

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.							

A. General Instructions

1. The Application-Cum-Bidding Form (accompanied with abridged prospectus) would be printed in a booklet form of A4 size paper.
2. White color form for Resident Indian, Eligible NRIs applying on a non-repatriation basis and Blue color form for Eligible NRIs, FVCIs, FPIs, (foreign corporates or foreign individuals bidding under the QIB Portion), on a repatriation basis.
3. Syndicate Member/SCSB to note that stamp of Broker/SCSB/DP/RTA Branch shall be done only after bid has been uploaded.

B. Main Application Form

1. Top of the application form shall have a Colored identifier strap incorporating the name of the issuer, ISIN number & type of form (Repatriation/Non-Repatriation Form).
2. 8 digit Application Number
3. Stamp/Serial Number/Code of Syndicate Member, Broker/ SCSB/ Sub-Agent /Sub-broker/ escrow bank/Bank Branch/ DP/RTA
4. Name & Contact Details of First/Sole Applicant {Name, Address, Email (optional), Telephone No. / Mobile (optional)}
5. PAN of First/Sole Applicant
6. Bidders Depository Account Details – Check Box for NSDL and CDSL & single 16- digit field (consisting of DP ID and Client ID)
7. Investor Category (Retail Individual, Non Institutional or QIB)
8. Investor Status (Separate Status for Repatriation/Non-Repatriation Form)
9. Bid Options –
 - a. Columns for Bid Options (Option 1, Option 2 or Option 3), Number of equity shares bid, Price per equity shares (sub-columns for Bid price, discount (if any) and Net price)
 - b. Attention of investors to be drawn to instruction that only retail individual investors can bid at Cut-off
 - c. Check-Box for Cut-Off
 - d. Instruction that
 - i. Bids must be in multiple of bid lot as advertised
 - ii. Price in multiples of Re 1 only.
 - iii. Number of shares and price per share be given in figures only
10. Payment Details:
 - a. Amount Blocked in figures & in words

b. ASBA: Bank Account Number & Bank Name and Branch

11. A confirmation by the Applicant (on behalf of joint bidders) that he/she has read, understood and agrees to such confirmations.

12. Signature of First/Sole Applicant (with date).

13. Signature of Account holder(s) upto 3 (in case of joint accounts) for ASBA.

14. Authorization for necessary action by SCSBs for making the application.

15. Broker/ SCSB / RTA / DP Stamp (Acknowledging upload of Bid in Stock Exchange System).

16. Acknowledgement Slip for Broker / SCSB / RTA / DP

a. 8 digit Application Number

b. Bidders Depository Account Details – Single 16-digit field (consisting of DP ID and Client ID)

c. PAN of First/Sole applicant

d. Amount Blocked less discount (if any) in figures

e. Payment Details (ASBA Bank Account No., Bank & branch)

f. Received from Name, Telephone/Mobile and Email of Bidder

g. Stamp & Signature of Banker

17. Acknowledgement Slip for Bidder

a. Columns for Bid Options (Option 1, Option 2 or Option 3), rows for Number of equity shares bid, Bid price, Total Amount blocked

b. 8 digit Application Number

c. Name of First / Sole Applicant

d. Acknowledgement of Broker / SCSB / RTA / DP

e. Payment Details (ASBA Bank Account No., Bank & Branch)

C. Overleaf of main Application Form

1. Bidder's Undertaking and Confirmations

2. Instructions corresponding to each item of main application form and specific instruction regarding:

a. Name (Name should be given exactly as appearing in DP records)

b. Instruction regarding PAN

c. Information regarding use of demographic details

d. Terms of Present Issue viz. Minimum & Maximum bid Size, Bid lot & Price Band, Margin Amount, bidding instructions

e. Definition of Bid i.e. bid should be defined as 'indication to make an offer' and not as 'an offer'.

f. Other instructions

g. Contact Details of First / Sole Applicant

h. Instructions with respect to payment / payment instrument

i. Instructions at the back of Acknowledgement Slip

- i. Company Contact Details
- ii. Registrar Contact Details
- iii. Contact persons in case of queries pertaining to allotment/credit of shares, submission and upload of ASBA bids.

