**Checklist of Documents/ details to be submitted for in-principle approval (Post allotment) for listing of securities issued under Rights Issues by already listed company**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Documents to be submitted** | **Yes/No/Not Applicable** |
|  | Certified true copy of the resolution passed by the Board of Directors for allotment of securities |  |
|  | Confirmation from the Company as per Annexure I |  |
|  | Certificate from the Merchant Banker that the issue is in compliance with the chapter III of SEBI (Issue of Capital & Disclosure Requirement) Regulations, 2018 and that the issuer complies with requirements with the chapter III of SEBI (Issue of Capital & Disclosure Requirement) Regulations, 2018 |  |
|  | Shareholding pattern (Pre and Post issue) in format given as per Regulation 31 (1) of the SEBI (LODR) Reg., 2015. Also provide Post issue shareholding pattern in NEAPS. |  |
|  | Letter of offer and soft copy of all material contracts mentioned in the final letter of Offer/Prospectus and not forming a part of the above documents (material contract must includes all the consents letter from issue management team and all the due diligence certificates submitted by Merchant Banker) |  |
|  | Certificate from statutory auditors/practising auditors/ practising company secretary stating that   1. Allotment has been made as per the basis of allotment approved by the Designated Stock Exchange. 2. Securities under lock-in (the certificate should include the distinctive numbers of securities under lock-in and date from and upto which these shares are under lock-in). |  |
|  | Confirmation from Lead Managers that devolvement notices have been sent to underwriters (applicable if the issue has devolved). |  |
|  | Statement of total rights entitlement as per the existing capital, rights shares actually allotted and shares kept in abeyance, if any to be given by the Company Secretary |  |
|  | Additional Documents applicable only in case of debt securities   1. Certified true copy of the rating letter issued by rating agency for debt securities 2. Certified true copy of the debenture trust deed |  |
|  | Copies of all advertisement published in connection with the issue |  |

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**If NSE is not the Designated Stock Exchange than below mentioned additional document is required to be submitted**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Documents to be submitted** | **Yes/No/Not Applicable** |
| 12. | 3 Day Monitoring Report |  |
| 13. | Certified true copy of the basis of allotment approved by the Designated Stock Exchange. |  |
| 14. | Copy of Internal Minutes executed in between Lead Manager, Issuer and Registrar. |  |

|  |  |  |
| --- | --- | --- |
|  | Date |  |
|  | Place |  |
|  | Authorised Signatory and Stamp of the company |  |
|  |
|  | Name |  |
|  | Designation |  |

**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 listing of \_\_\_\_\_\_\_\_\_\_\_ equity shares issued on rights basis in terms of Chapter III of SEBI (ICDR) Regulations, 2018**

In connection with above application, we hereby confirm and certify that:

1. The shares allotted rank pari-passu with the existing equity shares of the Company including dividend.
2. The shares allotted to NRIs are as per guidelines issued by Reserve Bank of India
3. Refund orders shall be payable at par all places where application money is received.
4. Allotment money was payable at all centers where application money is received.
5. The issue is in compliance with the SEBI (Issue of Capital & Disclosure Requirement) Regulations, 2018.
6. The issuer, any of its promoters, promoter group or directors of the issuer are not debarred from accessing the capital market by the Board;
7. 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.
8. 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.
9. The company/RTA has updated the DNR details for the current allotment on depository portal.
10. The company will submit/has submitted shareholding pattern as per Regulation 31(1)( c ) od SEBI (LODR) Regulations, 2015 separately on NEAPS portal within the applicable timelines.
11. None of its promoters or directors is a fugitive economic offender.
12. Details of additional listing fees, if applicable.

Date:

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

(Authorized signatory)

**General Instructions for filling up the application forms**

|  |  |
| --- | --- |
| 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 application forms should be submitted duly completed in all respects and all details asked for in the forms should be filled. |
| 4. | In case the space provided in the application form is not sufficient, information may be provided in separate sheets with appropriate reference to the concerned clause in the form and should be duly stamped and initialed by the authorised signatory |
| 5. | The Exchange reserves the right to ask for documents other than those mentioned above. |
| 6. | Generally, the Exchange reverts to the company with the queries/approval on the application within T+3 working days. However, additional days may be required on case-to-case basis. |
| 7. | The fee is to be paid through Virtual account allotted to the Company. |
| 8. | For further clarifications please reach to the concern Exchange Officer. The details (contact no and E-mail Id) are available on NEAPS portal. |
| 9. | All the confirmation must be given on the Letter Head of the Company. |
| 10. | Documents/details provided must be duly certified by the Company Secretary/Compliance officer/Authorized person. |
| 11. | Satisfactory response to the queries raised by the exchange shall be submitted on immediate basis which in any way shall not be later than 30 calendar days. Exchange reserves the right to return the applications if not responded satisfactorily within 30 days. |