**List of details/ documents required for grant of In-principle approval (Bonus Issue) for listing under Regulation 28(1) of the SEBI (LODR) Regulations, 2015**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **List of Documents/ details to be submitted** | **Yes/No/Not Applicable** |
| 1 | Certified copy of the resolution passed by the Board of Directors approving the issue |  |
| 2 | Certified true copy of the notice convening the AGM/EGM of shareholders along with the explanatory statement annexed thereto where the proposal for issue is to be put for approval |  |
| 3 | Certified copy of the resolution passed by the shareholders at the AGM/EGM approving the Bonus issue; **and/or** Increase in the authorised share capital, if applicable. |  |
| 4 | Confirmation from the Company as per Annexure I |  |
| 5 | Certificate from Statutory Auditors / Practicing Chartered Accountant / Practicing Company Secretary confirming that the proposed bonus issue is being made in accordance with the requirements of Chapter XI of SEBI (Issue of Capital & Disclosure Requirement) Regulations, 2018. |  |
| 6 | Statement of total bonus entitlement as per the existing capital, bonus shares to be allotted and shares kept in abeyance, if any to be given by the Company Secretary in the Format mentioned in Annexure II. |  |
| 7 | Certified true copy of the amended copy of the Memorandum and Articles of Association of the Company. In case the Memorandum and Articles of Association is not amended, confirmation from the company regarding the same |  |

***Note:   
Processing fees is Rs. 1,50,000/- plus applicable taxes. (For SME Emerge Listed Companies: Rs. 1,00,000/- plus applicable taxes.)***

**Annexure I**

**Format of the confirmation to be submitted on the letter head of the company:**

To,

Manager - Listing Compliance

National Stock Exchange of India Limited

‘Exchange Plaza’. C-1, Block G,

Bandra Kurla Complex, Bandra (E),

Mumbai - 400 051

Dear Sir/Madam,

**Sub: Application for “In-principle approval” prior to issue and allotment of \_\_\_\_\_\_ (Quantity & Type of Securities) pursuant to Bonus issue under Regulation 28(1) of the SEBI (LODR) Regulations, 2015.**

In connection with above application for in-principle approval, we hereby confirm and certify that:

1. if the conversion of FCD/PCD’s is pending from Company, benefit of bonus is available to those FCD/PCD holders also
2. the issuer has received approval from the Stock Exchanges for listing and trading of all the securities excluding options granted to employees pursuant to an employee stock option scheme and convertibles securities, issued by the issuer prior to the issuance of bonus shares
3. there is no partly paid up shares existing in the Company and all the partly paid up shares are made fully paid up before the bonus issue is made by the Company
4. the equity shares so issued / arising on conversion of any convertible instrument so issued shall rank pari passu with the existing shares of the Company in all respects including dividend
5. the company, its whole-time directors, person(s) responsible for ensuring compliance with the securities laws, its promoters and the companies which are promoted by any of them are not in violation of the provisions of Regulation 34 of the SEBI (Delisting of Equity Shares) Regulations, 2021.
6. the issuer has not defaulted in payment of interest or principal in respect of fixed deposits or debt securities issued by it.
7. the issuer has not defaulted in respect of the payment of statutory dues of the employees such as

contribution to provident fund, gratuity and bonus.

1. The promoters or directors of the issuer is not fugitive economic offender as defined under Section 12 of the Fugitive Economic Offenders Act, 2018.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Managing Director/ Company Secretary)

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **ANNEXURE II** | | | |
| **Format for Statement of total bonus entitlement** | | | |
| **Particulars** | **No. of shares** | **Face Value** | **Total Amount (in Rs. crore)** |
| Paid up Share capital before bonus |  |  |  |
| Shares kept in abeyance before bonus |  |  |  |
| Govt. holding before Bonus |  |  |  |
| Shares to be issued pursuant to bonus in the ratio |  |  |  |
| (Eg: 1:2  i.e. \_1\_(One) bonus equity share of Rs. 2/- each fully paid –up for every 2\_(Two) existing equity share of Rs. 2/- each fully paid-up) |
| Total Paid up Share capital after Bonus Issue |  |  |  |
| Shares to be kept in abeyance after Bonus Issue |  |  |  |
| Govt. holding after Bonus |  |  |  |

|  |  |
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| **General Instructions for filling up the application** | |
| 1 | Submit the Listing Application only on NEAPS (NSE Electronic Application Processing System) on the following URL: https://neaps.nseindia.com/NEWLISTINGCORP/ |
| 2 | If a particular field/detail in the application forms is not applicable, please mention the same as 'Not Applicable' |
| 3 | The Exchange reserves the right to ask for documents other than those mentioned above. |
| 4 | For further clarifications please reach to the concern Exchange Officer. The details (contact no and E-mail Id) are available to NEAPS portal.  Path: - NEAPS >> Help >> Contact us |
| 5 | Generally, the Exchange reverts to the company with the queries/approval on the application within T+1 working days. However, additional days may be required on case-to-case basis. |