

## NATIONAL STOCK EXCHANGE OF INDIA LIMITED

### Initial Public Offer – SME

**Documents to be submitted on T+2 days (Before 1:00 p.m.)**

Sr. No.	Particulars
1	Listing Agreement, duly executed on non- judicial stamp paper of Rs.100/- (Appendix – I)
2	Resolution passed by the Board of Directors for allotment of securities.
3	Shareholding pattern of Issuer (preissue, issue and post issue) in format given as per Regulation 31 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015.
4	Post issue shareholding pattern in PDF form <b>without PAN</b>
5	All Advertisements published relating to IPO
6	Confirmation from the Issuer as per Annexure I
7	Confirmation from the Merchant Banker(s) as per Annexure II*
8	List - of allottees for all categories (in excel format)
9	Lock-in confirmation from Depository/RTA
10	Confirmation from Statutory Auditors/ Practicing Chartered Accountant/ Practicing Company Secretary as per Annexure III
11	Initial Listing Fees and Annual Listing Fees as applicable plus taxes** ( <a href="https://www.nseindia.com/companies-listing/raising-capital-sme-ntp-public-issues-listing-fees">https://www.nseindia.com/companies-listing/raising-capital-sme-ntp-public-issues-listing-fees</a> )

*\*Operational Guidelines on Setup Manual for sending Market making request on ENIT for SME securities as attached*

*\*\*Payment to Processing Fees with effect from December 1, 2018 has to be paid by the company in IDBI Bank unique virtual account number made based on PAN No of the company, which will be created within 1 day from registration on NEAPS by Company*

**Annexure I**  
**(On the letterhead of the Issuer)**

Date

To,  
National Stock Exchange of India Ltd,  
Exchange Plaza,  
Bandra Kurla Complex, Bandra (East),  
Mumbai– 400051

Dear Sir/Madam,

**Sub: Initial Public Offer of (Name of Issuer) of (No of Equity Shares) of Face Value INR (Face Value) /- each.**

We hereby, inter alia, confirm the following:-

- i. That the copies of all advertisements published as regards the current issue have been submitted to the Exchange.
- ii. That the issue is in compliance with all requirements of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, and any other applicable law, Rules and Regulations.
- iii. That all securities required to be under lock-in are subjected to lock-in, as mentioned in Offer Document for the issue.
- iv. That we are in compliance with the common agency requirements as specified by SEBI.

Yours faithfully,

(Name and Designation)

**Annexure II**  
**(On the letterhead of the Merchant Banker)**

Date

To,  
National Stock Exchange of India Ltd,  
Exchange Plaza,  
Bandra Kurla Complex, Bandra (East),  
Mumbai– 400051

Dear Sir/Madam,

**Sub: Initial Public Offer of (Name of Issuer) of (No of Equity Shares) of Face Value INR (Face Value) /- each.**

We hereby, inter alia, confirm the following:-

- i. That the copies of all advertisements published as regards the current issue have been submitted to the Exchange.
- ii. That the issue is in compliance with all requirements of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, and any other applicable law, Rules and Regulations.
- iii. That all securities required to be under lock-in are subjected to lock-in, as mentioned in Offer Document for the issue.
- iv. That we are in compliance with the common agency requirements as specified by SEBI
- v. That the market maker setup details have been provided in ENIT by the market maker trading member
- vi. That the allocation of shares has been made in fair and transparent manner and in accordance with the terms and condition as per Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018.

Yours faithfully,

(Name and Designation)

**Annexure - III**  
**(On the letterhead of the Statutory Auditors/ Practicing Chartered Accountant/  
Practicing Company Secretary)**

Date

To,  
National Stock Exchange of India Ltd,  
Exchange Plaza,  
Bandra Kurla Complex, Bandra (East),  
Mumbai– 400051

Dear Sir/Madam,

**Sub: Initial Public Offer of (Name of Issuer) of (No of Equity Shares) of Face Value INR (Face Value) /- each.**

We hereby, inter alia, confirm the following:-

- i. Allotment has been made as per the basis of allotment approved by the Designated Stock Exchange.
- ii. Total securities issued by the Issuer as follows:-

Number of securities	Distinctive numbers		Type of Security (F-Fully Paid, P – Partly Paid, L – Lock –in etc)	Lock in date		Physical/ Demat
	From	To		From	To	

Yours faithfully,

(Name and Designation)

**NATIONAL STOCK EXCHANGE OF INDIA LIMITED****Initial Public Offer – SME****Documents to be submitted on T+2 days (Before 7:30 pm)**

<b>Sr. No</b>	<b>Particulars</b>
1	Copy of the letter from Registrars and Merchant Banker(s) regarding dispatch of share certificates, allotment advice and uploading of electronic credit of Securities
2	Confirmation from the depositories regarding the credit of beneficiary accounts of the security holders.
3	Basis of allotment advertisement