

# TALDA LEARNING CENTRE

*Building conceptions.....*



## CAPITAL MARKET & SECURITIES LAW

**CS EXECUTIVE**

**MODULE II – PAPER 6**

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**AS APPLICABLE FOR DECEMBER 2017**

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## UNIT 1: OVERVIEW OF CAPITAL MARKET

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>INTRODUCTION</b></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="background-color: #4a7ebb; color: white; text-align: center; padding: 2px;">Indian Financial System</p> <ul style="list-style-type: none"> <li>Financial institutions</li> <li>Financial markets</li> <li>Financial instruments</li> <li>Financial services</li> </ul> <p style="font-size: 0.8em; margin-top: 5px;">articles-junction.blogspot.com</p> </div> | <p>Every economy needs a sound financial system for encouraging savings habits, mobilizing savings from households and other segments and allocating savings into productive usages such as trade, commerce and manufacture etc.</p> <p>Financial systems cover both cash and credit transactions. All financial transactions are dealt with by Cash payment or issue of negotiable instruments like cheque, bills of exchange, hundies, etc. Thus, a financial system is a set of institutional arrangements through which financial surpluses are mobilized from the units generating surplus income and transferring them to the others in need of them. <i>In a nutshell, financial market, financial assets, financial services and financial institutions constitute the financial system.</i></p> <p>A country's financial systems include its banks, securities markets, pension and mutual funds, insurers, market infrastructures, central bank, as well as regulatory and supervisory authorities. These institutions and markets provide a framework/platform for carrying out economic transactions and monetary policy and it also helps in mobilizing savings into investment.</p> <div style="text-align: center; margin-top: 20px;"> <pre> graph LR     FUNDING --&gt; DIRECT     FUNDING --&gt; INDIRECT     DIRECT --&gt; FM[FINANCIAL MARKETS]     INDIRECT --&gt; FI[FINANCIAL INTERMEDIARY]     FM --&gt; MM[MONEY MARKET]     FM --&gt; CM[CAPITAL MARKETS]     FI --&gt; FINI[FINANCIAL INSTITUTIONS]     FI --&gt; BANKS     CM --&gt; BMD[BOND MARKET DEBT]     CM --&gt; EM[EQUITY MARKET]         </pre> </div> |
| <p><b>FINANCIAL SYSTEM</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Functions of a Good Financial System:</b></p> <ul style="list-style-type: none"> <li>(i) Regulation of Currency;</li> <li>(ii) Banking Functions;</li> <li>(iii) Performance of Agency Services and Custody of Cash Reserves;</li> <li>(iv) Management of National Reserves of International Currency;</li> <li>(v) Credit Control;</li> <li>(vi) Administering Fiscal, National and Monetary Policy;</li> <li>(vii) Supply and Development of Funds for Productive use;</li> <li>(viii) Maintaining Liquidity.</li> </ul> <p><b>Keys for ensuring the Long Term Growth of the Financial System:</b></p> <ul style="list-style-type: none"> <li>(i) Education of investors;</li> <li>(ii) Giving autonomy to Financial Institutions to become efficient under competition;</li> <li>(iii) Consolidation through mergers;</li> <li>(iv) Facilitating entry of new institutions to add depth to the market;</li> <li>(v) Minimizing regulatory measures and market segmentation.</li> </ul> <p><b>JUNE 2016:</b> "A well-functioning securities market is conducive to sustained economic growth." Explain.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>ORGANIZATIONAL STRUCTURE OF FINANCIAL SYSTEM</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>The organizational structure of the financial systems is divided into various components:</p> <ul style="list-style-type: none"> <li>(i) Financial Markets</li> <li>(ii) Products &amp; Market Participants</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>FINANCIAL MARKETS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>The financial markets facilitate the efficient transfer of idle resources to others who have need of such resources. <b>It channelizes savings into investment.</b> The financial market contributes to economic development of a country which depends on the rates of savings and investments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|  | <p>In other words, Financial Market is a market in which people trade financial securities and commodities at low transaction costs and at prices that reflect supply and demand. Securities include stocks and bonds, and commodities.</p> <p>➤ <u>Financial market is a place which facilitates:</u></p> <ul style="list-style-type: none"> <li>(i) The raising of capital (in the capital markets)</li> <li>(ii) The transfer of risk (in the derivatives markets)</li> <li>(iii) The transfer of liquidity (in the money markets)</li> <li>(iv) International trade (in the currency markets)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>MONEY MARKET</b><br/>(less than 1 year)</p>                                | <p>Money Market means a market where borrowers and lenders exchange short – term (not more than 1 year) funds to <b>solve their liquidity needs</b>. It is market where money is being traded as a commodity to fulfil the short – term requirements of banks, financial institution and the Govt. Money market instruments include treasury bills, commercial papers, certificate of deposits and bills of exchange. Domestic money market in India is MIBOR whereas LIBOR is an international money market which decides interest rate.</p> <p>➤ <u>MIBOR</u>: Mumbai Inter – Bank Offered Rate (Benchmark for India Money Market)</p> <p>➤ <u>LIBOR</u>: London Inter – Bank Offered Rate (Benchmark for International Money Market)</p> <p>Money markers allow banks to manage their liquidity as well as provide the Central bank means to conduct monetary policy. <b>Money markets are markets for debt instruments with a maturity up to 1 year.</b></p> <p>In short, a market for the exchange of the short – term funds is known as the money market and solves the liquidity needs of the lenders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>CAPITAL MARKET</b><br/>(Long Term Funds)</p>                               | <p>The market which involves all kinds of lending and borrowing that are direct or indirect claims to the capital is known as capital market. In other words, Capital markets are financial markets for the buying and selling of long – term debt or equity backed securities.</p> <p><b>Example of Capital Market Transactions:</b> When a company wants to raise long – term finance (i. e. equity shares, debentures &amp; preference etc.), it often sells equity shares to the capital markets. It is a capital market transaction.</p> <p>➤ <u>Need for Capital Market:</u></p> <ol style="list-style-type: none"> <li>1. This market plays an important role in promoting &amp; sustaining the growth of an economy.</li> <li>2. It is a tool for mobilizing funds for private and government sector organization.</li> <li>3. It provides an effective source of investment in the economy.</li> <li>4. A well – functioning capital market tends to improve information quality as it plays a major role in encouraging the adoption of stronger corporate governance principles, thus supporting a trading environment, which is founded on integrity.</li> <li>5. Capital market has played a crucial role in supporting periods of technological progress and economic development throughout history.</li> <li>6. Capital markets make it possible for companies to give shares to their employees via Employee Stock Option Plans (ESOPs).</li> <li>7. Capital markets provide a currency for acquisitions via share swaps.</li> <li>8. Capital markets provide an excellent route for disinvestments to take place.</li> <li>9. Venture Capital and Private Equity funds investing in unlisted companies get an exit option when the company gets listed on the capital markets.</li> </ol> <p>➤ <u>Functions of the Capital Market:</u></p> <ol style="list-style-type: none"> <li>1. Mobilization of savings &amp; acceleration of Capital</li> <li>2. Facilitate buyer and seller for sale and buy of securities</li> <li>3. Promotion of Industrial growth</li> </ol> <p>However, the capital market also facilitates the process of efficient price discovery and</p> |

|                                                  | <p>settlement of transactions with predetermined time schedule.</p> <p><b>Securities Market:</b> It is the market for those financial instruments that are easily transferable by sale. It has two inter – dependent and inseparable segments i. e. Primary Market and Secondary Market.</p> <p style="text-align: center;"><b>Distinguish between Primary Market &amp; Secondary Market (DEC 2008)</b></p> <table><tr><th>BASIS</th><th>PRIMARY MARKET</th><th>SECONDARY MARKET</th></tr><tr><td><b>Definition</b></td><td>It is a market for those instruments that are issue for the first time.</td><td>This market provides a platform for sale or purchases of already issued securities in the Stock Market by the existing investors.</td></tr><tr><td><b>Investment</b></td><td>In the primary market, an investor can make direct investment in the Company and in turn, company allots securities to the investors.</td><td>In the Secondary market, an investor can buy securities from a security holder via stock exchange. It means no direct allotment of shares to the investors.</td></tr><tr><td><b>Example</b></td><td>Public issue of Company for raising funds via IPO/FPO.</td><td>Stock Exchange (i. e. Bombay Stock Exchange &amp; National Stock Exchange).</td></tr><tr><td><b>Classification</b></td><td>There is no classification of the primary market.</td><td>We can classify secondary market into two parts i. e. Spot market and Future Market.</td></tr></table> | BASIS                                                                                                                                                       | PRIMARY MARKET | SECONDARY MARKET | <b>Definition</b> | It is a market for those instruments that are issue for the first time.                                                     | This market provides a platform for sale or purchases of already issued securities in the Stock Market by the existing investors. | <b>Investment</b> | In the primary market, an investor can make direct investment in the Company and in turn, company allots securities to the investors.                                               | In the Secondary market, an investor can buy securities from a security holder via stock exchange. It means no direct allotment of shares to the investors. | <b>Example</b> | Public issue of Company for raising funds via IPO/FPO.                            | Stock Exchange (i. e. Bombay Stock Exchange & National Stock Exchange).            | <b>Classification</b> | There is no classification of the primary market. | We can classify secondary market into two parts i. e. Spot market and Future Market. |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------|--------------------------------------------------------------------------------------|
| BASIS                                            | PRIMARY MARKET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SECONDARY MARKET                                                                                                                                            |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>Definition</b>                                | It is a market for those instruments that are issue for the first time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | This market provides a platform for sale or purchases of already issued securities in the Stock Market by the existing investors.                           |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>Investment</b>                                | In the primary market, an investor can make direct investment in the Company and in turn, company allots securities to the investors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | In the Secondary market, an investor can buy securities from a security holder via stock exchange. It means no direct allotment of shares to the investors. |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>Example</b>                                   | Public issue of Company for raising funds via IPO/FPO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Stock Exchange (i. e. Bombay Stock Exchange & National Stock Exchange).                                                                                     |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>Classification</b>                            | There is no classification of the primary market.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | We can classify secondary market into two parts i. e. Spot market and Future Market.                                                                        |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>DEBT MARKET VS. EQUITY MARKET (JUNE 2015)</b> | <table><tr><th>BASIS</th><th>DEBT MARKET</th><th>EQUITY MARKET</th></tr><tr><td><b>Definition</b></td><td>Debt markets are markets for the issuance, trading and settlement of various types and features of fixed income securities.</td><td>Equity Markets are markets for the issuance, trading and settlement of various types of shares.</td></tr><tr><td><b>Issued by</b></td><td>Fixed Income securities can be issued by any legal entity like Central and State Governments, public bodies, statutory corporations, banks and institutions and corporation bodies.</td><td>Shares can be issued by any company including Government Company.</td></tr><tr><td><b>Risk</b></td><td>Debt Market instruments are less risky in comparison to equity market instruments</td><td>Equity market instruments are more risky in comparison to debt market instruments.</td></tr><tr><td><b>Regulated by</b></td><td>RBI</td><td>SEBI</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | BASIS                                                                                                                                                       | DEBT MARKET    | EQUITY MARKET    | <b>Definition</b> | Debt markets are markets for the issuance, trading and settlement of various types and features of fixed income securities. | Equity Markets are markets for the issuance, trading and settlement of various types of shares.                                   | <b>Issued by</b>  | Fixed Income securities can be issued by any legal entity like Central and State Governments, public bodies, statutory corporations, banks and institutions and corporation bodies. | Shares can be issued by any company including Government Company.                                                                                           | <b>Risk</b>    | Debt Market instruments are less risky in comparison to equity market instruments | Equity market instruments are more risky in comparison to debt market instruments. | <b>Regulated by</b>   | RBI                                               | SEBI                                                                                 |
| BASIS                                            | DEBT MARKET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | EQUITY MARKET                                                                                                                                               |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>Definition</b>                                | Debt markets are markets for the issuance, trading and settlement of various types and features of fixed income securities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Equity Markets are markets for the issuance, trading and settlement of various types of shares.                                                             |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>Issued by</b>                                 | Fixed Income securities can be issued by any legal entity like Central and State Governments, public bodies, statutory corporations, banks and institutions and corporation bodies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Shares can be issued by any company including Government Company.                                                                                           |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>Risk</b>                                      | Debt Market instruments are less risky in comparison to equity market instruments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Equity market instruments are more risky in comparison to debt market instruments.                                                                          |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>Regulated by</b>                              | RBI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SEBI                                                                                                                                                        |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |
| <b>PRODUCT AND MARKET PARTICIPANTS</b>           | <p>The various products of the securities markets include shares, scrips, stocks, bonds, debentures, debentures stocks etc. and the principle of demand and supply determines the prices of these products.</p> <p>The major investors in the securities markets include individuals, companies, government bodies etc. These participants of the securities market are divided into following three categories:</p> <ul style="list-style-type: none"><li>(i) Issuer of Securities;</li><li>(ii) Investor in Securities; and</li><li>(iii) The Intermediaries</li></ul> <p><b>Securities market and economic growth</b></p> <p>The following points are worth noting in connection with the securities market and the economic growth of the country:</p> <ul style="list-style-type: none"><li>(i) <u>Securities Market acts as a Bridge:</u></li></ul> <p>The securities market acts as a bridge between the person having surplus fund for</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                             |                |                  |                   |                                                                                                                             |                                                                                                                                   |                   |                                                                                                                                                                                     |                                                                                                                                                             |                |                                                                                   |                                                                                    |                       |                                                   |                                                                                      |



investment and the persons who are in need of them;

(ii) International Linkage:

The advent of globalization has connected the domestic market with the rest of the world;

(iii) Improved Investment Allocation:

The efficiency with which the existing capital stock is employed is very well monitored by the securities market;

(iv) Standardized Products and Reduction in Costs:

Due to the increase in competition, the quality of the products is increasing and consequently their cost is decreasing. The competition is constantly increasing because a wide range of funds are available through the financial markets.

(v) Development Benefits:

The securities market provides financial opportunities to the persons having ideas and talent for developing a business. Subsequently, it enhances the economic growth and leads to development.

### **MARKET REGULATION (JUNE 2007)**

It is necessary to have a proper regulatory framework for smooth functioning of securities market and to boost the confidence of investors for investing money in this market. In this regard, Government of India to reform/smooth functioning of market, it was initiated establishment of SEBI and depositories.

In India, we have the following regulatory framework:

- **The SEBI Act, 1992:**

The SEBI was established for the purposes to:

- (i) Protect the interests of investors in securities market;
- (ii) Promote the development of securities market;
- (iii) Regulate the securities market.

- **The Securities Contract (Regulation) Act, 1956:**

Provides Direct & Indirect control in all aspects of securities trading & gives jurisdiction over:

- (i) Stock exchanges through a process of recognition and continued supervision;
- (ii) Contracts in securities;
- (iii) Listing of securities on stock exchanges.

As a condition of recognition, a stock exchange must comply with the prescribed conditions of Central Government.

- **The Depositories Act, 1996:**

This Act provides for the establishment of Depositories in securities with the objective of –

- (i) Making the securities of public limited companies freely transferable in electronic mode;
- (ii) Dematerialization of securities;
- (iii) Maintenance of ownership records in a book entry form.

In India, there are two depositories (NSDL – National Securities Depositories Ltd. and Central Depository Services Ltd.) registered with SEBI.

- **The Companies Act, 2013:**

The Act deals with:

- (i) The issue, allotment and transfer of securities;
- (ii) Managing various aspects relating to company management;
- (iii) Regulating the underwriting and use of premium and discount on issues.

- **Regulators:**

The Securities Market is being regulated by the following regulators:-

- (i) Department of economic affairs;
- (ii) Ministry of Corporate Affairs (MCA) in connection with the Companies Act, 2013;

|                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                                                                                                                         | <p>(iii) Reserve Bank of India (RBI) in connection with the receipt of foreign remittances in the form of Securities;</p> <p>(iv) Securities Exchange Board of India (SEBI) in connection with Indian Securities Market including Primary Market &amp; Secondary Market.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SECURITIES MARKET REFORMS &amp; REGULATORY MEASURES (JUNE 2009)</b>                                                  | <p>The Govt. of India and SEBI has taken a number of measures in order to improve the working of securities market. In this regard, the major reforms undertaken in capital market of India include:</p> <ul style="list-style-type: none"> <li>• <b><u>Control over issue of Capital:</u></b> Earlier, the capital market was regulated by the Capital Issues (Control) Act, 1947. In 1992, the SEBI Act, 1992 was enacted by the Parliament of India to protect the interests of investors and also to regulate the capital market. The SEBI Act, 1992 replaced the earlier law i. e. the Capital Issues (Control) Act, 1947.</li> <li>• <b><u>Establishment of regulator:</u></b> A major initiative of regulation was the establishment of a statutory autonomous agency i. e. SEBI in year 1992.</li> <li>• <b><u>Screen Based Regulator:</u></b> To make the capital market transparent, a major initiative was a nation – wide on – line fully – automated screen based trading system (SBTS) where a member can punch into the computer quantities of securities and the prices at which he likes to transact and the transaction is executed as soon as it finds a matching sale or buy order from Oa counter party.</li> <li>• <b><u>Depositories Act, 1996:</u></b> The earlier settlement system gave rise to settlement risk. This was due to the time taken for settlement and due to the physical movement of paper. Further, the transfer of shares in favour of the purchaser by the company also consumed considerable amount of time. To obviate these problems, the Depositories Act, 1996 was passed to provide for the establishment of depositories in securities.</li> <li>• <b><u>Corporate Governance:</u></b> The SEBI amended Clause 49 of the Listing Agreement and inserted the new provisions relating to the Corporate Governance. The major changes in the new Clause 49 include amendments/additions to provisions relating to definition of independent directors, strengthening the responsibilities of audit committees, improving quality of financial disclosures etc. Certain non – mandatory clauses are also included like whistle blower policy.</li> <li>• <b><u>Green Shoe Option:</u></b> As a stabilization tool for post listing price of newly issued shares, SEBI has introduced the green shoe option facilities in IPOs.</li> <li>• <b><u>Grading for Initial Public Offerings:</u></b> Grading of all IPOs was made mandatory. The grading would be done by credit rating agencies, registered with SEBI. It would be mandatory to obtain grading from at least one credit rating agency. The grading would be disclosed in the prospectus, abridged prospectus and in every advertisement for IPOs.</li> </ul> |
| <b>FEATURES OF DEVELOPED CAPITAL MARKET: THE INTERNATIONAL ORGANIZATION OF SECURITIES COMMISSION (IOSCO) (DEC 2014)</b> | <p>The International Organization of Securities Commissions (IOSCO), established in 1983 for the purpose to bring together the world's securities regulators. It is a recognized global standard setter for the securities sector.</p> <p>IOSCO develops, implements, and promotes adherence to internationally recognized standards for securities regulation, and is working intensively with the G20 and the Financial Stability Board (FSB) on the global regulatory reform agenda.</p> <p>IOSCO's membership regulates more than 95% of the world's securities markets. Its members include over 120 securities, regulators and 80 other securities markets participants (i. e. stock exchanges, financial regional and international organizations etc.).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

IOSCO is the only international financial regulatory organization which includes all the major emerging markets jurisdictions within its membership. IOSCO provides comprehensive technical assistance to its members which regulate the emerging market.

### **IOSCO OBJECTIVES**

IOSCO has been established for achieving the following objectives:

(i) To Protect Investor: To enhance investor protection and promote investor confidence in the integrity of securities markets, through strengthened information exchange and cooperation in enforcement against misconduct and in supervision of markets and market intermediaries;

(ii) To Ensure that Markets are Fair, Efficient and Transparent: To cooperate in developing, implementing and promoting adherence to internationally recognized and consistent standards of regulation, oversight and enforcement in order to protect investors, maintain fair, efficient and transparent markets, and seek to address systemic risks; and

(iii) To Reduce Systemic Risk: To reduce systemic (universal) risk, IOSCO exchanges information at both global and regional levels on their respective experiences in order to assist the development of markets, strengthen market infrastructure and implement appropriate regulation.

### **MEMBERSHIP OF IOSCO:**

There are three types of memberships of IOSCO based on the different approaches to the securities market issues.

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>ORDINARY MEMBER</b>  | <p>Ordinary members of IOSCO are those members who are primarily working as regulators of securities or futures markets in a jurisdiction and each ordinary member has one vote.</p> <p><b>Example:</b> Securities and Exchange Board of India (SEBI) is the regulator of Indian Securities Market. Securities Exchange Commission is the regulator of USA Securities Market.</p> <p>In other words, all governmental body which are responsible for regulation of securities can only be entered as ordinary member under the category. The ordinary membership of a self – regulatory body admitted to IOSCO will lapse if a governmental regulatory body from the same jurisdiction becomes the ordinary member for that jurisdiction.</p> |
| <b>ASSOCIATE MEMBER</b> | <p>Associate members of IOSCO are those members which are other securities and/or futures regulators in a jurisdiction, if that jurisdiction has more than one.</p> <p><b>Example:</b> The Commodity Futures Trading Commission, the International Commission of Securities and the North American Securities Administrators' Association in the United States are associate members of IOSCO with the U. S. Securities and Exchange Commission being the ordinary members for the United States.</p> <p><b>Note:</b> Associate members have no rights to vote in IOSCO. A self-regulatory body is not eligible for associate membership.</p>                                                                                                 |
| <b>AFFILIATE MEMBER</b> | <p>Affiliate members of IOSCO are those members other than the regulators.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



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|                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Example:</b> Stock exchanges, self – regulatory organizations, and various stock market industry associations. Affiliate members have no voting rights.</p> <p>In other words, A self – regulatory body (SRO), or an international body, with an appropriate interest in securities regulation is eligible for this category of membership.</p> <p><b>Note:</b> Currently, IOSCO has 145 members: 118 ordinary members, 12 associate members and 15 affiliate members.</p> |
| <p><b>MULTILATERAL MEMORANDUM OF UNDERSTANDING CONCERNING CONSULTATION AND CO – OPERATION AND EXCHANGE OF INFORMATION (MMoU)</b></p> | <p>MMoU is a document signed by the members of IOSCO for cross – border co – operation to combat violations of securities and derivatives laws. In other words, it is an arrangement among the member countries of IOSCO for sharing information while investigating possible securities law violations.</p> <p>An international benchmark for co – operation and information sharing that builds on the many existing IOSCO Resolutions and Principles to enhance the level of co – operation and information exchange to combat cross – border fraud and other securities violations. Therefore, it is a commitment among signatories to provide assistance and co – operation in accordance with the terms and conditions set out in the MMoU.</p> <p><b>What are the objectives of the MMoU?</b></p> <ul style="list-style-type: none"> <li>(i) Enhancing jurisdictions’ ability and willingness of Co – operation internationally.</li> <li>(ii) To better ensure compliance with and enforcement of securities laws and regulations.</li> <li>(iii) Enhancing the ability of regulators to detect and deter cross – border financial crime.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

### CREDIT RATING AGENCY



Credit Rating does not only cover rating of securities but also covers rating of fixed deposits, foreign exchange, country ratings and real estates. As per the SEBI (Credit Rating Agencies) Regulations, 1999, the definition of credit rating agencies and rating:

#### • RATING

Rating means an **opinion** regarding securities expressed in the form of standard symbols or in any other standardized manner, assigned by a CRA and used by the issuer of such securities to comply with a requirement specified by these Regulations.

#### • CREDIT RATING AGENCIES:

*“CRA means a body corporate engaged in or proposes to be engaged in the business of rating of securities offered by the way of public or right issue”.*

In simple term, CRA is a company that assigned credit ratings, which rate a debtor's ability to pay back debt by making timely interest payments and the likelihood of default. Further, it is an obligation on all the companies which are doing rating business, must register itself with SEBI before starting its business.

In India, the following six credit rating agencies registered with SEBI which give credit ratings:

#### (a) **CRISIL (Credit Rating and Information Services (India) Limited):**

- ❖ CRISIL Ltd. is India's first credit rating agency incorporated in 1987 which is providing ratings, research, and risk and policy advisory services.
- ❖ It is an India's leading ratings agency.
- ❖ It provides rating services to the entire range of debt instruments like bank loans, certificates of deposit, commercial paper, non – convertible debentures, bank hybrid capital instruments, asset – backed securities, mortgage – backed securities, perpetual bonds, and partial guarantees including the other securities.

#### (b) **ICRA Limited (Investment Information and Credit Rating Agency of India Limited):**

- ❖ ICRA Ltd. was set up in 1991 by leading financial/investment institutions, commercial banks and financial services companies as an independent and professional investment Information and Credit Rating Agency.
- ❖ It is a joint – venture between Moody's and various Indian commercial banks and financial services companies.

#### (c) **CARE (Credit Analysis and Research Limited):**

- ❖ CARE Ltd. commenced its operations in April 1993.
- ❖ It was established itself as the second – largest credit rating agency in India.
- ❖ CARE Ratings has also emerged as the leading agency for covering many rating segments like that for banks, sub – sovereigns and IPO grading.
- ❖ CARE's registered office and head office, is located at Mumbai and also having regional offices at different locations like Ahmedabad, Bangalore, Chennai, Hyderabad, Jaipur, Kolkata, New Delhi, Pune, Coimbatore.

#### (d) **India Ratings and Research Pvt. Ltd. (Formerly Fitch Rating India Pvt. Ltd.):**

- ❖ India Ratings and Research (Ind – Ra) is India's most respected credit rating agency which provides accurate & timely ratings.
- ❖ It changed its name in 2001 to India Ratings and Research Pvt. Ltd.
- ❖ Ind – Ra currently maintains coverage of corporate issuers, financial institutions, which includes banks and insurance companies, Finance & leasing companies and managed funds, Urban Local Bodies and Project Finance.
- ❖ Ind – Ra is headquartered in Mumbai and has six branch offices located at Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad and Kolkata.
- ❖ Ind – Ra is recognized by the Securities and Exchange Board of India, the Reserve Bank of India and National Housing Bank.
- ❖ Ind – Ra is a wholly owned subsidiary of the Fitch Group.

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|                                          | <p>(e) <b>Brickwork Rating Pvt. Ltd.:</b></p> <ul style="list-style-type: none"> <li>❖ Brickwork Ratings is a SEBI, RBI &amp; NSIC registered credit rating agency offers Bank Loan, NCD, Commercial paper, MSME ratings and other grading services.</li> <li>❖ It is a Bangalore – based company and had started its operation in 2008 after its registration with SEBI.</li> <li>❖ It has presence in Bengaluru, New Delhi, Mumbai, Chennai, Hyderabad, Kolkata, Ahmedabad, Guwahati as well as 50 other cities in India.</li> <li>❖ It is also registered with Ministry of New and Renewable Energy (MNRE) to offer green ratings.</li> </ul> <p>(f) <b>SMERA (SME Rating Agency of India Limited):</b></p> <ul style="list-style-type: none"> <li>❖ SMERA Ratings Ltd. is a joint initiative of Small Industries Development Bank of India (SIDBI), Dun &amp; Bradstreet Information Services India Private Limited (D &amp; B) and many leading public and private sector banks in India.</li> <li>❖ SMERA started its operations in 2005 as a credit rating agency for Micro, Small and Medium Enterprises (MSME) sector in the country.</li> <li>❖ It is registered with SEBI and also empanelled as an approved rating agency by the National Small Industries Corporation Ltd. (NSIC) under the “Performance &amp; Credit Rating Scheme for Small Industries”, approved by the Ministry of Small Scale Industries, Government of India.</li> <li>❖ It has its Registered and Head Office in Mumbai, currently operates from 11 locations spread across the country.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>NEED/USES OF CREDIT RATING</b></p> | <p>Credit rating is extremely useful for understanding the risk and return relationship for an investor. Other than an investor, the Credit rating can also be used by the Issuer Company, the Intermediaries and the Regulators.</p> <p>➤ <b>For Investors:</b></p> <p>The main purpose of credit rating is to communicate to the investors the relative ranking of the default loss probability for a given fixed income investment, in comparison with other rated instruments. In a way it is essentially an information service. In the absence of professional credit rating, the investor has to largely depend on his familiarity with the names of promoters or collaborators of a company issuing debt instruments. This is not a reliable method of evaluation for investment.</p> <p>Credit rating by skilled, competent and credible professionals eliminates or at least minimizes the role of name recognition and replaces it with a well researched and properly analyzed opinion.</p> <p>This method provides a low cost supplement to investors. Large investors use information provided by rating agencies such as upgrades and downgrades and alter their portfolio mix by operating in the secondary market. Investors also use the industry reports, corporate reports, seminars and open access provided by the credit rating agencies.</p> <p>➤ <b>For Issuer Companies:</b></p> <p>The market places immense faith in opinion of credit rating agencies, hence the issuers also depend on their critical analysis. This enables the issuers of highly rated instruments to access the market even during adverse market conditions. Credit rating gives exact picture about the financial health of a company, in case the company wishes to improve its credit rating. It can take clue from such credit rating.</p> <p>Credit rating provides a basis for determining the additional return (over and above a risk free return) which investors must get in order to be compensated for the additional risk that they bear. The difference in price leads to significant cost savings in the case of highly rated instruments. A good credit rating improves the overall reputation of the company in the market and accordingly, investors shall invest their hard earned money with full confidence.</p> |

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|                                               | <p>➤ <b>For Intermediaries:</b><br/>Rating is useful to Intermediaries such as merchant bankers for planning, pricing, underwriting and placement of the issues. Intermediaries like brokers, bankers to the issue, registrar &amp; transfer agent and dealers in securities use rating as an input for monitoring their risk exposures. Merchant bankers also use credit rating for pre – packaging issues by way of asset securitization/structured obligations.</p> <p>➤ <b>For Regulators:</b><br/>The Reserve Bank of India (RBI) prescribes a number of regulatory uses of ratings. The RBI requires that a NBFC must have minimum investment grade credit rating if it intends to accept public deposits.</p> <p>As per money market regulations of the RBI, a corporate must get an issue of CP rated and can issue such paper subject to a minimum rating. SEBI has also stipulated that ratings are compulsory for all public issue of debentures. SEBI has also made mandatory for acceptance of public deposit by Collective Investment Schemes. Accordingly, rating is required to comply with various regulatory requirements of Indian Laws.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>FACTORS FOR SUCCESS OF A RATING SYSTEM</b> | <ul style="list-style-type: none"> <li>✓ Credible and independent structure and procedures;</li> <li>✓ Professionalism and industry related expertise;</li> <li>✓ Confidentiality</li> <li>✓ Analytical research, integrity and consistency</li> <li>✓ Objectivity and impartiality of opinions;</li> <li>✓ Timeliness of rating review and announcement of changes;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>RATING METHODOLOGIES</b>                   | <p>The rating of industry is based on the nature of the business. For rating purposes, we can divide the entire industry into two parts:</p> <p>(i) Manufacturing into two parts;<br/>(ii) Service Sector</p> <p>➤ <b><u>Operating Efficiencies:</u></b> Ability to control costs, productivity efficiencies relative to others, labour relationship, extent of forward and backward integration, access to raw materials/markets, and technology.</p> <p>➤ <b><u>Industry Risk:</u></b> It is defined as the strength of the industry within the economy and relativity to the economic trends. It is evaluated on the basis of factors like business cyclicality, earnings volatility, growth prospects, demand supply Projections, entry barriers and extent of competition and nature and extent of regulation.</p> <p>➤ <b><u>Company's Industry and Market Position:</u></b> The company's sales position in its major fields and its historical background of its market position is analyzed along with ability to sustain/increase market shares; brand strength and position; price leadership and distribution and marketing strengths/weaknesses.</p> <p>➤ <b><u>Accounting Quality:</u></b> Financial statements are adjusted for non – standard accounting treatments. Overall evaluation of the accounting policies employed and the extent to which they understate or overstate financial performance and position.</p> <p>These include analysis of auditor's qualifications, revenue recognition, depreciation policy, inventory evaluation, funding for pension liabilities, undervalued assets etc. Financial flexibility Evaluation of the company's financing needs, plans and alternatives, its flexibility to accomplish its financing programmes under stress without damaging creditworthiness.</p> <p>➤ <b><u>Earnings Protection:</u></b> The key measurements which indicate the basis long – term earnings power of the company including return on capital, profit margins, earnings from various business segments, sources of future earnings growth, coverage ratios</p> |

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|                                                 | <p>etc.</p> <ul style="list-style-type: none"> <li>➤ <b>Financial Leverage:</b> Relative usage of debt and levels of debt appropriate to different types of businesses, utilization of long and short – term sources of funds, management of working capital.</li> <li>➤ <b>Cash Flow Adequacy:</b> It is the relationship of cash flows to leverage and the ability to internally meet all cash needs of the business. It measures the magnitude and variability of future cash flows relating to debt servicing obligations and other commitments such as group company funding, BIFR packages and contingent liabilities.</li> </ul> <p>This analysis goes into the inherent protective factors for expected cash flows of the company and the sensitivity of these cash flows to changes in variables like raw material costs and selling prices.</p> <ul style="list-style-type: none"> <li>➤ <b>Management Evaluation:</b> The record of achievement in operations and financial results, strategic and financial planning, commitment, consistency and credibility, overall quality of management, line of succession, strength of middle management and organization structure and its linkage with the operating environment and management strategies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>RATINGS FOR FINANCIAL SERVICES COMPANIES</b> | <p><b>The rating for non – banking financial services companies is based on CAMEL Model:</b></p> <p><b>C</b> stands for Capital Adequacy,<br/> <b>A</b> stands for Assets Quality,<br/> <b>M</b> stands for Management,<br/> <b>E</b> stands for Earnings,<br/> <b>L</b> stands for Liquidity</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>RATINGS PROCESS</b>                          | <ul style="list-style-type: none"> <li>• <b>Step – 1: Initial Stage</b> <ul style="list-style-type: none"> <li>(i) Agreement between Credit Rating Agency and the Company</li> <li>(ii) Mandate to be given to the Credit Rating Agency by the Company</li> <li>(iii) Credit Rating Agency assigns a team for the said working of rating</li> </ul> </li> <li>• <b>Step – 2: Fact findings &amp; analysis</b> <ul style="list-style-type: none"> <li>(i) The CRA team receives initial information from the company and conduct basic research</li> <li>(ii) The CRA team will have meetings with the representative of the Company and if required visit the company office</li> <li>(iii) The CRA team will analyze the collected information and prepare a report</li> </ul> </li> <li>• <b>Step – 3: Rating Finalization</b> <ul style="list-style-type: none"> <li>(i) Preview meeting</li> <li>(ii) Rating meeting</li> </ul> </li> <li>• <b>Step – 4: Assign Rating</b> <p>Based on the information, the CRA will assign a credit rating to the Company</p> </li> <li>• <b>Step – 5: Communication to Client Company</b> <p>The CRA will communicate the rating and rationale of rating. The client company is not under obligation to accept the rating provided by the Credit Rating Agencies.</p> <p>In case of non – acceptance by the client company, the client company may request for review of assigned rating and the company may provide fresh inputs/clarifications to the Credit Rating Agency. Based on fresh inputs/clarification, the Credit Rating Agency satisfies itself then it can assign a new rating.</p> </li> <li>• <b>Step – 6: Finalization of Credit Rating:</b></li> </ul> |



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|                                                                 | <ul style="list-style-type: none"> <li>• <b>Step – 7: Surveillance and Monitoring:</b> After assigning a rating, Credit Rating Agency monitors the overall performance of the issuer company and can also assign a new rating in case of any new development with regard to the financial health and other substantial matters.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>REGULATORY FRAMEWORK FOR CREDIT RATING AGENCIES IN INDIA</b> | <p>All credit rating agencies are governed under the SEBI regulations. Credit Rating Agencies are generally promoted by the public financial institutions, scheduled commercial banks, and foreign banks operating in India.</p> <p>For doing any rating related assignment, the agency must be registered under the SEBI Regulations. Any Indian as well as foreign financial institution can get themselves registered under the SEBI Regulations for doing rating related assignments.</p> <p><b><u>SEBI (CREDIT RATING AGENCIES) REGULATIONS, 1999:</u></b></p> <p><b><u>Registration of Credit Rating Agencies</u></b></p> <p>(a) <u>Application</u>: An application should be made by every person proposing to commence any activity as a credit rating agency to SEBI for the grant of a certificate of registration for the purpose;</p> <p>(b) <u>Grant of registration</u>: Every person already carrying on any activity as a credit rating agency, should make an application to SEBI for the grant of a certificate within a period of three months;</p> <p>(c) <u>Application Fee</u>: An application for the grant of a certificate should be made to SEBI accompanied by a non – refundable specified application fee;</p> <p>(d) <u>Renewal of Registration</u>: Any person who fails to make an application for the grant of a certificate within the specified period ceases to carry on rating activity.</p> <p><b><u>Promoter of Credit Rating Agency</u></b></p> <p>The following institutions can act as the promoter of the Credit Rating Agencies:-</p> <p>(i) A public financial institution;</p> <p>(ii) A scheduled commercial bank;</p> <p>(iii) A foreign bank operating in India with the approval of the Reserve Bank of India;</p> <p>(iv) A foreign credit rating agency recognized under Indian Law and having at least five years' experience in rating securities;</p> <p>(v) Any company or a body corporate, having continuous net worth of minimum Rs.100/- crores as per its audited annual accounts for the previous 5 years in relation to the date on which application to SEBI is made seeking registration.</p> <p><b><u>Note:</u></b> The credit rating agency should comply with the provisions of the Act, the regulations and the guidelines, directives, circulars and instructions issued by SEBI from time to time.</p> <p><b><u>Eligibility Criteria:</u></b></p> <p>(a) The applicant is set up and registered as a company under companies act, 2013;</p> <p>(b) The applicant has, in its MOA, specified rating activity as one of its main objects;</p> <p>(c) The applicant has a minimum net worth of Rs. 5 Crores;<br/>However, a credit rating agency existing at the commencement of these regulations, with a net worth of less than Rs. 5 crores, shall be deemed to have satisfied this condition, if it increases its net worth to the said minimum within a period of three years of such commencement.</p> <p>(d) the applicant has adequate infrastructure, to enable it to provide rating services in accordance with the provisions of this act and these regulations;</p> |

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|  | <p>(e) the applicants and the promoters of the applicant, have professional competence, financial soundness and general reputation of fairness and integrity in business transactions, to the satisfaction of SEBI;</p> <p>(f) neither the applicant, nor its promoter, nor any director of the applicant or its promoter, is involved in any legal proceeding connected with the securities market, which may have an adverse impact on the interest of investors;</p> <p>(g) neither the applicant, nor its promoters, nor any director, or its promoter has at any time in the past been convicted of any offence involving moral turpitude or any economic offence;</p> <p>(h) the applicant has, in its employment, persons having adequate professional and other relevant experience to the satisfaction of the SEBI;</p> <p>(i) neither the applicant nor any person directly or indirectly connected with the applicant has in the past been:</p> <p>(1) refused by SEBI a certificate under these regulations;</p> <p>(2) subjected to any proceedings for a contravention of act or of any rules or regulations made under the act;</p> <p>(j) the applicant, in all other respects, is a fit and proper person for the grant of a certificate;</p> <p>(k) grant of certificate to the applicant is in the interest of investors and securities market;</p> <p><b><u>Validity Period of Registration:</u></b><br/>The period of validity of certificate of registration shall be 3 years. The Certificate can be renewed on payment of additional fee &amp; shall be valid for additional period of 3 years or less.</p> <p><b><u>Monitoring of Ratings</u></b><br/>(i) Credit rating agency should continuously monitor the rating of the securities rated by it.<br/>(ii) It should also disseminate information regarding newly assigned ratings and changes in earlier rating promptly through press releases and websites.</p> <p><b><u>Confidentiality:</u></b><br/>It is the duty of every credit rating agency to treat all the information supplied to it by the client as confidential and no credit rating agency shall disclose the same to any other person, except where such disclosure is required under any law.</p> <p><b><u>Code of Conduct: (DEC 2007)</u></b><br/>Every credit rating agency is required to abide by the Code of Conduct as per SEBI Regulations:</p> <p>(i) A credit rating agency should <b>observe high standards of integrity and fairness</b> in all its dealings with its clients;</p> <p>(ii) A credit rating agency should fulfil its <b>obligations in an ethical manner</b>;</p> <p>(iii) A credit rating agency should render <b>high standards of service</b> at all times, exercise due diligence, ensure proper care and <b>exercise independent professional judgment</b>;</p> <p>(iv) The credit rating agency should <b>avoid any conflict of interest</b> of any member;</p> <p>(v) A credit rating agency should <b>not indulge in unfair competition</b>;</p> <p>(vi) A credit rating agency should not make any exaggerated statement, whether oral or written, to the client either about its qualification or its capability;</p> <p>(vii) A credit rating agency should always ensure that all professional dealings are effected in a prompt and efficient manner;</p> <p>(viii) A credit rating agency should not divulge to other clients any confidential information about its client;</p> |
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|                                            | <p>(ix) Credit rating agency should not make untrue statement or suppress any material fact;</p> <p>(x) A credit rating agency should not generally and particularly in respect of issue of securities be rated by it by a party:</p> <p>(a) To creation of false market;</p> <p>(b) Passing of price sensitive information to brokers.</p> <p>(xi) A credit rating agency should maintain an arm's length relationship between its credit rating activity and any other activity;</p> <p>(xii) A credit rating agency is required to abide by the provisions of the Act, regulations and circulars.</p> <p><b><u>Compliances for Credit Rating Agencies &amp; Rating process</u></b></p> <p>(i) Credit rating agency should file a copy of the process with SEBI for record and also file with SEBI any modifications or additions from time to time.</p> <p>(ii) It should in all cases follow a proper rating process.</p> <p>(iii) Credit rating agency is required to have professional rating committees, comprising members who are adequately qualified and knowledgeable to assign a rating.</p> <p>(iv) All rating decisions, including the decisions regarding changes in rating, should be taken by the rating committee.</p> <p>(v) Credit rating agency should be staffed by analysis qualified to carry out a rating assignment.</p> <p>(vi) Credit rating agency should inform SEBI about new rating instruments or symbols introduced by it.</p> <p>(vii) Credit rating agency should exercise due diligence in order to ensure that the rating given by the credit rating agency is fair and appropriate.</p> <p>(viii) A credit rating agency should not rate securities issued by it.</p> <p>(ix) Rating definition as well as the structure for a particular rating product, should not be changed by a credit rating agency, without prior information to SEBI.</p> <p><b><u>Securities Issued by Promoter</u></b></p> <p>(i) Credit rating agency shall not rate a security issued by its promoter.</p> <p>(ii) No credit rating agency should rate a security issued by an entity, which is a borrower of its promoter or a subsidiary of its promoter or an associate of its promoter.</p> <p>(iii) No credit rating agency should rate a security issued by its associate or subsidiary.</p> <p><b><u>Procedure for Inspection and Investigation</u></b></p> <p>SEBI has the power to appoint one or more persons as inspecting officers:</p> <p>(i) To undertake inspection or investigation of the books of account, records and documents of the credit rating agencies;</p> <p>(ii) To investigate into complaints received from investors, clients or any other person on any matter having a bearing on activities of the credit rating agency;</p> <p>(iii) To judge the appropriateness of the ratings may be ordered by SEBI.</p> |
| <b>OBLIGATIONS OF CREDIT RATING AGENCY</b> | <p>(i) It is the duty of credit rating agency whose affairs are being inspected, to produce to the inspecting officer such books, accounts and other documents as the inspecting officer may require within a reasonable period.</p> <p>(ii) The credit rating agency should allow the inspecting officer to have reasonable access to the premises occupied by such credit rating agency.</p> <p>(iii) The inspecting officer should be entitled to examine, or record the statements, of any officer, director or employee of the credit rating agency for the purposes connected with the inspection or investigation.</p> <p>(iv) Every director, officer or employee of the credit rating agency is bound to render to the inspecting officer all assistance in connection with the inspection or investigation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>INTERNAL AUDIT OF CREDIT</b>            | An internal audit should be undertaken on a half – yearly basis which is envisaged under Regulation 22 of the SEBI (Credit Rating) Regulations, 1999, by:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>RATING AGENCY</b>      | <p>(a) Company Secretaries;<br/>(b) Chartered Accountants;<br/>(c) Cost and Management Accountants.</p> <p>The time schedule for the internal audit shall be as under:<br/>(a) The CRA shall receive the report of the internal audit within 2 months from the end of the half – year.<br/>(b) Board of Directors of the CRA shall consider the report and take steps to rectify the deficiencies, if any and an Action Taken Report should be sent to SEBI within next 2 months.</p> <p>The internal audit covers all aspects of Credit Rating Agencies relating to operations and procedures, including investor grievance Redressal mechanism etc. The report will have to state the methodology adopted, deficiencies observed and consideration of response of the management on the deficiencies.</p> <p>Apart from the summary of operations and this audit also covers the size of operations, number of transactions audited and the number of instances where deviations/violations were observed during audit period, will also have to be stated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |                                                                                                                                                                               |           |                                                                                                                                                                             |          |                                                                                                                                                                            |            |                                                                                                                                                                                 |
| <b>RATING AND SYMBOLS</b> | <p>It has been observed by the SEBI that the Credit Rating Agencies are using different rating symbols. Such different types of Credit Rating create confusion in the minds of investors. Therefore, SEBI introduced the common rating symbols:<br/>(a) For easy understanding of the rating symbols; and<br/>(b) To achieve high standards of integrity and fairness in ratings.</p> <p>Thereafter, SEBI standardized the rating symbols and their definitions have been devised for the following:<br/>(a) Long – term debt instruments<br/>(b) Short – term debt instruments<br/>(c) Long – term structured finance instruments<br/>(d) Short – term structured finance instruments<br/>(e) Long – term mutual fund schemes, and<br/>(f) Short – term mutual fund schemes</p> <p>Rating symbols should have CRA’s first name as prefix. For Example: CARE AAA, CARE AA etc.</p> <p style="text-align: center;"><b>Long Term Debt Instruments</b></p> <p>These instruments are with original maturity exceeding one year.</p> <table border="1" data-bbox="365 1346 1484 1854"> <tr> <td data-bbox="365 1346 516 1476"><b>AAA</b></td><td data-bbox="516 1346 1484 1476">Instruments with this rating are considered to have the highest degree of safety regarding timely servicing of financial obligation. Such instruments are lowest credit risk.</td></tr> <tr> <td data-bbox="365 1476 516 1606"><b>AA</b></td><td data-bbox="516 1476 1484 1606">Instruments with this rating are considered to have high degree of safety regarding timely servicing of financial obligations. Such instruments carry very low credit risk.</td></tr> <tr> <td data-bbox="365 1606 516 1736"><b>A</b></td><td data-bbox="516 1606 1484 1736">Instruments with this rating are considered to have adequate degree of safety regarding timely servicing of financial obligations. Such instruments carry low credit risk.</td></tr> <tr> <td data-bbox="365 1736 516 1854"><b>BBB</b></td><td data-bbox="516 1736 1484 1854">Instruments with this rating are considered to have moderate degree of safety regarding timely servicing of financial obligations. Such instruments carry moderate credit risk.</td></tr> </table> | <b>AAA</b> | Instruments with this rating are considered to have the highest degree of safety regarding timely servicing of financial obligation. Such instruments are lowest credit risk. | <b>AA</b> | Instruments with this rating are considered to have high degree of safety regarding timely servicing of financial obligations. Such instruments carry very low credit risk. | <b>A</b> | Instruments with this rating are considered to have adequate degree of safety regarding timely servicing of financial obligations. Such instruments carry low credit risk. | <b>BBB</b> | Instruments with this rating are considered to have moderate degree of safety regarding timely servicing of financial obligations. Such instruments carry moderate credit risk. |
| <b>AAA</b>                | Instruments with this rating are considered to have the highest degree of safety regarding timely servicing of financial obligation. Such instruments are lowest credit risk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                                                                                                                                                               |           |                                                                                                                                                                             |          |                                                                                                                                                                            |            |                                                                                                                                                                                 |
| <b>AA</b>                 | Instruments with this rating are considered to have high degree of safety regarding timely servicing of financial obligations. Such instruments carry very low credit risk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |                                                                                                                                                                               |           |                                                                                                                                                                             |          |                                                                                                                                                                            |            |                                                                                                                                                                                 |
| <b>A</b>                  | Instruments with this rating are considered to have adequate degree of safety regarding timely servicing of financial obligations. Such instruments carry low credit risk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |                                                                                                                                                                               |           |                                                                                                                                                                             |          |                                                                                                                                                                            |            |                                                                                                                                                                                 |
| <b>BBB</b>                | Instruments with this rating are considered to have moderate degree of safety regarding timely servicing of financial obligations. Such instruments carry moderate credit risk.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |                                                                                                                                                                               |           |                                                                                                                                                                             |          |                                                                                                                                                                            |            |                                                                                                                                                                                 |

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|                                                                                                                                                             | <b>BB</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Instruments with this rating are considered to have moderate risk of default regarding timely servicing of financial obligations.                                                                                                         |
|                                                                                                                                                             | <b>B</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Instruments with this rating are considered to have high risk of default regarding timely servicing of financial obligations.                                                                                                             |
|                                                                                                                                                             | <b>C</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Instruments with this rating are considered to have very high risk of default regarding timely servicing of financial obligations.                                                                                                        |
|                                                                                                                                                             | <b>D</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Instruments with this rating are in default or are expected to be in default soon.                                                                                                                                                        |
|                                                                                                                                                             | Modifiers {"+" (plus)/ "-" (minus)} can be used with the rating symbols for the categories AA to C. The modifiers reflect the comparative standing within the category.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                           |
|                                                                                                                                                             | <b>Short Term Debt Instruments</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                           |
|                                                                                                                                                             | These instruments are with original maturity of upto one year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                           |
|                                                                                                                                                             | <b>A1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Instruments with this rating are considered to have very strong degree of safety regarding timely payment of financial obligations and carry lowest credit risk.                                                                          |
|                                                                                                                                                             | <b>A2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Instruments with this rating are considered to have strong degree of safety regarding timely payment of financial obligations. Such instruments carry low credit risk.                                                                    |
|                                                                                                                                                             | <b>A3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Instruments with this rating are considered to have moderate degree of safety regarding timely payment of financial obligations. Such instruments carry higher credit risk as compared to instruments rated in the two higher categories. |
| <b>A4</b>                                                                                                                                                   | Instruments with this rating are considered to have minimal degree of safety regarding timely payment of financial obligations. Such instruments carry very high credit risk and are susceptible to default.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |
| <b>D</b>                                                                                                                                                    | Instruments with this rating are in default or expected to be in default on maturity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                           |
| Modifiers {"+" (plus)} can be used with the rating symbols for the categories A1 to A4. The modifier reflects the comparative standing within the category. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                           |
| <b>INITIAL PUBLIC OFFER (IPO) GRADING (JUNE 2013, JUNE 2010, JUNE 2011, JUNE 2014, DEC 2013, DEC 2008)</b>                                                  | <ol style="list-style-type: none"><li>1. IPO Grading is <b>mandatory</b> and in case any issuer who decides to offer shares through an IPO, is required to obtain a grade for the IPO <b>from at least one</b> Credit Rating Agency.</li><li>2. IPO grading is an <b>assessment of risk</b> based on various factors like business prospects, financial position, management quality, corporate governance, compliance &amp; litigation history and New Projects – Risks &amp; Prospects.</li><li>3. The grade assigned to any individual issue represents a relative assessment of the fundamentals of that issue in relation to the universe of other listed equity securities in India.</li><li>4. Such grading is assigned on a <b>five – point scale</b> with a higher score indicating stronger fundamentals.</li><li>5. IPO grading is <b>not an investment recommendation</b>.</li><li>6. IPO grading provides an <b>independent assessment of fundamentals</b> to aid comparative that would prove useful as an information and investment tool for</li></ol> |                                                                                                                                                                                                                                           |

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|  | <p>investors.</p> <p>7. Moreover, such a service would be particularly useful for assessing the offerings of companies accessing the equity markets for the first time where there is no track record of their market performance. Thus, IPO grading is an <b>additional investor information and investment guidance tool</b>.</p> <p><b>8. <u>Procedure for IPO grading</u></b></p> <p>IPO grading is the grade assigned by a Credit Rating Agency (CRAs) registered with SEBI, to the initial public offering (IPO) of equity shares. The grade represents a relative assessment of the fundamentals of that issue in relation to the other listed equity securities in India.</p> <p>Such grading is generally assigned on a five – point scale with a higher score indicating stronger fundamentals and vice versa as below:</p> <p><b>IPO GRADE 1 – POOR FUNDAMENTALS</b><br/> <b>IPO GRADE 2 – BELOW AVERAGE FUNDAMENTALS</b><br/> <b>IPO GRADE 3 – AVERAGE FUNDAMENTALS</b><br/> <b>IPO GRADE 4 – ABOVE AVERAGE FUNDAMENTALS</b><br/> <b>IPO GRADE 5 – STRONG FUNDAMENTALS</b></p> <p>9. Communicate the grade to the company along with an assessment report outlining the rationale for the grade assigned.</p> |
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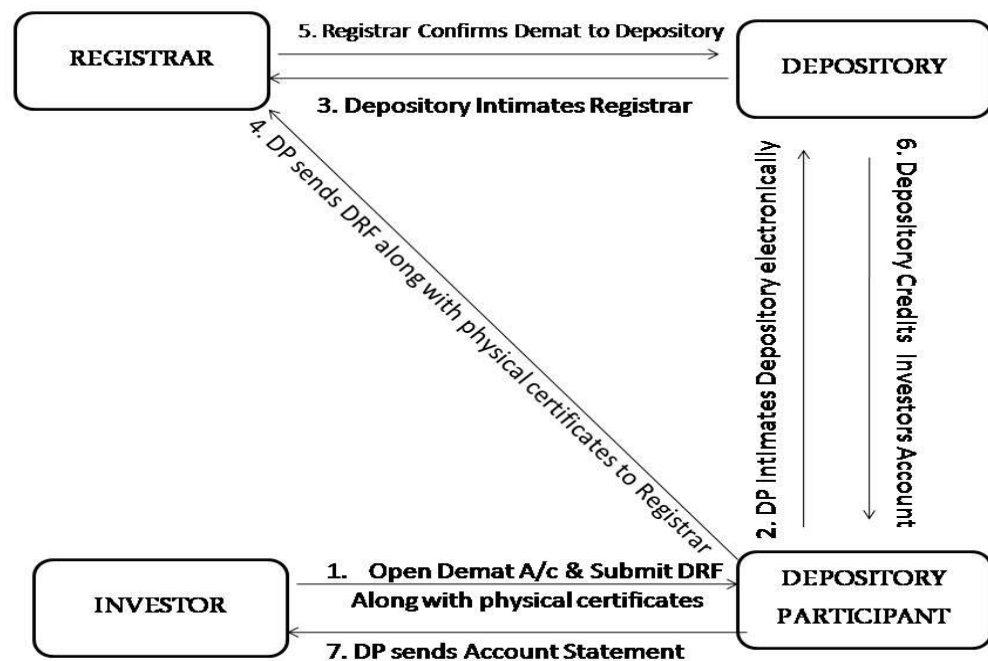
| <div>INTRODUCTION</div> <div></div> | <p>In order to provide a safe and efficient system of trading and settlement problems and in order to provide the regulatory framework for the depositories, the Depositories Act, 1996 was enacted.</p> <p>There are two depositories functioning in India i. e. National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL). A depository is like a Central Bank where the securities of a shareholder are held in the electronic form at the request of the shareholders.</p> <p><i>As per Depositories Act, 1996, “<b>Depository</b> means a company formed and registered under the Companies Act, 2013 and which has been granted a certificate of registration under Section 12(1A) of the Securities and Exchange Board of India Act, 1992”.</i></p> <p>It is an organization which is responsible to maintain investor’s securities in the electronic form is called the depository. In India, there are two such organizations viz. NSDL and CDSL. The depository concept is similar to the Banking system with the exception that banks handle funds whereas a depository handles securities of the investors. An investor wishing to utilize the services offered by a depository has to open an account with the depository through a Depository Participant.</p> <p>In short, a depository can be treated as a “Bank” for securities.</p> |                                                                                                                  |           |           |          |                                                                                                               |                                                                                                                  |     |                                                                                                                 |                                                                                           |
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| <div>DIFFERENCE BETWEEN DEPOSITORY AND CUSTODIAN</div>                                                                                                                                               | <table><tr><th></th><th>Depositor</th><th>Custodian</th></tr><tr><td>Function</td><td>It is responsible for “safe keeping” of securities but also transfers beneficial ownership to the real owner.</td><td>It is responsible for “safe keeping” of securities but does not transfer beneficial ownership to the real owner.</td></tr><tr><td>Act</td><td>There is a separate Act i. e. Depositories Act, 1996, apart from SEBI (Depositories and Participant) Reg., 1996</td><td>There is no separate Act and it is regulated by SEBI (Custodian of Securities) Reg., 1996</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                  | Depositor | Custodian | Function | It is responsible for “safe keeping” of securities but also transfers beneficial ownership to the real owner. | It is responsible for “safe keeping” of securities but does not transfer beneficial ownership to the real owner. | Act | There is a separate Act i. e. Depositories Act, 1996, apart from SEBI (Depositories and Participant) Reg., 1996 | There is no separate Act and it is regulated by SEBI (Custodian of Securities) Reg., 1996 |
|                                                                                                                                                                                                      | Depositor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Custodian                                                                                                        |           |           |          |                                                                                                               |                                                                                                                  |     |                                                                                                                 |                                                                                           |
| Function                                                                                                                                                                                             | It is responsible for “safe keeping” of securities but also transfers beneficial ownership to the real owner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | It is responsible for “safe keeping” of securities but does not transfer beneficial ownership to the real owner. |           |           |          |                                                                                                               |                                                                                                                  |     |                                                                                                                 |                                                                                           |
| Act                                                                                                                                                                                                  | There is a separate Act i. e. Depositories Act, 1996, apart from SEBI (Depositories and Participant) Reg., 1996                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | There is no separate Act and it is regulated by SEBI (Custodian of Securities) Reg., 1996                        |           |           |          |                                                                                                               |                                                                                                                  |     |                                                                                                                 |                                                                                           |
| <div>DEPOSITORY SYSTEM VS. BANKING<br/>(DEC 2010, DEC 2014)</div>                                                                                                                                    | <p>It is like the banking system. A depository holds securities in accounts for its clients and transfers securities from one account to another. Earlier, the investors were using the share certificate which has many risks like risk of losing share certificate and risk of bad deliveries. In depository system, above risks have been phased out and it is as safe like your bank account.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                  |           |           |          |                                                                                                               |                                                                                                                  |     |                                                                                                                 |                                                                                           |
| <div>BENEFITS OF DEPOSITORY SYSTEM<br/>(JUNE 2009, DEC 2009, DEC 2008)</div>                                                                                                                         | <div><div>(a) Elimination of <b>bad deliveries</b>.</div><div>(b) Elimination of <b>all risks</b> associated with the physical certificates.</div><div>(c) It facilitates the <b>immediate transfer</b> and registration of the securities.</div><div>(d) It facilitates <b>faster disbursement</b> of non – cash corporate benefits like rights, bonus, etc.</div><div>(e) It <b>reduces the brokerage</b> for trading in dematerialized securities.</div><div>(f) Elimination of <b>paper work</b> and recording of transactions like transfer of shares.</div><div>(g) Elimination of problems related to <b>change</b> of the address of investor, transmission, etc.</div><div>(h) Elimination of problems related to selling securities on behalf of <b>minor</b>.</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                  |           |           |          |                                                                                                               |                                                                                                                  |     |                                                                                                                 |                                                                                           |
| <div>MODELS OF DEPOSITORY<br/>(JUNE 2015, DEC 2011, DEC 2007, DEC 2015)</div>                                                                                                                        | <div><div><b>Dematerialization:</b> It is a process of conversion of physical share certificate into electronic form. So, when a shareholder uses the dematerialization facility, a company takes back the shares, through depository system and equal number of shares is credited in his De – mat account in electronic form.</div><div>The investors can dematerialize only those shares certificate that are already registered in their name and belong to the list of securities admitted for dematerialized at the depositories. This method is cost effective and simple and has been adopted in India.</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                  |           |           |          |                                                                                                               |                                                                                                                  |     |                                                                                                                 |                                                                                           |

An Investor will have to first open an account with a Depository Participant and then request for Dematerialization of his share certificate through the Depository Participant so that the dematerialized holdings can be credited into that account. This is very similar to opening a bank account.

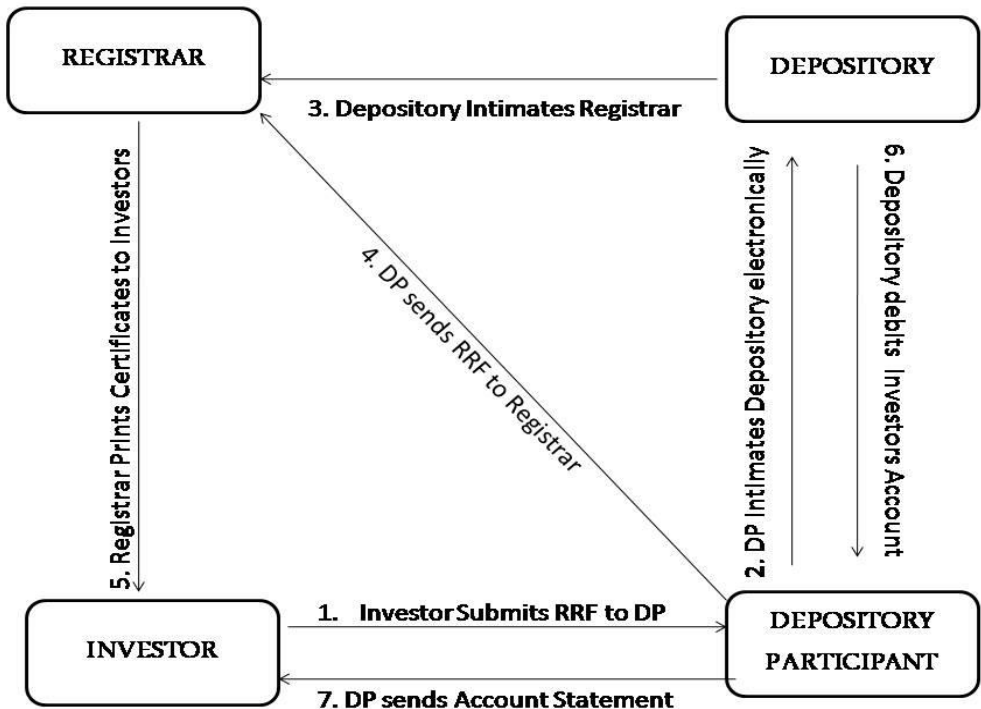
Dematerialization of shares is optional and an investor can still hold shares in physical form. However, he/ she has to Demat the shares if he/she wishes to sell the same through stock exchanges. Similarly, if an Investor purchases shares from stock exchange, he/she will get the delivery of shares in Demat form.

**Immobilization:** Where physical share certificates are kept in vaults with the depository for safe custody. All subsequent transactions in these securities take place in book entry form. The actual owner has the right to withdraw his physical securities as and when desired. The immobilization of fresh issue may be achieved by issuing a jumbo certificate representing the entire issue in the name of depository, as nominee of the beneficial owners.

### DEMAT PROCESS



### REMAT PROCESS

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|                               |  <pre> graph TD     REGISTRAR[REGISTRAR]     DEPOSITORY[DEPOSITORY]     INVESTOR[INVESTOR]     DP[DEPOSITORY PARTICIPANT]      INVESTOR -- "1. Investor Submits RRF to DP" --&gt; DP     DP -- "2. DP Intimates Depository electronically" --&gt; DEPOSITORY     DEPOSITORY -- "3. Depository Intimates Registrar" --&gt; REGISTRAR     REGISTRAR -- "4. DP sends RRF to Registrar" --&gt; DP     REGISTRAR -- "5. Registrar Prints Certificates to Investors" --&gt; INVESTOR     DEPOSITORY -- "6. Depository debits Investors Account" --&gt; DP     DP -- "7. DP sends Account Statement" --&gt; INVESTOR </pre>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DEPOSITORY PARTICIPANT</b> | <ul style="list-style-type: none"> <li>• A Depository Participant (DP) is the <b>representative</b> of the investor in the depository system providing link between the Company and investors through depositories.</li> <li>• An investor opens its Demat Account with a Depository Participants for keeping its securities in electronic form.</li> <li>• As per SEBI regulations, DP could be organizations involved in the business of providing financial services like banks, brokers, custodians and financial institutions.</li> <li>• In short, it is a market intermediary through whom the depository services can be availed by the investors is called a Depository Participant (DP).</li> </ul> <p><b><u>Functions of the Depository Participant in connection with Dematerialization:</u></b></p> <ul style="list-style-type: none"> <li>(a) Acts as the agent of Depository;</li> <li>(b) Customer interface of Depository;</li> <li>(c) Account Opening;</li> <li>(d) Facilitates dematerialization;</li> <li>(e) Instant transfer on payout;</li> <li>(f) Credits to investor on IPO, rights and bonus;</li> <li>(g) Settles trades in the electronic segment.</li> </ul> <p><b><u>Functions of the Registrar/Issuer in connection with Demat Account:</u></b></p> <ul style="list-style-type: none"> <li>(a) Dematerialization;</li> <li>(b) Confirmation of Beneficiary Holdings;</li> <li>(c) Corporate actions – Rights, Bonus, etc.;</li> <li>(d) Reconciliation of Depository Holdings;</li> <li>(e) Dematerialization</li> </ul> |
| <b>LEGAL FRAMEWORK</b>        | <p>The Depository business in India is regulated by:</p> <ul style="list-style-type: none"> <li>(i) The Depositories Act, 1996</li> <li>(ii) SEBI (Depositories and Participants) Regulations, 1996</li> <li>(iii) By Laws of Depositories</li> <li>(iv) Business Rules of Depository</li> </ul> <p>Apart from the above, Depositories are also governed by certain provisions of:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                   | <ul style="list-style-type: none"> <li>(i) Companies Act, 2013</li> <li>(ii) Income Tax Act, 1961</li> <li>(iii) SEBI Act, 1992</li> <li>(iv) Securities Contract Regulations Act, 1956</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>THE DEPOSITORIES ACT, 1996</b> | <p><b><u>Objectives:</u></b></p> <ul style="list-style-type: none"> <li>(a) It acts as a legal basis for establishment of depositories;</li> <li>(b) Dematerialization of securities in the depositories mode becomes possible;</li> <li>(c) Making the securities fungible;</li> <li>(d) Making the shares, debentures and any interest thereon of a public limited company freely transferable;</li> <li>(e) Exempting all transfers of shares from the stamp duty.</li> </ul> <p><b><u>Eligibility for depository system:</u></b> Any company or institution must:</p> <ul style="list-style-type: none"> <li>(a) Be formed and registered as a company under the Act;</li> <li>(b) Be registered with SEBI as a depository;</li> <li>(c) Have framed bye – laws with the previous approval of SEBI;</li> <li>(d) Have one or more participants;</li> <li>(e) Have adequate systems and safeguards to prevent manipulation of the records;</li> <li>(f) Comply with the Depositories Act, 1996 &amp; SEBI (Depositories &amp; Participants) Regulations, 1996;</li> <li>(g) Meet all the eligibility criteria.</li> </ul> <p><b><u>Eligible securities required to be in Depository mode:</u></b> The Act gives the option to the investors to receive securities in physical form or in depository mode. It is not necessary that all eligible securities must be in the depository mode. In the scheme of the depository's legislation, the investor has been given supremacy. The investor has the choice of holding physical securities or opt for a depository based ownership record.</p> <p>However, in case of fresh issue of securities, all securities have to be in dematerialized form. However, after that investor will also have the freedom to switch from depository mode to non-depository mode and vice versa. The decision would be entirely with the investor.</p> <p><b><u>Fungibility:</u></b> Fungibility means interchangeable or exchangeability. All securities held in depository shall be fungible i. e. all certificates of the same security shall become interchangeable in the sense that investor loses the right to obtain the exact certificate he surrenders at the time of entry into depository. It is like withdrawing money from the bank without bothering about the distinctive numbers of the currencies.</p> <p>In short, if a security or commodity is fungible if it is perfectly interchangeable with any other of the same type and class securities or commodities. Most financial securities are fungible a share in a particular company is exactly the same as another share in the same company. Fungibility is the property of a good or a commodity whose individual units are capable of mutual substitution.</p> <p><b><u>Rights of Depositor and the Beneficial Owner:</u></b> The depository becomes the registered owner for the purpose of transferring ownership of securities on behalf of the beneficial owner. The beneficial owner possesses all the rights and benefits and is subjected to all the liabilities in respect of securities held by a depository.</p> <p><b><u>Register of Beneficial Owner:</u></b> Every depository is required to maintain a register and an index of beneficial owners in the manner provided in the companies act.</p> <p><b><u>Pledge or Hypothecation of Securities held in a Depository:</u></b> A beneficial owner may with the previous approval of depository create a Pledge or Hypothecation in respect of security owned by him through a depository. Every beneficial owner should give intimation of such pledge or hypothecation to the DP and such depository is required</p> |

to make entries in its records accordingly. Any entry in the records of a depository should be evidence of a Pledge or Hypothecation.

**Option to opt out in respect of any security:** If a beneficial owner seeks to opt out of a depository in respect of any security he should inform the depository accordingly. Every issuer may, within 30 days of the receipt of intimation from the depository and on fulfillment of such conditions and on payment of such fees, issue the certificate of securities to the beneficial owner.

**Depositories to Indemnify Loss in certain cases:** Any loss caused to the beneficial owner due to the negligence of the depository or the participant, would be indemnified by the depository to such beneficial owner. Where the loss due to the negligence of the participant is indemnified by the depository, the depository has the right to recover the same from such participant.

**Powers of SEBI:**

1) SEBI in the public interest or in the interest of investors may by order in writing call upon any issuer, depository, participant or beneficial owner to furnish in writing such information relating to the securities held in a depository as it may required;

Or

Authorise any person to make an enquiry or Inspection in relation to the affairs of the issuer, beneficial owner, depository or participant, who shall submit a report of such enquiry or inspection to it within such period as may be specified in the order.

2) Every director, manager, partner, secretary, officer or employee of the depository or issuer or the participant or beneficial owner shall on demand produce before the person making the enquiry or inspection all information or such records and other documents in his custody having a bearing on the subject matter of such enquiry or inspection.

3) if after making enquiry or inspection, SEBI is satisfied that it is necessary in the interest of investors, or orderly development of securities market or to prevent the affairs of any depository or participant being conducted in the manner detrimental to the interest of investors or securities market, SEBI may issue **such directions** to any depository or participant or any other person associated with the securities market, or to any issuer as may be appropriate in the interest of investors or securities market.

**Power of the Board to give Directions:** SEBI may after proper investigations and enquiry, issue such directions to any depository or participant or any person associated with the securities market or to any issuer which may be in the interest of investors or the securities market or to prevent the affairs of any depository or participant being conducted in the manner detrimental to the interest of investor or securities market.

**Penalties under the Act:**

1. Penalty for failure to furnish information/ Return/ Documents/ Report to the board; Maintain books of accounts or records.
  2. Penalty for failure to enter into Agreement.
  3. Penalty for failure to redress investor's Grievances
  4. Penalty for delay in dematerialization or Issue of Certificate of Securities
  5. Penalty for failure to reconcile records.
- One Lakh rupees for each day during which such failure continues or One Crore; Whichever is Less.

**Penalty for contravention where no separate penalty has been provided:**

Which may extend to one crore rupees.

**Appeal to Securities Appellate Tribunal:**

Any person aggrieved by an order of SEBI or by an adjudicating officer under this act may prefer an appeal to a SAT having jurisdiction in the matter. However, No appeal

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|                                                                                   | <p>shall lie to SAT from an order made by SEBI with the consent of the parties. Every appeal shall be filed within a period of 45 days from the date on which a copy of the order made by SEBI is received by the person and it shall be in such form and be accompanied by such fees as may be prescribed.</p> <p>Provided that the SAT may entertain an appeal after the expiry of the said period of 45 days if it is satisfied that there was sufficient cause for not filing it within that period.</p> <p>On receipt of an appeal, SAT may pass such order as it thinks fit, confirming, modifying or setting aside the order appealed against after giving opportunity of being heard.</p> <p>SAT shall send a copy of every order made by it to SEBI and parties to the appeal. The appeal filed before SAT shall be dealt with by it as expeditiously as possible and Endeavour shall be made by it to dispose of appeal finally within 6 months from the date of receipt of the appeal.</p> <p><b><u>Appeal to Supreme Court:</u></b><br/>Any person aggrieved by any decision or order of SAT may file an appeal to Supreme Court within 60 days from the date of communication of decision or order of SAT to him on any question of law arising out of such order.</p> <p>Provided that Supreme Court may, if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal within the said period, allow within a further period not exceeding 60 days.</p> <p><b><u>Power of SEBI to make Regulations:</u></b></p> <ul style="list-style-type: none"> <li>• The requirements to be complied with by a person for seeking registration as a Depository with SEBI</li> <li>• The requirements for registration of a person as a Participant under SEBI act;</li> <li>• The requirements for grant of certificate of commencement of business by depositories and the form in which the certificate of commencement of business has to be issued.</li> <li>• The manner in which the certificate of security shall be surrendered to the issuer by any investor who is desirous of availing depository services.</li> <li>• The manner in which the issuer has to cancel the certificates of securities received by it for cancellation and its intimation to the depository.</li> <li>• The eligibility criteria for admission of securities into the depository</li> <li>• The rights and obligation of depositories, participants and the issuers whose securities are dealt with by a depository.</li> <li>• The requirements to be complied with by a beneficial owner for creating with the previous approval of depository, pledge or hypothecation in respect of a security owned by him through depository.</li> <li>• The conditions and fees payable with respect to the issuer of certificate of securities to the beneficial owner where the beneficial owner seeks to opt out of the depository.</li> </ul> |
| <b>SEBI<br/>(DEPOSITORIES<br/>AND<br/>PARTICIPANTS)<br/>REGULATIONS,<br/>1996</b> | <p>(a) The registration of the depository, its participant and the custodian is mandatory with SEBI;</p> <p>(b) Requisite fees must also be paid to SEBI in respect of the registration;</p> <p>(c) The proper agreement must be entered into by all the parties;</p> <p>(d) Drafts of these agreements are to be included in the bye – laws and to be approved by SEBI.</p> <p><b><u>Rights and Obligations of Depositories and its Constituents</u></b><br/>Every depository is required to maintain following records &amp; documents which are as follows:-</p> <p>(i) Records of securities dematerialized;</p> <p>(ii) The names of the transferor, transferee, and the dates of the transfer of securities;</p> <p>(iii) A register and index of beneficial owner;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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|                                                                                  | <p>(iv) The details of holding of securities of the beneficial owner at the end of each day;<br/> (v) Records of approvals, notices, entries;<br/> (vi) Details of participants;<br/> (vii) Details of securities declared to be eligible for dematerialization.</p> <p><b><u>The Participants have to maintain the following Documents for a Period of 5 years:</u></b><br/> (i) Records of all transactions entered into;<br/> (ii) Details of the securities dematerialized;<br/> (iii) Records of instructions received from beneficial owners;<br/> (iv) Records of approvals, notices, entries.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>AUDIT UNDER SEBI (DEPOSITORIES AND PARTICIPANTS) REGULATIONS, 1996</b></p> | <p>(i) Every Issuer shall submit Audit Report on a Quarterly basis to the concerned stock exchanges audited by PCS or PCA, for the purpose of reconciliation of the total issued capital, listed capital and capital held by depository in dematerialized form, the details of changes in share capital during the quarter and the in-principle approval obtained by the issuer from all stock exchanges where it is listed in respect of such further issued capital. <b>(JUNE 2015: RECONCILIATION OF SHARE CAPITAL)</b></p> <p>(ii) The audit report is required to give the updated status of the register of members of the issuer and confirm that securities have been dematerialized as per requests within 21 days from the date of receipt of request by the issuer and where the dematerialization has not been effected within the stipulated period, the report would disclose the reasons for such delay.</p> <p>(iii) The issuer is under an obligation to immediately bring to the notice of the depositories and stock exchanges, any difference observed in its issued, listed and the capital held by depositories in dematerialized form.</p> <p><b><u>INTERNAL AUDIT OF OPERATIONS OF DEPOSITORY PARTICIPANTS</u></b><br/> The two Depository service providers in India, viz., National Securities Depository Ltd. (NSDL) and Central Depository Services (India) Limited (CDSL) have allowed Company Secretaries in Whole – time Practice to undertake internal audit of the operations of Depository Participants (DPs).</p> <p>Every Depository Participant shall ensure that an internal audit in respect of the operations of the Depository is conducted at intervals of <b>not more than three months</b> by a qualified Chartered Accountant or a Company Secretary holding a certificate of Practice and a copy of the internal audit report shall be furnished to the Depository.</p> <p>Every Depository Participant shall ensure that an internal audit shall be conducted in respect of the participant's operations relating to CDS by a qualified Chartered Accountant in accordance with the provisions of the Chartered Accountants Act, 1949 or by a Company Secretary in practice in accordance with the provisions of the Company Secretaries Act, 1980, at such intervals as may be specified by CDS from time to time. A copy of Internal Audit report shall be furnished to CDS.</p> <p><b><u>CONCURRENT AUDIT: (JUNE 2015, JUNE 2008, DEC 2013, )</u></b><br/> The process of Demat Account opening, control and verification of Delivery Instructions slips is subject to concurrent audit. Depository Participants have been advised to appoint a firm of qualified Chartered Accountant(s) or Company Secretary(ies) holding a certificate of practice for conducting the concurrent audit. However, the participants in case they so desire, may entrust the concurrent audit to their Internal Auditors.</p> <p><b>Issuance of DIS:</b> The procedure followed is as under:-<br/> (i) Issuance of DIS booklets;<br/> (ii) Existence of control on DIS issued to clients;<br/> (iii) Maintenance of records for issuance of DIS booklets in the back office.</p> |

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|                                                             | <p><b>Verification of DIS:</b> The procedure followed is as under:-</p> <ul style="list-style-type: none"> <li>(i) Date and time stamping on instruction slips;</li> <li>(ii) Blocking of used/lost/stolen instruction slips;</li> <li>(iii) Two – step verification for a transaction for more than Rs.5 lakhs;</li> <li>(iv) Instruction received from the dormant accounts.</li> </ul> <p>In respect of opening of account, the auditor should verify all the documents including KYC documents furnished by the Clients and verified by the officials of the Participants. The scope of concurrent audit with respect to control and verification of DIS cover the areas given below:-</p> <p>The Concurrent Auditor should conduct the audit in respect of all accounts opened, DIS issued and controls on DIS as mentioned above, during the day, by the next working day. In case the audit could not be completed within the next working day due to large volume, the auditor should ensure that the audit is completed within a week's time.</p> <p>Any deviation and/or non – compliance observed in the aforesaid areas should be mentioned in the audit report of the Concurrent Auditor. The Management of the Participant should comment on the observations made by the Concurrent Auditor. The Concurrent Audit Report should be submitted to NSDL, on a quarterly basis, in a hard copy form. If the Auditor for Internal and Concurrent Audit is the same, consolidated report may be submitted.</p> |
| <b>BASIC SERVICES DEMAT ACCOUNT (BSDA)</b>                  | <p>With a view to achieve wider financial inclusion, encourage holding of Demat accounts and to reduce the cost of maintaining securities in Demat accounts for retail individual investors, SEBI introduced the concept of basic services Demat account (BSDA). All depository participants (DPs) shall make available a “Basic Services Demat Account” (BSDA) with limited services and reduced costs compared to conventional Demat accounts. These BSDA will also offer SMS alert facility for debit transactions.</p> <p><b>Eligible Investor:</b> The “Basic Services Demat Account” (BSDA) promises to provide limited services at reduced costs to retail investors. All individual who currently have one account or plan to open an Demat account where they are the sole first holder will be allowed to open the BSDA, provided that the value of securities held will not be more than Rs.2 lakh at any given point of time. However, Investors can open only one BSDA across all DPs.</p> <p>An existing eligible individual who holds a Demat account with a DP can convert Demat account into BSDA on the date of the next billing cycle based on value of holding of securities as on the last day of previous billing cycle.</p>                                                                                                                                                                                                                                                                      |
| <b>APPOINTMENT OF COMMON AGENCY FOR SHARE REGISTRY WORK</b> | <p>In many cases the issuer companies are having an internal department or a division (by whatever name called) for handling of physical share work and an outside agency for handling the work of electronic connectivity. This kind of arrangement is leading to delay in dematerialization, non – reconciliation of share holding due to lack of proper co – ordination among the concerned agencies or departments, which is adversely affecting the interest of the investors. In this regard in year 2002, SEBI directed all the registrars and share transfer agents (RSTA) that:</p> <ol style="list-style-type: none"> <li>1. <u>Maintenance of Record:</u> They shall maintain records of all the shares dematerialized, rematerialized and details of all securities declared to be eligible for dematerialization in the depositories and ensure that dematerialization of shares shall be confirmed only after an in – principle approval of the stock exchanges;</li> <li>2. <u>Proper – systems and Procedure:</u> They shall have proper systems and procedures in place to verify that the securities tendered for dematerialization have not been dematerialized earlier;</li> </ol>                                                                                                                                                                                                                                                                                                                  |

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|                                                                 | <p>3. <u>Reconciliation of Records</u>: They shall ascertain, reconcile daily and confirm to the depositories that the total number of shares held in NSDL, CDSL and in the physical form tallies with the admitted, issued and listed capital of the issuer company; and</p> <p>4. <u>Confirmation of Dematerialization</u>: They shall confirm that the dematerialization requests have been processed within 21 days and shall also state the reasons for shares pending confirmation for more than 21 days from the date of request.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>IN PERSON VERIFICATION (IPV) (DEC 2014)</b>                  | <p>1. SEBI has made it mandatory for all the intermediaries including Depository Participant (DP) to carry out IPV of their clients.</p> <p>2. The intermediary shall ensure that the details like the name of the person doing IPV, his designation, organisation with his signatures and date are recorded on the KYC form at the time of IPV.</p> <p>3. The IPV carried out by one SEBI registered intermediary can be relied upon by another intermediary.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>QUALIFIED DEPOSITORY PARTICIPANTS (JUNE 2010, JUNE 2012)</b> | <p><b><u>Eligibility Criteria:</u></b><br/>To become a qualified Depository Participant, a SEBI registered DP shall furnish the following:</p> <ul style="list-style-type: none"> <li>(i) DP shall have net worth of Rs. 50 Crores or more.</li> <li>(ii) DP shall be either a clearing bank or clearing member of any of the clearing corporations;</li> <li>(iii) DP shall demonstrate that it has systems and procedures to comply with Standards, Prevention of Money Laundering (PML) Act, Rules and SEBI Circulars from time to time; and</li> <li>(iv) DP shall obtain prior approval of SEBI before commencing the activities relating to Qualified Foreign Investor.</li> </ul> <p><b><u>Role &amp; Responsibilities of QDP:</u></b></p> <ul style="list-style-type: none"> <li>• Comply with the Laws, Rules and Regulations of jurisdictions;</li> <li>• In case of any violations by QFI a qualified DP is obliged to bring such instances to the notice of concerned depository and SEBI.</li> <li>• QDP shall not perform any acts or deeds with regard to QFI that puts any of his other clients to an disadvantageous position. QDP shall deal with its QFI clients in a fair and impartial manner.</li> <li>• QDP shall obtain appropriate declarations/undertakings as prescribed by depositories from time to time.</li> <li>• QDP shall report QFI holdings in the format prescribed by the depositories from time to time.</li> <li>• QDP will route the order of QFI to the broker only after checking applicable limits.</li> </ul> <p><b><u>Responsibility on QDP with respect to the regulator:</u></b></p> <ul style="list-style-type: none"> <li>• Each day QDP should provide QFI wise, ISIN wise and company wise <b>buy/ sell information</b> and any other transaction or any related information to their respective depositories as per time lines stipulated by depositories.</li> <li>• Notify information of any <b>penalty, pending litigations or proceedings, findings of inspections or investigations</b> for which action may have been taken or is in the process of being taken by an overseas regulator against QDP / QFI forthwith, to the attention of SEBI, depositories and stock exchanges.</li> </ul> <p><b><u>Concern need to be taken by QDP while registering a QFI:</u></b></p> <ul style="list-style-type: none"> <li>(i) QDP shall ensure that only those entities are allowed to open Demat account as QFI whose ultimate beneficial ownership is not resident in India.</li> <li>(ii) Entities having opaque structure such that the details of ultimate beneficiary are not accessible or where the beneficial owners are ring fenced from each other or where the beneficial owners are ring fenced with regard to enforcement shall not be allowed to open Demat account as QFI.</li> </ul> |

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|                               | <p>(iii) In case of any direct/ indirect change in structure or beneficial ownership of the QFI, the QFI shall bring the same to the notice of its QDP forthwith. The QDP shall assess the eligibility of that QFI afresh, before allowing it to undertake any further transactions.</p> <p>(iv) QDP shall open a Demat account for QFI only after ensuring compliance with the requirements as per PML Act, rules and regulations, Financial Action Task Force (FATF) Standards and SEBI circulars and shall also ensure that QFI comply with these requirements on an ongoing basis;</p> <p>(v) QDP shall at all times ensure compliance with laws, rules and regulations.</p> <p><b><u>Undertakings that QDP's need to obtain from the QFI's:</u></b></p> <p>(i) QFI does not hold any other Demat account in any capacity whatsoever in India.</p> <p>(ii) The ultimate beneficial ownership is not a person resident in India.</p> <p>(iii) QFI to transact only through one bank account.</p> <p>(iv) QFI to furnish on an ongoing basis, details of any penalties, litigations or proceedings, findings of inspection or investigation by any overseas regulator.</p> <p>(v) At all times, QFI shall in relation to their activities as QFI in India, be subject to Indian Laws, rules and regulations, circulars as applicable from time to time.</p> <p>(vi) Authorize the QDP to furnish such QFI information as may be required by any of the Indian Regulators from time to time.</p>                                                                                                                                                                                                                                                                                                    |
| <b>BYE LAWS OF DEPOSITORY</b> | <p>Depository is required to frame its bye laws with the prior approval of SEBI, consistent with the provisions of the act and the regulations made by SEBI there under. SEBI has the power to direct the depository to amend or revoke any bye laws already made, wherever it considers expedient to do so. If the depository fails or neglects to comply with the directions of SEBI, SEBI may make the bye laws or amend or revoke the bye laws on its own.</p> <p><b><u>Contents of the Bye Laws:</u></b></p> <ul style="list-style-type: none"> <li>• Eligibility Criteria for admission and removal of securities in the depository.</li> <li>• Conditions subject to which securities shall be dealt with;</li> <li>• Eligibility criteria for admission of any person as a participant.</li> <li>• Manner and procedure for dematerialization of securities;</li> <li>• Procedure for transactions within the depository;</li> <li>• The manner in which securities are to be dealt with or withdrawn from a depository;</li> <li>• Procedure for ensuring safeguards to protect the interest of participants and beneficial owners.</li> <li>• Conditions of admission into and withdrawal from a participant by a beneficial owner</li> <li>• Internal Control Standards including procedure for auditing, reviewing and monitoring.</li> <li>• Procedure for resolving disputes involving depository, issuer company or a beneficial owner.</li> <li>• Manner and periodicity of furnishing information to SEBI, Issuer and other persons.</li> <li>• Manner of creating pledge or hypothecation in respect of securities with a depository.</li> <li>• Manner of distribution of dividends, interest and monetary benefits received from the company among beneficial owners.</li> </ul> |

#### UNIT 4: MUTUAL FUNDS

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| <b>INTRODUCTION</b> | <p>Mutual fund is a process of pooling resources from the investors and investing funds in securities. The process of pooling the resources together and issuing units to the investors and then investing funds in securities is known as the scheme of “<b>Mutual Funds</b>”.</p> |
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|                                                                   | In other words, it works like a trust which pools the savings of investors and invests these in capital and money market instruments. Mutual funds offer good investment opportunities to the investors. Like all investments, they also carry certain risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |
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| <b>ADVANTAGES OF MUTUAL FUNDS</b>                                 | <ul style="list-style-type: none"> <li>• <b>Professional Management:</b> The funds of Asset Management Company (AMC) are managed by the experience and high caliber professionals who are backed by the dedicated research team. The research team analyses the performance &amp; prospectus of the Companies for purpose of investments of funds.</li> <li>• <b>Diversified Investment:</b> The AMC diversifies the total funds into different sectors or industry for reducing the risk. In short, diversification of funds reduces the risk of investment.</li> <li>• <b>Return Potential:</b> Mutual funds provide higher returns as they invest in a diversified basket of selected securities.</li> <li>• <b>Low Cost:</b> If we compare this form of investment with the other forms, the mutual funds are less expensive.</li> <li>• <b>Transparency:</b> It provides regular information to the investors about the value of their investment.</li> <li>• <b>Liquidity:</b> The open ended mutual funds are very liquid and it can be easily encashed by the investors.</li> <li>• <b>Tax Benefits:</b> Many mutual funds are tax exempt under section 80C of the Income Tax Act.</li> <li>• <b>Protection to the Interest of Investors:</b> Being regulated by the SEBI, mutual funds have to comply with the strict rules and regulations designed to protect the interest of the Investors.</li> </ul> |                                     |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |
| <b>RISKS INVOLVED IN MUTUAL FUNDS</b><br><br>(DEC 2007, DEC 2009) | <p>Like all investments, Mutual Fund also carries certain risks. The risks involved in mutual fund are as follows:-</p> <p>(i) Excessive diversification of portfolio, <b>losing focus</b> on the securities of the key segments.</p> <p>(ii) <b>Too much concentration</b> on blue-chip securities which are high priced and which do not offer more than average return.</p> <p>(iii) Necessity to effect high turnover through liquidation of portfolio resulting in <b>large payments of brokerage and commission</b>.</p> <p>(iv) Poor planning of investment with minimum returns.</p> <p>(v) Unresearched forecast on income, profits and Government policies.</p> <p>(vi) Fund managers being <b>unaccountable</b> for poor results.</p> <p>(vii) Failure to identify clearly the risk of the scheme as distinct from risk of the market.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |
| <b>BASIC CLASSIFICATION OF MUTUAL FUNDS (MF)</b>                  | <b>DIFFERENCE BETWEEN OPEN – ENDED &amp; CLOSE – ENDED MUTUAL FUNDS: (DEC 2016, JUNE 2012, DEC 2008)</b> <table border="1"> <thead> <tr> <th>Heading</th><th>Open – ended Mutual Funds</th><th>Close – ended Mutual Funds</th></tr> </thead> <tbody> <tr> <td><b>Fixed Corpus</b></td><td>Variable corpus (total fund)</td><td>Fixed corpus (total fund)</td></tr> <tr> <td><b>Listing</b></td><td>Not required</td><td>Listing is mandatory</td></tr> <tr> <td><b>Liquidity</b></td><td>Always liquid</td><td>After expiry of the maturity period</td></tr> <tr> <td><b>NAV</b></td><td>Disclosed at the end of day.</td><td>Market Trading Price</td></tr> <tr> <td><b>Opening</b></td><td>Always open</td><td>Only for limited period</td></tr> </tbody> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     | Heading | Open – ended Mutual Funds | Close – ended Mutual Funds | <b>Fixed Corpus</b> | Variable corpus (total fund) | Fixed corpus (total fund) | <b>Listing</b> | Not required | Listing is mandatory | <b>Liquidity</b> | Always liquid | After expiry of the maturity period | <b>NAV</b> | Disclosed at the end of day. | Market Trading Price | <b>Opening</b> | Always open | Only for limited period |
| Heading                                                           | Open – ended Mutual Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Close – ended Mutual Funds          |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |
| <b>Fixed Corpus</b>                                               | Variable corpus (total fund)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Fixed corpus (total fund)           |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |
| <b>Listing</b>                                                    | Not required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Listing is mandatory                |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |
| <b>Liquidity</b>                                                  | Always liquid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | After expiry of the maturity period |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |
| <b>NAV</b>                                                        | Disclosed at the end of day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Market Trading Price                |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |
| <b>Opening</b>                                                    | Always open                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Only for limited period             |         |                           |                            |                     |                              |                           |                |              |                      |                  |               |                                     |            |                              |                      |                |             |                         |



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| <b>MUTUAL FUND SCHEMES BASED ON INVESTMENT OBJECTIVE</b> | <p><b>Income Oriented Mutual Fund:</b> These funds offer a fixed income to investors and it has lower risk as compared to growth funds. Under this scheme, the Asset Management Company invests funds income oriented schemes like Bonds, Debentures, Government Bonds &amp; securities and commercial papers.</p> <p>➤ <b>Features:</b></p> <p>(i) These schemes are generally have lesser risk as compared to Growth schemes.<br/>(ii) These schemes give fixed income.</p> <p><b>Growth oriented Mutual Fund:</b> These funds offer capital appreciation over a period. Under this scheme, the Asset Management Company invests funds in the equity shares which have significant growth potential. Despite good return under this mutual fund scheme, there is no assurance or guarantee of return. In other words, it is a scheme which has high risk and high return.</p> <p>➤ <b>Features:</b></p> <p>(i) High risk and High Return.<br/>(ii) No Guarantee or assurance for return.<br/>(iii) The objective of this fund to get High capital appreciation.</p> <p><b>Hybrid Mutual Funds/Balanced Mutual Funds:</b> These funds have features of income oriented funds and growth oriented funds.</p> <p><b>Example:</b> HDFC Prudence, an equity oriented hybrid fund under this scheme, the Asset Management Company invests the entries funds in types of securities:</p> <p>(i) Equity shares, and<br/>(ii) Bonds &amp; Fixed income oriented instruments.</p> <p><b>High Growth Schemes:</b> These funds primarily invest in high risk and high return volatile securities in the market and induce the investors with a high degree of capital appreciation.</p> <p><b>Capital Protection Oriented Scheme:</b> It is a scheme which protects the capital invested in the mutual fund through suitable orientation of portfolio structure.</p> |
| <b>INVESTMENT STRATEGIES</b>                             | <ul style="list-style-type: none"> <li>• <b>Income /Debt Fund:</b> If a particular scheme has been made for the purpose to invest only in debt instruments like bonds &amp; deposits, it is known as Income/Debt Fund. These are considered as <u>conservative funds</u> since the investor wants the regular income and cannot wait for more than short to medium term.</li> <li>• <b>Equity Fund:</b> If a particular scheme has been made for the purpose to invest only in equity shares, it is known as Equity Fund. This fund is considered as an <u>aggressive fund in nature</u> and the investors should have the long – term horizon for investment.</li> <li>• <b>Balanced/Hybrid Funds:</b> It is a mix of equity and debt fund and it can be further divided into Equity Oriented Fund and Debt Oriented Fund. These are the types of <u>moderate funds</u> which seek growth and stability but only taking the moderate risk.</li> <li>• <b>Bottom – up Investing:</b> This strategy considers only the fundamental factors of a company before considering the economic prospects. In this strategy a bottom – up investor neglects the broad macroeconomics analysis and focuses on a specific stock based on its individual qualities.</li> <li>• <b>Top – down Investing:</b> This is an investment strategy. In this strategy, the investor begins with analysis of domestic and global economy and considers the factors like GDP, Interest Rate, inflation and exchange rate. Subsequently, the investor identifies the most promising companies in the economy. In short, it is an investment strategy which first takes a view on the economy and then looks at the industry scenario to assess the potential performance of a company.</li> </ul>                                                                                  |



