

APPLICATION FORM
(For Commercial Papers)

[To be printed on the issuing company's letter head]

To
Managing Director
Central Depository Services (India) Ltd.
17th Floor, P J Towers
Dalal Street, Fort
Mumbai - 400023

Date

DD / MM / YYYY

We advise that at the board meeting of our company held on _____, it has been decided to admit our _____(description of security/ies) for dematerialisation with Central Depository Services (India) Ltd. (CDSL). We forward herewith our application in Master Creation form and request you to allot an International Securities Identification Number (ISIN) for the aforesaid security/ies.

In consideration of CDSL admitting the aforesaid security/ies into its system we hereby agree and undertake to indemnify and keep indemnified and saved harmless CDSL, its directors and employees from and against any claims, demands, penalties, suits, action, litigation, arbitration, prosecution and any proceedings whatsoever and all costs, charges and expenses relating thereto and any harm, loss, damage or injury suffered or may be incurred by CDSL and/or any of its participants by reason of or as a consequence of the company furnishing any false or incorrect information or failing to furnish relevant information along with the required document/s to CDSL or permitting dematerialisation or rematerialisation of securities in breach of any order, decree, injunction, covenant or law in force for the time being or permitting dematerialisation of securities on the strength of certificate/s or document/s which are found to be forged, counterfeit, fake or cancelled or in respect of which duplicates/ replacements have been issued or the company or its executives or directors otherwise committing any action amounting to unauthorized dematerialisation including dematerialisation in excess of the listing approval/s or any default in observance of any obligations under The Companies Act, Listing Agreement with Stock Exchange/s, The Depositories Act, SEBI (Depository & Participants) Regulations, Bye-Laws, Operating Instructions, communiqué/ communication of / issued by CDSL from time to time.

Place _____

Date _____

Signature of authorised signatory

Name:

Designation:

MASTER CREATION FORM

(Part – A)

(Please read instructions at the end of this form)

<i>(to be entered by CDSL only)</i>	
Issuer ID	<input type="text"/>
ISIN ID	<input type="text"/>
ISIN	<input type="text"/>

1. Full name of the company _____

**2. Previous name/s, if any,
of the company** _____

**3. Registered office
address together
with tel/fax number
and e-mail address**

4. Date of incorporation _____

5. Administrative office address – if any, including tel/fax number and e-mail address

(In case communication is required to be sent to office other than the registered office)

6. Name/s and address/es of promoters/ principal shareholders together With PAN

Name & address

PAN

- 1.
- 2.
- 3.
- 4.
- 5.

7. Category of the company
(√)

Public	<input type="checkbox"/>	Private	<input type="checkbox"/>
Listed	<input type="checkbox"/>	Unlisted	<input type="checkbox"/>
Indian	<input type="checkbox"/>	MNC	<input type="checkbox"/>
PSU	<input type="checkbox"/>	Others	<input type="checkbox"/>

8. Nature of business:

9. Particulars of capital as on _____

(Amount in Rs.cr.)

	Equity capital	Preference capital	Others
Authorised			
Issued			
Subscribed			
Paid – up			

10. Name/s & address/es of directors together with PAN

Name

PAN

- 1.
- 2.
- 3.
- 4.

11. Particulars of company Secretary

Name	
Employee/ Practicing	
Tel no.	
Fax no.	
E-mail id	
PAN	

12. Particulars of Compliance officer

Name	
Designation	
Tel no.	
Fax no.	
E-mail id	

13. PAN of the company

14. Who handles the R&T work of the company (✓)

Company

R&T agent

15. Particulars of share dept./R&T agent which carries the share issue and transfer work

Share Dept./R&TA name & Address	
Tel no.	
Fax no.	
E-mail id	
Name of the contact person & designation	

SEBI reg. no.	
Date of reg.	
Date of expiry of reg.	

16. Where R&T work is handled by the company, who will establish electronic connectivity with CDSL? (✓)

Company

R&T agent

17. Where the company share dept. / R & T agent handles transfer of physical securities and electronic connectivity is established through a different registrar, then particulars of such R & T agent

Name & Address	
Tel no.	
Fax no.	
E-mail id	
Name of the contact person & designation	
SEBI reg. no.	
Date of reg.	
Date of expiry of reg.	

18. Investor grievances handling during the preceding 12 months.

No. of complaints received

No. of complaints resolved

No. of complaints pending for more than 15 days

19. Any other information: the applicant may wish to furnish

We certify that the particulars furnished hereinabove as also in the attached document are true and correct. We further undertake to inform CDSL of any change in the capital

structure [in case of equity / preference shares] or change in the terms of the issuance of security/ies [in case of debt instruments / commercial papers / certificate/s of deposits] of which admission is being sought including the listing approval/s, registered office from time to time.

Place _____

Date _____

Signature of authorised signatory

Name:

Designation:

Particulars of Commercial Paper/s to be admitted with CDSL

(Part – B)

1. Name of the issuing Company _____

2. Name of the share dept./ R&TA having electronic connectivity with CDSL _____

3. Issue particulars

Offer opening date	
Offer closing date	
Issue value (Rs.)	
Issue date	
Discount rate	
ISIN, if already allotted	
Maturity date	
Redemption value	

4. Rating status with name of the agency

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5. Issuing and paying agent (IPA) details

Name & Address	
Tel no	
Fax no	
E-mail	
Name of the contact person	
Designation	

6. Any other information: the applicant may wish to furnish

Place: _____

Date: _____

Signature of authorised signatory

Name:

Designation:

Instructions:

1. Please ensure to submit all particulars.
2. Please tick ✓ wherever applicable
3. Write N.A. wherever not applicable.
4. Add annexures if required.
5. Each page should be stamped and initialed by authorised signatory.
6. If the information previously provided with regard to Part -A of master creation form by the company for admission of its earlier securities with CDSL is not more than one year old and if there is no material change in the information, then the company may only provide the information required in Part -B

Please submit with the application, the following documents, as applicable:

1. Certified copy of Articles of Association & Memorandum of Association (duly updated with amendments, if any).
2. Certified copy of Certificate of Incorporation and Certificate of Commencement of business if this is the first security of the company being sought to be admitted with CDSL.
3. Certified copies of annual accounts of the company for the preceding 3 years.
4. IPA Certificate
5. Certified copy of board resolution authorising issue of debt instruments.
6. Certified copy/ies of board resolution/s in support of decision to admit the concerned security/ies with the CDSL system and also for appointment of R & T agent/s, if any, and giving name of the company official/s or director/s who are authorised to sign necessary agreement on behalf of the company in this regard.