

INVESTOR CHARTER-IPOs & FPOs (including OFS)

VISION STATEMENT:

To continuously earn trust of investors and emerge as solution provider with integrity.

MISSION STATEMENT:

1. Act in investors' best interests by understanding needs and developing solutions.
2. Enhance and customise value generating capabilities and services.
3. Disseminate complete information to investors to enable informed investment decision.

DESCRIPTION OF ACTIVITIES / BUSINESS OF THE ENTITY

IPOs & FPOs – Act as a Merchant Banker to the Issuer / Selling Shareholder

DETAILS OF SERVICES PROVIDED TO INVESTORS

1. Upload Draft Red Herring Prospectus (DHRP) on SEBI / Stock Exchanges / Lead Managers Website for public comments and also upload RHP/Prospectus.
2. Publish public announcement within two days of filing the draft offer document with SEBI
3. Disclose price performance summary of preceding past 10 public issues handled by lead managers in draft offer document
4. Disclose on lead managers' website the track record of the performance of the public issues managed by them
5. Publish details of anchor investor allocation on the website of stock exchanges before the issue opens
6. Keep Issue Open for 3 working days (extendable up to maximum 10 working days)
7. Ensure material contracts and documents are available for inspection as per details in Offer Document
8. Publish price band advertisement in newspaper at least two working days before opening of the issue
9. Ensure pre-filled application forms are available on the websites of the stock exchange(s)
10. Ensure listing and commencement of trading within six working days of the offer closing date
11. Publish details of subscription, basis of allotment, date of credit of specified securities and date of filing of listing application, etc. in newspapers within ten days from the date of completion of each activity.

TIMELINES			
Sr. No.	Activity	Timeline for which activity takes place	Information where available
1	Filing of draft offer document by company for public comments	0	Websites of SEBI, Stock Exchanges, Lead Managers
2	Public Announcement	Within 2 days of filing DoD with SEBI	Newspaper - English, regional, Hindi
3	Details of anchor investors allocation	1 day before issue opening date	Stock Exchanges website
4	Issue opening date	3 working days after filing RHP with RoC	Stock Exchanges website
5	Availability of application forms	Till issue closure date	Stock Exchanges website
6	Availability of material documents for inspection by investors	Till issue closure date	Address given in Offer Document

7	Availability of General Information Document	Till issue closure date	LM website and stock exchange website
8	Price Band Advertisement	2 working days prior to issue opening date	Newspaper advertisement
9	Total demand in the issue	Issue closure date	Stock exchanges website on hourly basis
10	Commencement of trading	within 6 working days	Newspaper advertisement
11	Delay in unblocking ASBA Accounts	More than 4 working days	Compensation to investor @Rs. 100/day by intermediary causing delay
12	Advertisement on subscription and basis of allotment	Within 10 days	Newspaper advertisement
13	Allotment status and allotment advice	Completion of basis of allotment	By email / post

RIGHTS OF INVESTORS

1. Investors can request for a copy of the offer document and / or application form from the issuer/ Lead Manager(s)
2. Retail investors are allowed to cancel their bids before issue closing date
3. In case of delay in unblocking of amounts blocked through the UPI Mechanism exceeding four working days from the offer closing date, the Bidder shall be compensated by the intermediary responsible for causing such delay in unblocking
4. Investors will get SMS w.r.t. allotment status and allotment advice will be sent in through email / physical to successful allottees
5. If allotted shares, all Rights as a Shareholder (as per Offer Document)

DOS AND DON'TS FOR THE INVESTORS

Dos

1. Check eligibility to invest in the RHP and under applicable law, rules, regulations, guidelines and approvals
2. Submit bids only thru ASBA (other than Anchor Investors)
3. Read all instructions carefully in the Bid cum Application Form
4. Ensure that Bid cum Application Form bearing the stamp of a Designated Intermediary is submitted to the Designated Intermediary at the Bidding Centre within the prescribed time
5. Ensure you have funds equal to the Bid Amount in the ASBA Account maintained with the SCSB
6. Ensure that name(s) given in the Bid cum Application Form is/are exactly the same as the name(s) in which the beneficiary account is held with the Depository Participant

Don'ts

1. Do not Bid for lower than the minimum Bid size

2. Do not submit the Bid for an amount more than funds available in your ASBA account
3. If you are a Retail bidder and are using UPI mechanism, do not submit more than one ASBA Form for each UPI ID
4. Do not submit a Bid/revise a Bid with a price less than the Floor Price or higher than the Cap Price