

## ANNEXURE I

### Information needed from the Seller for OFS

Sr. No.	From the Seller Company					
1.	Name & address of the Seller (promoter or promoter group entities or non-promoter shareholders)					
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 or/and Employee allocation methodology/ Retail or/and Employee reservation % & Retail or/and Employee 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 group entities /Non Promoter shareholders on non-purchase and /or sale of shares of the company in the period as applicable under clause 2.4 of SEBI Circular ref.no. SEBI/HO/MRD/MRD-PoD-3/P/CIR/2023/10 dated January 10, 2023					
19.	Details of the personnel(s) who shall be present while opening the sealed envelope containing the floor price (if any)					
20.	Provide details of eligible Employee in below format (in excel format): <table><tr><td>Symbol</td><td>ISIN</td><td>Date</td><td>Name of Employee</td><td>PAN number</td></tr></table>	Symbol	ISIN	Date	Name of Employee	PAN number
Symbol	ISIN	Date	Name of Employee	PAN number		

*\*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.*