



भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India



Primary Market - Initial Public Offerings (IPOs)



DISCLAIMER

- The information contained in this material is for only educational and awareness purposes related to securities market and shall be used for non-profitable educational and awareness activities for general public.
- No part of this material can be reproduced or copied in any form or by any means or reproduced on any disc, tape, perforate media or other information storage device, etc. without acknowledging the SEBI or Stock Exchanges or Depositories.
- SEBI or Stock Exchanges or Depositories shall not be responsible for any damage or loss to any one of any manner, from use of this material.
- Every effort has been made to avoid errors or omissions in this material. For recent market developments and initiatives, readers are requested to refer to recent laws, guidelines, directives framed thereunder and other relevant documents, as being declared from time to time. For any suggestions or feedback, you may send the same to visitsebi@sebi.gov.in.



Flow of Presentation

- Introduction to Primary Market.
- IPO – Initial Public Offering: How to apply for Public Issues?
- Rights & Responsibilities of A Shareholder.
- Pre – Application Analysis.
- Information in Offer Document.
- Price Discovery of Shares: Fixed Price and Book Building Mechanism.
- Allotment Intimation, Transfer of Shares and Debit/Credit of Funds.
- Sample of Registrar and Transfer Agent (RTA) details on Company Website.
- Checking Allotment Status and Grievance Mechanism.
- Advice to Investors.

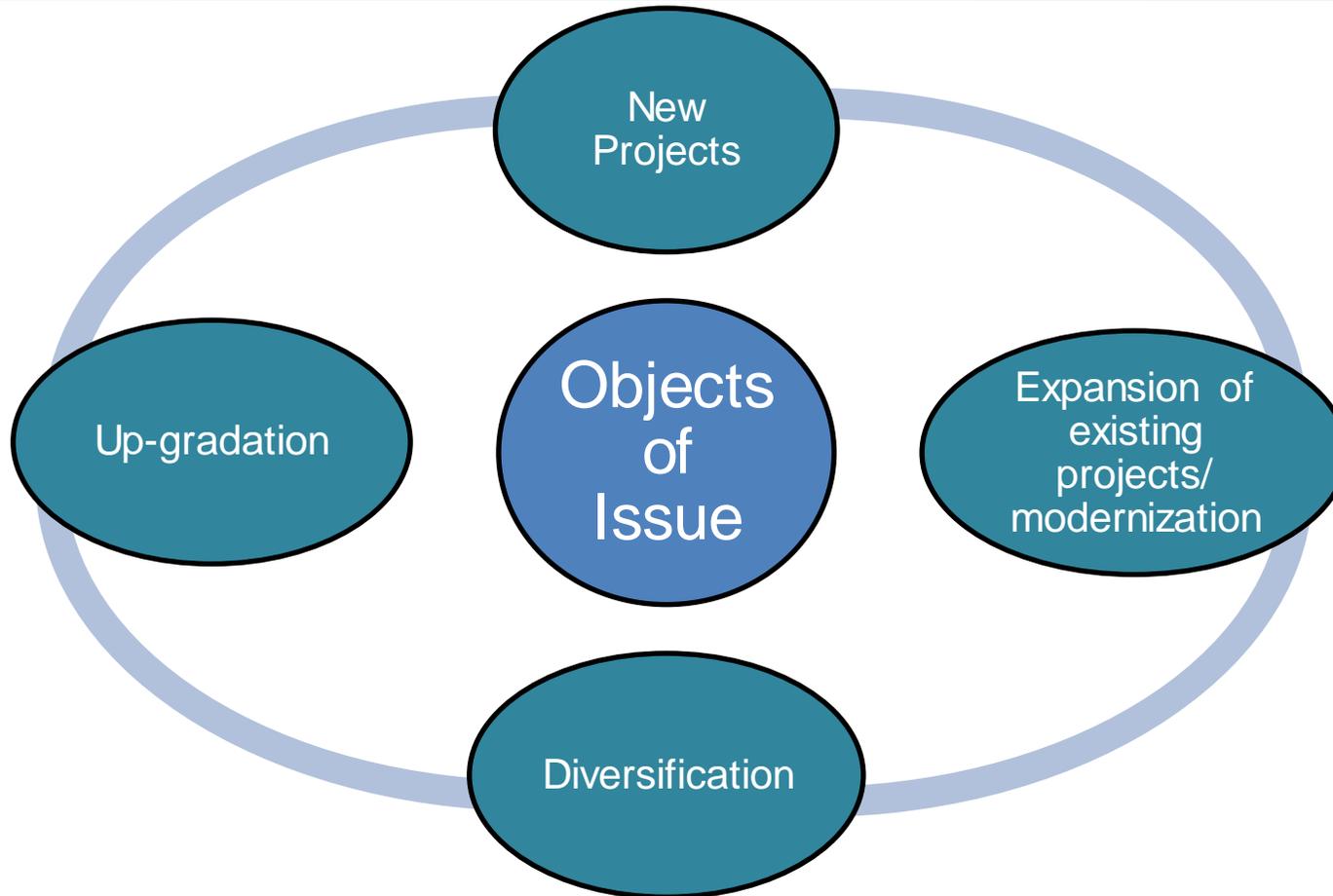


Introduction to Primary Market

- New issues market where Company/ institutions raise funds or capital from public by issuing new securities.
- Objective: **To raise capital.**
- Two major types of issuers of securities:
 - **Corporate Entities (Companies)**
 - **Government (Central and State)**
- Major types of Issues in Primary Market:
 - **Public Issue**
 - **Preferential Issue**
 - **Rights Issue**
 - **Bonus Issue**



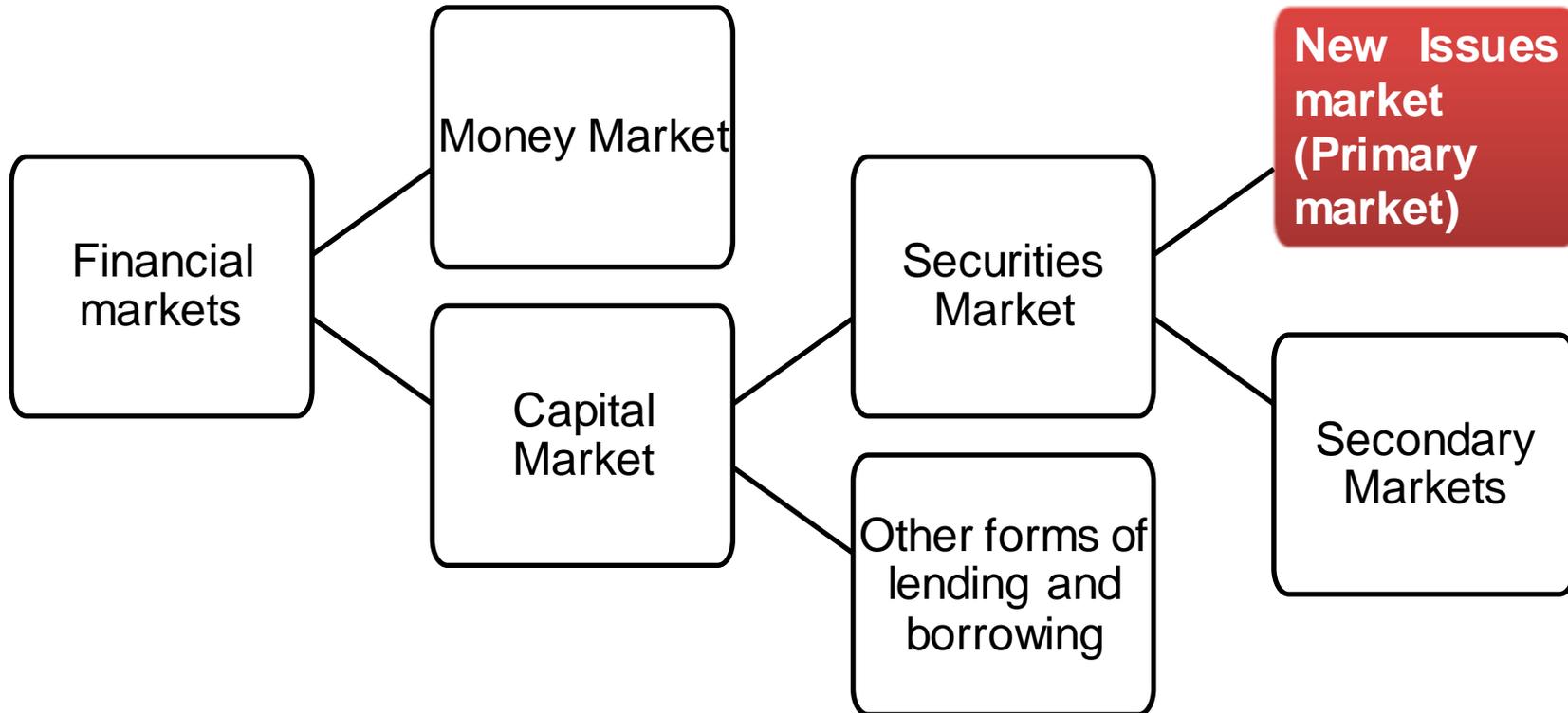
Introduction to Primary Market



- **Objects of the issue** and intended utilization of funds
 → Given by issuers in the Offer Document



Introduction to Primary Market



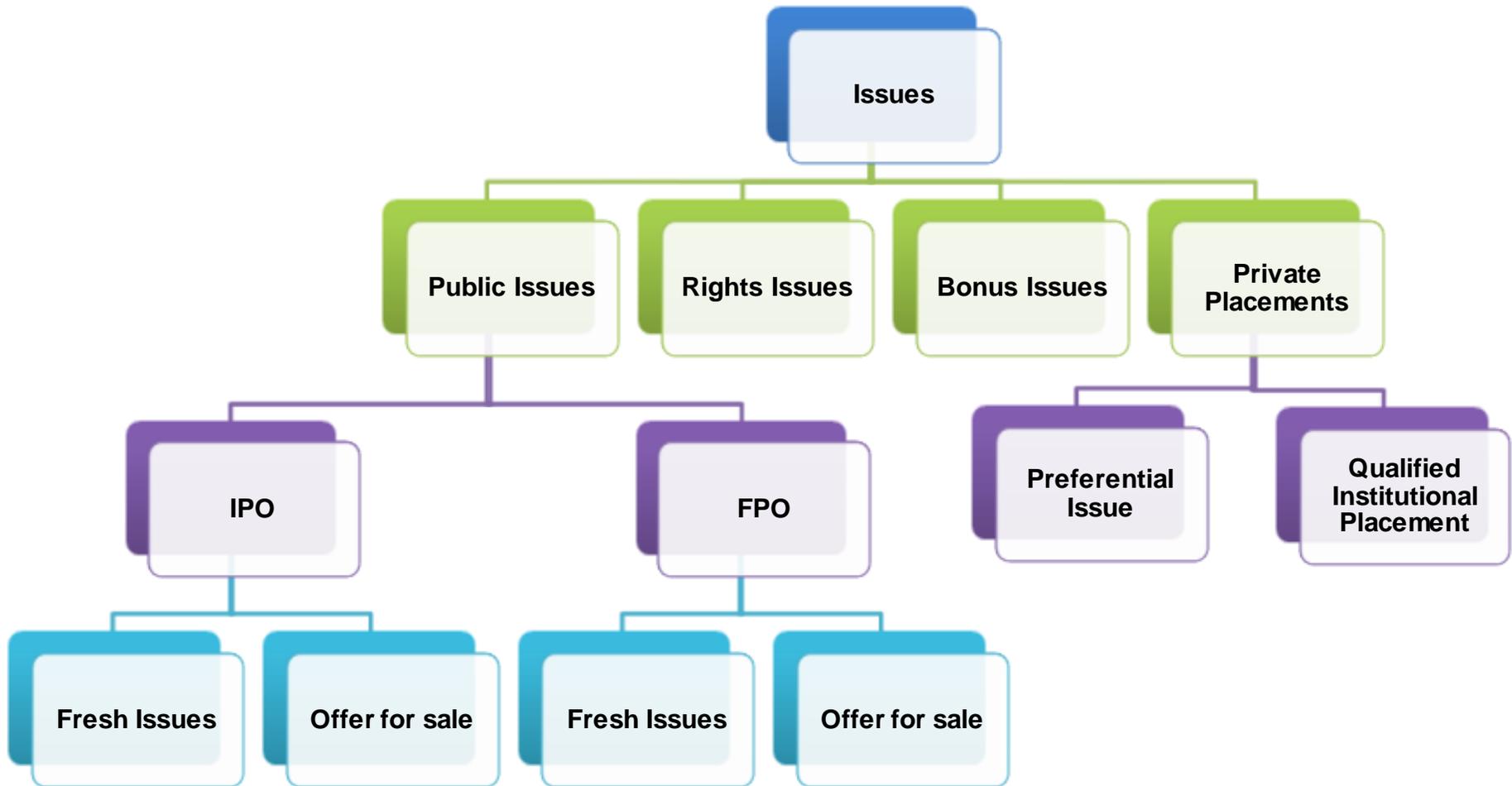


Primary v/s Secondary Market : Key Differentiation

Features	Primary Market	Secondary Market
Definition	Securities issued first time to the public.	Trading of already issued and listed securities.
Also called as	New Issue Market.	Post Issue Market.
Price Determination	By Issuer Company in consultation with Merchant Bankers.	Supply and Demand Forces of Market.
Key Intermediaries	Merchant Bankers, Bankers/Lead Managers, RTAs.	Stock Brokers and DPs.
Purpose	<ul style="list-style-type: none">- Raise capital for expansion, diversification, etc.- To seek listing of securities.	<ul style="list-style-type: none">- Trading of securities.- Providing liquidity to investors.- Raising further capital for expansion.



Modes of Public issues





Modes of Capital Issuances

IPO

- Initial Public Offering.
- Done by unlisted company.
- Fresh issue of securities/ offers its existing securities for sale/ Combination of both.
- Securities issued for the first time to the public.
- Paves way for listing and trading of the issuer's securities in the Stock Exchange(s).

FPO

- Further Public Offer / Follow-on Offer.
- Done by already listed company.
- Fresh issue of securities / Offer for sale of securities to public .

Rights Issue

- Done by already listed company.
- Issue of securities to its existing shareholders (as on a Record date).
- Record Date is fixed by the issuer.
- The rights offered in a particular ratio to the number of securities held by existing shareholders as on the record date.



Modes of Capital Issuances

Bonus Issue

- Done by already listed company.
- Issue of shares to existing shareholders (as on a record date).
- Existing shareholders need not make any payment for “Bonus” shares.
- Shares are issued out of the company’s free reserve or share premium account.
- Issued in a particular ratio to the number of securities held on record date.

Preferential Issue

- Done by already listed company.
- Issue of shares / convertible securities (like warrants) to a select group of persons.
- Subject to prescribed norms such as minimum pricing, minimum public shareholding and lock-in.

QIP

- Qualified Institutional Placement.
- Done by already listed company.
- Issue of shares / convertible securities (like warrants) to Qualified Institutional Buyers (QIBs).
- Subject to prescribed norms such as minimum pricing and minimum public shareholding.



IPO - Initial Public Offering

- Process of a company to be publicly listed and traded company.
- **IPO**: Fresh issue of shares / Offer for Sale of shares by existing investors/ Combination of both.
- Process of IPO is as follows:

Issuer files an Offer Document in prescribed format with Securities and Exchange Board of India (SEBI), Stock Exchanges and the Registrar of Companies (ROC) for listing on the stock exchanges



Issuer receives observations from regulatory authorities



After complying with all observations, issuer can open the offer inviting general public to invest in the IPO subject to stipulated timelines



Post successful completion of the Offer the shares of the company are traded on the stock exchange(s) where the shares are listed.



How to apply in Public Issue?

ONLINE MODE

ASBA	<ul style="list-style-type: none">- Application Supported by Blocked Amount.- Facility provided by Self Certified Syndicate Banks (SCSBs)- Full Bid Amount blocked in the bank account of the bidder.
UPI in ASBA	<ul style="list-style-type: none">- For →<ul style="list-style-type: none">a) Retail Individual Investors.b) Shareholders bidding in Shareholders Reservation Portion up to Rs.2,00,000/-.- Application via UPI facility of Sponsor Bank.
3-in-1 Account	<ul style="list-style-type: none">- Applying in IPO through 3-in-1 account (demat, trading and bank account).

OFFLINE MODE

Filled Form	<ul style="list-style-type: none">- To open a Demat Account first.- Investors may obtain Application Form from Stock Broker/ Sponsor Bank/ Exchange Website.- Form submitted to Stock Broker/ Sponsor Bank.
--------------------	---

Rights of a Shareholder

- Part-owner of the company, in proportion to their holding in the company.
- Right to receive corporate benefits like dividend, whenever declared.
- Right to receive:
 - Annual Reports
 - Audited Financial Statements
 - Notices of General Meetings and other notices
 - Other information disseminated by company.
- Right to attend company meetings.
- Right to contribute in key corporate governance decisions through postal ballot/ e-voting.