D. Bid Revision Application Form

1. Top of the application form shall have a Colored identifier strap incorporating the name of the issuer, ISIN number & type of form (Repatriation/Non-Repatriation Form).
2. 8 digit Application Number (Same as that of Main Application form)
3. Stamp/Serial Number/Code of Syndicate Member, Broker/ SCSB/ Sub-Agent /Sub-broker/ escrow bank/Bank Branch/ DP/RTA
4. Name of First/Sole Applicant
5. PAN of First/Sole Applicant
6. Bidders Depository Account Details – Check Box for NSDL and CDSL & single 16-digit field (consisting of DP ID and Client ID)
7. Options for change of Bid
 - a. From
 - i. Columns for Bid Options (Option 1, Option 2 or Option 3), Number of equity shares bid, Price per equity shares (sub-columns for Bid price, discount, if any and Net price)
 - ii. Check-Box for Cut-Off
 - iii. Watermark in background indicating Old Bid
 - b. To
 - i. Columns for Bid Options (Option 1, Option 2 or Option 3), Number of equity shares bid, Price per equity shares (sub-columns for Bid price, discount, if any and Net price).
 - ii. Check-Box for Cut-Off.
 - iii. Watermark in background indicating Revised Bid.
 - c. Instruction that:
 - i. Bids must be in multiple of bid lot as advertised.
 - ii. Price in multiples of Re 1 only.
 - iii. Number of shares and price per share be given in figures only.
8. Payment Detail:
 - a. Additional Amount Blocked in figures & in words
 - b. ASBA: Bank Account Number & Bank Name and Branch

9. A confirmation by the Applicant (on behalf of joint bidders) that he/she has read, understood and agrees to such confirmations
10. Signature of First/Sole Applicant (with date)
11. Signature of ASBA Account holder(s) upto 3 (in case of joint accounts)
12. Authorization for necessary action by SCSBs for making the application
13. Broker/ SCSB / RTA / DP Stamp (Acknowledging upload of Bid in Stock Exchange System)
14. Acknowledgement Slip for Broker / SCSB / RTA / DP for Revised Bid
 - a. 8 digit Application Number
 - b. PAN of First /Sole Applicant
 - c. Bidders Depository Account Details – Check Box for NSDL and CDSL & single 16-digit field (consisting of DP ID and Client ID)
 - d. Revised Amount Blocked less discount (if any) in figures
 - e. Payment Details (ASBA Bank Account Number & Bank Name and Branch)
 - f. Received from Name, Telephone/Mobile and Email of Bidder
 - g. Stamp & Signature of Banker
 - h. Watermark in background indicating Revised Bid
15. Acknowledgement Slip for Bidder for Revised Bid
 - a. Columns for Bid Options (Option 1, Option 2 or Option 3), rows for Number of equity shares bid, Bid price, Revised Amount Blocked
 - b. 8 digit Application Number
 - c. Name of First/Sole Applicant
 - d. Acknowledgement of Broker / SCSB / RTA / DP
 - e. Payment Details: ASBA (Bank Account Number & Bank Name and Branch)

E. Overleaf of Bid Revision Application Form

1. Bidder's Undertaking for revised bid separately drafted for Repatriation/Non- Repatriation Form).
2. Instructions corresponding to each item of revised form and specific instruction regarding:
 - a. Bid Price Revision clearly specifying that only excess amount (if any) is to be blocked
 - b. Attention of investors to be drawn to instruction that only retail individual investors can bid at Cut-off
3. Issue Structure highlighting for different category of investors (Retail, Non Institutional and QIBs)
 - a. Number of equity shares (reservation if applicable)
 - b. Percentage of Issue available for allotment/allocation
 - c. Basis of allocation in case of oversubscription
 - d. Mode of allotment

- e. Allotment lot
- f. Who can apply (Summary)
- g. Terms of payment