

## **National Stock Exchange Of India Limited**

### **CHECKLIST FOR REVOCATION OF SUSPENSION**

#### **COVERING LETTER FORMAT**

(On the letterhead of the company)

To,  
The Manager,  
Listing Compliance Department,  
National Stock Exchange of India Limited,  
Exchange Plaza, Bandra Kurla Complex,  
Bandra (East),  
Mumbai – 400051

**Sub: Application for revocation of suspension**

Dear Sir/Madam,

As per the captioned subject, find attached herewith documents as required for revocation of suspension as per the checklist provided by NSE.

Yours faithfully,

For **Name of Company**

**(Name)**

**Designation (Company Secretary / CFO/ Compliance Officer)**

## ANNEXURE I

### A. Company Details

|    |                                                                                                                      |  |
|----|----------------------------------------------------------------------------------------------------------------------|--|
| 1. | Name of the company:<br>Date of Listing:<br>Date of Suspension                                                       |  |
| 2. | Website of the company                                                                                               |  |
| 3. | Address of the Registered Office<br><br>STD Code<br>Tel. Nos.<br>Fax Nos.                                            |  |
| 4. | Address of the Corporate Office<br><br>STD Code<br>Tel. Nos.<br>Fax Nos.                                             |  |
| 5. | Name and Address of Statutory Auditors<br><br>Name of Contact Person<br>STD Code<br>Tel. Nos.<br>Fax Nos.            |  |
| 6. | Name and Address of Registrar and Transfer Agents<br><br>Name of Contact Person<br>STD Code<br>Tel. Nos.<br>Fax Nos. |  |
| 7. | Email ID for correspondence                                                                                          |  |
| 8. | Business activities (Main and Others)                                                                                |  |

|     |                                                                                         |  |
|-----|-----------------------------------------------------------------------------------------|--|
| 9.  | Management Details                                                                      |  |
|     | a) Chairperson<br>- email address<br>- direct phone number                              |  |
|     | b) Managing Director<br>- email address<br>- direct phone number                        |  |
|     | c) Chief Executive Officer<br>- email address<br>- direct phone number                  |  |
|     | d) Company Secretary<br>- email address<br>- direct phone number<br>- direct fax number |  |
|     | e) Name, PAN and DIN of Directors                                                       |  |
|     | f) Name and PAN of Promoters                                                            |  |
| 10. | Financial Year of the company                                                           |  |
| 11. | ISIN of the company                                                                     |  |
| 12. | PAN and CIN of the company                                                              |  |
| 13. | Issued Capital<br>Paid-up Capital<br>Listed Capital                                     |  |
| 14. | Name change, if any                                                                     |  |
| 15. | Details of change in management of the company during the period of suspension, if any  |  |
| 16. | Name of the Stock Exchanges where the securities of the company are listed              |  |

## B. Capital Details

|    |                                      |                   |               |                              |         |                     |           |
|----|--------------------------------------|-------------------|---------------|------------------------------|---------|---------------------|-----------|
| 1. | Particulars of Share Capital History |                   |               |                              |         |                     |           |
|    | Security Description                 | Date of allotment | No. of shares | Issue price<br>Nominal Value | Premium | Distinctive Numbers | ISIN Code |
|    |                                      |                   |               |                              |         |                     |           |
|    |                                      |                   |               |                              |         |                     |           |
|    |                                      |                   |               |                              |         |                     |           |
|    |                                      |                   |               |                              |         |                     |           |
|    |                                      |                   |               |                              |         |                     |           |
|    |                                      |                   |               |                              |         |                     |           |
|    |                                      |                   |               |                              |         |                     |           |

# Security Description should include the following:

- > Shares issued for consideration other than cash (in whole or in part)
- > Shares issued at a premium or discount
- > Shares issued in pursuance of an Option
- > Forfeited shares
- > Shares under Option / Warrants
- > Further issue of shares – Bonus (give ratio) / Rights (give ratio) / Private Placement / Preferential allotment / Abeyance / ESOP