Rights of a Shareholder

(subject to certain limitations/ restrictions)

- Right to:
 - Ask questions to the board of directors.
 - Place items on the agenda of general meetings.
 - Propose resolutions, etc.
- Right to participate in matters needing shareholder approval like:
 - To vote in company proceedings.
 - To approve mergers & acquisitions, appointment of directors on company board, changing auditors, etc.
- Right to Inspect company's statutory books and records.
- Right to Transfer shares by applicable laws.
- To raise grievances, if any, against the company (using SCORES, etc.).



Responsibilities of Shareholder

Stay informed!

➤ **ANNUAL REPORT :**

- Circulated to all Shareholders (via Post / Email).
- Available on website of Company and Stock Exchanges.
- NOTICE : for shareholder meetings with details of the agenda.
- MD's NOTE : the managing director's note in the annual report to understand how the business is doing.
- AUDITOR's NOTE : check if there are any red-flags / adverse findings flagged.

➤ **INFORMATION ON STOCK EXCHANGE WEBSITE :**

- Company's structural changes, updates, press release, investor presentations etc. under **corporate announcements**, which any investor should refer to.



Pre-Application Analysis : Broad Contours

Investors should take a well-informed decision of investing / applying in an IPO / FPO / Rights issue.

- ✓ **Don't go by mere rumours / euphoria over expected returns as what the others feel.**
- ✓ **Invest based on one own risk appetite and investment parameters.**

Points to be considered as a part of pre-application analysis (before investing/ applying in an IPO/ FPO / Rights application).

Product, Plant and Pricing

Sustainability & Growth

Scalability and Addressable Market

Business Beyond Numbers

Management Quality

Sustainable Margins: Absolute & Relative

Stakeholders Behavioral Pattern

Corporate Governance

Corporate Structure

Business Succession



Information in Offer Document – Table of Contents

TABLE OF CONTENTS	
SECTION I – GENERAL	3
DEFINITION AND ABBREVIATION	3
PRESENTATION OF FINANCIAL, INDUSTRY AND MARKET DATA	19
FORWARD LOOKING STATEMENT	21
SECTION II – OFFER DOCUMENT SUMMARY	22
SECTION III – RISK FACTORS	28
SECTION IV – INTRODUCTION	48
SUMMARY OF FINANCIAL STATEMENTS	48
THE ISSUE	49
GENERAL INFORMATION	51
CAPITAL STRUCTURE	63
OBJECTS OF THE ISSUE	76
BASIS FOR ISSUE PRICE	83
STATEMENT OF POSSIBLE TAX BENEFITS	87
SECTION V – ABOUT THE COMPANY	90
OUR INDUSTRY	90
OUR BUSINESS	103
KEY INDUSTRY REGULATIONS AND POLICIES	127
OUR HISTORY AND CERTAIN OTHER CORPORATE MATTERS	137
OUR MANAGEMENT	141
OUR PROMOTERS AND PROMOTER GROUP	155
OUR GROUP COMPANIES	159
RELATED PARTY TRANSACTION	162
DIVIDEND POLICY	163
SECTION VI – FINANCIAL STATEMENTS	164
FINANCIAL STATEMENT AS RESTATED	164
OTHER FINANCIAL INFORMATION	165
MANAGEMENT’S DISCUSSION AND ANALYSIS OF FINANCIAL CONDITION AND RESULTS OF OPERATION	166
FINANCIAL INDEBTEDNESS	182
SECTION VII – LEGAL AND OTHER INFORMATION	184
OUTSTANDING LITIGATION AND MATERIAL DEVELOPMENTS	184
GOVERNMENT AND OTHER STATUTORY APPROVALS	189
OTHER REGULATORY AND STATUTORY DISCLOSURES	201
SECTION VIII – ISSUE INFORMATION	208
TERMS OF THE ISSUE	208
ISSUE STRUCTURE	214
ISSUE PROCEDURE	216
RESTRICTIONS ON FOREIGN OWNERSHIP OF INDIAN SECURITIES	232
SECTION IX – MAIN PROVISIONS OF ARTICLES OF ASSOCIATION	235
SECTION X – OTHER INFORMATION	275
MATERIAL CONTRACTS AND DOCUMENTS FOR INSPECTION	275
DECLARATION	276

TIP:

Before investing in any prospective offering of shares, always go through such [offer documents](#), available on websites of SEBI and Merchant Bankers.



Information in Offer Document

About the Company:

- Business: Company's business model, strategies and manufactured products/ process/services.
- History and Corporate Matters: Material events taken place in company's history and other corporate matters

Management and Promoter Section

- Background and the experience of the company's management team.

Financials

- Company's income statement and balance sheet.
- Understand company's past performance and growth potential.

Risk Factors

- Risks associated with the business, industry etc.

Litigation and Dispute matters

- Litigations in which the issuer company, subsidiary(ies), group company(ies), promoter(s) are involved.



Information in Offer Document

Capital Structure

- Capital formation of the company,
- Existing shareholders and their percentage shareholdings etc.

Objects of the Issue

- Basic purpose of the company for going public and / or raising funds.
- Informs how the funds will be utilized.

Basis for Issue Price

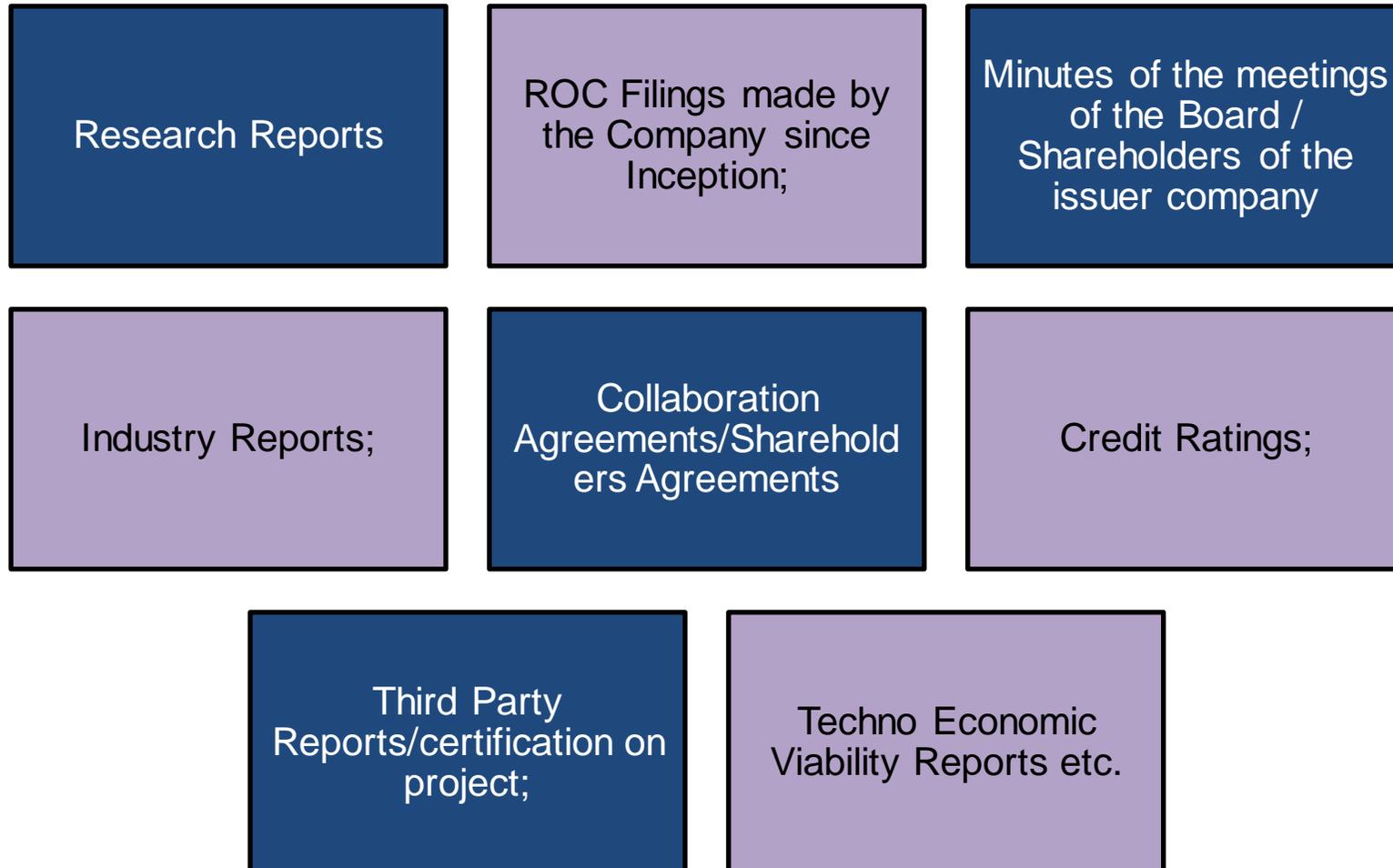
- Helps understand the basis for pricing
- Comparison with other listed entities in the same / similar segment.

Managements discussions and Analysis of financial conditions and results of operations

- Information related to the strength of the company's business plan, recent developments, performance etc.
- Performance analysis with qualitative and quantitative measures.

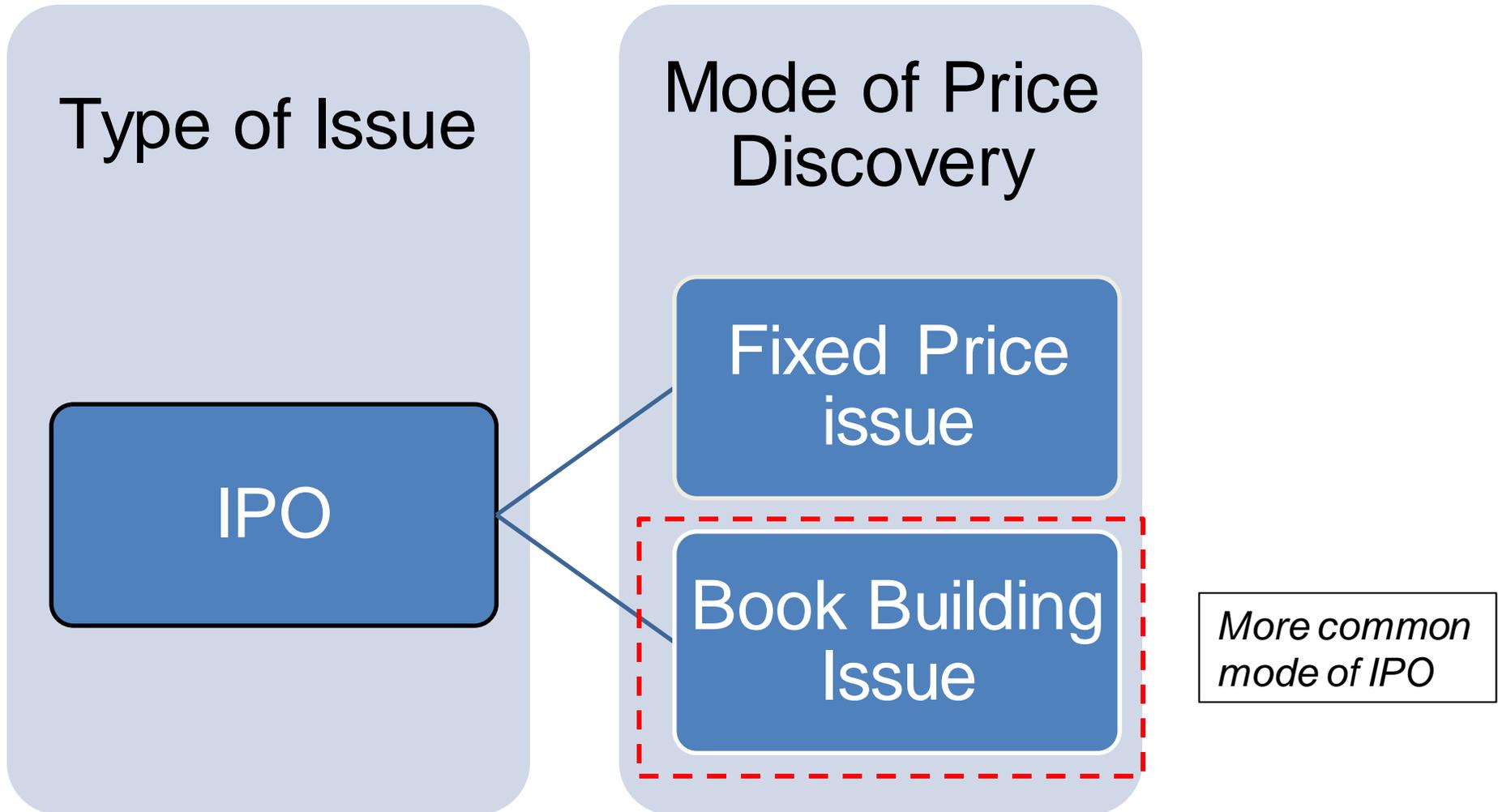


Other key Sources of Information for Analysis





Price Discovery of Shares in a Public Offering





Price Discovery of Shares in a Public Offering - Fixed price issue

Fixed price issue:

Price at which the securities are offered and will be allocated is fixed by Company along with Merchant banker



Fixed price is printed in the Offer Document, usually along with reasoning behind the price at which shares are offered.



Demand for the securities offered is known only after the closure of the issue.



50% of the shares offered are reserved for applications below Rs. 2 lakh and the balance for higher amount applications.



Price Discovery of Shares in a Public Offering - Fixed price issue

Illustration of Fixed Price Issue:

- First page of the prospectus contains:
 - Number of shares to be issued
 - Price of issuance



- Price is already fixed prior to the IPO. No price discovery mechanism is used.
- All application for shares **have to be made at the price mentioned else they are considered as invalid bids.**



Price Discovery of Shares in a Public Offering

Book Built Issue:

Company may offer a maximum of 20% price band in which one can bid for shares.

Price Band is independent of Face Value (FV) of shares.

Floor Price: Lower end of Price Band
Cap Price: Higher end of Price Band
Eg: Rs.100/- to Rs.120/-

Issuance Price discovered on the basis of demand at various price levels (within Price band)

Investors must specify:

- Number of shares they want to buy.
- Price they are willing to pay per share (within the price band).



Price Discovery of Shares in a Public Offering

Stages in Book Building:

Company who is planning an IPO appoints the Lead Merchant banker(s) as “Book Runner”.



Investors give their bids for these shares to “Syndicate Members”. Bids have to be entered within the specified price band. Investor can revise a bid before the book closes.



Syndicate members input the orders into an “Electronic Book” through process called “Bidding”.



Book normally remains open for a period of 5 days.



On closure of the book building period, the Book Runner evaluates the bids on the basis of the demand at various price levels.



Book runners and the issuing Company decide the final price at which the securities shall be issued.



Finally allocation of securities is made to the successful bidders. Money gets unblocked in bank accounts of rest of the bidders.



Price Discovery of Shares in a Public Offering

Illustration of Book Building issue:

- Price band = Rs. 20.00 (Floor Price) to Rs. 24.00 (Cap Price) per share
- Total available shares (issue size) = 3,000 shares.
- Company received five bids from bidders as mentioned below:

Bid Quantity	Bid Price (Rs.)	Cumulative Bid 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%

- Price discovery is a function of demand at various prices.
- Highest price at which the issuer is able to issue the entire size of 3000 shares is the price at which the “book cuts off” = Rs. 22.00.
- The issuer, in consultation with the Book Running Lead Manager will finalize the issue price at or below such cut-off price, i.e., at or below Rs.22.00.
- Valid Bids: All bids **at or above this issue price** and **cut-off bids** (allowed for retail investors only) and they are considered for allocation in the respective categories.

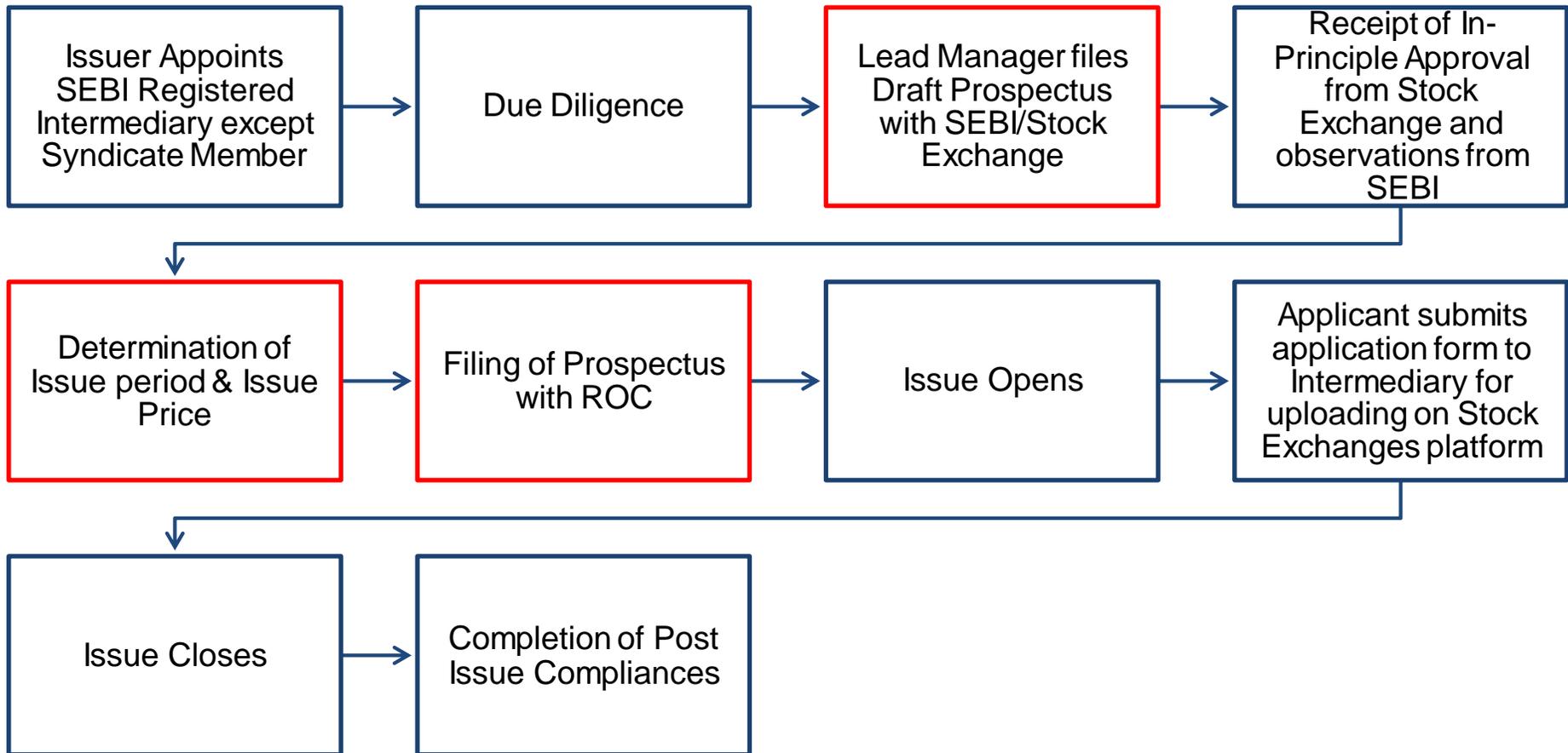


Book Building v/s. Fixed Price Issue

Features	Fixed Price Process	Book Building Process
Pricing	<ul style="list-style-type: none">- Price at which securities are offered /allotted is known in advance to the Investor.	<ul style="list-style-type: none">- Price at which securities will be offered/allotted is not known in advance to the investor.- An indicative price range is known.
Cut off price	<ul style="list-style-type: none">- Price is fixed in this process.	<ul style="list-style-type: none">- Only the Retail Individual Bidders are permitted to bid at a cut off price which makes the application valid irrespective of any discovered issue price with in the price band.
Demand	<ul style="list-style-type: none">- Known only after the closure of the Issue.	<ul style="list-style-type: none">- Demand can be known everyday as the book is built.

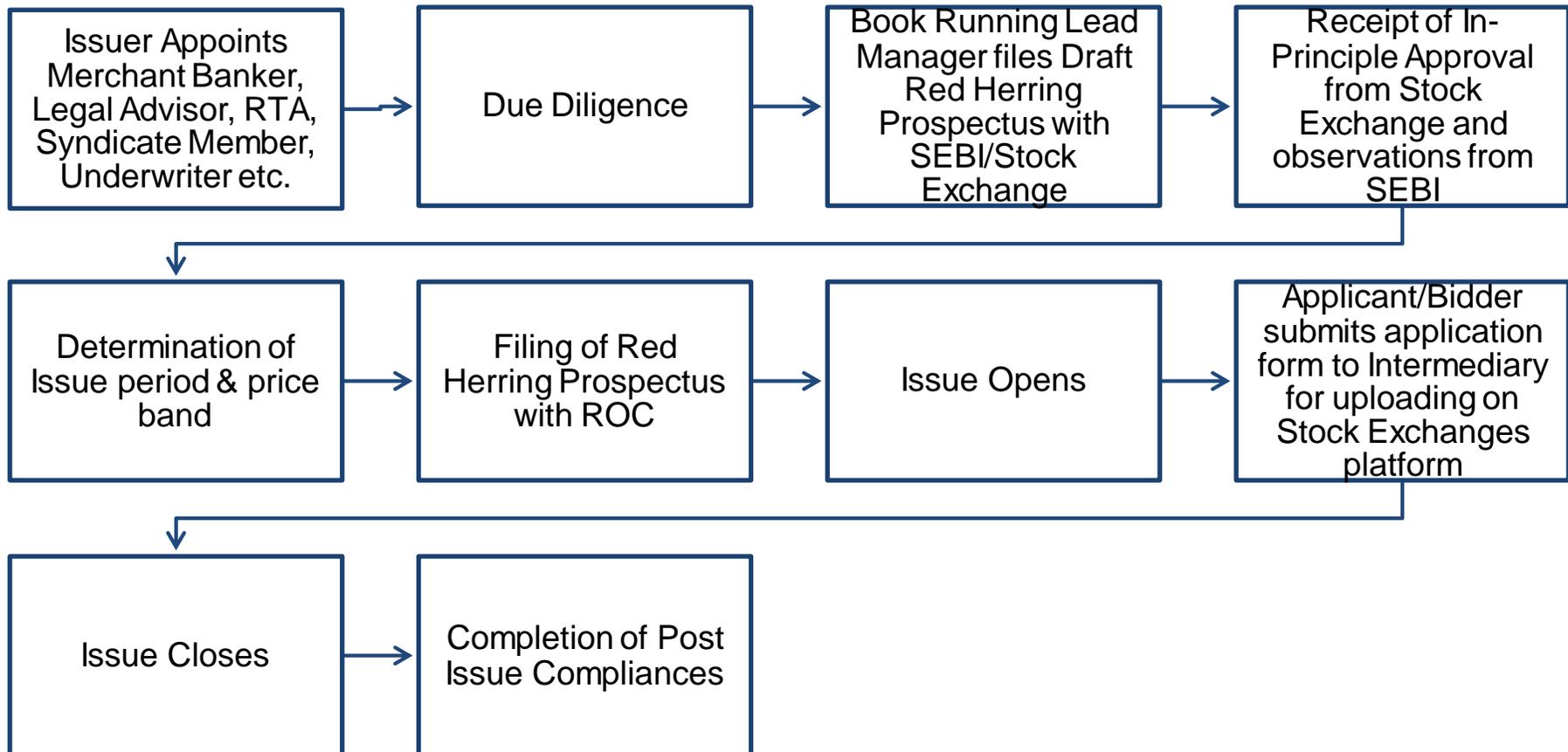


Process Flow : Fixed Price Method





Process Flow : Book Building Method





Book Building Process : Sample Form

COMMON BID CUM APPLICATION FORM

Registered Office: XYZ LIMITED
Corporate Office: XYZ LIMITED
Contact Person: XYZ LIMITED

FOR RESIDENT INDIAN INVESTORS, INCLUDING RESIDENT QIBs, NRI-INDIVIDUAL BIDDERS, RETAIL INDIVIDUAL BIDDERS AND ELIGIBLE NRIs APPLYING ON A NON-REGISTRATION BASIS.

