

Annexure I

Details of Nodal officers of SCSBs for IPO applications processed through UPI

Format of certificate to be submitted by SCSBs

- (i) We, **[Name of the Bank]**, hold a valid certificate of registration as a Banker to an Issue under the SEBI (Bankers to an Issue) Regulations, 1994. Our SEBI registration number _____ is _____ valid up to _____.
- (ii) We hereby confirm that we have completed the UPI 2.0 certification process with National Payments Corporation of India (NPCI) as an Issuer/Issuer & Acquirer/Acquirer. We also confirm that we have complied with NPCI office circular 78 on 'Reconciliation and handling declined/timed-out transactions in UPI for one-time mandate block'. The certification done and sign off received from NPCI consists of the all UPI functionalities of mandate block/unblock cases inclusive of ASBA use case.
- (iii) We have undertaken the mock trial run of our systems for **ASBA with UPI**, with the NPCI and Registrar(s) and have satisfied ourselves that we have adequate systems/ infrastructure in place to fulfill our responsibilities/ obligations as envisaged in the ASBA facility with UPI as a payment mechanism within the timelines specified therein. These responsibilities/ obligations, inter-alia, include:
- a. Blocking funds to the extent of application money in the bank account specified in the UPI Mandate Block Request received from NPCI/PSPs till finalisation of the basis of allotment or withdrawal/ failure of the issue or withdrawal/ rejection of the application, as the case may be.
 - b. Ensuring that there is a proper segregation of UPI applications/amount/data issue- wise in respect of various issues that may be opened simultaneously.
 - c. Unblocking funds in the bank account specified in the ASBA with UPI, upon receipt of request from Registrar(s) and releasing the funds in favour of the issuer or unblocking of funds on withdrawal/ rejection of the ASBA UPI application, and
 - d. Unblocking funds in the bank account specified in the ASBA with UPI, upon receipt of information on withdrawal/ failure of the issue from the post issue merchant bankers through Registrar to an issue.

(iv) We have systems in place to ensure that the amount blocked by us in the bank account specified in the ASBA with UPI shall be available at all times, for the purpose of giving it to the issuer upon finalization of the basis of allotment.

(v) We are responsible for any omission or commission on our part while discharging our role as envisaged in the ASBA facility with UPI as a payment mechanism.

(vi) We have systems in place to satisfactorily redress complaints arising out of errors or delays on our part in processing the IPO applications with UPI , block or release funds, etc. In this regard, we will be governed by SEBI (Issue of Capital & Disclosure Requirements) Regulations, 2018 and Circular No. SEBI/HO/CFD/DIL2/CIR/P/2018/22 dated February 15, 2018.

(vii) We have identified the following official of our bank as the nodal officer for the purpose of

ASBA facility with UPI:

Name: _____

Designation: _____

Department: _____

Address: _____

Mobile number: _____

E-mail ID: _____

(viii) We have identified the following escalation matrix for the purpose of **ASBA facility with UPI:**

First level escalation

Name : _____

Designation: _____

Department: _____

Address: _____

Mobile number: _____

E-mail ID: _____

Second level escalation

Name : _____

Designation: _____

Department: _____

Address: _____

Mobile number: _____

E-mail ID: _____

Final level escalation

Name : _____

Designation: _____

Department: _____

Address: _____

Mobile number: _____

E-mail ID: _____

Compliance Officer Details

Name : _____

Address: _____

Mobile number: _____

E-mail ID: _____

(ix) We undertake to inform changes, if any, in the aforesaid details furnished to SEBI, on as and when basis.

I, _____ on behalf of _____ as a SCSB , hereby confirm that we fulfill / undertake to fulfill all the conditions stated above in providing ASBA with UPI as a payment mechanism.

Name and Signature of Authorized/Nodal official of the Bank

Annexure II**Details of SMS to be sent to investors by SCSBs**

Details to be present in SMS (for mandate block)
Name of the IPO
Total shares applied by the investor
Amount blocked and the corresponding date of block

Allotment Category	Details to be present in SMS (for mandate unblock)	
	SMS 1	SMS 2
Full Allotment	Name of the IPO	Name of the IPO
	Total shares allotted to the investor	Total shares allotted to the investor
	Total Amount to be debited/unblocked	Total Amount debited/unblocked.
	Tentative date of debit/unblock	-
	-	Actual date of debit/unblock.
Partial Allotment	Name of the IPO	Name of the IPO
	Total shares allotted and non-allotted	Total shares allotted and non-allotted
	Total Amount to be	Total Amount

	debited/unblocked	debited/unblocked
	Tentative date of debit/unblock	-
		Actual date of debit/unblock.
Non-Allotment	Name of the IPO	Name of the IPO
	Total shares non-allotted	Total shares non-allotted
	Total Amount to be unblocked	Total Amount unblocked
	Tentative date of unblock	-
	-	Actual date of unblock.

Annexure III**Format of report to be submitted by SCSB(s) with Registrar and Share Transfer Agent**

Cancelled/Withdrawn/Deleted applications Report of [Name of Issuer/IPO]				
Bank Name	Period of IPO processing	Date	Total UPI Applications Cancelled/Withdrawn/deleted (Nos) received from RTA	Confirmation on unblocking (Yes/No)
	Issue opening date			
	Issue opening date + I			
	Issue Closing date (T)			

Authorized/Nodal official of the SCSB

1. Name –
2. Designation –
3. Mobile Number –
4. Email Id –
5. Contact Address –

Signature & Stamp of the Authorized/Nodal official.

Annexure – IV

Name of the IPO –

Banker to the Issue –

Registrar to an Issue –

CERTIFICATION OF COMPLIANCE BY SCSB's FOR COMPLETION OF UNBLOCK OF FUNDS ON THE NEXT WORKING DAY FROM THE FINALIZATION OF BASIS OF ALLOTMENT BY REGISTRAR TO THE ISSUE (BOA+1).

Note: All SCSBs are required to submit to Registrar to the Issue a certificate as per the format provided hereunder by the end of closing hours of Bank Day on BOA+1. Upon receipt of this certificate, RTIs shall maintain a record of it and the consolidated compliance of all SCSBs be provided to Post Issue Lead Manager on BOA+1. Post Issue Lead Manager shall provide the same to SEBI as and when it is sought.

Format of certificate to be submitted by SCSBs for Unblocking of Funds in UPI Applications

(i) We, [**Name of the Bank**], hold a valid certificate of registration as a Banker to an Issue under the SEBI (Bankers to an Issue) Regulations, 1994. Our SEBI registration number is _____ valid up to _____.

In the IPO of _____, on/as on _____ (BOA+1),

- We hereby confirm that _____ UPI applications were successfully processed for a total amount of _____ (in crores).
- We hereby confirm that _____ UPI applications have got no-allotment/partial-allotment for a total amount of _____ (in crores).

- We have received _____ UPI applications from _____ (RTI) for unblocking of funds.
 - We hereby confirm that we have completed the unblocking for non-allottees/partial-allottees/withdrawn/cancelled/deleted UPI applications.
 - We hereby confirm that there are no multiple amounts blocked in investor's account for a unique UPI application.
 - We hereby confirm that the bank has not blocked funds in excess of the application amount in any of the investor's account.
 - We hereby confirm that there are no outstanding UPI applications for which funds are still blocked.
- (ii) We are responsible for any investor grievances pertaining to blocking/unblocking of funds while discharging our role as envisaged in the ASBA facility with UPI as a payment mechanism .

Authorized/Nodal official of the SCSB

1. Name –
2. Designation –
3. Mobile Number –
4. Email Id –
5. Contact Address –

Signature & Stamp of the Authorized/Nodal official.

Annexure VCompensation Mechanism for Investor Grievances

Scenario	Compensation Amount	Compensation Period	Who should compensate the investor?
Delayed unblock for cancelled/withdrawn/deleted applications	Rs.100/- per day or 15% per annum of the application amount , whichever is higher.	Date on which the request for cancellation/withdrawal/deletion is placed in Stock Exchanges Bidding Platform – Till the date of actual unblock.	SCSB
Blocking of multiple amounts for the same UPI Application	1. Instantly revoke the blocked funds other than the original application amount and 2. Rs.100/- per day or 15% per annum of the total cumulative blocked amount except the original application amount , whichever is higher.	Date on which multiple amounts were blocked – Till the date of actual unblock.	SCSB
Blocking more amount than the application amount	1. Instantly revoke the difference amount (Blocked Amount – Application Amount) and	Date on which the funds to the excess of application amount were blocked – Till the	SCSB

	2. Rs.100/- per day or 15% per annum of the difference amount , whichever is higher.	date of actual unblock.	
Delayed unblock for non-allotted/partially-allotted applications.	Rs.100/- per day or 15% per annum of the application amount , whichever is higher.	Since BOA+1 – Till the date of actual unblock.	SCSB

Annexure VI**Additional Compensation Mechanism for Investor Grievances**

Scenario	Compensation Amount	Compensation Period	Who should compensate the investor?
Delay in grievance redressal.	Rs.100/- per day or 15% per annum of the application amount , whichever is higher.	The day on which the grievance is received by Lead Managers/RTAs) – Till the date of actual unblock.	Post Issue Lead Managers.