

**Documents required for granting listing approvals, for the securities issued by the companies under Qualified Institutions Placement (QIPs) – Post Allotment**

Sr. No.	Documents to be submitted	Page Nos.
1	Letter of Application (i.e. by Listed companies applying for listing of further issue) duly completed alongwith Distribution Schedule pre and post allotment.	
2	Brief particular of the new securities issued as per format enclosed as <b>Annexure I.</b>	
3	Certified true copy of the Board resolution in which the securities were allotted.	
4	List of allottees and the number of equity shares allotted to them should be filed with the Exchange.	
5	Shareholding Pattern Form duly completed with relevant enclosures giving details <b>before</b> and <b>after</b> the issue.	
6	Additional listing fee, if applicable, to be paid on the enhanced capital as per the enclosed schedule of listing fee.	
7	Confirmation by the Managing Director/ Company Secretary as per format enclosed as <b>Annexure II.</b>	
8	Auditor's Certificate confirming the floor price and receipt of funds against the placement if securities with QIBs as per the format enclosed as <b>Annexure III.</b>	
9	Due diligence certificate from the Merchant Bankers that the placement of _____ securities issued to QIBs by _____ (Name of the Company), has been made in compliance with Chapter VIII of SEBI (ICDR) Regulations, 2009 and the _____ (Name of the Company) complies with the requirements of Chapter VIII of SEBI (ICDR) Regulations, 2009.	
10	Confirmation from the Merchant Bankers giving summary of bids received and details of allocations made to QIBs as per the format enclosed as <b>Annexure IV.</b>	
11	Certified true copy of the final Placement Document alongwith soft copy in pdf format.	
12	Detail terms and conditions of the NCDs/ securities which are convertible into or exchangeable with equity shares, as may be applicable. Also provide the reconciliation of such outstanding securities.	

**Note:**

1. Kindly note that all pages of the documents/details provided should be serially numbered, stamped and certified by the authorized signatory of the company.
2. The Exchange reserves the right to modify and ask for additional documents / clarifications depending on a case to case basis. Approval for listing of the securities issued by the company will be subject to compliance with the Regulatory requirements, norms of the Governing Board of the Exchange and other Exchange requirements.

**ANNEXURE I****Brief particular of the new securities issued:**

<b>Sr. No.</b>	<b>Particulars</b>			
1	Name of the Company			
2	<b>Issued and paid up capital</b> (before allotment)		Rs._____ crores consisting of _____ equity shares of face value of Rs._____ each fully paid.	
3	<b>Details of securities pending for listing, if any</b>			
	Date of Allotment	No. of Shares	Type of Issue	Dist. No. Range (From – To)
4	<b>Details of new shares issued</b>			
	Date of Allotment	No. of Shares	Issue price (Rs.)	Dist. No. Range (From – To)
5	<b>Issued and paid up capital</b> (after allotment)		Rs._____ crores consisting of _____ equity shares of face value of Rs._____ each fully paid.	
6	<b>Details of placement with QIBs</b>			
	Issue size (Rs. in crores)			
	Date of Shareholders approval for placement with QIBs			
	Date of approval by BOD to open the issue			
	Relevant Date			
	Floor Price (Rs.)			
No. of allottees				
7	<b>Name of contact person</b> Contact nos. Fax No. Email add.			

Date:

\_\_\_\_\_  
Managing Director/ Company Secretary

## **ANNEXURE II**

**Format of the confirmation to be submitted on the letter head of the company:**

To,  
General Manager,  
Department of Corporate Services,  
Bombay Stock Exchange Limited,  
P.J. Towers,  
Dalal Street,  
Mumbai – 400 001.

Dear Sir,

**Sub: Listing approval for \_\_\_\_\_ equity shares of Rs.\_\_\_\_ each issued to QIBs in terms of Chapter VIII of SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009**

In connection with above application for listing of \_\_\_\_\_ equity shares we hereby confirm and certify that:

- a) The documents filed by the Company with the Exchange are same/ similar/ identical in all respect to those filed by the Company with Registrar of Companies/ SEBI/ Reserve Bank of India/ FIPB in respect of allotment of \_\_\_\_\_ equity shares to QIBs under Chapter VIII of SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009.
- b) All the legal and statutory formalities have been complied with and no Statutory/ Regulatory Authorities has restrained the Company from issuing and allotting \_\_\_\_\_ equity shares of Rs.\_\_\_\_ each issued towards the placement made to QIBs pursuant to Placement document dated \_\_\_\_\_.
- c) Equity shares issued to QIBs in terms of the Placement document shall rank pari passu in all respects including dividend entitlement with the existing equity shares of the Company.

Date:

\_\_\_\_\_  
Managing Director/ Company Secretary



**ANNEXURE IV**

**Format of the bids received by the Lead Manager:**

To,  
The General Manager,  
Dept. of Corporate Services,  
Bombay Stock Exchange Limited,  
Dalal Street,  
Mumbai – 400 001.

Dear Sir,

**Sub: Placement of (details of the issue and issue size) by (Name of the company) in terms of Chapter VIII of SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009**

In connection with the placement of (details of the issue and issue size) by (Name of the company), we confirm that bids for placement of above securities opened on \_\_\_\_\_ and closed on \_\_\_\_\_: The details bids received and securities allocated are given hereunder:

Sr. No	Name of Applicant	Category (FII/ IFI/ Banks/ Mutual Funds, etc.)	Bids details			Allocation details		Remarks
			Date	No. of shares	Price (Rs.)	No. of shares	Price (Rs.)	

PLACE:

DATE:

LEAD MERCHANT BANKER(S) TO THE ISSUE WITH HIS/ THEIR SEAL (S)