100% BOOK BUILT OFFER
ISIN : XXXXXXXXXX

To, The Board of Directors
XYZ LIMITED

1. NAME & CONTACT DETAILS OF SOLE / FIRST BIDDER

Mr./Ms./M/s. _____
Address _____
Email _____
Tel. No. (with STD code) / Mobile _____

2. PAN OF SOLE / FIRST BIDDER

3. BIDDER'S DEPOSITORY ACCOUNT DETAILS

4. BID OPTIONS (ONLY RETAIL INDIVIDUAL BIDDERS CAN BID AT 'CUTOFF')

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 ₹ 0.05 upto 100 figures only)	Bid Price	Retail Discount	Net Price	*Cut-off (Price of bid)
Option 1						
(OR) Option 2						
(OR) Option 3						

5. CATEGORY

6. INVESTOR STATUS

7. PAYMENT DETAILS (IN CAPITAL LETTERS)

8. SIGNATURE OF SOLE / FIRST BIDDER

9. SIGNATURE OF ASBA BANK ACCOUNT HOLDER(S)

10. SIGNATURE OF SYNDICATE MEMBER / REGISTERED BROKER

11. SIGNATURE OF SOLE / FIRST BIDDER

12. SIGNATURE OF SOLE / FIRST BIDDER

13. SIGNATURE OF SOLE / FIRST BIDDER

14. SIGNATURE OF SOLE / FIRST BIDDER

15. SIGNATURE OF SOLE / FIRST BIDDER

16. SIGNATURE OF SOLE / FIRST BIDDER

17. SIGNATURE OF SOLE / FIRST BIDDER

18. SIGNATURE OF SOLE / FIRST BIDDER

19. SIGNATURE OF SOLE / FIRST BIDDER

20. SIGNATURE OF SOLE / FIRST BIDDER

21. SIGNATURE OF SOLE / FIRST BIDDER

22. SIGNATURE OF SOLE / FIRST BIDDER

23. SIGNATURE OF SOLE / FIRST BIDDER

24. SIGNATURE OF SOLE / FIRST BIDDER

25. SIGNATURE OF SOLE / FIRST BIDDER

26. SIGNATURE OF SOLE / FIRST BIDDER

27. SIGNATURE OF SOLE / FIRST BIDDER

28. SIGNATURE OF SOLE / FIRST BIDDER

29. SIGNATURE OF SOLE / FIRST BIDDER

30. SIGNATURE OF SOLE / FIRST BIDDER

31. SIGNATURE OF SOLE / FIRST BIDDER

32. SIGNATURE OF SOLE / FIRST BIDDER

33. SIGNATURE OF SOLE / FIRST BIDDER

34. SIGNATURE OF SOLE / FIRST BIDDER

35. SIGNATURE OF SOLE / FIRST BIDDER

36. SIGNATURE OF SOLE / FIRST BIDDER

37. SIGNATURE OF SOLE / FIRST BIDDER

38. SIGNATURE OF SOLE / FIRST BIDDER

39. SIGNATURE OF SOLE / FIRST BIDDER

40. SIGNATURE OF SOLE / FIRST BIDDER

41. SIGNATURE OF SOLE / FIRST BIDDER

42. SIGNATURE OF SOLE / FIRST BIDDER

43. SIGNATURE OF SOLE / FIRST BIDDER

44. SIGNATURE OF SOLE / FIRST BIDDER

45. SIGNATURE OF SOLE / FIRST BIDDER

46. SIGNATURE OF SOLE / FIRST BIDDER

47. SIGNATURE OF SOLE / FIRST BIDDER

48. SIGNATURE OF SOLE / FIRST BIDDER

49. SIGNATURE OF SOLE / FIRST BIDDER

50. SIGNATURE OF SOLE / FIRST BIDDER

51. SIGNATURE OF SOLE / FIRST BIDDER

52. SIGNATURE OF SOLE / FIRST BIDDER

53. SIGNATURE OF SOLE / FIRST BIDDER

54. SIGNATURE OF SOLE / FIRST BIDDER

55. SIGNATURE OF SOLE / FIRST BIDDER

56. SIGNATURE OF SOLE / FIRST BIDDER

57. SIGNATURE OF SOLE / FIRST BIDDER

58. SIGNATURE OF SOLE / FIRST BIDDER

59. SIGNATURE OF SOLE / FIRST BIDDER

60. SIGNATURE OF SOLE / FIRST BIDDER

61. SIGNATURE OF SOLE / FIRST BIDDER

62. SIGNATURE OF SOLE / FIRST BIDDER

63. SIGNATURE OF SOLE / FIRST BIDDER

64. SIGNATURE OF SOLE / FIRST BIDDER

65. SIGNATURE OF SOLE / FIRST BIDDER

66. SIGNATURE OF SOLE / FIRST BIDDER

67. SIGNATURE OF SOLE / FIRST BIDDER

68. SIGNATURE OF SOLE / FIRST BIDDER

69. SIGNATURE OF SOLE / FIRST BIDDER

70. SIGNATURE OF SOLE / FIRST BIDDER

71. SIGNATURE OF SOLE / FIRST BIDDER

72. SIGNATURE OF SOLE / FIRST BIDDER

73. SIGNATURE OF SOLE / FIRST BIDDER

74. SIGNATURE OF SOLE / FIRST BIDDER

75. SIGNATURE OF SOLE / FIRST BIDDER

76. SIGNATURE OF SOLE / FIRST BIDDER

77. SIGNATURE OF SOLE / FIRST BIDDER

78. SIGNATURE OF SOLE / FIRST BIDDER

79. SIGNATURE OF SOLE / FIRST BIDDER

80. SIGNATURE OF SOLE / FIRST BIDDER

81. SIGNATURE OF SOLE / FIRST BIDDER

82. SIGNATURE OF SOLE / FIRST BIDDER

83. SIGNATURE OF SOLE / FIRST BIDDER

84. SIGNATURE OF SOLE / FIRST BIDDER

85. SIGNATURE OF SOLE / FIRST BIDDER

86. SIGNATURE OF SOLE / FIRST BIDDER

87. SIGNATURE OF SOLE / FIRST BIDDER

88. SIGNATURE OF SOLE / FIRST BIDDER

89. SIGNATURE OF SOLE / FIRST BIDDER

90. SIGNATURE OF SOLE / FIRST BIDDER

91. SIGNATURE OF SOLE / FIRST BIDDER

92. SIGNATURE OF SOLE / FIRST BIDDER

93. SIGNATURE OF SOLE / FIRST BIDDER

94. SIGNATURE OF SOLE / FIRST BIDDER

95. SIGNATURE OF SOLE / FIRST BIDDER

96. SIGNATURE OF SOLE / FIRST BIDDER

97. SIGNATURE OF SOLE / FIRST BIDDER

98. SIGNATURE OF SOLE / FIRST BIDDER

99. SIGNATURE OF SOLE / FIRST BIDDER

100. SIGNATURE OF SOLE / FIRST BIDDER

- Investors may refer this application form – filled for applying in the IPO.
- Only Retail Individual Bidders have the option to tick at the 'cutoff price'.
- Others need to specify the price (within the price band) at which they wish to apply.
- Forms available on websites of [BSE](http://www.bse.co.in) and [NSE](http://www.nse.co.in)



Sample Application Form

I	[COMPANY NAME]	BID CUM APPLICATION FORM	BID/ ISSUE OPENS ON: [MAY 1, 2010]
	[TYPE OF ISSUE]		BID/ ISSUE CLOSES ON: [MAY 3, 2010]

II	SCSB [name and code]	IFSC CODE [11 digit code]	Bid CUM APPLICATION NUMBER [auto generated as per logical sequence]
	SYNDICATE MEMBER CODE [name/ code]	BROKER / AGENT CODE [name/ code]	SUB-BROKER/ SUB-AGENT CODE [name/ code]

III (PLEASE READ THE RHP & FORM 2A & INSTRUCTIONS THEREIN CAREFULLY BEFORE FILLING THIS FORM)

Date:

IV	PRICE BAND – RS. [.] TO RS. [.] PER EQUITY SHARE [PAYMENT MODE DETAILS]	BID LOT – [.] EQUITY SHARES AND IN MULTIPLES OF [.] EQUITY SHARES ONLY RETAIL BIDDERS CAN BID AT CUT-OFF
----	--	---

For other information on the issue size and bid details, Refer Instruction no. 1

V Investor Category – please tick, as applicable (Refer instruction No. 2)

<input checked="" type="checkbox"/> IND	<input type="checkbox"/> CO	<input type="checkbox"/> SHA	<input type="checkbox"/> EMP	<input type="checkbox"/> NOH	<input type="checkbox"/> IC	<input type="checkbox"/> MF	<input type="checkbox"/> FII	<input type="checkbox"/> FI	<input type="checkbox"/> OTH
---	-----------------------------	------------------------------	------------------------------	------------------------------	-----------------------------	-----------------------------	------------------------------	-----------------------------	------------------------------

VI NAME OF SOLE/ FIRST APPLICANT (in block letters) Mr. / Ms.

