

## NATIONAL STOCK EXCHANGE OF INDIA LIMITED

### Further Public Offer – Main Board – In-principle Checklist

Sr. No.	Particulars
1	Confirmation from the <b>Issuer</b> as per Annexure I
2	Confirmation from the <b>Merchant Banker</b> as per Annexure II
3	Confirmation from the <b>Merchant Banker</b> as per Annexure III
4	Details as per Annexure IV from the <b>Issuer</b>
5	Certified true copy of resolution passed by <b>Board of Directors and Shareholders</b> authorizing the Further Public Offer
6	Certificate from the Statutory Auditor w.r.t. Defaults in respect of payment of interest and/or principle to the debenture/bond/fixed deposit holders, banks, FIs by the applicant, during the past three years.
7	Certificate from the Chartered Accountant w.r.t. Defaults in respect of payment of interest and/or principle to the debenture/bond/fixed deposit holders, banks, FIs by the promoters, during the past three years.
8	Full Names, PAN and address of the Issuer, Promoters, Subsidiary Company (ies) and Directors (in PDF and excel)
9	Copy of draft offer document & soft copy of offer document.
10	Provide the working for eligibility conditions as per Regulation 155 of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulation 2018 ( <i>in case of Fast Track Issue</i> )
11	Issue Summary Document in XBRL format and advertisements to the Exchanges (SEBI Circular no. SEBI/HO/CFD/PoD-1/P/CIR/2023/29 dated February 15, 2023)
12	Processing fees is 0.05% of the Issue Size (plus applicable taxes) subject to minimum of Rs 5,00,000/- and maximum of Rs. 40,00,000/- the payment of Processing Fees has to be made by the company in IDBI Bank unique virtual account number

Note- Generally, the Exchange reverts to the company with the queries/approval on the application within T+7 working days from receipt of the application. However, additional days may be required on case-to-case basis.

## 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: In-principle Approval for the Proposed Further 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 100% of Promoter holding is held in dematerialized form.
- ii. There are no present or any previous application of the Issuer for listing of any securities which has been rejected/pending earlier by SEBI or by any Stock Exchange (*If any kindly provide details*).
- iii. That the issuer, any of its promoters, promoter group or directors or selling shareholders are not debarred from accessing the capital market by the Board;
- iv. That none of the promoters or directors of the issuer is a promoter or director of any other company which is debarred from accessing the capital market by the Board;
- v. That none of the issuer or any of its promoters or directors are not wilful defaulters.
- vi. That none of the issuer's promoters or directors are fugitive economic offender.
- vii. That the issue is being made in compliance with applicable provision of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulation 2018
- viii. Undertaking from the Company that all the issued capital of the Company is listed with Exchange.
- ix. Undertaking that equity shares which will arise after Further Public Offer shall rank paripassu with existing equity shares of the Company in all respects including dividends.
- x. That the company or its promoters or whole time directors are not in violation of the provisions of Regulation 24 of the SEBI (Delisting of Equity Shares) Regulations, 2009.

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: In-principle Approval for the Proposed Further 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 no material regulatory or disciplinary action by a stock exchange or regulatory authority in the past three years against the Issuer company and promoters, if any, the same has been disclosed in the offer document.
- ii. That the issue is being made in compliance with applicable provision of Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulation 2018.

Yours faithfully,

(Name and Designation)

### **Annexure III (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: In-principle Approval for Further Public Offer of (Name of Issuer) of (No of Equity Shares) of Face Value INR (Face Value) /- each.**

We hereby undertake that the following disclosures will be made in the Offer letter, application form for the proposed public issue of (Name of Issuer)

1. Closure time of the Stock Exchange bidding platform for entry of bids.
2. Bids not uploaded in the book, would be rejected.
3. In case of discrepancy in the data entered in the electronic book vis a vis the data contained in the physical bid form/UPI, for a particular bidder, the details as per electronic book form of that bidder may be taken as the final data for the purpose of allotment.
4. Standardization of cut-off time for uploading of bids on the bid/ issue closing date.
  - a. A standard cut-off time of 3.00 PM for acceptance of bids.
  - b. A standard cut-off time of 4.00 PM for uploading of bids received from non- retail applicants i.e. QIBs and HNIs
  - c. A standard cut-off time of 5.00 PM for uploading of bids received from only retail applicants and/or employee's, which may be extended up to such time as deemed fit by Stock Exchanges after taking into account the total number of applications received upto the closure of timings and reported by BRLMs to the Exchange within half an hour of such closure.

Yours faithfully,

(Name and Designation)

## Annexure IV (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: In-principle Approval for the Proposed Further Public Offer of (Name of Issuer) of (No of Equity Shares) of Face Value INR (Face Value) /- each.**

1. The particulars of other issues (in sequential order) in respect of which approvals are pending with the Exchange:

Type of Issue (e.g. Amalgamation/ Arrangement, Preferential, Bonus, Rights, etc.)	Number of Shares	Date of Allotment (if applicable)	Stage of Approval <b>Pending</b> (Tick any one which is applicable)
			(Y/N) In-principle (Y/N) Listing (Y/N) Trading

2. Details of Processing Fees (0.05% of the issue size subject to minimum INR 5 lakhs & maximum INR 40 lakhs plus GST). Payment of Processing Fees has to be paid by the company in IDBI Bank unique Virtual Account Number.

Processing Fee (including GST)	
TDS, if any	
Net amount remitted after TDS	
UTR No.	

Dated	
Drawn on	

3. In case of any queries / clarifications the under-mentioned Company official may be contacted:

Contact Details	
Name & Designation of Contact Person	
Telephone Nos. (landline & mobile)	
Email – id	

4. Name of the Stock Exchanges where the equity shares of the company are listed.

Yours faithfully,

(Name and Designation)