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**NATIONAL STOCK EXCHANGE OF INDIA LIMITED**

**Checklist for Consolidation of Equity Shares**

**General Instructions:**

Once the Company submits an intimation for Record date, Exchange would seek documents as per the checklist from the Company. At present, the documents are required to be submitted through email in response to the email sent by the Exchange.

**Documents to be submitted to the Exchange at the time of intimation of Record date for Consolidation of Equity shares**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **List of documents** | **Yes/ No/ Not Applicable** |
| 1 | Notice of Record Date / Book Closure |  |
| 2 | Distinctive numbers of Equity Shares post consolidation, Details of issued and paid up equity share capital before & after consolidation along with a confirmation **(As per Annexure 1)** |  |
| 3 | Certified true copy of the NCLT Order |  |
| 4 | Certified True Copy of the Resolution passed by the Company for fixation of Record Date/Book closure |  |
| 5 | Certified true copy of the resolution passed at the AGM/EGM for consolidation of equity shares |  |
| 6 | Certified true copies of Extract of amended clauses of Memorandum and Articles of Association reflecting the change in face value of equity share |  |
| 7 | An undertaking to intimate the change in ISIN to the Stock Exchange on Consolidation |  |
| 8 | **Processing Fees:**  The processing fees in case of Consolidation is Rs 25000/- plus applicable taxes.  The procedure for payment of fees would be similar to payment of Annual fees.  Below details pertaining to the fees paid shall be provided:   * Date of payment: * UTR No: * Bank Name from which payment made: * IFSC code: * Whether TDS has been deducted. If yes, amount of TDS: |  |

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

(Company Secretary)

Date:

**Note:**

1. All documents to be dated, duly signed and stamped. Name and Designation to be mentioned of all Signing Authorities
2. Exchange reserves right to call for original documents at any time in the future.
3. The Exchange may ask additional documents depending on the nature of case.

**(on letter head of Company)**

**Annexure – I**

**Distinctive numbers of Equity Shares post Consolidation**

The Distinctive numbers of Equity Shares post Consolidation shall be 1 to ………………

**Details of issued and paid up equity share capital before & after Consolidation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Particulars** | **Before Consolidation** | | **After Consolidation** | |
| **Face value per equity share** | **No. of equity shares** | **Face value per equity share** | **No. of equity shares** |
| Authorized Capital |  |  |  |  |
| Issued capital |  |  |  |  |
| Paid up capital |  |  |  |  |

**Confirmation:**

We hereby confirm that the entire issued and paid up capital shown above is listed on the Exchange. *(In case of difference, kindly provide reasons)*

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(Company Secretary)

Date: