



CIRCULAR

CIR/CFD/DIL/4/2011

September 27, 2011

To All Registered Merchant Bankers
To All Stock Exchanges
To All Registered Bankers to an Issue
To All Registered Registrars to an Issue

Dear Sirs,

Sub.: Contents of Application-Cum-Bidding Form and Manner of disclosure

1. SEBI has reviewed the structure, design, format, contents and order of information of Application-Cum-Bidding-Form to make it investor friendly and also to ensure uniformity in bidding and accuracy.
2. The form has been standardized and it has been decided that henceforth there would only be a single form for ASBA and Non-ASBA applicants. It has also been decided that the Application-Cum-Bidding Form (accompanied with abridged prospectus) would be printed in a booklet form of A4 size paper.
3. In order to ensure uniformity and to facilitate easier identification, it has been decided to standardize the colour of the Application-Cum-Bidding Form as under:
 - White form for Resident Indian, Eligible NRIs applying on a non repatriation basis
 - Blue form for Eligible NRIs, FVCIs, FIIs, their Sub-Accounts (other than Sub-Accounts which are foreign corporates or foreign individuals bidding under the QIB Portion), on a repatriation basis



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4. The full text of data fields required in Application-Cum-Bidding-Form is given in the Annexure-A hereto. A gist of major changes is given below:
 - a) the placement of the data fields has been done keeping in mind the ease of reference to investors/intermediaries for identification of name of the issue.
 - b) company specific information is now included in abridged prospectus.
 - c) information/instruction(s) which are required to fill the form have been placed overleaf of the Application Form. Remaining information/instruction(s) which are generic in nature have been incorporated in General Information Document.
 - d) the pre-printing of prefix number in the Application Form has been done away with to reduce errors caused in data entry. All forms shall henceforth carry eight digit application numbers which shall be serially numbered. Serial number may be system generated or stamped with automatic numbering machine and the forms should be date and time stamped at the bidding centers. In order to ensure correct categorization of bids, special series shall be used for employees (where employee reservation is applicable).
 - e) new data fields viz. discount, net price etc have been introduced to help investors to pay the correct amount along with the Bid Application Form in issues where discount is offered.
 - f) signature of only the first bidder would be required. First bidder would be deemed to have signed on behalf of joint holders and would give requisite confirmation(s) to that effect.
5. Syndicate Member/SCSB to note that additional provision for stamp of broker/SCSB Branch has been made in the main application form. The stamping shall be done only after bid has been uploaded.
6. An Illustrative Format for Application-Cum-Bidding-Form is placed at Annexure-B hereto. All intermediaries to note that no changes shall be carried out in spacing, placement or in data fields in the Main Application Form and Bid Revision Application Form.



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7. All concerned intermediaries are directed to comply with the instructions contained in this circular.
8. This circular shall be applicable on Red Herring Prospectus/Prospectus filed with Registrar of Companies on or after November 01, 2011. This is to enable changes in the systems at Stock Exchange and SCSB level.
9. This circular is issued in exercise of the powers conferred under Section 11 read with Section 11A of the Securities and Exchange Board of India Act, 1992 read with SEBI (ICDR) Regulations, 2009.
10. This circular is available on SEBI website at www.sebi.gov.in under the categories "Legal Framework" and "Issues and Listing".

Yours faithfully,

Sanjay Puroo
Deputy General Manager
+91-22-26449612
sanjayp@sebi.gov.in



Manner and contents of Application-Cum-Bidding Form

A. Main Application Form

1. Top of the application form shall have a Colored identifier strap incorporating the name of the issuer, ISIN number & type of form (Repatriation/Non-Repatriation Form).
2. 8 digit Application Number
3. Stamp/Serial Number/Code of Syndicate Member, Broker/Agent/Sub-Broker/Sub-Agent, Escrow Bank/Bank Branch/SCSB & Registrar to the issue
4. Name & Contact Details of First/Sole Applicant {Name, Address, Email (optional), Tel No/Mobile (optional)}
5. PAN of First/Sole Applicant
6. Bidders Depository Account Details – Check Box for NSDL and CDSL & single 16-digit field (consisting of DP ID and Client ID)
7. Investor Category (Retail Individual, Non Institutional or QIB)
8. Investor Status (Separate Status for Repatriation/Non-Repatriation Form).
9. Bid Options -
 - a. Columns for Bid Options (Option 1, Option 2 or Option 3), Number of equity shares bid, Price per equity shares (sub-columns for Bid price, discount(if any) and Net price)
 - b. Attention of investors to be drawn to instruction that only retail individual investors can bid at Cut-off.
 - c. Check-Box for Cut-Off
 - d. Instruction that
 - i. Bids must be in multiple of bid lot as advertised
 - ii. Price in multiples of ₹1 only
 - iii. Number of shares and price per share be given in figures only
10. Payment Options
 - a. Amount Paid in figures & in words
 - b. Box for Investor to select option
 - i. Cheque/ DD : number, date & drawn on (Bank Name & Branch)
 - ii. ASBA: Bank Account Number & Bank Name and Branch



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11. A confirmation by the Applicant (on behalf of joint bidders) that he/she has read, understood and agrees to such confirmations.
12. Signature of First/Sole Applicant (with date)
13. Signature of Account holder(s) upto 3 (in case of joint accounts) for ASBA
14. Authorization for necessary action by SCSBs for making the application
15. Broker's/ SCSB Branch's Stamp (Acknowledging upload of Bid in Stock Exchange System)
16. Acknowledgement Slip for Syndicate Member
 - a. 8 digit Application Number
 - b. Bidders Depository Account Details – Single 16-digit field (consisting of DP ID and Client ID)
 - c. PAN of First/Sole applicant
 - d. Amount Paid less discount (if any) in figures
 - e. Payment Details (Bank & branch, Cheque/DD/ASBA Bank Account No.)
 - f. Received from Name, Telephone/Mobile and Email of Bidder
 - g. Stamp & Signature of Banker
17. Acknowledgement Slip for Bidder
 - a. Columns for Bid Options (Option 1, Option 2 or Option 3), rows for Number of equity shares bid, Bid price, Total Amount paid
 - b. 8 digit Application Number
 - c. Name of First/Sole Applicant
 - d. Acknowledgement of Syndicate Member/ SCSB
 - e. Payment Details (Bank & branch, Cheque/DD/ASBA Bank Account No.)

B. Overleaf of main Application Form

1. Bidder's Undertaking, Confirmations and additional requirements for ASBA Bidders
2. Instructions corresponding to each item of main application form and specific instruction regarding :
 - a. Name (Name should be given exactly as appearing in DP records)
 - b. Instruction regarding PAN
 - c. Information regarding use of demographic details
 - d. Terms of Present Issue viz. Minimum & Maximum bid Size, Bid lot & Price Band, Margin Amount, bidding instructions



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- e. Definition of Bid i.e. bid should be defined as 'indication to make an offer' and not as 'an offer'.
- f. Other instructions
- g. Contact Details of First / Sole Applicant
- h. Instructions with respect to payment/ payment instrument
- f. Instructions at the back of Acknowledgement Slip for Bidder
 - i. Company Contact Details
 - ii. Registrar Contact Details
 - iii. Contact persons in case of queries pertaining to allotment/credit of shares, submission and upload of ASBA bids

C. Bid Revision Application Form

1. Top of the application form shall have a Colored identifier strap incorporating the name of the issuer, ISIN number & type of form (Repatriation/Non-Repatriation Form).
2. 8 digit Application Number (Same as that of Main Application form)
3. Stamp/Serial Number/Code of Syndicate Member, Broker/Agent/Sub-Broker, Escrow Bank/Bank Branch/SCSB & Registrar to the issue (as applicable)
4. Name of First/Sole Applicant
5. PAN of First /Sole Applicant
6. Bidders Depository Account Details – Check Box for NSDL and CDSL & single 16-digit field (consisting of DP ID and Client ID)
7. Options for change of Bid
 - a. From
 - i. Columns for Bid Options (Option 1, Option 2 or Option 3), Number of equity shares bid, Price per equity shares (sub-columns for Bid price, discount, if any and Net price)
 - ii. Check-Box for Cut-Off
 - iii. Watermark in background indicating Old Bid
 - b. To
 - i. Columns for Bid Options (Option 1, Option 2 or Option 3), Number of equity shares bid, Price per equity shares (sub-columns for Bid price, discount, if any and Net price)



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- ii. Check-Box for Cut-Off
 - iii. Watermark in background indicating Revised Bid
 - c. Instruction that
 - i. Bids must be in multiple of bid lot as advertised
 - ii. Price in multiples of ₹1 only
 - iii. Number of shares and price per share be given in figures only
8. Payment Options
 - a. Additional Amount Paid in figures & in words
 - b. Box for Investor to select option
 - i. Cheque/ DD : number, date & drawn on (Bank Name & Branch)
 - ii. ASBA: Bank Account Number & Bank Name and Branch
9. A confirmation by the Applicant (on behalf of joint bidders) that he/she has read, understood and agrees to such confirmations
10. Signature of First/Sole Applicant (with date)
11. Signature of ASBA Account holder(s) upto 3 (in case of joint accounts)
12. Authorization for necessary action by SCSBs for making the application
13. Broker's/ SCSB Branch's Stamp (Acknowledging upload of Bid in Stock Exchange System)
14. Acknowledgement Slip for Syndicate Member for Revised Bid
 - a. 8 digit Application Number
 - b. PAN of First /Sole Applicant
 - c. Bidders Depository Account Details – Check Box for NSDL and CDSL & single 16-digit field (consisting of DP ID and Client ID)
 - d. Revised Amount Paid less discount (if any) in figures
 - e. Payment Details (Bank & branch, Cheque/DD/ASBA Bank Account No.)
 - f. Received from Name, Telephone/Mobile and Email of Bidder
 - g. Stamp & Signature of Banker
 - h. Watermark in background indicating Revised Bid
15. Acknowledgement Slip for Bidder for Revised Bid
 - a. Columns for Bid Options (Option 1, Option 2 or Option 3), rows for Number of equity shares bid, Bid price, Revised Amount paid
 - b. 8 digit Application Number
 - c. Name of First/Sole Applicant



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- d. Acknowledgement of Syndicate Member/ SCSB
- e. Payment Details (Bank & branch, Cheque/DD/ASBA Bank Account No.)

D. Overleaf of Bid Revision Application Form

1. Bidder's Undertaking for revised bid separately drafted for Repatriation/Non-Repatriation Form).
2. Instructions corresponding to each item of revised form and specific instruction regarding :
 - a. Bid Price Revision clearly specifying that only excess amount (if any) is payable
 - b. Attention of investors to be drawn to instruction that only retail individual investors can bid at Cut-off.
3. Issue Structure highlighting for different category of investors (Retail, Non Institutional and QIBs)
 - a. Number of equity shares (reservation if applicable)
 - b. Percentage of Issue available for allotment/allocation
 - c. Basis of allocation in case of oversubscription
 - d. Mode of allotment
 - e. Allotment lot
 - f. Who can apply (Summary)
 - g. Terms of payment



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Annexure-B

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COMMON BID CUM APPLICATION FORM FOR ASBA / NON-ASBA	XYZ LIMITED - PUBLIC ISSUE - R	FOR RESIDENT INDIAN, QIB, ELIGIBLE NRI's APPLYING ON A NON-REPATRIATION BASIS
Logo To: The Board of Directors XYZ Limited	BOOK BUILDING ISSUE IN	Bid cum Application Form No. _____

SYNDICATE MEMBER'S STAMP & CODE	BROKER'S/AGENT'S STAMP & CODE	1. NAME & CONTACT DETAILS of Sole / First Applicant Mr. / Ms. _____ Address _____ Email _____ Tel. No (with STD code) / Mobile _____
ESCROW BANK / SCSB BRANCH STAMP & CODE	SUB-BROKER'S/SUB-AGENT'S STAMP & CODE	
BANK BRANCH SERIAL NO.	REGISTRAR'S / SCSB SERIAL NO.	

3. BIDDER'S DEPOSITORY ACCOUNT DETAILS <input type="checkbox"/> NSDL <input type="checkbox"/> CDSL For NSDL enter 8 digit DP ID followed by 8 digit Client ID / For CDSL enter 16 digit Client ID	6. Investor Status <input type="checkbox"/> Individual(s) - I N D <input type="checkbox"/> Hindu Undivided Family* - H U F <input type="checkbox"/> Bodies Corporate - CO <input type="checkbox"/> Banks & Financial Institutions - F I <input type="checkbox"/> Mutual Funds - M F <input type="checkbox"/> Non-Resident Indians - NRI (Non-Repatriation basis) <input type="checkbox"/> National Investment Fund - NIF <input type="checkbox"/> Insurance Funds - IF <input type="checkbox"/> Insurance Companies - I C <input type="checkbox"/> Venture Capital Funds - V C <input type="checkbox"/> Others (Please specify) - OTH																												
4. BID OPTIONS (Only Retail Individual Bidders can Bid at "Cut-off") <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Bid Options</th> <th rowspan="2">No. of Equity Shares Bid (In Figures) (Bids must be in multiples of Bid Lot as advertised)</th> <th colspan="4">Price per Equity Share (₹) "Cut-off" (Price in multiples of ₹ 1/- only) (In Figures)</th> </tr> <tr> <th>Bid Price</th> <th>Discount, if any</th> <th>Net Price</th> <th>"Cut-off" (Please tick)</th> </tr> </thead> <tbody> <tr> <td>Option 1</td> <td>7 6 5 4 3 2 1</td> <td>4 3 2 1</td> <td>4 3 2 1</td> <td>4 3 2 1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>(OR) Option 2</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>(OR) Option 3</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Bid Options	No. of Equity Shares Bid (In Figures) (Bids must be in multiples of Bid Lot as advertised)	Price per Equity Share (₹) "Cut-off" (Price in multiples of ₹ 1/- only) (In Figures)				Bid Price	Discount, if any	Net Price	"Cut-off" (Please tick)	Option 1	7 6 5 4 3 2 1	4 3 2 1	4 3 2 1	4 3 2 1	<input type="checkbox"/>	(OR) Option 2					<input type="checkbox"/>	(OR) Option 3					<input type="checkbox"/>	5. Category <input type="checkbox"/> Retail Individual <input type="checkbox"/> Non-Institutional <input type="checkbox"/> QIB
Bid Options			No. of Equity Shares Bid (In Figures) (Bids must be in multiples of Bid Lot as advertised)	Price per Equity Share (₹) "Cut-off" (Price in multiples of ₹ 1/- only) (In Figures)																									
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Option 1	7 6 5 4 3 2 1	4 3 2 1	4 3 2 1	4 3 2 1	<input type="checkbox"/>																								
(OR) Option 2					<input type="checkbox"/>																								
(OR) Option 3					<input type="checkbox"/>																								

7. PAYMENT DETAILS (Please tick (✓) any one of payment option A or B below) Amount Paid (₹ in figures) _____ (₹ in words) _____ <input type="checkbox"/> (A) CHEQUE/ DEMAND DRAFT (DD) Cheque/DD No. _____ Dated DD MM YY Drawn on (Bank Name & Branch) _____	PAYMENT OPTIONS <input type="checkbox"/> Full Payment <input type="checkbox"/> Part Payment <input type="checkbox"/> (B) ASBA Bank A/c No. _____ Bank Name & Branch _____
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I/WE (ON BEHALF OF JOINT APPLICANTS, IF ANY) HEREBY CONFIRM THAT I/WE HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS BID CUM APPLICATION FORM AND THE ATTACHED FORM 2A AND HEREBY AGREE AND CONFIRM THE 'BIDDERS UNDERTAKING' AS GIVEN OVERLEAF. I/We (on behalf of joint applicants, if any) hereby confirm that I/We have read the Instructions for Filling up the Bid Cum Application Form given overleaf.

8A. SIGNATURE OF SOLE/ FIRST APPLICANT _____ Date: _____, 2011	8B. SIGNATURE OF ASBA BANK ACCOUNT HOLDER(S) (AS PER BANK RECORDS) (For ASBA option ONLY) I/We authorize the SCSB to do all acts as are necessary to make the Application in the Issue 1) _____ 2) _____ 3) _____	BROKER'S / SCSB BRANCH'S STAMP (Acknowledging upload of Bid in Stock Exchange system) _____
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XYZ LIMITED	Acknowledgement Slip for Syndicate Member / SCSB	Bid cum Application Form No. _____
DPID / CLID _____	PAN _____	
Amount Paid (₹ in figures) _____	Bank & Branch _____	Stamp & Signature of Banker
Cheque / DD/ASBA Bank A/c No. _____		
Received from Mr./Ms. _____ Telephone / Mobile _____ Email _____		

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XYZ LIMITED	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Option 1</th> <th>Option 2</th> <th>Option 3</th> </tr> </thead> <tbody> <tr> <td>No. of Equity Shares</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bid Price</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Amount Paid (₹)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cheque / DD/ASBA Bank A/c No. _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Bank & Branch _____</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Option 1	Option 2	Option 3	No. of Equity Shares				Bid Price				Amount Paid (₹)				Cheque / DD/ASBA Bank A/c No. _____				Bank & Branch _____				Stamp & Signature of Syndicate Member / SCSB _____ Name of Sole / First Applicant _____ Acknowledgement Slip for Bidder Bid cum Application Form No. _____
	Option 1	Option 2	Option 3																							
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Bid Price																										
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Cheque / DD/ASBA Bank A/c No. _____																										
Bank & Branch _____																										

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IN THE NATURE OF ABRIDGED PROSPECTUS - MEMORANDUM CONTAINING SALIENT FEATURES OF THE RED HERRING PROSPECTUS (RHP)

BIDDER'S UNDERTAKING FOR BID CUM APPLICATION FORM

(IN CASE OF A JOINT APPLICATION, THE CONFIRMATIONS, AUTHORIZATIONS, UNDERTAKINGS AND REPRESENTATIONS MADE BY THE FIRST APPLICANT WILL BE DEEMED TO HAVE BEEN MADE ON BEHALF OF ALL JOINT APPLICANTS. THE FIRST APPLICANT SHALL BE LIABLE FOR ALL THE OBLIGATIONS ARISING OUT OF THE ISSUE OF EQUITY SHARES.)

On the basis of the RHP dated, 2011 and having studied the attached details as per the Memorandum in the nature of Form 2A, I/we hereby apply for allotment to me/us of the Equity Shares in the Issue upto my/our Bid for maximum number of Equity Shares at or above the Issue Price, net of discount, if any, to be discovered through book building. I/We hereby confirm that I am /we are eligible persons to invest in this Issue in accordance with applicable laws. The amount payable on bidding, net of discount, if any, is remitted herewith. I/We agree to accept the Equity Shares Bid for, or such lesser number as may be allotted to me/us subject to the terms of the RHP, the Bid cum Application Form and other applicable laws. I/We undertake that I/ we will sign all such other documents and do all such acts, if any, necessary on my/our part to enable me/us to be registered as the holder(s) of the Equity Shares which may be allotted to me/us. I/We authorize you to place my/our name on the register of members of the Company as holders of the Equity Shares that may be allocated / allotted and to register my/our address as given in the depository records. I/We note that in case of QIB Bidders, only the BRLMs, and their affiliates may reject Bids at the time of acceptance of Bid cum Application Form provided that the reasons for rejecting the same shall be provided to such Bidder in writing, whereas it has a right to reject it from Non-Institutional Bidders and Retail Individual Bidders based only on technical grounds and/or as specified in the Abridged Prospectus and the RHP. I/We authorize the Company to make the necessary changes in this Bid cum Application Form and the RHP for filing of Prospectus with the Registrar of Companies without intimation to me/us and use this Bid Form as the Application Form for the purpose of this Issue. I/WE CONFIRM THAT: EITHER I am/We are Indian National(s) resident in India and I am/we are not applying for the said Equity Shares as nominees of any person resident outside India or Foreign Nationals OR I am/We are Indian National(s) resident in India and I am/we are applying for the said Equity Shares as Power of Attorney holder(s) of Non-Resident Indian(s) as mentioned on Non-Repatriation basis OR I am/We are Indian National(s) resident outside India and I am/we are applying for the said Equity Shares on my/our own behalf through NRO account on Non Repatriation basis. I am/ we are, or at the time the Equity Shares are purchased will be, the beneficial owner of such shares and (a) I/we and any customer I/we represent, am/are located outside the United States within the meaning of Regulation S under the United States Securities Act of 1933, as amended, and (b) am/are not an affiliate of the Company or a person acting on behalf of such affiliate. FOR QIB BIDDERS: We confirm that the Bid Size/Maximum Equity Shares applied for by us do not exceed the relevant regulatory approvals/limits. I/We am/are not prohibited from accessing capital markets under any order/ ruling/ judgment of any regulatory, judicial or any other authority including SEBI or under the provisions of any law, regulation or statute.

In case of ASBA Bidders in addition: 1) I/We hereby undertake that I/We am/are an ASBA Bidder(s) as per the applicable provisions of the SEBI Regulations 2) In accordance with ASBA process provided in SEBI Regulations and as disclosed in the RHP, I/We authorize (a) the SCSB to do all acts as are necessary to make the Application in the Issue, including uploading my/our Bid, blocking or unblocking of funds in the bank account maintained with the SCSB as specified in the Bid Cum Application Form, transfer of funds to the Public Issue Account on receipt of instruction from Registrar to the Issue, after finalization of basis of Allotment; and (b) the Registrar to the Issue to issue instruction to the SCSBs to remove the block on the funds in the specified bank account upon finalization of the basis of Allotment. 3) In case the amount available in the specified bank account is insufficient as per the highest Bid option, net of discount, if any, the SCSB shall reject the Application. 4) I/We hereby authorize the SCSB to make relevant revisions as may be required to be done in the Bid, in the event of a price revision

