

ANNEXURE I

Information needed from the seller for OFS

Sr. No.	From the seller Company
1.	Name & address of the Seller
2.	Name of the Company whose shares are proposed to be sold and ISIN
3.	Name of the Exchange(s) wherein the orders shall be placed.
4.	Name of Designated Stock Exchange
5.	Date and time of the opening and closing of the Offer for Sale
6.	Allocation methodology - Fixed price / Multiple price – appendix. Retail allocation methodology/ Retail reservation % & Retail Discount (if any)/ Bidding at cut-off for Retail
7.	Offer Size (No of shares, percentage, face value)
8.	Maximum number of shares over and above the Offer Size (*)
9.	Name of Appointed seller Broker(s) and broker code
10.	Floor price
11.	Conditions, if any, for withdrawal or cancellation of the offer.
12.	Conditions for participating in the Offer for Sale
13.	Settlement
14.	A Letter from seller confirming criteria under which the seller is coming for OFS
15.	Details of the authorized personnel for the purpose of OFS such as contact number, email id etc.
16.	Copy of advertisement
17.	Undertaking from seller for usage of Exchange's OFS platform as per Annexure – II
18.	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
19.	Details of the personnel(s) who shall be present while opening the sealed envelope containing the floor price, (if any)

**In case of exercise of oversubscription option by the eligible seller, the seller is required to also disclose the revised number of shares available to retail category.*