

**SECURITIES AND EXCHANGE BOARD OF INDIA (ISSUE OF CAPITAL AND
DISCLOSURE REQUIREMENTS) REGULATIONS, 2009**

SCHEDULE V
[See regulations 6(6) and 101(4)]

**MANNER OF SUBMISSION OF SOFT COPY OF DRAFT OFFER DOCUMENT AND
OFFER DOCUMENT TO THE BOARD**

- (1) The soft copies of draft and final offer document shall be submitted in PDF format in a compact disk placed in a sealed envelope.
- (2) One compact disk shall contain the draft or final offer document of only one issue and in single file.
- (3) While submitting the compact disk, the lead merchant banker shall, *inter alia*, certify to the Board that the information contained in the compact disk contains all text and data in a systematic order, matches exactly with the contents of the hard copy of the offer document and satisfies the requirements of this Schedule.
- (4) The compact disk containing the offer document shall have a sticker duly pasted giving the following information:
 - (a) The name of the merchant banker;
 - (b) Name of the issuer;
 - (c) Type of the issue ;
 - (d) Signature of the person who has signed the due diligence certificate.
- (5) The sticker on the compact disk containing final offer document shall mention all the information as stated in clause (4) and the following additional information:
 - (a) Date of registering red herring prospectus or the prospectus with the Registrar of Companies or filing the letter of offer with the designated stock exchanges
 - (b) Issue opening date.
- (6) If the requirements of this Schedule are not fulfilled, the offer document would be liable to be rejected.
- (7) The lead merchant bankers shall, within one day of the hosting of offer document on the website (if the next day is a holiday, on the first working day), confirm to the Board in writing that the contents of the offer document appearing on the website are in order.
- (8) The following information shall also be submitted with soft copies of the offer documents:

Sr. No.	Particulars	Comments
(i)	Soft copy submitted by:	
(ii)	Content Title:	
(iii)	Whether the Documents are in PDF Format?	YES/NO
(iv)	Whether the tabular data in the PDF format are in order?	YES/NO/N.A.
(v)	Whether the Sr. Numbers of paragraph/points are in order and matches with the printed copy?	YES/NO/N.A.
(vi)	Whether the alignments of all paragraphs are in order?	YES/NO
(vii)	Whether all relevant image files, if any are available in the compact disk?	YES/NO/N.A.
(viii)	Whether the contents of the PDF format and hard copy of the offer document have been compared and found to be in	YES/NO

	order?	
(ix)	Whether the spacing between lines and paragraphs is uniform?	YES/NO
(x)	Remarks, if any	

Prepared by:

Verified by:

Date:
