**Annexure – I**

**Information needed from the seller and/or the issuer for OFS.**

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| **Sr.No** | **From the seller Company** |
| 1 | Name & address of the Seller |
| 2 | Name of the company |
| 3 | Issue Size |
| 4 | Maximum number of shares over and above the Issue Size |
| 5 | A Letter from seller confirming criteria under which the seller is coming for OFS (top 200 or non-compliant u/c 40A of listing agreement) |
| 6 | Calculation regarding the number of shares to be offered along with the face value |
| 7 | Offer size v/s paid up capital |
| 8 | Date of Offer for Sale |
| 9 | Session Timings |
| 10 | ISIN |
| 11 | Floor price ( disclosed or undisclosed) |
| 12 | Retail Discount (if any) |
| 13 | Bidding at cut-off for Retail (If applicable) |
| 14 | If disclosed, actual floor price, else the floor price in a sealed envelope |
| 15 | Date and time of the declaration of floor price, |
| 16 | Details of the authorized personnel for the purpose of OFS such as contact number, email id etc. |
| 17 | Name of Appointed seller Broker(s) and broker code |
| 18 | Name of Designated Stock Exchange |
| 19 | Name of the Exchange/s wherein the orders shall be placed. |
| 20 | Allocation methodology - Fixed price / Multiple price - appendix  Retail allocation methodology |
| 21 | Conditions, if any, for withdrawal or cancellation of the offer. |
| 22 | Copy of advertisement |
| 23 | Undertaking from seller for usage of Exchange’s OFS platform as per annexure – 2 |
| 24 | Confirmation from promoter/promoter/Non Promoter group entities on non-purchase and /or sale of shares of the company in the 12 weeks period prior to the offer and undertaking not to purchase and/or sale of shares of the company in the 12 weeks period after the offer |
| 25 | Details of the personnel(s) who shall be present while opening the sealed envelope containing the floor price. |