### C. Other Capital Details

|    |                                                                              |                   |                   |                                                       |  |                     |           |
|----|------------------------------------------------------------------------------|-------------------|-------------------|-------------------------------------------------------|--|---------------------|-----------|
| 1. | Particulars of Other Securities (Preference Shares / Debentures / Warrants ) |                   |                   |                                                       |  |                     |           |
|    | Security Description                                                         | Date of allotment | No. of securities | Issue price<br>Nominal Value                  Premium |  | Distinctive Numbers | ISIN Code |
|    |                                                                              |                   |                   |                                                       |  |                     |           |
|    |                                                                              |                   |                   |                                                       |  |                     |           |
|    |                                                                              |                   |                   |                                                       |  |                     |           |
|    |                                                                              |                   |                   |                                                       |  |                     |           |
|    |                                                                              |                   |                   |                                                       |  |                     |           |
|    |                                                                              |                   |                   |                                                       |  |                     |           |
|    |                                                                              |                   |                   |                                                       |  |                     |           |

# Security Description should include the following:

> Securities issued for consideration other than cash (in whole or in part)

## **ANNEXURE II**

### **A. Compliances**

1. Copy of intimation of last three Book Closures Dates and Record Dates.
2. Copy of periodic submissions for last 3 years (As per applicable format):-
  - a. Financial Results.
  - b. Shareholding Pattern.
  - c. Corporate Governance.
  - d. Reconciliation of Share capital audit.
  - e. Annual Report.
  - f. Certificate as required under Regulation 7(3) as per SEBI (LODR) Regulations, 2015.
  - g. Certificate as required under Regulation 40 (10) as per SEBI (LODR) Regulations, 2015.
  - h. Statement as required under Regulation 13 as per SEBI (LODR) Regulations, 2015.
  - i. Confirmation regarding compliance of Regulation 46 of SEBI (LODR) Regulations, 2015.
  - j. Confirmation regarding compliance of Regulation 38 of SEBI (LODR) Regulations, 2015.
  - k. Annual disclosure under Regulation 30(1) and 30(2) of SEBI (SAST) Regulations, 2015.
3. Uniform Listing Agreement.
4. Information Memorandum as provided in Schedule II of Companies Act, 1956 to the extent applicable, as certified by the Company Secretary/ MD of the Company to be submitted for dissemination on the Exchange website at the time of revocation.

### ANNEXURE III

#### A. Undertakings by Company Secretary/Managing Director of the company:-

1. The company is not in the Vanishing companies list of MCA.
2. The company / promoter and promoter group of the company / directors of the company is/ are not debarred by SEBI or any other regulatory authority including stock exchanges in connection with capital market related activities or otherwise.
3. The company/ promoters/ directors are not included in the list of Willful Defaulters of RBI.
4. There is no order of winding up passed by the High Court against the company. Further there is no winding up petition filed against the company. (if yes provide details)
5. The company is in compliance with all the clauses of the erstwhile listing agreement, filings under SEBI regulations/ circulars, SCRA and SCRR.
6. The company has complied with minimum public shareholding requirement as required under Regulation 38 of SEBI (LODR) Regulations, 2015.
7. The promoter shareholding of company is in 100% demat mode
8. The public shareholding of company is in atleast 50% demat mode.
9. The company has investor grievance mechanism in place and is registered with SCORES (Mention SCORES ID).

#### B. Undertakings by Statutory Auditor/Practicing Company Secretary of the company:-

1. Details of Lock-in the following format (in any):-

| Number of securities | Distinctive numbers range |    | Lock-in upto |
|----------------------|---------------------------|----|--------------|
|                      | From                      | To |              |
|                      |                           |    |              |

2. The company has not been referred to BIFR.
3. The company has not received any winding up petition admitted by the court.
4. The company / promoter and promoter group of the company / directors of the company is/ are not debarred by SEBI or any other regulatory authority including stock exchanges in connection with capital market related issues or otherwise.

## **ANNEXURE IV**

### **A. Other Requirements**

1. ISIN activation letter.
2. Payment of outstanding listing fees, if any.
3. Confirmation that company does not have any pending fees/fines and/or pending listing applications with other Stock Exchanges
4. Payment of revocation fees of Rs. 1,50,000 /- (exclusive of taxes)
5. If the company has undergone further issues & name change, during the period under suspension, kindly submit relevant documents if any.
6. Future action plan of the company post revocation of suspension.