr><tr><td>3.</td><td>Location Code</td></tr><tr><td>4.</td><td>Application No.</td></tr><tr><td>5.</td><td>Category</td></tr><tr><td>6.</td><td>PAN</td></tr><tr><td>7.</td><td>DP ID</td></tr><tr><td>8.</td><td>Client ID</td></tr><tr><td>9.</td><td>Quantity</td></tr><tr><td>10.</td><td>Amount</td></tr></table>
(*Stock exchange(s) shall uniformly prescribe character length for each of the above-mentioned fields)

SCSBs to continue / begin blocking of funds.

Designated branches of SCSBs may not accept schedule and applications after T+1 day.

Registrar to give bid file received from stock exchanges containing the application number and amount to all the SCSBs who may use this file for validation / reconciliation at their end.</td><td>T+1</td></tr>
<tr><td>5.</td><td>Issuer, merchant banker and registrar to submit relevant documents to the stock exchange(s) except listing application, allotment details and demat credit and refund details for the purpose of listing permission.

SCSBs to send confirmation of funds blocked (Final Certificate) to the registrar by end of the day.</td><td>T+2</td></tr>
</table>

	Registrar shall reconcile the compiled data received from the stock exchange(s) and all SCSBs (hereinafter referred to as the "reconciled data"). Registrar shall reject multiple applications determined as such, based on common PAN. Registrar to undertake "Technical Rejection" test based on electronic bid details and prepare list of technical rejection cases.	
6.	Finalisation of technical rejection and minutes of the meeting between issuer, lead manager, registrar. Registrar shall finalise the basis of allotment and submit it to the designated stock exchange for approval. Designated Stock Exchange(s) to approve the basis of allotment. Registrar to prepare funds transfer schedule based on approved basis of allotment. Registrar / Issuer to initiate corporate action to carry out lock-in for pre-issue capital held in depository system. Registrar and merchant banker to issue funds transfer instructions to SCSBs.	T+3
7.	Registrar to receive confirmation for pre-issue capital lock-in from depositories. SCSBs to credit the funds in public issue account of the issuer and confirm the same. Issuer shall make the allotment. Registrar / Issuer to initiate corporate action for credit of shares to successful allottees. Issuer and registrar to file allotment details with designated stock exchange(s) and confirm all formalities are complete except demat credit. Registrar to send bank-wise data of allottees, amount due on shares allotted, if any, and balance amount to be unblocked to SCSBs.	T+4

8.	Registrar to receive confirmation of demat credit from depositories. Issuer and registrar to file confirmation of demat credit, lock-in and issuance of instructions to unblock ASBA funds, as applicable, with stock exchange(s). Issuer to make a listing application to stock exchange(s) and stock exchange(s) to give listing and trading permission. Issuer, merchant banker and registrar to publish allotment advertisement before the commencement of trading, prominently displaying the date of commencement of trading, in all the newspapers where issue opening/closing advertisements have appeared earlier. Stock exchange(s) to issue commencement of trading notice.	T+5
9.	Trading commences	T+6
*** <u>Working days will be all days excluding Sundays and bank holidays</u>**		