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**NATIONAL STOCK EXCHANGE OF INDIA LIMITED**

**Checklist for Sub-Division of Equity Shares / Face Value Split**

**General Instructions:**

Once the Company submits an intimation for Record date, Exchange will seek documents as per the checklist from the Company. The documents must be submitted through email in response to the email sent by the Exchange. Further, please note that the Circulars are issued in two phases. **First phase:** Exchange disseminates a Circular on Face Value Split after receiving the prescribed documents. **Second phase:** The Circular on Change in ISIN is disseminated after the Company provides the ISIN Activation Letter received from the depositories. Please note that the Companies are expected to provide the ISIN Activation Letter to the Exchange as soon as it is received from the depositories and before the record date.

**Documents to be submitted to the Exchange for Sub-Division of Equity Shares / Face Value Split:**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **List of documents** | **Yes/ No/ Not Applicable** |
| 1 | Notice of Record Date / Book Closure to the Exchange |  |
| 2 | Distinctive numbers of Equity Shares post face value Split, Details of issued and paid-up equity share capital before & after face value split along with a confirmation **(As per Annexure 1)** |  |
| 3 | Copy of equity share certificate post face value split |  |
| 4 | An undertaking stating the date on which the new equity shares will be credited to the beneficiary accounts of the shareholders **(As per Annexure 2)** |  |
| 5 | Certified true copy of the resolution passed at the AGM/EGM for subdivision 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 | ISIN code to be assigned to equity shares of the company by the depositories pursuant to face value split **(To be given after the issuance of Circular by NSE (National Stock Exchange) for change in Face value and before the record date)** |  |
| 8 | Credit confirmation from the Depositories with regard to sub-division of shares **(To be given after the record date)** |  |
| 9 | **Processing Fees:**  The processing fees in the case of Split 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 (Tax Deduction at Source) 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 the right to call for original documents at any time in the future.
3. The Exchange may ask for additional documents depending on the case.

***(On the letter head of the Company)***

**Annexure – 1**

**Distinctive numbers of Equity Shares post face value Split**

The Distinctive numbers of Equity Shares post face value Split shall be 1 to ………………

**Details of issued and paid-up equity share capital before & after face value split**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Particulars** | **Before Split** | | **After Split** | |
| **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)*

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

(Company Secretary)

Date:

***(On the letter head of the Company)***

**Annexure 2**

**UNDERTAKING**

The Board of Directors of the Company have fixed record date as …………………... for the purpose of sub-division of equity shares from Rs. …. per share to Rs. …… per share. We hereby undertake that the new equity shares will be credited to the beneficiary accounts of the shareholders before the beginning of the day on the trading day succeeding the Record Date.

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(Company Secretary)

Date: