IPO Checklist

- **Basis Of Allotment**
- **Listing and Trading Approval**

Stage: Basis of Allotment

Documents for Basis of Allotment

Sr. No	Particulars	Annexure
1.	One Copy of final prospectus filed with ROC along with ROC filing acknowledgement copy.	
2.	Proceeding details / minutes of basis of allotment, verified and signed by R & T Agent, BRLM (Responsible for post issue) and the Issuer along with the reasons for exception to rejection cases	
3.	Category wise, summary of list of "technical rejection" cases Specifying – Application No., Category, Name & Add., Pan #, DP ID CL ID, Quantity, price Amount and reason for rejection along with photo-copies of Application forms.	
4.	Confirmation from registrar regarding withdrawal of applications received, considered in the basis, indicating date and time (should not be more than 12 hrs from time of submission of basis.	
5.	Statements giving branch wise/bank wise/city wise/state wise/zone wise details of the total collections with a breakup of ASBA fund received at the various participating bank branches in response to the public issue / offer for sale	
6.	Category wise, Bid lot wise, two copies of Calculation sheet of proposed basis of allotment of equity shares to the Qualified Institutional Buyers, Non-Institutional Bidders and Retail Bidders, Reserved category etc. duly signed by RTA, BRLM & Issuer.	
7.	Photo copy of the final certificate issued by the controlling branch of ASBA bankers giving branch wise details of collections received.	
8.	Undertakings from the company, lead managers and the registrars & transfer agents in respect of the basis of allotment.	
9.	Copy of the statutory advertisement released in respect of the public issue / offer for sale, opening and closing of the issue, price revision, if any etc. upto the stage of basis of allotment	
10.	Auditor's certificate for the following: a) Receipt of the minimum promoter's contribution, if applicable with date and amount. b) If minimum promoter's has been brought in by alternative investment funds or foreign venture capital investors or scheduled commercial banks or public financial institutions or insurance companies registered with Insurance Regulatory and Development Authority of India, as specified under Regulation 14(1) of SEBI (ICDR) Regulation, 2018, bifurcation of the same shall be provided with date of receipt of the same from each of the party with percentage to the post issue capital. Further, a confirmation that the same is in compliance with the requirement of SEBI (ICDR) Regulations, 2018.	
11.	Declaration from the Managing Director / Company Secretary that there is no injunction / prohibition order of a competent court of law on the issue or on a part of any particular category of the issue	
12.	Confirmation from RTA and Merchant Bankers that: 1. Only QIBs as mentioned under the definition in Regulation 2 (1)(ss) of SEBI ICDR, Regulation 2018 are proposed to be allotted equity shares under QIB category. 2. No QIB has Bid and proposed to be allotted equity shares under non-QIB or retail category. 3. The Basis of allotment has been prepared in compliance with SEBI (ICDR) Regulations, 2018 and for its issue the company has complied with said regulation.	
13.	List of all prospective allottees (valid) along with number of shares applied, amount paid, bank account details, PAN number, Demat account details etc. (in soft copy CD)	
14.	If Approval from SEBI is sought for relaxation in PAN mismatch applications, then copy of SEBI approval letter as well as the true copy of request letter to SEBI, should be submitted.	

Stage: Listing and Trading Approval

Checklist for listing of shares issued through Initial Public Offer (IPO)

A] Documents to be submitted on T+2 days (i.e. within 2 working days from the closure of the issue)

Sr. No.	Particulars	Annexure
1.	All due diligence certificates filed with SEBI by Merchant banker(s)	
2.	Observation Letter issued by SEBI pursuant to filing of draft offer document	
3.	List of authorized signatories along with their specimen signatures.	
4.	Confirmation from Lead Managers that devolvement notices have been sent to underwriters (applicable if the issue has devolved).	
5.	Certificate from the BRLM(s) that the issue has received minimum subscription as specified under Regulation 45 (1) of SEBI (ICDR) Regulations, 2018.	
6.	Confirmation from the company regarding the email ID for Investor Grievances as per Regulation 46 of SEBI (LODR), Regulations, 2015	
7.	Copies of all advertisements published in connection with the issue upto T+1 stage.	
8.	Confirmation from the company stating that they have obtained authentication for SCORES from SEBI as per Regulation 13 of LODR, Regulations, 2015.	

Date:
Place
Name of the Official:
Designation:

Note:

a. All details must be filled in the original forms provided.
b. If a particular field/detail is not applicable, please mention that the same is not applicable.
c. All pages of the forms must bear rubber stamp of the company and initials of the authorized signatory.
d. In case the space provided in the form is not sufficient, please furnish the details as an annexure, duly stamped and initialed.
e. The Exchange reserves the right to ask for documents other than those mentioned above.

B] Documents to be submitted before T+3 days (i.e. within 3 working days from the closure of the issue)

If MSE is the 'Designated Stock Exchange', then the documents as per Basis of Allotment checklist.

If MSE is not the 'Designated Stock Exchange', then the following documents to be submitted before T+4 days (i.e. within 4 working days from the closure of the issue)

Sr. No.	Particulars	Annexure
1.	One Copy of final prospectus filed with ROC along with ROC filing acknowledgement copy.	
2.	Certified true copy of the basis of allotment approved by the Designated Stock Exchange.	
3.	Copy of Internal Minutes executed in between Lead Manager, Issuer and Registrar.	

Date:
Place
Name of the Official:
Designation:

Note:
a) All details must be filled in the original forms provided.
b) If a particular field/detail is not applicable, please mention that the same is not applicable.
c) All pages of the forms must bear rubber stamp of company and initials of authorized signatory.
d) In case the space provided in the form is not sufficient, please furnish the details as an annexure, duly stamped and initialed.
e) The Exchange reserves the right to ask for documents other than those mentioned above.

C] Documents to be submitted on T+4 days (i.e. within 4 working days from the closure of the issue)

<table>
<tr><th>Sr. No.</th><th>Particulars</th><th>Annexure</th></tr>
<tr><td></td><td>Listing Agreement as per SEBI (LODR), Regulations, 2015 duly executed on non-judicial stamp paper of Rs. 100/- (2 original sets– 1 to be returned to company) along with Certified true copy of the resolution passed by the Board of Directors for authorizing officer to sign and execute the listing agreement.</td><td></td></tr>
<tr><td></td><td>Certified true copy of the resolution passed by the Board of Directors for allotment of securities (the resolution should specifically make a mention of total number of Securities allotted/allocated by the issuer)</td><td></td></tr>
<tr><td></td><td>Certificate from statutory auditors/practicing chartered accountant/ practicing company secretary stating that :

a) Allotment has been made as per the basis of allotment approved by the Designated Stock Exchange.

b) The share certificates corresponding to equity Securities under lock in have been enfaced with non-transferability condition, as per format given below:

<table>
<tr><td rowspan="2">Number of securities</td><td colspan="2">Distinctive numbers range</td><td colspan="2">Lock-in Date</td></tr>
<tr><td>From</td><td>To</td><td>From</td><td>To</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table>

c) Allotment of shares from the employees' quota has been made to permanent/regular employees of the company and of the promoter companies, as on the date of the opening of the public issue and who are entitled to such allotment</td><td></td></tr>
<tr><td></td><td>If Pre-IPO shares are held in physical form, then confirmation from RTA to the issue that the Pre-IPO shares held in physical form are locked-in in their system upto the dates mentioned as per the table shown below. Further, the RTA should confirm that as and when the physical share certificates, if received for dematerialization will be locked in upto the dates as mentioned below:

<table>
<tr><td rowspan="2">Number of securities</td><td colspan="2">Distinctive numbers range</td><td colspan="2">Lock-in Date</td></tr>
<tr><td>From</td><td>To</td><td>From</td><td>To</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table></td><td></td></tr>
<tr><td></td><td>Lock-in confirmation from depositories for pre-IPO equity shares held in dematerialized form</td><td></td></tr>
<tr><td></td><td>In case Securities issued (including anchor investors) in dematerialized form are under lock-in, then a certificate from the depositories must be furnished stating that the Securities are under lock-in confirming the date upto which they are under lock-in (applicable only in cases where the equity Securities issued are under lock in).</td><td></td></tr>
<tr><td></td><td>Shareholding pattern of company (pre issue, issue and post issue) in format given as per Regulation 31 of SEBI (LODR), Regulations, 2015 with PAN. Also provide Post issue shareholding pattern (without PAN).</td><td></td></tr>
<tr><td></td><td>Copies of all statutory advertisements published till date</td><td></td></tr>
<tr><td></td><td>Certification of Compliance with Regulation 17-27 of the SEBI (LODR), Regulations, 2015 relating to Corporate Governance and if there is any changes after In-Principle Approval kindly highlight the same.</td><td></td></tr>
</table>

Details of Current Issue

Category	Valid Shares Received in each category	No. of shares available for Allocation (as per Prospectus)	Spill Over if any	Equity Shares Allotted

NEFT for Rs. 20,000/- payable towards initial listing fees (payable at par) plus applicable taxes

Initial Listing Fees	
Applicable Tax (Amount)	
TDS	
Net Fees Payable	
Payment Details (RTGS details)	

NEFT for Annual Listing fees as applicable (payable at par) plus applicable taxes

Annual Listing Fees	
Applicable Tax (Amount)	
TDS	
Net Fees Payable	
Payment Details (RTGS details)	

Confirmation from the issuer for the following:

- That the copies of all advertisements published as regards the present issue have been submitted to the Exchange.
- That the issuer is compliant with the requirement of common agency as specified by SEBI.
- That all securities required to be under lock-in are subjected to lock-in, as mentioned in Offer Document for the issue.

Certified true copy of the additional material contracts and documents (mentioned in the final offer document/Prospectus) which have not been submitted earlier with the Exchange including SEBI oMSErvation letter. (Kindly provide the soft copy for all the material contracts and documents)

Confirmation from the Lead Manager and Issuer confirming that the issue in compliance with all requirements of Companies Act, 2013, SEBI (ICDR) Regulations 2018 and any other applicable law(s), Rules and Regulations and no statutory authority has restrained the Company from issuing and listing of shares pursuant to present issue.

Soft copy of total securities issued by the Issuer in the format as given below (in MS-Excel & pdf file format only thru email):

Number of securities	Distinctive numbers range		Type of Security (F- Fully Paid, P – Partly Paid, L – Lock –in etc.)	Date upto which securities are under lock-in	Physical/ Demat
	From	To			

	List of all allottees, addresses, category wise & sub-category wise, (QIB/HNI/Retail/Reserved category) along with number of shares applied, allotted, amount paid, bank account details, PAN number, Demat account details etc.	
	Confirmation from the company stating that they have obtained authentication for SCORES from SEBI as per Regulation 13 of SEBI (LODR), Regulations, 2015	
	Confirmation from RTA on the total quantum of NSM commission payable as per SEBI circular CIR/CFD/14/2012 dated Oct. 4, 2012 in the captioned issue. The calculation format for determining the quantum of commission should be as per the aforesaid SEBI circular. The commission payment instruction - date file format has to be forwarded from the RTA/Issuer/BRLM once the NSM commission calculation process is completed.	
	Confirmation from the issuer on the transfer of the NSM commission amount to the Bank Account of the Exchange.	
	Date of Listing & Scrip Symbol (max 10 alphabets)	
	Undertaking from MD/ CS/ Compliance Officer of the company stating: *a) "We hereby confirm that the company or its promoters or whole time directors are not in violation of the provisions of Regulation 24 of the SEBI Delisting Regulations, 2009."* *b) "We hereby confirm that the company, its promoters, its directors are not in violation of the restrictions imposed by SEBI under SEBI circular no. SEBI/HO/ MRD/DSA/CIR/P/2017/92 dated August 01, 2017."*	
	CIN,PAN,TAN & GSTIN of the Company	
	DIN & PAN of Promoters and Directors	

Date:
Place
Name of the Official:
Designation:

Note:

a. All details must be filled in the original forms provided.
b. . If a particular field/detail is not applicable, please mention that the same is not applicable.
c. All pages of the forms must bear rubber stamp of company and initials of authorized signatory.
d. In case the space provided in the form is not sufficient, please furnish the details as an annexure, duly stamped and initialed.
e. The Exchange reserves the right to ask for documents other than those mentioned above.

Documents to be submitted before T+5 days (i.e. within 5 working days from the closure of the issue)

Annexure no.	Particulars	Submitted: Yes/No/NA
D-1	Certified true copy of the letter from Registrars and lead manager regarding dispatch of share/debenture/warrant certificates, allotment advice, refund orders, underwriting commission, uploading of electronic credit of Securities, uploading of ECS/NEFT/RTGS credits and brokerage warrants.	
D-2	Confirmation from the depositories regarding the credit of beneficiary accounts of the security holders.	
D-3	Certificate from the Registrar reconciling the total securities allotted with the total securities credited, and securities that have failed to be credited.	
D-4	Basis of allotment advertisement	

Date	
Place	
Authorised Signatory and Stamp of the company	
Name	
Designation	

Note:

a. All details must be filled in the original forms provided.
b. The form should be submitted duly completed in all respects and all details asked for in the forms should be filled. If a particular field/detail is not applicable, please mention that the same is not applicable.
c. All pages of the forms must bear rubber stamp of company and initials of authorised signatory.
d. In case the space provided in the form is not sufficient, please furnish the details as an annexure, duly stamped and initialed.

The Exchange reserves the right to ask for documents other than those mentioned above