INSTRUCTIONS FOR FILLING UP THE BID CUM APPLICATION FORM

- Name of Sole/ First Applicant should be exactly the same as it appears in the depository records.
- Except for Bids by persons resident in the state of Sikkim, or on behalf of the Central or State Government and the officials appointed by the courts, the Bidder, or in the case of a Bid in joint names, the first Bidder, should mention his/ her PAN allotted under the Income Tax Act, and any Bid cum Application Form without the PAN is liable to be rejected.
- Based on the PAN, DP ID and Client ID provided by the Applicants, the Registrar will obtain demographic details registered with depository participants to be used for allotment, technical rejections, giving refunds or unblocking of ASBA Account. Hence, Bidders are advised to immediately update any change in their details as appearing on the records of the Depository Participant. Please note that failure to do so could result in failure in allotment of Equity Shares, delays in despatch/ credit of refunds to Bidders or unblocking of ASBA Account at the Bidders sole risk and neither the BRLMs or the Registrar or the Escrow Collection Banks or the SCSBs nor the Company shall have any responsibility and undertake any liability for the same.
- Bid Lot and Price Band:** The price band, discount offered, if any, and the minimum bid lot will be decided by the Company in consultation with the BRLMs and will be advertised at least two working days prior to the Bid/Issue Opening Date, in English national daily, Hindi national daily and regional language news paper each with wide circulation. In case of revision of the Price Band, the Bid/ Issue Period will be extended for at least three additional working days after revision of Price Band subject to the Bid/ Issue Period not exceeding 10 working days. Any revision in the Price Band and the revised Bid/ Issue Period, if applicable, will be widely disseminated by notification to the Stock Exchanges, by issuing a press release and also by indicating the changes on the websites of the BRLMs and at the terminals of the Syndicate. **Maximum and Minimum Bid Size:** In case of resident Retail Individual Bidders, such number of shares such that the Bid Amount does not exceed ₹ 2,00,000, net of discount, if any. Bids at the Cut-Off Price indicate their agreement to purchase the Equity Shares at the Issue Price, net of discount, if any, as determined at the completion of the Book Building Process. In case of Non-Institutional Bidders and QIBs, such number of shares such that bid amount exceeds ₹ 2,00,000. The maximum Bid by any investor should not exceed the investment limits prescribed for them by applicable laws.
- Please tick Category as applicable to ensure proper upload of Bid in Stock Exchange system.
- Please tick investor status as applicable. Please ensure investor status is updated in your depository records.
- Total Amount payable must be calculated for the highest of three options, at Net Price, i.e., Bid Price, less discount offered, if any, to Bidder's category. The payment instruments for payment into the Escrow Accounts should be drawn in favour of "XYZ Limited IPO - R" in the case of Resident Retail Bidders.
All Bidders would be required to pay the full Bid Amount, net of discount, if any, at the time of the submission of the Bid cum Application Form. Payments should be made by cheque, or a demand draft drawn on any bank (including a co-operative bank), which is situated at, and is a member of or sub-member of the bankers' clearing house located at the centre where the Bid cum Application Form is submitted. Cheques /bank drafts drawn on banks not participating in the clearing process will not be accepted and applications accompanied by such cheques or bank drafts are liable to be rejected. Cash/stock invest/money orders/postal orders will not be accepted. In case of Bids by NRIs applying on non-repatriation basis, the payments must be made through Indian Rupee Drafts purchased abroad or cheques or bank drafts, or out of funds held in Non-Resident External (NRE) Accounts or Foreign Currency Non-Resident (FCNR) Accounts, maintained with banks authorised to deal in foreign exchange in India, along with documentary evidence in support of the remittance or out of a Non-Resident Ordinary (NRO) Account on a non-repatriation basis. Bidders should mention their Application Form Number on the reverse of the cheque /DD to avoid misuse of payment instrument submitted along with the Bid cum Application Form.
For ASBA Bidders, please ensure that your Bank has notified an SCSB Branch in the city where Application Form is being submitted
- Thumb impressions and signatures other than in the languages specified in the Eighth Schedule to the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate under official seal. Signature of Bank Account Holder is applicable only in case of ASBA option, where Applicant and Bank Holder are different.
- Other Instructions:** a. Bids must be made only in the prescribed Bid cum Application Form. b. Bids must be completed in full, in BLOCK LETTERS in ENGLISH. Bidders should note that the Syndicate Members will not be liable for errors in data entry due to incomplete or illegible Bid cum Application Forms. c. Ensure that all applicable documents in support of the Bid are attached with the Bid cum Application Form

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	COMPANY CONTACT DETAILS	REGISTRAR CONTACT DETAILS
<ul style="list-style-type: none"> In case of queries related to allotment/ credit of allotted equity shares/ refund, the Bidders should contact Registrar to the Issue In case of ASBA Bids submitted to the SCSBs, the Bidders should contact the relevant SCSB In case of queries related to upload of ASBA bids submitted to the Syndicate Members, the Bidders should contact the relevant Syndicate Member 	XYZ Limited Compliance Officer Name Address Tel. No. E-mail	Registrar Name Address Tel. No. E-mail

2 XYZ LIMITED



भारतीय प्रतिभूति और विनिमय बोर्ड Securities and Exchange Board of India

IN THE NATURE OF ABRIDGED PROSPECTUS - MEMORANDUM CONTAINING SALIENT FEATURES OF THE RED HERRING PROSPECTUS (RHP)

BIDDER'S UNDERTAKING FOR REVISION FORM

I/We (on behalf of joint applicants, if any) confirm that the Transaction Registration Slip (TRS) for my/our bids are enclosed for the revisions which are being requested. I/We agree to be bound by all the terms & conditions mentioned in the Bid cum Application Form submitted earlier by me/us.

I/We (on behalf of joint applicants, if any) authorize you to reject this Bid Revision Form in case any of the details of my existing Bids as appearing on the electronic book building system do not tally with the details given in this Revision Form.

INSTRUCTIONS FOR FILLING UP THE BID REVISION FORM

1. Name of Sole/ First Applicant should be exactly the same as it appears in the depository records.
2. Please ensure that the Bid Options provided are in the same order as that provided in the Bid Cum Application Form submitted earlier.
3. In case there is no change in the particular Bid Option, please write "NO CHANGE". In case you want to cancel the Bid Option, please write "CANCELLED".
4. Total Amount payable must be calculated for the highest of three options, at Net Price, i.e., Bid Price, less discount offered, if any, to Bidder's category. Total amount to be paid must be calculated net of total amount paid at the time of submission of Bid Cum Application Form. The payment instruments for payment into the Escrow Accounts should be drawn in favour of "XYZ Limited - R" in case of Resident Retail Bidders.
For ASBA Bidders, please ensure that your Bank has notified an SCSB Branch in the city where Application Form is being submitted. Please ensure that similar payment option, A or B has been used for submission of Bid Cum Application Form as well as Revision Form. **Revision of Bids in case of Revision of Price Band:** In case of an upward revision in the Price Band, Retail Individual Bidders who had Bid at Cut-off Price could either (i) revise their Bid or (ii) shall make additional payment based on the cap of the revised Price Band (such that the total amount i.e., original Bid Amount less discount, if any, plus additional payment does not exceed ₹ 2,00,000 if the Bidder wants to continue to Bid at Cut-off Price), with the members of the Syndicate to whom the original Bid was submitted. In case the total amount (i.e., original Bid Amount less discount, if any, plus additional payment) exceeds ₹ 2,00,000/-, the Bid will be considered for allocation under the Non-Institutional Portion in terms of the RHP. If, however, the Bidder does not either revise the Bid or make additional payment and the Issue Price is higher than the cap of the Price Band prior to revision, the number of Equity Shares Bid for shall be adjusted downwards for the purpose of Allotment, such that no additional payment would be required from the Bidder and the Bidder is deemed to have approved such revised Bid at Cut-off Price. (i) In case of a downward revision in the Price Band, announced as above, Retail Individual Bidders, who have bid at Cut-off Price could either revise their Bid or the excess amount paid at the time of bidding would be refunded from the Escrow Account.
5. Thumb impressions and signatures other than in the languages specified in the Eighth Schedule to the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate under official seal. Signature of Bank Account Holder is applicable only in case of ASBA option, where Applicant and Bank Holder are different.
6. **Other Instructions:** a. Bids must be made only in the prescribed Revision Form, as applicable. b. Bids must be completed in full, in BLOCK LETTERS in ENGLISH. Bidders should note that the Syndicate Members will not be liable for errors in data entry due to incomplete or illegible Revision Forms. c. Ensure that Transaction registration Slip ("TRS") for your Bid has and any other applicable documents in support of the Revision are attached with the Revision Form

ISSUE STRUCTURE

	QIBs	Non-Institutional Bidders	Retail Individual Bidders
Number of Equity Shares	Upto Equity Shares.	Not less than Equity Shares or Issue less allocation to QIB Bidders And Retail Individual Bidders shall be available for allocation.	Not less than Equity Shares or Issue less allocation to QIB Bidders and Non-Institutional Bidders shall be available for allocation.
Percentage of Issue available for Allotment/ Allocation	Upto 50% of the Issue shall be Allotted to QIB Bidders. However, atleast 5% of the Net QIB Portion shall be available for allocation proportionately to Mutual Funds only. Mutual Funds participating in the 5% reservation in the Net QIB Portion will also be eligible for allocation in the remaining QIB Portion. Unsubscribed portion in the Mutual Fund reservation will be added to the Net QIB Portion.	Not less than 15% of the Issue or the Issue less allocation to QIB Bidders And Retail Individual Bidders shall be available for allocation.	Not less than 35% of the Issue or the Issue less allocation to QIB Bidders and Non-Institutional Bidders shall be available for allocation.
Basis of allocation irrespective category is oversubscribed	Proportionate. Under-subscription, if any, in any category, would be met with spill over from other categories at our sole discretion in consultation with the BRLMs and the Designated Stock Exchange		
Mode of Allotment	Compulsorily in dematerialised form.	Compulsorily in dematerialised form.	Compulsorily in dematerialised form.
Allotment Lot	A minimum of	Equity Shares and thereafter in multiples of	Share.
Trading Lot	One Equity Share.	One Equity Share.	One Equity Share.
Who can Apply	Public financial institutions as in Section 4A of the Companies Act, FIs and their sub-accounts registered with SEBI, other than a sub-account which are foreign corporates or foreign individuals, scheduled commercial banks, Mutual Funds, multilateral and bilateral development financial institutions, state industrial development corporations, insurance companies registered with the Insurance Regulatory and Development Authority, NIF, provident funds with minimum corpus of ₹ 250 million and pension funds with minimum corpus of ₹ 250 million in accordance with applicable law and insurance funds set up and managed by army, navy or air force of Union of India and insurance funds setup and managed by the Department of Posts, India.	Eligible NRIs, Resident Indian individuals, HUF (in the name of the Karta), companies, corporate bodies, scientific institutions, societies and trusts, sub-accounts of FIs, which are foreign corporates or foreign individuals.	Resident Indian individuals and HUFs in the name of the Karta) and Eligible NRIs.
Terms of Payment	The entire Bid Amount less discount, if any, shall be payable at the time of submission of Bid cum Application Form to the members of the Syndicate. In case of ASBA Bidders, the SCSB shall be authorised to block such funds in the bank accounts that are specified in the ASBA Bid cum Application Form.		

XYZ LIMITED





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COMMON BID REVISION FORM FOR ASBA / NON-ASBA	XYZ LIMITED - PUBLIC ISSUE - R	FOR RESIDENT INDIAN, QIB, ELIGIBLE NRI'S APPLYING ON A NON-REPATRIATION BASIS
Logo	To: The Board of Directors XYZ Limited	BOOK BUILDING ISSUE IN
		Bid cum Application Form No. _____
SYNDICATE MEMBER'S STAMP & CODE	BROKER'S/AGENTS STAMP & CODE	1. NAME & CONTACT DETAILS of Sole / First Applicant Mr. / Ms. _____ Tel. No (with STD code) / Mobile _____
ESCROW BANK / SCSS BRANCH STAMP & CODE	SUB-BROKER'S/SUB-AGENT'S STAMP & CODE	2. PAN OF SOLE / FIRST APPLICANT _____
BANK BRANCH SERIAL NO.	REGISTRAR'S / SCSS SERIAL NO.	3. BIDDER'S DEPOSITORY ACCOUNT DETAILS <input type="checkbox"/> NSDL <input type="checkbox"/> CDSL For NSDL enter 8 digit DP ID followed by 8 digit Client ID / For CDSL, enter 16 digit Client ID
PLEASE CHANGE MY BID		
2. FROM (as per last Bid or Revision)		
Bid Options	No. of Equity Shares Bid (Bids must be in multiples of Bid Lot as advertised) (In Figures)	Price per Equity Share (₹) "Cut-off" (Price in multiples of ₹ 1/- only) (In Figures)
	7 6 5 4 3 2 1	Bid Price Discount, if any Net Price "Cut-off" (Please tick)
Option 1	OLD BID	4 3 2 1 4 3 2 1 4 3 2 1
(OR) Option 2		<input type="checkbox"/>
(OR) Option 3		<input type="checkbox"/>
3. TO (Revised Bid)		
Bid Options	No. of Equity Shares Bid (Bids must be in multiples of Bid Lot as advertised) (In Figures)	Price per Equity Share (₹) "Cut-off" (Price in multiples of ₹ 1/- only) (In Figures)
	7 6 5 4 3 2 1	Bid Price Discount, if any Net Price "Cut-off" (Please tick)
Option 1	REVISED BID	4 3 2 1 4 3 2 1 4 3 2 1
(OR) Option 2		<input type="checkbox"/>
(OR) Option 3		<input type="checkbox"/>
4. PAYMENT DETAILS (Please tick (✓) any one of payment option A or B below) PAYMENT OPTIONS <input type="checkbox"/> Full Payment <input type="checkbox"/> Part Payment		
Additional Amount Paid (₹ in figures) _____ (₹ in words) _____		
<input type="checkbox"/> (A) CHEQUE/ DEMAND DRAFT (DD) <input type="checkbox"/> (B) ASBA		
Cheque/DD No. _____ Dated DD/MM/YYYY		Bank A/c No. _____
Drawn on (Bank Name & Branch) _____		Bank Name & Branch _____
<small>I/WE (ON BEHALF OF JOINT APPLICANTS, IF ANY) HEREBY CONFIRM THAT I/WE HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS BID REVISION FORM AND THE ATTACHED FORM 2A AND HEREBY AGREE AND CONFIRM THE BIDDERS UNDERTAKING AS GIVEN OVER LEAF. I/We (on behalf of joint applicants, if any) hereby confirm that I/We have read the Instructions for Filing up the Bid Revision Form given overleaf.</small>		
5A. SIGNATURE OF SOLE/ JOINT APPLICANT(S)	5B. SIGNATURE OF ASBA BANK ACCOUNT HOLDER(S) (AS PER BANK RECORDS) (FOR ASBA OPTION ONLY) <small>I/We authorize the SEBI to do all acts as are necessary to make the Application in the issue</small>	BROKER'S / SCSS BRANCH'S STAMP (Acknowledging upload of Bid in Stock Exchange system)
Date: _____, 2011	1) _____ 2) _____ 3) _____	
TEAR HERE		
XYZ LIMITED BID REVISION FORM	Acknowledgement Slip for Syndicate Member / SCSS	Bid cum Application Form No. _____
DPID / CLID _____	PAN _____	
Additional Amount Paid (₹) _____ Bank & Branch _____		Stamp & Signature of Banker
Cheque / DD/ASBA Bank A/c No. _____		
Received from Mr./Ms. _____		
Telephone / Mobile _____	Email _____	
TEAR HERE		
XYZ LIMITED BID REVISION FORM	Option 1 Option 2 Option 3	Acknowledgement of Syndicate Member / SCSS
No. of Equity Shares	REVISED BID	Name of Sole / First Applicant
Bid Price		
Additional Amount Paid (₹) _____		Acknowledgement Slip for Bidder
Cheque / DD/ASBA Bank A/c No. _____		Bid cum Application Form No. _____
Bank & Branch _____		

TEAR HERE

PLEASE FILL IN BLOCK LETTERS

TEAR HERE