

## **USHA FINANCIAL SERVICES LIMITED**

**CIN: U74899DL1995PLC068604**

Our Company was incorporated as a Private Limited Company under the Companies Act, 1956 in the name and style of “Usha Financial Services Private Limited” bearing Certificate of Incorporation Number U74899DL1995PTC068604 issued by the Registrar of Companies, Delhi dated May 16, 1995. Further, our Company was converted into a Public Limited Company in pursuance of a special resolution passed by the members of our Company at the Extra-Ordinary General Meeting held on June 03, 2022, and the name of our Company changed from “Usha Financial Services Private Limited” to “Usha Financial Services Limited” & Registrar of Companies, Delhi issued a new certificate of incorporation consequent upon conversion dated October 12, 2022. As on date of the Red Herring Prospectus, the Corporate Identification Number of our Company is U74899DL1995PLC068604. For further details of incorporation please refer to section titled “Our History and Certain Other Corporate Matters” beginning on page 184 of the Red Herring Prospectus.

**Registered Office:** 330, Mezanine Floor Functional Industrial Estate, Patparganj, Delhi, India, 110092  
**Tel:** 011 47019079, **Fax:** N.A., **Website:** <https://www.ushafinancial.com/>, **E-mail:** [compliance@ushafinancial.com](mailto:compliance@ushafinancial.com), **Company Secretary and Compliance Officer:** Ms. Kritika Goswami

**PROMOTERS OF OUR COMPANY: MR. RAJESH GUPTA, MR. ANOOP GARG, MS. GEETA GOSWAMI, MS. NUPUR GUPTA AND M/S BR HANDS INVESTMENTS PRIVATE LIMITED**

### **THE OFFER**

**INITIAL PUBLIC OFFERING OF UP TO 58,60,000 EQUITY SHARES OF RS. 10/- EACH (“EQUITY SHARES”) OF USHA FINANCIAL SERVICES LIMITED (“USHA FINANCIAL” OR “UFSL” OR THE “COMPANY”) FOR CASH AT A PRICE OF RS. [●]/- PER EQUITY SHARE (THE “ISSUE PRICE”), AGGREGATING TO RS. [●] LAKHS (“THE ISSUE”). OUT OF THE ISSUE, 3,20,800 EQUITY SHARES AGGREGATING TO RS. [●] LAKHS WILL BE RESERVED FOR SUBSCRIPTION BY MARKET MAKER (“MARKET MAKER RESERVATION PORTION”). THE ISSUE LESS THE MARKET MAKER RESERVATION PORTION I.E. ISSUE OF 55,39,200 EQUITY SHARES OF FACE VALUE OF RS. 10/- EACH AT AN ISSUE PRICE OF RS. [●]/- PER EQUITY SHARE AGGREGATING RS. [●] LAKHS IS HEREINAFTER REFERRED TO AS THE “NET ISSUE”. THE ISSUE AND THE NET ISSUE WILL CONSTITUTE 26.96 % AND 25.48 %, RESPECTIVELY OF THE POST ISSUE PAID UP EQUITY SHARE CAPITAL OF OUR COMPANY.**

**FOR FURTHER DETAILS, KINDLY REFER TO THE CHAPTER TITLED “TERMS OF THE ISSUE” BEGINNING ON PAGE 385 OF THE RED HERRING PROSPECTUS.**

### **GENERAL INFORMATION DOCUMENT FOR INVESTING IN PUBLIC OFFER**

*This General Information Document highlights certain key rules, processes, and procedures applicable to public issues in accordance with the provisions of the Companies Act, 2013 the Securities Contracts (Regulation) Act, 1956 (“SCRA”), the Securities Contracts (Regulation) Rules, 1957 (“SCRR”), the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018, as amended (“SEBI ICDR Regulations”). Bidders should not construct the contents of this General Information Document as legal advice and should consult their*

own legal counsel and other advisors in relation to the legal matters concerning the Offer. For taking an investment decision, the Bidders should rely on their own examination of the Issuer and the Offer and should carefully read the Red Herring Prospectus before investing in the Offer. The General Information Document has been updated to reflect various enactments and regulations, to the extent applicable to a public issue, as on the date of the Red Herring Prospectus.

*Disclaimer: The General Information Document is provided by SEBI under SEBI Circular SEBI/HO/CFD/DIL1/CIR/P/2020/37 dated March 17, 2020, afterwards SEBI through its circular SEBI/HO/CFD/TPD1/CIR/P/2023/140 dated August 09, 2023 proposed the reduced timelines for listing of shares in Public Issue from existing T+6 days to T+3 days*

*SEBI through its circular no. SEBI/HO/CFD/DIL2/CIR/P/2018/138 dated November 1, 2018 read with its circular no. SEBI/HO/CFD/DIL2/CIR/P/2019/50 dated April 03, 2019 and circular no. SEBI/HO/CFD/DIL2/CIR/P/2019/76 dated June 28, 2019, has introduced an alternate payment mechanism using Unified Payments Interface (“UPI”) and consequent reduction in timelines for listing in a phased manner. From January 1, 2019, the UPI Mechanism for RIIs applying through Designated Intermediaries was made effective along with the existing process and existing timeline of T+6 days. (“UPI Phase I”). The UPI Phase I was effective till June 30, 2019.*

*With effect from July 1, 2019, SEBI vide its circular no. SEBI/HO/CFD/DIL2/CIR/P/2019/76 dated June 28, 2019, read with circular bearing number SEBI/HO/CFD/DIL2/CIR/P/2019/85 dated July 26, 2019 with respect to Bids by RIIs through Designated Intermediaries (other than SCSBs), issued by SEBI, the existing process of physical movement of forms from such Designated Intermediaries to SCSBs for blocking of funds has been discontinued and only the UPI Mechanism for such Bids with existing timeline of T+6 days will continue for a period of three months or launch of five main board public issues, whichever is later (“UPI Phase II”). Subsequently however, SEBI vide its circular no. SEBI/HO/CFD/DCR2/CIR/P/2019/133 dated November 08, 2019, extended the timeline for implementation of UPI Phase II till March 31, 2020. However, given the prevailing uncertainty due to the COVID-19 pandemic, SEBI vide its circular no. SEBI/HO/CFD/DIL2/CIR/P/2020/50 dated March 30, 2020, has decided to continue with the UPI Phase II till further notice. The final reduced timeline of T+3 days for the UPI Mechanism for Bids by RIIs (“UPI Phase III”) and modalities of the implementation of UPI Phase III maybe notified and made effective subsequently, as may be prescribed by SEBI. The Issue will be undertaken pursuant to the processes and procedures under UPI Phase II, subject to any circulars, clarification or notification issued by the SEBI from time to time. Further, SEBI vide its circular no. SEBI/HO/CFD/DIL2/CIR/P/2021/2480/1/M dated March 16, 2021, and circular no. SEBI/HO/CFD/DIL2/CIR/2021/570 dated June 02, 2021, has introduced certain additional measures for streamlining the process of initial public offers and redressing investor grievances. The provisions of these circulars are deemed to form part of the Red Herring Prospectus. Additionally, SEBI vide its circular no. SEBI/HO/CFD/DIL1/CIR/P/2021/47 dated March 31, 2021, has reduced the time period for refund of Bid monies from 15 days to four days. Furthermore, pursuant to SEBI circular no. SEBI/HO/CFD/DIL2/P/CIR/P/2022/45 dated April 5, 2022, all individual bidders in initial public offerings (opening on or after May 1, 2022) whose Bid sizes are up to ₹ 5 lakhs shall use the UPI Mechanism.*

*Pursuant to SEBI circular no. SEBI/HO/CFD/DIL2/P/CIR/2022/75 dated May 30, 2022, Bids made using the ASBA facility in initial public offerings (opening on or after September 1, 2022) shall be processed only after Bid monies are blocked in the bank accounts of investors (all categories).*

***Merchant Banker shall be the nodal entity for any issues arising out of public issuance process.***

*In terms of regulation 23(5) and regulation 271 of SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018, the timelines and processes mentioned in SEBI Circular. No. SEBI/HO/CFD/DCR2/CIR/P/2019/133 dated November 08, 2019, shall continue to form part of the agreements being signed between the intermediaries involved in the public issuance process and lead manager shall continue to coordinate with intermediaries involved in the said process.*

**Important Note:**

THIS GENERAL INFORMATION DOCUMENT FOR INVESTING IN PUBLIC ISSUE “GID” RELATES TO THE INITIAL PUBLIC OFFERING OF UP TO 58,60,000 EQUITY SHARES OF RS. 10/- EACH (“EQUITY SHARES”) OF USHA FINANCIAL SERVICES LIMITED (“USHA FINANCIAL” OR “UFSL” OR THE “COMPANY”) FOR CASH AT A PRICE OF RS. [●]/- PER EQUITY SHARE (THE “ISSUE PRICE”), AGGREGATING TO RS. [●] LAKHS (“THE ISSUE”). OUT OF THE ISSUE, 3,20,800 EQUITY SHARES AGGREGATING TO RS. [●] LAKHS WILL BE RESERVED FOR SUBSCRIPTION BY MARKET MAKER (“MARKET MAKER RESERVATION PORTION”). THE ISSUE LESS THE MARKET MAKER RESERVATION PORTION I.E. ISSUE OF 55,39,200 EQUITY SHARES OF FACE VALUE OF RS. 10/- EACH AT AN ISSUE PRICE OF RS. [●]/- PER EQUITY SHARE AGGREGATING TO RS. [●] LAKHS IS HEREINAFTER REFERRED TO AS THE “NET ISSUE”. THE ISSUE AND THE NET ISSUE WILL CONSTITUTE 26.96 % AND 25.48 %, RESPECTIVELY OF THE POST ISSUE PAID UP EQUITY SHARE CAPITAL OF OUR COMPANY.

## **TABLE OF CONTENTS**

SECTION 1: PURPOSE OF THE GENERAL INFORMATION DOCUMENT (GID).....	5
SECTION 2: BRIEF INTRODUCTION TO IPOs/FPOs.....	6
SECTION 3: CATEGORY OF INVESTORS ELIGIBLE TO PARTICIPATE IN AN OFFER .....	12
SECTION 4: APPLYING IN THE OFFER .....	14
SECTION 5: OFFER PROCEDURE IN FIXED PRICE ISSUE.....	36
SECTION 6: OFFER PROCEDURE IN BOOK BUILDING OFFER.....	36
SECTION 7: ALLOTMENT PROCEDURE AND BASIS OF ALLOTMENT .....	42
SECTION 8: INTEREST AND REFUNDS .....	46
SECTION 9: GLOSSARY AND ABBREVIATIONS .....	49

## **SECTION 1: PURPOSE OF THE GENERAL INFORMATION DOCUMENT (GID)**

This document is applicable to the public issues undertaken, inter-alia, through the Book Building Process and Fixed Price Issues. The purpose of the “General Information Document for Investing in Public Issues” (“**GID**”) is to provide general guidance to potential Bidders in IPOs, on the processes and procedures governing IPOs, undertaken in accordance with the provisions of the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 (“SEBI ICDR Regulations”).

Bidders should note that investment in equity and equity related securities involves risk and Bidder should not invest any funds in the Issue unless they can afford to take the risk of losing their investment. The specific terms relating to securities and/or for subscribing to securities in an Issue and the relevant information about the Issuer undertaking the Issue; are set out in the Red Herring Prospectus filed by the Issuer with the Registrar of Companies, (“**ROC**”). Bidders should carefully read the entire Prospectus, the Bid cum Application forms and the Abridged Prospectus of the Issuer in which they are proposing to invest through the Issue. In case of any difference in interpretation or conflict and/or overlap between the disclosure included in this document and the Red Herring Prospectus, the disclosures in the Red Herring Prospectus shall prevail. The Red Herring Prospectus of the Issuer is available on the website of stock exchanges i.e. Emerge Platform of NSE Limited (“**NSE EMERGE**”) at [www.nseindia.com](http://www.nseindia.com), Lead Managers to the Issue (“**LMs**”) at [www.narnolia.com](http://www.narnolia.com) and [www.unistonecapital.com](http://www.unistonecapital.com), website of the company (“**ISSUER**”) at <https://www.ushafinancial.com/> and on the website of Securities and Exchange Board of India (“**SEBI**”) at [www.sebi.gov.in](http://www.sebi.gov.in).

For the definitions of capitalized terms and abbreviations used herein Bidders may refer to the section “Definitions and Abbreviations” on page 2 of the Red Herring Prospectus.

## SECTION 2: BRIEF INTRODUCTION TO IPOs/FPOs

### 2.1 INITIAL PUBLIC OFFER (IPO)

An IPO means an offer of specified securities by an unlisted Issuer to the public for subscription and may include an Offer for Sale of specified securities to the public by any existing holder of such securities in an unlisted Issuer.

*The present Issue being made under Regulation 229 (2) of Chapter IX of SEBI (ICDR) Regulations, 2018.*

*For more details on the eligibility requirements by the Issuer, please refer to chapter titled “Other Regulatory and Statutory Disclosures” on page 372 of the Red Herring Prospectus.*

### 2.2 FURTHER PUBLIC OFFER (FPO)

An FPO means an offer of specified securities by a listed Issuer to the public for subscription and may include Offer for Sale of specified securities to the public by any existing holder of such securities in a listed Issuer.

#### **Other Eligibility Requirements:**

An Issuer proposing to undertake an IPO is required to comply with various other requirements as specified in the SEBI ICDR Regulations, the SEBI LODR Regulations, the Companies Act, 2013 (to the extent notified and in effect), the SCRR, Industry-Specific Regulations, if any, and other applicable laws for the time being in force.

Following are the eligibility requirements for making an SME IPO under Regulation 229 (1) of Chapter IX of SEBI (ICDR) Regulation:

- a) In accordance with Regulation 260 of SEBI (ICDR) Regulation, Issue has to be 100% underwritten and the LM has to underwrite at least 15% of the total issue size.
- b) In accordance with regulation 268(1) of SEBI (ICDR) Regulation, total number of proposed allottees in the Issue shall be greater than or equal to fifty, otherwise the entire Bid money will be unblocked forthwith. If such money is not repaid within Four days from the date the company becomes liable to repay it, then the Company and every officer in default shall, on and from expiry of four days, be liable to repay such Bid money, with interest as prescribed under Section 40 of the Companies Act, 2013.
- c) In accordance with Regulation 246 of the SEBI (ICDR) Regulation, Company is required to file a copy of the Offer Document with the board through the lead manager, immediately upon registration of the offer document with the Registrar of Companies. The board shall not issue any observations on the Offer Document. The Lead Manager shall submit the copy of Red Herring Prospectus along with a Due Diligence Certificate including additional confirmations as required to SEBI at the time of filing the Red Herring Prospectus with Stock Exchange and the Registrar of Companies.
- d) In accordance with Regulation 261 of the SEBI (ICDR) Regulation, the LM has to ensure compulsory market making for a minimum period of three years from the date of listing of Equity Shares offered in the Issue.
- e) In accordance with Regulation 228 (a) of the SEBI (ICDR) Regulations, Neither the issuer, nor any of its promoters, promoter group or directors are debarred from accessing the capital market by the Board.
- f) In accordance with Regulation 228 (b) of the SEBI (ICDR) Regulations, 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.
- g) In accordance with Regulation 228 (c) of the SEBI (ICDR) Regulations, Neither the issuer nor any of its promoters or directors is a willful defaulter.
- h) In accordance with Regulation 228 (d) of the SEBI (ICDR) Regulations, None of the Issuer's promoters or directors is a fugitive economic offender.

- i) The post issue paid up capital of the company (face value) shall not be more than Rs. 25 crores.
- j) Track record of at least three years of either;
  - i. the Bidder seeking listing; or
  - ii. the promoters/promoting company, incorporated in or outside India or
  - iii. Proprietary /Partnership firm and subsequently converted into a company (not in existence as a company for three years) and approaches the Exchange for listing. Promoters mean one or more persons with minimum 3 years of experience in the same line of business and shall be holding at least 20% of the post issue equity share capital individually or severally.
- k) The company/entity should have positive cash accruals (earnings before depreciation and tax) from operations for at least 2 financial years preceding the Bid and its net-worth should be positive.
- l) The Issuer should not have been referred to Board for Industrial and Financial Reconstruction.
- m) No petition for winding up is admitted by a court or a liquidator has not been appointed of competent jurisdiction against the Company.
- n) No material regulatory or disciplinary action should have been taken by any stock exchange or regulatory authority in the past three years against the Issuer.

Issuer shall also comply with all the other requirements as laid down for such an Issue under Chapter IX of SEBI (ICDR) Regulations and subsequent circulars and guidelines issued by SEBI and the Stock Exchange.

As per Regulation 227 unless otherwise provided in this Chapter, an issuer making an initial public offer of specified securities shall satisfy the conditions of Chapter IX as on the date of filing of the draft offer document with the NSE Emerge and also as on the date of registering the offer document with the Registrar of Companies.

Thus, the Company is eligible for the Issue in accordance with Regulation 229 (2) and other provision of Chapter IX of SEBI (ICDR) Regulations as the post issue face value capital of the Company is less than Rs. 25 Crores. Company also complies with the eligibility conditions laid by the Emerge Platform of National Stock Exchange of India Limited for listing of our Equity Shares.

For details in relation to the above, Bidders may refer to the Red Herring Prospectus.

## 2.3 Types of Public Offers – Fixed Price Offers and Book Built Offers

In accordance with the provisions of the SEBI ICDR Regulations, 2018, an Issuer can either determine the Issue Price through the Book Building Process ("**Book Built Issue**") or undertake a Fixed Price Issue ("**Fixed Price Issue**"). An Issuer may mention Floor Price or Price Band in the RHP (in case of a Book Built Issue) and a Price or Price Band in the Prospectus (in case of a fixed price Issue) and determine the price at a later date before registering the Prospectus with the Registrar of Companies.

The cap on the Price Band should be less than or equal to 120% of the Floor Price. The Issuer shall announce the Price or the Floor Price or the Price Band through advertisement in all newspapers in which the pre-offer advertisement was given at least Two Working Days before the Bid/Offer Opening Date, in case of an IPO and at least One Working Day before the Bid/Offer Opening Date, in case of an FPO and determine the Offer Price at a later date before registering the Prospectus with the Registrar of Companies.

The Floor Price or the Offer price cannot be lesser than the face value of the securities.

Bidders should refer to the Red Herring Prospectus/Prospectus or Offer Advertisements to check whether the Offer is a Book Built Offer or a Fixed Price Offer.

***The Present Issue is 100% Book Built Issue.***

**2.4 OFFER PERIOD**

The Offer shall be kept open for a minimum of Three Working Days (for all categories of Bidders) and not more than Ten Working Days. Bidders are advised to refer to the Bid cum Application forms, the Abridged Prospectus or Red Herring Prospectus for details of the Offer Period. Details of Offer Period are also available on the website of the Stock Exchange(s).

In case of a Book Built Offer, the Issuer may close the Bid/Offer Period for QIBs One Working Day prior to the Bid/Offer Closing Date if disclosures to that effect are made in the RHP. In case of revision in the Price Band in Book Built Offers the Bid/Offer Period may be extended by at least Three Working Days, subject to the total Bid/Offer Period not exceeding Ten Working Days. For details of any revision of the Price Band, Bidders may check the announcements made by the Issuer on the websites of the Stock Exchanges and the BRLM(s), and the advertisement in the newspaper(s) issued in this regard.

In case of force majeure, banking strike or similar circumstances, the issuer may, for reasons to be recorded in writing, extend the bidding period disclosed in the Red Herring Prospectus (in case of a book-built issue), for minimum period of One working day, subject to the total Bid/Offer Period not exceeding 10 Working Days.

**MIGRATION TO MAIN BOARD**

In accordance with the National Stock Exchange of India Limited Circular dated April 20, 2023, SME Issuer only after complying following conditions can be migrated to the Main Board of National Stock Exchange of India Limited as per the guidelines specified by SEBI and as per the procedures laid down under Chapter IX of the SEBI (ICDR) Regulations.

The conditions are:

1. Our company should have been listed on SME platform of the Exchange for at least 3 years.
2. Our company should have positive cash accruals (Earnings before Interest, Depreciation and Tax) from operations for each of the 3 financial years preceding the migration application and has positive PAT in the immediate Financial Year of making the migration application to Exchange.
3. The total number of public shareholders of our company on the last day of the preceding quarter from date of application should be at least 1000 (One Thousand).
4. The Net worth of our company should be at least 50 crores.

**SME Issuer may migrate to the Main Board of Stock Exchange from the SME Exchange at a later date subject to the following:**

If the Paid-up Capital of the Company is likely to increase above Rs. 25 crores by virtue of any further issue of capital by way of rights, preferential issue, bonus issue etc. (which has been approved by a special resolution through postal ballot wherein the votes cast by the shareholders other than the Promoter in favour of the proposal amount to at least two times the number of votes cast by shareholders other than promoter shareholders against the proposal and for which the company has obtained in-principal approval from the main board), the Company shall apply to Stock Exchange for listing of its shares on its Main Board subject to the fulfilment of the eligibility criteria for listing of specified securities laid down by the Main Board.

OR

If the Paid-up Capital of the company is more than Rs. 10 crores but below Rs. 25 crores, the Company may still apply for migration to the main board and if the Company fulfils the eligible criteria for listing laid by the Main Board and if the same has been approved by a special resolution through postal ballot wherein the votes cast by the shareholders other than the

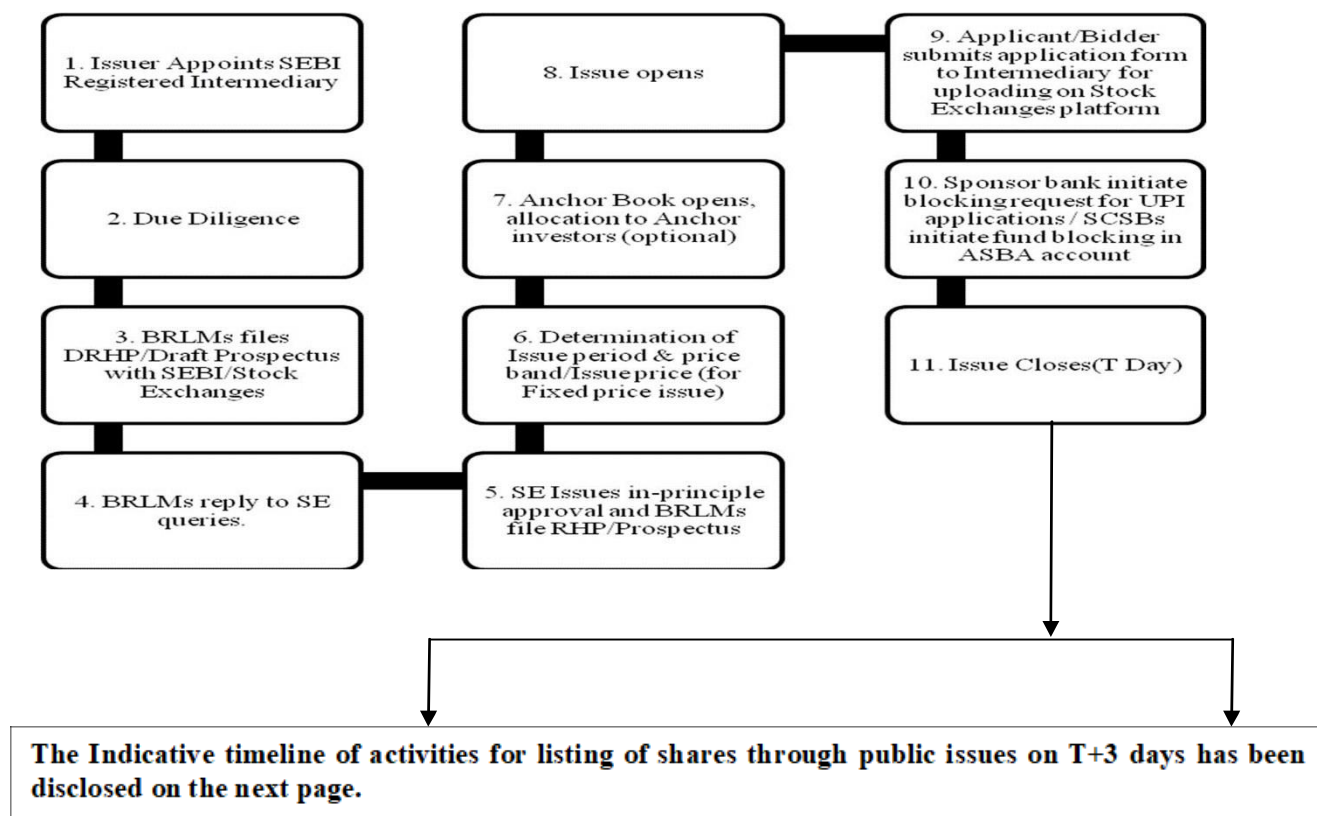


Promoters in favour of the proposal amount to at least two times the number of votes cast by shareholders other than promoter shareholders against the proposal.

## 2.5 FLOWCHART OF TIMELINES

A flow chart of process flow in Fixed Price and Book Built Offers is as follows. Bidders may note that this is not applicable for Fast Track FPOs:

**Flow of Timeline for Phase II**



*This space has been left blank intentionally.*

**Indicative timeline of activities for listing of shares through Public Issues on T+3 day**

<b>Sequence of Activities</b>	<b>Listing within T+3 days (T is Issue Closing Date)</b>
<b>Application Submission by Investors</b>	<p>Electronic Applications (Online ASBA through 3-in-1 accounts) – <b>Upto 5 pm on T day.</b></p> <p>Electronic Applications (Bank ASBA through Online channels like Internet Banking, Mobile Banking and Syndicate UPI ASBA etc) – <b>Upto 4 pm on T day.</b></p> <p>Electronic Applications (Syndicate Non-Retail, Non-Individual Applications) – <b>Upto 3 pm on T day.</b></p> <p>Physical Applications (Bank ASBA) – <b>Upto 1 pm on T day.</b></p> <p>Physical Applications (Syndicate Non-Retail, Non-Individual Applications of QIBs and NIIs) – <b>Upto 12 pm on T day</b> and Syndicate members shall transfer such applications to banks <b>before 1 pm on T day.</b></p>
<b>Bid Modification</b>	From Issue opening date up to <b>5 pm on T day</b>
<b>Validation of bid details with depositories</b>	From Issue opening date up to <b>5 pm on T day</b>
<b>Reconciliation of UPI mandate transactions</b> (Based on the guidelines issued by NPCI from time to time):  Among Stock Exchanges – Sponsor Banks – NPCI and NPCI – PSPs/TPAPs** – Issuer Banks;  Reporting formats of bid information, UPI analysis report and compliance timelines.	<p>On Daily basis</p> <p>Merchant Bankers to submit to SEBI, as and when sought.</p>
<b>UPI Mandate acceptance time</b>	<b>T day – 5 pm</b>
<b>Issue Closure</b>	<p><b>T day – 4 pm</b> for QIB and NII categories</p> <p><b>T day – 5 pm</b> for Retail and other reserved categories</p>
<b>Third party check on UPI applications</b>	On daily basis and to be completed before <b>9:30 AM on T+1 day.</b>
<b>Third party check on Non-</b>	On daily basis and to be completed before <b>1 pm on T+1</b>

<b>UPI applications.</b>	<b>day.</b>
<b>Submission of final certificates:</b> -For UPI from Sponsor Bank - For Bank ASBA, from all SCSBs - For syndicate ASBA	UPI ASBA – Before <b>09:30 pm on T day.</b>  All SCSBs for Direct ASBA – Before <b>07:30 pm on T day</b>  Syndicate ASBA - Before <b>07:30 pm on T day</b>
<b>Finalization of rejections and completion of basis</b>	Before <b>6 pm on T+1 day.</b>
<b>Approval of basis by Stock Exchange</b>	Before <b>9 pm on T+1 day.</b>
<b>Issuance of fund transfer instructions in separate files for debit and unblock.</b>  For Bank ASBA and Online ASBA – To all SCSBs  For UPI ASBA – To Sponsor Bank	Initiation not later than <b>09:30 am on T+2 day;</b>  Completion before <b>2 pm on T+2 day</b> for fund transfer;  Completion before <b>4 pm on T+2 day</b> for unblocking.
<b>Corporate action execution for credit of shares</b>	Initiation before <b>2 pm on T+2 day</b>  Completion before <b>6 pm on T+2 day</b>
<b>Filing of listing application with Stock Exchanges and issuance of trading notice</b>	Before <b>7:30 pm on T+2 day</b>
<b>Publish allotment advertisement</b>	On website of Issuer, Merchant Banker and RTI - before <b>9 pm on T+2 day.</b>  In newspapers – <b>On T+3 day</b> but not later than <b>T+4 day</b>
<b>Trading starts</b>	<b>T+3 day</b>

**\*\*PSPs/TPAPs = Payment Service Providers/Third Party Application Providers.**

<b>Reconciliation steps to be done on a daily basis between Issue opening date and Issue closing date (for UPI Mandates):</b>
<ul style="list-style-type: none"> <li>Sponsor Bank Shall reconcile bid requests received from the Stock Exchanges and share it with NPCI</li> <li>NPCI shall ensure that all bid request received from the Sponsor Bank are forwarded to the corresponding payment system participants of the Issuer Banks</li> <li>The Issuer Bank/Sponsor Bank shall download the mandate related UPI settlement files and raw data files from NPCI portal on daily basis after every settlement cycle and shall do a three way reconciliation with Banks UPI switch data, CBS data and the UPI raw data. NPCI shall coordinate with issuer banks /sponsor bank on continuous basis.</li> <li>Issuer Banks shall process all incoming bid requests &amp; send responses to NPCI on a real time basis. NPCI shall facilitate the flow of information to the Sponsor Bank.</li> <li>Sponsor Bank shall reconcile the bid responses received from NPCI and share it with the Stock Exchanges</li> <li>Sponsor Bank shall do a final reconciliation of all bid requests and responses, on a daily basis, and share a consolidated report to the BRLMs by 7:00 p.m, which shall be share by the BRLMs with SEBI, on daily basis, by 9:00 p.m</li> <li>On T day, Sponsor Bank shall share the consolidated date to the BRLMs by 7:00 p.m, which shall be shared by the BRLMs with SEBI by 9:00 p.m</li> </ul>

### SECTION 3: CATEGORY OF INVESTORS ELIGIBLE TO PARTICIPATE IN AN OFFER

***Each Bidder should check whether it is eligible to apply under applicable law.*** Furthermore, certain categories of Bidders, such as NRIs, FPIs and FVCIs may not be allowed to Apply in the Offer or to hold Equity Shares, in excess of certain limits or in specific sectors as specified under applicable law. Bidders are requested to refer to the Red Herring Prospectus for more details.

Subject to the above, an illustrative list of Bidders is as follows:

- (a) Indian nationals' resident in India who are not incompetent to contract under the Indian Contract Act, 1872, as amended, in single or as a joint application and minors having valid Demat account as per Demographic Details provided by the Depositories. Furthermore, based on the information provided by the Depositories, our Company shall have the right to accept the Applications belonging to an account for the benefit of minor (under guardianship);
- (b) Hindu Undivided Families or HUFs, in the individual name of the Karta. The Bidder should specify that the application is being made in the name of the HUF in the Bid Cum Application Form as follows: —Name of Sole or First Bidder: XYZ Hindu Undivided Family applying through XYZ, where XYZ is the name of the Karta. Applications by HUFs would be considered at par with those from individuals;
- (c) Companies, corporate bodies and societies registered under the applicable laws in India and authorized to invest in the Equity Shares under their respective constitutional and charter documents;
- (d) Mutual Funds registered with SEBI;
- (e) Eligible NRIs on a repatriation basis or on a non-repatriation basis, subject to applicable laws. NRIs other than Eligible NRIs are not eligible to participate in this Offer;
- (f) Indian Financial Institutions, scheduled commercial banks, regional rural banks, co-operative banks (subject to RBI permission, and the SEBI Regulations and other laws, as applicable);
- (g) FPIs other than Category III FPI; VCFs and FVCIs registered with SEBI;
- (h) Limited Liability Partnerships (LLPs) registered in India and authorized to invest in equity shares;
- (i) Sub-accounts of FIIs registered with SEBI, which are foreign corporate or foreign individuals only under the Non-Institutional Bidder 's category;
- (j) Venture Capital Funds and Alternative Investment Fund (I) registered with SEBI; State Industrial Development Corporations;
- (k) Foreign Venture Capital Investors registered with the SEBI;
- (l) Trusts/societies registered under the Societies Registration Act, 1860, as amended, or under any other law relating to Trusts and who are authorized under their constitution to hold and invest in equity shares;
- (m) Scientific and/or Industrial Research Organizations authorized to invest in equity shares;
- (n) Insurance Companies registered with Insurance Regulatory and Development Authority, India;
- (o) Provident Funds with minimum corpus of Rs. 25 Crores and who are authorized under their constitution to hold and invest in equity shares;
- (p) Pension Funds and Pension Funds with minimum corpus of Rs. 25 Crores and who are authorized

under their constitution to hold and invest in equity shares.

- (q) National Investment Fund set up by Resolution no. F. No. 2/3/2005-DDII dated November 23, 2005 of Government of India published in the Gazette of India;
- (r) Multilateral and bilateral development financial institution.
- (s) Eligible QFIs;
- (t) Insurance funds set up and managed by army, navy or air force of the Union of India;
- (u) Insurance funds set up and managed by the Department of Posts, India;
- (v) Any other person eligible to apply in this Offer, under the laws, rules, regulations, guidelines and policies applicable to them. Any other person eligible to apply to this Issue, under the laws, rules, regulations, guidelines, and policies applicable to them and under Indian Laws.

**Applications shall not be made by:**

- a. Minors (except through their Guardians)
- b. Partnership firms or their nominations
- c. Foreign Nationals (except NRIs)
- d. Overseas Corporate Bodies

As per the existing regulations, OCBs are not eligible to participate in this Offer. The RBI has however clarified in its circular, A.P. (DIR Series) Circular No. 44, dated December 8, 2003 that OCBs which are incorporated and are not under the adverse notice of the RBI are permitted to undertake fresh investments aa 138 incorporated non-resident entities in terms of Regulation 5(1) of RBI Notification No.20/2000-RB dated May 3, 2000 under FDI Scheme with the prior approval of Government if the investment is through Government Route and with the prior approval of RBI if the investment is through Automatic Route on case-by-case basis. OCBs may invest in this Offer provided it obtains a prior approval from the RBI. On submission of such approval along with the Bid cum Application Form, the OCB shall be eligible to be considered for share allocation.

## SECTION 4: APPLYING IN THE OFFER

**Book Built Offer:** Bidders should only use the specified Bid cum Application Form bearing stamp of a Designated Intermediary as available or downloaded from the websites of the Stock Exchanges.

Bid cum Application Forms are available with the Designated Intermediaries at the Bidding Centers and at the registered office of the Issuer. Electronic Bid cum Application forms will be available on the websites of the Stock Exchanges at least one day prior to the Bid/Offer Opening Date. For further details regarding availability of Bid cum Application Form, Bidders may refer to the RHP/Prospectus and advertisements in the newspaper(s). For Anchor Investors, Bid cum Application Forms shall be available at the offices of the BRLMs.

**Fixed Price Offer (Not Applicable in This Offer):** Bidders should only use the specified Bid cum Application forms bearing the stamp of the Designated Intermediary as available or downloaded from the websites of the Stock Exchanges. Bid cum Application forms will also be available with the Designated Branches of the SCSBs and at the Registered Office of the Issuer, Lead Manager to the Issue and Registrar to the Issue. For further details regarding availability of Bid cum Application forms, Bidders may refer to the Red Herring Prospectus.

Bidders should ensure that they apply in the appropriate category. The prescribed color of the Bid cum Application forms for various categories of Bidders is as follows:

Category	Color of the Bid cum Application Form*
Resident Indians, including resident QIBs, Non-Institutional Bidders, Retail Individual Bidders and Eligible NRIs applying on a non-repatriation basis	White
Non-Residents including Eligible NRIs, FVCIs, FPIs, registered multilateral and bilateral development financial institutions applying on a repatriation basis	Blue
Anchor Investors**	White

*\*Excluding electronic Bid cum Application Form*

*\*\* Bid cum application for Anchor Investor shall be made available at the Office of the BRLMs.*

Securities issued in an IPO can only be in dematerialized form in accordance with Section 29 of the Companies Act, 2013. Bidders will not have the option of getting the Allotment of specified securities in physical form.

### 4.1 INSTRUCTIONS FOR FILLING THE BID FORM

Bidders may note that Bid cum Application forms not filled completely or correctly as per the instructions provided in this GID, the Red Herring Prospectus and the Bid cum Application forms are liable to be rejected.

Instructions to fill each field of the Bid cum Application forms can be found on the reverse side of the Bid cum Application form.

The samples of the Bid cum Application Form for Resident Bidders and Bid cum Application Form for Non-Resident Bidders are reproduced below



PLEASE FILL IN BLOCK LETTERS

<b>COMMON BID CUM APPLICATION FORM</b>		<b>XYZ LIMITED - INITIAL PUBLIC OFFER - R</b> <small>Registered Office: [Address] Corporate Office: [Address] Contact Person: [Name] Corporate Identity Number: [Number]</small>		<b>FOR RESIDENT (NRI) INVESTORS, INCLUDING RESIDENT QIB, NON-INSTITUTIONAL BIDDERS, RETAIL INDIVIDUAL BIDDERS AND ELIGIBLE NRI APPLYING ON A SIGN-REPRESENTATION BASIS.</b>	
<b>LOGO</b>		<b>To,</b> The Board of Directors <b>XYZ LIMITED</b>		<b>Bid cum Application Form No.</b>	
<b>SYNDICATE MEMBER'S STAMP &amp; CODE</b>		<b>REGISTERED BROKER'S/SUB-BRANCH STAMP &amp; CODE</b>		<b>1. NAME &amp; CONTACT DETAILS OF SOLE / FIRST BIDDER:</b>	
				Mr./Ms/Ms. _____ Address: _____ Email: _____ Tel. No. (with STD code) / Mobile: _____	
<b>SUB-BROKER'S / SUB-AGENT'S NAME &amp; CODE</b>		<b>SCSB BRANCH STAMP &amp; CODE</b>		<b>2. PAN OF SOLE / FIRST BIDDER</b>	
<b>BANK BRANCH SERIAL NO.</b>		<b>SCSB SERIAL NO.</b>			
<b>3. BIDDER'S DEPOSITORY ACCOUNT DETAILS</b> <input type="checkbox"/> NSDL <input type="checkbox"/> CDSL				<b>4. INVESTOR STATUS</b>	
				<input type="checkbox"/> Individual(s) - NRI <input type="checkbox"/> Hindu Undivided Family - HUF <input type="checkbox"/> Bodies Corporate - CO <input type="checkbox"/> Systemically Important NBFCs <input type="checkbox"/> Banks & Financial Institutions - FI <input type="checkbox"/> Mutual Funds - MF <input type="checkbox"/> National Investment Fund - NIF <input type="checkbox"/> Insurance Companies - IC <input type="checkbox"/> Insurance Funds <input type="checkbox"/> Venture Capital Funds (VCF) <input type="checkbox"/> Alternative Investment Fund - AIF <input type="checkbox"/> Other QIBs - OQIB <input type="checkbox"/> Non Resident Indian - NRI (Non repatriation basis) <input type="checkbox"/> All entities other than QIBs, Bodies Corporate and Individuals - NRBI	
For NSDL enter 8 digit DP ID followed by 8 digit Client ID / For CDSL enter 35 digit Client ID					
<b>4. BID OPTIONS (ONLY RETAIL INDIVIDUAL BIDDERS CAN BID AT "CUT-OFF")</b>					
Bid Options	No. of Equity Shares Bid (in Figures) (Bids must be in multiples of Bid Lot as advertised)	Price per Equity Share (₹) ("Cut-off" (Price in multiples of ₹ 10, only) (in Figure only)			E.CATEGORY
		Bid Price	Retail Discount	Net Price	
Option 1					<input type="checkbox"/> Retail Individual Bidder
Option 2					<input type="checkbox"/> Non-Institutional Bidder
Option 3					<input type="checkbox"/> QIB
<b>5. PAYMENT DETAILS (IN CAPITAL LETTERS)</b> <b>PAYMENT OPTION:</b> <input type="checkbox"/> FULL PAYMENT <input type="checkbox"/> PART PAYMENT					
Amount blocked (₹ in figures) _____ (₹ in words) _____					
ASBA Bank A/c No. _____ Bank Name & Branch _____ (or) IPI M (Maximum 45 characters) _____					
<small>We hereby certify that we have read and understood the terms and conditions of the IPO and agree to abide by them and the SEBI and Exchange regulations and the capital market laws in India. We shall apply for the IPO in good faith and shall not make any application if we are unable to pay the full amount of the bid at the time of payment.</small>					
<b>RA-SIGNATURE OF SOLE / FIRST BIDDER</b>		<b>MR. SIGNATURE OF ASBA BANK ACCOUNT HOLDER(S) (AS PER BANK RECORDS)</b>		<b>SYNDICATE MEMBER / REGISTERED BROKER: NSDL / CDSL / RTA / STAHP (Acknowledging receipt of Bid to Stock Exchange system)</b>	
Date : _____, 2018		I/we authorize the SCSB to do all acts so necessary to make the application in the Offer. 1) _____ 2) _____ 3) _____			
<b>TEAR HERE</b>					
<b>LOGO</b>		<b>XYZ LIMITED</b>		<b>Bid cum Application Form No.</b>	
		<b>INITIAL PUBLIC OFFER - R</b>		<b>PAN of Sole / First Bidder</b>	
<b>DPTD CLUD</b>					
Amount blocked (₹ in figures)		ASBA/Bank A/c No./UPI ID		Stamp & Signature of SCSB Branch	
Bank Name & Branch					
Received from Mr./Ms/Ms.		Telephone / Mobile		Email	
<b>TEAR HERE</b>					
<b>XYZ LIMITED-INITIAL PUBLIC OFFER-R</b>		<b>Option 1</b> <b>Option 2</b> <b>Option 3</b> No. of Equity Shares Bid Price Amount Blocked (₹) ASBA Bank A/c No./UPI ID Bank Name & Branch		<b>Name of Sole / First Bidder</b> Acknowledgement Slip for Bidder Bid cum Application Form No.	
		Stamp & Signature of Syndicate Member / Registered Broker / SCSB / CDP / RTA			

**XYZ LIMITED**

## BID CUM APPLICATION FORM – FOR NON – RESIDENTS

<b>COMMON BID CUM APPLICATION FORM</b>		<b>XYZ LIMITED - INITIAL PUBLIC OFFER - NR</b> <small>Corporate Identity Number: XXXXXXXXXX                  Registered office: XXXXXXXXXX                  Corporate office: XXXXXXXXXX                  Contact Person: XXXXXXXXXX</small>		<b>FOR NON-RESIDENTS, INCLUDING FOREIGN APPLICANTS OR APPLICANTS BASED OUTSIDE INDIA AND REGISTERED MULTI-LATERAL AND BILATERAL DEVELOPMENT FINANCIAL INSTITUTIONS ETC.</b>	
LOGO:		To: The Board of Directors XYZ LIMITED		Bid cum Application Form No. _____	
SYNDICATE MEMBER'S STAMP & CODE: _____		REGISTERED BROKER'S/CDP/RTA STAMP & CODE: _____		<b>1. NAME &amp; CONTACT DETAILS OF SOLE / FIRST BIDDER</b> Mr./Ms./M/s _____ Address: _____ Email: _____ Tel. No. (with STD code) / Mobile: _____	
SUB-BROKER'S / AGENT'S STAMP & CODE: _____		SCSB BRANCH STAMP & CODE: _____		<b>2. PAN OF SOLE / FIRST BIDDER</b> _____	
BANK BRANCH SERIAL NO.: _____		SCSB SERIAL NO.: _____			
<b>3. BIDDER'S DEPOSITORY ACCOUNT DETAILS</b> <input type="checkbox"/> NSDL <input type="checkbox"/> CDSL					
Bidder's PAN: _____					
<b>4. BID OPTIONS (ONLY RETAIL INDIVIDUAL BIDDERS CAN BID AT "CUT-OFF")</b>					
Bid Options:  Option 1  (OR) Option 2  (OR) Option 3	No. of Equity Shares Bid (in figures) (Bid must be in multiples of Bid Lot as advertised)	Price per Equity Share (₹) "Cut-off" (Price in multiples of ₹ 1/- only) (in figures only)			<b>5. CATEGORY</b> <input type="checkbox"/> Retail Individual Bidder <input type="checkbox"/> Non-Institutional Bidder <input type="checkbox"/> QIB
	Bid Price Retail Discount Net Price "Cut-off" (Price in ₹)				<b>6. INVESTOR STATUS</b> <input type="checkbox"/> NR Non-Resident Indian (Residence based) <input type="checkbox"/> FVCI Foreign Venture Capital Investor <input type="checkbox"/> FPI Foreign Portfolio Investor, other than foreign portfolio investors which are individuals, corporate bodies and family offices <input type="checkbox"/> FIEP Registered Foreign and Multi-Lateral Development Financial Institutions <input type="checkbox"/> OTH Others (Please Specify)
<b>7. PAYMENT DETAILS (IN CAPITAL LETTERS)</b>					
Amount blocked (₹ in figures) _____ (₹ in words) _____					
ASBA Bank A/c No. _____ Bank Name & Branch: _____ OR UPI ID (Maximum 4 characters) _____					
<small>THE BIDDERS HEREBY DECLARE THAT THEY HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE BID CUM APPLICATION FORM AND THE ATTACHED ANNOUNCEMENT OF ISSUE AND HAVE AGREED TO ACCEPT THE BIDDING PROCESS AND THE BIDDING PROCESS AS DESCRIBED IN THE ANNOUNCEMENT OF ISSUE AND THE BIDDING PROCESS AS DESCRIBED IN THE ANNOUNCEMENT OF ISSUE.</small>					
<b>8A. SIGNATURE OF SOLE / FIRST BIDDER</b>  Date: _____		<b>8B. SIGNATURE OF ASBA BANK ACCOUNT HOLDER(S) (AS PER BANK RECORDS)</b> I/We authorize the SCSB to do all acts as are necessary to make the application in the Offer. 1) _____ 2) _____ 3) _____		SYNDICATE MEMBER / REGISTERED BROKER / SCSE / CDP / RTA STAMP (Subsidiary stamp of RTA in Bank Exchange system)	
TEAR HERE					
LOGO:		<b>XYZ LIMITED</b> <b>INITIAL PUBLIC OFFER - NR</b>		Bid cum Application Form No. _____	
DP/ID / CLID: _____		Acknowledgement Slip for Syndicate Member / Sub-Syndicate / Registered Broker / SCSE / CDP / RTA		PAN of Sole / First Bidder: _____	
Amount blocked (₹ in figures) _____		ASBA Bank A/c No./UPI ID: _____		Stamp & Signature of SCSE Branch: _____	
Bank Name & Branch: _____		Received from Mr./Ms./M/s: _____		Telephone / Mobile: _____ Email: _____	
TEAR HERE					
<b>XYZ LIMITED - INITIAL PUBLIC OFFER - NR</b>		Option 1    Option 2    Option 3 No. of Equity Shares Bid Price Amount blocked (₹ in figures)		Stamp & Signature of Syndicate Member / Sub-Syndicate / Registered Broker / SCSE / CDP / RTA Name of Sole / First Bidder: _____	
ASBA Bank A/c No./UPI ID: _____ Bank Name & Branch: _____		Acknowledgement Slip for Bidder		Bid cum Application Form No. _____	
<small>Important Note: Applications made using third-party UPI or ASBA Bank A/c are liable to be rejected.</small>					
<b>XYZ LIMITED</b>					<b>1</b>



Specific instructions for filling various fields of the Resident Bid cum Application Form and Non-Resident Bid cum Application Form and samples are provided below.

#### **4.1.1 FIELD NUMBER 1: NAME AND CONTACT DETAILS OF THE SOLE / FIRST BIDDER/BIDDER**

- a) Bidders should ensure that the name provided in this field is exactly the same as the name in which the Depository Account is held.
- b) **Mandatory Fields:** Bidders should note that the name and address fields are compulsory and e-mail and/or telephone number/mobile number fields are optional. Bidders should note that the contact details mentioned in the Bid cum Application Form may be used to dispatch communications (including letters notifying the unblocking of the bank accounts of Bidders (other than Anchor Investors) in case the communication sent to the address available with the Depositories are returned undelivered or are not available. The contact details provided in the Bid cum Application form may be used by the Issuer, Designated Intermediaries and the Registrar to the Offer only for correspondence(s) related to an Offer and for no other purposes.
- c) **Joint Bids/Bids:** In the case of Joint Bids/Bids, the Bids should be made in the name of the Bidder whose name appears first in the Depository account. The name so entered should be the same as it appears in the Depository records. The signature of only such first Bidder would be required in the Bid cum Application form and such first Bidder would be deemed to have signed on behalf of the joint holders. All communications may be addressed to such first Bidder and may be dispatched to his or her address as per the Demographic Details received from the Depositories.
- d) **Impersonation:** Attention of the Bidders is specifically drawn to the provisions of sub-section (1) of Section 38 of the Companies Act, 2013 which is reproduced below:  
  

***“Any person who:***

  - (a) makes or abets making of an Bid in a fictitious name to a company for acquiring, or subscribing for, its securities; or*
  - (b) makes or abets making of multiple Bids to a company in different names or in different combinations of his name or surname for acquiring or subscribing for its securities; or*
  - (c) otherwise induces directly or indirectly a company to allot, or register any transfer of, securities to him, or to any other person in a fictitious name,*

***shall be liable for action under Section 447.”***
- e) **Nomination Facility to Bidder/Bidder:** Nomination facility is available in accordance with the provisions of Section 72 of the Companies Act, 2013. For Allotment of the Equity Shares in dematerialized form, there will be no separate nomination as the nomination registered with the Depository may prevail. For changing nominations, the Bidders should inform their respective DP.

#### **4.1.2 FIELD NUMBER 2: PAN OF SOLE/FIRST BIDDER**

- a) PAN (of the sole/ first Bidder) provided in the Bid cum Application form should be exactly the same as the PAN of the person(s) in whose name the relevant beneficiary account is held as per the Depositories’ records. Investors must ensure that their PAN is linked with Aadhaar and are in compliance with CBDT notification dated Feb 13, 2020, and press release dated June 25, 2021.
- b) PAN is the sole identification number for participants transacting in the securities market irrespective of the amount of transaction except for Bids on behalf of the Central or State Government, Bids by officials appointed by the courts and Bids by Bidders residing in Sikkim (“**PAN Exempted Bidders**”).

Consequently, all Bidders, other than the PAN Exempted Bidders, are required to disclose their PAN in the Bid cum Application form, irrespective of the Bid Amount. An Bid cum Application form without PAN, except in case of PAN Exempted Bidders, is liable to be rejected. Bids by the Bidders whose PAN is not available as per the Demographic Details available in their Depository records, are liable to be rejected.

- c) The exemption for the PAN Exempted Bidders is subject to (a) the Demographic Details received from the respective Depositories confirming the exemption granted to the beneficial owner by a suitable description in the PAN field and the beneficiary account remaining in “active status”; and (b) in the case of residents of Sikkim, the address as per the Demographic Details evidencing the same.
- d) Bid cum Application form which provide the General Index Register Number instead of PAN may be rejected.
- e) Bids by Bidders whose demat accounts have been ‘suspended for credit’ are liable to be rejected pursuant to the circular issued by SEBI on July 29, 2010, bearing number CIR/MRD/DP/22/2010. Such accounts are classified as “**Inactive Demat Accounts**” and Demographic Details are not provided by depositories.

#### **4.1.3 FIELD NUMBER 3: BIDDERS DEPOSITORY ACCOUNT DETAILS**

- a) Bidders should ensure that DP ID and the Client ID are correctly filled in the Bid cum Application form. The DP ID and Client ID provided in the Bid cum Application form should match with the DP ID and Client ID available in the Depository database, otherwise, the Bid cum Application Form is liable to be rejected.
- b) Bidders should ensure that the beneficiary account provided in the Bid cum Application Form is active.
- c) Bidders should note that on the basis of the PAN, DP ID and Client ID as provided in the Bid cum Application form, the Bidder may be deemed to have authorized the Depositories to provide to the Registrar to the Offer, any requested Demographic Details of the Bidder as available on the records of the depositories. These Demographic Details may be used, among other things, for any correspondence(s) related to the Offer.
- d) Bidders are advised to update any changes to their Demographic Details as available in the records of the Depository Participant to ensure accuracy of records. Any delay resulting from failure to update the Demographic Details would be at the Bidders’ sole risk.

#### **4.1.4 FIELD NUMBER 4: BID OPTIONS**

- a) Price or Floor Price or Price Band, minimum Bid Lot and Discount (if applicable) may be disclosed in the Prospectus/RHP by the Issuer. The Issuer is required to announce the Floor Price or Price Band, minimum Bid Lot and Discount (if applicable) by way of an advertisement in at least one English, one Hindi and one regional newspaper, with wide circulation at the place where the Issuer’s registered office is situated, at least two Working Days before Bid/Offer Opening Date in case of an IPO, and at least one Working Day before Bid/Offer Opening Date in case of an FPO.
- b) The Bidders may Bid at or above Floor Price or within the Price Band for IPOs /FPOs undertaken through the Book Building Process. In the case of Alternate Book Building Process for an FPO, the Bidders may Bid at Floor Price or any price above the Floor Price (For further details Bidders may refer to (Section 5.6 (e)).
- c) Cut-Off Price: Retail Individual Investors or Employees or Retail Individual Shareholders in the Shareholder Reservation Portion (if any) can Bid at the Cut-off Price indicating their agreement to Bid for and purchase the Equity Shares at the Offer Price as determined at the end of the Book Building Process. Bidding at the Cut-off Price is prohibited for QIBs and NIIs and such Bids from QIBs and NIIs are liable to be rejected.
- d) Minimum Bid Value and Bid Lot: The Issuer in consultation with the Book Running Lead

Managers may decide the minimum number of Equity Shares for each Bid to ensure that the minimum Bid value is within the range of ₹100,000 to 2,00,000. The minimum Bid Lot is accordingly determined by an Issuer on the basis of such minimum Bid value.

- e) Allotment: The Allotment of specified securities to each RII shall not be less than the minimum Bid Lot, subject to availability of shares in the Retail Category, and the remaining available shares, if any, shall be Allotted on a proportionate basis. For details of the minimum Bid Lot, Bidders may refer to the RHP/Prospectus or the advertisement regarding the Price Band published by the Issuer.

#### **4.1.4.1 Minimum and Maximum Bid Size**

- a) The Bidder may Bid for the desired number of Equity Shares at a specific price. Bids by Retail Individual Investors and Retail Individual Shareholders must be for such number of shares so as to ensure that the Bid Amount less Discount (as applicable), payable by the Bidder does not exceed ₹ 2,00,000.

In case the Bid Amount exceeds ₹ 2,00,000 due to revision of the Bid or any other reason, the Bid may be considered for allocation under the Non-Institutional Category, with it not being eligible for Discount then such Bid may be rejected if it is at the Cut-off Price.

- b) For NRIs, a Bid Amount of up to ₹ 2,00,000 may be considered under the Retail Category for the purposes of allocation and a Bid Amount exceeding ₹ 2,00,000 may be considered under the Non-Institutional Category for the purposes of allocation.
- c) Bids by QIBs and NIIs must be for such minimum number of shares such that the Bid Amount exceeds ₹ 2,00,000 and in multiples of such number of Equity Shares, thereafter, as may be disclosed in the Bid cum Application form and the RHP/Prospectus, or as advertised by the Issuer, as the case may be. Non-Institutional Investors and QIBs are not allowed to Bid at 'Cut-off Price'.
- d) RIIs may withdraw their bids on the Bid/Offer Closing Date or revise their bids until 5:00 PM on the Bid/Offer Closing Date. QIBs and NII's cannot withdraw or lower their Bids (in terms of quantity of Equity Shares or the Bid Amount) at any stage after bidding and all categories of investors are required to pay the Bid Amount upon submission of the Bid.
- e) In case the Bid Amount reduces to ₹ 2,00,000 or less due to a revision of the Price Band, Bids by the Non- Institutional Investors who are eligible for allocation in the Retail Category would be considered for allocation under the Retail Category.
- f) For Anchor Investors, if applicable, the Bid Amount shall be least ₹ 2 crores. One-third of the Anchor Investor Portion shall be reserved for domestic Mutual Funds, subject to valid Bids being received from domestic Mutual Funds at or above the price at which allocation is being done to other Anchor Investors. Bids by various schemes of a Mutual Fund shall be aggregated to determine the Bid Amount. A Bid cannot be submitted for more than 60% of the QIB Category under the Anchor Investor Portion. Anchor Investors cannot withdraw their Bids or lower the size of their Bids (in terms of quantity of Equity Shares or the Bid Amount) at any stage after the Anchor Investor Bid/Offer Period and are required to pay the Bid Amount at the time of submission of the Bid. In case the Anchor Investor Allocation Price is lower than the Offer Price, the balance amount shall be payable as per the pay-in-date mentioned in the revised CAN. In case the Offer Price is lower than the Anchor Investor Allocation Price, the amount in excess of the Offer Price paid by the Anchor Investors shall not be refunded to them.
- g) A Bid by QIB bidder cannot be submitted for more than the Offer size.
- h) The maximum Bid by any Bidder including QIB Bidder should not exceed the investment limits prescribed for them under the applicable laws. It is clarified that, multiple Bids by a FPI Bidder utilising the multi-investment manager structure shall be aggregated for determining the permissible maximum Bid.

- i) A Bid by NII bidder cannot be submitted for more than the Offer size excluding QIB portion.
- j) The price and quantity options submitted by the Bidder in the Bid cum Application form may be treated as optional bids from the Bidder and may not be cumulated. After determination of the Offer Price, the number of Equity Shares Bid for by a Bidder at or above the Offer Price may be considered for Allotment and the rest of the Bid(s), irrespective of the Bid Amount may automatically become invalid. This is not applicable in case of FPOs undertaken through Alternate Book Building Process (For details of Bidders may refer to (Section 5.6 (e)).

#### 4.1.4.2 Multiple Bids:

- (a) Bidder should submit only one Bid cum Application form. Bidder shall have the option to make a maximum of Bids at three different price levels in the Bid cum Application form and such options are not considered as multiple Bids.

Submission of a second Bid cum Application form to either the same or to another Designated Intermediary and duplicate copies of Bid cum Application form bearing the same Bid number shall be treated as multiple Bids and are liable to be rejected.

- (b) Bidders are requested to note the following procedures may be followed by the Registrar to the Offer to detect multiple Bids:

- i. All Bids may be checked for common PAN as per the records of the Depository. For Bidders other than Mutual Funds and FPIs which utilize the multi-investment manager structure of the same beneficial owner as provided under Regulation 20 (4)(d)(xiii) of the SEBI Foreign Portfolio Regulations, 2019, Bids bearing the same PAN may be treated as multiple Bids by a Bidder and may be rejected.

- ii. For Bids from Mutual Funds and FPIs that utilize the multi-investment manager structure, submitted under the same PAN, as well as Bids on behalf of the PAN Exempted Bidders/ Bidders, the Bid cum Application forms may be checked for common DP ID and Client ID. Such Bids which have the same DP ID and Client ID may be treated as multiple Bids and are liable to be rejected.

- (c) The following Bids may not be treated as multiple Bids:

- i. Bids by Eligible Employees and Retail Individual Shareholders in their respective Reservation Portion as well as Bids made by them in the Net Offer portion in the public category.
- ii. Separate Bids by Mutual Funds in respect of more than one scheme of the Mutual Fund provided that the Bids clearly indicate the scheme for which the Bid has been made.
- iii. Bids by Mutual Funds submitted with the same PAN but with different beneficiary account numbers, Client IDs and DP IDs.
- iv. Bids by following FPIs, submitted with the same PAN but with different beneficiary account numbers, Client IDs and DP IDs:
  - FPIs which utilise the multi-investment manager structure
  - Offshore Derivative Instruments (ODI) which have obtained separate FPI registration for ODI and proprietary derivative investments.
  - Sub funds or separate class of investors with segregated portfolio who obtain separate FPI registration.
  - FPI registrations granted at investment strategy level/sub fund level where a Collective Investment Scheme or fund has multiple investment strategies/sub- funds with identifiable differences and managed by a single investment manager. Multiple branches in different jurisdictions of foreign bank registered as FPIs.
  - Government and Government related investors registered as Category 1 FPIs.

- Entities registered as Collective Investment Scheme having multiple share classes.

The bids belonging to the aforesaid seven structures and having same PAN may be collated and identified as a single bid in the bidding process. The shares allotted in the bid may be proportionately distributed to the Bidder FPIs (with same PAN).

- v. Bids by Anchor Investors under the Anchor Investor Portion and the QIB Category.

#### **4.1.5 FIELD NUMBER 5: CATEGORY OF BIDDERS**

- (a) The categories of Bidders identified as per the SEBI ICDR Regulations for the purpose of Bidding, allocation and allotment in the Offer are RIIs, NIIs and QIBs.
- (b) Up to 60% of the QIB Category can be allocated by the Issuer, on a discretionary basis subject to the criteria of minimum and maximum number of Anchor Investors based on allocation size, to the Anchor Investors, in accordance with SEBI ICDR Regulations, with one-third of the Anchor Investor Portion reserved for domestic Mutual Funds subject to valid Bids being received at or above the Offer Price. For details regarding allocation to Anchor Investors, Bidders may refer to the RHP/Prospectus.
- (c) An Issuer can make reservation for certain categories of Bidders/Bidders as permitted under the SEBI ICDR Regulations. For details of any reservations made in the Offer, Bidders/Bidders may refer to the RHP/ Prospectus.
- (d) The SEBI ICDR Regulations specify the allocation or Allotment that may be made to various categories of Bidders in an Offer depending upon compliance with the eligibility conditions. Details pertaining to allocation are disclosed on reverse side of the Revision Form. For Offer specific details in relation to allocation Bidder/ Bidder may refer to the RHP/Prospectus.

#### **4.1.6 FIELD NUMBER 6: BIDDERS STATUS**

- (a) Each Bidder should check whether it is eligible to apply under applicable law and ensure that any prospective Allotment to it in the Offer is in compliance with the investment restrictions under applicable law.
- (b) Certain categories of Bidders, such as NRIs, FPIs and FVCIs may not be allowed to Apply in the Offer or hold Equity Shares exceeding certain limits specified under applicable law. Bidders are requested to refer to the Red Herring Prospectus for more details.
- (c) Bidders should check whether they are eligible to apply on non-repatriation basis or repatriation basis and should accordingly provide the investor status. Details regarding investor status are different in the Resident Bid cum Application Form and Non-Resident Bid cum Application Form.
- (d) Bidders should ensure that their investor status is updated in the Depository records.

#### **4.1.7 FIELD NUMBER 7: PAYMENT DETAILS**

- (a) Bidders are required to enter either the ASBA Bank account details or the UPI ID in this field. In case the Bidder doesn't provide any of the ASBA Bank account details or the UPI ID then the application would be rejected. For application submitted by RIIs to Designated Intermediaries (other than SCSBs), RIIs providing both, the ASBA Bank account details as well as the UPI ID, the UPI ID will be considered for processing of the application. Applications made using the ASBA facility in initial public offerings (opening on or after September 1, 2022) shall be processed only after application monies are blocked in the bank accounts of investors (irrespective of the category of investor). NRIs applying in the Offer through the UPI mechanism are advised to enquire with the relevant Bank, whether their account is UPI linked, prior to making such application through Channel III.

- (b) RIIs bidding at Cut-off price, the amount shall be blocked based on the Cap Price.
- (c) All QIB and NII Bidders (other than Anchor Investors) can participate in the Offer only through the ASBA mechanism.
- (d) UPI Bidders submitting their applications through Designated Intermediaries (other than SCSBs) can participate in the Offer only through the UPI mechanism, using their UPI ID linked with their bank account. UPI Bidders applying in the Offer through the UPI mechanism shall ensure that the name of the bank, with which the UPI Bidder maintains his account, appears in the list of SCSBs displayed on the SEBI website, which are live on UPI. UPI Bidders shall also ensure that the name of the mobile application and the UPI handle being used for making the application in the Offer are also appearing in the “list of mobile applications for using UPI in public issues” displayed on the SEBI website. NRIs applying in the Offer through the UPI mechanism are advised to enquire with the relevant Bank, whether their account is UPI linked, prior to making such application through Channel III.
- (e) Bid Amount cannot be paid in cash, cheque, demand draft, through money order or through postal order.
- (f) Pursuant to SEBI circular no. SEBI/HO/CFD/DIL2/P/CIR/P/2022/45 dated April 5, 2022, all individual bidders in initial public offerings (opening on or after May 1, 2022) whose application sizes are up to ₹ 5 lakhs shall use the UPI Mechanism.
- (g) In case of ASBA Bidders (other than 3-in-1 Bids) for a Bid above ₹ 500,000, ensure that the Bid is uploaded only by the SCSBs.

#### **4.1.7.1. Payment instructions for Bidders**

- (a) Bidders may submit the Bid cum Application Form either in physical mode or online mode to any Designated Intermediaries
- (b) Bidders should specify the Bank Account number or UPI ID, as applicable, in the Bid cum Application Form. The Bid cum Application Form submitted by Bidder and which is accompanied by cash, demand draft, money order, postal order or any mode of payment other than blocked amounts in the ASBA Account/ / UPI ID linked Bank Account, as the case may be maintained with an SCSB, may not be accepted.
- (c) Bidder should ensure that the Bid cum Application Form is also signed by the ASBA Account holder(s) if the Bidder is not the ASBA Account holder;
- (d) Bidder should note that Bid made using third party UPI ID are liable to be rejected
- (e) Bidder shall note that for the purpose of blocking funds under ASBA facility or UPI Channel clearly demarcated funds shall be available in the account.
- (f) From one ASBA Account, a maximum of five Bid cum Application Form can be submitted.
- (g) Bidders applying through a Registered Broker, RTA or CDP should note that Bid cum Application Form submitted to them may not be accepted, if the SCSB where the ASBA Account, as specified in Bid cum Application Form, is maintained has not named at least one branch at that location for the Registered Brokers, RTA or CDP, as the case may be, to deposit Bid cum Application Form.
- (h) ASBA Bidder applying directly through the SCSBs should ensure that the Bid cum Application Form is submitted to a Designated Branch of a SCSB where the ASBA Account is maintained. In case Bidder applying through Bid Collecting Intermediary other than SCSB, after verification and upload, the Bid Collecting Intermediary shall send to SCSB for blocking of fund.
- (i) Upon receipt of Bid cum Application Form, the Designated Branch of the SCSB may verify if sufficient funds equal to the Bid Amount are available in the ASBA Account or UPI ID linked Bank Account, as mentioned in the Bid cum Application Form.

- (j) If sufficient funds are available in the ASBA Account or UPI ID linked Bank Account, the SCSB may block an amount equivalent to the Bid Amount mentioned in the Bid cum Application Form may upload the details on the Stock Exchange Platform.
- (k) If sufficient funds are not available in the ASBA Account, the Designated Branch of the SCSB may not upload such Bids on the Stock Exchange platform and such Bids are liable to be rejected.
- (l) Upon submission of a completed Bid cum Application Form each Bidder may be deemed to have agreed to block the entire Bid Amount and authorized the Designated Branch of the SCSB to block the Bid Amount specified in the Bid cum Application Form in the ASBA account maintained with the SCSBs.
- (m) The Bid Amount may remain blocked in the aforesaid ASBA Account or UPI ID linked Bank Account until finalization of the Basis of allotment and consequent transfer of the Bid Amount against the Allotted Equity Shares to the Public Issue Account, or until withdrawal or failure of the Issue, or until withdrawal or rejection of the Bid, as the case may be. SCSBs applying in the Issue must apply through an Account maintained with anyother SCSB; else their Bid is liable to be rejected.
- (n) SCSBs applying in the Issue must apply through an Account maintained with any other SCSB;else their Bid is liable to be rejected.

## **1. Instructions for Anchor Investors:**

- (a) Anchor Investors shall submit their Bids only with any of the BRLMs to the Issue.
- (b) Payments should be made either by direct credit, RTGS, NACH or NEFT.
- (c) The Anchor Escrow Bank(s) shall maintain the monies in the Anchor Escrow Account for and on behalf of the Anchor Investors until the Designated Date.

## **2. Payment instructions for Bidders (other than Anchor Investors)**

- (a) **RIIs bidding through Designated Intermediaries** should note that with the introduction of UPI as a payment mechanism, there are three channels of making Bids in public issues available to them in UPI Phase II (i.e., from July 1, 2019, until March 31, 2020). Further according to SEBI Circular no SEBI/HO/CFD/DIL2/CIR/P/2020/50 dated March 30, 2020, UPI Phase II is further extended up till further notice. The three channels for making Bids in public issues available to RIIs bidding through Designated Intermediaries are as follows:

However, given the prevailing uncertainty due to the COVID-19 pandemic, SEBI vide its circular no. The final reduced timeline of T+3 days be made effective using the UPI Mechanism for Bids by RIIs (“UPI Phase III”), as may be prescribed by SEBI. The Issue will be undertaken pursuant to the processes and procedures under UPI Phase II, subject to any circulars, clarification or notification issued by SEBI from time to time. Further, SEBI vide its circular no. SEBI/HO/CFD/DIL2/CIR/P/2021/2480/1/M dated March 16, 2021 as amended pursuant to SEBI circular no. SEBI/HO/CFD/DIL2/P/CIR/2021/570 dated June 2, 2021, has introduced certain additional measures for streamlining the process of initial public offers and redressing investor grievances. This circular shall come into force for initial public offers opening on/or after May 01, 2021, except as amended pursuant to SEBI circular SEBI/HO/CFD/DIL2/P/CIR/2021/570 dated June 2, 2021, and the provisions of this circular, are deemed to form part of the Red Herring Prospectus.

Channel I	Channel II	Channel III
RIIs may submit the Bid cum Application Form with ASBA as the sole mechanism for making payment either physically (at the branch of the SCSB) or online. For such Bids the existing process of uploading the bid and blocking of funds in the RIIs account by the SCSB would continue.	RIIs may submit the Bid cum Application Form online using the facility of linked online trading, demat and bank account (3-in-1 type accounts) provided by some of the brokers.	RIIs may submit the Bid cum Application Form with any of the Designated Intermediaries (other than SCSBs) and use his/her UPI ID for the purpose of blocking of funds

RIIs bidding in the Offer through UPI shall make such Bids only through the SCSBs/mobile Bids whose name appears on the SEBI website – [www.sebi.gov.in](http://www.sebi.gov.in) at the following path:

***Home » Intermediaries/Market Infrastructure Institutions » Recognised Intermediaries » Self-Certified Syndicate Banks eligible as Issuer Banks for UPI***

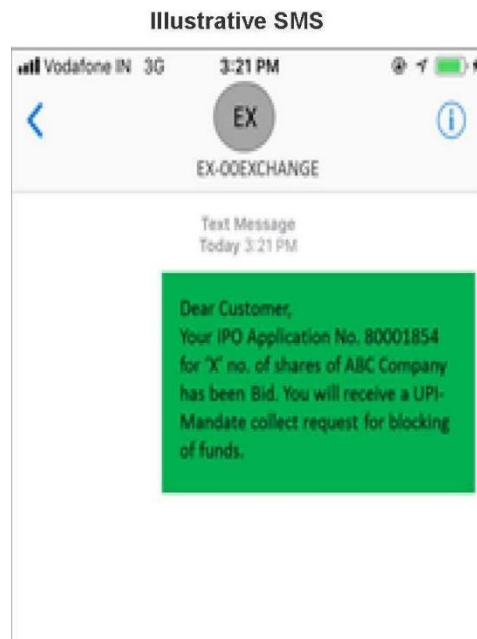
***Home » Intermediaries/Market Infrastructure Institutions » Recognised Intermediaries » list of mobile Bids for using UPI in public issues***

RIIs whose bank is not live on UPI may use the other alternate channels available to them, i.e., submission of Bid cum Application Form with SCSB (Channel I) or using the facility of linked online trading, demat and bank account (Channel II).

NRIs applying in the Offer through the UPI mechanism are advised to enquire with the relevant Bank, whether their account is UPI linked, prior to making such Bid through Channel III.

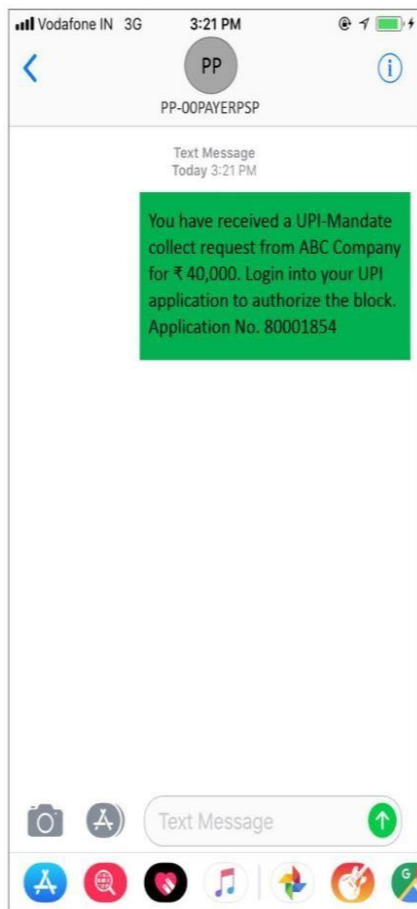
For UPI Phase III, RIIs will also have the option to use the same channels (as describe above) for making Bids in a public issue.

**Please see below a graphical illustrative process of the investor receiving and approving the UPI Mandate Request.**

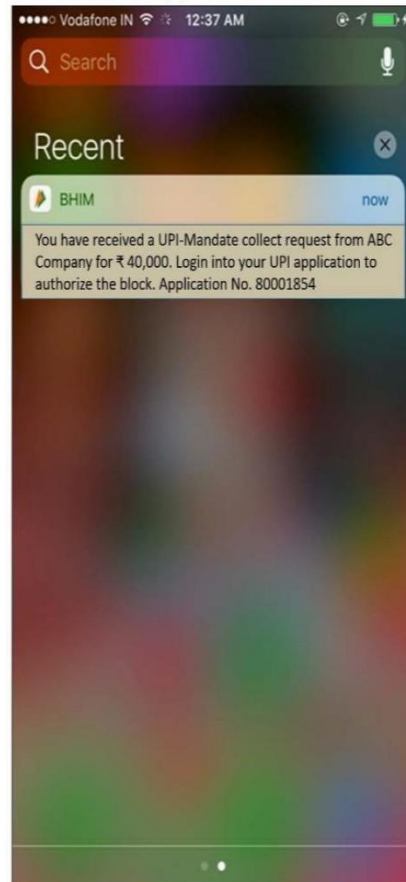




### Block request SMS to investor



### Block request intimation through UPI application



### 1. Investor UPI application screen

**MANDATE**

Create Scan

ACTIVE PENDING COMPLETED

Request From 17 July 2018 14:21

ABC Company xyzipo@bank ₹40000.00 ONETIME

PENDING Application no 80001854

30. Validity 17 July 2018 > 20 July 2018

DECLINE PROCEED

Click here to view the attachment

This attachment will contain IPO application details of investor

### 2. Sample of IPO details in attachment

Secure | https://

1 Enter Details

**Investor Details**

Depository Name	DP ID	Client ID
NSDL	IN300513	14871488
Beneficiary No	PAN Card	Investor's Name
-	AAUPF7581P	SHYAM SHARMA

**IPO Details**

Company Name	IPO Symbol	Bid Lot
IPO	SUPREMEENG	4000
Face Value	Maximum Price	Minimum Price
10.00	₹ 32.00	₹ 27.00
Cut Off Price	IPO Start Date	IPO End Date
₹ 32.00	20 July 2018	27 July 2018
Discount Amount	Discount Category	
NA	-	

### 3. Post verification of details above

**Create Mandate**

TO

ABC Company

xyzipo@bank Verified Merchant

Mandate Amount

₹ 40000.00

The Amount entered will be blocked immediately & debited from payer account as per your Mandate inputs

Frequency

ONETIME

Validity

Start Date 20 JULY 2018 End Date 27 JULY 2018

Users account will be debited within validity period.

REMARKS

Application no 80001834

Click here to view the attachment

PROCEED

### 4. Pre-confirmation page

Please check the below details as the amount will be **blocked** for the validity period and will be debited as per the mandate inputs. In case of non-execution of the Mandate, the amount will be unblocked

**Mandate Details**

To

ABC Company

xyzipo@bank

AMOUNT

₹ 0000.00

FREQUENCY

ONETIME

VALIDITY

20 JULY 2018 to 27 JULY 2018

REMARKS

Application no 80001854

CANCEL CONFIRM

- (b) QIB and NII Bidders may submit the Bid cum Application Form either:
  - i. to SCSBs in physical or electronic mode through the internet banking facility offered by an SCSB authorizing blocking of funds that are available in the ASBA account specified in the Bid cum Application Form, or
  - ii. in physical mode to any Designated Intermediary.
- (c) Bidders must specify the Bank Account number or the UPI ID (for RIIs bidding using the UPI mechanism), as applicable, in the Bid cum Application Form. The Bid cum Application Form submitted by a Bidder and which is accompanied by cash, demand draft, cheque, money order, postal order or any mode of payment other than blocked amounts in the ASBA Account, may not be accepted.
- (d) Bidders should note that Bid made using third party UPI ID or ASBA Account is liable to be rejected.
- (e) NRIs applying in the Offer through the UPI mechanism are advised to enquire with the relevant Bank, whether their account is UPI linked, prior to making such Bid through Channel III
- (f) Bidders shall note that for the purpose of blocking funds under ASBA facility clearly demarcated funds shall be available in the ASBA Account.
- (g) Bidders (other than RIIs bidding through the non-UPI mechanism) should submit the Bid cum Application Form only at the Bidding Centers, i.e. to the respective member of the Syndicate at the Specified Locations, the SCSBs, the Registered Broker at the Broker Centres, the CRTA at the Designated RTA Locations or CDP at the Designated CDP Locations. RIIs bidding through the non-UPI mechanism should either submit the physical Bid cum Application Form with the SCSBs or Designated Branches of SCSBs under Channel I or submit the Bid cum Application Form online using the facility of 3-in1 type accounts under Channel II.
- (h) **Bidders (other than RIIs bidding through the non-UPI mechanism) bidding through Designated Intermediaries** other than a SCSB, should note that ASBA Forms submitted to such Designated Intermediary may not be accepted, if the SCSB where the ASBA Account, as specified in the Bid cum Application Form, is maintained has not named at least one branch at that location for such Designated Intermediary, to deposit ASBA Forms.
- (i) **Bidders bidding directly through the SCSBs** should ensure that the Bid cum Application Form is submitted to a Designated Branch of a SCSB where the ASBA Account is maintained.
- (j) Upon receipt of the Bid cum Application Form, the Designated Branch of the SCSB may verify if sufficient funds equal to the Bid Amount are available in the ASBA Account, as mentioned in the Bid cum Application Form.
- (k) If sufficient funds are available in the ASBA Account, the SCSB may block an amount equivalent to the Bid Amount mentioned in the Bid cum Application Form and for Bid directly submitted to SCSB by investor, may enter each Bid option into the electronic bidding system as a separate Bid.
- (l) If sufficient funds are not available in the ASBA Account, the Designated Branch of the SCSB may not upload such Bid on the Stock Exchange platform and such Bid are liable to be rejected.

- (m) Upon submission of a completed Bid cum Application Form each Bidders (not being a RII who has opted for the UPI mechanism and provided a UPI ID with the Bid cum Application Form) may be deemed to have agreed to block the entire Bid Amount and authorized the Designated Branch of the SCSB to block the Bid Amount specified in the Bid cum Application Form in the ASBA Account maintained with the SCSBs. For details regarding blocking of Bid Amount for RIIs who have provided a UPI ID with the Bid cum Application Form please refer to paragraph 4.1.7.4.
- (n) The Bid Amount may remain blocked in the aforesaid ASBA Account until finalization of the Basis of Allotment and consequent transfer of the Bid Amount against the Allotted Equity Shares to the Public Offer Account, or until withdrawal or failure of the Offer, or until withdrawal or rejection of the Bid, as the case may be.
- (o) SCSBs bidding in the Offer must apply through an Account maintained with any other SCSB; else their Bid are liable to be rejected.

#### **4.1.7.2. Unblocking of ASBA Account**

- (a) Once the Basis of Allotment is approved by the Designated Stock Exchange, the Registrar to the Offer may provide the following details to the controlling branches of each SCSB or the Sponsor Bank, as the case may be, along with instructions to unblock the relevant ASBA Accounts and for successful Bids transfer the requisite money to the Public Offer Account designated for this purpose, within the specified timelines:
  - i. the number of Equity Shares to be Allotted against each Bid,
  - ii. the amount to be transferred from the relevant ASBA Account to the Public Offer Account, for each Bid,
  - iii. the date by which funds referred to in (ii) above may be transferred to the Public Offer Account,
  - iv. the amount to be unblocked, if any in case of partial allotments and
  - v. details of rejected ASBA Bid, if any, along with reasons for rejection and details of withdrawn or unsuccessful Bid, if any, to enable the SCSBs or the Sponsor Bank, as the case may be, to unblock the respective ASBA Accounts.
- (b) On the basis of instructions from the Registrar to the Offer, the SCSBs or the Sponsor Bank, as the case may be, may transfer the requisite amount against each successful Bidder to the Public Offer Account and may unblock the excess amount, if any, in the ASBA Account.
- (c) In the event of withdrawal or rejection of the Bid cum Application Form and for unsuccessful Bid, the Registrar to the Offer may give instructions to the SCSB or to the Sponsor Bank to revoke the mandate and, as the case may be, to unblock the Bid Amount in the relevant account within Two Working Days of the Offer Closing Date.

#### **4.1.7.3. Additional Payment Instructions for RIIs bidding through Designated Intermediaries (other than SCSBs) using the UPI mechanism.**

- (a) Before submission of the Bid cum Application Form with the Designated Intermediary, an RII shall download the mobile Bid, associated with the UPI ID linked bank account, for UPI and create a UPI ID (xyz@bankname) of not more than 45 characters with its bank and link it to his/ her bank account where the funds equivalent to the Bid amount is available. RIIs shall also ensure that the name of the mobile Bid and

the UPI handle being used for making the Bid in the Offer are appearing in the following path on SEBI website – [www.sebi.gov.in](http://www.sebi.gov.in):

***Home » Intermediaries/Market Infrastructure Institutions » Recognised Intermediaries » list of mobile Bids for using UPI in public issues***

It is clarified that if a RII makes an Bid through a UPI handle not covered in the prescribed list (as mentioned in the path above), such an Bid is liable to be rejected.

- (b) RIIs shall ensure that the bank, with which it has its bank account, where the funds equivalent to the Bid amount is available for blocking has been notified as Issuer Banks for UPI. A list of such banks is available at the following path on SEBI website – [www.sebi.gov.in](http://www.sebi.gov.in):

***Home » Intermediaries/Market Infrastructure Institutions » Recognised Intermediaries » Self Certified Syndicate Banks eligible as Issuer Banks for UPI***

It is clarified that if a RII makes an Bid using a bank account of an SCSB or bank which is not covered in the prescribed list (as mentioned in the path above), such an Bid is liable to be rejected.

- (c) RIIs shall mention his / her UPI ID along with the bid details in the Bid cum Application Form in capital letters and submit the Bid cum Application Form to any of the Designated Intermediaries (other than SCSBs). It is clarified that if an RII submits a third party UPI ID instead of his/her own UPI ID in the Bid cum Application Form, the Bid is liable to be rejected.
- (d) The Designated Intermediary (other than SCSBs) upon receipt of the Bid cum Application Form will upload the Bid details along with UPI ID in the stock exchange bidding platform.
- (e) Once the Bid has been entered into the Stock Exchange bidding platform, the stock exchange will validate the PAN and Demat Account details of the RII with the Depository. The Depository will validate the aforesaid details on a real time basis and send a response to the stock exchange which will be shared by the stock exchange with the respective Designated Intermediary through its bidding platform, for corrections, if any.
- (f) Once the Bid details have been validated by the Depository, the stock exchange will, on a continuous basis, electronically share the bid details along with the UPI ID of the concerned RII with the Sponsor Bank appointed by the Issuer.
- (g) The Sponsor Bank will validate the UPI ID of the RII before initiating the Mandate request.
- (h) The Sponsor Bank after validating the UPI ID will initiate a UPI Mandate Request for valid UPI ID on the RII which will be electronically received by the RII as an SMS / intimation on his / her mobile number / mobile app associated with the UPI ID linked account. **The RII shall ensure that the details of the Bid are correct by opening the attachment in the UPI Mandate Request and then proceed to authorize the UPI Mandate Request using his/her UPI PIN. Upon the authorization of the mandate using his/her UPI PIN, an RII may be deemed to have verified the attachment containing the Bid details of the RII in the UPI Mandate Request and have agreed to block the entire Bid Amount mentioned in the Bid cum Application Form and subsequent debit in case of Allotment.**

- (i) Upon successful validation of the block request by the RII, the said information would be electronically received by the RII's bank, where the funds, equivalent to the Bid amount would get blocked in the ASBA Account of the RII. Intimation regarding confirmation of such blocking of funds in the ASBA Account of the RII would also be received by the RII. Information on the block status request would be shared with the Sponsor Bank which in turn would share it with the stock exchange which in turn would share it with the Registrar in the form of a file for the purpose of reconciliation and display it on the stock exchange bidding platform for the information of the Designated Intermediary.
- (j) In accordance with BSE Circular No: 20220803-40 and NSE Circular No: 25/2022, each dated August 3, 2022, for all pending UPI Mandate Requests, the Sponsor Banks shall initiate requests for blocking of funds in the ASBA Accounts of relevant Bidders with a confirmation cut-off time of 5:00 pm on the Bid/Offer Closing Date ("Cut-Off Time"). Accordingly, UPI Bidders should accept UPI Mandate Requests for blocking off funds prior to the Cut- Off Time and all pending UPI Mandate Requests at the Cut-Off Time shall lapse.
- (k) UPI Bidders may continue to withdraw their Bid on the Bid/Offer Closing Date or modify the Bid during the during the Bid/Offer Period until the Cut-Off Time. For each modification of the Bid, the UPI Bidders will submit a revised Bid and will receive a UPI Mandate Request from the Sponsor Banks to be validated as per the process indicated above.
- (l) UPI Bidders to check the correctness of the details on the mandate received before approving the Mandate Request.
- (m) Post closure of the Offer, the stock exchange will share the Bid details with the Registrar along with the final file received from the Sponsor Banks containing status of blocked funds or otherwise, along with the ASBA Account details with respect to applications made by UPI Bidders using UPI ID.

#### 4.1.8 **FIELD NUMBER 8: SIGNATURES AND OTHER AUTHORISATIONS**

- (a) Only the First Bidder is required to sign the Bid cum Application Form. Bidders should ensure that signatures are in one of the languages specified in the Eighth Schedule to the Constitution of India.
- (b) If the ASBA Account is held by a person or persons other than the Bidder, then the Signature of the ASBA Account holder(s) is also required.
- (c) Bidder shall use only his / her own bank account or only his / her own bank account linked UPI ID to make an Bid
- (d) The signature has to be correctly affixed in the authorization/undertaking box in the Bid cum Application Form, or an authorisation has to be provided to the SCSB or using the UPI to the Sponsor Bank, via the electronic mode, for blocking funds in the ASBA Account equivalent to the Bid Amount mentioned in the Bid cum Application Form.
- (e) Bidders must note that Bid cum Application Form without signature of Bidder and /or ASBA Account holder is liable to be rejected.

#### **4.1.9 ACKNOWLEDGEMENT AND FUTURE COMMUNICATION**

- (a) Bidders should ensure that they receive the Acknowledgment slip or the acknowledgement number duly signed and stamped by a Designated Intermediary, as applicable, for submission of the Bid cum Application Form.
- (b) All communications in connection with Bids made in the Offer should be addressed as under:
  - i. In case of queries related to Allotment, non-receipt of Allotment Advice, credit of Allotted Equity Shares, unblocking of funds, the Bidders should contact the Registrar to the Offer.
  - ii. In case of Bid submitted to the Designated Branches of the SCSBs, the Bidders should contact the relevant Designated Branch of the SCSB.
  - iii. In case of queries relating to uploading of Syndicate ASBA Bid, the Bidders should contact the relevant Syndicate Member.
  - iv. In case of queries relating to uploading of Bid by a Designated Intermediary, the Bidders should contact the relevant Designated Intermediary.
  - v. In case of queries relating to uploading of Bid through the UPI Mechanism, the Bidders should contact the Designated Intermediary.
  - vi. Bidder may contact the Company Secretary and Compliance Officer or Lead Manager to the issue in case of any other complaints in relation to the Offer.
- (c) The following details (as applicable) should be quoted while making any queries –
  - i. Full name of the sole or First Bidder, Bid cum Application Form Number, Bidders DP ID, Client ID, PAN, number of Equity Shares applied for, amount paid on Bid.
  - ii. Name and address of the Designated Intermediary, where the Bid was submitted along with the acknowledgment slip from Designated Intermediary or
  - iii. Bid, ASBA Account number or the UPI ID (for RIIs who make the payment of Bid Amount through the UPI mechanism) linked to the ASBA Account where the Bid Amount was blocked.

For further details, Bidder may refer to the Red Herring Prospectus and the Bid cum Application Form

#### **4.2 INSTRUCTIONS FOR FILING THE REVISION FORM**

- (a) During the Issue Period, any Bidder (other than QIBs and NIIs, who can only revise their Bid upwards) who has registered his or her interest in the Equity Shares at a particular number of shares is free to revise number of shares applied using revision forms available separately.
- (b) RII may revise their Bid or withdraw their Bid until Offer Closing date.
- (c) Revisions can be made in both the desired number of Equity Shares and the Bid Amount by using the Revision Form.
- (d) The Bidder can make this revision any number of times during the Offer Period. However, for any revision(s) in the Bid, the Bidders will have to use the services of the same Designated Intermediary through which such Bidder had placed the original Bid. It is clarified that RIIs whose original Bid is made using the UPI mechanism can make revision(s) to their Bid using the UPI mechanism only, whereby each time the Sponsor Bank will initiate a new UPI Mandate Request. Bidders are advised to retain copies of the blank Revision Form and the Bid must be made only in such Revision Form or copies thereof.

<b>COMMON BID REVISION FORM</b>		<b>XYZ LIMITED - INITIAL PUBLIC OFFER - R</b> <small>Registered Office:   Corporate Office:   Contact Person: </small>		<b>FOR RESIDENT INDIAN INVESTORS INCLUDING RESIDENT QIBs, NON-RESIDENT INDIAN BIDDERS, RESIDENT FOREIGN BIDDERS AND ELIGIBLE NRIs APPLYING ON A NON-REPATRIATION BASIS</b>	
<b>LOGO</b>		<b>To, The Board of Directors XYZ LIMITED</b>		<b>100% BOOK BUILT OFFER</b> <b>ISIN : XXXXXXXXXX</b>	
<b>Bid cum Application Form No.</b>		<b>Bid cum Application Form No.</b>		<b>Bid cum Application Form No.</b>	
<b>SYNDICATE MEMBER'S STAMP &amp; CODE</b>		<b>REGISTERED BROKER / SCB / CDP / RTA STAMP &amp; CODE</b>		<b>1. NAME &amp; CONTACT DETAILS OF SOLE / FIRST BIDDER</b>	
<b>SUB-BROKER'S / SUB-AGENT'S STAMP &amp; CODE</b>		<b>SCSB BRANCH STAMP &amp; CODE</b>		<b>Mr./Ms./M/s.</b>	
<b>BANK BRANCH SERIAL NO.</b>		<b>SCSB SERIAL NO.</b>		<b>Address:</b>	
<b>2. PAN OF SOLE / FIRST BIDDER</b>		<b>3. BIDDER'S DEPOSITORY ACCOUNT DETAILS</b>		<b>Tel. No. (with STD code) / Mobile</b>	
<b>For NSDL enter 8 digit DP ID followed by 8 digit Client ID / For CDSL enter 16 digit Client ID</b>		<b>NSDL</b> <input type="checkbox"/> <b>CDSL</b> <input type="checkbox"/>		<b>Email</b>	
<b>PLEASE CHANGE MY BID</b>					
<b>4. FROM (AS PER LAST BID OR REVISION)</b>					
<b>Bid Options</b>		<b>No. of Equity Shares Bid (Bids must be in multiples of Bid Lot as advertised)</b>		<b>Price per Equity Share (₹) "Cut-off" (Price in multiples of ₹ 1/- only)</b>	
<b>(In Figures)</b>		<b>(In Figures)</b>		<b>(In Figures Only)</b>	
<b>Option 1</b>		<b>Option 2</b>		<b>Option 3</b>	
<b>Option 1</b>		<b>Option 2</b>		<b>Option 3</b>	
<b>Option 1</b>		<b>Option 2</b>		<b>Option 3</b>	
<b>5. TO (REVISED BID) (ONLY RETAIL INDIVIDUAL BIDDERS CAN BID AT "CUT-OFF")</b>					
<b>Bid Options</b>		<b>No. of Equity Shares Bid (Bids must be in multiples of Bid Lot as advertised)</b>		<b>Price per Equity Share (₹) "Cut-off" (Price in multiples of ₹ 1/- only)</b>	
<b>(In Figures)</b>		<b>(In Figures)</b>		<b>(In Figures Only)</b>	
<b>Option 1</b>		<b>Option 2</b>		<b>Option 3</b>	
<b>Option 1</b>		<b>Option 2</b>		<b>Option 3</b>	
<b>Option 1</b>		<b>Option 2</b>		<b>Option 3</b>	
<b>6. PAYMENT DETAILS (IN CAPITAL LETTERS)</b>					
<b>PAYMENT OPTION : FULL PAYMENT</b> <input type="checkbox"/> <b>PART PAYMENT</b> <input type="checkbox"/>					
<b>Additional Amount Blocked (₹ in figures)</b>					
<b>(₹ in words)</b>					
<b>ASBA</b>					
<b>Bank A/c No.</b>					
<b>Bank Name &amp; Branch</b>					
<b>OR</b>					
<b>UPI Id (Maximum 45 characters)</b>					
<b>7A. SIGNATURE OF SOLE / FIRST BIDDER</b>					
<b>7B. SIGNATURE OF ASBA BANK ACCOUNT HOLDER(S) (AS PER BANK RECORDS)</b>					
<b>SYNDICATE MEMBER / REGISTERED BROKER / SCB / CDP / RTA STAMP (acknowledging upload of Bid in Stock Exchange system)</b>					
<b>1. We authorise the SCBS to do all acts as are necessary to make the application in the Offer.</b>					
<b>2. I/We</b>					
<b>3. I/We</b>					
<b>4. I/We</b>					
<b>5. I/We</b>					
<b>6. I/We</b>					
<b>7. I/We</b>					
<b>8. I/We</b>					
<b>9. I/We</b>					
<b>10. I/We</b>					
<b>11. I/We</b>					
<b>12. I/We</b>					
<b>13. I/We</b>					
<b>14. I/We</b>					
<b>15. I/We</b>					
<b>16. I/We</b>					
<b>17. I/We</b>					
<b>18. I/We</b>					
<b>19. I/We</b>					
<b>20. I/We</b>					
<b>21. I/We</b>					
<b>22. I/We</b>					
<b>23. I/We</b>					
<b>24. I/We</b>					
<b>25. I/We</b>					
<b>26. I/We</b>					
<b>27. I/We</b>					
<b>28. I/We</b>					
<b>29. I/We</b>					
<b>30. I/We</b>					
<b>31. I/We</b>					
<b>32. I/We</b>					
<b>33. I/We</b>					
<b>34. I/We</b>					
<b>35. I/We</b>					
<b>36. I/We</b>					
<b>37. I/We</b>					
<b>38. I/We</b>					
<b>39. I/We</b>					
<b>40. I/We</b>					
<b>41. I/We</b>					
<b>42. I/We</b>					
<b>43. I/We</b>					



Instructions to fill each field of the Revision Form can be found on the reverse side of the Revision Form. Other than instructions already highlighted at paragraph 4.1 above, point wise instructions regarding filling up various fields of the Revision Form are provided below:

#### **4.2.1 FIELDS 1, 2 AND 3: NAME AND CONTACT DETAILS OF SOLE/FIRST BIDDER/BIDDER, PAN OF SOLE/FIRST BIDDER/BIDDER & DEPOSITORY ACCOUNT DETAILS OF THE BIDDER/BIDDER**

Bidders should refer to instructions contained in paragraphs 4.1.1, 4.1.2 and 4.1.3.

#### **4.2.2 FIELD 4 & 5: BID OPTIONS REVISION 'FROM' AND 'TO'**

- (a) Apart from mentioning the revised options in the Revision Form, the Bidder/Applicant must also mention the details of all the bid options given in his or her Bid cum Application Form or earlier Revision Form. For example, if a Bidder/Applicant has Bid for three options in the Bid cum Application Form and such Bidder/Applicant is changing only one of the options in the Revision Form, the Bidder/Applicant must still fill the details of the other two options that are not being revised, in the Revision Form. The Designated Intermediaries may not accept incomplete or inaccurate Revision Forms.
- (b) In case of revision, Bid options should be provided by Bidders/Applicants in the same order as provided in the Bid cum Application Form.
- (c) In case of revision of Bids by RIIs and Retail Individual Shareholders, such Bidders/Applicants should ensure that the Bid Amount, subsequent to revision, does not exceed ₹ 200,000. In case the Bid Amount exceeds.
- (d) If, however, the RII does not either revise the Bid or make additional payment and the Offer Price is higher than the cap of the Price Band prior to revision, the number of Equity Shares Bid for shall be adjusted downwards for the purpose of allocation, such that no additional payment would be required from the RII and the RII is deemed to have approved such revised Bid at Cut-off Price.

#### **4.2.3 FIELD 6: PAYMENT DETAILS**

- (a) In case of a downward revision in the Price Band, RIIs, Employees and Retail Individual Shareholders, who have bid at the Cut-off Price, could either revise their Bid or the excess amount paid at the time of Bidding may be unblocked.

#### **4.2.4 FIELD 7: SIGNATURES AND ACKNOWLEDGEMENTS**

Bidders may refer to instructions contained at paragraphs 4.1.8 and 4.1.9 for this purpose.

INSTRUCTIONS FOR FILING APPLICATION FORM IN ISSUES MADE OTHER THAN THROUGH THE BOOK BUILDING PROCESS (FIXED PRICE OFFER)

#### **4.3.1 FIELDS 1, 2, 3 NAME AND CONTACT DETAILS OF SOLE/FIRST BIDDER/APPLICANT, PAN OF SOLE/ FIRST BIDDER/APPLICANT & DEPOSITORY ACCOUNT DETAILS OF THE BIDDER/APPLICANT**

Applicants should refer to instructions contained in paragraphs 4.1.1, 4.1.2 and 4.1.3.

#### **4.3.2 FIELD 4: PRICE, APPLICATION QUANTITY & AMOUNT**

- (a) The Issuer may mention Price or Price Band in the Draft Red Herring Prospectus. However, a Red Herring Prospectus registered with RoC contains one price or coupon rate (as applicable).
- (b) Minimum Application Value and Bid Lot: The Issuer in consultation with the Book Running Lead Manager to the Offer (LM) may decide the minimum number of Equity Shares for each Bid to ensure that the minimum application value is within the range of ₹ 1,00,000 to ₹ 2,00,000. The minimum Lot size is accordingly determined by an Issuer on basis of such minimum application value.
- (c) Applications by RIIs and Retail Individual Shareholders, must be for such number of shares so as to ensure that the application amount less Discount (as applicable) payable does not exceed ₹ 2,00,000.

- (d) Applications by other investors must be for such minimum number of shares such that the application amount exceeds ₹ 2,00,000 and in multiples of such number of Equity Shares thereafter, as may be disclosed in the Bid cum application form and the Red Herring Prospectus, or as advertised by the Issuer, as the case may be.
- (e) An application cannot be submitted for more than the Offer size.
- (f) The maximum application by any Applicant should not exceed the investment limits prescribed for them under the applicable laws.
- (g) Multiple Applications: An Applicant should submit only one Application Form. Submission of a second Application Form to either the same or other SCSB and duplicate copies of Application Forms bearing the same application number shall be treated as multiple applications and are liable to be rejected.
- (h) For details regarding the procedures to be followed by the Registrar to detect multiple applications. Applicants should refer to paragraphs 4.1.4.2(b) and 4.1.4.2(c).

## **FIELD NUMBER 5: CATEGORY OF APPLICANTS**

- (a) The categories of applicants identified as per the SEBI ICDR Regulations for the purpose of Bidding, allocation and Allotment in the Offer are RIIs, individual applicants other than RII's and other investors (including corporate bodies or institutions, irrespective of the number of specified securities applied for).
- (b) The SEBI ICDR Regulations specify the allocation or Allotment that may be made to various categories of applicants in an Offer depending upon compliance with the eligibility conditions. Details pertaining to allocation are disclosed on reverse side of the Revision Form. For Offer specific details in relation to allocation applicant may refer to the Red Herring Prospectus.

### **4.3.4 FIELD NUMBER 6: INVESTOR STATUS**

Applicants should refer to instructions contained in paragraphs 4.1.6.

### **4.3.5 FIELD 7: PAYMENT DETAILS**

- (a) Bidders are required to enter either the ASBA Bank account details or the UPI ID in this field. In case the Bidder doesn't provide any of the ASBA Bank account details or the UPI ID then the application would be rejected. For application submitted to Designated Intermediaries (other than SCSBs), Bidder providing both the ASBA Bank account details as well as the UPI ID, the UPI ID will be considered for processing of the application.
- (b) All Applicants (other than Anchor Investors) are required to make use of ASBA for applying in the Offer.
- (c) UPI Bidders applying through Designated Intermediaries (other than SCSBs) may make use of the UPI mechanism for applying in the Offer. If UPI Bidders are applying in the Offer through non-UPI mechanism, then it shall either submit physical Bid cum Application Form with the SCSBs or the Designated Branches of the SCSBs under Channel I or submit the Bid cum Application Form online using the facility of 3-in1 type accounts under Channel II.
- (d) Application Amount cannot be paid in cash, cheques or demand drafts through money order or through postal order or through stock invest.
- (e) Applications made using the ASBA facility in initial public offerings (opening on or after September 1, 2022) shall be processed only after application monies are blocked in the bank accounts of investors (all categories).

#### **4.3.5.1 Payment instructions for Applicants**

Applicants should refer to instructions contained in paragraphs 4.1.7.2.

#### **4.3.5.2 Unblocking of ASBA Account**

Applicants should refer to instructions contained in paragraph 4.1.7.3.

#### **4.3.5.3 Additional Payment Instructions for UPI Bidders bidding through Designated Intermediaries using the UPI mechanism.**

Applicants should refer to instructions contained in paragraph 4.1.7.4.

#### **4.3.5.4 Discount (if applicable)**

Applicants should refer to instructions contained in paragraph 4.1.7.5.

#### **4.3.6 FIELD NUMBER 8: SIGNATURES AND OTHER AUTHORISATIONS & ACKNOWLEDGEMENT AND FUTURE COMMUNICATION**

Applicants should refer to instructions contained in paragraphs 4.1.8 & 4.1.9.

### **4.3 SUBMISSION OF REVISION BID CUM APPLICATION FORM**

#### **4.3.1 Bidders may submit completed Bid cum Application Form / Revision Form in the following manner: -**

<b>Mode of Bid</b>	<b>Submission of Bid cum Application Form</b>
Anchor Investors Application Form	To one of the Book Running Lead Managers at the Specified Locations mentioned in the Bid cum Application Form
Bids from QIBs and NIIs	(a) To members of the Syndicate in the Specified Locations or Registered Brokers at the Broker Centres or the CRTAs at the Designated RTA Locations or the CDPs at the Designated CDP Locations; and  (b) To the Designated Branches of the SCSBs where the ASBA Account is maintained
Bids from RIIs	To members of the Syndicate in the Specified Locations or Registered Brokers.
applying through UPI Mechanism	at the Broker Centres or the CRTAs at the Designated RTA Locations or the CDPs at the Designated CDP Locations; and
Bids from RIIs applying through non UPI mechanism	(a) To the Designated Branches of the SCSBs where the ASBA Account is maintained; (b) To the Brokers providing the facility of linked online trading, demat and bank account (3-in-1 type accounts) online

- (a) Bidders should submit the Revision Form to the same Designated Intermediary through which such Bidder had submitted the original Bid.
- (b) Upon submission of the Bid cum Application Form, the Bidder will be deemed to have authorized the Issuer to make the necessary changes in the RHP and the Bid cum Application Form as would be required for filing Red Herring Prospectus with the Registrar of Companies (RoC) and as would be required by the RoC after such filing, without prior or subsequent notice of such changes to the relevant Bidder/Bidder.
- (c) Upon determination of the Offer Price and filing of the Prospectus with the RoC, the Bid Form will be considered as the Bid form.

## **SECTION 5: OFFER PROCEDURE IN FIXED PRICE ISSUE**

This issue is a Book Building Issue. Hence, this section is not applicable.

## **SECTION 6: OFFER PROCEDURE IN BOOK BUILDING OFFER**

Book Building, in the context of the Offer, refers to the process of collection of Bids within the Price Band or above the Floor Price and determining the Offer Price based on the Bids received as detailed in Schedule XIII of SEBI ICDR Regulations 2018. The Offer Price is finalised after the Bid/Offer Closing Date. Valid Bids received at or above the Offer Price are considered for allocation in the Offer, subject to applicable regulations and other terms and conditions.

### **6.1 SUBMISSION OF BIDS**

- (a) During the Bid/Offer Period, ASBA Bidders/Bidders may approach any of the Designated Intermediary to register and submit their Bids. Anchor Investors who are interested in subscribing for the Equity Shares should approach one of the Book Running Lead Managers on the Anchor Investor Bidding Date to register and submit their Bid.
- (b) In case of Bidders/Bidders (excluding NIIs and QIBs) bidding at Cut-off Price, the Bidders/Bidders may instruct the SCSBs or the Sponsor Banks, as applicable, to block Bid Amount based on the Cap Price less discount (if applicable).
- (c) For details of the timing on acceptance and upload of Bids in the Stock Exchanges Platform Bidders/Bidders are requested to refer to the RHP.

### **6.2 ELECTRONIC REGISTRATION OF BIDS**

- (a) The Designated Intermediary may register the Bids using the on-line facility of the Stock Exchanges. The Designated Intermediaries can also set up facilities for off-line electronic registration of Bids, subject to the condition that they may subsequently upload the off-line data file into the on-line facilities for Book Building on a regular basis before the closure of the issue.
- (b) On the Bid/Offer Closing Date, the Designated Intermediaries may upload the Bids till such time as may be permitted by the Stock Exchanges.
- (c) Only Bids that are uploaded on the Stock Exchanges Platform would be considered for allocation/ Allotment. The Designated Intermediaries are given time till 5:00 pm on the Bid/Offer Closing Date to modify select fields uploaded in the Stock Exchange Platform during the Bid/Offer Period after which the Stock Exchange(s) send the bid information to the Registrar to the Offer for further processing.

### **6.3 BUILD UP OF THE BOOK**

- (a) Bids received from various Bidders/Bidders through the Designated Intermediaries may be electronically uploaded on the Bidding Platform of the Stock Exchanges on a regular basis. The book gets built up at various price levels. This information may be available with the Book Running Lead Managers at the end of the Bid/ Offer Period.
- (b) Based on the aggregate demand and price for Bids registered on the Stock Exchanges Platform, a graphical representation of consolidated demand and price as available on the websites of the Stock Exchanges may be made available at the Bidding centres during the Bid/Offer Period.

## **6.4 WITHDRAWAL OF BIDS**

- (a) RIIs can withdraw their Bids on the Bid/Offer Closing Date. In case, a RII wishes to withdraw the Bid, the same can be done by submitting a request for the same to the concerned Designated Intermediary, who shall do the requisite, including unblocking of the funds in the ASBA Account.
- (b) The Registrar to the Offer shall give instructions to the SCSB or the Sponsor Banks, as applicable, for unblocking the ASBA Account upon or after the finalization of basis of Allotment. QIBs and NIIs can neither withdraw nor lower the size of their Bids at any stage.

## **6.5 REJECTION & RESPONSIBILITY FOR UPLOAD OF BIDS**

- (a) The Designated Intermediaries are individually responsible for the acts, mistakes or errors or omission in relation to
  - i. The Designated Intermediaries are individually responsible for the acts, mistakes or errors or omission in relation to the Bids accepted by the Designated Intermediary;
  - ii. the Bids (including UP ID, as applicable) uploaded by the Designated Intermediary; and
  - iii. the Bid cum Application forms accepted but not uploaded by the Designated Intermediaries.
- (b) The Book Running Lead Managers and their affiliate Syndicate Members, as the case may be, may reject Bids if all the information required is not provided and the Bid cum Application forms is incomplete in any respect.
- (c) The SCSBs or the Sponsor Banks, as applicable, shall have no right to reject Bids, except in case of unavailability of adequate funds in the ASBA Account or on technical grounds.
- (d) In case of QIB Bidders, only the (i) SCSBs (for Bids other than the Bids by Anchor Investors); and (ii) Book Running Lead Managers and their affiliate Syndicate Members (only in the specified locations) have the right to reject bids. However, such rejection shall be made at the time of receiving the Bid and only after assigning a reason for such rejection in writing.
- (e) All bids by QIBs, NIIs & RIIs Bids can be rejected on technical grounds listed herein.
- (f) All Bids by ASBA Bidders (other than 3-in-1 Bids) above ₹ 5,00,000, should be uploaded only by the SCSBs.

### **6.5.1 GROUNDS FOR TECHNICAL REJECTIONS**

Bid cum Application Forms/Bid Form can be rejected on the below mentioned technical grounds either at the time of their submission to any of the Designated Intermediaries, or at the time of finalization of the Basis of Allotment. Bidders/Bidders are advised to note that the Bids/Bids are liable to be rejected, among other things, on the following grounds, which have been detailed at various places in this GID:-

- (a) Bid/Bid by persons not competent to contract under the Indian Contract Act, 1872, as amended, (other than minors having valid Depository Account as per Demographic Details provided by Depositories);
- (b) Bids/Bids of Bidders (other than Anchor Investors) accompanied by cash, draft, cheques, money order or any other mode of payment other than amounts blocked in the Bidders' ASBA Account;
- (c) Bids/Bids by OCBs;
- (d) In case of partnership firms, Bid/Bid for Equity Shares made in the name of the firm. However, a limited liability partnership can apply in its own name;
- (e) In case of Bids/Bids under power of attorney or by limited companies, corporate, trust etc., relevant documents are not being submitted along with the Bid cum Application forms /Bid Form;
- (f) Bids/Bids by persons prohibited from buying, selling or dealing in the shares directly or indirectly by SEBI or any other regulatory authority;
- (g) Bids/Bids by any person outside India if not in compliance with applicable foreign and Indian laws;
- (h) DP ID and Client ID not mentioned in the Bid cum Application forms /Bid Form;
- (i) ASBA Account number or UPI ID not mentioned or incorrectly mentioned in the Bid cum Application forms / Bid Form;
- (j) In case of Bids by UPI Bidders (applying through the UPI mechanism) through a UPI handle not covered in the prescribed list of SEBI.
- (k) In case of Bids by UPI Bidders (applying through the UPI mechanism) using a bank account of an SCSB or bank which is not covered in the prescribed list of SEBI.
- (l) PAN not mentioned in the Bid cum Application forms /Bid Form except for Bids/Bids by or on behalf of the Central or State Government and officials appointed by the court and by the investors residing in the State of Sikkim, provided such claims have been verified by the Depository Participant;
- (m) In case no corresponding record is available with the Depositories that matches the DP ID, the Client ID and the PAN;
- (n) Bids/Bids for lower number of Equity Shares than the minimum specified for that category of investors;
- (o) Bids/Bids at a price less than the Floor Price & Bids/Bids at a price more than the Cap Price;
- (p) Bids/Bids at Cut-off Price by NIIs and QIBs;
- (q) The amounts mentioned in the Bid cum Application forms /Bid Form does not tally with the amount payable for the value of the Equity Shares Bid/Applied for;
- (r) Bids/Bids for amounts greater than the maximum permissible amounts prescribed by the regulations;
- (s) Submission of Bid cum Application forms /Bid Form using third party UPI ID or ASBA Bank Account;
- (t) Submission of more than one Bid cum Application forms per UPI ID by UPI Bidders bidding through Designated Intermediaries other than SCSBs (except for RIBs applying as Retail Individual

Shareholders also);

- (u) Submission of more than one Bid cum Application forms as per ASBA Account by Bidders bidding through Designated Intermediaries (except in case of joint account holders);
- (v) In case of joint Bids, submission of Bid cum Application forms /Bid Form using second or third party's UPI ID or ASBA Bank Account;
- (w) Bids/Bids for number of Equity Shares which are not in multiples of Equity Shares as specified in the RHP;
- (x) Multiple Bids/Bids as defined in this GID and the RHP/Prospectus;
- (y) Bid cum Application forms /Bid Forms are not delivered by the Bidders/Bidders within the time prescribed as per the Bid cum Application forms /Bid Form, Bid/Offer Opening Date advertisement and as per the instructions in the RHP and the Bid cum Application forms;
- (z) Bank account mentioned in the Bid cum Application forms (for Bidders applying through the non-UPI mechanism) may not be an account maintained by SCSB. Inadequate funds in the ASBA Account to block the Bid/Bid Amount specified in the Bid cum Application forms / Bid Form at the time of blocking such Bid/Bid Amount in the ASBA Account;
- (aa) In case of Bids by UPI Bidders (applying through the UPI mechanism), the UPI ID mentioned in the Bid cum Application forms is linked to a third party bank account;
- (bb) In case of Bids by UPI Bidders (applying through the UPI mechanism), the UPI ID is not mentioned in the Bid cum Application forms;
- (cc) In case of Anchor Investors, Bids/Bids where sufficient funds are not available in Escrow Accounts as per final certificate from the Anchor Escrow Bank;
- (dd) Where no confirmation is received from SCSB or the Sponsor Banks, as applicable, for blocking of funds;
- (ee) Bids/Bids by QIB and NII Bidders (other than Anchor Investors) not submitted through ASBA process;
- (ff) Bid cum Application forms submitted to Designated Intermediaries at locations other than the Bidding Centers or to the Anchor Escrow Bank (assuming that such bank is not a SCSB where the ASBA Account is maintained), to the issuer or the Registrar to the Offer;
- (gg) Bid cum Application forms submitted physically by RIIs bidding through the non-UPI mechanism to Designated Intermediaries other than SCSBs;
- (hh) Bids/Bids not uploaded on the terminals of the Stock Exchanges;
- (ii) Bids/Bids by SCSBs wherein a separate account in its own name held with any other SCSB is not mentioned as the ASBA Account in the Bid cum Application forms /Bid Form.
- (jj) The UPI Mandate is not approved by UPI Bidders; and
- (kk) The original Bid/Bid is made using the UPI mechanism and revision(s) to the Bid/Bid is made using ASBA either physically or online through the SCSB, and vice- versa.
- (ll) Bidders are required to enter either the ASBA Bank account details or the UPI ID in the Bid cum Application forms. In case the Bidder doesn't provide any of the ASBA Bank account details or the

UPI ID then the Bid would be rejected. For Bid submitted to Designated Intermediaries (other than SCSBs), Bidder providing both the ASBA Bank account details as well as the UPI ID, the UPI ID will be considered for processing of the Bid. Bids made using the ASBA facility in initial public offerings shall be processed only after Bid monies are blocked in the bank accounts of investors (all categories).

- (mm) UPI Bidders shall ensure that the bank, with which they have their bank account, where the funds equivalent to the Bid amount is available for blocking, has been notified as Issuer Banks for UPI. A list of such banks is available on SEBI website – [www.sebi.gov.in](http://www.sebi.gov.in):  
*Home » Intermediaries/Market Infrastructure Institutions » Recognised Intermediaries » Self Certified Syndicate Banks eligible as Issuer Banks for UP*
- (nn) In case of revision of Bids by UPI Bidders, if UPI Mandate Request for the revised Bid is not approved, the Bid is liable to be rejected.
- (oo) UPI Bidders whose Bid sizes are up to ₹ 5 lakhs have not made their Bids through the UPI Mechanism.

## 6.6 BASIS OF ALLOCATION

- (a) The SEBI ICDR Regulations specify the allocation or Allotment that may be made to various categories of Bidders/Bidders in an Offer depending on compliance with the applicable eligibility conditions. Certain details pertaining to the percentage of Offer size available for allocation to each category is disclosed overleaf of the Bid cum Application forms and in the RHP / Prospectus. For details in relation to allocation, the Bidder/ Bidder may refer to the RHP / Prospectus.
- (b) Under-subscription in any category (except QIB category) is allowed to be met with spill-over from any other category or combination of categories at the discretion of the Issuer and in consultation with the Book Running Lead Managers and the Designated Stock Exchange and in accordance with the SEBI ICDR Regulations. Unsubscribed portion in QIB Category is not available for subscription to other categories.
- (c) In case of under subscription in the Net Offer, spill-over to the extent of such under-subscription may be permitted from the Reserved Portion to the Net Offer. For allocation in the event of an under-subscription applicable to the Issuer, Bidders/Bidders may refer to the RHP.
- (d) Illustration of the Book Building and Price Discovery Process

Bidders should note that this example is solely for illustrative purposes and is not specific to the Offer; it also excludes Bidding by Anchor Investors.

Bidders can bid at any price within the price band. For instance, assume a price band of ₹ 20 to ₹ 24 per share, issue size of 3,000 equity shares and receipt of five bids from Bidders, details of which are shown in the table below. The illustrative book given below shows the demand for the equity shares of the issuer at various prices and is collated from bids received from various bidders.

Bid Quantity	Bid Amount	Cumulative Quantity	Subscription
500	24	500	16.67%
1,000	23	1,500	50.00%
1,500	22	3,000	100.00%
2,000	21	5,000	166.67%



2,500	20	7,500	250.00%
-------	----	-------	---------

The price discovery is a function of demand at various prices. The highest price at which the Issuer is able to offer the desired number of equity shares is the price at which the book cuts off, i.e., ₹ 22.00 in the above example. The issuer, in consultation with the Book Running Lead Managers, may finalise the Offer Price at or below such cut-off price, i.e., at or below ₹ 22.00. All bids at or above this Offer Price and cut-off bids are valid bids and are considered for allocation in the respective categories.

(e) **Alternate Method of Book Building**

In case of FPOs, Issuers may opt for an alternate method of Book Building in which only the Floor Price is specified for the purposes of Bidding (“**Alternate Book Building Process**”).

The Issuer may specify the Floor Price in the RHP or advertise the Floor Price at least one Working Day prior to the Bid/Offer Opening Date. QIBs may Bid at a price higher than the Floor Price and the Allotment to the QIBs is made on a price priority basis. The Bidder with the highest Bid Amount is allotted the number of Equity Shares Bid for and then the second highest Bidder is Allotted Equity Shares and this process continues until all the Equity Shares have been allotted. RIIs, NIIs (bidding for an amount of up to Rs 10 lakhs) and Employees are Allotted Equity Shares at the Floor Price and allotment to these categories of Bidders is made proportionately. If the number of Equity Shares Bid for at a price is more than available quantity then the Allotment may be done on a proportionate basis. Further, the Issuer may place a cap either in terms of number of specified securities or percentage of issued capital of the Issuer that may be Allotted to a single Bidder, decide whether a Bidder be allowed to revise the bid upwards or downwards in terms of price and/or quantity and also decide whether a Bidder be allowed single or multiple bids.

## **SECTION 7: ALLOTMENT PROCEDURE AND BASIS OF ALLOTMENT**

The Allotment of Equity Shares to Bidders/Bidders other than Retail Individual Investors and Anchor Investors may be on a proportionate basis. For Basis of Allotment to Anchor Investors, Bidders/Bidders may refer to RHP/Prospectus. No Retail Individual Investor will be allotted less than the minimum Bid Lot subject to availability of shares in Retail Individual Investor Category and the remaining available shares, if any will be Allotted on a proportionate basis. The Issuer is required to receive a minimum subscription of 90% of the Issue (excluding any Offer for Sale of specified securities). However, in case the Offer is in the nature of Offer for Sale only, then minimum subscription may not be applicable.

### **7.1 ALLOTMENT TO RIIs**

Bids received from the RIIs at or above the Offer Price may be grouped together to determine the total demand under this category. If the aggregate demand in this category is less than or equal to the Retail Category at or above the Offer Price, full Allotment may be made to the RIIs to the extent of the valid Bids. If the aggregate demand in this category is greater than the allocation in the Retail Category at or above the Offer Price, then the maximum number of RIIs who can be Allotted the minimum Bid Lot will be computed by dividing the total number of Equity Shares available for Allotment to RIIs by the minimum Bid Lot ("Maximum RII Allottees"). The Allotment to the RIIs will then be made in the following manner:

- (a) In the event the number of RIIs who have submitted valid Bids in the Offer is equal to or less than Maximum RII Allottees; (i) all such RIIs shall be Allotted the minimum Bid Lot; and (ii) the balance available Equity Shares, if any, remaining in the Retail Category shall be Allotted on a proportionate basis to the RIIs who have received Allotment as per (i) above for the balance demand of the Equity Shares Bid by them (i.e. who have Bid for more than the minimum Bid Lot).
- (b) In the event the number of RIIs who have submitted valid Bids in the Offer is more than Maximum RII Allottees, the RIIs (in that category) who will then be Allotted minimum Bid Lot shall be determined on the basis of draw of lots.

### **7.2 ALLOTMENT TO NIIs**

Bids received from NIIs at or above the Offer Price may be grouped together to determine the total demand under this category. The Allotment to all successful NIIs may be made at or above the Offer Price. If the aggregate demand in this category is less than or equal to the Non-Institutional Category at or above the Offer Price, full Allotment may be made to NIIs to the extent of their demand. In case the aggregate demand in this category is greater than the Non-Institutional Category at or above the Offer Price, Allotment may be made on a proportionate basis up to a minimum of the Non- Institutional Category.

The Equity Shares available for Allocation / Allotment to NIIs under the Non-Institutional Category, shall be subject to the following: (i) one-third of the portion available to NIIs shall be reserved for Bidders with an Bid size of more than ₹ 2 lakhs and up to ₹ 10 lakhs, and (ii) two-third of the portion available to NIIs shall be reserved for Bidders with Bid size of more than ₹ 10 lakhs, provided that the unsubscribed portion in either of the aforementioned sub-categories may be allocated to Bidders in the other sub-category of NIIs. The allotment to each NII shall not be less than the minimum Bid size for the NII portion, subject to the availability of Equity Shares in the Non-Institutional Category, and the remaining Equity Shares, if any, shall be allotted on a proportionate basis.

### **7.3 ALLOTMENT TO QIBs**

For the Basis of Allotment to Anchor Investors, Bidders/Bidders may refer to the SEBI ICDR Regulations or RHP / Prospectus. Bids received from QIBs Bidding in the QIB Category (net of Anchor Portion) at or above the Offer Price may be grouped together to determine the total demand under this

category. The QIB Category may be available for Allotment to QIBs who have Bid at a price that is equal to or greater than the Offer Price. Allotment may be undertaken in the following manner:

- (a) In the first instance allocation to Mutual Funds for up to 5% of the QIB Category may be determined as follows:
  - (i) In the event that Bids by Mutual Fund exceeds 5% of the QIB Category, allocation to Mutual Funds may be done on a proportionate basis for up to 5% of the QIB Category; (ii) In the event that the aggregate demand from Mutual Funds is less than 5% of the QIB Category then all Mutual Funds may get full allotment to the extent of valid Bids received above the Offer Price; and (iii) Equity Shares remaining unsubscribed, if any and not allocated to Mutual Funds may be available for allotment to all QIBs as set out at paragraph 7.4(b) below.
- (b) In the second instance, allotment to all QIBs may be determined as follows: (i) In the event of oversubscription in the QIB Category, all QIBs who have submitted Bids above the Offer Price may be Allotted Equity Shares on a proportionate basis for up to 95% of the QIB Category; (ii) Mutual Funds, who have received allocation as per (a) above, for less than the number of Equity Shares Bid for by them, are eligible to receive Equity Shares on a proportionate basis along with other QIBs; and (iii) Under-subscription below 5% of the QIB Category, if any, from Mutual Funds, may be included for allocation to the remaining QIBs on a proportionate basis.

#### **7.4 ALLOTMENT TO ANCHOR INVESTOR (IF APPLICABLE)**

- (a) Allocation of Equity Shares to Anchor Investors at the Anchor Investor Offer Price will be at the discretion of the issuer subject to compliance with the following requirements:
  - (I) not more than 60% of the QIB Category will be allocated to Anchor Investors;
  - (II) one-third of the Anchor Investor Portion shall be reserved for domestic Mutual Funds, subject to valid Bids being received from domestic Mutual Funds at or above the price at which allocation is being done to other Anchor Investors; and
  - (III) allocation to Anchor Investors shall be on a discretionary basis and subject to:
    - maximum of 2 such investors shall be permitted for allocation up to two crore rupees
    - minimum of 2 and maximum of 15 such investors shall be permitted for allocation above two crore rupees and up to twenty five crore rupees, subject to minimum allotment of one crore rupees per such investor;
    - in case of allocation above twenty five crore rupees; a minimum of 5 such investors and a maximum of 15 such investors for allocation up to twenty five crore rupees and an additional 10 such investors for every additional twenty five crore rupees or part thereof, shall be permitted, subject to a minimum allotment of one crore rupees per such investor.
- (b) A physical book is prepared by the Registrar on the basis of the Bid cum Application forms received from Anchor Investors. Based on the physical book and at the discretion of the issuer in consultation with the BRLMs, selected Anchor Investors will be sent a CAN and if required, a revised CAN.
- (c) In the event that the Offer Price is higher than the Anchor Investor Offer Price: Anchor Investors will be sent a revised CAN within one day of the Pricing Date indicating the number of Equity Shares allocated to such Anchor Investor and the pay-in date for payment of the balance amount. Anchor Investors are then required to pay any additional amounts, being the difference between the Offer Price and the Anchor Investor Offer Price, as indicated in the revised CAN within the pay-in date referred to in the revised CAN. Thereafter, the Allotment Advice will be issued to such Anchor Investors.

- (d) In the event the Offer Price is lower than the Anchor Investor Offer Price: Anchor Investors who have been Allotted Equity Shares will directly receive Allotment Advice.

## **7.5 BASIS OF ALLOTMENT FOR QIBs (OTHER THAN ANCHOR INVESTORS), NIIs AND RESERVED CATEGORY IN CASE OF OVER-SUBSCRIBED OFFER**

In the event of the Offer being over-subscribed, the Issuer may finalize the Basis of Allotment in consultation with the Designated Stock Exchange in accordance with the SEBI ICDR Regulations.

The allocation may be made in marketable lots, on a proportionate basis as explained below:

- (a) Bidders may be categorized according to the number of Equity Shares applied for.
- (b) The total number of Equity Shares to be Allotted to each category as a whole may be arrived at on a proportionate basis, which is the total number of Equity Shares applied for in that category (number of Bidders in the category multiplied by the number of Equity Shares applied for) multiplied by the inverse of the over-subscription ratio.
- (c) The number of Equity Shares to be Allotted to the successful Bidders may be arrived at on a proportionate basis, which is total number of Equity Shares applied for by each Bidder in that category multiplied by the inverse of the over-subscription ratio.
- (d) In all Bids where the proportionate Allotment is less than the minimum Bid Lot decided per Bidder, the Allotment may be made as follows: the successful Bidders out of the total Bidders for a category may be determined by a draw of lots in a manner such that the total number of Equity Shares Allotted in that category is equal to the number of Equity Shares calculated in accordance with (b) above; and each successful Bidder may be Allotted a minimum of such Equity Shares equal to the minimum Bid Lot finalised by the Issuer.
- (e) If the proportionate Allotment to a Bidder is a number that is more than the minimum Bid Lot but is not a multiple of one (which is the marketable lot), the decimal may be rounded off to the higher whole number if that decimal is 0.5 or higher. If that number is lower than 0.5 it may be rounded off to the lower whole number. Allotment to all Bidders in such categories may be arrived at after such rounding off.
- (f) If the Equity Shares allocated on a proportionate basis to any category are more than the Equity Shares Allotted to the Bidders in that category, the remaining Equity Shares available for allotment may be first adjusted against any other category, where the Allotted Equity Shares are not sufficient for proportionate Allotment to the successful Bidders in that category. The balance Equity Shares, if any, remaining after such adjustment may be added to the category comprising Bidders applying for minimum number of Equity Shares.

## **7.6 DESIGNATED DATE AND ALLOTMENT OF EQUITY SHARES**

- a) **Designated Date:** On the Designated Date, the Anchor Escrow Bank shall transfer the funds represented by allocation of Equity Shares to Anchor Investors from the Escrow Accounts, as per the terms of the Cash Escrow Agreement, into the Public Offer Account with the Bankers to the Offer. The balance amount after transfer to the Public Offer Account shall be transferred to the Refund Account. Payments of refund to the Bidders applying in the Anchor Investor Portion shall be made from the Refund Account as per the terms of the Cash Escrow Agreement and the RHP. On the Designated Date, the Registrar to the Offer shall instruct the SCSBs or the Sponsor Banks, as applicable, to transfer funds represented by allocation of Equity Shares from ASBA Accounts into the Public Offer Account.
- b) **Issuance of Allotment Advice:** Upon approval of the Basis of Allotment by the Designated Stock Exchange, the Registrar shall upload the same on its website. On the basis of the approved Basis of Allotment, the Issuer shall pass necessary resolutions and undertake corporate actions to facilitate the

Allotment and credit of Equity Shares to successful Bidders/Bidders. Bidders/Bidders **are advised to instruct their Depository Participant to accept the Equity Shares that may be allotted to them pursuant to the Offer.**

Pursuant to confirmation of such corporate actions, the Registrar will dispatch Allotment Advice to the Bidders/ Bidders who have been Allotted Equity Shares in the Offer.

- c) The dispatch of Allotment Advice shall be deemed a valid, binding and irrevocable contract.
- d) Issuer will ensure that: (i) the Allotment of Equity Shares; and (ii) credit of shares to the successful Bidders/ Bidders Depository Account will be completed within five Working Days of the Bid/Offer Closing Date.

## **SECTION 8: INTEREST AND REFUNDS**

### **8.1 COMPLETION OF FORMALITIES FOR LISTING & COMMENCEMENT OF TRADING**

The Issuer may ensure that all steps for the completion of the necessary formalities for listing and commencement of trading at all the Stock Exchanges are taken within Three Working Days of the Offer Closing Date.

### **8.2 GROUNDS FOR UNBLOCKING OF FUNDS**

#### **8.2.1 *Non-Receipt of Listing Permission***

An Issuer makes a Bid to the Stock Exchange(s) for permission to deal in/list and for an official quotation of the Equity Shares. All the Stock Exchanges from where such permission is sought are disclosed in RHP/Prospectus. The Designated Stock Exchange will be disclosed in the RHP/Prospectus with which the Basis of Allotment may be finalised.

If the Issuer fails to make Bid to the Stock Exchange(s) and obtain permission for listing of the Equity Shares, in accordance with the provisions of Section 40 of the Companies Act, 2013, the Issuer may be punishable with a fine which shall not be less than ₹ 5 lakhs but which may extend to ₹ 50 lakhs and every officer of the Issuer who is in default shall be punishable with fine which shall not be less than ₹ 50,000 but which may extend to ₹ 3 lakhs.

If the permissions to deal in and for an official quotation of the Equity Shares are not granted by any of the Stock Exchange(s), the Issuer may forthwith take steps to refund, without interest, all moneys received from the Bidders in pursuance of the RHP/Prospectus.

If such money is not refunded to Bidders within the prescribed time after the Issuer becomes liable to repay it, then the Issuer and every director of the Issuer who is an officer in default may, on and from such expiry of such period, be liable to repay the money, with interest at such rate, as disclosed in the RHP/Prospectus.

#### **8.2.2 *Non-Receipt of Minimum Subscription***

If the Issuer does not receive a minimum subscription of 90% of the Net Offer (excluding any offer for sale of specified securities), including devolvement to the Underwriters, as applicable, the Issuer may forthwith, take steps to unblock the entire subscription amount received within four days of the Bid/ Offer Closing Date and repay, without interest, all moneys received from Anchor Investors. This is further subject to the compliance with Rule 19(2) (b) of the SCRR. In case the Offer is in the nature of Offer for Sale only, then minimum subscription may not be applicable. In case of under-subscription in the Offer, the Equity Shares in the Offer will be issued prior to the sale of Equity Shares in the Offer for Sale.

If there is a delay beyond the prescribed time after the Issuer becomes liable to pay or unblock the amount received from Bidders, then the Issuer and every director of the Issuer who is an officer in default may on and from expiry of prescribed time period under applicable laws, be jointly and severally liable to repay the money, with interest at the rate of 15% per annum in accordance with the Companies (Prospectus and Allotment of Securities) Rules, 2014, as amended.

#### **8.2.3 *Minimum Number of Allottees***

The Issuer may ensure that the number of prospective Allottees to whom Equity Shares may be allotted may not be less than 50 failing which the entire Bid monies may be refunded forthwith.

### 8.3 MODE OF REFUND

Within One Working Days of the Issue Closing Date, the Registrar to the Issue may give instructions to SCSBs for unblocking the amount in ASBA Account on unsuccessful Bid.

#### 8.3.1 Electronic mode of making refunds

The payment of refund, if any, may be done through various electronic modes as mentioned below:

- i. **NACH**—National Automated Clearing House is a consolidated system of ECS. Payment of refund would be done through NACH for Anchor Investors having an account at any of the centres specified by the RBI where such facility has been made available. This would be subject to availability of complete bank account details including Magnetic Ink Character Recognition (MICR) code wherever applicable from the depository. The payment of refund through NACH is mandatory for Anchor Investors having a bank account at any of the centres where NACH facility has been made available by the RBI (subject to availability of all information for crediting the refund through NACH including the MICR code as appearing on a cheque leaf, from the depositories), except where the Bidder is otherwise disclosed as eligible to get refunds through NEFT or Direct Credit or RTGS.
- ii. **NEFT**—Payment of refund may be undertaken through NEFT wherever the branch of the Anchor Investors' bank is NEFT enabled and has been assigned the Indian Financial System Code ("IFSC"), which can be linked to the MICR of that particular branch. The IFSC may be obtained from the website of RBI as at a date prior to the date of payment of refund, duly mapped with MICR numbers. Wherever the Anchor Investors have registered their nine- digit MICR number and their bank account number while opening and operating the demat account, the same may be duly mapped with the IFSC of that particular bank branch and the payment of refund may be made to the Anchor Investors through this method. In the event NEFT is not operationally feasible, the payment of refunds may be made through any one of the other modes as discussed in this section.
- iii. **Direct Credit**—Anchor Investors having their bank account with the Refund Banker may be eligible to receive refunds, if any, through direct credit to such bank account.
- iv. **RTGS**—Anchor Investors having a bank account with a bank branch which is RTGS enabled as per the information available on the website of RBI and whose refund amount exceeds ₹0.2 million, shall be eligible to receive refund through RTGS, provided the Demographic Details downloaded from the Depositories contain the nine digit MICR code of the Anchor Investor's bank which can be mapped with the RBI data to obtain the corresponding IFSC. Charges, if any, levied by the Anchor Escrow Bank for the same would be borne by our Company. Charges, if any, levied by the Anchor Investor's bank receiving the credit would be borne by the Anchor Investor.

Please note that refunds through the abovementioned modes shall be credited only to the bank account from which the Bid Amount was remitted to the Escrow Bank.

For details of levy of charges, if any, for any of the above methods, Bank charges, if any, for cashing such cheque, pay orders or demand drafts at other centers etc. Bidders may refer to RHP/Prospectus.

### 8.4 INTEREST IN CASE OF DELAY IN ALLOTMENT OR REFUND

In case of (i) any delay in unblocking of amounts in the ASBA Accounts (including amounts blocked through the UPI Mechanism) for cancelled/ withdrawn/ deleted ASBA Forms, the Bidder shall be compensated at a uniform rate of ₹ 100 per day or 15% per annum of the Bid

Amount, whichever is higher from the date on which the request for cancellation/ withdrawal/ deletion is placed in the Stock Exchanges bidding platform until the date on which the amounts are unblocked (ii) any blocking of multiple amounts for the same ASBA Form (for amounts blocked through the UPI Mechanism), the Bidder shall be compensated at a uniform rate of ₹ 100 per day or 15% per annum of the total cumulative blocked amount except the original application amount, whichever is higher from the date on which such multiple amounts were blocked till the date of actual unblock; (iii) any blocking of amounts more than the Bid Amount, the Bidder shall be compensated at a uniform rate of ₹ 100 per day or 15% per annum of the difference in amount, whichever is higher from the date on which such excess amounts were blocked till the date of actual unblock; (iv) any delay in unblocking of non-allotted/ partially allotted Bids, exceeding four Working Days from the Bid/Offer Closing Date, the Bidder shall be compensated at a uniform rate of ₹ 100 per day or 15% per annum of the Bid Amount, whichever is higher for the entire duration of delay exceeding four Working Days from the Bid/ Offer Closing Date by the SCSB responsible for causing such delay in unblocking. The post Offer BRLMs shall be liable for compensating the Bidder at a uniform rate of ₹ 100 per day or 15% per annum of the Bid Amount, whichever is higher from the date of receipt of the Investor grievance until the date on which the blocked amounts are unblocked. For the avoidance of doubt, the provisions of the SEBI circular no. SEBI/HO/CFD/DIL2/CIR/P/2021/2480/1/M dated March 16, 2021, as amended pursuant to SEBI circular no. SEBI/HO/CFD/DIL2/P/CIR/2021/570 dated June 2, 2021, SEBI Circular No: SEBI/HO/CFD/DIL2/CIR/P/2022/51 dated April 20, 2022 and SEBI Circular No: SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/76 dated May 30, 2022 shall be deemed to be incorporated in the deemed agreement of the Bank with the SCSBs to the extent applicable.



## SECTION 9: GLOSSARY AND ABBREVIATIONS

*Unless the context otherwise indicates or implies, certain definitions and abbreviations used in this document may have the meaning as provided below. References to any legislation, act or regulation may be to such legislation, act or regulation as amended from time to time. In case of inconsistency in the description of a term mentioned herein below and the description as prescribed to such term in the Red Herring Prospectus, the description as prescribed to such term in the Red Herring Prospectus shall prevail.*

Abbreviation	Full Form
“₹” or “Rs.” or “Rupees” or “INR”	Indian Rupees, the official currency of the Republic of India
A/c	Account
ACS	Associate Company Secretary
AGM	Annual General Meeting
AS	Accounting Standards as issued by the Institute of Chartered Accountants of India
ASBA	Applications Supported by Blocked Amount
AY	Assessment Year
BIS	Bureau of Indian Standards
BSE	BSE Limited
CAGR	Compounded Annual Growth Rate
CDSL	Central Depository Services (India) Limited
CFO	Chief Financial Officer
CEO	Chief Executive Officer
CIN	Corporate Identification Number
CIT	Commissioner of Income Tax
DCS	Distributed Control System
DGFT	Directorate General of Foreign Trade
DIN	Director Identification Number
DP	Depository Participant
ECS	Electronic Clearing System
EGM	Extraordinary General Meeting
EMDEs	Emerging Markets and Developing Economies
EPS	Earnings Per Share
FDI	Foreign Direct Investment
FEMA	Foreign Exchange Management Act, 1999, as amended from time to time, and the regulations framed there under
FIIIs	Foreign Institutional Investors (as defined under Foreign Exchange Management (Transfer or Issue of Security by a Person Resident outside India) Regulations, 2000) registered with SEBI under applicable laws in India
FIPB	Foreign Investment Promotion Board
F&NG	Father and Natural Guardian
FY / Fiscal/Financial Year	Period of twelve months ended March 31 of that particular year, unless otherwise stated
GDP	Gross Domestic Product
GoI/Government	Government of India
GST	Goods and Service Tax
HUF	Hindu Undivided Family

I.T. Act	Income Tax Act, 1961, as amended from time to time
ICSI	Institute of Company Secretaries of India
MAPIN	Market Participants and Investors' Integrated Database
Merchant Banker	Merchant Banker as defined under the Securities and Exchange Board of India (Merchant Bankers) Regulations, 1992
MoF	Ministry of Finance, Government of India
MOU	Memorandum of Understanding
NA	Not Applicable
NAV	Net Asset Value
NGT	National Green Tribunal
NPV	Net Present Value
NRE Account	Non-Resident External Account
NRIs	Non-Resident Indians
NRO Account	Non-Resident Ordinary Account
NSDL	National Securities Depository Limited
NSE	National Stock Exchange of India Limited
NSE Emerge	Emerge Platform of NSE
OCB	Overseas Corporate Bodies
OSP	Other Service Provider
p.a.	per annum
P/E Ratio	Price/Earnings Ratio
PAC	Persons Acting in Concert
PAN	Permanent Account Number
PAT	Profit After Tax
PCB	Pollution Control Board
PSU	Public Sector Undertaking
QA/QC	Quality Assurance / Quality Control
QIC	Quarterly Income Certificate
RBI	The Reserve Bank of India
ROE	Return on Equity
RONW	Return on Net Worth
Bn	Billion
Rs.	Rupees, the official currency of the Republic of India
RTGS	Real Time Gross Settlement
RERA	Real Estate Regulatory Authority
SCRA	Securities Contract (Regulation) Act, 1956, as amended from time to time
SCRR	Securities Contracts (Regulation) Rules, 1957, as amended from time to time.
Sec.	Section
SPV	Special Purpose Vehicle
STT	Securities Transaction Tax
Super Area	The built-up area added to share of common areas which includes staircases, reception, lift shafts, lobbies, club houses and so on
TPDS	Targeted Public Distribution System
US/United States	United States of America
USD/ US\$/ \$	United States Dollar, the official currency of the United States of America
UPI/ Unified Payments Interface	Unified Payments Interface (UPI) is an instant payment system developed by the NPCI. It enables merging several banking features, seamless fund routing & merchant payments into one hood. UPI allows instant transfer of money between

	any two persons bank accounts using a payment address which uniquely identifies a person's bank a/c
UPI Circulars	SEBI circular number SEBI/HO/CFD/DIL2/CIR/P/2018/138 dated November 1, 2018, SEBI circular number SEBI/HO/CFD/DIL2/CIR/P/2019/50 dated April 3, 2019, SEBI circular number SEBI/HO/CFD/DIL2/CIR/P/2019/76 dated June 28, 2019, SEBI circular number SEBI/HO/CFD/DIL2/CIR/P/2019/85 dated July 26, 2019, SEBI circular number SEBI/HO/CFD/DCR2/CIR/P/2019/133 dated November 8, 2019, SEBI circular number SEBI/HO/CFD/DIL2/CIR/P/2020 dated March 30, 2020, SEBI circular number SEBI/HO/CFD/DIL2/CIR/P/2021/2480/1/M dated March 16, 2021, SEBI circular number SEBI/HO/CFD/DIL1/CIR/P/2021/47 dated March 31, 2021, SEBI circular number SEBI/HO/CFD/DIL2/P/CIR/2021/570 dated June 2, 2021, SEBI circular no. SEBI/HO/CFD/DIL2/P/CIR/P/2022/45 dated April 5, 2022, SEBI circular no. SEBI/HO/CFD/DIL2/P/CIR/P/2022/51 dated April 20, 2022, SEBI circular no. SEBI/HO/CFD/DIL2/CIR/2022/75 dated May 30, 2022 and any subsequent circulars or notifications issued by SEBI in this regard.
UPI ID	ID created on Unified Payment Interface (UPI) for single-window mobile payment system developed by the National Payments Corporation of India (NPCI).
UPI Mandate Request	The request initiated by the Sponsor Bank and received by an RII using the UPI Mechanism to authorize blocking of funds on the UPI mobile or other application equivalent to the Bd Amount and subsequent debit of funds in case of Allotment
UPI Mechanism	The bidding mechanism that may be used by a RIB to make an application in the Issue in accordance with SEBI circular (SEBI/HO/CFD/DIL2/CIR/P/2018/138) dated November 1, 2018.
UPI PIN	Password to authenticate UPI transaction
VCF / Venture Capital Fund	Foreign Venture Capital Funds (as defined under the Securities and Exchange Board of India (Venture Capital Funds) Regulations, 1996) registered with SEBI under applicable laws in India.
WEO	World Economic Outlook