

Letter of Intent for Commercial Paper

Draft Letter to admit Commercial Paper in NSDL (to be submitted on the Company's Letterhead)

Date: _____

The Managing Director

National Securities Depository Limited
4th Floor, Trade World
Kamala Mills Compound
Senapati Bapat Marg
Lower Parel
Mumbai - 400 013.

Sub: Admission of Commercial Paper

Dear Sir,

We are pleased to inform you that our company has decided to offer the following Commercial Paper as eligible securities under the Depositories Act, 1996. We confirm that these instruments will be governed by the terms and conditions indicated in the tripartite agreement entered between _____, _____ and NSDL. The details of the instrument are as follows:

Sr. No	Description of the Security	Allotment date	Maturity date	Issue Value	Redemption Value

We understand that NSDL will not levy any charges to the investors holding securities in the demat form. We agree to pay a sum of Rs. 10,000/- per calendar year towards admission / electronic credit of these securities in the NSDL system.

We understand that for the purpose of allotment and redemption an account has to be opened by IPA with a depository participant of NSDL. The same is being communicated to NSDL (in the MCF) and also to the holder of the Commercial Paper.

Please find enclosed the duly filled Master Creation Form. We request you to take necessary steps to induct our security into your depository system and allocate ISIN for the same.

Yours faithfully,

Note: This format is to be sent only if the Issuer is issuing CP in demat for the first time. Subsequently a simple covering letter along with the MCF will suffice.

MASTER FILE CREATION FORM FOR COMMERCIAL PAPER

(Kindly ensure that all columns are properly filled. Write "N.A." wherever not applicable).

Full name of the Company

Whether company has already signed agreement with NSDL for any other instrument? YES/NO

(INFORMATION SOUGHT IN SECTION A TO BE PROVIDED FOR THE FIRST ISSUE OF COMMERCIAL PAPER OF THE COMPANY THROUGH NSDL. FOR THE SUBSEQUENT ISSUES, IF THERE IS NO CHANGE IN THE INFORMATION SOUGHT IN SECTION A, PLS. PROCEED DIRECTLY TO SECTION B)

Section A

Address of the Regd. office including telephone, fax nos. and email addresses

Type of entity

Code List	Legal Form	Tick (✓) the relevant code
01	Joint Stock Company	
02	Statutory Company	
03	Mutual Fund	
04	Government	

Contact persons of the Company

Compliance Officer	
Designation/Department	
Address:	
Tel. & Fax nos.:	Tel: Fax:
Email address:	
Investor Relations officer	
Designation/Department	

Address:	
Tel. & Fax nos.:	Tel: Fax
Email address:	

Address of the registry operations where the physical securities for dematerialisation are to be delivered by the Depository Participants (DPs) ***

Name of Organisation	
Name of contact person	
Designation/Dept.	
Address:	
Tel. Nos.:	
Fax Nos.:	
Email addresses:	

Section B

Security Details

Security Name	
Issue Date	
Redemption Date	
Face Value per Security (Rs.)	Rs. 5,00,000/-
Issue Price	
Tenure of the security (in days)	Days
Total Issue size (in Rs. Crores)	

Credit Rating for the Issue : _____
 Credit Rating Agency : _____

Back-stop facility : Yes No
 (If option is not indicated, by default it will be taken as No)

Name of Back-stop facility Provider: _____

IPA Details: (See Note)

Name of the IPA	
Name of Contact Person	
Designation/Department	

Address:	
Tel. & Fax nos.:	Tel: Fax
Email address:	

IPA Demat Account Details:

DP ID	
DP Name	
CP Allotment Account No.	<input type="checkbox"/>
CP Redemption Account No.	<input type="checkbox"/>

Note: Though the ISIN can be activated without the IPA account details, the corporate action cannot be initiated if these details are not provided. Hence the issuer has to ensure that these details reach NSDL prior to the corporate action for all such cases where it is not provided in the MCF.

Connectivity details (Tick(✓) the relevant boxes below)

Connectivity obtained through	Registrar	In-house
Name of Registrar (if not In-house)		
Service obtained (if not in-house)		
Only Electronic connectivity:		
Complete share registry:		

Stock Exchange details (Please start with the Primary Stock Exchange)

Name of Stock Exchange	Listed (✓)	Permitted to trade (✓)	Stock Exchange Security code (if any)

We hereby certify that this issue of Commercial Paper is being made in accordance with the Non-Banking Companies (Acceptance of Deposits through Commercial paper) Directions 1989, as amended till date, issued by RBI. We hereby also certify that the same is in conformity with the recent guidelines issued by FIMMDA approved by RBI for issuance of Commercial Paper effective from 30th June, 2001. The information provided above is correct to the best of our knowledge and belief.

Date: _____ Name: _____
 Designation _____
 Stamp Of The Issuer: _____ Signature: _____