VII BIDDERS' DEPOSITORY ACCOUNT DETAILS (Refer instruction No. 3)

Depository Name (Please Tick)	<input type="checkbox"/> National Securities Depository Limited	<input type="checkbox"/> Central Depository Services (India) Limited
Depository Participant Name	<input type="text"/>	<input type="text"/>
DP-ID	<input type="text"/>	<input type="text"/>
Beneficiary Account Number	<input type="text"/>	<input type="text"/> (16 digit beneficiary account no. to be mentioned above)

VIII PAN (Permanent Account Number) (Refer instruction No. 4)



Sample Application Form

IX BID DETAILS (Refer instruction No. 5)														
Bid Options	No. of Equity Shares bid (Bids must be in multiples of (●) Equity Shares) (in figures)										Write Price per share (Rupees)/ "Cut-off" (Decimals not allowed) (Price should be in multiples of Re. 1/- only) (in figures)			
Option 1														
(OR) Option 2														
(OR) Option 3														

X DETAILS OF BANK ACCOUNT FOR BLOCKING OF FUNDS (Refer instruction No. 6)	
Bank Account Number	Bank and Branch where account is held
Total Amount to be blocked (Rs. in figures)	(Rs. in words)
<p>(Amount to be blocked = Highest amount of Bid options. (No. of Equity Shares bid for multiplied by Price per Share). For Bids at Cut-off: Amount to be blocked shall be the no. of shares bid multiplied by Cap Price.</p>	
<p>UNDERTAKING BY ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER: 1) I/ We hereby undertake that, I/ we have read the instructions contained in this Bid cum Application Form and Red Herring Prospectus and I am/ we are an eligible ASBA bidder(s) as per the applicable provisions of the SEBI (Issue of Capital and Disclosure Requirement) Regulation, 2009. 2) In accordance with provisions of ASBA in the SEBI ICDR Regulations, 2009 and as disclosed in the Red Herring Prospectus, I/We authorize (a) the SCSB to do all acts as are necessary to make an application in the Issue, including uploading of bid, blocking the amount to the extent mentioned in 'X' above in "DETAILS OF BANK ACCOUNT" or unblocking of funds in the bank account maintained with the SCSB specified above, transfer of funds to the Issuer's account on receipt of instructions from the Registrar to the Issue after finalisation of the basis of allotment, entitling me/us to receive shares on such transfer of funds, etc. (b) Registrar to the Issue to issue instructions to the SCSB to unblock the funds in the bank account specified above upon finalisation of the basis of allotment and to transfer the requisite money to the Issuer's account. 3) In case the amount available in the bank account specified above is insufficient, the SCSB shall reject the application. 4) If the DP ID, Beneficiary or PAN furnished by me/us above is incorrect or incomplete or not matching with the depository records, my/ our bid shall be rejected and the Issuer or BRLMs or SCSB shall not be liable for losses, if any. 5) For bids at Cut-off- I/We hereby authorise the SCSB to make relevant revisions as may be required to be done in the bid, in the event of an upward price revision.</p>	
SIGNATURE OF THE APPLICANT	SIGNATURE OF BANK ACCOUNT HOLDER(S)



Sample Application Form

TO BE RETAINED WITH BIDDERS

[COMPANY NAME]		BID CUM APPLICATION FORM		BID/ ISSUE OPENS ON: [MAY 1, 2010]	
[TYPE OF ISSUE]				BID/ ISSUE CLOSES ON: [MAY 3, 2010]	
Date: []			Bid cum Application number: []		
BID DETAILS		NO. OF SHARES	PRICE PER SHARE	Amount Blocked (Rs.): []	
OPTION 1		[]	[]		
OPTION 2		[]	[]		
OPTION 3		[]	[]		
<p>All future communication in connection with Bids made in this Issue should be addressed to the SCSB quoting the full name of the Sole/First Applicant, Bid cum Application number, Bidders Depository Account Details, number of Equity Shares applied for, date of bid form, and the account number from where bid amount was blocked.</p> <p>Note: Only Bids registered on the electronic bidding system will be considered for allocation. Therefore, kindly ensure that you get a Transaction Registration Slip/ Order number confirming upload of your Bid, from the SCSB.</p>				Bank Account no.: []	
				SCSB (Bank and Branch): []	
				Name Of Sole/ First Applicant: []	
				Date & Time of Submission []	

Sample is only for illustrative purpose and may not be exactly same as actual application form



ASBA Application via Online Mode

Apply IPO | Edit IPO | IPO History

Mandatory fields are marked with an asterisk(*)

Details of the Issue

Name of the company *	<input type="text"/>	Company Address	<input type="text"/>
Issue Open Date	<input type="text"/>	Issue Close Date	<input type="text"/>
Minimum BID Quantity	<input type="text"/>	BID Multiples	<input type="text"/>
Lower Price Band (Floor)	<input type="text"/>	Upper Price Band (Cap)	<input type="text"/>
Flat Discount Amount	<input type="text"/>	Discount Percentage	<input type="text"/>

> Investor up to Rs 200,000 will be treated as "Retail Individual Investor" and above Rs 200,000/- as HNI.

Please [click here](#) for viewing transaction limit for IPO.

Enter the following details

Select Category *

Applicant Name * [Select Registered Applicant](#)

PAN * [If you have not added any applicant please click here to add a new applicant](#)

Confirm PAN *

Select your Depository * NSDL CDSL

	Cut Off Price	Quantity	Price (in INR)	Bid Value (in INR)
Bid 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bid 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bid 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select Debit Account Number

Account No. / Nick name	Account Type	Branch
* <input type="text"/>	Savings Account	DELHI

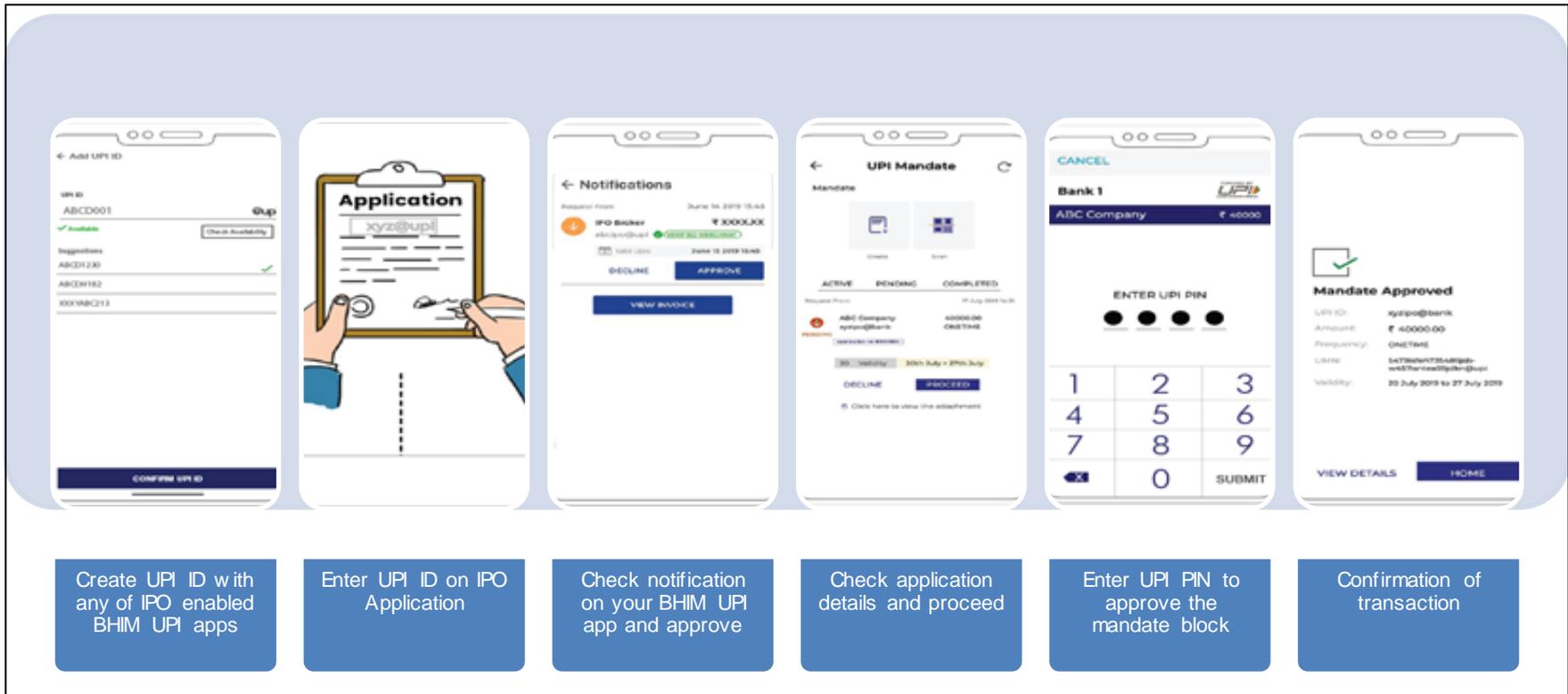
Selected Account Number

> Up to 3 Bids can be made within Price band as given.
> If applying at Cut off price only one bid can be made.
> Allotment price will be determined by the Company within timelines as prescribed by SEBI.
> Applying at Cut off price ensures that at whatever price the issue is allotted your IPO request shall be considered.
> Modification/Deletion can be made only up to Cut off time within bidding process.
> Cut off time for processing is 2:00 PM. Transactions entered after 2 PM will be taken up for Next working day. On issue closing day if Investor wants to apply after 2 PM he can deposit physical application form at the designated branch (Depending on local timings of branch).
> [Click here](#) to know more.

Source : <https://www.onlinesbi.com/>



IPO Application Form via UPI



Source : <https://www.bhimupi.org/in/>

Mobile Number mentioned in IPO application must match with Mobile Number linked to bank Account and UPI ID



Illustration for IPO Application Confirmation (From bank / Stock Broker)

From: <[eIPO.confirmation@\[REDACTED\]](mailto:eIPO.confirmation@[REDACTED])>

Date: Mon, Mar 2, 2020 at 10:27 PM

Subject: eIPO order confirmation for [REDACTED]

To: [REDACTED]

Dear [REDACTED]

EBroking Investor Id : [REDACTED]

We thank you for your invaluable business. The details of your application placed for issue of [REDACTED] through [REDACTED], are attached for your reference.

For any queries, please contact us on [customercare@\[REDACTED\]](mailto:customercare@[REDACTED]). Please quote your eBroking Investor Id for all queries. We assure you of our best services at all times and look forward to serve you in the future.

This is an automatic email and does not require signature.

Best Regards,
[REDACTED]



Allotment Intimation, Transfer of Shares and Debit/Credit of Funds

➤ Basis of Allotment :

- Finalized by the Company with the Lead Mangers, Registrar to Issue, and Stock Exchanges.
- Published and gives details of category wise demand for shares and how shares have been allotted.

➤ Intimation of allotment to applicants :

- Made through **ordinary post / SMS/ Email.**
- **Available on the website of the Registrar to an Issue (RTI)**



Allotment Intimation, Transfer of Shares and Debit/Credit of Funds

- Issue gets oversubscribed (demand > shares available for subscription) → Shares are allotted on proportional basis / lottery system.
- Registrar prepares and releases the fund transfer instruction for transfer of funds to Public Issue and unblocking of funds wherein bidders have not received allotment.
- Registrar also **gives instructions to NSDL and CDSL for credit of Equity Shares** to the successful Bidders as specified in the Offer documents.
- Date of allotment and date of listing of the shares can be checked in the Offer Document.



Illustration for checking details of Allotment and Listing Dates

These details can be found in the Section on “*Offer related information – Terms of the offer*”.

Bid/Offer Programme

BID/OFFER OPENED ON	September 7, 2020 ⁽¹⁾
BID/OFFER CLOSED ON	September 9, 2020

(1) *The Anchor Investor Bid/Offer Period opened and closed one Working Day prior to the Bid/Offer Opening Date in accordance with the SEBI ICDR Regulations, being September 4, 2020*

An indicative timetable in respect of the Offer is set out below:

Event	Indicative Date
Bid/Offer Closing Date	September 9, 2020
Finalisation of Basis of Allotment with the Designated Stock Exchange	On or about September 14, 2020
Initiation of refunds (if any, for Anchor Investors)/unblocking of funds from ASBA Account	On or about September 15, 2020
Credit of Equity Shares to demat accounts of Allottees	On or about September 15, 2020
Commencement of trading of the Equity Shares on the Stock Exchanges	On or about September 17, 2020

This above timetable is indicative in nature and does not constitute any obligation or liability on our Company, the Selling Shareholders or the BRLMs.



Illustration for Basis of Allotment

A. Allotment to Retail Individual Bidders (After Technical Rejections)

The Basis of Allotment to the Retail Individual Bidders, who have bid at the Cut-Off Price or at the Offer Price of ₹ 195 per Equity Share, was finalized in consultation with the NSE. This category has been subscribed to the extent of 40.9835 times. The total number of Equity Shares Allotted in Retail Portion is 2,100,906 Equity Shares to 28,012 successful Retail Individual Bidder. The category-wise details of the Basis of Allotment are as under:

Sl. No.	Category	No. of Applications Received	% of Total	Total No. of Equity Shares applied	% to Total	No. of Equity Shares allotted per Bidder	Ratio	Total No. of Equity Shares allotted	
1	75	8,50,619	92.46	6,37,96,425	74.09	75	6:197	19,42,500	
2	150	34,839	3.79	52,25,850	6.07	75	6:197	79,575	
3	225	9,301	1.01	20,92,725	2.43	75	6:197	21,225	
4	300	6,695	0.73	20,08,500	2.33	75	6:197	15,300	
5	375	2,956	0.32	11,08,500	1.29	75	6:197	6,750	
6	450	2,633	0.29	11,84,850	1.38	75	6:197	6,000	
7	525	2,055	0.22	10,78,875	1.25	75	6:197	4,725	
8	600	1,163	0.13	6,97,800	0.81	75	6:197	2,625	
9	675	337	0.04	2,27,475	0.26	75	6:197	750	
10	750	1,616	0.18	12,12,000	1.41	75	6:197	3,675	
11	825	306	0.03	2,52,450	0.29	75	6:197	675	
12	900	780	0.08	7,02,000	0.82	75	6:197	1,800	
13	975	6,682	0.73	65,14,950	7.57	75	6:197	15,300	
		6 Out of 2112 Allottees from Serial no 2 to 13, were allotted 1(one) additional share						6:2112	6
	TOTAL	9,19,982	100.00	8,61,02,400	100.00			21,00,906	



Checking Allotment Status and Grievance Mechanism

- Status of allotment/ refund related to IPO application →
 - informed to investors by SMS/ email/ letter.
 - May be checked by visiting “Investor Services” section on the website of the Registrar and Transfer Agent (RTA) for the Issue on the indicative Allotment Date mentioned in the Offer Document.

- Issue with regard to Non-allotment of shares / Refund etc. →
 - Contact RTA immediately.



Checking Allotment Status and Grievance Mechanism

- Contact Details of Registrar and Transfer Agent (RTA):
 - Provided in Offer Document of IPO
 - Available on SEBI Website at:

<https://www.sebi.gov.in/sebiweb/other/OtherAction.do?doRecognisedFpi=yes&intmId=10>

- Non-Satisfactory Resolution by RTA -> File a complaint against RTA with SEBI on:
 - SEBI SCORES website/ Mobile App (on Android and iOS platform)



Illustration for Allotment Status (Email)

From: <bse.ibbs@bseindia.in>
Date: Fri, Dec 27, 2019 at 7:03 PM
Subject: Allocation Details of IPO - [REDACTED]
To: <[REDACTED]>

Dear Investor,

Please note that your Application No. 2400024056424483 for [REDACTED] had been submitted on iBBS (internet Based Book Building platform of BSE), The allotment details are as follows:

BID ID	Qty	Price	Allotment Qty	Allotment Price
[REDACTED]	168.0000	178.0000	84	178

Investors are requested to contact the RTA/Company for more details about allotment.

Regards,
BSETeam.

This is Autogenerated mail.

Click [here](#) to unsubscribe



Illustration for Allotment Status on RTA Website

Please select company:

-----Select Company-----

PAN App. No. DP/Client ID

Enter PAN

Enter Captcha

7Q2Q

Submit



Illustration for Allotment Status (Bank / Stock Broker Website)

IPO/RIGHTS ISSUE ORDER BOOK

From Date : 01/01/2020 To Date : 16/08/2020 Status : All [View](#)

Trans. Date	Trans. ID Trans. Type	Name	Issue Type	Application No. Status	Amt payable / receivable	Payment Mode PAN Verification Status	Bids	Cut off price	Qty	Price in Rs.	Value	Shares Alloted	Tax Savin
25/05/2020 09:40:46	12283796 Original	[REDACTED] LTD - RIGHTS ISSUE : [REDACTED]	[REDACTED]	[REDACTED] Executed	4,085.25	Normal Allocation	Bid1	<input checked="" type="checkbox"/>	13	314.25	4,085.25	13	
						Verification Successful	Bid2	<input type="checkbox"/>	0	0.00	0.00		
						Bid3	<input type="checkbox"/>	0	0.00	0.00			



Advice to investors

Do not deal in shares in
Black market / Grey
Market

Invest in IPOs for the
long term.

Don't invest with
anticipation of making
quick profits on listing of
shares.

One person (identified
by PAN number) is
permitted to make only
one application in an
IPO.

Use your own funds to
apply for an IPO. Funds
routed through any
Third-party is not
allowed as valid
payment.



Thank You