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| <b>OVERSEAS INVESTMENT BY MUTUAL FUNDS</b> | <p>Mutual Funds Companies are permitted to make investment in:</p> <ul style="list-style-type: none"> <li>(a) ADRs/GDRs issued by Indian or foreign companies.</li> <li>(b) Equity shares of companies listed on overseas stock exchanges.</li> <li>(c) Initial (IPO) and follow on public offerings (FPO) for listing at overseas stock exchanges.</li> <li>(d) Foreign debt securities in the countries with fully convertible currencies.</li> <li>(e) Money market instruments rated not below investment grade.</li> <li>(f) Government securities where the countries are rated not below investment grade.</li> <li>(g) Derivatives traded on recognized stock exchanges overseas only for hedging and portfolio balancing with underlying as securities.</li> </ul>                                                                                                                                                                                                                                                                    |
| <b>Calculation of NAV</b>                  | <p>Mutual funds raise money by selling their shares to public and redeeming them at current net asset value. Net asset value is the value of the assets of each unit of the scheme. Thus if the NAV is more than the face value of, there is an appreciation for the investment. If the NAV is less than the face value, it indicates depreciation of the investment.</p> <p>Every mutual fund shall compute the NAV of each scheme by dividing the net asset of the scheme by the number of units of that scheme outstanding on the date of valuation and public the same at least in two daily newspapers at intervals not exceeding one week. However, the net asset value of any scheme for special target segment or any monthly scheme which are not mandatorily required to be listed in the stock exchange may publish the NAV at monthly or quarterly intervals as permitted by SEBI.</p> $\text{Net Asset Value} = \frac{\text{Market Value} + \text{Current Assets} - \text{Current Liabilities}}{\text{No. of units Outstanding}}$ |
| <b>MUTUAL FUNDS COSTS</b>                  | <p>The mutual funds costs are of two types:-</p> <ul style="list-style-type: none"> <li>• <b>Opening Expenses:</b><br/>It includes advisory fees, custodial fees, audit fees, Transfer agent fees, Trustees fees, Agent commission.</li> <li>• <b>Sales Charges:</b><br/>It includes commissions to the agents and expenses for distribution and marketing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>ANNUALIZED RETURNS</b>                  | <p>Investors buy and sell mutual fund shares/units during a short period and make profits. Percentage of profits in such short periods cannot be a reliable measure. The proper method is to calculate returns on an annualized basis at the compounded average rate over a year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>ASSET MANAGEMENT COMPANY</b>            | <p>Asset Management Company (AMC) manages the funds by investing in various securities as per the offer document. It acts as the investment manager under the supervision and directions of the trustee. In short, Asset Management Company means a company formed &amp; registered under the Companies Act, 2013 and under previous Companies Acts and also registered with SEBI.</p> <p><b>Example:</b> HDFC Asset Management Company Limited &amp; Reliance Capital Assets Management Limited.</p> <p>The AMC must be registered with SEBI before collecting and investing the fund in the securities market. The AMC should be governed under the SEBI (Mutual Fund) Regulations, 1996.</p> <ul style="list-style-type: none"> <li>• <b>AMC should be formed with the following objectives:</b> <ul style="list-style-type: none"> <li>(i) Raising money against units.</li> <li>(ii) Investing the funds in securities.</li> <li>(iii) Distribution of income to the shareholders.</li> </ul> </li> </ul>                                 |

| SEBI (MUTUAL FUND) REGULATIONS, 1996                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| CONSTITUTION AND MANAGEMENT OF MUTUAL FUNDS AND OPERATION OF TRUSTEES | <p>(i) A mutual fund shall be constituted in the form of a trust and the instrument shall be in the form of a deed duly registered under the Act.</p> <p>(ii) The trust deed shall not contain any clause which has the effect of limiting or extinguishing the obligations and liabilities of the trusts.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| REGISTRATION OF MUTUAL FUNDS                                          | <p>The criteria for registration of mutual funds include:</p> <p>(i) There should be <b>sound track record</b> and <b>general reputation</b> of the sponsor;</p> <p>[for the purpose of this clause "Sound Track Record" means the Sponsor should:</p> <p>(a) be carrying on the business in financial services for a period of not less than 5 years; and</p> <p>(b) the Networth is positive in all the immediately preceding 5 years; and</p> <p>(c) The Networth in the immediately preceding year is more than the capital contribution of the sponsor in AMC; and</p> <p>(d) the sponsor has profits after providing for depreciation, interest and tax in three out of immediately preceding five years, including the fifth year;</p> <p>And applicant is a fit and proper person]</p> <p>(ii) The fund should be in the <b>form of the trust</b> which must be approved by SEBI;</p> <p>(iii) The sponsor should contribute at least <b>40% to the net worth</b> of the asset management company;</p> <p>(iv) The sponsor or any of the directors or principle officer of AMC:</p> <p>i) Should not be guilty of any <b>fraud</b> or</p> <p>ii) has not been convicted of an <b>offence</b> involving moral turpitude or</p> <p>iii) has not been found guilty of any <b>economic offence</b>;</p> <p>(v) The <b>trustees</b> must be appointed in accordance with the provisions of the Act;</p> <p>(vi) The <b>asset management company</b> must be appointed in accordance with the provisions of the Act;</p> <p>(vii) The <b>custodians</b> must be appointed in accordance with the provisions of the Act.</p> |
| ELIGIBILITY CRITERIA FOR APPOINTMENT OF AMC                           | <p>The Applicant has to fulfill the following:</p> <p>(i) In case the AMC is an existing AMC, it has a sound track record, general reputation and fairness in transactions;</p> <p>(ii) The directors of AMC are persons having adequate professional experience in finance and financial services related field and</p> <p>⇒ not found guilty of moral turpitude or</p> <p>⇒ convicted of any economic offence or</p> <p>⇒ violation of any securities laws;</p> <p>(iii) The Key Personnel of AMC:</p> <p>⇒ have not been found guilty of moral turpitude or</p> <p>⇒ Convicted of economic offence or</p> <p>⇒ Violation of securities laws or</p> <p>⇒ Worked for any AMC or MF or any intermediary during the period when its registration has been suspended or cancelled at any time by the Board;</p> <p>(iv) The BOD of such AMC has at least 50% directors, who are not associate of, or associated in any manner with, the sponsor or any of its subsidiary or the trustees;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                                                           | <p>(v) The Chairman of AMC is not a trustee of mutual fund;</p> <p>(vi) The AMC has a Networth of not less than 50 Crores;<br/>[Networth means aggregate of paid up capital and free reserves of AMC after deducting therefrom Miscellaneous Expenditure not written off or Deferred revenue expenditure, Intangible Assets and Accumulated Losses]</p> <p><b>Provided</b> that an AMC already granted approval under Old guidelines, shall within a period of 3 years from the date of notification of SEBI (MF) (Amendment) Regulations, 2014 increase its Networth to 50 Crores;</p> <p><b>Provided further</b> that an AMC eligible to launch only Infrastructure debt fund schemes, shall have a Networth of not less than 10 crores;</p> <p><b>Provided further</b> that in cases where Board is satisfied that an AMC is taking steps to meet the Networth requirement within the specified time, the AMC may be allowed to launch upto two new schemes per year;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>TRUST DEED TO BE REGISTERED UNDER REGISTRATION ACT</b> | A mutual fund shall be constituted in the form of a Trust and the instrument of trust shall be in the form of a Deed, Duly registered under the provisions of Indian Registration Act, 1908 executed by Sponsor in favor of the trustees named in such an instrument.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CONTENTS OF TRUST DEED</b>                             | <p>(i) Minimum number of trustees must be mentioned in the trust deed</p> <p>(ii) The trust deed shall provide that it would be the duty of the trustees:</p> <ul style="list-style-type: none"> <li>⇒ To act in the interest of the unit holders.</li> <li>⇒ To provide or cause to provide information to unit holders and board</li> <li>⇒ To take reasonable care to ensure that the funds under the schemes floated by and managed by the AMC are in accordance with Trust deed and Regulations.</li> </ul> <p>(iii) The trust deed shall provide that the auditor for the mutual fund shall be different from the Auditor of AMC;</p> <p>(iv) Broad Policies regarding allocation of payments to capital or income must be indicated in the trust deed.</p> <p>(v) The trust deed shall forbid the MF to make or guarantee loans or take up any activity not in contravention of Regulations</p> <p>(vi) Trusteeship fees, if any payable to trustees shall be provided in the Trust deed.</p> <p>(vii) The trust deed shall provide that no amendment in the trust deed shall be carried out without the prior approval of Board and Unit Holders is obtained;</p> <p>(viii) The removal of trustee in all cases would require the prior approval of the board;</p> <p>(ix) The trust deed shall specify the quorum for a meeting of the trustees;</p> <p>(x) The trust deed shall state that the minimum number of trustee shall be <b>four</b>.</p> |
| <b>RIGHTS AND OBLIGATIONS OF TRUSTEES (DEC 2015)</b>      | <p>(i) The trustees and the AMC shall with the prior approval of the SEBI <b>enter into an Investment Management Agreement (IMA)</b>;</p> <p>(ii) The trustee shall have a right to obtain from the AMC such information as is considered necessary by the trustees;</p> <p>(iii) The Trustees shall ensure before the launch of any scheme that the AMC has:</p> <ul style="list-style-type: none"> <li>i) Systems in place for its back office, dealing room and accounting;</li> <li>ii) appointed Auditors to audit its accounts;</li> <li>iii) appointed all KMP including Fund Managers for the schemes and submitted their bio data which shall contain education qualifications, past experience in the securities market with the trustees, within 15 days of their appointment;</li> <li>iv) appointed Compliance officer who shall be responsible for monitoring the compliance of the Act, Rules and Regulations, Notification, Guidelines, Instructions, etc issued by SEBI or CG and for Redressal of investors grievances;</li> <li>v) appointed Registrar and laid down parameters for their supervision;</li> <li>vi) prepared a compliance manual and designed internal control mechanisms</li> </ul>                                                                                                                                                                                                                                      |

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|                                                 | <p>including internal audit systems;<br/>vii) specified norms for empanelment of brokers and marketing agents;<br/>viii) obtained, wherever required, prior in principle approval for RSE where units are proposed to be listed.</p> <p>(iv) The compliance officer has the duty to <b>report any of the non – compliances</b> to the Board;</p> <p>(v) The Trustees shall ensure that AMC has not given any <b>undue or unfair advantage</b> to <b>any associates</b> or dealt with any of the associates of AMC in any manner detrimental to interest of unit holders;</p> <p>(vi) The trustee shall ensure that transactions entered into by AMC are in <b>accordance with these regulations</b> and scheme;</p> <p>(vii) Where the trustees have reason to believe that the conduct of business of mutual fund is not in accordance with these regulations and scheme they shall forthwith <b>take such remedial steps</b> as are necessary by them and shall immediately <b>inform the Board</b> of the violation and action taken by them;</p> <p>(viii) The trustees shall <b>quarterly review all transactions</b> carried out between mutual fund, AMC and its associates.</p> <p>(ix) The trustees shall <b>periodically review all service contracts</b> such as custody arrangements, transfer agency of securities and satisfy itself that such contracts are executed in the interest of unit holders;</p> <p>(x) The trustee shall periodically review the <b>investor complaints</b> received and the Redressal of the same by AMC;</p> <p>(xi) The trustees shall abide by the <b>Code of Conduct</b>;</p> |
| <b>APPOINTMENT OF CUSTODIAN</b>                 | <p>(i) The mutual fund shall appoint a Custodian to carry out the custodial services for the schemes of the fund and sent intimation of the same to the board within 15 days of appointment of custodian;</p> <p>(ii) No custodian in which:</p> <ul style="list-style-type: none"> <li>⇒ Sponsor or its associates hold 50% or more of voting rights of Share Capital of Custodian or</li> <li>⇒ where 50% or more of the directors of custodian represent the interest of sponsor or its associates;</li> <li>⇒ shall act as custodian for a mutual fund constituted by the same sponsor or any of its associates or subsidiary company;</li> </ul> <p><b>Provided</b> that where the sponsor or its associates hold 50% or more of Voting rights of custodian, such custodian may act as custodian for a mutual fund constituted by the same sponsor or any of its associates or subsidiary company if:</p> <ul style="list-style-type: none"> <li>a) The sponsor has a Networth of at least 20,000 crore rupees at all point of time;</li> <li>b) 50% or more of directors of custodian are those who do not represent the interest of sponsor or its associates;</li> <li>c) the custodian and AMC of MF are not subsidiary of each other;</li> <li>d) No person is a director of both the custodian and AMC; and</li> <li>e) The custodian and AMC sign an undertaking that they will act independently of each other in their dealings with the scheme;</li> </ul>                                                                                                                                                   |
| <b>CODE OF CONDUCT OF MUTUAL FUNDS</b>          | <b>Same Points as Code of Conduct of Credit Rating Agency. Refer the Chapter Credit Rating Agency.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ADVERTISEMENT CODE (JUNE 2016, DEC 2015)</b> | <p>(i) Advertisement shall be accurate, true, fair, clear, complete, unambiguous and concise.</p> <p>(ii) Advertisement shall not contain statement which are false, misleading, biased or deceptive, based on assumptions and shall not contain any testimonials or any ranking based on any criteria.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                                                     | <p>(iii) No celebrities shall form part of advertisement.</p> <p>(iv) No advertisement shall directly or indirectly discredit other advertisements or make unfair comparisons.</p> <p>(v) Advertisements shall be accompanied by a standard warning in legible fonts which states <b>"Mutual fund investments are subject to market risks, read all schemes related document carefully."</b> No addition or deletion of words shall be made to the standard warning.</p> <p>(vi) In audio visual media based advertisements, the standard warning in visual and accompanying voice over reiteration shall be audible in a clear and understandable manner. For example, in standard warning both the visual and the voice over reiteration containing 14 words running for at least 5 seconds may be considered as clear and understandable.</p> <p>(vii) Advertisement shall not be so designed as likely to be misunderstood or likely to be disguise the significance of any statement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>GENERAL DUE DILIGENCE AND SPECIFIC DUE DILIGENCE BY TRUSTEES</b> | <p>The trustees shall exercise due diligence as under:-</p> <p><b><u>GENERAL DUE DILIGENCE:</u></b></p> <p>(i) The trustees shall be discerning in the appointment of the directors on SEBI of the asset management company.</p> <p>(ii) Trustees shall review the desirability of continuance of the asset management company if substantial irregularities are observed in any of the schemes and shall not allow the asset management company to float new schemes.</p> <p>(iii) The trustee shall ensure that the trust property is properly protected, held and administered by proper persons and by a proper number of such persons.</p> <p>(iv) The trustee shall ensure that all service providers are holding appropriate registrations from SEBI or concerned regulatory authority.</p> <p>(v) The trustees shall arrange for test checks of service contracts.</p> <p>(vi) Trustees shall immediately report to SEBI of any special developments in the mutual fund.</p> <p><b><u>SPECIFIC DUE DILIGENCE:</u></b></p> <p>The trustees shall:</p> <p>(i) Obtain internal audit report at regular intervals from independent auditors appointed by the trustees;</p> <p>(ii) Obtain compliance certificate at regular intervals from the asset management company;</p> <p>(iii) Hold meeting of trustee more frequently;</p> <p>(iv) Consider the reports of the independent auditor and compliance reports of asset management company at the meetings of trustees for appropriate action;</p> <p>(v) Maintain records of the decisions of the trustees at their meetings and of the minutes of the meetings;</p> <p>(vi) Prescribe and adhere to a code of ethics by the trustees, asset management company and its personnel;</p> <p>(vii) Communicate in writing to the asset management company of the deficiencies and checking on the rectification of deficiencies.</p> |
| <b>INFRASTRUCTURE DEBT FUND SCHEMES (JUNE 2015, DEC 2013)</b>       | <p>"Infrastructure debt fund scheme" means a mutual fund scheme that invests primarily <b>(minimum 90% of scheme assets)</b> in the :</p> <p>⇒ Debt securities of securitized debt instrument of infrastructure companies or</p> <p>⇒ Infrastructure capital companies or</p> <p>⇒ Infrastructure projects or</p> <p>⇒ Special purpose vehicles</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                                           | <p>Which are created for the purpose of facilitating or promoting investment in infrastructure, and other permissible assets in accordance with these regulations or bank loans in respect of completed and revenue generating projects of infrastructure companies or projects or special purpose vehicles.</p> <p><b><u>Eligibility criteria for launching infrastructure debt fund scheme:</u></b></p> <p>(i) An existing mutual fund may launch an infrastructure debt fund schemes if it has an adequate number of key personnel having adequate experience in infrastructure sector.</p> <p>(ii) A certificate of registration may be granted to an applicant proposing to launch only Infrastructure debt fund scheme if the sponsor or Parent Company of the sponsor:</p> <p>(a) has been carrying on activities or business in infrastructure financing sector for a period of not less than 5 years;</p> <p>(b) it must be a fit and proper person [Specified in Schedule II of SEBI (intermediaries) Regulations 2008]</p> <p>(Parent Company of Sponsor shall mean a company which holds at least 75% of paid up equity share capital of sponsor.)</p> <p><b><u>Conditions for Infrastructure debt fund schemes:</u></b></p> <p>(i) Units of Infrastructure debt fund schemes shall be listed on a RSE, provided such units shall be listed only after being fully paid up.</p> <p>(ii) An infrastructure debt fund scheme shall have <b>minimum five investors</b> and no single investor shall hold more than 50% of net assets of the scheme.</p> <p>(iii) No infrastructure debt fund scheme shall accept any investment from any investor which is less than Rs. 1 crore.</p> <p>(iv) The minimum size of the unit shall be Rs. 10 Lakhs.</p> <p>(v) Each scheme launched as infrastructure debt fund scheme shall have firm commitment from the Strategic investors for contribution of an amount of at least Rs. 25 Crores before the allotment of units of the scheme are marketed to other potential investors.</p> <p>(vi) An infrastructure debt fund scheme shall be launched either as close ended scheme maturing after more than 5 years or interval scheme with lock in of 5 years and interval period not longer than one month as may be specified in the scheme information document.</p> <p>The tenure of the scheme would be allowed to be extended upto 2 years beyond the original tenure with the consent of 2/3<sup>rd</sup> of its investors by value.</p> |
| <b>GOLD EXCHANGE TRADED FUNDS (GETF):</b> | <p>In India, Mutual Fund Schemes based on Gold or Gold related instruments were introduced in 2006. Gold Exchange Traded Fund Schemes are permitted to invest primarily in:</p> <p>(a) Gold;</p> <p>(b) Gold related instruments.</p> <p>Gold related instrument means any instrument having gold as underlying assets as specified by the SEBI. The Net Asset Value of this mutual fund is based on the domestic price of Gold or its related instruments.</p> <p><b>Example:</b> SBI Gold ETF, UTI Gold ETF, Kotak Gold ETF &amp; Reliance Gold ETF</p> <p>In other words, it is a listed securities backed by allocated gold held in the custody of a Bank for and on behalf of Investors. This fund allows investors to invest their funds in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



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|                                                                           | <p>the bullion market without taking physical delivery of Gold.</p> <p>➤ <b>Features:</b></p> <ul style="list-style-type: none"> <li>(i) Cheapest form of pure physical gold with no premium.</li> <li>(ii) No issues wastage like physical gold in the form of Jewellery.</li> <li>(iii) No tax on it like VAT &amp; Wealth Tax.</li> <li>(iv) No Storage or insurance cost.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>REAL ESTATE<br/>MUTUAL FUND<br/>SCHEME<br/>(DEC 2009)</b>              | <ul style="list-style-type: none"> <li>• Real estate mutual fund scheme means a mutual fund scheme that invests directly or indirectly in real estate assets or other permissible assets.</li> <li>• Under this scheme, the Asset Management Company raises funds from individual investors for the purpose to invest in real estate assets.</li> <li>• Real Estate Mutual Fund (REMF) allows retail investor to participate in this fund without taking physical possession of any asset.</li> </ul> <p><b><u>FEATURES:</u></b></p> <ul style="list-style-type: none"> <li>(i) The existing mutual funds are eligible to launch such schemes;</li> <li>(ii) New sponsors seeking to set up new mutual funds shall be carrying on the business of real estate for at least 5 years;</li> <li>(iii) It shall always be a close – ended scheme;</li> <li>(iv) NAV of the scheme shall be declared daily;</li> <li>(v) At least 35% of the net assets of the scheme shall be invested directly in the real estates;</li> <li>(vi) Each asset shall be valued by at least two valuers who are accredited by a CRA;</li> <li>(vii) No mutual funds shall transfer real estate assets amongst its schemes;</li> <li>(viii) Such schemes shall not undertake any lending or housing finance activities;</li> <li>(ix) Accounting and valuation norms pertaining to REMF schemes have also been specified.</li> </ul> |
| <b>MONEY MARKET<br/>MUTUAL FUNDS<br/>(MMMFs)<br/>(DEC 2010, DEC 2007)</b> | <p><b><u>Meaning:</u></b></p> <p>MMMFs means funds those are invested in short term debt securities in the money market like:</p> <ul style="list-style-type: none"> <li>(a) Certificate of deposits</li> <li>(b) Commercial Papers</li> <li>(c) Govt T-Bills</li> </ul> <p>They are normally in Large Quantity</p> <p><b><u>Significance:</u></b></p> <p>As MMMFs are in Large Size, hence they get a higher yield on such short term instruments in comparison to individual investors. These schemes are ideal for corporate and individual investors as a means to park their surplus funds for short periods.</p> <p><b><u>Features:</u></b></p> <p>MMMFs are exclusively governed by SEBI(MF) Regulations, 1996.</p> <p>Return in the schemes of such funds may fluctuate, depending upon the interest rate prevailing in the market.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>INTRODUCTION</b>                                                                 | <p>The following are the Securities Market Intermediaries:-</p> <ul style="list-style-type: none"> <li>(a) Merchant Bankers (MB)</li> <li>(b) Registrars and Share Transfer Agents (RTA)</li> <li>(c) Underwriters</li> <li>(d) Bankers to issue</li> <li>(e) Debenture Trustees</li> <li>(f) Portfolio Manager</li> <li>(g) Foreign Institutional Investor (FII)</li> <li>(h) Stock – brokers and sub – brokers</li> <li>(i) Custodian</li> <li>(j) Investment Advisor</li> <li>(k) Credit Rating Agencies and Depository Participant</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ROLE &amp; FUNCTIONS OF SECURITIES MARKET INTERMEDIARIES (IN A PUBLIC ISSUE)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>MERCHANT BANKER</b>                                                              | <p>Merchant Banker means:</p> <ul style="list-style-type: none"> <li>⇒ A person who manages;</li> <li>⇒ the business of issue of securities</li> <li>⇒ by making arrangements for selling, buying or subscribing to securities.</li> </ul> <p>It is <b>obligatory</b> on the part of Issuer Company to appoint a merchant banker in relation to any public issue like IPO, Right Issue, Buy Back &amp; Delisting. A person who undertakes any assignment of merchant bankers shall first get it registered with SEBI under the provisions of SEBI (Merchant Banker) Regulations, 1992.</p> <p>Under clause 2 (cb) of SEBI (Merchant Banker) Regulations, 1992, <b>Merchant Banker</b> means any person who is engaged in the business of <b>issue management</b> either by making arrangements regarding selling, buying or subscribing to securities or acting as manager, consultant, adviser or rendering corporate advisory service in relation to such issue management.</p> <p><b>Example:</b> SBI Capital Markets Ltd., ICICI Securities Ltd., Reliance Securities Ltd. and Karvy Investor Services Limited</p> <p>The Merchant banker undertakes the following activities including preparation of prospectus, advisory on projects, determining financial structure, due diligence, tie – up with financiers, allotment of shares and refunds:-</p> <ul style="list-style-type: none"> <li>(a) Managing of public issue of securities;</li> <li>(b) Preparation of prospectus/letter of offer;</li> <li>(c) Final allotment of shares and refund of application money;</li> <li>(d) Underwriting connected with the aforesaid public issue management business;</li> <li>(e) Managing/Advising on international offerings of debt/equity i. e. GDR, ADR, EDBs, FCCBs, FCEBs and bonds;</li> <li>(f) Private placement of securities;</li> <li>(g) Primary or satellite dealership of government securities;</li> <li>(h) Corporate advisory services with regard to takeovers, acquisition and disinvestment.</li> </ul> <p><b>SEBI (MERCHANT BANKERS) REGULATIONS, 1992</b></p> <p><b>GRANT OF CERTIFICATE OF REGISTRATION:</b></p> <ul style="list-style-type: none"> <li>(i) Applicant shall be a Body Corporate other than NBFC;</li> <li>(ii) Applicant has in his employment a minimum of two persons who have the experience to conduct the business of Merchant Banker;</li> <li>(iii) Applicant, his partner, director or principal officer is not involved in any Litigation connected with securities market which has an adverse bearing on the business of</li> </ul> |

applicant;

(iv) Applicant has the professional qualification from an Institution recognized by the Government in Finance, Law or Business Management;

**CAPITAL ADEQUACY:**

The Capital Adequacy requirement shall be a Networth of not less than **5 CRORES**.

*"Net Worth" means the sum of paid up capital and free reserves of the applicant at the time of making application.*

**RESPONSIBILITIES OF LEAD MANAGERS:**

- No Lead Manager shall agree to manage or be associated with any issue unless
- His responsibilities relating to the issue mainly those of disclosures, allotment and refund are clearly defined, allocated and determined and
- A statement specifying such responsibilities is furnished to SEBI at least 1 month before the opening of the issue for subscription
- But where there are more than 1 Lead Merchant Banker to the issue the responsibility of each such LMB shall clearly be demarcated and the statement specifying such responsibilities shall be furnished to SEBI at least 1 month before the opening of issue for subscription.

**MERCHANT BANKER NOT TO ACT AS SUCH FOR AN ASSOCIATE:**

A Merchant Banker shall not lead manage any issue or be associated with any activity undertaken under any regulations made by SEBI, if:

- ⇒ He is a promoter or
- ⇒ A director or
- ⇒ An associate

of the issuer of securities or of any person making an offer to sell or purchase securities.

However, a MB who is an associate of such issuer or person may be appointed, if he is involved only in **marketing** of issue or offer.

A MB shall be deemed to be an "Associate of the issuer or person" if:

- (i) either of them controls, directly or indirectly through its subsidiary or holding, not less than 15% of voting rights in the other; or
- (ii) either of them, directly or indirectly, by itself or in combination with other persons, exercises control over the other; or
- (iii) there is a common director, excluding nominee director, amongst the issuer, its subsidiary or holding company and the MB.

**MINIMUM UNDERWRITING OBLIGATION:**

In respect of every issue to be managed, the LMB holding a certificate of Category 1 shall accept a minimum underwriting obligation of 5% of total underwriting commitment or Rs. 25 Lakhs whichever is less; but if the LMB is unable to accept the minimum underwriting obligation, that LMB shall make arrangement for having the issue underwritten to that extent by a MB associated with the issue and shall keep SEBI informed of such arrangement.

*In case of issue made in accordance with Chapter XB of SEBI (ICDR) regulations, 2009, the MB shall itself or jointly with other MB associated with the issues, underwrite at least 15% of the issue size.*

**PROHIBITION TO ACQUIRE SHARES:**

- No MB or any of its Directors, partners or manager or principal officer shall either on their own account or through their associates or relatives, enter into any transaction in securities of bodies corporate on the basis of unpublished price sensitive information obtained by them during the course of any professional assignment

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|                                           | <p>either from the clients or otherwise.</p> <ul style="list-style-type: none"> <li>• Every MB to submit to SEBI complete particulars of any transaction for acquisition of securities of any body corporate whose whose issue is being managed by that MB, within 15 days from the date of entering into such transaction.</li> <li>• In case of any transaction for acquisition of securities made in pursuance of underwriting or market making obligation in accordance with Chapter XA of SEBI (ICDR) Regulations, 2009 the complete particulars of the transactions shall be submitted to SEBI on quarterly basis.</li> </ul> <p>Every MB to <b>appoint a compliance officer</b> who shall be responsible for:</p> <ul style="list-style-type: none"> <li>• Monitoring the compliance of the Act, rules and regulations, notification guidelines, instructions, etc issued by SEBI or CG and</li> <li>• For Redressal of investor grievances.</li> </ul> <p>Compliance officer is required to immediately and independently report to SEBI, any non-compliance observed by him and ensure that observations made or deficiencies pointed out by SEBI on/in the draft prospectus or letter of offer as the case may be, do not occur.</p> <p><b><u>PROCEDURE FOR INSPECTION:</u></b></p> <ul style="list-style-type: none"> <li>• SEBI empowers to <b>appoint one or more persons as Inspecting Authority</b> to undertake inspection of books of accounts, records, etc of the MB, to ensure that such <b>books and records are maintained in the prescribed manner</b>, the provisions of SEBI act and rules and obligations thereunder are complied with to <b>investigate into complaints from investors</b>, other MB or other persons on any matter having a bearing on activities of MB and <b>to investigate Suo Moto</b> in the interest of securities market business or investors interest into the working of the MB.</li> <li>• On Completion of inspection, the Inspecting Authority shall submit an Inspection Report to SEBI. SEBI or Chairman shall after consideration of inspection or investigation report take such action as SEBI or chairman may deem fit and appropriate.</li> <li>• SEBI may appoint a qualified auditor to investigate into the books of account or the affairs of the MB and such auditor shall have the same powers of the inspecting authority as referred above.</li> </ul> <p><b><u>PROCEDURE FOR ACTION AGAINST MB IN CASE OF DEFAULT:</u></b></p> <p>Following actions may be taken:</p> <ul style="list-style-type: none"> <li>• Suspension of certificate of registration for a specified period;</li> <li>• Cancellation of certificate of registration;</li> <li>• Prohibiting the notice to take up any new assignment or contract or launch a new scheme for a specified period;</li> <li>• Debarring a principal officer of notice from being employed or associated with any registered intermediary for the specified period in the order;</li> <li>• Debarring a branch or an officer of the notice from carrying out activities for the specified period;</li> <li>• Warning the notice.</li> </ul> <p><b><u>CODE OF CONDUCT FOR MERCHANT BANKERS</u></b></p> <p>Same Points as in Code of Conduct of Credit Rating Agency. Refer the Chapter Credit Rating Agency.</p> |
| <b>REGISTRAR AND TRANSFER AGENT (RTA)</b> | <p>RTA means a person who works like a Registrar to an issue and transfer agent. A RTA is governed under the provisions of the SEBI (Registrar to an Issue and Share Transfer Agents) Regulations, 1993.</p> <p><b>Example:</b> Karvy Computershare Pvt. Ltd. &amp; Intime Spectrum Registry Ltd.</p> <p><b>Registrar to an Issue:</b> Registrar to an issue means:</p> <p>⇒ a person who finalizes the list of eligible allottees for a public issue.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

- ⇒ He is responsible for rejecting the invalid applications and
- ⇒ also ensures crediting shares to the demat accounts of the successful applicants.
- ⇒ He dispatches the refund orders to those applicants in whose favour no share has been allotted.

#### **Functions/Activities of Registrar to an Issue:**

- (a) Collecting application from investors in respect of an issue;
- (b) Keeping proper record of applications and monies received from investors;
- (c) Determining the basis of allotment in consultation with the stock exchange;
- (d) Finalizing the list of allottees;
- (e) Processing and dispatching the allotment letters, refund orders or certificates etc.

#### **Share Transfer Agent:**

- ⇒ Share Transfer Agent means a person who **keeps records** of holders of the securities in connection with transfer and redemption of securities.
- ⇒ In India, it is **obligatory to all listed companies** to outsource the activities in relation to registration and transfer of securities.

The Registrars to an Issue and Share Transfer Agents constitute an important category of intermediaries in the primary market. They render very useful services in mobilizing new capital and facilitating proper records of the details of the investors, so that the basis for allotment could be decided and allotment ensured as per SEBI Regulations.

#### **Pre – Issue Work:**

- (a) Finalization of bankers to issue, list of branches, controlling and collecting branches.
- (b) Design of application form, bank schedule, pre – printed stationery.
- (c) Preparing and issuing detailed instructions on procedure to be followed by collecting and controlling branches.
- (d) Arranging, dispatch of application schedule for listing of applications to collecting and controlling branches.

#### **Issue Work:**

- (a) Collection of daily figure from bankers to the issue.
- (b) Informing Stock Exchange/SEBI and providing necessary certificates to Lead Manager on closure of issue.
- (c) Scrutiny of application received from bankers to issue.
- (d) Reconciliation of number of applications, securities applied and money received with final certificate received from bank.
- (e) Finalizing basis of allotment after approval of the stock exchange.
- (f) Allotment of shares on the formula derived by stock exchange.
- (g) Obtaining certificate from auditors in connection with the allotment.
- (h) Preparation of the list of allottees and non – allottees as per the basis of allotment approved by stock exchange.
- (i) Preparation of allotment register, register of members, index register.
- (j) Preparing share certificate on the computer.
- (k) Mailing of documents by registered post.
- (l) Issuing call notices for allotment money to allottees.
- (m) Issue of duplicate refund order.

#### **CRITERIA FOR REGISTRATION:**

It shall assess whether the applicant:

- i) has any past experience in the activities;

Capital Adequacy Requirement for Category I is Rs. 50,00,000/- and Category II is Rs. 25,00,000/-

#### **GENERAL OBLIGATIONS & RESPONSIBILITIES:**

- ⇒ A Registrar to an issue and share transfer agent shall ensure that good corporate policies and corporate governance are in place.

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|                           | <p>⇒ A Registrar to an issue and share transfer agent shall be responsible for the acts or omissions of its employees and agents in respect of the conduct of its business.</p> <p>⇒ A Registrar to an issue and share transfer agent shall not, in respect of any dealing in securities, be party to or instrumental for:</p> <ul style="list-style-type: none"> <li>○ Creation of false market;</li> <li>○ Price rigging or manipulation;</li> <li>○ Passing of unpublished price sensitive information in respect of securities which are listed and proposed to be listed in any stock exchange to any person or intermediary.</li> </ul> <p>⇒ A Registrar to an issue and share transfer agent shall provide adequate freedom and powers to its compliance officer for the effective discharge of its duties.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>UNDERWRITER</b>        | <p>Underwriter means a person who engages in the business of underwriting of an issue of securities of a company. An underwriter assures the issuing company to take up shares or securities to a certain limit in case the company fails to collect minimum subscription from the General Public to the expected level.</p> <p>For this arrangement, the underwriter will enter into an agreement with the issuing company and the assuring party such as a financial institution, banks, merchant banker, or broker. Underwriting is mandatory for a public issue. It is necessary for a public company which invites public subscription for its securities to ensure that its issue is fully subscribed. In case of any short – fall, it has to be made good by underwriting arrangements made in advance of the opening of the public issue.</p> <p><b><u>APPLICATION FOR REGISTRATION:</u></b></p> <p>i) the applicant shall have necessary infrastructure like adequate office space, equipments and manpower and past experience in underwriting, employing at least two persons with such experience. No person directly or indirectly connected with the applicant should have been granted registration by SEBI.<br/>SEBI shall take into account whether a previous application for a certificate of any person directly or indirectly connected with the applicant has been rejected by SEBI or any disciplinary action has been taken against such person under Act or rules or regulations;</p> <p>ii) The applicant should be a fit and proper person, fulfilling the capital adequacy requirement (at least Rs. 20,00,000/-) and no director, partner or principal officer should have been at any time convicted for an offence involving moral turpitude or found guilty of any economic offence.</p> <p><b><u>GENERAL OBLIGATION OF UNDERWRITERS:</u></b></p> <p>(i) The underwriter shall not derive any direct or indirect benefit from underwriting the issue other than the commission or brokerage payable under an agreement for underwriting.</p> <p>(ii) The total underwriting obligations under all the agreements shall not exceed 20 times the Networth.</p> <p>(iii) Every underwriter in the event of being called upon to subscribe for securities of a body corporate pursuant to an agreement shall subscribe to such securities within 45 days of receipt of such intimation from such body corporate.</p> |
| <b>BANKER TO AN ISSUE</b> | <p>Banker to an Issue means a scheduled bank which carries out the activities like:</p> <ul style="list-style-type: none"> <li>• Acceptance of application and application monies;</li> <li>• Acceptance of allotment or call monies;</li> <li>• Refund of application monies;</li> <li>• Payment of dividend or interest warrant during &amp; after issue of securities.</li> </ul> <p>It also opens Escrow account for collection and utilization of public issue proceeds. The banks are expected to furnish prompt information and records to the issuer company</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|                                 | <p>and to the lead manager for monitoring and progressing the issue work. For this purpose, the company has to enter into an agreement with different banks specifying the conditions, terms and remuneration for services to be rendered by each such bank.</p> <p><b><u>APPLICATION FOR REGISTRATION:</u></b></p> <p>(i) The Applicant has the necessary infrastructure, communication and data processing facilities and manpower to effectively discharge his activities;</p> <p>(ii) The Applicant or any of its directors is not involved in any litigation connected with the securities market and which has an adverse bearing on the business of the applicant or has not been convicted of any economic offence;</p> <p><b><u>GENERAL OBLIGATIONS AND RESPONSIBILITIES:</u></b></p> <p>(i) The number of applications received, the names of investors, dates on which the applications were received and the amount so received from the investors.</p> <p>(ii) The time within which the applications received from the investors were forwarded to the body corporate or registrar to an Issue as the case may be;</p> <p>(iii) The Dates and Amount of the refund monies paid to the investors;</p> <p>(iv) Dates, names and amount of dividend/ interest warrant paid to the investors.</p> <p>The Banker to an issue shall intimate SEBI about the place where these documents are kept and shall preserve them for a minimum period of <b>3 years</b>.</p> <p><b><u>AGREEMENT WITH THE BODY CORPORATE:</u></b></p> <p>Banker to an issue should enter into an agreement with the body corporate for whom he is the banker to an issue with regard to following matters:</p> <p>(i) the <b>number of centre</b> at which the application and the application monies of an issue of a body corporate will be collected from the investors;</p> <p>(ii) The <b>time within which</b> the statements regarding the application and application monies received from the investors investing in an issue of a body corporate will be forwarded to the Registrar to an issue of body corporate, as the case may be.</p> <p>(iii) The <b>daily statement</b> will be sent by designated controlling branch of bankers to the issue to the registrar to an issue indicating the number of body corporate and the amount of application money received.</p> |
| <p><b>DEBENTURE TRUSTEE</b></p> | <p>Debenture Trustee (DT) means a trustee of a trust deed for <b>securing any issue</b> of debentures of a Company. DT protects the interest of debenture holders in case the company fails to pay the principal as well as interest amount to the debenture holders.</p> <p>It is necessary that the company makes proper arrangements to extend assurances and comply with legal requirements in favour of the investors who are entitled to this type of security. The issuing company has to complete the process of finalizing and executing the trust deed or document and get it registered within the prescribed period and file the charge with the Registrar of Companies (ROC) in respect of the security offered.</p> <p><b><u>ROLE AND FUNCTIONS:</u></b></p> <p>(i) Call for periodical reports from the Company, i. e., issuer of debentures.</p> <p>(ii) Take possession of trust property in accordance with the provisions of the trust deed.</p> <p>(iii) Enforce security in the interest of the debenture holders.</p> <p>(iv) Ensure that the property charged to the debenture is available and adequate at all times to discharge the interest and principal amount payable in respect of the debentures and such property is free from any other encumbrances.</p> <p>(v) Exercise due diligence to ensure compliance by the Company with the provisions of the Companies Act and the listing agreement or the trust deed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

- (vi) To take appropriate measures for protecting interest of the debentures holders in case of any breach comes to notice.
- (vii) To ascertain that the debentures have been converted or redeemed as per law.
- (viii) Appoint a nominee director on the board of the Company, if required.

**APPLICATION FOR REGISTRATION:**

- (i) has in employment at least one person who possesses the professional qualification in law from an institute recognized by Government;
- (ii) fulfills the capital adequacy requirements as may be specified; (**not less than Rs. 1 Crore**)

**The Applicant shall be a schedule bank carrying on commercial activity, a public financial institution, an insurance company or a body corporate.**

**DUTIES OF DEBENTURE TRUSTEES: (DEC 2016)**

- i) Call for **periodical reports** from the body corporate;
- ii) take **possession** of trust property in accordance with the trust deed;
- iii) **enforce security** in the interest of debenture holders;
- iv) do **such acts** as necessary in the event the security becomes enforceable;
- v) carry out such acts as are necessary for the protection of the debenture holders and to do all things necessary in order to resolve the grievances of the debenture holders;
- vi) ascertain and specify that:
  - ⇒ In case where the allotment letter has been issued and debenture certificate is to be issued after the registration of charge, the debenture certificates have been dispatched by the body corporate to the debenture holders within 30 days of the registration of charge with the ROC;
  - ⇒ Debenture certificates have been dispatched to the debenture holders in accordance with the provisions of companies act;
  - ⇒ Interest warrants for interest due on the debentures have been dispatched to the debenture holders on or before due dates;
  - ⇒ Debenture holders have been paid the monies due to them on the date of redemption of debentures;
- vii) ensure on a continuous basis that the property charged to the debenture is available and adequate at all times to discharge the interest and principal amounts payable in respect of debentures and that such property is free from any other encumbrances.
- viii) Exercise due diligence to ensure compliance by body corporate, with the provisions of companies act, the listing agreement of stock exchange or trust deed;
- ix) inform SEBI immediately of any breach of trust deed or provision of any law;
- x) appoint a nominee director on the board of body corporate in the event of:
  - ⇒ Two consecutive defaults in payment of interest to the debentures; or
  - ⇒ Default in creation of security for debentures; or
  - ⇒ Default in redemption of debentures
- xi) obtain a certificate from issuer's auditor:
  - ⇒ In respect of utilization of funds during the implementation period of project;
  - ⇒ In case of debentures issued for financing working capital at end of year.
- xii) Debenture trustee may inspect books of accounts, records, registers of body corporate and the trust property to the extent necessary for discharging its obligations.

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| <b>PORTFOLIO MANAGER</b> | <p>Any person who pursuant to contract or arrangement with the client, advises or directs or undertakes on behalf of the client, the management or administration of a portfolio of securities or the funds of the clients, as the case may be.</p> <p>A portfolio manager plays an important role in deciding the best investment plan for an individual as per his income, age as well as ability to undertake risks. A portfolio manager is responsible for making an individual aware of the various investment tools available in the market and benefits associated with each plan. Make an individual realize why he actually needs to invest and which plan would be the best for him. A portfolio manager is responsible for designing customized investment solutions for the clients according to their financial needs.</p> <p><b><u>NORMS FOR REGISTRATION AS PORTFOLIO MANAGERS:</u></b></p> <p>(a) the applicant is a body corporate;</p> <p>(b) the applicant fulfills the capital adequacy requirements;</p> <p><b><u>CAPITAL ADQUACY REQUIREMENT:</u></b></p> <p>Portfolio manager must have capital adequacy requirement of not less than Networth of two crores rupees.</p> <p>However, the portfolio manager shall fulfill capital adequacy requirement under these regulations, separately and independently of capital adequacy requirements if any for each activity undertaken by it under the relevant regulations.</p> <p><i>Networth means aggregate value of paid up equity capital plus free reserves (excluding reserves created out of revaluation) reduced by the aggregate value of accumulated losses and deferred expenditure not written off, including miscellaneous expenses not written off.</i></p> <p><b><u>PERIOD OF VALIDITY OF CERTIFICATE:</u></b></p> <p>The certificate of registration granted and its renewal granted under these regulation shall be valid for a <b>period of three years</b> from date of its issue to applicant.</p> <p><b><u>PROCEDURE WHERE REGISTRATION IS NOT GRANTED:</u></b></p> <p>Same</p> <p><b><u>CONTRACT WITH CLIENTS AND DISCLOSURES:</u></b></p> <p>The Portfolio manager, before taking up an assignment of management of funds or portfolio of securities on behalf of a client, enter into an agreement in writing with such client clearly defining inter se relationship and setting out mutual rights, liabilities and obligations relating to management of funds or portfolio of securities containing the details.</p> <p>The agreement between the portfolio manager and the client shall inter alia, contain:</p> <ul style="list-style-type: none"> <li>(i) The investment objectives and services to be provided;</li> <li>(ii) areas of investments and restrictions, if any, imposed by client;</li> <li>(iii) Types of instruments and proportion of exposure;</li> <li>(iv) Tenure of portfolio investments;</li> <li>(v) terms of early withdrawal of funds or securities by clients;</li> <li>(vi) attendant risks involved in the management of the portfolio;</li> <li>(vii) period of the contract and provision of early termination, if any;</li> <li>(viii) fees payable to portfolio manager;</li> <li>(ix) custody of securities;</li> <li>(x) the terms of accounts and audit and furnishing of reports to clients.</li> </ul> <p>The portfolio manager shall provide to the client, the Disclosure Document as specified in Schedule V, along with a certificate in Form C as specified in Schedule I, at least two days prior to entering into an agreement with the client.</p> <p><b>The disclosure document, shall inter alia contain the following:</b></p> |
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- (i) Portfolio Risks;
- (ii) The performance of portfolio manager;
- (iii) the audited financial statements of portfolio manager for immediately preceding three years;
- (iv) Quantum and manner of payment of fees payable by the client for each activity for which services is rendered by Portfolio manager directly or indirectly;
- (v) Complete disclosures in respect of transactions with related parties as per AS 18;

The content of disclosure document would be certified by an independent chartered accountant.

The portfolio manager is required to *file with SEBI*, a copy of disclosure document before it is circulated or issued to any person and every six months thereafter or whenever any material change is effected therein whichever is earlier.

The portfolio manager shall ensure that the disclosure document is given to client along with the account opening form *at least 2 days in advance* of signing the agreement.

The portfolio manager shall charge an agreed fee from the clients for rendering portfolio management services without guaranteeing or assuring, either directly or indirectly, any return and the fee so charged *may be fixed fee or a return based fee or a combination of both*.

#### **INTERNAL AUDIT OF PORTFOLIO MANAGER:**

- ⇒ Every Portfolio Manager is required to appoint Practicing Company Secretary or a Practicing Chartered Accountant for conducting the internal audit.
- ⇒ The Portfolio Manager is required to report the compliance of the aforesaid requirement to SEBI while submitting the half yearly report.
- ⇒ The report is to be submitted twice a year, as on 31<sup>st</sup> March and 30<sup>th</sup> September. The report should reach SEBI within 30 days of period to which it relates.
- ⇒ No precise period has been prescribed for PCS or PCA to submit his report to the Board of Company. However, it is advisable for PCS or PCA to give the audit report to Portfolio manager sufficiently well in advance to enable the company to report compliance of same to SEBI.
- ⇒ Scope of internal audit would comprise of checking of compliance of SEBI (portfolio managers) regulations 1993 and circulars, notifications or guidelines issued by SEBI and internal procedures followed by the Portfolio Manager.

#### **INVESTMENTS OF CLIENTS MONEY:**

- ⇒ The money or securities accepted by PM shall not be invested or managed by PM except in terms of agreement between PM and Client.
- ⇒ Any renewal of portfolio fund on maturity of initial period shall be deemed to be a fresh placement.
- ⇒ The funds or securities can be withdrawn or taken back by client before the maturity of contract under following circumstances:
  - Voluntary or compulsory termination of Portfolio Management services by PM or Client;
  - Suspension or cancellation of certificate of registration of PM by SEBI;
  - Bankruptcy or liquidation of PM;
- ⇒ The PM shall not while dealing with the client's funds indulge in speculative transactions that is, he shall not enter into any transaction for purchase or sale of any security which is periodically or ultimately settled otherwise than by actual delivery or transfer of security **except the transaction in derivatives**.
- ⇒ PM shall ordinarily purchase or sell securities separately for each client. However, in the event of aggregation of purchase or sales for economy of scale, inter se allocation shall be done on a pro rata basis and at weighted average price of day's transactions. The PM shall not keep any open position in respect of allocation of sales or purchases effected in a day.
- ⇒ Any transaction of purchase or sales including that between PM's own accounts and client's accounts or between two client's account shall be at the prevailing market

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|                                             | <p>price.</p> <ul style="list-style-type: none"> <li>⇒ PM shall segregate each client's funds and portfolio of securities and keep them separately from his own funds and securities and be responsible for safekeeping of client's funds and securities.</li> <li>⇒ Each PM shall appoint a custodian in respect of securities managed or administered by it. However, this regulation shall not apply to a PM who has total AUM of value less than Rs, 500 Crores or who performs purely advisory functions.</li> </ul> <p><b><u>ACCOUNTING BY PORTFOLIO MANAGER:</u></b></p> <ul style="list-style-type: none"> <li>⇒ Every PM shall keep and maintain following books of account, records and documents, namely: <ul style="list-style-type: none"> <li>○ Copy each of balance sheet, profit &amp; loss and auditor's report in respect of each accounting period;</li> <li>○ Statement of financial position</li> <li>○ Records in support of every investment transaction or recommendation which will indicate the data, facts and opinions leading to that investment decisions.</li> </ul> </li> <li>⇒ PM shall furnish to SEBI half yearly unaudited financial results when required by SEBI with a view to assist in monitoring the Capital Adequacy of PM.</li> <li>⇒ PM shall preserve the books of accounts for a minimum period of 5 years.</li> <li>⇒ PM shall maintain separate client wise accounts.</li> <li>⇒ Books of accounts shall be audited by a qualified auditor to ensure that PM has followed proper accounting methods and procedures and that he has performed duties in accordance with laws. A certificate to that effect shall, if so specified to be submitted to SEBI within 6 months of close of PM Accounting year.</li> <li>⇒ The portfolio accounts of PM shall be audited annually by an independent CA and a copy of certificate issue by CA shall be given to client.</li> <li>⇒ The client may appoint a CA to audit the books and account of PM relating to his transactions and PM shall co-operate with such CA in course of audit.</li> </ul> |
| <b>SYNDICATE MEMBER</b>                     | <p>Syndicate Member is an intermediary registered with SEBI and who is permitted to carry on the activity as an underwriter or as a broker. The Book Runner (Merchant Bankers) may appoint those intermediaries who are registered with the SEBI and who are permitted to carry on activity as an 'Underwriter' as syndicate members.</p> <p>The syndicate members are mainly appointed to collect the entire bid forms in a book built issue. He is a member of the Stock Exchange to whom the investor has to submit the IPO Bid/Application form who receives the bid and upload the same on to the electronic book of the stock exchange. He then submits the bid with cheque to the bankers.</p> <p>In case of online application, the Syndicate Member/Broker generates the electronic application form and submits the same to the Registrar with proof of having paid the bid amount.</p> <p><b><u>FUNCTIONS AND ROLES:</u></b></p> <p>(a) A Syndicate Member (Broker) is a member of the Stock Exchange to whom the investor has to submit the IPO Bid/Application form.</p> <p>(b) The Syndicate Member receives the bid and uploads the same on to the electronic book of the stock exchange. Bids which are not uploaded into the electronic book are not considered for the purpose of allotment.</p> <p>(c) The Syndicate Member then submits the bid with cheque to the bankers. In case of online submits the same to the Registrar with proof of having paid the bid amount.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>FOREIGN INSTITUTIONAL INVESTOR (FII)</b> | <p>FII means an institution established outside India which proposes to make investment in India in securities. FII must register itself with SEBI for accessing Indian Stock Market. In simple words, FIIs are those institutional investors which invest in the assets belonging to a different country other than that where these organizations are based.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                       | <p>Functions and Role: After registration with SEBI, FIIs can invest in the securities available in the Indian primary and secondary markets including the investments in equity/debentures/warrants/other securities/instruments of listed or unlisted companies. FII plays a very important role in any economy.</p> <p>There are no restrictions on the volume of investment in terms of minimum or maximum for the purpose of entry of FIIs and these investments are not subject to lock – in period. These are the big companies such as investment banks, mutual funds etc, who invest considerable amount of money in the Indian markets. With the buying of securities by these big players, markets tend to move upward and vice – versa. They have strong influence on the total inflows coming into the economy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>STOCK – BROKER</b> | <p>Stock Banker is a member of stock exchange and they are intermediaries who are allowed to trade in securities on the exchange. They buy and sell on their own behalf as well as on behalf of their clients. A stock broker plays an important role in the secondary market helping both the seller and the buyer of the securities to enter into a transaction. When executing an order the stock broker may on behalf of his client buy or sell securities from his own account i. e. as principal acts, as an agent.</p> <p><b><u>APPLICATION FOR REGISTRATION:</u></b></p> <ul style="list-style-type: none"> <li>❖ An Application by a stock broker for grant of registration of a certificate of registration shall be made through the stock exchange of which he is admitted as a member.</li> <li>❖ The stock exchange shall forward the application form to SEBI as early as possible but not later than 30 days from the date of its receipt.</li> <li>❖ SEBI may require the applicant to furnish such further information or clarifications regarding the dealings in securities and related matters to consider the application for granting a certificate of registration.</li> <li>❖ The applicant or its principal officer shall, if so required, appear before SEBI for personal representation.</li> </ul> <p>SEBI shall take into account following aspects:</p> <ul style="list-style-type: none"> <li>(i) Whether the applicant is eligible to be admitted as a member of a stock exchange;</li> <li>(ii) Whether he has any past experience in the business of buying, selling or dealing in securities;</li> <li>(iii) Whether he was subjected to disciplinary proceedings under rules, regulations and bye laws of a stock exchange with respect to his business as a stock broker involving either himself or any of its partner, directors or employees;</li> </ul> <ul style="list-style-type: none"> <li>❖ SEBI on being satisfied that the stock broker is eligible, shall grant a certificate of registration to him and send an intimation to that effect to the stock exchange. The stock broker holding a certificate shall at all times abide by code of conduct.</li> </ul> <p><b><u>REJECTION OF APPLICATION OF BROKERS:</u></b></p> <ul style="list-style-type: none"> <li>⇒ SEBI may reject the application after giving a reasonable opportunity of being heard if application does not fulfill the requirements.</li> <li>⇒ The refusal to grant registration shall be communicated by SEBI within 30 days of such refusal to concerned stock exchange and to the applicant stating the grounds on which the application has been rejected.</li> <li>⇒ An Applicant may, being aggrieved by the decision of SEBI, may apply within a period of 30 days from date of receipt of intimation, to SEBI for reconsideration of its decision.</li> <li>⇒ SEBI shall reconsider an application made and communicate its decision as soon as possible in writing to the applicant and to concerned stock exchange.</li> <li>⇒ Stock broker whose application for grant of a certificate has been refused by SEBI shall not, on and from the date of receipt of SEBI communication, buy, sell or deal in securities as a stock broker.</li> </ul> |



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| <p><b>SUB – BROKER</b></p> | <p>Sub – broker means any person not being a member of stock exchange who acts on behalf of a stock broker as an agent or otherwise for assisting the investors in buying, selling or dealing in securities through such stock brokers.</p> <p>A sub – broker is one who works along with the main broker and is not directly registered with the stock exchange as a member. He acts on behalf of the stock broker as an agent or otherwise for assisting the investors in buying, selling or dealing in securities through such stock brokers.</p> <p><b><u>REGISTRATION BY SUB BROKERS:</u></b></p> <p><b><u>In case of an Individual:</u></b></p> <p>(a) the applicant is not less than 21 years of age;</p> <p>(b) the applicant has not been convicted of any offence involving fraud or dishonesty;</p> <p>(c) the applicant has at least passed 12<sup>th</sup> Standard equivalent examination from an institution recognized by Government. However, SEBI may relax this criterion on merits having regards to applicants experience;</p> <p>(d) the applicant is a fit and proper person;</p> <p><b><u>In case of Partnership or Body Corporate:</u></b></p> <p>The partners or directors as the case may be shall comply with the requirements stated above. It is also to be assessed whether the applicant has necessary infrastructure like adequate office space, equipment and manpower to effectively discharge his activities. The applicant should be person recognized by the stock exchange as a sub broker affiliated to a member broker of stock exchange. The stock exchange shall forward the application form of such applicants, alongwith recommendation letter issued by stock broker with whom he affiliated alongwith a recognition letter issued by stock exchange to SEBI within 30 days from date of its receipt.</p> <p><b><u>Any Registration granted by SEBI shall be subject to the following conditions:</u></b></p> <p>(a) he shall abide by rules, regulations and bye laws of stock exchange which are applicable to him;</p> <p>(b) where the sub broker proposes to change his status or constitution, he shall obtain prior approval SEBI for continuing to act as such after the change;</p> <p>(c) he shall pay fees charged by SEBI;</p> <p>(d) he shall take adequate steps for Redressal of grievances, of investor within one month of date of receipt of complaint and keep SEBI informed about the number, nature and other particular of complaints received from such investors; and</p> <p>(e) he is authorized in writing by a stock broker being a member of a stock exchange for affiliating himself in buying, selling or dealing in securities.</p> <p><b><u>REGISTRATION OF TRADING &amp; CLEARING MEMBERS:</u></b></p> <p>⇒ Application for grant of certificate of registration by a clearing member or self clearing member of clearing corporation or clearing house of a derivative exchange shall be made <b>through the concerned clearing corporation or clearing house of which he is a member.</b></p> <p>⇒ The concerned exchange shall forward the application to SEBI as early as possible but not later than 30 days from the date of its receipt.</p> <p>⇒ SEBI may require the applicant or concerned stock exchange or clearing house or corporation to furnish such other information or clarification regarding the trading and settlement in derivatives and matter connected thereto, to consider the application for grant of a certificate.</p> <p>⇒ The applicant or its principal officer, if so required shall appear before the SEBI for personal representation.</p> <p>SEBI shall take into account following aspects while considering the application, namely:</p> <p>(i) Whether the applicant is eligible to be admitted as a trading member or a clearing member as the case may be;</p> |
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|                  | <p>(ii) Whether the applicant has necessary infrastructure;</p> <p>(iii) Whether he is/was subjected to disciplinary procedures under Rules, Regulations and bye laws of any stock exchange;</p> <p>(iv) whether the applicant has any financial liability which is due and payable to SEBI;</p> <p>An applicant who desires to act as a clearing member shall have minimum net worth of Rs. 300 Lakhs and shall deposit at least a sum of Rs. 50 Lakhs or higher amount with a clearing corporation or a clearing house.</p> <p>An applicant who desires to act as a self clearing member, in addition shall comply with the requirement of minimum Networth of Rs. 100 Lakhs and shall deposit at least a sum of Rs. 50 lakhs or higher amount with the clearing corporation.</p> <p><i>“ Networth in this context shall mean paid up capital plus free reserves and other securities approved by SEBI (but does not include fixed assets, pledged securities, value of members card, bad deliveries, doubtful debts and advances of more than three months and debts given to associated persons of member), prepaid expenses, losses, intangible assets and 30% value of marketable securities.”</i></p> <p><b><u>LIABILITY FOR MONETARY PENALTY:</u></b></p> <p>(i) Failure to file any return or report with SEBI;</p> <p>(ii) Failure to furnish any information, books or other documents within 15 days of issue of notice by SEBI;</p> <p>(iii) Failure to maintain books of account or record as per the Act, rules and regulations.</p> <p>(iv) Failure to redress the grievances of investors within 30 days of receipt of notice from SEBI;</p> <p>(v) Failure to deliver any security or make payment of amount due to investors within 48 hours of settlement of trade unless the client has agreed in writing otherwise.</p> <p>(vi) Charging of brokerage in excess of brokerage specified in regulations or bye laws of stock exchange;</p> <p>(vii) Dealing in securities of a body corporate listed on any stock exchange on his own behalf or on behalf of any other person on the basis of any unpublished price sensitive information;</p> <p>(viii) Procuring or communicating any unpublished price sensitive information except as required in ordinary course of business or under any law;</p> <p>(ix) indulging in fraudulent and unfair trade practices relating to securities;</p> <p>(x) Failure to exercise due skill, care and diligence.</p> <p>(xi) Failure to satisfy the net worth or capital adequacy norms, if any, specified by SEBI;</p> <p><b><u>LIABILITY FOR ACTION UNDER ENQUIRY PROCEEDING:</u></b></p> <p>A stock broker or sub broker shall be liable for any action as specified in SEBI (intermediary) regulations, 2008 including suspension or cancellation of his certificate of registration as a stock broker or sub broker, if he:</p> <p>a) Ceases to be a member of stock exchange;</p> <p>b) Surrenders his certificate of registration to SEBI;</p> <p>c) has been declared defaulter by a stock exchange and not readmitted as a member within a period of 6 months;</p> <p>d) has been found to be not a fit and proper person by SEBI;</p> <p>e) fails to pay the fees specified;</p> <p>f) fails to comply with the rules, regulations and bye laws of stock exchange of which he is a member;</p> <p>g) fails to co-operate with the inspecting or investigating authority;</p> <p>h) fails to pay the penalty imposed by adjudicating officer;</p> <p>i) indulges in insider trading;</p> <p>j) indulges in market manipulation of securities or index;</p> <p>k) fails to comply with the circulars issued by SEBI.</p> |
| <b>CUSTODIAN</b> | <p>A custodian is a person who carries on the business of providing custodial services to the client. The custodian keeps the custody of the client. The custodian also provides</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

incidental services such as maintaining the accounts of securities of the client, collecting the benefits or rights accruing to the client in respect of securities.

Every custodian should have adequate facilities, sufficient capital and financial strength to manage the custodial services.

**ROLES AND RESPONSIBILITIES:**

- (i) Administrate and protect the assets of the clients.
- (ii) Open a separate custody account and deposit account in the name of each client.
- (iii) Record assets.
- (iv) Conduct registration of securities.
- (v) Custodial services refer to the safeguarding of securities of a client. The activities relating to custodial services involve collecting the rights benefiting the client in respect of securities, maintaining the securities' account of the client, informing the clients about the actions taken or to be taken, and maintaining records of the services.

**CONSIDERATION OF APPLICATION FOR GRANT OF CERTIFICATE:**

- (i) the applicant fulfils the capital requirement;
- (ii) the applicant has the requisite approvals under any law, in connection with providing custodial services in respect of gold or gold related instrument of a mutual fund, or title deeds of real estate assets held by a real estate mutual fund scheme;
- (iii) the applicant has prepared a complete manual, setting out the systems and procedures to be followed by him for the effective and efficient discharge of his functions and arms length relationships to be maintained with other businesses, if any, of the applicant;

**CAPITAL REQUIREMENT:**

The applicant must have a Networth of minimum Rs. 50 Crores.

**CONDITIONS OF CERTIFICATE:**

- (a) it shall not commence any activities as custodian of securities unless it fulfills the capital requirement;
- (b) it shall abide by provisions of act and these regulations in discharge of its functions as custodian of securities;
- (c) it shall enter into a valid agreement with its clients for the purpose of providing custodial services;
- (d) it shall pay annual fees as specified with SEBI;
- (e) if any information previously submitted to SEBI is found to be false or misleading in any material particulars, or if there is any change in such information, it shall forthwith inform SEBI in writing; and
- (f) besides providing custodial services, it shall not carry on any activity other than activities relating to rendering of financial services.

**PROHIBITION OF ASSIGNMENT:**

No custodian of securities shall assign or delegate its functions as a custodian of securities to any other person unless such person is a custodian of securities.

However, a custodian of securities may engage the services of a person not being a custodian, for the purpose of physical safekeeping of gold belonging to its client being a mutual fund having a gold exchange traded fund scheme, subject to the following conditions:

- (a) the custodian shall remain responsible in all respects to its clients for safekeeping of gold kept with such other person, including any associated risks;
- (b) all books, documents and other records relating to gold so kept with other person shall be maintained in the premises of custodian or if they are not so maintained they shall be made available therein, if so required by SEBI;
- (c) the custodian of securities shall continue to fulfill all duties to clients relating to gold

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|                           | <p>so kept with other person, except for its physical safekeeping.</p> <p><b>AGREEMENT WITH CLIENT:</b><br/> Every agreement shall provide for following matters, namely:<br/> (i) the circumstances under which the custodian of securities will accept or release securities, assets or documents from the custody account.<br/> (ii) the circumstances under which the custodian of securities will accept or release monies from the custody account.<br/> (iii) the circumstances under which the custodian of securities will receive rights or entitlement on the securities of client.<br/> (iv) the circumstances and manner of registration of securities in respect of each client;<br/> (v) details of insurance, if any, to be provided for by the custodian of securities.</p> <p><b>INSPECTION AND AUDIT:</b><br/> SEBI may appoint one or more persons as inspecting officer to undertake inspection of books of accounts, records and documents of the custodian of securities for any of the following purposes, namely:<br/> (a) to ensure that the books of account, records and documents are being maintained by the custodian of securities in the manner prescribed in these regulations;<br/> (b) to investigate into complaints received from investors, clients or any other person, on any matter having a bearing on activities of custodian of securities.<br/> (c) to ascertain whether the provisions of act and these regulations are being complied with by the custodian of securities; and<br/> (d) to investigate suo moto into the affairs of custodian of securities, in the interest of securities market or in the interest of investors.</p> |
| <b>INVESTMENT ADVISER</b> | <p>Investment Adviser means any person, who for consideration, is engaged in the business of providing investment advice to clients or other persons or group of persons and includes any person who holds out himself as an investment adviser, by whatever name called.</p> <p>The globalization of the capital markets, the proliferation of asset classes and the bewildering variety of risks that the average institutional investor is confronted with have increased the need for the specialized expertise that investment advisers provide.</p> <p>Investment advisers serve as facilitators, making sure that all clients have many opportunities to express their financial concerns and issues. Basically Investment advisers give advice and provide services related to the investment management process.</p> <p>In order to add value, the investment adviser is called upon to apply specialized knowledge, experience and analytical resources to create and deliver focused advice to client and works to increase the investment knowledge of clients and thereby support the fiduciary obligations clients face in the management of their plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**COMMON POINTS ON POINTS TO BE CONSIDERED IN APPLICATION FOR REGISTRATION:**

- The applicant has **NECESSARY INFRASTRUCTURE** like adequate office space, equipments and manpower to effectively discharge the activities of a \_\_\_\_\_;
- The applicant has in its employment minimum two person who, between them, have at least five years experience as \_\_\_\_\_ or \_\_\_\_\_ or \_\_\_\_\_;
- Any **PREVIOUS APPLICATION** for grant of certificate made by any person directly or indirectly connected with the applicant has been **REJECTED BY SEBI**;

- **ANY DISCIPLINARY ACTION** has been taken by board against a person directly or indirectly connected with the applicant; (person connected means any person being an associate, subsidiary, inter-connected company or company under same management or in same group)
- The applicant fulfills the **CAPITAL ADEQUACY** requirements;
- The applicant, its director, principal officer or employee is involved in **ANY LITIGATION CONNECTED WITH THE SECURITIES MARKET** which has an adverse bearing on business of the applicant;
- The applicant, its director, principal officer or the employee has at any time been convicted for any **OFFENCE INVOLVING MORAL TURPITUDE OR HAS BEEN FOUND GUILTY OF ANY ECONOMIC OFFENCE**;
- The applicant is a **FIT AND PROPER PERSON**;
- Grant of certificate to the applicant is in the **INTEREST OF INVESTORS**;

| <b>INTRODUCTION</b>                                             | <p>Money Market is a market where borrowers and lenders exchange short – term funds to fulfill their liquidity needs. This market is a very important segment of Indian Financial System.</p> <p>In other words, this market operates as a wholesale market for low risk, highly liquid, short term instruments such as the call market, the bill market, the Treasury bill market, commercial paper market and certificate of deposit market. Government of India is an active player in the money market and also the biggest borrower. It is a formal financial market that deals with short term fund management.</p> <p>Moreover, the banking industry also plays an important part in the money market. The instruments of this market are Govt. Securities, Treasury Bills issued by the Reserve Bank of India (RBI) for and on behalf of the Govt. of India to meet the liquidity requirement of Govt. of India.</p> <p>Money market is for a <b>MAXIMUM TENOR OF 1 YEAR</b>, depending upon the tenors, the money market is classified into:</p> <p>(a) <b>Overnight Market:</b> The tenor of transactions is one working day.<br/>(b) <b>Notice money market:</b> The tenor of the transactions is from 2 days to 14 days.<br/>(c) <b>Term Money Market:</b> The tenor of the transactions is from 15 days to one year.</p> |                                                                                                                                     |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |
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| <b>MONEY MARKET V. CAPITAL MARKET</b><br><br><b>(JUNE 2012)</b> | <table><tr><th>Basis</th><th>Money Market</th><th>Capital Market</th></tr><tr><td><b>Maturity Period</b></td><td>It deals with short – term funding.</td><td>It deals with long – term funding.</td></tr><tr><td><b>Credit Instruments</b></td><td>Treasury bills, commercial bills, commercial papers.</td><td>Stocks, Shares, Debentures, Bonds &amp; Corporate deposits</td></tr><tr><td><b>Institutions involved</b></td><td>Government of India, Banks, Non – Banking Financial Institutions</td><td>Any Company registered in India, Bank and Insurance companies</td></tr><tr><td><b>Purpose of loan</b></td><td>The money market fulfils the short – term fund requirements of Business Houses and Govt. of India.</td><td>The Capital market fulfils long – term fund requirements of Business house like expansion of business, purchase of land &amp; building.</td></tr><tr><td><b>Risk &amp; liquidity</b></td><td>Less risk and more liquidity</td><td>More risk and less liquidity</td></tr><tr><td><b>Market Regulation</b></td><td>This market is being closely regulated and controlled by RBI.</td><td>This market is less regulated by the SEBI.</td></tr></table>                                                                                                                                                | Basis                                                                                                                               | Money Market | Capital Market | <b>Maturity Period</b> | It deals with short – term funding. | It deals with long – term funding. | <b>Credit Instruments</b> | Treasury bills, commercial bills, commercial papers. | Stocks, Shares, Debentures, Bonds & Corporate deposits | <b>Institutions involved</b> | Government of India, Banks, Non – Banking Financial Institutions | Any Company registered in India, Bank and Insurance companies | <b>Purpose of loan</b> | The money market fulfils the short – term fund requirements of Business Houses and Govt. of India. | The Capital market fulfils long – term fund requirements of Business house like expansion of business, purchase of land & building. | <b>Risk &amp; liquidity</b> | Less risk and more liquidity | More risk and less liquidity | <b>Market Regulation</b> | This market is being closely regulated and controlled by RBI. | This market is less regulated by the SEBI. |  |  |
| Basis                                                           | Money Market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Capital Market                                                                                                                      |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |
| <b>Maturity Period</b>                                          | It deals with short – term funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | It deals with long – term funding.                                                                                                  |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |
| <b>Credit Instruments</b>                                       | Treasury bills, commercial bills, commercial papers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Stocks, Shares, Debentures, Bonds & Corporate deposits                                                                              |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |
| <b>Institutions involved</b>                                    | Government of India, Banks, Non – Banking Financial Institutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Any Company registered in India, Bank and Insurance companies                                                                       |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |
| <b>Purpose of loan</b>                                          | The money market fulfils the short – term fund requirements of Business Houses and Govt. of India.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The Capital market fulfils long – term fund requirements of Business house like expansion of business, purchase of land & building. |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |
| <b>Risk &amp; liquidity</b>                                     | Less risk and more liquidity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | More risk and less liquidity                                                                                                        |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |
| <b>Market Regulation</b>                                        | This market is being closely regulated and controlled by RBI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | This market is less regulated by the SEBI.                                                                                          |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |
| <b>FEATURES OF MONEY MARKET</b>                                 | <p>(i) It is a wholesale market and involves heavy transactions which are settled on daily basis.<br/>(ii) It is a market for fulfillment of short term liquidity requirements of market participants.<br/>(iii) Govt. of India, RBI, Banks &amp; other financial institutions are the key players of this market.<br/>(iv) It transacts the large size of Financial Instruments.<br/>(v) There are a large number of participants in the money market.<br/>(vi) The RBI occupies a strategic position in the money market.<br/>(vii) Money market provides balancing mechanism for short – term surpluses and deficiencies.</p> <p>It provides:</p> <p>(i) A balancing mechanism for short term surpluses and deficiencies.<br/>(ii) a focal point of central bank intervention for influencing liquidity in the economy; and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                     |              |                |                        |                                     |                                    |                           |                                                      |                                                        |                              |                                                                  |                                                               |                        |                                                                                                    |                                                                                                                                     |                             |                              |                              |                          |                                                               |                                            |  |  |



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|                                                | <p>(iii) A reasonable access to the users of short term funds to meet their requirements at realistic or reasonable price or cost.</p> <p>Note: This market is safe for borrowers and lenders because only persons of high standing are permitted by the RBI to enter into this market.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>GROWTH OF MONEY MARKET</b>                  | <p>Post reforms period in India has witnessed tremendous growth of Indian Money markets. Banks and other financial institutions have been able to meet the high expectations of short term funding of important sectors like the Industry, services and agriculture. Functioning under the regulation and control of RBI, the Indian money markets have also exhibited the required maturity and resilience over the years.</p> <p>The organisation and structure of the money market has undergone a sea change in the last decade in India. This was accompanied by a growth in quantitative term also.</p> <p>Upto 1987, the money market consisted of 6 facets:</p> <ol style="list-style-type: none"> <li>1. Call Money Market</li> <li>2. Inter Bank Term Deposit/Loan Market</li> <li>3. Participation Certificate Market;</li> <li>4. Commercial Bills Market;</li> <li>5. Treasury bills markets and</li> <li>6. Inter Corporate Market.</li> </ol> <p>The market had 3 main deficiencies:</p> <ol style="list-style-type: none"> <li>1. it had a very narrow base with RBI, banks, LIC and UTI as the only participants lending funds while the borrowers were large in Number;</li> <li>2. There were only few money market instruments;</li> <li>3. The interest rates were not market determined but were controlled either by RBI or by a voluntary agreement between the participants through the Indian Banks Association (IBA)</li> </ol> <p>To set right these deficiencies, the recommendations of Chakravarthy Committee and Vaghul Committee laid foundation for systematic development of Indian Money Market. The implementation of the suggestions of the respective committees has widened and deepened the market considerably by increasing the number of participants and instruments and introducing market determined rates as against the then existing administered or volunteered interest rates.</p> <p>Further, an active secondary market for dealings of money market instrument was created which positively impacted the liquidity of these instruments. For this purpose, the Discount and Finance House of India Limited was formed as an autonomous financial intermediary in April 1988 to embellish the short term liquidity imbalances and to develop an active secondary market for the trading of instruments in money market. The DFHI plays the role of a market maker in money market instruments.</p> |
| <b>STRUCTURE AND INSTITUTIONAL DEVELOPMENT</b> | <ol style="list-style-type: none"> <li>1. The Indian Money Market consists of two types of segments: an Organized segment and an unorganized segment.</li> <li>2. In the unorganized segment, interest rates are much higher than in the organized segment.</li> <li>3. Organized segment consists of RBI, SBI with its associate banks, Public Sector Banks, Private Sector Commercial banks, Foreign Banks, Regional Rural Banks, Non Scheduled Commercial Banks, apart from Non Banking Financial Intermediaries such as LIC, GIC, etc</li> <li>4. The unorganized segment essentially consists of indigenous bankers, money lenders and other non-banking financial intermediaries such as Chit Funds. For these institutions there is no clear cut demarcation between short term and long</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                      | term and between a genuine trade bill and mere financial accommodation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>MONEY MARKET INSTRUMENTS</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>TREASURY BILLS<br/>(DEC 2009)</b> | <p>Treasury Bills (TB) are an instrument issued by Govt. of India for financing its short – term liquidity requirements. Presently, Treasury bills are being issued by the Govt. of India for three tenors i. e. 91 days, 182 days and 364 days. The Reserve Bank of India issues treasury bills for and on behalf of the Govt. of India. The Govt. of India borrows funds to finance its fiscal deficits.</p> <p><b>Process Flow Chart of Treasury Bills:</b><br/>Treasury bills are zero coupon securities and pay no interest. It is generally issued at a discount price e. g. a days' treasury bills of Rs.100 (face value) may be issued at a discount of Rs.1.80. It means T – bills issued at Rs.98.20 and will be redeemed at Rs.100/-.</p> <p>Treasury Bills are very useful instruments to deploy short – term surpluses depending upon the availability and requirement. Even funds which are kept in current accounts can be deployed in treasury bills to maximize returns. Banks do not pay any interest on fixed deposits of less than 15 days, or balances maintained in current accounts, whereas treasury bills can be purchased for any number of days depending on the requirements. This helps in development of idle funds for very short periods as well.</p> <p>In short, it is a tool of monetary management in the economy.</p> <p><b>Example:</b> ABC Ltd. has a surplus cash of Rs.500/- crores to be deployed for a project over a period of two months. However, the company does not require the funds at one go but requires them at different points of time as given below:-</p> <p>Funds available as on 1<sup>st</sup> June, 2013 = Rs.500 crores<br/>Deployment of funds:<br/>05.06.2013 = Rs.100 Crores<br/>14.06.2013 = Rs.50 Crores<br/>02.07.2013 = Rs.100 Crores<br/>10.07.2013 = Rs.250 Crores</p> <p>The company has two options for effective management of the funds:</p> <p><u>Option I: Funds deposit with Bank</u></p> <p>The Bank does not give any interest on the deposits less than 15 day. Accordingly, the Company will not get any interest amount on Rs.150/- Crores till the date of 14<sup>th</sup> June, 2013 since Rs.150 Crores are required within the first 15 days of deposits.</p> <p>The Company will get only interest on Rs.350 Crores.</p> <p><u>Option II: Investment in the Treasury bills</u></p> <p>The company will get interest on its entire fund i. e. Rs.500 Crores.</p> <p>From the above example, ABC Ltd. will definitely go with the option – II and will invest the entire fund in the Treasury Bills and will earn more interest.</p> <p><b>Types of Treasury Bills:</b></p> <p>(i) <u>14 – day T bill:</u> This Treasury bill matures in 14 days and its auction is on every Friday of every week. The notified amount for this auction is Rs.100 crores.<br/>(ii) <u>91 – day T bill:</u> This Treasury bill matures in 91 days and its auction is on every Friday of every week. The notified amount for this auction is Rs.100 crores.</p> |

(iii) 182 – day T bill: This Treasury bill matures in 182 days and its auction takes place on every alternative Wednesday (which is not a reporting week). The notified amount for this auction is Rs.100 crores.

(iv) 364 – day T – bill: This Treasury bill matures in 364 days and its auction takes place on every alternate Wednesday (which is a reporting week). The notified amount for this auction is Rs.500 crores.

A considerable part of the government's borrowings is financed through T – bills of various maturities. T – bills are issued at a discount can be traded in the market. Most of the time, unless the investor requests specifically, these are issued not as securities but as entries in the Subsidiary General Ledger (SGL) which is maintained by RBI. The transactions cost on T – bill are non – existent and trading is considerably high in each bill, immediately after its issue and immediately before its redemption.

**Benefits of T – Bills:**

- (i) T – Bills are highly liquid.
- (ii) No tax deducted at source.
- (iii) No risk of default as its being issued by the Govt. of India.
- (iv) Better returns especially in the short – term.
- (v) Transparency.
- (vi) Low transaction cost.
- (vii) The yield on T – bills is assured.
- (viii) Simplified settlement.
- (ix) High degree of tradability and active secondary market facilitates meeting unplanned fund requirements.

**JUNE 2015:** Treasury bill is a powerful instrument in the money market.

**JUNE 2014:** Treasury Bills are effective cash management product.

**Features of Treasury Bills:**

(i) Form: The treasury bills are issued in the form of promissory note in physical form or by credit to Subsidiary General Ledger (SGL) account or Gilt account in dematerialized form.

(ii) Minimum Amount of Bids: Bids for treasury bills are to be made for a minimum amount of Rs.25,000/- only and in multiples thereof.

(iii) Eligibility: All entities registered in India like banks, financial institutions, Primary Dealers, firms, companies, corporate bodies, partnership firms, institutions, mutual funds, Foreign Institutional Investors, State Governments, Provident Funds, trusts, research organizations, Nepal Rashtra Bank and even individuals are eligible to bid and purchase Treasury bills.

(iv) Repayment: The treasury bills are repaid at par on the expiry of their tenure at the office of the Reserve Bank of India.

(v) Availability: All treasury Bills are highly liquid instruments available both in the primary and secondary market.

(vi) Day Count: For treasury bills the day count is taken as 365 days for a year.

(vii) Yield Calculation: The yield of a Treasury bill is calculated as per the following formula:-

$$Y = \frac{(100-P) \times 365 \times 100}{P \times D}$$

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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|                                                              | <p>Where Y = Discounted yield<br/>P = Price D = Days to maturity</p> <p><b>Example:</b> A co – operative bank wishes to buy 91 Days’ Treasury Bill on Oct. 12, 2012 which is Maturing on Dec. 6, 2012. The rate quoted by seller is Rs.99.1489 per Rs.100 face values. The YTM can be calculated as following:-</p> <p>The days to maturity of Treasury bill are 55 (October – 20 days, November – 30 days and December – 5 days)</p> $YTM = \frac{(100-99.1489) \times 365 \times 100}{(99.1489 \times 55)} = 5.70\%$ <p>Similarly if the YTM is quoted by the seller, price can be calculated by inputting the price in above formula.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>CERTIFICATES OF DEPOSITS (DEC 2011, JUNE 2007)</b></p> | <p>Certificate of Deposits (CD) is a negotiable instrument and is issued in dematerialized form. It can only be issued by the Banks or financial institution for specified time period, The issue of certificate of deposits is governed under the guidelines of Reserve Bank of India. A bank can issue Certificate of Deposits for maturities from 7 days to one year whereas a financial institution can issue for maturities from 1 year to 3 years.</p> <p><b>Who shall issue CDs?</b></p> <p>(i) Any scheduled commercial bank excluding Regional Rural Bank (e. g. Gramin Bank) and Local Areas Banks can issue certificate of depot.</p> <p>(ii) Any other Financial Institutions as permitted by RBI.</p> <p><b>Minimum size of Issue and Denominations:</b> The minimum amount of a CD should be of Rs.1 lakh and in the multiples thereof. It means a single subscriber should not be subscribed less than Rs.1 lakh for one unit of CD.</p> <p>CD can be issued to Individual, corporations, trust, funds, associations and non – resident Indian etc.</p> <p><b>Maturity Period:</b> A Bank can issue CDs of maturity period not less than 7 days and not more than one year whereas a Financial Institution can issue CDs for a period not less than 1 year and not exceeding 3 years from the date of issue.</p> <p><b>Coupon/Discount rate:</b> CDs may be issued at Interest (Coupon)/discount by the Banks/Financial Institution. The issuing banks/financial institution are free to determine the discount/coupon etc.</p> <p><b>Transferability:</b> The CDs in physical forms are freely transferable by endorsement and delivery.<br/>Demat CDs can also be transferred, provided:</p> <p>(i) There is no lock – in period.<br/>(ii) There is no loan against the CDs.</p> <p>Note: The Issuing Bank/Financial Institution can’t buy back their CDs before the maturity date.</p> <p><b>Format of CDs:</b> The CDs should be issued only in the dematerialized form. However, the investors have the option to seek certificate in the physical form.</p> <p><b>Payment of CDs:</b><br/>The payment of CDs can be made to the following persons:-<br/>(i) To the original subscriber.</p> |

|                                                                   | (ii) To the last holder who shall bring the CD for payment.<br><br>Note: Banks should take necessary precautions and make sure that the payment should only be made through the crossed cheques or bank transfer. The issuer, on the maturity date, shall arrange for the repayment to holder by the way of Banker's cheque.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                     |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |
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| <b>INTER – CORPORATE DEPOSITS (ICD)</b><br><br><b>(JUNE 2007)</b> | It is an unsecured loan extended by one company to another subject to the compliance of the provisions of the Companies Act, 2013. This instrument allows corporate with surplus funds to lend to other corporate facing shortage of funds. Since the ICD is an unsecured instrument and therefore, it is available at the higher rate of interest as compared to the loan from the Bank. Accordingly, the cost of this instrument is very high.<br><br>ICDs are very risky instruments for lender corporate as it is an unsecured loan. The ICDE market is an unorganized market with very less information available publicly about transaction details.                                                                                                                                                                                                                                                                                                                       |                                                                                                     |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |
| <b>CD vs. ICD</b><br><b>(DEC 2014)</b>                            | <table><tr><th>Basis</th><th>Certificate of Deposit</th><th>Inter Corporate Deposit</th></tr><tr><td><b>Meaning</b></td><td>It means a negotiable money market instrument, issued in dematerialized form or as a promissory note, for funds deposited at a bank or other financial institutions</td><td>An ICD is an unsecured loan extended by one corporate to another.</td></tr><tr><td><b>Issuer/ Borrower</b></td><td>CD can be issued by<br/>(i) . SCB<br/>(ii) All India Financial Institutions</td><td>Any Corporate or Company</td></tr><tr><td><b>Nature</b></td><td>CD market is an organized Market</td><td>ICD market is organized market, with less information available publicly about transaction details.</td></tr><tr><td><b>Minimum Size &amp; Denomination</b></td><td>The minimum deposit that can be accepted from a single subscriber should not be less than Rs. 100,000 and in multiples of Rs. 1 Lakh</td><td>No fixed denomination</td></tr></table> | Basis                                                                                               | Certificate of Deposit | Inter Corporate Deposit | <b>Meaning</b> | It means a negotiable money market instrument, issued in dematerialized form or as a promissory note, for funds deposited at a bank or other financial institutions | An ICD is an unsecured loan extended by one corporate to another. | <b>Issuer/ Borrower</b> | CD can be issued by<br>(i) . SCB<br>(ii) All India Financial Institutions | Any Corporate or Company | <b>Nature</b> | CD market is an organized Market | ICD market is organized market, with less information available publicly about transaction details. | <b>Minimum Size &amp; Denomination</b> | The minimum deposit that can be accepted from a single subscriber should not be less than Rs. 100,000 and in multiples of Rs. 1 Lakh | No fixed denomination |  |  |
| Basis                                                             | Certificate of Deposit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Inter Corporate Deposit                                                                             |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |
| <b>Meaning</b>                                                    | It means a negotiable money market instrument, issued in dematerialized form or as a promissory note, for funds deposited at a bank or other financial institutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | An ICD is an unsecured loan extended by one corporate to another.                                   |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |
| <b>Issuer/ Borrower</b>                                           | CD can be issued by<br>(i) . SCB<br>(ii) All India Financial Institutions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Any Corporate or Company                                                                            |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |
| <b>Nature</b>                                                     | CD market is an organized Market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ICD market is organized market, with less information available publicly about transaction details. |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |
| <b>Minimum Size &amp; Denomination</b>                            | The minimum deposit that can be accepted from a single subscriber should not be less than Rs. 100,000 and in multiples of Rs. 1 Lakh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No fixed denomination                                                                               |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |
| <b>COMMERCIAL BILLS</b>                                           | Commercial Bills are a negotiable instrument and have the same features like Bills of Exchange. In other words, it is a negotiable instrument which is being accepted by buyer for obtaining goods or services on credit.<br><br>The most common practice is that the seller who gets the accepted bills of exchange discounts it with the Bank or financial institution or a bill discounting house and collects the money (less the interest charged for the discounting).<br><br>A commercial bill facility is a flexible credit facility which can give a company a short or long – term injection of cash to finance an individual export contract or general export growth. The volume of bills both inland and foreign, which is discounted/accounted, forms a substantial part of the total scheduled commercial bank credit.                                                                                                                                            |                                                                                                     |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |
| <b>COMMERCIAL PAPER (CP)</b><br><b>(JUNE 2012, JUNE 2009)</b>     | Commercial Paper (CP) is an unsecured money market instrument issued in the form of a promissory note. In India, it was introduced in 1990s as a privately placed instrument. CP enables the borrowers to meet their short – term funding requirement for operations. In the Global Market, it is very useful instrument with the fixed maturity period of not more than 270 days.<br><br>Commercial paper is a money – market security issued (sold) by large corporation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                     |                        |                         |                |                                                                                                                                                                     |                                                                   |                         |                                                                           |                          |               |                                  |                                                                                                     |                                        |                                                                                                                                      |                       |  |  |

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|                                                          | <p>houses to get money to meet short – term debt obligations and is only backed by an issuing bank or corporation’s promise to pay the face amount on the maturity date.</p> <p><b>Who shall issue CP?</b><br/>Corporate Houses, Primary Dealers and Financial Institutions can issue CP provided they have permission from the Reserve Bank of India.</p> <p><b>Note:</b> A corporate house has the tangible net worth of not less than Rs.4 Crores and the company also has sanctioned working capital by the Bank.</p> <p><b>Rating Requirement:</b> The issuing company shall obtain credit rating for issuance of CP from one of the credit rating agency i. e. CRISIL, ICRA, CARE and FITCH. The credit rating shall not be less than “A2”.</p> <p><b>Maturity:</b> These can be issued for a minimum period of 7 days and maximum period of 1 year.</p> <p><b>Denominations:</b> CPs can be issued in denominations of Rs.5 lakh or multiples thereof.</p> <p><b>Investment in CPs:</b> CPs are issued to individuals, banking companies, other corporate bodies, NRIs and FIIs.</p> <p><b>Procedure for Issuance</b><br/>(i) First of all, the issuer must obtain an Issuing and Paying Agent (IPA);<br/>(ii) The financial position must be disclosed by the issuer to the potential investors;<br/>(iii) Physical certificates shall be issued to investor by issuer after the confirmation of the deal;<br/>(iv) Investors shall also be given a copy of IPA certificate.</p> <p><b>Roles and Responsibilities</b><br/><u>Issuer:</u> It is the duty of the issuers to ensure that the guidelines and procedures laid down for the issue of CP are strictly followed.</p> <p><u>Issuing and Paying Agent:</u> Only a scheduled bank has the right to act as an IPA.</p> <p>(i) IPA should ensure that issuer has the minimum credit rating as stipulated by the RBI.<br/>(ii) The entire document should be verified by an IBA.<br/>(iii) Certified copies of original document should be held in the custody of IBA.<br/>(iv) All the IPAs report about every CP issue to Chief General Manager within 3 days.</p> <p><b>Frequently Asked Question:</b> Distinguish between Commercial Bills &amp; Commercial Papers (<b>JUNE 2008, JUNE 2010, DEC 2012, DEC 2014</b>)</p> |
| <p><b>FACTORING</b><br/><b>(JUNE 2015, DEC 2013)</b></p> | <p>Factoring means a financial transaction where an entity sells its receivables to a third party called a FACTOR at discounted prices. It is a method for the management of receivables. In this concept, the Banks/financial institutions sale their recoverable loans to third party (factor) at a discounted rate.</p> <p>The companies use this method for cleaning up their Balance Sheet. In factoring, a financial institution (factor) buys the accounts receivable of a company (Client) and pays up to 80% (rarely up to 90%) of the amount immediately on formation of agreement.</p> <p>Factoring company pays the remaining amount (Balance 20% - finance cost – opening cost) to the client when the customer pays the debt. Collection of debt from the customer is done either by the factor or the client depending upon the type of factoring. The account receivable in factoring can either be for a product or service.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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|                                               | <p>A factor provides the following services:</p> <ul style="list-style-type: none"> <li>(a) Credit management and covering the credit risk involved.</li> <li>(b) Provision of prepayment of funds against the debts it agreed to buy.</li> <li>(c) Arrangement for collection of debts.</li> <li>(d) Administration of sales outstanding.</li> </ul> <p><b><u>PARTIES IN FACTORING</u></b></p> <ul style="list-style-type: none"> <li>(i) The Seller, who has produced/sold the goods/services and raised the invoice.</li> <li>(ii) The Buyer, the consumer of goods/services and the party to pay.</li> <li>(iii) The Factor, the financial institution that advances the portion of funds to the seller.</li> </ul> <p><b><u>FACTORING PROCESS</u></b></p> <p>The seller interacts with the funding specialist/broker and explains the funding needs. The broker prepares a preliminary client profile form and submits to the appropriate funder for consideration.</p> <p>Once both parties agree that factoring is possible, the broker puts the seller in direct contact with the funder to ask/answer any additional questions and to negotiate a customized factoring agreement, which will meet the needs of all concerned.</p> <p>At this point, the seller may be asked to remit a fee with formal application to cover the legal research costs, which will be incurred during “due diligence”. This is the process by which the buyer’s creditworthiness is evaluated through background checks, using national database services.</p> <p>During the next several days, the funder completes the “due diligence” process on the seller, further verifies invoices and acknowledges any liens, UCC filings, judgments or other recorded encumbrances on the seller’s accounts receivables.</p> <p>The seller is advised of the facility and is asked to advise the buyers of the Factor by letter and submit an acknowledged copy of the same to the Factor for records.</p> <ul style="list-style-type: none"> <li>➤ A detailed sanction letter is given to the seller and their acceptance on the same taken, with the required signatories. (Authorized signatories would be mentioned in the “Signing Authorities” section of the Proposal presented by seller).</li> <li>➤ Sanction terms must contain the following: <ul style="list-style-type: none"> <li>(a) The period for which the sanction is valid.</li> <li>(b) When the facility comes into effect.</li> <li>(c) Who the authorized signatories are for signing invoices for factoring.</li> </ul> </li> </ul> <p><b><u>ADVANTAGES FOR THE SELLER</u></b></p> <ul style="list-style-type: none"> <li>(a) Seller gets funds immediately after the sale is affected and on presentation of accepted sales invoices and Promissory notes.</li> <li>(b) Major part of paper work and correspondence is taken care of by the factor.</li> <li>(c) Follow – up, for recovery of funds, is done mainly by the factor.</li> <li>(d) Interest rates are not as high as normal discounting.</li> <li>(e) Increased cash flow to meet payroll.</li> <li>(f) Immediate funding arrangements.</li> <li>(g) No additional debt is incurred on balance sheet.</li> </ul> <p><b>JUNE 2015:</b> <i>"Factoring is a financial option for the management of receivables."</i> In the light of this statement, explain the meaning and advantages of factoring.</p> |
| <b>BILLS<br/>REDISCOUNTING<br/>(DEC 2012)</b> | <ol style="list-style-type: none"> <li>1. Bill Rediscounting means the rediscounting of trade bills, which have already been purchased by/discounted with the bank by the customers.</li> <li>2. These trade bills arise out of supply of goods/services.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|  | <ol style="list-style-type: none"><li>3. Bill discounting is a money market instrument where the bank buys the bill (i. e. bill of exchange or Promissory Note) before it is due and credits the value of the bill after a discount charge to the customer's account.</li><li>4. Now, the bank which has discounted the bill may require getting it 'rediscounted' with some other bank to get the fund.</li></ol> |
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| <b>INTRODUCTION</b>            | <p>Debt market is a market for issue, trade and settlement of various types of debts like deposits, debentures and Bonds. The debt market in India comprises mainly two segments viz., the Government securities market and the corporate securities market.</p> <p>In other words, Debt markets are markets for the issuance, trading and settlement in fixed income securities of various types and features.</p> <p>Fixed income securities can be issued by almost any legal entity like Central and State Governments, public bodies, statutory corporations, banks &amp; institutions &amp; corporate bodies.</p> <p>Even the debt securities are also tradable at the National Stock Exchange and Bombay Stock Exchange and the debt securities are listed on stock securities like equity shares.</p>                                                                                                                                                                                                                                                                            |
| <b>DEBT MARKET INSTRUMENTS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>FIXED INCOME PRODUCTS</b>   | <p><u>Deposit</u>: Deposits serve as medium of saving and as a means of payment and are very important for financial health of any economy. A bank basically offers three types of deposits, i. e. Time deposit, Current deposit and Savings deposit.</p> <p><u>Fixed Deposit</u>: Fixed Deposit refers to a certificate of deposit that pays a fixed rate of interest till maturity. Funds placed in a Fixed Deposit usually cannot be withdrawn prior to maturity. The fixed deposit holder can be penalized by the Bank for pre – mature withdrawal.</p> <p>Fixed Deposits are sums accepted by most of the NBFCs and banks. The deposits offered by Bank are insured up to a maximum of Rs.1,00,000/- whereas deposits accepted by the NBFCs are not insured.</p>                                                                                                                                                                                                                                                                                                                    |
| <b>INTEREST BASED BONDS</b>    | <p><u>Coupon Bonds</u>: Coupon Bonds typically pay interest periodically at the pre – specified rate of interest. The annual rate at which the interest is paid is known as the coupon rate or simply the coupon. Interest is usually paid half – yearly though in some cases it may be monthly, quarterly, annually or at some other periodicity. The dates on which the interest payments are made are known as the coupon due dates.</p> <p><u>Zero Coupon Bonds</u>: A plain bond is offered at its face value, earns a stream of interest till redemption and is redeemed with or without a premium at maturity. It is issued at a discount to its face value, fetches no periodic interest and is redeemed at the face value at maturity.</p>                                                                                                                                                                                                                                                                                                                                      |
| <b>DERIVED INSTRUMENTS</b>     | <p>These instruments are not direct debt instruments. Instead they derive value from various debt instruments. Mortgage bonds, Pass through Certificates, Securitized Debt Instruments etc. fall under this category.</p> <p><b><u>Mortgage Bonds</u></b>:</p> <ul style="list-style-type: none"> <li>✓ Mortgage backed bonds is a collateralized term – debt offering.</li> <li>✓ Every issue of such bonds is backed by pledged collateral.</li> <li>✓ Property that can be pledged as security for mortgage bonds is called eligible collateral.</li> <li>✓ The terms of these bonds are like the bonds floated in the capital market, semi – annual or quarterly payments of interest and final bullet payment of principal.</li> <li>✓ <b>Example</b>: A bank offering home loan might round up Rs.20 crore worth of such loans. That pool is then sold to a Government Agency or a government sponsored – enterprise (GSE), or to others to be used as the collateral for the new Mortgaged Bonds.</li> </ul> <p><b>PASS THROUGH CERTIFICATES (PTC): (DEC 2008, JUNE 2010)</b></p> |

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|                                                                           | <ul style="list-style-type: none"> <li>✓ When mortgages are pooled together and undivided interest in the pool is sold, pass – through securities are created.</li> <li>✓ The pass – through securities promise that the cash flow from the underlying mortgages would be passed through to the holders of the securities in the form of monthly payments of interest and principal.</li> <li>✓ A pass – through certificate (PTC) is an instrument that evidences the ownership of two or more equipment trust certificates.</li> <li>✓ In other words, equipment trust certificates may be bundled into a pass – through structure as a means of diversifying the asset pool and/or increasing the size of the offering.</li> <li>✓ <b>Example:</b> Banks provide mortgages to borrowers, and then Banks place a group of these mortgages in a large investment and sell it to another financial institution. The interest from all of these mortgages represents the pass – through certificate as the holder of the note receives the money. This process can be quite complex and creates some difficulty for the financial institutions involved.</li> </ul> <p><b><u>PARTICIPATION CERTIFICATES:</u></b></p> <ul style="list-style-type: none"> <li>✓ These are strictly inter – bank instruments confined to the Scheduled Commercial Banks.</li> <li>✓ This instrument is a money market instrument with a tenure not exceeding 90 days.</li> <li>✓ The interests on such participation certificate are determined by the two contracting banks.</li> <li>✓ In other words, A Participation Certificate (PC) is a financial instrument, a form of financing, used by municipal or government entities which allows an individual to buy a share of the lease revenue of an agreement made by these entities.</li> <li>✓ Participation certificate is a new form of credit instrument whereby banks can raise funds from other banks and other central bank approved financial institutions to ease liquidity.</li> <li>✓ In this case banks have the option to share their credit asset(s) with other banks by issuing participation certificates.</li> <li>✓ With this participation approach, banks and financial institutions come together either on risk sharing or non – risk sharing basis. While providing short – term funds, participation certificates can also be used to reduce risk. The rate at which these certificates can be issued will be negotiable depending on the interest rate scenario.</li> </ul> <p><b>JUNE 2016:</b> Distinguish between Pass through certificates &amp; participation certificate</p> |
| <p><b>BENCHMARKED INSTRUMENTS</b></p> <p><b>(JUNE 2010, DEC 2008)</b></p> | <p>There are certain debt instruments wherein the fixed income earned is based on a benchmark (i. e. MIBOR &amp; LIBOR and for capital benchmark – NSE Nifty and BSE SENSEX). For instance, the Floating Interest rate Bonds are benchmarked to either the LIBOR, MIBOR etc.</p> <p>In short, a benchmark is a standard against which the performance of a security, mutual fund or investment manager can be measured. Generally, broad market and market – segment stock and bond indices are used for this purpose.</p> <p><b><u>Examples of Benchmark Instruments:</u></b></p> <p><b><u>Floating Interest Rate: (JUNE 2010, DEC 2008)</u></b></p> <p>Floating rate of interest simply means that the rate of interest is variable. Periodically the interest rate payable for the next period is set with reference to a benchmark market rate agreed upon by both the lender and the borrower. The benchmark market rate is the State Bank of India Prime Lending Rate in domestic markets and LIBOR or US Treasury Bill Rate in the overseas markets.</p> <p><b><u>Inflation linked Bonds: (JUNE 2010, DEC 2008)</u></b></p> <p>A bond is considered indexed for inflation if the payments on the instrument are</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                                                    | <p>indexed by reference to the change in the value of a general price or wage index over the term of the instrument. The options are that either the interest payments are adjusted for inflation or the principal repayment or both.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>MONEY MARKET ACTIVITIES</b>                                     | <p><b>Commercial Bills:</b> Bills of exchange are negotiable instruments drawn by the seller of the goods or the buyer of the goods for the value of the goods delivered. These bills are called trade bills. These trade bills are called commercial bills when they are accepted by commercial banks. For more details refer Chapter – 7.</p> <p><b>Call Money:</b> Call/Notice money is an amount borrowed or lent for very short period. If the period of borrowing is more than 1 day and less than 14 days, it is called as notice money otherwise the amount is known as call money.</p> <p>No collateral security is required to cover these transactions. The call market enables the banks and institutions to even out their day to day deficits and surpluses of money. Commercial banks, Co – operative Banks and primary dealers are allowed to borrow and lend in this market for adjusting their cash reserve requirements.</p> <p><b>Treasury Bills:</b> In the short – term, the lowest risk category instruments are the treasury bills. RBI issues these at a prefixed day and a fixed amount. These include 91 – day T – bills, 182 – day T – bills, and 364 – day T – bills. For more details refer Chapter – 7.</p> <p><b>Inter – Corporate Deposits:</b> Apart from CPs, corporate have access to another market called the inter – corporate deposits (ICD) market. An ICD is an unsecured loan extended by one corporate to another. This market allows funds surplus corporate to lend to other corporate. For more details refer Chapter – 7.</p> <p><b>Certificates of Deposits:</b> After treasury bills, the next lowest risk category investment option is the certificate of deposit (CD) issued by banks and Financial Institutions. Allowed in 1989, a CD is a negotiable promissory note, secure and short – term in nature i. e. up to one year. A CD is issued at a discount to the face value. The discount rate is negotiated between the issuer and the investor. For more details refer Chapter – 7.</p> <p><b>Commercial Papers:</b> CPs is negotiable short – term unsecured promissory notes with fixed maturities, issued by well rated companies generally sold on discount basis. Companies can issue CPs either directly to the investors or through banks/merchant banks (called dealers). These are basically instruments evidencing the liability of the issuer to pay the holder in due course of a fixed amount i. e. face value of the instrument, on the specified due date. These are issued for a fixed period of time at a discount to the face value and mature at par. For more details refer Chapter – 7.</p> <p><b>Term Money Market:</b> Interbank market for deposits of maturity beyond 14 days and upto three months is referred to as the term money market.</p> |
| <b>INVESTORS IN DEBT MARKET</b><br><br><b>(DEC 2011, DEC 2010)</b> | <p><b>BANKS:</b> Collectively all the banks put together are the largest investors in the debt market. They invest in all instruments ranging from T – Bills, CPs and CDs to GOISECs, private sector debentures etc. Banks lend to corporate sector directly by way of loans and advances and also invest in debentures issued by the private corporate sector and in PSU bonds.</p> <p><b>PROVIDENT FUNDS:</b> Provident funds are estimated to be the third largest investors in the debt market. Investment guidelines for provident funds are being progressively liberalized and investment in private sector debentures is one step in this direction. Most of the provident funds are very safety oriented and tend to give much more weightage to investment in government securities although they have been considerable investors in PSU bonds as well as State Government backed issues.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                                   | <p><b>INSURANCE COMPANIES:</b> The second largest category of investors in the debt market is the insurance companies.</p> <p><b>MUTUAL FUNDS:</b> Mutual Funds represent an extremely important category of investors. World over, they have almost surpassed banks as the largest direct collector of primary savings from retail investors and therefore as investors in the wholesale debt market. Mutual Funds include the Unit Trust of India, the mutual funds set up by nationalized banks and insurance companies as well as the private sector mutual funds set up by corporate and overseas mutual fund companies.</p> <p><b>TRUSTS:</b> Trusts include religious and charitable trusts as well as statutory trusts formed by the government and quasi government bodies. Religious trusts and Charitable trusts range from the very small ones to large ones. There are very few instruments in which trusts are allowed to invest. Most of the trusts invest in CDs of banks and bonds of financial institutions and units of Unit Trust of India.</p> <p><b>FOREIGN INSTITUTIONAL INVESTORS:</b> India does not allow capital account convertibility either to overseas investors or to domestic residents. Registered FIIs are exception to this rule. FIIs have to be specifically and separately approved by SEBI for equity and debt. Each debt FII is allocated a limit every year up to which it can invest in Indian debt securities. They are also free to disinvest any of their holdings, at any point of time, without prior permission.</p> <p><b>RETAIL INVESTORS:</b> Since January, 2002, retail investors have been permitted to submit non – competitive bids at primary auction through any bank or PD.</p> <p><b>CORPORATE TREASURIES:</b> Corporate Treasuries have become prominent investors only in the last few years. Treasuries could be either those of the public sector units or private sector companies or any other government bodies or agencies. The treasuries of PSUs as well as the governmental bodies are allowed to invest in papers issued by DFIs and banks as well as GOISECs of various maturities.</p> <p>In complete contrast to public sector treasuries, those in the private sector invest in CDs of banks and CPs of other private sector companies, GOISECs as well as debentures of other private sector companies. Of late, preference shares of DFIs and open – ended mutual funds have also become popular with these treasuries.</p> |
| <b>DEBT MARKET INTERMEDIARIES/ PARTICIPANTS</b>   | <p><b>PRIMARY DEALERS:</b> Primary dealer (PDs) are important intermediaries in the government securities markets. They act as underwriters in the primary market, and as market makers in the secondary market. PDs underwrite a portion of the issue of government security that is floated for a pre – determined amount.</p> <p><b>BROKERS:</b> Brokers play an important role in secondary debt market by bringing together counterparties and negotiating terms of the trade. It is through them that the trades are entered on the stock exchanges. The brokers are regulated by the stock exchanges and also by SEBI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>DEBT MARKET IN INDIA: REGULATORY FRAMEWORK</b> | <p><b>REGULATORY FRAMEWORK</b></p> <ul style="list-style-type: none"> <li>(i) The Public Debts Act, 1944: This Act governs the Government Debt Market.</li> <li>(ii) SEBI Regulations: SEBI Regulations are only applicable to Listed Debt Securities.</li> <li>(iii) RBI Guidelines.</li> </ul> <p><b>REGULATORS</b></p> <ul style="list-style-type: none"> <li>(i) Union &amp; State Government</li> <li>(ii) Ministry of Finance, Government of India</li> <li>(iii) Reserve Bank of India</li> <li>(iv) SEBI</li> </ul> <p>The Union Government and the State Governments have been empowered to borrow</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



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|                                                                              | <p>money upon the security of the Consolidated Fund of India and the States from the Market within permissible limits. The Union Government debt consists of three components, internal debt, external debt and other liabilities. The Reserve Bank of India manages the public debt and issues new loans on behalf of Union and the State Governments under the powers derived from the Reserve Bank of India Act and The Public Debts Act, 1944.</p> <p>SEBI controls bond market and corporate debt market in cases where entities raise money from public through public issues. It regulates the manner in which such moneys are raised and ensure a fair play for the retail investor. Apart from the two main regulators, the RBI and SEBI, the other regulators are the Central Provident Fund Commissioner and the Ministry of Labour. The Central Provident Fund Commissioner and the Ministry of Labour regulate the Provident Funds.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SEBI (ISSUE OF CAPITAL AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2009</b> | <p>Issue and listing of non – convertible debt securities, whether issued to the public or privately placed, are required to be made in accordance with the provisions of SEBI (Issue and Listing of Debt Securities) Regulations, 2008.</p> <p><b><u>PURPOSE OF ISSUE</u></b></p> <p>An issuer can make an initial public offer of convertible debt instruments without making a prior public issue of its equity shares and listing thereof. No company can make an issue of convertible debt instruments unless credit rating is obtained from one or more agencies.</p> <p>The company is required to give the following details of credit ratings in case of a public issue or rights issue of convertible debt instruments:</p> <p>(i) The names of all the credit rating agencies from which credit rating including unaccepted rating has been obtained for the issue of convertible debt instruments.</p> <p>(ii) All the credit ratings obtained during three years prior to the filing the offer document for any of the issuer’s listed convertible debt instruments at the time of accessing the market through a convertible debt instrument.</p> <p><b><u>CREATION OF CHARGE</u></b></p> <p>If the issuer proposes to create a charge or security on its assets in respect of secured convertible debt instruments, it is required to ensure that:</p> <p>(i) Such assets are sufficient to discharge the principal amount at all times;</p> <p>(ii) Such assets are free from any encumbrance;</p> <p>(iii) Where security is already created on such assets in favour of financial institutions or banks or the issue of convertible debt instruments is proposed to be secured by creation of security on a leasehold land, the consent of such financial institution, bank or lessor for a second or paripassu charge has been obtained and submitted to the debenture trustee before the opening of the issue;</p> <p>(iv) The security/asset cover is required to be arrived at after reduction of the liabilities having a first/prior charge, in case the convertible debt instruments are secured by a second or subsequent charge.</p> <p><b><u>APPOINTMENT OF DEBENTURE TRUSTEE:</u></b> The company is required to appoint one or more debenture trustees.</p> <p><b><u>DEBENTURE REDEMPTION RESERVE:</u></b> The company is required to create a debenture redemption reserve.</p> <p><b>Conversion of Optionally Convertible Debt Instruments into Equity Share Capital</b></p> <p>(i) No issuer can convert its optionally convertible debt instruments into equity shares unless the holders of such convertible debt instruments have sent their positive consent to the issuer and non – receipt of reply to any notice sent by the issuer for this</p> |

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|  | <p>purpose is not construed as consent for conversion of any convertible debt instruments.</p> <p>(ii) Where the value of the convertible portion of any convertible debt instruments issued by a listed issuer exceeds 50 lakh rupees and the issuer has not determined the conversion price of such convertible debt instruments at the time of making the issue, the holders of such convertible debt instruments are required to be given the option of not converting the convertible portion into equity shares.</p> <p>Where the upper limit on the price of such convertible debt instruments and justification thereon is determined and disclosed to the investors at the time of making the issue, it is not necessary to give such option to the holders of the convertible debt instruments for converting the convertible portion into equity share capital within the said upper limit.</p> <p>(iii) Where an option is to be given to the holders of the convertible debt instruments in terms of Para (2) and if one or more of such holders do not exercise.</p> <p>The issuer is required to ensure that necessary cooperation with the credit rating agency(ies) has been extended in providing true and adequate information till the debt obligations in respect of the instrument are outstanding.</p> |
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## UNIT 8: CAPITAL MARKET INSTRUMENTS

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| <b>INTRODUCTION</b>     | <p>Capital market is a market for buying and selling of debt or capital based securities. In other words, whatever we are buying or selling in the capital market is known as Capital Market Instruments. Capital Market Instruments like equity shares, preference shares, debentures, bonds &amp; derivatives etc.</p> <p>These instruments are being issued by the corporate sector to raise funds on the basis of:</p> <ul style="list-style-type: none"> <li>(i) Investors Preference, and</li> <li>(ii) The Regulatory Framework</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CLASSIFICATION</b>   | <p>We can classify all Capital Market Instruments into three Categories:</p> <p><b><u>PURE INSTRUMENT:</u></b><br/>It is a financial instrument which is created without mixing the properties/features of any other financial instruments. In other words, it is a financial instrument which is being issued by the issuer (Company/Government) with original features.</p> <p><b>Example:</b> Equity shares, preference shares, debentures and bonds which are being issued with their basic features intact without mixing features of other instruments.</p> <p><b><u>HYBRID INSTRUMENT: (JUNE 2009)</u></b><br/>It means a financial instrument which is created by mixing of features of two or more types of financial instruments. It has dual character like debt may be issued with the features of equity or equity may be issued with the features of debt.</p> <p><b>Example:</b> Convertible preference shares, Cumulative convertible preference shares, Convertible debentures, partly convertible debentures and warrants convertible into debentures.</p> <p><b><u>DERIVATIVES INSTRUMENTS:</u></b><br/>It is a financial instrument whose value is based on another security. Derivative is a contract which derives its values from value of other assets. In other words, it does not have value and totally dependent upon other instruments or moveable or immovable assets.</p> <p><b>Example:</b> Futures, Option, swap and Forward etc.</p> <p><b>Dec 2016:</b> Distinguish between Hybrid vs pure instrument</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b><u>MEZZANINE FINANCING: (Dec 2013)</u></b></p> <ul style="list-style-type: none"> <li>✓ It is hybrid of debt and equity financing that is typically used to finance the expansion of existing companies.</li> <li>✓ Mezzanine finance is basically debt capital that gives the lender the rights to convert to an ownership or equity interest in the company if the loan is not paid back in time and in full.</li> <li>✓ It is generally subordinated to debt provided by senior lenders such as banks and Venture Capital Companies.</li> </ul> </div> |
| <b>PURE INSTRUMENTS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>EQUITY SHARES</b>    | <p><b><u>Characteristics of Equity Shares</u></b></p> <ul style="list-style-type: none"> <li>(a) The Equity shareholders have voting rights at all the general meetings of the company.</li> <li>(b) The Equity shareholders have the right to share the profits of the company in the form of dividend and Bonus Shares.</li> <li>(c) In case of liquidation, the payment to the equity shareholders is made after satisfying all the claims of the other parties.</li> </ul> <p><b>Note:</b> The Equity shareholders cannot demand declaration of dividend by the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                     | <p>company which is left to the discretion of the Board of Directors.</p> <p><b><u>Rights of the Equity Shareholders (The Companies Act, 2013)</u></b></p> <p>(a) The right to vote on every resolution placed before the company.<br/> (b) The rights to subscribe to shares at the time of rights issue by the company (i. e. Pre- emptive Right).<br/> (c) Right to appoint proxy to attend and vote at the meeting on his behalf.<br/> (d) Right to receive copy of annual accounts of the Company.<br/> (e) Right to receive notice of the meeting of members.<br/> (f) Right of inspection of various statutory registers maintained by the company.<br/> (g) Right of requisition extraordinary general meeting of the company.</p> <p><b><u>SHARES WITH DIFFERENTIAL VOTING RIGHTS (JUNE 2015)</u></b></p> <p>Section 43 of the Companies Act, 2013 &amp; Rule 4 of Companies (Share Capital and Debentures) Rules, 2014.</p> <p>No company (whether unlisted or listed public company) shall issue equity shares with differential rights as to dividend, voting or otherwise, unless it complies with the following conditions:-</p> <p>(a) <b><u>Authorization in AOA</u></b>: The articles of association (AOA) of the company authorize the issue of shares with DVR;</p> <p>(b) <b><u>Special Resolution</u></b>: The issue of equity shares with DVR is authorized by a special resolution.</p> <p><b>Note</b>: In case of a listed company, the issue of equity shares with DVR shall be approved by the shareholders via postal ballot (including e – voting) or a poll at a general meeting.</p> <p>(c) <b><u>Issue of Maximum Number of Equity shares with DVR</u></b>: A Company shall not issue more than 26% of the total post – issue paid – up equity share capital including equity shares with differential rights issued at any point of time.</p> <p>(d) <b><u>Distributable Profits</u></b>: The Company having consistent track record of distributable profit for the last 3 years.</p> <p>(e) <b><u>No default of Annual Compliances</u></b>: The Company has not defaulted in filling financial statements and annual returns for 3 financial years immediately preceding the financial year in which it has decided to issue such shares.</p> <p>(f) <b><u>No default in payment of dividend &amp; deposits</u></b>: The Company has not defaulted in the payment of a declared dividend or repayment of its matured deposits or redemption of its preference shares or debentures.</p> <p>(g) <b><u>No default in transfer of unpaid fund</u></b> to IEPF or Statutory dues i. e. payment towards employee statutory dues in Provident Fund, Bonus, Gratuity &amp; Employee State Insurance. The company has also not defaulted in transfer of unpaid dividends or Interest to crediting the amount in Investors Education and Protection Fund of CG.</p> <p>(h) <b><u>No Offence</u></b>: The Company has not been penalized by Court or Tribunal during the last 3 years of any offence under the RBI Act, 1934, SEBI Act, 1992, SCRA Act, 1956, the FEMA Act, 1999 or any other special Act.</p> |
| <b>ISSUE OF SWEAT EQUITY SHARES</b> | <p><b>Sweat Equity Shares</b> means such equity shares as are issued by a company to its directors or employees at a discount or for consideration, other than cash, for providing their know – how or making available rights in the nature of intellectual</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

property rights or value additions, by whatever name called.

**SEBI (ISSUE OF SWEAT EQUITY) REGULATIONS, 2002** for all listed Companies:

**Who shall be eligible for Sweat Equity Shares?**

Employee means:

- (a) Permanent Employees: A permanent employee of the company who has been working for at least the last 1 year; or
- (b) Directors: A director of the company whether a whole time director or not; or
- (c) Employees of Holding & Subsidiary Companies: An employee or a director of a subsidiary or of a holding company of the company whether in India or outside India.

**Explanatory Statement to the Special Resolution**: As mentioned above, special resolution shall be passed for the purpose of issue of sweat equity share, the explanatory statement to be annexed to the Notice of the general meeting, shall contain the following details:-

- (a) The date of the Board meeting wherein the sweat equity shares' proposal was approved.
- (b) Reasons/Justification for the issue of sweat equity shares.
- (c) Total numbers of shares to be issued as sweat equity including the class of shares are intended to be issued.
- (d) Class of directors or employees to whom such equity shares are to be issued.
- (e) Principal terms and conditions on which sweat equity shares are to be issued.
- (f) Time period of association of Directors or Employees with the company.
- (g) The price at which the sweat equity shares are proposed to be issued.
- (h) The consideration including consideration other than cash.
- (i) Ceiling on managerial remuneration, if any.
- (j) A statement to the effect that the company shall conform to the applicable accounting standards; and diluted Earning per Share pursuant to the issue of sweat equity securities, calculated in accordance with the applicable accounting standards.

**Validity**: The Special Resolution shall be valid for making the allotment for not more than 12 months from the date of its passing.

**Limit for Issue Sweat Equity**: The Company shall not issue sweat equity shares more than 15% of paid – up equity share capital in a year or value of shares of Rs.5 crores, whichever is higher.

**Note**: The issuance of sweat equity shares in the Company shall not exceed 25% of the paid – up equity capital at any time.

**Lock – in period**: Sweat equity shares shall be non – transferable for three years from the date of allotment.

**Valuation**: The sweat equity shares to be issued shall be valued at a price determined by a registered valuer as the fair price giving justification for such valuation.

A copy of the valuation report obtained in both the above cases shall be sent to the shareholders with the notice of the general meeting.

**Part of managerial remuneration**: The amount of sweat equity shares issued shall be treated as part of managerial remuneration subject to the fulfillment of the following conditions:-

- (a) The sweat equity shares are issued to the director or manager; and
- (b) They are issued for consideration other than cash.

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|                                                                                            | <p><b>Note:</b> The sweat equity shares issued during an accounting period, the accounting value of sweat equity shares shall be treated as a form of compensation to the employee or the director in the financial statements of the company.</p> <p><b>Disclosure in Directors' Report:</b> The Board of Directors shall disclose the following details in Directors' Report with regard to issue of sweat equity shares:-</p> <ul style="list-style-type: none"> <li>(a) Class of director/employee to whom sweat equity shares were issued;</li> <li>(b) Class of shares issued as Sweat Equity Shares;</li> <li>(c) The number of sweat equity shares issued to the directors, key managerial personnel (KMP) or other employees showing separately the number of such shares issued to them, if any, for consideration other than cash and the individual names of allottees holding one percent or more of the issued share capital;</li> <li>(d) The reasons/justification for the issue;</li> <li>(e) Principal terms and conditions for issue of sweat equity shares, including pricing formula;</li> <li>(f) Total number of shares arising as a result of issue of sweat equity shares;</li> <li>(g) Percentage of the sweat equity shares of the total post issued and paid – up share capital;</li> <li>(h) Consideration including consideration other than cash received;</li> <li>(i) Diluted Earnings per Share (EPS) pursuant to issuance of sweat equity shares.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>PREFERENCE SHARES</b><br/>(Explanation to Section 55 of the Companies Act, 2013)</p> | <p>Preference Share Capital means a share capital which has preferences over equity shares in respect of dividend and capital. Preference shareholder has two types of preference over equity shares:</p> <ul style="list-style-type: none"> <li>(i) Payment of Dividend</li> <li>(ii) Payment OF Capital at the time of Liquidation</li> </ul> <p>In other words, preference share means a part of issued share capital which has preferential rights in respect of dividends and capital in case of winding – up.</p> <p><b>Note:</b> No Company shall issue preference shares which are irredeemable.</p> <p><b><u>KINDS OF PREFERENCE SHARES:</u></b></p> <p><b><u>Cumulative Preference Shares:</u></b><br/>Preference shares shall be treated as cumulative or non – cumulative with regard to the payment of dividends. A cumulative preference share confers a right on its holder to claim fixed dividend of the past years, current years and also on future year's profits. The dividend keeps on accumulating until it is fully paid.</p> <p><b><u>Non – Cumulative Preference shares:</u></b><br/>A non – cumulative preference share gives right to its holder to receive dividend out of the current financial year profits. If no profits are available in current financial year, the preference shareholders get nothing and they cannot claim unpaid dividend in subsequent year.</p> <p><b><u>Convertible Preference Shares:</u></b><br/>The preference shares which carry with it the right to be converted into the equity shares after the expiry of a period is called convertible preference shares.</p> <p><b><u>Redeemable Preference Shares (Section 55 of the Companies Act, 2013):</u></b><br/>If the articles of association of a company provide, the redeemable preference shares can be issued subject to the following conditions:-</p> <ul style="list-style-type: none"> <li>(i) These preference shares are redeemable after a specific period and money is returned to shareholders.</li> <li>(ii) A Company cannot issue preference shares which are irredeemable.</li> <li>(iii) The Company can issue preference shares which are redeemable not later than</li> </ul> |



|                   | <p>20 years.</p> <p><b>Note:</b> A Company engaged in infrastructure projects can issue shares redeemable exceeding 20 years.</p> <p><b>Special Note:</b> In case a company engaged in the setting up and dealing with infrastructural projects may issue preference shares for a period exceeding 20 years but not exceeding 30 years. Subject to the redemption of a minimum 10% of such preference shares per year from the 21<sup>st</sup> year onwards or earlier, on proportionate basis, at the option of the preference shareholders.</p> <p><u>Irredeemable Preference Shares:</u><br/>The kinds of shares which are not redeemable except on the happening of certain events such as winding up etc are known as irredeemable preference shares.<br/><b>Note:</b> The Companies are prohibited to issue irredeemable preference shares and in case of redeemable preference shares, the issuer company must redeem the preference shares within 20 years from the date of its issue.</p> <p><u>Participating Preference Shares:</u><br/>The kinds of preference shares which have the right to participate in the profits left after all the dues are paid to others are called as participating preference shares.</p> <p><u>Non – Participating Preference Shares:</u><br/>The kinds of preference shares who have no other right in addition to the fixed dividends are called as non – participating preference shares.</p>                                                                                                                                                                                                                                                                                                                                        |                              |                               |                              |             |                             |                             |
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| <b>DEBENTURES</b> | <p><b><u>Features of Convertible Debentures:</u></b></p> <p>(i) They are issued for cash at par;<br/>(ii) They are of convertible nature. So, they can be converted into equity shares;<br/>(iii) They may be fully or partly convertible;<br/>(iv) The conversion may take place in one or more stages;<br/>(v) In case, a part of debenture is convertible after 18 months, the credit rating should be obtained by the company.<br/>(vi) The convertible debentures issued by a public company are listed on the stock exchange to assure liquidity.</p> <p><b><u>Advantages of Convertible Debentures:</u></b></p> <p><u>Advantages to the Company:</u><br/>(i) Capitalization of interest cost is possible;<br/>(ii) They carry lower rate of interest in comparison with Banks and Financial institutions;<br/>(iii) The convertible part of debentures is treated as equity by financial institutional;<br/>(iv) The equity capital gets increased after each conversion;<br/>(v) Tax benefits are higher;<br/>(vi) It is a popular form of financing as interest rates are lower;<br/>(vii) There is a greater degree of autonomy for the companies available with these kinds of debentures.</p> <p><u>Advantages to the Investors:</u><br/>(i) A fixed return by the way of interest is ensured;<br/>(ii) The investor tends to get value appreciation on his investment;<br/>(iii) Due to presence of charge on investors, there is prompt payment of principal &amp; interest;<br/>(iv) It is highly liquid form of investment.</p> <table><tr><th>Characteristics</th><th>Partly convertible debentures</th><th>Fully convertible debentures</th></tr><tr><td>Suitability</td><td>Better suited for companies</td><td>Better suited for companies</td></tr></table> | Characteristics              | Partly convertible debentures | Fully convertible debentures | Suitability | Better suited for companies | Better suited for companies |
| Characteristics   | Partly convertible debentures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Fully convertible debentures |                               |                              |             |                             |                             |
| Suitability       | Better suited for companies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Better suited for companies  |                               |                              |             |                             |                             |

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|                                               | <b>Capital base</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Relatively lower equity capital on conversion of debentures                  | Higher equity capital on conversion of debentures |
|                                               | <b>Flexibility</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Favourable debt equity ratio                                                 | Highly favourable debt equity ratio               |
|                                               | <b>Popularity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Not so popular with investor                                                 | Highly popular with investors                     |
|                                               | <b>Servicing of equity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Relatively lesser burden of equity servicing                                 | Higher burden of servicing of equity              |
|                                               | <b>Classification for debt equity ratio computation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Convertible portion classified as Equity and non-convertible portion as debt | Classified as equity for debt equity ratio.       |
| <b>SECURED PREMIUM NOTES</b>                  | <p>Secured premium notes (SPN) is an instrument which has combined features of equity and debt instruments. SPN is nothing but a share warrant which is generally issued by the listed companies after getting the approval from the Central Government. The Companies issue SPN to meet their long – term and short – term funds requirements.</p> <p>Secured premium notes (SPN) are financial instruments which are issue with detachable warrants and are redeemable after certain period. In other words, SPN is a kind of non – convertible debenture (NCD) attached with share warrant. It can be redeemed after lock – in period and SPN holders will get principal amount with interest on instalment basis after lock – in period of total period for which SPN has been issued. However, during the lock – in – period no interest is paid.</p> <p><b><u>Case Study: TISCO (Tata Iron and Steel Company)</u></b></p> <p><b>TISCO</b> took the lead in July, 1992 by making a mega rights issue of equity shares and secured premium notes aggregating to Rs.1,212 crore. The face value of issued SPNs was Rs.300 each.</p> <p>In this case, TISCO did not pay any interest on these notes during the first 3 years. Thereafter it redeemed the notes in four instalments of Rs.75 each from the end of the 4<sup>th</sup> year along with an equal amount of Rs.75 being a fixed interest and premium on redemption. Moreover, each investor was given a warrant along with his/her SPNs, against which he/she can buy a fully paid up equity share in the period of one and half years from the date of allotment.</p> <p><b><u>Lock – in period for SPN:</u></b> SPN can be issued by the companies with the lock – in period for 4 to 7 years. This means an investor can redeem his SPN after lock – in period. SPN holders will get principal amount with interest on installment basis after lock – in period of said period. However, during the lock – in period no interest is paid.</p> |                                                                              |                                                   |
| <b>EQUITY SHARES WITH DETACHABLE WARRANTS</b> | <p>An equity share with detachable warrant enables the holder to apply for the specified number of shares on the appointed date at the predetermined price. These types of instruments are listed in the Stock Market in two forms:</p> <ol style="list-style-type: none"> <li>(1) In the form of equity shares, and</li> <li>(2) Another in the form of warrant. Both instruments are separately tradable in the registered stock exchanges.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                              |                                                   |
| <b>DEBT FOR EQUITY SWAP</b>                   | <p>It is a financial instrument which offers to the Debt holders to exchange the debt with the equity shares of the issuer Company. In other words, the debt holders will be given equity shares in place of their debt to the Company.</p> <p><b><u>What are the benefits available to the Company?</u></b></p> <p>This instrument reduces the financial burden of payment of fixed interest from the Company. This instrument also reduces the burden of payment of principal amount</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                              |                                                   |

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|                                 | <p>after certain period (at the time of maturity). However, the issuer faces the risk of dilution of earnings per share by a sharp rise in the equity.</p> <p><b>Special Note:</b> After conversion into equity share capital, the company has the discretionary power to pay dividend to the equity shareholders or not. The Capital is a long – term fund to the Company and is also not payable except some exceptional circumstances like Buy – Back and Delisting of securities.</p> <p><b><u>What are the benefits available to the Debt holders?</u></b><br/>         These instruments give an offer to the debt holders to exchange the debt for equity shares of the company. From the investors' point of view, there is potential gain from rise in the value of the equity shares but these types of instruments are quite risky for the investor because the anticipated capital appreciation may or may not materialize. However, the dividends are not taxable in the hands of equity shareholders.</p>                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>INDEXED RATE NOTES/BOND</b>  | <p><b><u>Introduction:</u></b> Inflation risk has been a potential problem with fixed income securities (like fixed deposits, bonds). If the inflation rate is higher than the interest rate being received on the fixed income products, it diminishes the purchasing power of the consumer. Therefore Inflation indexed bonds are introduced to counter the inflation risk.</p> <p>The main difference between fixed deposits and inflation indexed bonds is the principal adjustment and interest payment. In case of a fixed deposit, a pre – defined static interest rate is mentioned and at the end of the tenure an investor can withdraw the invested amount along with the interest rate accumulated. In case of inflation indexed bonds, the principal is adjusted to wholesale price index (WPI) and a fixed coupon rate or interest rate is paid on the periodically adjusted principal amount.</p> <p><b><u>Beneficial to the Companies:</u></b> These instruments are beneficial to a company in a high interest rate environment, if the interest rates are expected to decline between the date of commitment and the date of takedown.</p> <p><b><u>Beneficial to the Investor:</u></b> These instruments are beneficial to the investors in a low interest rate environment, if the interest rates are expected to increase between the date of commitment and the date of takedown.</p> |
| <b>EXTENDABLE NOTES</b>         | <ul style="list-style-type: none"> <li>❖ Extendable notes are issued for 10 years with flexibility to the issuer to review the interest rate every two years.</li> <li>❖ The interest rate is adjusted every two years to reflect the then prevailing market conditions by trying the interest rate to a spread over a bond index such as two years treasury notes.</li> <li>❖ However, investors have a put option at par value every two years i. e. they have the right to sell the bond to the issuer at a fixed rate on the expiry of every two years.</li> <li>❖ This instrument encourages long – term investor participation in the scheme by favourable review of interest rates every two years.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>DUAL OPTION WARRANTS</b>     | <ul style="list-style-type: none"> <li>❖ Dual option warrants are designed to provide the buyer with good potential of capital appreciation &amp; limited downside risk.</li> <li>❖ It may be used to sell equity shares in different markets.</li> <li>❖ <b>Example:</b> Equity shares or Debentures may be issued with two warrants – one warrant giving right to the purchaser to be allotted one equity share at the end of a certain period and another warrant with a debt or preference share option.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>LEVEL PAY FLOATING NOTES</b> | <ul style="list-style-type: none"> <li>❖ Level pay floating rate notes are issued for a long period of time say 20 years, with adjustment in interest rate every five years.</li> <li>❖ These notes provide for level payments for time intervals during the term of the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                             | <p>note, with periodic interest adjustments tied to an index, and</p> <ul style="list-style-type: none"> <li>❖ Adjustments to the principal balance to reflect the difference between the portion of the payment allocable to interest and the amount of floating rate interest actually incurred.</li> <li>❖ Maximum limits on upward adjustments to principal are specified at the outset to protect the lender from runaway floating exposure.</li> <li>❖ The level pay note has the advantage to the issuer of having a predictable level of debt service for a period of years, thereby avoiding the uncertainties of floating debt on cash flows during that time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ZERO COUPON CONVERTIBLE NOTES (ZCCN)</b> | <ul style="list-style-type: none"> <li>❖ It is a debt instrument convertible into equity shares by issuer Company at after certain period.</li> <li>❖ If investor chooses to convert its ZCCN into equity shares, he has to forego his entire accrued &amp; unpaid interest. Since this instrument doesn't carry past obligations like accrued &amp; unpaid interest at time of conversion into equity, therefore, it is known as Zero Coupon Convertible Notes.</li> <li>❖ Generally issued with put option (right to sell) to the investors. Advantages to the issuer is the raising of convertible debt without heavy dilution of equity.</li> <li>❖ Since the investors give up acquired interest by exercise of conversion option, the conversion option may not be exercised.</li> </ul> <p><u>Benefits to the Issuer Company and investors:</u> This instrument reduces the financial burden (i. e. accrued and unpaid interest) of the Company. This instrument also reduces the burden of payment of principal amount after certain period (at the time of maturity).</p> <p>Investor gains in event of appreciation in value of the equity shares. Even if appreciation doesn't materialize, the investor has the benefit of steady stream of implied income. If the instrument is issued with put option, the investor can resell the securities to the investor.</p> |
| <b>BONDS</b>                                | <p>Bond is a negotiable instrument evidencing indebtedness. It is like unsecured debt Bonds which are generally issued by the Government or its agency (RBI) or the Company.</p> <p>Process for Bonds:</p> <p>(a) A Bond issuer takes money from the Bond Investors.<br/> (b) In exchange of such money, the issuer issues a certificate in favour of Investor and promises to pay loan amount on maturity date.<br/> (c) The Certificate that is known as Bond carries fixed rate of interest.</p> <p>In other words, Bond means a debt instrument in which an investor loans money to the Corporate/Govt. that borrows the funds for a defined period of time at a fixed interest rate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DEEP DISCOUNT BOND (DDB)</b>             | <ul style="list-style-type: none"> <li>❖ DDB means a financial instrument which is issued to the investors at significant discount.</li> <li>❖ The DDB is considered as a safe, solid and long – term investment. Before issuing DDB, the issuer company must take credit rating for such instruments.</li> <li>❖ <b>Example:</b> IDBI and SIDBI had issued Deep Discount Bonds. In year 1998, DDB was offered by the IDBI @ Rs.2700/- and investors would get Rs.1,00,000/- at the time of maturity. The maturity period was fixed for Rs.25 years from the date of issue of DDB.</li> <li>❖ In this example, an investor can buy a deep discount bonds @ 2700/- which has the face value of such bond is Rs.1,00,000/-. Thus, if the face value of the bond is Rs.1,00,000/- and it is issued at Rs.2700, it is a deep discount.</li> <li>❖ On maturity, when the bond is redeemed after 25 years, the bond issuer only pays the investors the face value of the bond. Therefore, no interest is payable to</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |

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|                                      | <p>investors.</p> <ul style="list-style-type: none"> <li>❖ The capital appreciation in case of deep discount bonds is chargeable to tax at capital gains rate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DISASTER BONDS</b>                | <ul style="list-style-type: none"> <li>❖ Disaster Bonds means a bond which is linked with <b>natural calamities</b> like earthquakes, tsunami Hurricane, Katrina and other natural disasters.</li> <li>❖ It is being offered by the insurance company to the investors who would like to invest in a speculative fund.</li> <li>❖ These are issued by companies and institutions to share the risk and expand the capital to link investors return with the size of insurer losses.</li> <li>❖ The coupon (Interest) rate and the principal of the bonds are decided by the occurrence of disasters.</li> <li>❖ However, these bonds haven't yet been issued by any insurance company in India.</li> <li>❖ These instruments offer high returns if insurance claims are low, but when more claims filed due to disaster, the return of an investor will be low. In other words, the bigger the losses, the smaller the return and the smaller losses or no losses, the bigger the return.</li> </ul> |
| <b>OPTION BONDS</b>                  | <ul style="list-style-type: none"> <li>❖ Option bonds are like option contracts in which the underlying asset is a bond.</li> <li>❖ A bond option allows investors the ability to hedge the risk of their bond portfolios or speculate on the direction of bond prices with limited risk.</li> <li>❖ Those cumulative and non – cumulative bonds are covered by these instruments where the interest is payable on maturity or periodically and redemption premium is offered.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>EASY EXIT BOND</b>                | <p>These instruments cover the bonds which provide liquidity as well as an easy exit route to the investors by the way of redemption or buy – back. Additional bonds are payable in place of Interest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>PAY IN KIND BONDS</b>             | <p>The bond where the interest for the first three to five years is paid through the issue of additional bonds is known as pay in kind bonds. In other words, it is a bond in which interest payments come in form of more bonds, rather than cash and it resolves the liquidity issues of a company.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>FLOATING RATE BONDS AND NOTES</b> | <ul style="list-style-type: none"> <li>❖ Floating rate Bonds are bonds that have variable interest rate and the rate of interest is subject to change as per the market conditions.</li> <li>❖ The floating rate bonds take reference from money market like MIBOR &amp; LIBOR.</li> <li>❖ This kind of instrument does not give fixed rate of interest and is allowed to float the rate subject to the market conditions.</li> <li>❖ This instrument is used by the issuers to hedge themselves against the volatility in interest rates.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>SPLIT COUPON DEBENTURES</b>       | <p>These are the instruments issued at a discounted price and interest accrues in the first 2 years for subsequent payment in cash. It helps in the better management of cash flows.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CLIP AND STRIP BONDS</b>          | <ul style="list-style-type: none"> <li>❖ It is a unique kind of bond in which the issuer company issues a bond in two parts.</li> <li>❖ One part covers principal amount and another covers Interest (Coupon). In other words, it is an instrument which has two portions i. e. Principal Part or Interest Part and Interest part is attached as an additional instrument with principal amount. Therefore, it is clip (attached) and Strip (affixed) Bonds.</li> <li>❖ These bonds are also referred to as coupon notes, split the principal and coupon portions of a bond issue. An investor can sell both instruments separately to anyone.</li> </ul> <p><b>Example:</b> The Govt. of India issued bonds of Rs.10,000/- with a coupon of 10% and a maturity date of June 1, 2015. If all of the coupons are stripped off (Split), a buyer</p>                                                                                                                                                    |

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|                                          | of the remaining bond portion will receive only one payment of Rs.10,000/- on June 1, 2015 if the bond is held to maturity. These will be no payments of interest on or before maturity, since the coupons have been sold to someone else.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>FLOW CHART OF CLIP AND STRIP BOND</b> | Accordingly, Clip and Strip bonds have unique features like two separate instruments one for principal amount and another for interest amount, both instruments are separately saleable in the market.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DUAL CONVERTIBLE BONDS</b>            | <ul style="list-style-type: none"> <li>❖ Dual Convertible Bonds mean a bond which is convertible into either equity shares or fixed interest rate of debentures/preference shares at the option of investor.</li> <li>❖ The investor may exercise this option based on the prospect of the project.</li> <li>❖ In other words, the dual convertible bond gives an option to the investor for conversion of DCB into equity &amp; fixed interest of debentures/preferences shares at the expiry of specified period.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>COMMODITY BOND</b>                    | <ul style="list-style-type: none"> <li>❖ Commodity bonds are bonds issued to share the risk and profitability of future commodity prices with the investor.</li> <li>❖ It is a bond which protects the capital of investors from the future inflation of any commodity.</li> <li>❖ <b>Example:</b> Petro bonds, silver bonds, gold bonds &amp; coal bonds. Petro bond may carry fixed rate of interest with part of face value of bonds denominated in barrels of oil.</li> <li>❖ However, the commodity bond does carry more potential to generate a higher return than a fixed rate bond there is also more risk involved.</li> <li>❖ While it is unusual, there is always the possibility that the underlying commodities will not perform as anticipated and the return will be less than originally projected.</li> <li>❖ In general, a commodity – backed bond tends to carry less volatility than many stock issues.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>TRACKING STOCKS (DEC 2016)</b>        | <p>It is a type of common stock which depends upon the financial performance of a specific business unit or an operating division. If the unit or division or subsidiary company performs well, the value of the stock increases and vice – versa. It is issued by a publicly held company to track the value of one segment of the company.</p> <p><b>Example:</b> ABD Ltd. is publicly held company and has 10 divisions at different locations and each division is producing separate products. One division which produces FMCG products, the company had issued tracking stocks for such division.</p> <p><b>Important points for above example:</b></p> <ul style="list-style-type: none"> <li>(i) If such FMCG division earns profit, the tracking stock holders would get dividend.</li> <li>(ii) If such FMCG is in loss, the tracking stock holders would not get dividend even if the ABC Ltd. is having profits.</li> <li>(iii) The tracking stock holders have a financial interest only in that FMCG division.</li> <li>(iv) The tracking stock holders usually have no voting rights.</li> </ul> <p>Tracking stock does not represent or require any change (de – merger or spin off) in business structure. Holders of tracking stock are considered to hold equity in the parent company and not the specific entity represented by the tracking stock. Tracking stock is often set up by companies that have several diverse divisions, both so that investors can take a share in a division of their interest, and so that the performance of these divisions can be tracked in terms of shareholder interest. A company will sometimes issue a tracking stock when it has a very successful division that it feels is under – appreciated by the market and not fully reflected in the company's stock price.</p> |



|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | <p>In this example, ABC Ltd. issued shares of BCD Ltd. (subsidiary of ABC Ltd.) which makes huge profit year to year. The shares of BCD Ltd. will be treated as tracking stock since the holding company allows investors to invest in a particular stock of one of its subsidiary company.</p> <p>A company will sometimes issue a tracking stock when it has a very successful division that it feels is under – appreciated by the market and not fully reflected in the company’s stock price.</p> <p><b>Case Study:</b> Liberty Media had tracking stocks for Liberty Interactive and Liberty Capital listed on NASDAQ.</p> <p><b><u>Features and advantages of tracking stock:</u></b></p> <ul style="list-style-type: none"> <li>(i) The company can keep control over its subsidiary;</li> <li>(ii) A lower cost can be obtained by getting a better credit rating;</li> <li>(iii) The marketing and administrative functions of the business are shares;</li> <li>(iv) Acquisitions are possible by the parent company.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>MORTGAGE BACKED SECURITIES</b></p> | <p>Mortgage – backed securities (MBS) are bonds secured by home and other real estate loans. They are created when a number of these loans, usually with similar characteristics, are pooled together. These securities assure a fixed return which is derived from the performance of the specific assets. They are issued with a maturity period of 3 to 10 years and backed by pooled assets like mortgages, credit card receivables, etc.</p> <p><b>Example:</b> A bank offering home loan might round up Rs.20 crore worth of such loans. That pool is then sold to a Government Agency or a government sponsored – enterprise (GSE), or to others to be used as the collateral for the new MBS.</p> <p><b><u>Features of assets to be securitized:</u></b></p> <p>The assets to be securitized shall have the following features:-</p> <ul style="list-style-type: none"> <li>(a) The cash flows generated from the assets should be received periodically in accordance with a Pre – determined schedule.</li> <li>(b) The actual cash flows generated from the assets should be predictable.</li> <li>(c) The assets should be large in number and total value to be issued in securitized form.</li> <li>(d) The assets should be sufficiently similar in nature to enable pooling of their cash flows.</li> <li>(e) The assets should be marketable.</li> </ul> <p><b><u>Advantages to Issuer:</u></b></p> <ul style="list-style-type: none"> <li>(a) The issuer can generate cash from the assets immediately enabling funds to be redeployed in other projects.</li> <li>(b) The issuer may be able to improve balance sheet ratios by excluding the original assets and the securities created by the assets from the balance sheet by suitable structuring of the transaction.</li> </ul> <p><b><u>Advantages to Investor:</u></b> These instruments have a relatively low credit risk since the securities are backed by good quality collateral and offer a higher yield than Government securities.</p> |

## DERIVATIVES

The term “Derivatives” indicates that it has no independent value i. e. its value is entirely derived from the value of the underlying assets. The underlying assets can be securities, commodities, bullion, currency, livestock or anything else.

In other words, Derivatives means a forward, future and option or any other hybrid contract of pre-determined fixed duration, linked for the purpose of contract fulfillment to the value of a specified real or financial asset or to an index of securities. In India, the Govt. of India had introduced the concept of “Derivatives” in year 1999 by amending Securities Contract (Regulation) Act, 1956.

### A Derivative includes:

(i) A security derived from a debt instrument, share, loan, whether secured or unsecured, risk instrument or contract for differences or any other form of securities.

(ii) Contract which derives its value from the prices, or index of prices, of underlying securities.

### OPTION CONTRACT

- ❖ It is a contract which gives the buyer/holder of the contract the right to buy/sell the underlying asset at a pre – determined price within or at the end of the specified period. It is not an obligation on the option holder.
- ❖ The buyer/holder of the option purchases the right from the seller/writer for a consideration which is called as premium. The seller/writer of an option is obliged as per the terms of the contract when the buyer/holder exercises his rights.

There are two types of Option Contracts:

**Call Option:** A Call option is an option to buy an underlying asset at a specific price on or before expiry date of the contract. In this way, Call options are like advance money for purchase of any land and building.

**Example:** If you want to sell your one flat which located in Dwarka, New Delhi to Mr. Raman. You have asked Mr. Raman to pay Rs.10 lacs as an advance for selling of your flat. As per the terms and conditions of an agreement to sale, Mr. Raman will pay Rs.10 lacs as advance and balance amount in one month. Mr. Raman has the right to buy within one month and no other liability.

When you buy a Call option, the price you pay for it, called the option premium, secures your right to buy that certain stock at a specified price, called the strike price. If you decide not to use the option to buy the stock, and you are not obligated to, your only cost is the option premium.

**Put Option:** Put options are options to sell a stock at a specific price on or before a certain date. In this way, Put options are like insurance policies.

**Example:** If you buy a new car, and then buy auto insurance on the car, you pay a premium and are, hence, protected if the asset is damaged in an accident. If this happens, you can use your policy to regain the insured value of the car. In this way, the put option gains in value as the value of the underlying instrument decreases.

If all goes well and the insurance is not needed, the insurance company keeps your premium in return for taking on the risk. With a Put option, you can “insure” a stock by fixing a selling price. If something happens which causes the stock price to fall, and thus, “damages” your asset, you can exercise your option and sell it at its “insured” price level.

If the price of your stock goes up, and there is no “damage”, “then you do not need to use the insurance, and, once again, your only cost is the premium. This is the primary function of listed options, to allow investors ways to manage risk.

| Distinguish between American Option & European Option (June 2008) |  |                                                                                                     |                                                                           |
|-------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Basis of Diff                                                     |  | American Option                                                                                     | European Option                                                           |
| Timing for exercise of option                                     |  | It can be exercised by buyer at any time after the purchase of option and till the date of maturity | It can be exercised by the buyer only at the maturity date or expiry date |
| Amount of Premium                                                 |  | The option holder has to pay comparatively higher rate of premium                                   | Lower premium                                                             |
| Popular or where traded                                           |  | They are traded on stock exchange only                                                              | They are traded on Over the counter market                                |

| FORWARD VS FUTURE CONTRACT (JUNE 2011, DEC 2011) | BASIS               | FORWARD CONTRACT                                                                                                 | FUTURE CONTRACT                                                                                                                                              |
|--------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | Trading             | Forward contracts are traded on personal basis or on telephone or otherwise                                      | Future contracts are traded in a competitive arena. (on markets)                                                                                             |
|                                                  | Size of Contract    | Forward contracts are individually tailored and have no standardized size                                        | Futures Contracts are standardized in terms of quantity or amount as the case may be                                                                         |
|                                                  | Organized exchanges | Forward contract are traded in an Over the Counter Market                                                        | Future contracts are traded on organized exchanges with a designated physical location                                                                       |
|                                                  | Settlement          | Forward contract are settlement takes place on the date agreed upon between the parties                          | Future contracts settlement are made daily via exchange's clearing house                                                                                     |
|                                                  | Delivery            | Forward contracts may be delivered on the dates agreed upon and in terms of actual delivery                      | Future contracts delivery dates are fixed on cyclical basis and hardly takes place. However, it does not mean that there is no actual delivery               |
|                                                  | Transaction costs   | Cost of forward contract is based on bid ask spread                                                              | Future contract entail brokerage fees for buy and sell orders                                                                                                |
|                                                  | Marking to Market   | Forward Contracts are not subject to marking to market                                                           | Future contracts are subject to marking to market in which loss of profit is debited or credited in the margin account on daily basis due to change in price |
|                                                  | Margins             | Margins are not required in forward contract                                                                     | In future contracts every participant is subject to maintain margin as decided by exchange authorities                                                       |
|                                                  | Credit Risk         | Credit risk is borne by each party and therefore every party has to evaluate the creditworthiness of other party | The transaction is a two way transaction through exchange and hence the parties need not bother for the risk                                                 |

### HEDGE FUNDS

Hedge means Fence, Barrier & Hurdle (other meaning – Protection & Security). In other words, it is a process of reducing and controlling future risk by taking some steps in advance.

Hedge fund refers to an alternative investment vehicle that is designed to protect investment portfolios from market uncertainty, while generating positive returns in both up and down markets. Hedge funds are unregistered private investment partnerships, funds or pools that may invest and trade in many different markets, strategies and instruments (including securities, non – securities and derivatives) to provide

certain periodic and standardized pricing and valuation information to investors.

In short, it is an alternative investment that is designed to protect the Capital (investment amount) of an investor from market uncertainty and generate positive returns from the market fluctuations.

#### What is Hedging Concept?

#### **Case Study: STEEL INDUSTRY**

**Facts:** An automobile manufacturer purchases huge quantities of steel as raw material for automobile production. The automobile manufacturer enters into a contractual agreement to export automobiles in three months to automobiles dealers in the European market.

This presupposes that the contractual obligation has been fixed at the time of signing the contractual agreement for exports. The automobile manufacturer is now exposed to risk in the form of increasing steel prices. In order to hedge against increasing price risk, the automobile manufacture can buy steel future contracts, which would mature after three months hence. In case of increasing steel prices, the automobile manufacturer is protected.

**Hedging:** It is a risk management strategy used in limiting the probable losses from market fluctuations in respect of the prices of commodities, currencies, or securities. In this case, automobile manufacturer protected his risk by buying future contracts in advance. It means automobile manufacturer hedged his position against the probable risk of price increase.

Accordingly, a hedge fund's purpose is to maximize investor returns and eliminate risk. Hence, the word Hedge or Hedge Fund came into being because the aim of these vehicles was to make money regardless of the market conditions "climbed higher or declined".

#### **Benefits (Advantages) of hedge funds include:**

- (a) Investment strategies that have the ability to generate positive returns in both rising and falling equity and bond markets.
- (b) Hedge funds in a balanced portfolio can reduce overall portfolio risk and volatility and increase returns.
- (c) A huge variety of hedge fund investment styles – provide investors the ability to precisely customize investment strategy.

#### **Risk Factors (disadvantages) in hedge funds include:**

- (a) Concentrated investment strategy exposes hedge funds to potentially huge losses.
- (b) Hedge funds typically require investors to lock up money for a period of years.
- (c) Use of leverage, or borrowed money, can turn what would have been a minor loss into a significant loss.

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DOMESTIC HEDGE FUNDS</b> | <ul style="list-style-type: none"><li>❖ Hedge funds are organized as corporations in countries like USA as limited partnerships to accommodate investors that are subject to taxation policies of the United States.</li><li>❖ This type of hedge fund may use the business form of Limited Liability Companies (LLC), Limited Liability Partnership (LLP) or Business Trusts.</li><li>❖ In these types of business forms, LLC &amp; LLP and business trusts are not liable to tax whereas the individual investors are liable to tax. This type of concept is very popular in USA.</li></ul> |
| <b>OFFSHORE HEDGE FUNDS</b> | <ul style="list-style-type: none"><li>❖ Offshore means a place situated at sea some distance from the shore or outside the jurisdiction of a Country.</li><li>❖ It means any investments through an organized corporation/company from foreign country.</li><li>❖ Generally, these funds are targeting those countries which have tax – free regime. These hedge funds are typically organized as corporations in certain countries like Cayman Islands, British Virgin Islands, the Bahamas or Bermuda.</li></ul>                                                                            |

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               | They attract investments of US tax – exempt entities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>EXCHANGE TRADED FUNDS (ETFs)</b>           | <p>ETFs are new varieties of mutual funds which were introduced in 1993. Exchange Traded Fund is a security that tracks an index, a commodity or a sector like an index fund or a sectoral fund but trades like a stock on an exchange. It is similar to close – ended mutual fund listed on stock exchanges.</p> <p>In other words, ETFs are baskets of securities that are traded, like individual stocks, on an exchange. In the simplest terms, Exchange Traded Funds (ETFs) are funds that track indices like the NIFTY Index, SENSEX etc. ETFs can be bought and sold exactly like a stock of an individual company during the entire trading day. Furthermore, they can be bought on margin, sold short or bought at limit prices. Exchange traded funds can help investors build a diversified portfolio that's easy to track.</p> <p>In short, they are similar to index mutual funds but are traded like securities. As their name implies, Exchange Traded Funds represent a basket of securities that are traded on an exchange.</p> <p><b>Advantages of ETFs</b></p> <ul style="list-style-type: none"> <li>(i) They can be bought and sold throughout the trading day.</li> <li>(ii) They have the ability to short or buy ETFs on margin.</li> <li>(iii) Low annual expenses are incurred.</li> <li>(iv) Tax efficiency is insured.</li> </ul> <p><b>Disadvantages of ETFs</b></p> <ul style="list-style-type: none"> <li>(i) An extra cost in the form of commissions is present.</li> <li>(ii) Only large institutions and wealthy persons can deal in ETFs.</li> <li>(iii) ETFs don't trade at the Net Asset Value.</li> </ul> |
| <b>GOLD EXCHANGE TRADED FUNDS (GOLD ETFs)</b> | <p>These schemes under Gold Exchange Traded Funds are allowed to invest primarily in Gold and Gold related instruments. Gold ETFs are subject to the following restrictions:-</p> <ul style="list-style-type: none"> <li>(i) The initial issue expenses should not exceed 6% of the funds raised.</li> <li>(ii) The funds should only be invested in the gold and gold related instruments.</li> <li>(iii) They may invest in the short term deposits of scheduled commercial banks.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>FUND OF FUNDS (FoFs)</b>                   | <p>It is a mutual fund scheme which invests in the schemes of same or other mutual funds present in the market instead of investing in securities.</p> <p><b>These funds can be broadly classified into:</b></p> <ul style="list-style-type: none"> <li>➤ <u>Sector Specific Funds</u>: These funds invest in the various sectors of the economy and protect themselves by not investing the whole amount in only one sector.</li> <li>➤ <u>Asset Allocation Funds</u>: They diversify the investments by holding several different kinds of assets at the same time. They are also known as life cycle funds.</li> </ul> <p><b>Benefits of FOFs are:</b></p> <ol style="list-style-type: none"> <li>1. Diversified investments: as a fund of funds invests in the schemes of other funds, it provides a greater degree of diversification.</li> <li>2. Uncomplicated scheme: instead of investing in different stocks and keeping track record of all of them, it will be much easier to invest in and track only one fund, which in turn invests in other mutual funds.</li> <li>3. Cheap: while entering into the capital markets it is difficult to diversify because of limited funds. Fund of funds provide an opportunity to go for diversification with</li> </ol>                                                                                                                                                                                                                                                                                                                                                                       |

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |                                                                           |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|                                                        | <p>comparatively limited amounts.</p> <p>4. Risk to the extent possible is eliminated.</p> <p>5. Expertise of various managers proves to be beneficial.</p> <p><b><u>The Disadvantages of FOFs are:</u></b></p> <p>1. Additional fees: the more amount of diversification increases the cost in terms of increase in fees.</p> <p>2. Various management (every manager has a different style of working), operational (possibility of non-compliance and fraud) and Qualitative risks (Organisational structure, infrastructure, investment process, etc) are involved.</p> |                                                                                                                               |                                                                           |
| INFLATION INDEXED BONDS VS. ORDINARY BONDS (JUNE 2014) | <b>BASIS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>INFLATION INDEXED BONDS</b>                                                                                                | <b>ORDINARY BONDS</b>                                                     |
|                                                        | <b>Rate of Interest</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Here there is no fixed rate of interest or interest rate is always adjusted against inflation rate.                           | Ordinary bonds give fixed rate of interest                                |
|                                                        | <b>Protection from inflation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | These bonds provide a protection to the investors from the inflation and capital of investor remains shielded from inflation. | These bonds don't provide a protection to the investor from the inflation |
|                                                        | <b>Popular</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Very Popular                                                                                                                  | Less Popular                                                              |



## UNIT 9: INDIAN DEPOSITORY RECEIPTS

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INTRODUCTION</b>                             | <p>Now, due to globalization and technology advancement, the Securities Market has become international.</p> <p>Companies that previously had to raise capital in the domestic market can now tap foreign sources of capital in overseas market to raise fund from international market.</p> <p>As India is a preferred investment destination among international investors, the Government of India has introduced the concept of Indian Depository Receipts (IDRs) to facilitate listing by foreign companies on India Stock Exchanges.</p> <p>Indian Depository Receipts (IDRs) are like American Depository Receipts (ADRs) or Global Depository Receipts (GDRs), except that the issuer is a foreign company raising funds from the Indian market. IDRs are rupee – denominated and created by a domestic depository against the underlying equity shares of a foreign company.</p> <p>IDRs Holders have all rights except attending annual general meetings and voting on resolutions, other rights are available.</p> <p><b>Indian Depository Receipt</b> means an instrument in the form of a depository receipt issued by Domestic Depository in India against the underlying equity shares of issuing company i. e. (Foreign Company).</p> |
| <b>Advantages of Indian Depository Receipts</b> | <p><u>Benefits to the Issuing Company:</u></p> <ul style="list-style-type: none"> <li>(i) Provides access to a large pool of capital to the issuing capital.</li> <li>(ii) Gives brand recognition in India to the issuing company.</li> <li>(iii) Facilitates acquisitions in India.</li> <li>(iv) Provides an exit route for existing shareholders.</li> </ul> <p><u>Benefits to Investors:</u></p> <ul style="list-style-type: none"> <li>(i) Provides portfolio diversification to the investor.</li> <li>(ii) Gives the facility of ease of investment.</li> <li>(iii) There is no need to know your customer norms.</li> <li>(iv) No resident Indian individual can hold more than \$200,000 worth of foreign securities purchased per year as per Indian foreign exchange regulations (FEMA).</li> </ul> <p>However, this will not be applicable for IDRs which gives Indian residents the chance to invest in an Indian listed foreign entity.</p>                                                                                                                                                                                                                                                                                            |
| <b>Regulatory Framework of IDRs</b>             | <p><u>Regulatory Bodies:</u></p> <ul style="list-style-type: none"> <li>(i) The Securities and Exchange Board of India</li> <li>(ii) The Ministry of Corporate Affairs</li> <li>(iii) The Reserve Bank of India</li> </ul> <p><u>Statutes Governing IDRs:</u></p> <ul style="list-style-type: none"> <li>(i) Section 390 of the Companies Act, 2013</li> <li>(ii) Rule 13 of the Companies (Registration of Foreign Companies) Rules, 2014</li> <li>(iii) SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009</li> </ul> <p><b><u>RULE 13 OF THE COMPANIES (REGISTRATION OF FOREIGN COMPANIES) RULES, 2014</u></b></p> <p>These rules are applicable to all foreign companies which intend to raise funds from the Indian Market via IDR. In other words, these rules are applicable to those companies incorporated outside India, whether they have or have not established any place of business in India.</p> <p><b><u>ELIGIBILITY FOR ISSUE OF IDRS</u></b></p>                                                                                                                                                                                                                                                                |

An issuing company can issue IDRs only if it satisfies the following conditions: \_

- (i) Pre – issue paid – up capital and free reserves of at least US\$50 million;
- (ii) Has a minimum average market capitalization during the last 3 years in its parent country of at least US\$100 million;
- (iii) Has a continuous trading history on a stock exchange in its parent country for at least 3 immediately preceding years;
- (iv) It has distributable profits for at least 3 out of immediately preceding 5 years;
- (v) It fulfills such other eligibility criteria as may be laid down by SEBI.

**PROCEDURE FOR MAKING AN ISSUE OF IDRS: (DEC 2014)**

- ✓ In issuing company is required to obtain the **necessary approvals** or exemption from the appropriate authorities from the **home country**;
- ✓ It has to **appoint** an **overseas custodian bank**, a **domestic depository** and a **merchant banker** for the purpose of issue of IDRs.
- ✓ The issuing company can **deliver the underlying equity shares** to an Overseas Custodian Bank and the said bank shall authorize the domestic depository to issue IDRs.
- ✓ The issuing company cannot raise funds in India by issuing IDRs unless it has obtained **prior permission from SEBI**.
- ✓ An application for seeking permission should be made to the SEBI **at least 90 days** prior to the opening date of IDRs.
- ✓ The issuing company has to file through a merchant banker or the domestic depository a **due diligence report** with the Registrar and also with SEBI. The draft prospectus has to be filed with SEBI, through the merchant banker, at least 21 days prior to the filing of an application.
- ✓ If within 60 days from the date of **submission of draft prospectus**, SEBI specifies any changes to be made therein, the prospectus shall not be filed with SEBI/Registrar of Companies unless such changes have been incorporated therein.
- ✓ The issuing company, seeking permission should obtain in – principal **listing permission** from one or more stock exchanges having nationwide trading terminals in India.
- ✓ Issuing company **may appoint underwriters** registered with SEBI to underwrite issue of IDRs.

**REGISTRATION OF DOCUMENTS:**

The Merchant Banker for the issue of IDRs is required to submit following documents or information to SEBI and ROC, New Delhi for registration, namely:-

- (i) Instrument defining the **constitution** of the issuing company.
- (ii) The **provisions** having the force of law by or under which the incorporation of the issuing company was effected.
- (iii) If the issuing company has established place of business in India, **address of its principal office** in India.
- (iv) If the issuing company does not establish principal place of business in India, an address in India where the said instrument, enactments or provision or copies thereof are available for public inspection.
- (v) A certified copy of the **certificate of incorporation** of the issuing company in the

country in which it is incorporated.

(vi) Copies of the **agreements** entered into between the issuing company, the overseas custodian bank and the domestic depository.

(vii) If any document or any portion thereof required to be filed with the SEBI/Registrar of Companies is **not in English language**, a **translation** of that document or portion thereof in English is also required to be attached duly certified and attested by the responsible officer.

**LISTING OF IDRs: (DEC 2012)** The IDRs issued should be listed on the recognized Stock Exchange(s) in India as specified and such IDRs may be purchased, possessed and freely transferred by a person resident in India.

However, the IDRs issued by an issuing company may be purchased, possessed and transferred by a person other than a person resident in India if such Issuing Company obtains specific approval from Reserve Bank of India in this regard or complies with any policy or guidelines that may be issued by RBI on the subject matter.

**DISCLOSURE:**

**Continuous Disclosure Requirements:** Every issuing company shall comply with such continuous disclosure requirements as may be specified by SEBI in this regard.

**Disclosure of the following matters are to be specified in the Prospectus**

- (i) General Information
- (ii) Capital Structure of the Company
- (iii) Terms of the Issue
- (iv) Particulars of Issue
- (v) Company, Management and Project
- (vi) Report
- (vii) Inspection of Documents

**SEBI (ISSUE OF CAPITAL AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2009**

**APPLICABILITY:**

The provisions shall apply to an issue of IDR made in terms of section 390 of the Companies Act, 2013 and Companies (Registration of Foreign Companies) Rules, 2014

**ELIGIBILITY:**

An issuing company making an issue of IDR shall satisfy the following:-

- (i) The issuing company is listed in its home country;
- (ii) The issuing company is not prohibited to issue securities by any regulatory body;
- (iii) The issuing company has track record of compliance with securities market regulations in its home country.

**CONDITIONS FOR ISSUE OF IDR: (JUNE 2011, DEC 2010, DEC 2008)**

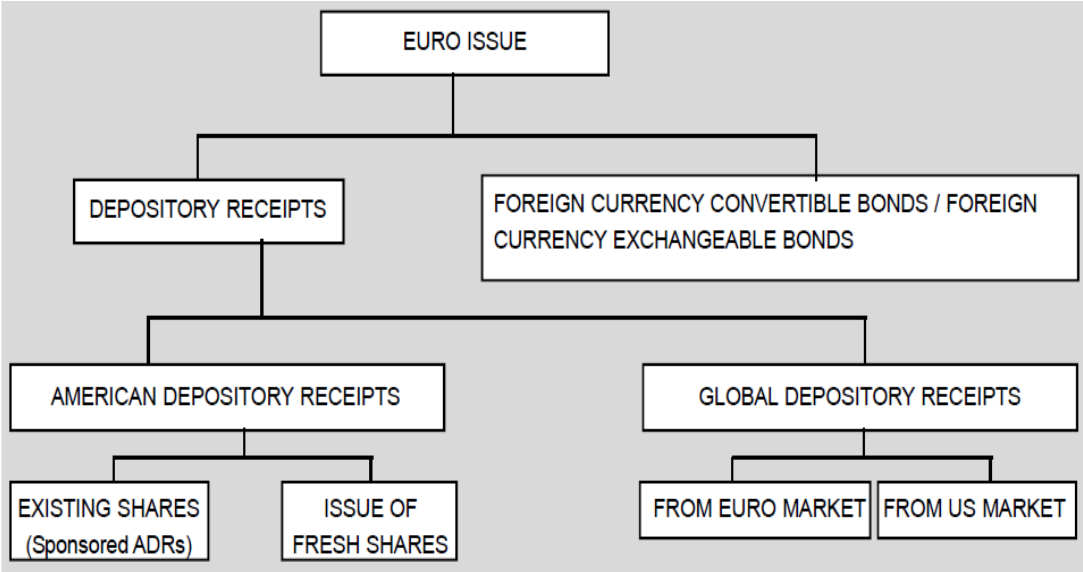
An issue of IDR shall be subject to the following conditions:-

- (i) Issue size shall not be less than 50 crores rupees;
- (ii) Procedure for applying of applicant shall be mentioned in the prospectus;
- (iii) Minimum application amount shall be 20,000 rupees;
- (iv) At least 50% of the IDR issued shall be allotted to qualified institutional buyers;
- (v) The balance 50% may be allocated among the categories of non – institutional investors and retail individual investors including employees at the discretion of the issuer and the manner of allocation shall be disclosed in the prospectus. Allotment to investors within a category shall be on proportionate basis.

However, at least 30% of IDRs being offered in the public issue shall be available for

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|                                                          | <p>allocation to retail individual investors and in case of under subscription in retail individual investor category. Spill over to other categories to extent of under subscription can be permitted.</p> <p>⇒ Short Note on IDR (<b>DEC 2007, JUNE 2012, JUNE 2009, DEC 2015</b>)</p> <p><b><u>PROVISION RELATED TO MINIMUM SUBSCRIPTION</u></b></p> <p><b><u>For Non – Underwritten Issues:</u></b></p> <p>(i) If the issuing company does not receive the minimum subscription of 90% of the offer through offer document on the date of closure of the issue, or if the subscription level falls below 90% after the closure of issue on account of cheques having being returned unpaid or withdrawal of applications, the issuing company shall forthwith refund the entire subscription amount received.</p> <p>(ii) If the issuing company fails to refund the entire subscription amount within 15 days from the date of the closure of the issue, it is liable to pay the amount with interest to the subscribers at the rate of 15% P. A. for the period of delay.</p> <p><b><u>For Underwritten Issues:</u></b></p> <p>If the issuing company does not receive the minimum subscription of 90% of the offer through offer document including development of underwriters within 60 days from the date of closure of the issue, the issuing company shall forthwith refund the entire subscription amount received with interest to the subscribers at the rate of 15% P. A. for the period of delay beyond 60 days.</p> <p><b><u>Display of Bid Data</u></b></p> <p>The stock exchanges offering online bidding system for the book building process shall display on their website, the data pertaining to book built IDR issue, from the date of opening of the bids till at least three days after closure of bids.</p> <p><b><u>Post – Issue Reports</u></b></p> <p>(i) The merchant banker shall submit post – issue reports to SEBI.<br/> (ii) The post – issue reports shall be submitted as follows:-<br/> (a) Initial post issue report, within 3 days of closure of the issue;<br/> (b) Final post issue report, within 15 days of the date of finalization of basis of allotment or within 15 days of refund of money in case of failure of issue.</p> <p><b><u>Finalization of Basis of Allotment</u></b></p> <p>The executive director or managing director of the stock exchange, where the IDRs are proposed to be listed, along with the post issue lead merchant bankers and registers to the issue shall ensure that the basis of allotment is finalised in a fair and proper manner in accordance with the allotment procedure as specified in this behalf by SEBI.</p> |
| <p><b>RIGHTS ISSUE OF INDIAN DEPOSITORY RECEIPTS</b></p> | <p>In the light of the Standard Chartered Rights Issue where rights could not be granted to IDR holders, SEBI amended ICDR regulations by inserting new chapter governing rights issue of IDR.</p> <p><b><u>ELIGIBILITY</u></b></p> <p>(i) Issuer should not be in breach of ongoing material obligations under IDR Listing Agreement.<br/> (ii) Application to all recognized stock exchanges, where such IDRs are listed, must have been made, for listing of IDRs to be issued by way of rights, before such issue.</p> <p><b><u>DISCLOSURES</u></b></p> <p><u>Following disclosures shall be made:</u></p> <p>(i) Disclosures as required in the home country of the issuer;<br/> (ii) An additional wrap (addendum to offer document) attached to the offer document.</p> <p><u>The Regulations further provide for:</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|  | <ul style="list-style-type: none"> <li>(i) Disclosures in Abridged Prospectus and Abridged Letter of Offer;</li> <li>(ii) Disclosures in Addendum to Offer;</li> <li>(iii) Dispatch of abridged letter of offer and application form;</li> <li>(iv) Pre – Issue Advertisement for rights issue.</li> </ul> <p><b><u>FAST TRACK ISSUE</u></b></p> <ul style="list-style-type: none"> <li>(i) The issuer is in compliance with the provisions of deposit agreement and listing agreement for a period of at least 3 years preceding the date of filing of the offer document;</li> <li>(ii) Offer document has been filed &amp; reviewed by securities regulator in Issuer’s home country;</li> <li>(iii) There are no pending show – cause notices or prosecution proceedings against the issuer or its promoter, or whole – time directors on the reference date by SEBI or the regulatory authorities in its home country restricting them from accessing the capital markets; and</li> <li>(iv) Issuer has redressed at least 95% of the complaints received from the IDR holders before the end of 3 Months’ period preceding the filing of letter of offer.</li> </ul> |
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| <b>EURO ISSUE</b>          | <p>Euro issue means modes of raising funds by an Indian company outside India in foreign currency. This method is being used by the Indian Company for raising funds from outside India in the form of ADR/GDR.</p> <p>The following Indian Companies have already issued their ADR/GDR:-</p> <ul style="list-style-type: none"> <li>(i) ICICI Bank Ltd.</li> <li>(ii) Gail India Ltd.</li> <li>(iii) Infosys Ltd.</li> <li>(iv) HDFC Bank Ltd.</li> </ul>  <pre> graph TD     A[EURO ISSUE] --&gt; B[DEPOSITORY RECEIPTS]     A --&gt; C[FOREIGN CURRENCY CONVERTIBLE BONDS / FOREIGN CURRENCY EXCHANGEABLE BONDS]     B --&gt; D[AMERICAN DEPOSITORY RECEIPTS]     B --&gt; E[GLOBAL DEPOSITORY RECEIPTS]     D --&gt; F[EXISTING SHARES<br/>(Sponsored ADRs)]     D --&gt; G[ISSUE OF FRESH SHARES]     E --&gt; H[FROM EURO MARKET]     E --&gt; I[FROM US MARKET] </pre>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DEPOSITORY RECEIPTS</b> | <p>Depository Receipts (DRs) are negotiable securities and outside India by a Depository bank, on behalf of an Indian company, which represent the local Rupee denominated equity shares of the company held as deposit by a Custodian bank in India.</p> <p><b>GLOBAL DEPOSITORY RECEIPTS:</b> (Section 2(44) of the Companies Act, 2013)<br/>Global Depository Receipt means any instrument in the form of a depository receipt, by whatever name called, created by a foreign depository outside India and authorized by a company making an issue of such depository receipts.</p> <p>A company issued Global Depository Receipts (GDRs) in accordance with the provisions of Companies (Issue of Global Depository Receipts) Rules, 2014. It is a form of depository receipt or certificate created by the Overseas Depository Bank outside India denominated in dollar and issued to non – resident investors against the issue of ordinary shares or foreign currency convertible bonds of issuing company.</p> <p>In short, it is basically a negotiable instrument denominated in US dollars or Euro. It is traded in Europe or the US or both. In fact, GDR holders enjoy all economic benefits of the underlying shares but have none of the corporate rights like right to vote.</p> <p><b>AMERICAN DEPOSITORY RECEIPT (ADR):</b> An American Depository Receipt is a dollar denominated form of equity ownership in a non – US company. It represents the foreign shares of the company held on deposit by a custodian bank in the company's home country and carries the corporate and economic rights of the foreign shares. Listing of ADR may only take place in the US stock markets like NYSE &amp; NASDAQ etc. The company which issued ADR, shall comply with the requirements of Securities</p> |



and Exchange Commission (SEC).

#### Difference between ADR and GDR

| American Depository Receipts                                                                                                             | Global Depository Receipts                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• ADR are US \$ denominated and traded in US.</li></ul>                                            | <ul style="list-style-type: none"><li>• GDRs are traded in various places such as New York Stock Exchange, London Stock Exchange, etc.</li></ul>     |
| <ul style="list-style-type: none"><li>• Listing of ADR may only take place in the US stock markets like NYSE &amp; NASDAQ etc.</li></ul> | <ul style="list-style-type: none"><li>• Whereas listing of GDR may take place in US and UK as well.</li></ul>                                        |
| <ul style="list-style-type: none"><li>• After listing, the issuer company shall comply with the requirements of SEC only.</li></ul>      | <ul style="list-style-type: none"><li>• After listing of GDR, the issuer company may comply with SEC requirements as well as EU directive.</li></ul> |

**Step – 1:** The Indian Issuer Company issues rupee denominated Equity Shares to Domestic Custodian.

**Step – 2:** Domestic Custodian Retains rupee denominated shares and instructs overseas Depository to issue Depository Receipts.

**Step – 3:** Based on instructions of Domestic Custodian, Overseas Depository issues Depository Receipts to foreign investors.

**Step – 4:** Foreign Investors receive their depository receipts.

**Step – 5:** The issuer Indian company shall ensure listing of depository receipts in the foreign stock exchanges like NYSE & NASDAQ.

#### **PROVISIONS FOR ISSUE OF GDR/ADR UNDER THE COMPANIES ACT, 2013**

Section 41 of the Companies Act, 2013 says “A company may, after passing a special resolution in its general meeting, issue depository receipts in any foreign country in such manner, and subject to such conditions, as may be prescribed”.

#### **THE COMPANIES (ISSUE OF GLOBAL DEPOSITORY RECEIPTS) RULES, 2014**

**ELIGIBILITY:** Any company may issue depository receipts provided such company is eligible as per these rules and relevant provisions of the Foreign Exchange Management Rules and Regulations.

**CONDITIONS:** The following conditions to be fulfilled by a company for issue of depository receipts:-

(a) **Approval from Board of Directors:** The Board of Directors of the company intending to issue depository receipts shall pass a resolution authorizing the company to do so.

(b) **Approval from shareholders:** The Company shall take prior approval of its shareholders by passing a special resolution to be passed at a general meeting.

(c) Appointment of Overseas Depository: The depository receipts shall be issued by an overseas depository bank appointed by the company and the underlying shares shall be kept in the custody of a domestic custodian bank.

(d) Compliances of FEMA: The Company shall ensure that all the applicable provisions of the Scheme and the rules or regulations or guidelines issued by the Reserve Bank of India are complied with before and after the issue of depository receipts.

(e) Appointment of professionals or merchant banker: The Company shall appoint a merchant banker or a practicing company secretary or a practicing chartered accountant or a practicing cost accountant to oversee all the compliances relating to issue of depository receipts.

Such compliance report shall be placed at the meeting of the Board of Directors or its committee in this regard immediately after closure of all formalities of the issue of depository receipts.

#### **METHOD OF ISSUE OF DEPOSITORY RECEIPTS**

(a) The depository receipts can be issued by way of **public offering** or **private placement** or in any other manner prevalent abroad and may be listed or traded in an overseas listing or trading platform.

(b) The depository receipts may be issued against issue of new shares or may be sponsored against shares held by shareholders of the company in accordance with such conditions as the Central Government or Reserve Bank of India may prescribe or specify from time to time.

(c) The underlying shares shall be allotted in the name of the overseas depository bank and against such shares, the depository receipts shall be issued by the overseas depository bank abroad.

#### **VOTING RIGHTS**

(a) A holder of depository receipts **may** become a member of the company and shall be entitled to vote only **on the conversion** of the depository receipts into shares.

(b) Until the conversion of depository receipts, the overseas depository shall be entitled to vote on behalf of the holders of depository receipts **as per the terms of the agreement entered into between the depository and holders of depository receipts and the company.**

#### **PROCEEDS OF ISSUE:**

The proceeds of issues of depository receipts shall either be remitted to a bank account in India or deposited in an Indian bank operating abroad or any foreign bank having operations in India. In short, the **proceeds of the sale** depository receipts shall be credited to the respective bank account of the shareholders.

#### **NON – APPLICABILITY:**

The provisions under the Companies Act, 2013 relating to public issue of shares or debentures shall not apply to issue of depository receipts abroad. Further, the offer document issued in respect of depository receipts, shall not be treated as a prospectus within the meaning of the Companies Act, 2013. It means the provisions applicable to a prospectus shall not apply to a depository receipts offer document.

**Note:** Until the redemption of depository receipts, the name of the overseas depository bank shall be entered in the Register of Members of the company.

## **EURO ISSUE PROCESS**

**Listed Company:** A listed company can issue ADR/GDR to the person resident outside India under the FDI scheme.

**Unlisted Company:** An unlisted company can raise capital (Fund) from abroad (**vide RBI Notification vide A. P. (DIR Series) Circular No. 69, dated 8<sup>th</sup> November, 2013**) without the requirement of prior or subsequent listing in India, initially for a period of two years, subject to the following conditions:-

(a) Unlisted Indian companies shall list abroad only on exchanges in IOSCO/FATF compliant jurisdiction or those jurisdiction with which SEBI has signed bilateral agreements,

(b) The ADRs/GDRs shall be issued subject to Sectoral cap;

(c) The number of underlying equity shares offered for issuance of ADRs/GDRs to be kept with the local custodian and ratio of ADRs/GDRs to equity shares shall be decided upfront based on applicable FDI pricing norms of equity shares of unlisted company;

(d) The unlisted Indian company shall comply with the instructions on downstream investment as notified by RBI;

(e) The criteria of eligibility of unlisted company raising funds through ADRs/GDRs shall be as prescribed by Government of India;

(f) The capital raised abroad may be utilized for retiring outstanding overseas debt or for bona fide operations abroad including for acquisitions;

(g) In case the funds raised are not utilized abroad as stipulated above, the company shall repatriate the funds to India within 15 days and such money shall be parked only with AD and shall be used for eligible purposes.

**Note:** There is no end use restriction on the proceeds of ADR/GDR but such funds cannot be used in the real estate or the stock market.

**A company which plans for issue of ADR/GDR shall take the following approvals:**

**Approval of Board of Directors:** The Board of Directors shall approve the proposal to raise money from the International Market in the form of ADR/GDR/FCCBs.

In this regard, a board resolution is to be passed to approve the raising of finance by issue of GDRs/FCCBs indicating specific purposes for which funds are required, quantum of the issue, country in which issue is to be launched, time of the issue etc.

**Approval of Shareholders:** Thereafter, a special resolution under Section 41 of the Companies Act, 2013 is required to be passed at a general meeting of the shareholders.

**Approval of Ministry of Finance – “In Principle and Final”:** In case of FCCB issue exceeding US \$ 100 million, the company needs to apply to Ministry of Finance for approval.

With respect to ADR/GDR, guidelines issued on the subject dated 19 – 1- 2000 bought ADR/GDR under the automatic route and therefore the requirement of obtaining approval of Ministry of Finance, Department of Economic Affairs has been dispensed with.

Further, private placement of ADR/GDR will also not require prior approval provided the issue is managed by investment banker.

**Approval of Ministry of Company Affairs:** The issuer company requires approval from Ministry of Company Affairs where the convertible bonds are being issued, which after such conversion is likely to increase the subscribed capital of the company.

**Approval of Reserve Bank of India:** The issuer company has to obtain approvals from Reserve Bank of India under circumstances specified under the guidelines issued by the concerned authorities. FCCB covered under the automatic route requires no RBI approval. FCCB issue which exceeds USD 50 million but does not exceed 100 million need to apply to RBI.

**In – principle listing approval from domestic Stock Exchanges:** The issuing company has to obtain in – principle listing approval from the domestic stock exchanges (like BSE & NSE) for listing of underlying shares which shall be lying in the custody of domestic custodian. These shares, when released by the custodian after cancellation of GDR, are traded on Indian stock exchanges like any other equity shares.

**Consent of Financial Institutions:** In case a company has term loan from any financial institutions or Bank, such company should take consent from the Bank/financial institution before raising funds from the International Market.

#### **DOCUMENTATION FOR ADR/GDR**

**Subscription Agreement:** Subscription agreement provides that Lead Managers and other managers agree, severally and not jointly, with the company, subject to the satisfaction of certain conditions, to subscribe for GDRs at the offering price set forth. It may provide that obligations of managers are subject to certain conditions precedent.

**Depository Agreement:** Depository agreement lays down the detailed arrangements entered into by the company with the Depository, the forms and terms of the depository receipts which are represented by the deposited shares.

It also sets forth the rights and duties of the depository in respect of the deposited shares and all other securities, cash and other property received subsequently in respect of such deposited shares.

**Custodian Agreement:** Custodian works in co – ordination with the depository and has to observe all obligations imposed on it including those mentioned in the depository agreement. The custodian is responsible solely to the depository.

In the case of the depository and the custodian being same legal entity, references to them separately in depository agreement or otherwise may be made for convenience and the legal entity will be responsible for discharging both functions directly to the holders & the company.

**INTERMEDIARIES FOR EURO ISSUES:** The following agencies are normally involved in the Euro issue:

**Lead Manager:** As like public issues, the issuer company is to appoint an international lead manager. The lead manager plans the detailed strategy based on the global demand levels and patterns and structure the offering accordingly. Based on his assessment of global demands level, the lead manager will prepare a Red – Herring Prospectus. He will also coordinate with the syndicate member for completion of all formalities for issue of ADR/GDR.

**Co – Lead/Co – Manager:** In consultation with the lead manager, the company has to

appoint co – lead/co – manager to coordinate with the issuing company to make the smooth launching of the Euro issue.

**Overseas Depository Bank:** It is the bank which is authorized by the issuing company to issue Depository Receipts against issue of ordinary shares or Foreign Currency Convertible Bonds of issuing company.

**Domestic Custodian Bank:** This is a banking company which acts as custodian for the ordinary shares or Foreign Currency Convertible Bonds of an Indian company, which are issued by it. The domestic custodian bank functions in co – ordination with the depository bank. When the shares are issued by a company the same are registered in the name of depository and physical possession is handed over to the custodian. The beneficial interest in respect of such shares, however, rests with the investors.

**Listing Agent:** The appointment of listing agent is necessary to coordinate with issuing company for listing the securities on Overseas Stock Exchanges.

**Legal Advisors:** The issuing company should appoint legal advisors to guide the company and the lead manager to prepare offer document, depository agreement, indemnity agreement and subscription agreement.

**Printers:** The issuing company should appoint printers of international repute for printing Officer Circular.

**Auditors:** The role of issuer company's auditors is to prepare the auditor's report for inclusion in the offer document, provide requisite comfort letters and reconciliation of the issuer company's accounts.

**Underwriters:** It is desirable to get the Euro issue underwritten by banks and syndicates. Usually, the underwriters subscribe for a portion of the issue with arrangements for tie – up for the balance with their clients. In addition, they will interact with the influential investors and assist the lead manager to complete the issue successfully.

#### **MISCELLANEOUS IMPORTANT PROVISIONS OF ADR/GDR**

**Sponsored ADR/GDR Issue:** An Indian company can also sponsor an issue of ADR/GDR. Under this method, the company offers its resident shareholders a choice to submit their shares back to the company so that on the basis of such shares, ADRs/GDRs can be issued abroad. The proceeds of the ADR/GDR issue are remitted back to India and distributed among the resident investors who had offered their Rupee denominated shares for conversion. These proceeds can be kept in Resident Foreign Currency (Domestic) accounts in India by the resident shareholders who have tendered such shares for conversion into ADRs/GDRs.

**FUNGIBILITY SCHEME: (Dec 2008, June 2016)** Fungibility means Exchangeability. Under Fungibility Scheme, a registered stock broker can purchase shares of an Indian company from the domestic stock market for purpose of converting into ADRs/GDRs based on instructions received from overseas investors. As per the applicable guidelines, an Indian company can allow two types of fungibility of its shares into ADR/GDR.

**One Way Fungibility:** Under this scheme, an investor could cancel their depository receipt and recover the proceeds by selling the underlying shares in the Indian market whereas in this scheme, Depository Receipts once redeemed could not be converted into shares. In other words, this is one way traffic like a holder of Depository Receipts (DR) can convert their DR into shares but conversion of such shares into DR is not possible.

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|                                                          | <p><b>Two Way Fungibility:</b> Under this scheme, a holder of DR could convert its DR into shares and such shares can also be reconverted into DRs. In other words, the shares so released can be reconverted by the company into DRs for purchase by the overseas investors.</p> <p><b>ROADSHOWS:</b> Roadshow means promotion of ADR/GDR issue before the potential investors. In other words, it is a presentation by an issuer of securities before the potential investors and analysis. The road show is intended to create awareness, excitement and interest in the proposed public issue. In the roadshow, the issuer company covers the following details about itself:-</p> <ul style="list-style-type: none"> <li>(a) History</li> <li>(b) Organizational structure</li> <li>(c) Principal objects</li> <li>(d) Business lines</li> <li>(e) Position of the company in Indian and international market</li> <li>(f) Past performance of the company</li> <li>(g) Future plans of the company</li> <li>(h) Competition – domestic as well as foreign</li> <li>(i) Financial results and operating performance</li> <li>(j) Valuation of shares</li> <li>(k) Review of Indian stock market and economic situations.</li> </ul> <p>Accordingly, at road shows, series of information presentations are organized in selected cities around the world with analysis and potential institutional investors. It is, in fact, a conference by the issuer with the prospective investors. Road show is arranged by the lead manager by sending invitation to all prospective investors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>FOREIGN CONVERTIBLE CURRENCY BONDS (FCCBS)</b></p> | <p>A Foreign Currency Convertible Bond (FCCB) is a <b>quasi-debt</b> instrument which is issued by any <u>corporate entity</u>, <u>international agency</u> or <u>sovereign state</u> to the investors all over the world. They are denominated in any freely convertible foreign currency. Euro Convertible Bonds are usually issued as unsecured obligation of the borrowers.</p> <p>At the time of issue, FCCB is like a debt and after maturity; it becomes an equity share or depository receipt.</p> <p>In short, FCCB represents equity linked debt security which can be converted into shares or into depository receipts on its maturity. The investors of FCCBs have the option to convert it into equity in accordance with pre – determined formula at the time of issue of FCCB. FCCBs are bonds issued by an Indian company to raise money in a foreign currency. It is like a loan to the Company and it has fixed rate of interest. The Buyers of FCCBs have the option of redeeming their investment or converting the bonds into equity at maturity. At maturity of FCCB, the payment of principal amount is usually in the currency in which the money is raised.</p> <p><b><u>Benefits to the Issuer Company</u></b></p> <ul style="list-style-type: none"> <li>(i) It gives issuer companies to accessibility in foreign markets.</li> <li>(ii) FCCB acts like both a debt and equity instrument. Like bonds it gives regular interest and principal payments, but these bonds also give the bondholder the option to convert the bond into equity.</li> <li>(iii) It is a low cost debt as the interest rates given to FCCBs are normally 30 – 50 percent lower than the market rate because of its equity component.</li> <li>(iv) Conversion of bonds into stocks takes place at premium price to market price. Conversion price is fixed when the bond is issued. So, lower dilution of the company stocks.</li> <li>(v) It saves risks of immediate equity dilution as in the case of public shares. Unlike</li> </ul> |



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|                                                              | <p>debt, FCCB does not require any rating nor any covenant like securities, cover etc.</p> <p>(vi) It can be raised within a month while pure debt takes a longer period to raise. Because the coupon is low and usually payable at the time of redeeming the instrument, the cost of withholding tax is also lower for FCCBs compared with other ECB instruments.</p> <p><b><u>Benefits to Investors</u></b></p> <p>(i) It has advantage of both equity and debt.<br/> (ii) It gives the investor much of the upside of investment in equity, and the debt portion protects the downside.<br/> (iii) Assured return on bond in the form of fixed coupon rate payments.<br/> (iv) Ability, to take advantage of price appreciation in the stock by means of warrants attached to the bonds, which are activated when price of a stock reaches a certain point.<br/> (v) Significant Yield to Maturity (YTM) is guaranteed at maturity.<br/> (vi) Lower tax liability as compared to pure debt instruments due to lower coupon rate.</p> <p><b><u>Eligibility:</u></b> An issuing company raising funds by issuing Foreign Currency Convertible Bonds or ordinary shares for equity issues through Global Depository Receipts is required to obtain prior permission of the Department of Economic Affairs, Ministry of Finance, Govt. of India.</p> <p>⇒ <b>DEC 2016:</b> What do you mean by foreign currency convertible bonds (FCCBs)? State the benefits of FCCBs to investors and the issuer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>FOREIGN CONVERTIBLE EXCHANGEABLE BONDS (FCEBS)</b></p> | <p>Foreign Currency Exchangeable Bond (FCEB) means a bond expressed in foreign currency, the principal and interest in respect of which is payable in foreign currency, issued by an Issuing Company and subscribed to by a person who is a resident outside India, in foreign currency and exchangeable into equity share of another company, to be called the Offered Company, in any manner, either wholly, or partly or on the basis of any equity related warrants attached to debt instruments. The FCEB may be denominated in any freely convertible foreign currency. FCEB is regulated by Foreign Currency Exchangeable Bond Scheme, 2008 issued by Ministry of Finance, Department of Economic Affairs.</p> <p><b><u>Features of FCEB</u></b></p> <p>Issued by an issuing company, being an Indian company:</p> <p>(a) It is a bond expressed in foreign currency.<br/> (b) The principal and the interest thereon is payable in foreign currency.<br/> (c) This instrument can only be subscribed by a person resident outside India.<br/> (d) It is exchangeable into equity shares of another group company, being offered company which is an Indian company.<br/> (e) This instrument can either wholly or partly on the basis of any equity related warrants be attached to debt instruments.</p> <p><b><u>Note:</u></b> Issuing Company to be the part of promoter group of offered company and the offered company is to be listed and is to be eligible to receive foreign investment.</p> <p>Under this option, an issuer company may issue FCEBs in foreign currency, and these FCEBs are convertible into shares of another company (offered company) that forms part of the same promoter group as the issuer company.</p> <p><b><u>Eligibility Conditions for Issuing FCEBs</u></b></p> <p>The Issuing Company shall be part of the promoter group of the Offered Company and shall hold the equity share/s being offered at the time of issuance of Foreign Currency Exchangeable Bond.</p> |

(i) The Offered Company shall be a listed company which is engaged in a sector eligible to receive Foreign Direct Investment and eligible to issue or avail of Foreign Currency Convertible Bond or External Commercial Borrowings.

(ii) An Indian Company, which is not eligible to raise funds from the Indian securities market, including a company which has been restrained from accessing the securities market by the SEBI shall not be eligible to issue Foreign Currency Exchangeable Bond.

(iii) The subscriber to the Foreign Currency Exchangeable Bond shall comply with the Foreign Direct Investment policy and adhere to the sectoral caps at the time of issuance of Foreign Currency Exchangeable Bond.

Prior approval of Foreign Investment Promotion Board, wherever required under the Foreign Direct Investment policy, should be obtained. Entities prohibited to buy, sell or deal in securities by SEBI will not be eligible to subscribe to Foreign Currency Exchangeable Bond.

**Difference between FCCB and FCEB**

| <b>Foreign Currency Convertible Bonds</b>                                                                                                        | <b>Foreign Currency Exchangeable Bonds</b>                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FCCBs are issued by a company to non – residents giving them an option to convert them into shares of the same company at a predetermined price. | FCEBs are issued by the investment or holding company of a group to non – residents which are exchangeable for the shares of the specified group company at a predetermined price. |
| FCCBs involve one company.                                                                                                                       | FCEBs involve at least two group companies and the operating company must be listed.                                                                                               |

## UNIT 11: ALTERNATIVE INVESTMENT FUND

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>INTRODUCTION</b>          | <p>The Securities &amp; Exchange Board of India (SEBI) has notified the SEBI (Alternative Investment Funds) Regulations, 2012 in place of SEBI (Venture Capital Funds) Regulations, 1996.</p> <p>These regulations provide that an entity, seeking to pool and manage such private pool of capital for investing in securities or acting as an AIF, should be registered with the SEBI under these regulations.</p> <p>The AIF Regulations aim to regulate funds involved in the pooling or raising of private capital from institutional investors or high net worth investors with a view to invest such funds in accordance with a defined investment policy for benefit of the investors and the manager of such fund, irrespective of their legal domicile.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>EXISTING VCFs</b>         | <ul style="list-style-type: none"> <li>Existing VCFs will be <b>permitted to continue</b> and shall be governed by the VCF Regulations till such fund or scheme managed by the fund is <b>wound up</b>.</li> <li>VCFs will not be permitted to raise any fresh funds after notification of these regulations, as aforesaid, <b>except for commitments already made</b> by investors as on the date of the notification.</li> <li>These VCFs may seek re-registration under AIF Regulations, subject to approval of two-thirds of their investors by value. Existing funds (falling within the definition of an AIF) not registered with SEBI may continue to operate for 6 months from the date of commencement of the AIF Regulations or if it has already made an application for registration under these regulations within those 6 months then till the disposal of its application (extendable up to 12 months in special cases with the permission of SEBI).</li> <li>These funds will not be allowed to float any new scheme without registration under the AIF Regulations.</li> <li>Schemes floated by such funds before coming into force of AIF Regulations, shall only be allowed to continue till maturity. Further existing funds that are currently not registered with SEBI but wish to seek registration under the AIF Regulations may apply to SEBI for exemption from the strict compliance with the AIF Regulations if they are not able to comply with all provisions of these regulations.</li> </ul> |
| <b>IMPORTANT DEFINITIONS</b> | <p><b><u>Infrastructure Funds:</u></b> These funds will primarily invest in unlisted securities or partnership interest or listed debt or securitize debt instruments of investee companies or special purpose vehicles engaged in or formed for, the purpose of operating or holding infrastructure projects.</p> <p><b><u>Hedge Funds:</u></b> Hedge Funds will employ diverse or complex trading strategies and invest and trade in securities having diverse risks or complex products, including listed and unlisted derivatives.</p> <p><b><u>Private Equity Funds:</u></b> PE Funds will invest primarily in equity or equity linked instruments or partnership interests of investee companies.</p> <p><b><u>Social Venture Funds:</u></b> These Funds will invest primarily in securities or units of social ventures and which satisfy social performance norms laid down by the fund and whose investors may agree to receive restricted or muted returns.</p> <p><b><u>Sponsor:</u></b> It means any person or persons who set up the Alternative Investment Fund and includes promoter in case of a company and designated partner in case of a limited liability partnership.</p> <p><b><u>Venture Capital Funds:</u></b> Venture capital fund under the Regulations means a fund established in the form of a trust or a company including a body corporate and registered under these regulations which:</p> <p>(i) Has a dedicated pool of capital,</p>                                                     |

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                                                                     | <p>(ii) Raised in a manner specified in the regulations, and<br/>(iii) Invests in venture capital undertaking in accordance with the regulations.</p> <p><b><u>Venture Capital Undertaking</u></b> means a domestic company –</p> <p>(i) Which is not listed on a recognized stock exchange in India at the time of making investment; and<br/>(ii) Which is engaged in the business for providing services, production or manufacture of articles or things and does not include following activities or sectors:-<br/>(a) Non – banking financial companies;<br/>(b) Gold financing;<br/>(c) Activities not permitted under industrial policy of Government of India;<br/>(d) Any other activity which may be specified by SEBI in consultation with Government of India from time to time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>ALTERNATIVE INVESTMENT FUND (AIF)</b></p> <p><b>(DEC 2015, JUNE 2013)</b></p> | <p>An alternative investment is an investment in an asset other than traditional stocks and bonds. It is an alternative scheme of investment in tangible assets like precious metals, art, antiques, coins, or stamps and some financial assets such as commodities, private equity, distressed securities, hedge funds, carbon credits etc.</p> <p>As per the SEBI (Alternate Investment Funds) Regulations, 2012:<br/><b>AIF</b> means any fund established in India in the form of a trust, company, limited liability partnership or a body corporate which:</p> <p>(i) Is a privately pooled investment vehicle that collects funds from investors, whether Indian or foreign, for investing it in a defined investment policy for the benefit of investors; and<br/>(ii) Is not covered under the SEBI (Mutual Funds) Regulations, 1996, SEBI (Collective Investment Schemes) Regulations, 1999 or any other regulations of SEBI, which aims to regulate fund management activities.</p> <p><b><u>Excluded from AIF:</u></b></p> <p>(i) Family Trusts;<br/>(ii) ESOP Trusts;<br/>(iii) Employee Welfare Trusts;<br/>(iv) Holding Companies within the meaning of the Companies Act, 2013;<br/>(v) Other Special Purpose Vehicles not established by fund managers, including securitization trusts, regulated under a specific regulatory framework;<br/>(vi) Funds managed by registered securitization company or reconstruction company; and<br/>(vii) Any such pool of funds which is directly regulated by any other Indian regulator.</p> |
| <p><b>STATUTORY PROVISION FOR MAKING AIF</b></p>                                    | <p><b><u>Registration of AIF:</u></b></p> <ul style="list-style-type: none"> <li>✓ All AIFs are required to be mandatorily registered under any one of the above mentioned categories as defined by SEBI.</li> <li>✓ AIF may launch multiple schemes without separate registration for each scheme subject to filing of Information Memorandum with SEBI.</li> <li>✓ The Certificate of registration, once granted, shall be valid till the concerned AIF is wound up.</li> </ul> <p><b><u>Change in category of the Alternative Investment Fund</u></b></p> <p>SEBI has issued guidelines for alternative investment funds (AIFs) to change their registration categories based on risk exposure. These guidelines describe the rules and procedure regarding changes from one category of AIF registration to another. Regulation 7(2) of AIF Regulations specified that an Alternative Investment Fund which has been granted registration under a particular category cannot change its category subsequent to registration, except with the approval of SEBI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

- Only AIFs that have not made any investments under their existing category would be allowed to apply for changing their classification.
  - Any AIF proposing to change its category is required to make an application to the SEBI for the same along with the application fees of Rs. 1 lakh. Additionally, they need to intimate the rationale for the proposed change.
  - In case the AIF has raised funds prior to the application for change in category, the AIF would be required to inform all its investors providing them the option to withdraw their funds garnered without any penalties.
- Any fees collected from investors seeking to withdraw commitments/funds shall be returned to them. Partial withdrawal may be allowed subject to compliance with the minimum investment amount required under the AIF Regulations.
- The AIF would not make any investments other than in liquid funds/banks deposits until approval for the change in category is granted by the SEBI.
  - On approval of the request from SEBI, the AIF shall send a copy of the revised pleasant memorandum and other relevant information to all its investors.
- Investment Strategy:** All AIFs shall state:
- ⇒ Investment strategy,
  - ⇒ Investment purpose and
  - ⇒ Its investment methodology
- in its placement memorandum to the investors.
- Placement Memorandum:**
- AIF can raise funds through private placement by issue of information memorandum or placement memorandum, by whatever name called.
  - Such information or placement memorandum must contain all material information about the AIF and the manager, background of key investment team of the Manager, targeted investors, fees and all other expenses proposed to be charged, tenure of AIF or Scheme, Investment Strategy, Risk Management Tools, Key Service providers, Terms & Conditions of winding up such other information as may be necessary for the investor to take an informed decision on whether to invest in the AIF.
- Listing:**
- Units of close ended AIF may be listed on stock exchange subject to a **minimum tradable lot of 1 crore rupees.**
  - Listing of AIF units shall be permitted only after final close of the fund or scheme.

| CATEGORIES AND KEY FEATURE OF AIF:<br><br>(DEC 2013) |         |                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                               |                                                                                                                                                                        |
|------------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      |         | CATEGORY I                                                                                                                                                                                                                                                                                                | CATEGORY II                                                                                                                                                                                                                   | CATEGORY III                                                                                                                                                           |
|                                                      | Meaning | Funds that invest in start – up or early stage ventures or social ventures or Small Medium Enterprises or infrastructure or other sectors which the government or regulators consider as socially or economically desirable which include VCF, SME Funds and such other AIFs as specified in regulations. | Funds that do not fall in Categories I and III of AIF and those that do not undertake leverage or borrowing other than to meet the permitted day to day operational requirement including Private Equity Funds or Debt Funds. | Funds that employ diverse or complex trading strategies and may employ leverage including through investment in listed or unlisted derivatives, for e. g. Hedge Funds. |
|                                                      | Tenure  | Minimum of 3 years                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                               | No minimum                                                                                                                                                             |

|                                    |                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                            | Tenure                                                                                                                                                                                                                                 |
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| Close/Open Ended Fund              | Close Ended Funds                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                            | Open Ended Funds                                                                                                                                                                                                                       |
| Extension                          | The tenure may be extended for a further period of 2 years only with the approval by 66.6% of the unit holders by value.                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                            | The tenure may be extended for a further period of 2 years in case of close – ended hand subject to approval from investors.                                                                                                           |
| Leverage/Hedging                   | <ul style="list-style-type: none"> <li>Not borrow/leverage except for temporary funding requirements, which shouldn't exceed 30 days.</li> <li>The borrowing cannot be on more than four occasions in a year and cannot exceed 10% of corpus.</li> </ul>                                        | <ul style="list-style-type: none"> <li>Shall not borrow/leverage except for temporary funding requirements, which shall not exceed 30 days.</li> <li>The borrowing cannot be on more than four occasions in a year and cannot exceed 10% of corpus.</li> <li>Funds may engage in hedging subject to guidelines.</li> </ul> | May leverage or borrow (Subject to consent from investors and maximum limit specified by SEBI)                                                                                                                                         |
| Investment in one investor company | <ul style="list-style-type: none"> <li>Shall not invest more than 25% of its corpus in one investee company</li> <li>Maximum 10% of the corpus in one investee company</li> </ul>                                                                                                               |                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                        |
| Tax “Pass Through”                 | Category I of AIFs will be considered as venture capital funds/companies for the purpose of Section 10 (23FB) of the Income Tax Act, 1961                                                                                                                                                       | <ul style="list-style-type: none"> <li>The income from Categories II &amp; III funds will not be exempt under section 10 (23FB) of the Income Tax Act, 1961</li> <li>Taxation of such hands would depend on the legal status of the fund i. e. company limited liability partnership or trust.</li> </ul>                  |                                                                                                                                                                                                                                        |
| Valuation                          | <ul style="list-style-type: none"> <li>AIF must disclose the valuation procedure and the methodology for valuing assets.</li> <li>Valuation should be carried out by independent valuers once in every 6 months. This period can be extended to one year with the approval of 75% of</li> </ul> |                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>AIF must disclose the valuation procedure and the methodology for valuing assets.</li> <li>AIF to ensure that calculation of net asset value is independent from the fund management</li> </ul> |



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|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | the investors by value.                                                                                |  | function of the AIF; NAV to be disclosed to investors as per the regulations.                                                                                                                                                                                                           |
|                          | <b>Reporting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Within 180 days from the end of the year an annual report is required to be presented to the investor. |  | <ul style="list-style-type: none"> <li>• Within 180 days from the end of the year an annual report is required to be presented to the investors.</li> <li>• Within 60 days from the end of the quarter, AIF is also required to provide a quarterly report to the investors.</li> </ul> |
| <b>INVESTMENT IN AIF</b> | <p>Investment in all categories of AIFs shall be subject to the following conditions:-</p> <p>(i) The AIF may raise funds from <b>any investor</b> whether Indian, foreign or non – resident Indians by way of issue of units;</p> <p>(ii) Each scheme of the AIF shall have corpus of <b>atleast 20 crore</b> rupees;</p> <p>(iii) AIF shall not accept from an investor investment of value less than <b>1 crore</b> rupees; However, in case of investors who are employees of the AIF or employees or directors of the Manager, the minimum value of investment shall be 25 lakh rupees;</p> <p>(iv) The Manager or Sponsor shall have a <b>continuing interest</b> in the AIF of not less than two and half percent of the corpus or 5 crore rupees, whichever is lower, in the form of investment in the AIF and such interest shall not be through the waiver of management fees. However, for Category III of AIF, the continuing interest shall be not less than five percent of the corpus or 10 crore rupees, whichever is lower;</p> <p>(v) The Manager or Sponsor <b>shall disclose their investment</b> in the AIF to its investors;</p> <p>(vi) <b>No</b> scheme of the AIF shall have <b>more than 1000 investors</b>;</p> <p>(vii) The fund shall <b>not solicit or collect funds</b> except by way of private placement.</p>                                                                    |                                                                                                        |  |                                                                                                                                                                                                                                                                                         |
| <b>ANGEL FUNDS</b>       | <p>An angel investor or angel (also known as a business angel, informal investor, private investor) is:</p> <ul style="list-style-type: none"> <li>➤ A wealthy individual</li> <li>➤ who provides capital</li> <li>➤ for a business start – up,</li> <li>➤ usually in exchange for convertible debt or ownership equity.</li> <li>➤ Angel investors create a fund for investing his capital for start – ups business, such fund is known as <b>Angel Fund</b>. It is a sub – category of Alternate Investment Funds.</li> </ul> <p><b>Investment IN Angel Funds:</b></p> <ol style="list-style-type: none"> <li>1) Angel funds shall only raise funds by way of issue of units to angel investors. An angel fund shall have a <b>corpus of at least 10 crore rupees</b>.</li> <li>2) Angel funds shall accept, up to a maximum period of three years, an investment of <b>not less than twenty – five lakh rupees</b> from an angel investor.</li> </ol> <p><b>Investment BY Angel Funds:</b> Angel funds shall invest only in venture capital undertakings, which:</p> <ol style="list-style-type: none"> <li>(a) Have been incorporated during the preceding 3 years from the date of such investment;</li> <li>(b) Have a turnover of less than 25 crore rupees;</li> <li>(c) Are not promoted or sponsored by or related to an industrial group whose group turnover exceeds 300 crore rupees; and</li> </ol> |                                                                                                        |  |                                                                                                                                                                                                                                                                                         |

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|                                   | <p><u>Explanation I:</u> For the purpose of this clause, “industrial group” shall include a group of body corporate with the same promoter(s)/promoter group, a parent company and its subsidiaries, a group of body corporate in which the same person/group of persons exercise control, and a group of body corporate comprised of associates/subsidiaries/holding companies.</p> <p><u>Explanation II:</u> For the purpose of this clause, “group turnover” shall mean combined total revenue of the industrial group.</p> <p>(a) Are not companies with family connection with any of the angel investors who are investing in the company.</p> <p>(b) Investment by an angel fund in any venture capital undertaking shall not be less than 50 lakh rupees and shall not exceed five crore rupees.</p> <p>(c) Investment by an angel fund in the venture capital undertaking shall be lock – in for a period of 3 years.</p> <p>(d) Angel funds shall not invest in associates.</p> <p>(e) Angel funds shall not invest more than 25% of the total investments under all its schemes in one venture capital undertaking:</p> <p>PROVIDED that the compliance to this sub – regulation shall be ensured by the Angel Fund at the end of its tenure.</p> |
| <b>GENERAL OBLIGATIONS OF AIF</b> | <p>(i) All AIF shall review policies and procedures and their implementation, on a regular basis or as a result of business development, to ensure their continued appropriateness.</p> <p>(ii) The Sponsor or Manager of AIF shall appoint a Custodian registered with SEBI for safekeeping of securities if the corpus of AIF is more than 500 Crores. However, Sponsor or Manager of AIF Category III shall appoint such custodian irrespective of size of corpus of AIF.</p> <p>(iii) All AIF shall inform SEBI in case of any change in the Sponsor, Manager or any other material change from information provided by AIF at the time of application for registration.</p> <p>(iv) In case of change in Control of AIF, Sponsor or Manager, Prior approval from SEBI shall be taken by AIF.</p> <p>(v) The books of account of AIF shall be audited annual by a Qualified Auditor.</p>                                                                                                                                                                                                                                                                                                                                                                 |
| <b>OBLIGATIONS OF MANAGER</b>     | <p>The Manager shall be obliged to:</p> <p>(i) Address of all investors complaints;</p> <p>(ii) Provide to SEBI any information sought by SEBI;</p> <p>(iii) Maintain all records as specified by SEBI;</p> <p>(iv) Take all steps to address conflict of interest;</p> <p>(v) Ensure transparency and disclosure as specified in regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>MAINTENANCE OF RECORDS</b>     | <p>The Manager or Sponsor shall be required to maintain the following records describing:</p> <p>(a) The Assets under Fund;</p> <p>(b) Valuation Policies and Practices;</p> <p>(c) Investment Strategies;</p> <p>(d) Particulars of investors and their contribution;</p> <p>(e) Rationale for investments made</p> <p>The records shall be maintained for a period of 5 years after winding up of the fund.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>WINDING UP</b>                 | <p>(1) An AIF set up as a trust shall be wound up:</p> <p>a. When the tenure of AIF or all scheme launched by AIF as mentioned in placement memorandum is over; or</p> <p>b. If it is the opinion of trustees that the AIF be wound up in the interest of investors in the units; or</p> <p>c. If SEBI so directs in the interest of investors;</p> <p>(2) An AIF set up as a LLP shall be wound up in accordance with LLP Act, 2008:</p> <p>a. When the tenure of AIF or all scheme launched by AIF as mentioned in placement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                         | <p>memorandum is over; or</p> <p>b. If 75% of investors by Value of their investment in AIF pass a resolution at a meeting of unit holders that the AIF be wound up; or</p> <p>c. If SEBI so directs in the interest of investors;</p> <p>(3) An AIF set up as a company shall be wound up in accordance with Companies Act, 2013.</p> <p>(4) An AIF set up as a body corporate shall be wound up in accordance with the provisions of statute under which it is constituted.</p> <p>(5) The Trustee or BOD or Designated partners of AIF shall intimate SEBI and investors of the circumstances leading to winding up of AIF</p> <p>(6) On and from the date of intimation, no further investments shall be made by AIF;</p> <p>(7) Within 1 years from date of intimation, the assets shall be liquidated and the proceeds accruing to the investors of AIF shall be distributed to them after satisfying all liabilities;</p> <p>(8) Upon winding up of AIF, the certificate of registration shall be surrendered to SEBI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>OVERSEAS INVESTMENT BY AIF</b>       | <p>As per RBI circular,</p> <p>(i) AIF may invest in equity and equity linked instruments only of offshore venture capital undertakings, subject to overall limit of 500 Million USD.</p> <p>(ii) AIF desirous of making investments in offshore venture capital undertakings shall submit their proposal for investment to SEBI for approval. It is clarified that no separate permission from RBI is necessary in this regard.</p> <p>(iii) For the purpose of such investment, it is clarified that “Offshore venture capital undertakings” means a foreign company whose shares are not listed on any of recognize stock exchange in India or abroad.</p> <p>(iv) Such investments shall not exceed 25% of investible funds of scheme of AIF;</p> <p>(v) The Allocation of Investment limits would be done on first come first serve basis, depending on the availability in the overall limit of USD 500 Million.</p> <p>(vi) AIF shall have a time limit of 6 months from the date of approval from SEBI for making allocated investments in offshore venture capital undertakings. In case the applicant does not utilize the limits allocated within the stipulated period, SEBI may allocate such unutilized limit to other applicants.</p> <p>(vii) AIF shall not invest in Joint Venture/ Wholly owned Subsidiary while making overseas investments.</p> <p>(viii) AIF shall adhere to FEMA regulations and other guidelines of RBI from time to time including FDI regulations.</p>    |
| <b>PRIVATE EQUITY FUNDS (JUNE 2015)</b> | <ul style="list-style-type: none"> <li>✓ A private equity fund, like a hedge fund, is an <b>unregistered investment vehicle</b> in which investors pool money to invest.</li> <li>✓ Private equity funds concentrate their investments in <b>unregistered (and typically illiquid) securities</b>.</li> <li>✓ Like hedge funds, private equity funds also rely on the <b>exemption</b> from registration of the offer and sale of their securities.</li> <li>✓ The investors in private equity funds and hedge funds typically include <b>high net worth individuals and families, pension funds, endowments, banks and insurance companies</b>.</li> <li>✓ Private equity funds, however, differ from hedge funds in terms of the <b>manner in which contribution</b> to the investment pool is made by the investors.</li> <li>✓ Private equity investors typically commit to invest a certain amount of money with the fund over the life of the fund, and make their contributions in response to “capital calls” from the fund’s general partner.</li> <li>✓ Private equity funds are <b>long term investments</b>, provide for liquidation at the end of the term specified in the fund’s governing documents and offer little, if any, opportunities for investors to redeem their investments.</li> <li>✓ A private equity fund <b>may distribute cash to its investors</b> when it sells its portfolio investment, or it may distribute the securities of a portfolio company.</li> </ul> |



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| <b>BACKGROUND</b>                                                         | <p>A collective investment scheme is a trust based scheme that comprises a pool of assets that is managed by a collective investment scheme manager and is governed by the Collective Investment Schemes Regulations given by SEBI.</p> <p>The sums of money that are exchanged on the Stock Exchange and in the money markets make them too pricy for most people. With a CIS, the money or funds form a group of investors are pooled or collected together to form a CIS portfolio.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>COLLECTIVE INVESTMENTS SCHEME</b><br><br><b>(JUNE 2007, JUNE 2011)</b> | <p>Any scheme or arrangement made or offered by any company under which the contributions, or payments made by the investors, are pooled and utilized with a view to receive profits, income, produce or property, and is managed on behalf of the investors is a CIS. Investors do not have day to day control over the management and operation of such scheme or arrangement.</p> <p>Section 11AA of the SEBI Act, 1992 defines it as any Scheme or Arrangement made or offered by any Company under which:</p> <ul style="list-style-type: none"> <li>(a) The contributions, or payments made by the investors, by whatever name called, are pooled and utilized solely for the purposes of the scheme or arrangement;</li> <li>(b) The contributions or payments are made to such scheme or arrangement by the investors with a view to receive profits, income, produce or property, whether movable or immovable from such scheme or arrangement;</li> <li>(c) The property, contribution or investment forming part of scheme or arrangement, whether identifiable or not, is managed on behalf of the investors; and</li> <li>(d) The investors do not have day to day control over the management and operation of the scheme or arrangement.</li> </ul> <p>On the backdrop or Sahara/Sharada scams, in 2013, SEBI modified the definition of Collective Investment Scheme and include any scheme/arrangement floated by any person (instead of a company as was defined earlier) and any such scheme with corpus of more than Rs.100 Crore shall also be deemed to be a CIS by SEBI.</p> <p>The Securities Laws (Amendment) Act, 2014 defines it “Any pooling of funds under any scheme or arrangement, which is not registered with SEBI, involving a corpus amount of Rs.100 crore or more shall be deemed to be a collective investment scheme”.</p> <p>In short, A Collective Investment Scheme (CIS), as its name suggests, is an investment scheme wherein several individuals come together to pool their money for investing in a particular asset(s) and for sharing the returns arising from that investment as per the agreement reached between them prior to pooling in the money.</p> <p><b>The CIS, however, does not include any Scheme or Arrangement:</b></p> <ul style="list-style-type: none"> <li>(i) Made or offered by a co – operative society,</li> <li>(ii) Under which deposits are accepted by non – banking financial companies,</li> <li>(iii) Being a contract of insurance,</li> <li>(iv) Providing for any Scheme, Pension Scheme or the Insurance Scheme framed under the Employees’ Provident Funds and Miscellaneous Provisions Act, 1952,</li> <li>(v) Under which deposits are accepted under section 74 of the Companies Act, 2013,</li> <li>(vi) Under which deposits are accepted by a company declared as Nidhi or a mutual benefit society under section 406 of the Companies Act, 2013,</li> <li>(vii) Falling within the meaning of Chit business as defined in clause (d) of section 2 of Chit Fund Act, 1982, and</li> <li>(viii) Under which contributions made are in the nature of subscription to a mutual fund.</li> </ul> <p><b>JUNE 2015:</b> Collective investment scheme (CIS) provides a relatively secure means of investing on the stock exchange and other financial instruments.</p> |

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| <p><b>SEBI (CIS) REGULATIONS, 1999</b></p> | <p><b><u>CONDITIONS FOR ELIGIBILITY: (JUNE 2016)</u></b></p> <ul style="list-style-type: none"> <li>(i) The applicant is set up and registered as a <b>Company</b> under Companies Act, 2013</li> <li>(ii) The applicant has specified the managing of collective investment scheme as one of its <b>main objects</b> in its MOA;</li> <li>(iii) The Applicant has a <b>Net worth of not less than 5 Crores</b>. However, at the time of making the application, the applicant shall have a minimum net worth of 3 Crores which has to be increased to 5 Crores within the time of 3 years from date of grant of registration;</li> <li>(iv) The applicant is a fit and proper person;</li> <li>(v) The applicant has adequate infrastructure to operate collective investment scheme in accordance with provisions of these regulation;</li> <li>(vi) The directors or KMP of applicant should consist of person of honesty and integrity having adequate professional experience in related field and have not been convicted for an offence involving moral turpitude or for any economic offence or for the violation of any securities laws;</li> <li>(vii) At least <b>50% of directors</b> of CIS shall consist of <b>Independent directors</b> and are not directly or indirectly associated with the persons who have control over CIS;</li> <li>(viii) No person, directly or indirectly connected with the applicant has in the past been refused registration by SEBI;</li> <li>(ix) At least one of the directors on the board who is not subject to retirement, is a representative of the trustee;</li> <li>(x) The CIS company is not a trust of any CIS Scheme;</li> </ul> <p><b><u>GRANT OF CERTIFICATE</u></b></p> <p>SEBI shall grant certificate of registration to the applicant, in case the following is fulfilled:-</p> <ul style="list-style-type: none"> <li>(i) An application without deficiencies has been received,</li> <li>(ii) Applicant has complied with specified requirements,</li> <li>(iii) Registration fees has been called upon by SEBI and duly paid by the applicant.</li> </ul> <p><b><u>TERMS AND CONDITIONS</u></b></p> <p>The certificate granted should be subject to following conditions:-</p> <ul style="list-style-type: none"> <li>(i) Any director of the CIMC should not be a director in any other CIMC unless such person is an independent director and approval of SEBI and that of CIMC in which such person is an independent director, has been obtained;</li> <li>(ii) The CIMC should forthwith inform SEBI of any material change in the information or particulars previously furnished, which have a bearing on the certificate granted by it;</li> <li>(iii) Appointment of a director of a CIMC should be made with the prior approval of the trustee;</li> <li>(iv) The CIMC should comply with provisions of the Act and these regulations;</li> <li>(v) No change in the controlling interest of the CIMC shall be made without obtaining prior approval of SEBI, the trustee and the unit holders holding at – least one – half of the nominal value of the unit capital of the scheme;</li> <li>(vi) CIMC should take adequate steps to redress the grievances of the investors within one month from the date of receipt of the complaint from the aggrieved investor.</li> </ul> <p><b><u>RESTRICTIONS ON BUSINESS ACTIVITIES (DEC 2016, JUNE 2014, DEC 2013, DEC 2010)</u></b></p> <p>Collective Investment Management Company should not:</p> <ul style="list-style-type: none"> <li>(i) Undertake any activity other than that of managing the scheme;</li> <li>(ii) Act as a trustee of any scheme;</li> <li>(iii) Launch any scheme for the purpose of investing in securities;</li> <li>(iv) Invest in any schemes floated by it.</li> </ul> <p>However, it has been provided that a CIMC may invest in its own scheme, if it makes a</p> |
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disclosure of its intention to invest in the offer document of the scheme, and does not charge any fees on its investment in that scheme.

#### **OBLIGATIONS OF COLLECTIVE INVESTMENT MANAGEMENT COMPANY**

Every Collective Investment Management Company should:

- (i) Be responsible for managing funds or properties of scheme on behalf of the unit holders;
- (ii) Exercise due diligence and care in managing assets and funds of the scheme;
- (iii) Also be responsible for the acts of commissions and omissions by its employees or the persons whose services have been availed by it;
- (iv) Appoint registrar and share transfer agents and should also abide by their respective Code of Conducts as specified by SEBI;
- (v) Give monthly receipts for all monies received and report of receipts & payments to SEBI;
- (vi) Hold a meeting of Board of Directors to consider the affairs of scheme, at least twice in every 3 months and also ensure that its officers or employees do not make improper use of their position or information to gain an advantage for themselves or for any other person or to cause detriment to the scheme;
- (vii) Obtain adequate insurance against the properties of the schemes & comply with such guidelines, directives, circulars and instructions as may be issued by SEBI.

#### **OBLIGATION OF TRUSTEES: (DEC 2008)**

- (i) Ensuring that CIMC has necessary office infrastructure and has appointed all Key personnel including managers for scheme
- (ii) Taking remedial steps and informing SEBI when the conduct of business of scheme is not carried on as per the requirements of the regulations.
- (iii) Convening a meeting of unit holders in their interest effecting any change in the features of units.
- (iv) Reviewing the activities carried out by the CIMC.

#### **PROCEDURE FOR LAUNCHING OF SCHEMES**

No scheme should be launched by the Collective Investment Management Company unless such scheme is approved by the Trustee and rated by a registered credit rating agency and appraised by an appraising agency.

#### **DISCLOSURE IN THE OFFER DOCUMENT**

The Collective Investment Management Company before launching any scheme should file a copy of the offer document of the scheme with SEBI and pay filing fees as specified.

The offer document should contain such information as specified. The offer document should also contain true and fair view of the scheme and adequate disclosures to enable the investors to make informed decision.

SEBI may in the interest of investors require the CIMC to carry out such modifications in the offer document as it deems fit.

In case no modifications are suggested by SEBI in the offer document within 21 days from the date of filing, the Collective Investment Management Company may issue the offer document to public.

#### **ALLOTMENT OF UNITS AND REFUNDS OF MONEY**

The Collective Investment Management Company should specify in the offer document the minimum and the maximum subscription amount it seeks to raise under the scheme; and in case of over – subscription, the process of allotment of the amount over – subscribed.

The CIMC should refund the application money to the applicants, if the scheme fails to receive the minimum subscription amount.

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|  | <p>Any amount refundable should be refunded within a period of six weeks from the date of closure of subscription list, by Registered A. D. and by cheque or demand draft. In the event of failure to refund the amounts within the period specified, the CIMC has to pay interest to the applications at a rate of 15% per annum on the expiry of six weeks from the date of closure of the subscription list.</p> |
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|  | <p><b>Listing of schemes:</b> The units of every scheme shall be listed immediately after the date of allotment of units and not later than six weeks from the date of closure of the scheme on each of the stock exchanges as mentioned in the offer document.</p> |
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| <b>INTRODUCTION</b>                     | <p>There are many recognized stock exchanges in India whereas only few stock exchanges are functional like National Stock Exchange &amp; Bombay Stock Exchange. The stock exchanges are managed by Board of Directors or Council of Management consisting of elected brokers and representatives of Government and Public appointed by SEBI.</p> <p>This market provides facilities of trading after listing of any securities. The Boards of stock exchanges are empowered to make and enforced rules, bye – laws and regulations with jurisdiction over all its members.</p> <p>The stock exchange is a key institution which facilitates the issue &amp; sale of various types of securities. It is a pivot around which every activity of capital market revolves. In the absence of the stock exchange, the people with savings would hardly invest in corporate securities for which there would be no liquidity.</p> <p>Before understanding the entire concept of Stock Market, we have to understand the meaning of the following terms:</p> <p>(a) <u>Stock Exchanges</u>: A Market (a place of buying/selling) where any person can buy or sale any securities of a listed company.</p> <p>(b) <u>Listed Company</u>: A company whose securities (i. e. shares, debentures &amp; bonds etc.) are registered (listed) for purpose of trading with any recognized stock exchange.</p> <p>(c) <u>Listing Agreement</u>: It is an agreement between a proposed listed company and the stock exchange before giving permission to company with regard to trading of securities. After execution of this agreement, the company shall be treated as listed company and under obligation to comply with requirement of the listing agreement.</p> |
| <b>STOCK EXCHANGE TRADING MECHANISM</b> | <p>Stock Exchange is a market place for buying and selling of listed securities. Securities are traded in three different ways in stock exchanges, namely (a) Settlement Basis, (b) Spot Basis, and (c) Cash Basis etc.</p> <p><b><u>TYPES OF SECURITIES</u></b>: Securities traded in the stock exchanges can be classified as under:- (<b>JUNE 2015</b>)</p> <p>(i) <u>Listed cleared Securities</u>: These securities are admitted for trading on a stock exchange after fulfillment of all listing requirements and almost all types of listed securities are under this.</p> <p>(ii) <u>Permitted Securities</u>: These securities are listed on some of the recognized stock exchanges and when permitted to be traded by those stock exchanges where they are not listed is called permitted securities. In other words, to facilitate the market participants to trade in securities of such companies, which are actively traded at other stock exchanges but are not listed on another stock exchange, trading in such securities is facilitated as “Permitted Securities”.</p> <p><b><u>TYPES OF DELIVERY</u></b>: Types of delivery in the stock exchanges are:</p> <p>(i) <u>Spot Delivery</u>: The delivery is said to be spot delivery, if the delivery and payment are to be made on the same day or next day.</p> <p>(ii) <u>Hand Delivery</u>: The delivery is said to be hand delivery, if the delivery and payment are to be made on the delivery date fixed by the stock exchange authorities.</p> <p>(iii) <u>Special Delivery</u>: A special delivery is one where the delivery is to be made after the delivery period fixed by the stock exchange authorities.</p>                                                           |

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|                | <p><b><u>BASIC TERMINOLOGIES USED IN STOCK MARKETS</u></b></p> <p>(a) <b>SENSEX:</b> SENSEX refers to “Sensitivity Index” which is associated with the stock market indices. An index is basically an indicator. It gives an idea about movement of stock market whether most of the securities have gone up or most of the securities have gone down listed in BSE.</p> <p><b>In India,</b> SENSEX is popularly known as Index of Bombay Stock Exchange – the barometer of Indian Capital Market. Now, BSE SENSEX is also known as S &amp; P BSE SENSEX. This S &amp; P BSE SENSEX comprises of 30 companies. The SENSEX was 1<sup>st</sup> compiled in 1986, was calculated on a “Market Capitalization – Weighted” methodology of 30 component stocks representing large, well – established and financially sound companies across key sectors. Since September 1, 2003, S &amp; P BSE SENSEX is being calculated on a free – float market capitalization methodology.</p> <p><b><u>BSE On-Line Trading: (DEC 2009)</u></b></p> <ul style="list-style-type: none"> <li>⇒ BOLT is the modern trading practice introduced by BSE.</li> <li>⇒ Under this arrangement, trading can be carried out by member brokers and their authorized assistants from their workstations.</li> <li>⇒ It provides for a search based trading mechanism whereby two way quotes are accepted from Jobbers and Market Makers and from brokers on the basis of orders received from investors.</li> <li>⇒ The System matches them according to logic specified in BOLT.</li> </ul> <p>(b) <b>NIFTY:</b> The NIFTY 50 is an index of National Stock Exchange of India. It gives an idea about movement of stock market whether most of the securities have gone up or most of the securities have gone down listed in NSE. The NIFTY 50 covers 22 sections of the Indian economy and offers investment managers exposure to the Indian market in one portfolio.</p> <p>The NIFTY 50 index is a free float market capitalization weighted index. The index was initially calculated on full market capitalization methodology. From June 26, 2009, the computation was changed to free float methodology.</p> <p>The base period for the CNX Nifty index is November 3, 1995, which marked the completion of one year of operations of National Stock Exchange Equity Market Segment. The base value of the index has been set at 1000.</p> <p>(c) <b>SETTLEMENT:</b> After you have bought or sold securities through your broker, the trade has to be settled. It means the buyer has to receive his shares and the seller has to receive his money. This process settles the claims of both parties, is known as settlement in connection with stock market.</p> <p>In other words, settlement is just the process whereby payment is made by all those who have made purchases and shares are delivered by all those who have made sales. Presently, settlement period is T + 2 (previous it was T + 3) and T stands for Trading Day and 2 more trading days.</p> <p>(d) <b>TREND LINE:</b> In case, the price of shares moves in a particular direction which persists for a longer period i. e. is known as <u>Trend</u>. When the movement is upward, the trend is called <u>BULLISH</u>. When the movement is downward it is called <u>BEARISH</u>.</p> <p>Bear market is a weak or falling market characterized by the dominance of sellers. Bull market is a rising market with abundance of buyers and relatively few sellers. Secondary movements that reverse the uptrend temporarily are known as Reactions. The movements that reverse the down trend temporarily are known as Rallies. When an uptrend breaks in the downward direction, it is called <u>Trend Reversal</u>.</p> |
| <b>MARGINS</b> | The amount of credit a broker or lender extends to a customer for purchase of securities is known as margin. It was introduced by SEBI to restrain speculative dealings in shares                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

leading to volatility in the prices of securities.

**INITIAL MARGIN:** The minimum amount, calculated as a percentage of the transaction value, to be placed by the client, with the broker, before the actual purchase. The broker may take advance the balance amount to meet full settlement obligations. This amount is to be kept in the client accounts at the time of actual purchase.

An Initial Margin Requirement refers to the percentage of equity required when an investor opens a position.

**Example:** If an Investor has Rs.5,000 and would like to purchase equity shares of Reliance Industries Ltd. which has a 50% initial margin requirement, the amount of equity shares of Reliance Industries Ltd.

The Investor is eligible to buy on margin is calculated as follows:-

Buying power 50% is less than or equal to Rs.5,000/-

>> Buying power >> is less than or equal to Rs.5,000/50% = Rs.10,000/-

>> The investor can purchase equity shares of Reliance Industries Ltd. up to Rs.10,000 using the margin buying power.

**MAINTENANCE MARGIN:** Minimum amount, calculated as a percentage of market value of the securities calculated with respect to last trading day's closing price, to be maintained by client with the broker. If the balance deposit in the client's margin account falls below the required maintenance margin, the broker shall promptly make margin calls. The broker may liquidate the securities if the client fails to meet the margin calls made by the broker.

Margin trading acts as a check on the tendency of clients to manipulate markets by placing orders on brokers without having adequate money or securities to backup the transaction. Margin trading also acts as a curb on short selling and short buying.

**Example:** If you purchase Rs.16,000 worth of securities by borrowing Rs.8,000 from broking firm and paying Rs.8,000 in cash or securities. If the market value of the securities drops to Rs.12,000 the equity in your account will fall to Rs.4,000 (Rs.12,000 – Rs.8,000 = Rs.4,000). If your broking firm has a minimum 25% maintenance requirement, you must have Rs.3,000 in equity in your account (25% of Rs.12,000 = Rs.3,000). In this case, you do have enough equity because Rs.4,000 in equity in your account is greater than the Rs.3,000 maintenance requirement.

**JUNE 2016:** Distinguish Between Initial Margin vs. Maintenance Margin

#### **NO DELIVERY PERIOD**

Book Closure (Section 91 of the Companies Act, 2013) is the periodic closure of the Registrar of Members and Transfer Books of the company to take a record of the shareholders to determine their entitlement to dividends or to bonus or right shares or any other rights pertaining to shares. A company may close the register of members for a maximum of 45 days in a year and for not more than 30 days at any one time. The listed company should close their book at least once in a year.

The listed company should give notice of book closure in a newspaper at least 7 days before the commencement of the book closure. The members whose names appear in the register of members on the last date of book closure are entitled to receive the benefits of dividend, right shares or bonus shares, as the case may be.

Record date (Clause 16 of the listing agreement) is the date on which the records of a company are closed for the purpose of determining the stock holders to whom dividends, proxy's rights etc. are to be sent.

In case of fixation of record date, a company fixes a date for determining the corporate

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|                                                                                                                                    | benefits like dividends rights, bonus shares rights and rights issue. The listed company should give notice or record date in a newspaper at least 7 days before the fixation of the record date.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>MARKET MAKING</b><br><b>(JUNE 2015, JUNE 2016, DEC 2010, JUNE 2010)</b>                                                         | <ul style="list-style-type: none"> <li>✓ Market Making is a process of infusing liquidity in securities that are not actively traded.</li> <li>✓ There are thousands of companies listed on the Indian Stock Exchanges only few of them are actively traded. For providing liquidity to the illiquid scrips, Market Makers are required to provide two way quotes.</li> <li>✓ A market maker puts up a buy quote and sells quote simultaneously.</li> <li>✓ Market Makers are responsible for creating and enhancing the demand and supply situation in the particular securities. Market makers are Merchant Bankers willing to make a secondary market in securities through selection and specialization.</li> <li>✓ They act as dealer – cum – stockists and display bid and offer price without charging any commission or brokerage.</li> <li>✓ <b>Example:</b> If a market maker gives a bid ask quote of Rs.1100 – Rs.1000 (which means the maker will buy from the market at 1000 &amp; sell at 1100), the profit of market maker is Rs.100/- per share.</li> <li>✓ In short, a market maker is responsible for enhancing activities in a few chosen securities. The market maker provides buy and sell quotes for keeping activities in the particular securities.</li> <li>✓ The Market makers are allowed to buy and sell at a differential rate ranging from 3% to 10%. In US stock market like NASDAQ &amp; NYSE, the market makers are very active even for good companies like Oracle, Cisco Systems and Dell Computers etc.</li> </ul> <p><b>JUNE 2016:</b> “The market makers infuse liquidity in securities that are not frequently traded on stock exchanges.” Comment on the following.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SECURITIES LENDING AND BORROWING (SHORT SELLING)</b><br><b>(DEC 2015, JUNE 2015, JUNE 2014, JUNE 2011, JUNE 2010, DEC 2008)</b> | <p>SEBI permitted short selling in Indian Stock Exchange in year 2007 and issued guidelines for short selling in securities. Short Selling means sell of securities that the seller does not own at the time of selling. It is temporary transfer of securities from one person (lender) to another (borrower) via an approved intermediary. In short, the borrower is obliged to return them either on demand or at the end of agreed term.</p> <p>Short selling can be done by borrowing the stock through Clearing Corporation/Clearing House of a stock exchange which is registered as Approved Intermediaries (AIs). Short selling can be done by retail as well as institutional investors. The Securities Lending and Borrowing mechanism allows short sellers to borrow securities for making delivery.</p> <p>When shorting, you sell equity share when you believe the price of equity share is too high. Believing the equity share price is too high, you want to take the advantage of this situation and earn money while that market push the stock down to its fair value. In other words, you believe that the stock is overvalued and you want to make money from particular equity shares. So borrow equity shares when it is at high and sell at same time and buy at lower rate when market comes down and return the equity shares to lender.</p> <p><b>Example:</b> In March 2015, Manish thinks Hindustan Unilever Ltd. is overvalued. He sells short 100 shares of HLL at Rs.250 per share. The stock market crashes in April and HLL's share price falls to Rs.210 per share. Manish buys back 100 shares of HLL and closes out the short sale. Manish gains the difference between the sales proceeds and the purchase costs and pockets Rs.4,000 from the short sale, excluding transaction costs.</p> <p>Securities lending and borrowing describes the market practice whereby securities are temporarily transferred by one party (lender) to another (borrower) via approved intermediary. The borrowers are obliged to return borrowed securities to the lender on demand and on agreed terms.</p> |



|                                          | <p><b><u>BROAD FRAMEWORK FOR SHORT SELLING</u></b></p> <p>(i) All classes of investors are permitted to short sell viz. retail and institutional investors.</p> <p>(ii) Naked short selling is not permitted in the Indian securities market.</p> <p>(iii) No institutional investors are allowed to do day trading.</p> <p>(iv) The stock exchanges can frame necessary uniform deterrent provisions regarding this.</p> <p>(v) A scheme for Securities Lending and Borrowing (SLB) shall be put in place to provide the necessary impetus to short sell.</p> <p>(vi) The securities traded in F &amp; O segment shall be eligible for short selling.</p> <p>(vii) Frequency of such disclosure may be reviewed from time to time with the approval of SEBI.</p> <p>(viii) The settlement cycle for SLB transactions shall be on T + 1 basis.</p> <p>(ix) The settlement of lending and borrowing transactions shall be independent of normal market settlement.</p> <p><b>JUNE 2015:</b> Short selling means selling a stock which the seller does not own at the time of trade. In this context, discuss the broad framework of short selling.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
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| <p><b>SETTLEMENT SYSTEM</b></p> <p>⇒</p> | <p>Settlement means actual delivery/receipts of securities and payment of agreed amount. Settlement date is the date specified for delivery of securities between securities firms. It is necessary to make settlement to know net effect of series of transactions during given period. All transactions executed during settlement period are settled at the end of the settlement period.</p> <p>It is necessary to settle all transactions of stock exchange because of risk of payment default and transfer of securities.</p> <p>Settlement risk or principal risk is the risk that the seller of a security or funds delivers its obligation but does not receive payment or that the buyer of a security of funds makes payment but does not receive delivery. In Indian Stock Market, T + 2 settlements are prevailing.</p> <p><b><u>WHAT IS ROLLING SETTLEMENT? (DEC 2016, DEC 2009, DEC 2007)</u></b></p> <p>Rolling settlement is a system of settlement transaction in a fixed number of days after the date of Trade. Earlier rolling settlement was based on T + 3 and now it is T + 2 settlement system. T stands for trading day.</p> <p><b>Note:</b> For calculating settlement date, all intervening holidays shall be excluded like Sundays, Saturdays and stock exchange holidays.</p> <p>Example: If trade of securities happened on Wednesday, then such transaction must be settled by Friday i. e. Wednesday and 2 more working days.</p> <p><b>SETTLEMENT CYCLE FOR ROLLING SETTLEMENT</b></p> <table><tr><th></th><th>Activity</th><th>Day</th></tr><tr><td>Trading</td><td>Rolling settlement</td><td>T (Trading day)</td></tr><tr><td>Clearing</td><td>Custodial confirmation and delivery generation</td><td>T + 1 working days</td></tr><tr><td>Settlement</td><td>Securities and funds pay – in and pay – out</td><td>T + 2 working days</td></tr><tr><td>Post settlement</td><td>Auction</td><td>T + 3 working days</td></tr><tr><td></td><td>Bad delivery reporting</td><td>T + 4 working days</td></tr><tr><td></td><td>Auction settlement</td><td>T + 5 working days</td></tr><tr><td></td><td>Rectified bad delivery pay – in and pay – out</td><td>T + 6 working days</td></tr><tr><td></td><td>Re – bad delivery reporting and pick up</td><td>T + 8 working days</td></tr><tr><td></td><td>Close out of re – bad delivery and funds pay – in and pay – out</td><td></td></tr></table> <p><b>WHAT IS PAY – IN AND PAY – OUT?</b></p> |                    | Activity | Day | Trading | Rolling settlement | T (Trading day) | Clearing | Custodial confirmation and delivery generation | T + 1 working days | Settlement | Securities and funds pay – in and pay – out | T + 2 working days | Post settlement | Auction | T + 3 working days |  | Bad delivery reporting | T + 4 working days |  | Auction settlement | T + 5 working days |  | Rectified bad delivery pay – in and pay – out | T + 6 working days |  | Re – bad delivery reporting and pick up | T + 8 working days |  | Close out of re – bad delivery and funds pay – in and pay – out |  |
|                                          | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Day                |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
| Trading                                  | Rolling settlement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | T (Trading day)    |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
| Clearing                                 | Custodial confirmation and delivery generation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | T + 1 working days |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
| Settlement                               | Securities and funds pay – in and pay – out                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | T + 2 working days |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
| Post settlement                          | Auction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | T + 3 working days |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
|                                          | Bad delivery reporting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | T + 4 working days |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
|                                          | Auction settlement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | T + 5 working days |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
|                                          | Rectified bad delivery pay – in and pay – out                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | T + 6 working days |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
|                                          | Re – bad delivery reporting and pick up                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | T + 8 working days |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |
|                                          | Close out of re – bad delivery and funds pay – in and pay – out                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |     |         |                    |                 |          |                                                |                    |            |                                             |                    |                 |         |                    |  |                        |                    |  |                    |                    |  |                                               |                    |  |                                         |                    |  |                                                                 |  |

Pay – in day is the day when the sold securities are delivered to the stock exchange by the seller and funds for securities purchased are made available to the stock exchange by the buyers.

Pay – out day is the day when the purchased securities are delivered to the buyer and the funds for the securities sold are given to the seller. At present, the pay – in and pay – out happens on the 2<sup>nd</sup> working day after the trade is executed on the exchange, which is settlement cycle i. e. T + 2 rolling settlement.

#### **FUNDS PAY – IN**

Once the reconciliation of securities is completed by the Clearing House, the bank accounts of member – brokers maintained with the ten clearing banks are directly debited through computerized posting for their funds settlement obligations.

Once the pay – in of securities and funds is complete, the Clearing House arranges for the pay – out of securities and funds.

In case of those members, whose funds pay – in obligations are returned by their clearing banks on account of insufficient funds in their bank accounts at the time of pay – in, their BOLT TWSs are now immediately de – activated during the trading hours itself, on receipt of such intimation from the clearing banks as against the earlier practice of de – activating their BOLT TWSs at the end of trading on that day. BOLT (BSE online terminal) TWSs of such members remain de – activated till the pay – in obligations are cleared by them.

#### **SECURITIES PAY – OUT**

In case of demat securities, the same are credited by the Clearing House in the Pool/Principal Accounts of the member – brokers. The Exchange has also provided a facility to the member – broker for transfer of pay – out securities directly to the client's beneficiary owner accounts without routing the same through their Pool/Principal accounts in NSDL/CDSL.

For this, the concerned member – brokers are required to give a client wise break up file which is uploaded by the member – brokers from their offices to the Clearing House. Based on the break up given by the member brokers, the Clearing House instructs depositories, viz., CDSL & NSDL to credit the securities to the Beneficiary Owners (BO) Accounts of the clients.

In case delivery of securities received from one depository is to be credited to an account in the other depository, the Clearing House does an inter depository transfer to give effect to such transfers.

In case of physical securities, the Receiving Members are required to collect the same from the Clearing House on the pay – out day. This process of passing on delivery of securities purchased by the member – brokers to them by the Clearing House is called pay – out of securities.

#### **COMPLETE SETTLEMENT PROCESS**

It is obligation on clearing corporation to settle all transactions between buyer and seller in T + 2. Here, settlement means money in the account of seller and shares in the demat account of buyer within T + 2.

#### **WHAT IS NO – DELIVERY PERIOD?**

Whenever a company announces a book closure and record date, the exchange sets up a no – delivery period for that security. During this period, only trading is permitted in the securities but no settlement.

#### **BOMBAY STOCK EXCHANGE LTD. (BSE)**

Bombay Stock Exchange Ltd. was established in 1875 and it is oldest one in Asia. It is

|                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|                                                                                               | <p>a voluntary non – profit making Association of Persons (AOP).</p> <p>It is the 1<sup>st</sup> Stock Exchange in the Country which has obtained permanent recognition in 1956 from the Govt. of India under the Securities Contracts (Regulation) Act, 1956.</p> <p>It provides a market for trading in securities, debt and derivatives. It also resolves investor's grievances whether against the companies or its own member – broker. It also strives to educate and enlighten the investors by conducting investor education programmes and making available to them necessary information inputs.</p> <p><b><u>TRADING AT BSE</u></b></p> <p>The scrips traded on BSE have been classified into 'A', 'B', 'T' and 'Z' groups on certain qualitative and quantitative parameters.</p> <p>F Group represents the Fixed Income Securities. T Group represents scrips which are settled on a trade – to – trade basis as a surveillance measure. Trading in Government Securities by the retail investors is done under the G group. Z group scrips include companies which have failed to comply with the listing agreements and/or also failed to resolve investors compliant and/or have not made the required agreement with both depositories i. e. CDSL &amp; NDSL for dematerialization of shares.</p> |
| <p><b>BASKET TRADING SYSTEM</b></p> <p><b>(JUNE 2016, DEC 2011, JUNE 2010, JUNE 2007)</b></p> | <p>In the Basket Trading System, an investor can buy and sell all 30 scrips of SENSEX in one go in the proportion of their respective weights in the BSE SENSEX. The investors need not to calculate the quantity of BSE SENSEX scrips to be bought or sold for creating sensex linked portfolios. This function is performed by the online system.</p> <p>To participate in this system, the member brokers need to indicate number of sensex basket to be bought or sold, where the value of one sensex basket is arrived by the system by multiplying Rs.50 to prevailing system.</p> <p><b>Example:</b> If the BSE SENSEX is 19000, the value of one basket of sensex would be:<br/> <math>19000 \times 50 = 9,50,000/-</math>.</p> <p><b>Note:</b> The investors can alter the weights of securities in such profiled baskets and enter their own weights. The investors can also select less than 100% weightage to reduce the value of the basket as per their own requirements.</p>                                                                                                                                                                                                                                                                                                                        |
| <p><b>SURVEILLANCE</b></p>                                                                    | <p><b><u>SURVEILLANCE AT BSE</u></b></p> <p>A Stock Exchange not only promotes trading of securities but also monitor the price and volume movement of securities. The monitoring process is known as surveillance.</p> <p>The main objective of the Surveillance function of the Exchange is to promote market integrity in two ways:</p> <ul style="list-style-type: none"> <li>(i) By monitoring price and volume movements;</li> <li>(ii) By detecting potential market abuses.</li> </ul> <p>Price monitoring is mainly related to abnormal movement of price of particular scrips in the Stock Exchange. Volume monitoring relates to abnormal positions of a member (Broker) i. e. purchase of abnormal quantity by a broker.</p> <p><b><u>OBJECTS</u></b></p> <ul style="list-style-type: none"> <li>(i) Stock Exchange is to monitor price and volume movement as well as also detecting potential market abuse.</li> <li>(ii) To control market abuse.</li> <li>(iii) To manage default risk by taking necessary action.</li> </ul> <p>In short, surveillance means detection of the possible market abuse in respect of price movement/abnormal fluctuation in prices or volumes.</p>                                                                                                                   |

**WHAT IS MARKET ABUSE?**

Market abuse means abnormal price/volume movement, artificial transactions, false or misleading impression and insider trading etc.

To stop such practices in the stock market, the stock exchange has introduced the system of surveillance. The following action can be taken by the stock exchanges to control market abuses:

- (i) Imposition of Special Margin
- (ii) Reduction of Circuit Filters
- (iii) Suspension, and
- (iv) Deactivation of Terminal of Broker

**PRICE MONITORING (JUNE 2011, DEC 2009)****ON – LINE SURVEILLANCE:**

Online surveillance system has facility to generate the alerts on – line, in real time, based on certain preset parameters like price & volume variations in scrips, members taking unduly large positions not commensurate with their financial position in one or two scrips. It alerts immediately to the officials of Stock Exchange about the abnormal behavior of members.

**OFF – LINE SURVEILLANCE:**

The Off – Line Surveillance system is based on various reports like High/Low Difference in prices, Percentage change in prices over a week/fortnight/month, trading in infrequently traded scrips and scrips hitting New High/Low.

**DERIVATIVE MARKET SURVEILLANCE:**

Under this category, the focus areas are like abnormal fluctuation in the prices of a Series, Market Movement (Cash vis – a – vis Derivative), Member Concentration (Cash vis – a – vis Derivative) and Closing Price Manipulation (Cash & Derivative).

**INVESTIGATION:**

The Exchange conducts in – depth investigations based on preliminary enquiries/analysis made into trading of the scrip and also at the instance of SEBI.

**SURVEILLANCE ACTION:****(i) SPECIAL MARGINS:**

Special margin may be imposed by BSE from time to time on certain Securities as a surveillance measure and informed to the Members through notices.

Special margins are imposed on stocks which witness abnormal movement in price or volume. It is a surveillance measure intended to check speculative activity in particular scrip. At the BSE, the margin is levied at 25% or 50%.

This largely depends on the sharpness in the movement of share price or volumes, client wise net outstanding purchase or sale position or on both sides.

**(ii) CONCEPT OF CIRCUIT AND CIRCUIT BREAKERS:**

Stock prices of companies listed on the stock exchanges are influenced by several factors like company financials, investor's perception of the company's growth, industry trends, government regulations and market speculation etc.

Some factors are predictable and can be studied and analyzed using statistical tools like graphs and techniques like ratio analysis, trend analysis, theory of probability etc. Certain other factors and their influence on prices of a particular stock of the market in general and the degree of their impact are completely unpredictable.

Since market sentiments cannot be predicted accurately and their impact on stock

prices is difficult to judge, sometimes the movement of stock prices can beat all logic and move tremendously in any direction.

Circuit Breaker is a surveillance system to maintain the unnecessary volatility in the stock market. For example, the BSE Sensex moved up by 2110.79 points on May 18, 2009 after the Parliament's election results were announced. The trading had to be halted since the market became extremely volatile and moved beyond reasoning.

#### **WHAT IS A CIRCUIT?**

Circuits are of two types – circuit for an index and for a stock. So, if an index or the price of a stock increases or declines beyond a specified threshold it is said to have entered into a circuit. SEBI specifies this threshold as a percentage of the prior day's closing figures.

#### **WHAT IS A CIRCUIT BREAKER? (JUNE 2013)**

Factors like market speculations force stock prices or indices to enter into a circuit. Such a condition is beyond the control of regulatory authorities. Hence they use the circuit breaker to curb such market situations. Circuit breaker, simply put, is a set of rules formed and issued by SEBI in order to bring back normalcy in the stock markets in the event an index or stock enters into a circuit. SEBI has different circuit breakers for indices and for stocks.

#### **CIRCUIT BREAKER FOR AN INDEX**

Circuit breakers are applied only on equity and equity derivative markets. Whenever the major stock indices like BSE Sensex and Nifty cross the threshold level, SEBI rules require that the trading at the stock exchange be stopped for a certain period of time beginning from half an hour to even an entire day. The idea is to allow the market to cool down and resume trading at normal levels. The following threshold limits are implemented at different stages:-

| Movement in Indices | Time               | Close period                |
|---------------------|--------------------|-----------------------------|
| 10%                 | Before 1.00 pm     | 1 hour                      |
|                     | 1.00 pm to 2.30 pm | ½ hour                      |
|                     | After 2.30 pm      | Does not close              |
| 15%                 | Before 1.00 pm     | 2 hour                      |
|                     | 1.00 pm to 2.30 pm | 1 hour                      |
|                     | After 2.30 pm      | Close for the rest of the d |
| 20%                 | Any time           | Close for the rest of the d |

#### **CIRCUIT BREAKER FOR A STOCK**

A price range for a stock to move without any interference from regulatory authorities. Only when the stock prices move beyond the range, it is considered as entering into a circuit and circuit breakers are applied. Daily price bands of 2%, 5% and 10% are applicable to different equity stocks. Price bands of 20% are applicable to all remaining scrip like preference shares or debentures.

**Example:** For a stock with a price band of 5% that closes at Rs.100 on the previous day, the price band will be between Rs.105 and Rs.95.

#### **WHAT ARE AN UPPER CIRCUIT AND LOWER CIRCUIT?**

Stock prices can either move up or down and hence circuit breakers are required for movements in both directions. An upward movement over the threshold will cause a stock to enter into an upper circuit. Similarly a downward movement in stock price beyond the threshold will cause a stock to enter into a lower circuit.

**Reduction of Circuit Filters:** The circuit filters are reduced in case of illiquid Securities or as a price containment measures. The circuit filters are reduced to 10% or 5% or 2%, as

the case may be, based on the criteria decided by the Surveillance Department of the Stock Exchanges. No circuit filters are applicable on Securities on which derivative products are available.

(iii) **Trade to trade (JUNE 2012):** Trade – to – trade (T2T) or T segment on BSE is segment in which no intra – day trading is allowed. It means in this category, securities can only be bought on delivery basis. Transactions placed in this segment have to be mandatorily settled on gross basis i. e. by taking or giving delivery even if you have bought and sold the shares during the same settlement cycle.

**Example:** If you buy shares, you must pay the money and take delivery. If you sell shares, you must give the delivery of shares and you will get money.

If you buy today and sell today and don't have delivery, then the sell position will go into auction and you will have to pay heavy penalty.

(iv) **Suspension of Scrip:** It is a method to stop the trading of shares of listed companies for temporary period for the violation of rules & regulations of Stock Exchanges.

(v) **Warning to Members (Broker):** Stock exchanges may also take action against its members who are indulged in the activities of artificial speculation.'

(vi) **Imposition of penalties/deactivation of terminals of members:**

Rumour Verification: Steps Involved in Rumour Verification:

(i) Surveillance Department liaises with Companies Officers of companies to obtain comments of the company on various price sensitive corporate news items appearing in the selected New Papers.

(ii) Comments received from the companies are disseminated to the Market by way of BOLT Ticker and/or Notices in the Bulletin.

(iii) Show cause notices are issued to companies which do not reply promptly to the Exchange.

Pro – active Measure:

The Department compiled and disseminated a list of companies who have changed their names to suggest that their business interest is in the software Industry.

Position Monitoring:

(i) Statement of top 100 purchasers/dealers

(ii) Concentrated Purchase/sales

(iii) Purchases/sales of scrips having thin trading

(iv) Pay – in liabilities above a threshold limit

(v) Verification of Institutional Trades

(vi) Snap investigation

(vii) Market intelligence

### **CAPITAL MARKET SEGMENT**

The Capital Market segment provides a fully automated screen based trading system for trading of equity and preference shares, debentures, warrants and coupons.

The trading system, known as the National Exchange for Automated Trading (NEAT) system, is an anonymous order – driven system and operates on a strict price/time priority.

It enables members from across the country to trade simultaneously with enormous ease and efficiency. It provides tremendous flexibility to the users in terms of kinds of orders that can be placed on the system.



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|                                             | <p><b><u>WHOLESALE DEBT MARKET SEGMENT</u></b></p> <p>The WDM segment provides the only formal trading platform for trading of a wide range of debt securities. The government securities, treasury bills and bonds issued by public sector undertakings (PSUs) were made available for trading.</p> <p>This range also includes non – traditional instruments like floating rate bonds, zero coupon bonds, index bonds, commercial papers, certificates of deposit, corporate debentures, State Government loans, SLR and non – SLR bonds issued by financial institutions, units of mutual funds and securitized debt.</p> <p>The WDM trading is a fully automated screen based trading system that enables members across the country to trade simultaneously with enormous ease and efficiency. The trading system is an order driven system, which matches best buy and sell orders on a price/time priority.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>TRADING AND SETTLEMENT AT NSE</b></p> | <p><b><u>National Exchange for Automated Trading (NEAT): (DEC 2009)</u></b></p> <ul style="list-style-type: none"> <li>⇒ NSE uses fully automated screen based trading &amp; provides modern, fully computerized trading system designed to offer investors across length &amp; breadth of country a safe and easy way to invest.</li> <li>⇒ The NSE trading system called 'National Exchange for Automated Trading' (NEAT) is fully automated screen based trading system, which adopts the principle of an <u>order driven market</u>.</li> <li>⇒ The system matches the orders received and executed on a price time priority basis systematically.</li> <li>⇒ The orders are entered combining time, price and quantity conditions.</li> </ul> <p><b><u>NATIONAL SECURITIES CLEARING CORPORATION LIMITED (NSCCL):</u></b></p> <p>This company incorporated as a wholly owned subsidiary of the National Stock Exchange of India Limited carries out:</p> <ul style="list-style-type: none"> <li>(i) Clearing &amp; settlement of trades executed in capital market segment of NSE.</li> <li>(ii) Completing the settlement promptly without delay or deferment.</li> <li>(iii) Operating on behalf of the clearing members from and to regional clearing centres and central clearing centres at Mumbai.</li> <li>(iv) Detecting bad papers in the form of fake or forged certificates or lost and stolen share certificates through the automated mechanism of the clearing corporation.</li> </ul> <p><b><u>CLEARING MECHANISM</u></b></p> <p>NSCCL carries out clearing and settlement functions. Trades in rolling segment are cleared and settled on a netted basis. Trading and settlement periods are specified by the Exchange/Clearing Corporation from time to time.</p> <p>Deals executed during a particular trading period are netted at the end of that trading period and settlement obligations for that settlement period are computed.</p> <p><b><u>TRADING CYCLE</u></b></p> <p>Trading in Retail Debt Market is permitted under Rolling Settlement. Settlement is on a T + 2 basis i. e. on the 2<sup>nd</sup> working day.</p> <p><b><u>SETTLEMENT</u></b></p> <p>Trades are settled in wholesale Debt Market segment directly with participants. Mostly these trades are settled in Mumbai. Each transaction is settled individually &amp; netting of transactions is not allowed. Settlement is on rolling basis, i. e. there is no account period settlement.</p> <p>Each order has a unique settlement date specified upfront at the time of order entry and used as a matching parameter. It is mandatory for trades to be settled on the predefined</p> |

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|                                                                | <p>settlement date. The Exchange currently allows settlement periods ranging from same day (T + 0) settlement to a maximum of (T + 2).</p> <p>The Exchange provides data/information to the respective member/participant regarding trades to be settled on that day. The Exchange closely monitors the settlement of transactions through the reporting of settlement details by members and participants.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>STRAIGHT THROUGH PROCESSING (STP) (JUNE 2015, DEC 2007)</b> | <p>STP is a mechanism that automates end to end processing of transactions of financial instruments. It involves use of a system to process all elements of the work flow of a financial transaction, what are commonly known as the Front, Middle, Back office and General Ledger.</p> <p>It enables the entire trade process for capital market and payment transactions to be conducted electronically without manual intervention, subject to legal and regulatory restrictions. The process was developed by <b>James Karat</b> in the early 90's and the concept has also been transferred into other sectors including energy (oil, gas) trading and banking, and financial planning.</p> <p>Currently, the entire trade cycle, from initiation to settlement, is a complex manual process, will take several days. Such processing for equities transactions is commonly referred to as T + 2 processing, as it usually takes three business days from the "Trade" being executed to the trade being settled. The goal of STP is to minimize settlement risk for the executive of a trade and its settlement and clearing to occur simultaneously.</p> <p>In short, STP allows electronic capturing and processing of transactions in one go from the point of order origination to final settlement.</p> <p><b><u>ADVANTAGES OF STRAIGHT THROUGH PROCESSING</u></b></p> <ul style="list-style-type: none"> <li>(i) Reduced risk</li> <li>(ii) Automation of manual process minimizing errors</li> <li>(iii) Improved operational efficiency in handling larger volumes</li> <li>(iv) Facilitates movement towards shorter settlement cycles (T + 1)</li> <li>(v) Lower cost per trade</li> <li>(vi) Timely settlement of trades and instructions</li> <li>(vii) Eliminates paper work and minimizes manual intervention</li> <li>(viii) Enables increased cross border trading (FII trades)</li> <li>(ix) Greater transparency with clear audit trail</li> <li>(x) Increases competitive advantage of our markets</li> <li>(xi) Messaging standards as per ISO 15022 standards</li> </ul> |
| <b>DIRECT MARKET ACCESS (DMA)</b>                              | <p>This is a facility which allows brokers to offer clients direct access to the exchange trading system through the broker's infrastructure without manual intervention by the broker. DMA is a term used in financial markets to describe electronic trading facilities that give investors wishing to trade in financial instruments a way to interact with the order book of an exchange.</p> <p>In simple words, DMA means that when you place a trade online, your order is sent directly to the stock exchange for execution. You may be surprised to discover that this is not how online trading always works, but in fact DMA has only been available for retail investors for a relatively short time.</p> <p><b><u>ADVANTAGES OF DMA:</u></b></p> <ul style="list-style-type: none"> <li>(i) Direct Control of Clients over Orders,</li> <li>(ii) Faster Execution of Client Orders,</li> <li>(iii) Reduced Risk of Errors associated with Manual Order Entry,</li> <li>(iv) Greater Transparency,</li> <li>(v) Increased Liquidity,</li> <li>(vi) Lower Impact Costs for Large Orders,</li> <li>(vii) Better Audit Trails, and</li> <li>(viii) Better use of Hedging and Arbitrage opportunities through the use of decisions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                                          | <p>support tools/algorithms for trading.</p> <p><b>The Stock Exchanges may facilitate Direct Market Access for investors subject to the following conditions:</b></p> <ul style="list-style-type: none"> <li>➤ <u>Application for Direct Market Access (DMA) Facility:</u><br/>Brokers shall apply to the respective stock exchanges giving details of the software and systems proposed to be used. The stock exchange should grant approval or reject the application, as the case may be, and communicate its decision within 30 calendar days.</li> <li>➤ <u>Operational Specifications:</u><br/>All DMA orders shall be routed to the exchange trading system through the broker's trading system. The broker should ensure sound audit trail for all DMA orders and trades, and be able to provide identification of actual user – id for all such orders and trades.</li> </ul> <p>The audit trail data should be available for at least 5 years. Exchanges should be able to identify and distinguish DMA orders and trades from other orders and trades. Exchanges shall maintain statistical data on DMA trades and provide information on the same to SEBI on a need basis.</p> <p>The DMA system shall have sufficient security features including login ID and password. The Brokers should follow similar logic/priorities used by the Exchange to treat DMA client orders. The Brokers should also maintain all activities/alerts log with audit trail facility.</p> <p>The DMA Server should have internally generated unique numbering for all such client order/trades. A systems audit of the DMA systems and software shall be periodically carried out by the broker. The exchanges and brokers should provide for adequate systems and procedure to handle the DMA trades.</p> <ul style="list-style-type: none"> <li>➤ <u>Client Authorization and Broker – Client Agreement:</u><br/>The broker shall enter into a specific agreement with the clients for whom they permit DMA facility which will include the following safeguards:-</li> </ul> <ul style="list-style-type: none"> <li>(i) The client shall use the DMA facility only to execute his own trades and shall not use it for transactions on behalf of any other person/entity.</li> <li>(ii) Electronic/Automated Risk management at the broker's level before release of order to the Exchange system.</li> <li>(iii) Right to withdraw DMA facility if the limits set up are breached or for any other such concerns.</li> <li>(iv) Withdrawal of DMA facility on account of any misuse or on instructions from SEBI/Exchange.</li> </ul> |
| <b>SME EXCHANGE (DEC 2015, DEC 2013)</b> | <p>SME Exchange means a trading platform of a recognized stock exchange having nationwide trading terminals permitted by SEBI to list the specified securities issued in accordance with SEBI (ICDR) Regulation and includes stock exchange granted recognition for this purpose but does not include the Main Board.</p> <p>Here Main Board means a recognized stock exchange having nationwide trading terminals, other than SME exchange. The two stock exchanges of India i. e. Bombay Stock Exchange (BSE) and National Stock Exchange (NSE) have begun their SME listing platforms.</p> <p><b>BENEFITS OF LISTING ON SME EXCHANGE</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                        | <p>(i) Access to capital and future financing opportunities.</p> <p>(ii) Going public would provide the MSME's with equity financing opportunities to grow their business – from expansion of operations to acquisitions.</p> <p>(iii) Companies in the growth phase tend to get over – leveraged at which point, banks are reluctant to provide further credit. Equity capital is then necessary to bring back strength to the balance sheet.</p> <p>The option of equity financing through the equity market allows the firm to not only raise long – term capital but also get further credit due through an additional equity infusion.</p> <p>The issuance of public shares expands the investor base, and this in turn will help to set the stage for secondary equity financings, including private placements.</p> <p>In addition, Issuers often receive more favourable lending terms when borrowing from financial institutions.</p> <p><b><u>INCREASED VISIBILITY AND PRESTIGE</u></b></p> <p>Going public is likely to enhance the company's visibility. Greater public awareness gained through media coverage, publicity filed documents and coverage of stock by sector investment analysts can provide the SME with greater profile and credibility.</p> <p><b><u>VENTURE CAPITAL (VC)</u></b></p> <p>A vibrant equity market would provide proof to be an added incentive for greater venture capital participation by providing an exit option leading to a reduction in their lock – in period.</p> <p><b><u>LIQUIDITY FOR SHAREHOLDERS</u></b></p> <p>Becoming a public company establishes a market for the company's shares, providing its investors with an efficient and regulated vehicle in which to trade their own shares. Greater liquidity in the public market can lead to better valuation for shares than would be seen through private transactions.</p> <p><b><u>CREATE EMPLOYEE INCENTIVE MECHANISMS</u></b></p> <p>The employees of the SME enterprises can participate in the ownership of their own company and benefit from being a shareholder.</p> <p><b><u>FACILITATE GROWTH THROUGH MERGERS AND ACQUISITIONS</u></b></p> <p>As a public company, company's shares can be utilized as an acquisition currency to acquire target companies, instead of a direct cash offering. Using shares for an acquisition can be a tax efficient and cost effective vehicle to finance such a transaction.</p> <p><b><u>ENCOURAGES INNOVATION &amp; ENTREPRENEURIAL SPIRIT</u></b></p> <p>The ability of companies in their early stages of development to raise funds in the capital markets allows these companies to grow very quickly.</p> <p><b><u>EFFICIENT RISK DISTRIBUTION</u></b></p> <p>The development of the capital markets has helped distribution risk more efficiently by transfer of risk to those best able to bear it.</p> |
| <b>INSTITUTIONAL<br/>TRADE SEGMENT</b> | <p>✓ SEBI has notified new norms for listing of small and medium enterprises (SMEs) including the start-up companies on Institutional Trading Platform (ITP) on stock exchanges <b>without an initial public offering</b>. This will allow SMEs to list themselves on stock exchanges without raising funds from the public, which in turn will help both the investor and the small companies.</p> <p>✓ In the modified rules to permit listing of start-ups and SMEs in ITP without having to make an IPO, <b>a minimum amount for trading or investment on the ITP would be Rs. 10 lakh.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                                  | <ul style="list-style-type: none"> <li>✓ This move will provide <b>easier exit options</b> for entities such as Angel Investors, Venture Capital Funds and Private Equities.</li> <li>✓ Besides, the move would provide better visibility, wider investor base and greater fund raising capabilities to such companies.</li> <li>✓ SEBI notified that the company would not make an IPO while its specified securities are listed on ITP, but can raise capital through private placement or rights issue without an option for renunciation of rights.</li> <li>✓ An SME will be eligible to list on the ITP, in case the company, its promoter, director, Group Company does not appear in the defaulters list of Reserve Bank and there is no winding up petition against the firm.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>ALGORITHMIC TRADING (DEC 2016, JUNE 2014)</b> | <ul style="list-style-type: none"> <li>✓ Algorithmic trading (algo) in stock market parlance refers to orders generated at a super – fast speed by use of advanced mathematical models that involve automated execution of trade. This method of trading is mostly used by large institutional investors. The high frequency trading exposes the market to possible systemic (Universal) risks.</li> <li>✓ Any order that is generated using automated execution logic shall be known as algorithmic trading. With the increasing trend amongst capital market players of generating orders through automated execution logic called Algorithmic Trading.</li> <li>✓ SEBI have formulated broad guidelines to be followed by both Stock Exchanges and Stock Brokers for algorithmic trading and help to keep pace with the speed of trade and volume of data that may arise through it.</li> </ul> <p><b>Broadly the Guidelines provide for following Directions to Stock Exchanges amongst others:</b></p> <ul style="list-style-type: none"> <li>(i) To have arrangements, procedures and systems to adequately manage the trade load of algorithm orders.</li> <li>(ii) To put in place effective economic disincentive with regard to high daily order to trade ration of algorithm orders.</li> <li>(iii) To ensure all trades are routed through servers of stock brokers located in India only.</li> <li>(iv) To have appropriate risk control mechanisms covering price band check and quantity limit check.</li> <li>(v) To report algorithmic trading details in the Monthly Development Report submitted to SEBI.</li> <li>(vi) To ensure that the stock brokers provide the facility of algorithmic trading only after obtaining prior permission of the stock exchanges.</li> </ul> |

#### UNIT 14: ISSUE OF SECURITIES, LISTING & DELISTING

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| <b>Types of Public Issues</b> | <p>A Public company can raise funds from the primary market through the following ways:-</p> <ul style="list-style-type: none"> <li>(i) <b>Initial Public Offer (IPO)</b></li> <li>(ii) <b>Further Public Offer or Follow on public offer (FPO)</b></li> <li>(iii) <b>Rights Issue</b></li> <li>(iv) <b>Preferential Issue</b></li> <li>(v) <b>Bonus Issue</b></li> <li>(vi) <b>Indian Depository Receipts</b></li> <li>(vii) <b>Qualified Institutional Placement</b></li> <li>(viii) <b>Institutional Placement Programme</b></li> </ul> |
| <b>IMPORTANT</b>              | <b>QUALIFIED INSTITUTIONAL BUYER</b> means: (DEC 2013, DEC 2012, DEC 2007)                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>DEFINITIONS</b>                     | <p>(i) Mutual fund, venture capital fund investor registered with the Board;</p> <p>(ii) A foreign institutional investor and sub – account (other than a sub – account which is a foreign corporate or foreign individual), registered with the Board;</p> <p>(iii) A public financial institution as defined in section 2 (72) of the Companies Act, 2013;</p> <p>(iv) A scheduled commercial bank;</p> <p>(v) A multilateral and bilateral development financial institution;</p> <p>(vi) A State industrial development corporation;</p> <p>(vii) Insurance company registered with the Insurance Regulatory &amp; Development Authority;</p> <p>(viii) A provident fund with minimum corpus of Rs.25 crore;</p> <p>(ix) A pension fund with minimum corpus of Rs.25 crore;</p> <p>(x) National Investment Fund set up by resolution of the GOI published in the Gazette;</p> <p>(xi) Insurance funds set up and managed by army, navy or air force of the Union of India;</p> <p>(xii) Insurance funds set up and managed by the Department of Posts, India.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Eligibility Norms for Companies</b> | <p><b>UNLISTED COMPANY: (JUNE 2010)</b> An unlisted company can make an initial public offering (IPO) of equity shares, only if it fulfils the following conditions:-</p> <p><u>The Company has:</u></p> <p>(i) Net tangible assets of at least Rs.3 crore in each of the preceding 3 full financial years (12 months each), of which not more than 50% is held in monetary assets.</p> <p><i>However, if more than 50% of the net tangible assets are held in monetary assets, the issuer has made firm commitments to utilize such excess monetary assets in its business or project. Further, the limit of 50% on monetary assets shall not be applicable in case the public offer is made entirely through offer for sale.</i></p> <p>(ii) The company has a minimum average pre-tax operating profit of Rs. 15 Crores, calculated on a restated and consolidated basis, during the three most profitable years out of immediately preceding five years.</p> <p>(iii) The Company has a Net worth of at least Rs.1 crore in each of the preceding 3 full years.</p> <p>(iv) The aggregate of the proposed issue and all previous issues made in the same financial year in terms of size, does not exceed 5 times its pre – issue net worth as per the audited balance sheet of the last financial year.</p> <p>(v) In case of change of name of the Company within the last one year, at least 50% of the revenue for the preceding 1 full year is being earned by the company from the activity suggested by the new name</p> <p><b>LISTED COMPANY:</b> A listed company may make a public issue of equity shares or any other security which may be converted into or exchanged with equity shares at a later date, only if it meets the condition:</p> <p>(i) The aggregate of the proposed issue and all previous issues made in the same financial year <b>does not exceed five times its pre – issue net worth</b> as per the audited balance sheet of the last financial year.</p> <p><i>In case the company has changed its name within the last 1 year, at least 50% of the revenue for the preceding 1 full year is earned by the company from the activity suggested by the new name.</i></p> <p><b>ALTERNATIVE ELIGIBILITY NORMS FOR PUBLIC ISSUE: (DEC 2012)</b> If a company does not satisfy the above conditions for the purpose to access the primary Market, it has to comply with the following conditions:-</p> |



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|                                                 | <p>(a) If the public issue is made through the book – building process and the issuer undertakes to allot, at least 75% of the net offer to public, to qualified institutional buyers and to refund full subscription money if it fails to make the said minimum allotment to qualified institutional buyers.</p> <p>(b) In addition to satisfying the aforesaid eligibility norms, the company shall also satisfy the criteria of having at least 1000 prospective allottees in its issue.</p> <p>(c) Further, an issuer shall not make an IPO if there are any outstanding convertible securities or any other right which would entitle any person with any option to receive equity shares.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>METHODS TO RAISE FUNDS IN PRIMARY MARKET</b> | <p>Public Issue of shares means the selling of shares to the general public by issue of prospectus. A company can raise funds from the primary market by using the following methods:-</p> <p><b>PUBLIC ISSUE:</b> When an offer is made to new investors (general public) for becoming shareholders of the issuer Company it is called a public issue.</p> <p><b>Classification of Public issue:</b></p> <p>(i) <u>Initial Public Offer (IPO):</u><br/>When an unlisted public company offers its securities for sale for the first time to the General public, it is known as an IPO.</p> <p>(ii) <u>Further Public Offer (FPO) or follow on offer:</u><br/>When a listed company offers a fresh issue of securities to the general public for sale, it is known as a FPO.</p> <p><b>RIGHTS ISSUE:</b> When a listed company offers or issues securities to the existing shareholders on a particular date fixed by the issuer company (i. e. record date), it is called a rights issue. The rights issue is always issued at price not like bonus shares.</p> <p><b>BONUS ISSUE:</b> When an issuer makes an issue of securities to its existing shareholders as on a record date, without any consideration from them, it is called a bonus issue. The shares are issued out of the Company's free reserve or share premium account in a particular ratio to the number of securities held on a record date.</p> <p><b>PRIVATE PLACEMENT:</b> When an issuer makes an issue of securities to a select group of persons not exceeding 49%, and which is neither a rights issue nor a public issue, it is called a private placement.</p> <p>Private placement of shares or convertible securities by listed issuer can be of two types:</p> <p>(i) <b><u>Preferential Allotment:</u></b> When a listed company issues shares or convertible securities, to a select group of persons in terms of provisions of Chapter VII of SEBI (ICDR) Regulations, it is called a preferential allotment. The issuer is required to comply with various provisions which inter alia include pricing, disclosures in notice etc., in addition to requirements specified in Companies Act.</p> <p>(ii) <b><u>Qualified Institutions Placement (QIP):</u></b> When a listed Company issues equity shares or securities convertible into equity shares to QIBs only, it is called a QIP.</p> <p>(iii). <b><u>Institutional Placement Programme (IPP):</u></b> When a listed issuer makes a further public offer of equity shares, or offer for sale of shares by promoter/ promoter group of listed issuer in which, the offer allocation and allotment of such shares is made only to QIBs in terms of Chapter VIIIA of SEBI (ICDR) Regulations, 2009 for the purpose of achieving minimum public shareholding it is called an IPP.</p> |
| <b>PRICING</b>                                  | <b>FREE PRICING:</b> A company may freely price its public issue of equity shares. An issuer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|                                    | <p>company shall decide the price of public issue in consultation with lead merchant banker. SEBI &amp; Govt. do not play any role in price fixation.</p> <p>In this regard, the company and the lead merchant banker are required to give full disclosure of the parameters of fixing of price. There are two types of price i. e., Fixed Price and Floor Price/Price Band. In case of fixed price, the company has to file prospectus with the ROC before opening of the issue. In case the company is opting for price band, then such company has to file Red Herring Prospectus (RHP) with the ROC before opening of issue.</p> <p><b><u>DIFFERENTIAL PRICING (DEC 2016, JUNE 2016, DEC 2015, DEC 2013, JUNE 2013, DEC 2012, JUNE 2010)</u></b>: An issuer company can offer securities subject to the following provisions:-</p> <ul style="list-style-type: none"> <li>(i) It will only be offered to retail individual investors/employees.</li> <li>(ii) The value for making an application under this category shall not be more than Rs.2 lacs.</li> <li>(iii) The difference shall not be more than 10% of the price at which specified securities are offered to other categories of applicants.</li> <li>(iv) If the issuer company opts for alternate method of book building, the issuer company can offer securities to its employees at a price, lower than floor price and the difference between such price and floor price shall not be more than 10%.</li> <li>(v) In case of a composite issue, the price of the securities offered in the public issue can be different from the price offered in rights issue and justification for such price difference should be given in the offer document.</li> </ul> <p><b><u>PRICE AND PRICE BAND (JUNE 2013)</u></b></p> <ul style="list-style-type: none"> <li>➤ <b><u>For Book Building Process</u></b>: The issuer company has to announce price band in place of fixed price for the issue of securities. The price band shall be included in the red herring prospectus of the Company.</li> <li>➤ <b><u>For Other than Book Building Process</u></b>: The issuer company has to fix price of issue of securities before submitting prospectus with the Registrar of Companies.</li> </ul> <ul style="list-style-type: none"> <li>(i) The issuer company can mention a price in the draft prospectus (in case of a fixed price issue) and floor price or price bank in the red herring prospectus (in case of a fixed built issue) and determine the price at a later date before registering the prospectus with the Registrar of Companies.</li> <li>(ii) The prospectus registered with the Registrar of Companies should contain only one price.</li> <li>(iii) If the floor price or price band is not mentioned in the red herring prospectus, the issuer company should announce the floor price or price band in all the newspapers in which the pre – issue advertisement was released: <ul style="list-style-type: none"> <li>(a) In case of an IPO, at least 5 working days before the opening of the bid.</li> <li>(b) In case of a FPO, at least 1 working day before the opening of the bid.</li> </ul> </li> <li>(iv) The announcement should contain relevant financial ratios computed for both upper and lower end of the price bank and also a statement drawing attention of the investors to the section titled basis of issue price in the prospectus.</li> <li>(v) The cap on the price band shall be less than or equal to 120% of the floor price.</li> <li>(vi) The floor price or the final price should not be less than the face value of the securities.</li> </ul> |
| <b>FACE VALUE OF EQUITY SHARES</b> | An issuer company is <b>free to decide</b> the denomination of each equity share for any public or right issue. The issuer company shall fix the denomination of each equity share                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

| (DEC 2007)              | <p>subject to the following norms as specified by the SEBI:-</p> <p>➤ <u>In case of IPO:</u></p> <p>(a) <u>Share Price Rs.500/- or more:</u> If the issue price of each equity share is Rs.500/- or more, the issuer company shall have a discretion to fix the face value below Rs.10/- per share subject to the condition that the face value shall in no case be less than Rs.1 per share.</p> <p>(b) <u>Share Price less than Rs.500/-:</u> If issue price is less than Rs.500 per share, the face value shall be Rs.10/- per share.</p> <p><b>Note:</b> <i>The above norms are not applicable to IPO made by Government Company or corporation or any special purpose vehicle set up by any of them which is in intra – structure sector. The face value of shares shall be disclosed in the advertisement offer documents and in application forms in identical font size as that of issue price or price band.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               |               |                         |                  |     |                                               |                 |                 |                                                                               |                |                 |                                                                      |
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| PROMOTER'S CONTRIBUTION | <p>In an IPO or any public issue, the promoters or promoters' group of the issuer company must contribute at least 20% of the post – issue capital before the opening of the issue. Promoters should contribute in accordance with the following provisions:-</p> <table><tr><th>Types of Companies</th><th>Type of Issue</th><th>Promoter's Contribution</th></tr><tr><td>Unlisted Company</td><td>IPO</td><td>Not less than 20% of the post – issue capital</td></tr><tr><td>Listing Company</td><td>FPO/Right Issue</td><td>To the extent of 20% of the proposed issue or 20% of the post – issue capital</td></tr><tr><td>Listed Company</td><td>Composite Issue</td><td>20% of the proposed public issue or 20% of the post – issue capital.</td></tr></table> <p><b>Note:</b> <i>Composite issue means any two types of issue of securities at the same time by the issuer company like rights cum preferential issue of shares. Further, Right issue component of the composite issue shall be excluded while calculating the post – issue capital.</i></p> <p><b>Important Provisions:</b> Promoters shall bring in the full amount of the promoter's contribution including premium at least one day prior to the issue opening date. The promoter's contribution shall be kept in an escrow account and the said contribution amount shall only be released to the company along with the public issue proceeds.</p> <p>Where the promoter's contribution has been brought prior to the public issue and has already been deployed by the company, the company shall give the cash flow statement in the offer document disclosing the use of such funds. If the promoter's contribution exceeds Rs.100 crores, the promoters shall bring in Rs.100 crores before the opening of the issue and the remaining contribution shall be brought in by the promoters in advance on pro – rata basis before the calls are made on public.</p> <p><b><u>EXEMPTION FROM REQUIREMENT OF PROMOTER'S CONTRIBUTION</u></b></p> <p>(i) In case of a <u>FPO</u>:</p> <p>(a) Where the equity shares which are proposed to be allotted pursuant to conversion or exchange of convertible securities offered through the offer have been listed.</p> <p>(b) The issuer company's shares are frequently traded in a recognized stock exchange for a period of at least 3 years.</p> <p>(ii) In case of companies where no identifiable promoter or promoter group exists.</p> <p>(iii) In case of rights issues.</p> <p><b>Note:</b> <i>The promoters should disclose their existing shareholding and the extent to which they are participating in the proposed issue in the offer document in all the above cases.</i></p> <p><b><u>LOCK – IN PERIOD FOR PROMOTER'S CONTRIBUTIONS: (JUNE 2013, DEC 2012, JUNE 2012,</u></b></p> | Types of Companies                                                            | Type of Issue | Promoter's Contribution | Unlisted Company | IPO | Not less than 20% of the post – issue capital | Listing Company | FPO/Right Issue | To the extent of 20% of the proposed issue or 20% of the post – issue capital | Listed Company | Composite Issue | 20% of the proposed public issue or 20% of the post – issue capital. |
| Types of Companies      | Type of Issue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Promoter's Contribution                                                       |               |                         |                  |     |                                               |                 |                 |                                                                               |                |                 |                                                                      |
| Unlisted Company        | IPO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Not less than 20% of the post – issue capital                                 |               |                         |                  |     |                                               |                 |                 |                                                                               |                |                 |                                                                      |
| Listing Company         | FPO/Right Issue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | To the extent of 20% of the proposed issue or 20% of the post – issue capital |               |                         |                  |     |                                               |                 |                 |                                                                               |                |                 |                                                                      |
| Listed Company          | Composite Issue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 20% of the proposed public issue or 20% of the post – issue capital.          |               |                         |                  |     |                                               |                 |                 |                                                                               |                |                 |                                                                      |

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|                     | <p><b>DEC 2009)</b></p> <p>The promoter's minimum contribution (i. e. 20%) shall be locked – in for a period of:</p> <p>(i) <b>3 years</b> from the date of commencement of commercial production; or</p> <p>(ii) The <b>date of allotment</b> in the public issue, whichever is later.</p> <p>The <b><u>excess promoters' contribution</u></b> over the required minimum contribution shall be locked – in for a period of:</p> <p>(i) 1 year from the date of commencement of commercial production; or</p> <p>(ii) The date of allotment in the public issue, whichever is later.</p> <p><b><u>EXEMPTIONS FROM LOCK – IN PERIOD REQUIREMENTS</u></b></p> <p>(i) <u>In case of FPO or Rights Issue</u>: If the company is already listed on a recognised stock exchange for at least 3 years and having track record of dividend for at least 3 immediately preceding years from the date of issue, the promoter's contribution is not subject to the lock – in period.</p> <p>(ii) <u>Transfer to Stabilizing Agent</u>: Promoter's Securities lent to Stabilizing Agent under Green Shoe Option.</p> <p>(iii) <u>Transfer of Shares amongst Promoters/Promoters' Group</u>: During the period of lock – in, promoters can transfer their shares amongst the promoters/promoters' group or to a new promoter or person in control of the Company subject to the continuation of lock – in in the hands of transferee for remaining period.</p> <p>(iv) <u>Pledging of Securities</u>: Pledging of securities during lock – in period is allowed with Banks or financial institution as collateral securities for sanction of loan.</p>                                                                                                                                                   |
| <b>UNDERWRITING</b> | <p>Underwriting means an agreement with the underwriters to subscribe to the securities of a company when the total subscription from all the subscribers does not match the minimum subscription (i. e. 90% of the issue). In short, underwriting means an agreement with or without conditions to subscribe to the securities of a body corporate when the existing shareholders of such body corporate and/or the public do not subscribe to the securities offered to them.</p> <p>In this regard, the important provisions are:</p> <p>(a) The issuer company shall appoint one or more underwriters as per SEBI Regulations, 1993.</p> <p>(b) Where the issuer company makes a public issue through the book – building process, such issue shall be underwritten by book runners or syndicate members.</p> <p>(c) 75% of the net offer to public proposed to be compulsorily allotted to QIBs cannot be underwritten.</p> <p>(d) The issuer shall enter into underwriting agreement with book runner, who in turn shall enter into underwriting agreement with syndicate members, indicating therein the no. of specified securities which they shall subscribe to at predetermined price in event of under subscription.</p> <p>(e) If syndicate members fail to fulfill their underwriting obligations, the lead book runner shall fulfill the underwriting obligations.</p> <p>(f) The book runners and syndicate members shall not subscribe to the issue in any manner except for fulfilling their underwriting obligations.</p> <p>(g) In case of every underwritten issue, the lead merchant banker or the lead book runner shall undertake minimum underwriting obligations.</p> <p>(h) Where 100% of the offer through offer document is underwritten, the underwriting</p> |

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|                                                                                       | obligations shall be for the entire 100% of the offer through offer document and shall not be restricted up to the minimum subscription level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>MANNER OF CALL</b>                                                                 | <p>(a) The issuer company shall ensure that the entire subscription money is called <b><u>within 12 months</u></b> from the date of allotment.</p> <p>(b) If the applicants fails to pay the call money within 12 months, the entire <b><u>subscription money shall be refunded</u></b>.</p> <p>(c) Where the issue size exceeds Rs.500 crores, it is not necessary to call the entire subscription money within 12 months.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ISSUE OPENING DATE (JUNE 2013)</b>                                                 | <p><b>For IPO/FPO:</b> A public issue may be opened within 12 months from the date of issuance of the observation letter by SEBI. A public issue may be opened within 3 months of expiry from 31<sup>st</sup> day from the date of filing of draft offer document with SEBI, if no observation letter is issued by the SEBI.</p> <p><b>For Fast Track Issue:</b> The issue must be opened within the period of 90 days after the date on which a copy of prospectus is delivered to Registrar of Companies for registration.</p> <p>In case of <u>Shelf Prospectus</u>, the first issue can be opened within 3 months of issuance of observations by SEBI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SUBSCRIPTION LIST (JUNE 2013, DEC 2008)</b>                                        | <p>A public issue must be kept open for at least 3 working days but not more than 10 working days including the days for which the issue is kept open in case of revision in price band.</p> <p>In case the price band in a public issue made through the book building process is revised, the bidding (issue) period disclosed in the red herring prospectus should be extended for a minimum period of 3 working days. However, the total bidding period should not exceed 10 working days. Rights issue should be kept open for a minimum period of 15 days and for a maximum period of 30 days.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>APPLICATION SUPPORTED BY BLOCKED AMOUNT (ASBA) (JUNE 2012, DEC 2011, DEC 2010)</b> | <p>ASBA means “Application Supported by Blocked Amount”. ASBA is an application containing an authorization to block the application money in the bank account, for subscribing to an issue. If an investor is applying through ASBA, his application money shall be debited from the bank account only if the application is selected for allotment after the basis of allotment is finalized.</p> <p>In other words, ASBA is a process for subscribing to a public issue. An investor authorities a Bank (SCSB) for blocking a specific amount in his account for the purpose of subscribing in a public Issue. The ASBA process is available in all public issues made through the book building route.</p> <p><b>Self-Certified Syndicate Bank (SCSB): (JUNE 2011)</b> SCSB is a bank which is recognized by SEBI as a bank capable of providing ASBA services to its customers. SCSB offers the facility of applying through the ASBA process.</p> <p>A bank desirous of offering ASBA facility shall submit a certificate to SEBI as per the prescribed format for inclusion of its name in SEBI’s list of SCSBs. A SCSB shall also identify its Designated Branches (DBs) at which an ASBA investor shall submit ASBA application and shall also identify the Controlling Branch (CB) which shall act as a coordinating branch for the Registrar of the Issue, Stock Exchanges and Merchant Bankers.</p> <p>The SCSB, its DBs and CB shall continue to act as such, for all issues to which ASBA process is applicable. The SCSB may identify new DBs for the purpose of ASBA process and intimate details of the same to SEBI, after which SEBI will add the DB to the list of SCSBs maintained by it. The SCSB shall communicate the following details to Stock Exchanges for making it available on their respective websites.</p> |

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|                                                                     | <p><b><u>Eligibility of Investors under ASBA Process:</u></b><br/>An investor is eligible to apply through ASBA process, if he/she:</p> <ul style="list-style-type: none"> <li>(i) Is a Resident Retail Individual Investor;</li> <li>(ii) Is bidding at cut – off, with single option as to the number of shares bid for;</li> <li>(iii) Is applying through blocking of funds in a bank account with the SCSB;</li> <li>(iv) Has agreed not to revise his/her bid;</li> <li>(v) Is not bidding under any of the reserved categories.</li> </ul> <p><b><u>Flow for ASBA:</u></b></p> <ul style="list-style-type: none"> <li>(i) An ASBA investor submits an application (physically/electronically) to the SCSB with whom the bank is maintained.</li> <li>(ii) Thereafter, SCSB blocks the application money in the bank account as specified in the ASBA application.</li> <li>(iii) The SCSB will inform to the company/Registrar to issue regarding such ASBA application.</li> <li>(iv) Once SCSB blocks the application money the entire amount shall remain in the bank account till finalization of the basis of allotment by the issuer company.</li> <li>(v) Once the basis of allotment finalised, the Registrar to Issue sends a request to the SCSB for transferring the blocked amount to the ESCROW account of the company.</li> <li>(vi) Shares will be allotted or remitted to the demat account of the investors/subscribers.</li> </ul>                                                             |
| <b>MINIMUM NUMBER OF SHARE APPLICATIONS &amp; APPLICATION MONEY</b> | <ul style="list-style-type: none"> <li>• The minimum application money varies from issue to issue within the range of <b><u>Rs.10,000 to Rs.15,000.</u></b></li> <li>• The issuer company, in consultation with the merchant banker, shall stipulate the minimum application size subject to the above amount. The minimum application value shall be with reference to the issue price of the specified securities and not with reference to the amount payable on application.</li> <li>• Assuming an issue is being made at a price of Rs.1000 per equity share. In this case, the issuer in consultation with the lead merchant banker can determine the minimum application lot within the range of 10 – 15 equity shares (in value terms between Rs.10,000 – 15,000).</li> <li>• The minimum application moneys to be paid by an applicant at the time of application shall <b><u>not be less than 25% of the issue price.</u></b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ISSUE OF ADVERTISEMENTS</b>                                      | <p>The issuer company is under statutory obligation to advertise about the public issue and also advertise pre &amp; post issue information.</p> <p><b><u>Pre – Issue Advertisement:</u></b> After receiving final observations from the SEBI on offer documents, the issuer company shall soon make an advertisement in:</p> <ul style="list-style-type: none"> <li>(i) An English National daily with wide circulation.</li> <li>(ii) One Hindi National newspaper and</li> <li>(iii) A regional language newspaper with wide circulation at the place where the registered office of the issuer is situated.</li> </ul> <p><b>Note:</b> In case of a fast track issue, the advertisement shall be made just before the issue opening date.</p> <p><b><u>Post – Issue Advertisements:</u></b> After completion of issue, the Lead Merchant Banker is required to advertise all information relating to over – subscription, basis of allotment, number, value and percentage of applications, number, value and percentage of successful allottees, date of completion of dispatch of refund orders or instructions to self certified syndicate banks by the registrar, date of dispatch of certificates and date of filing of listing application is released within 10 days from the date of completion of the various issue related activities. The above information should be advertised at least in:</p> <ul style="list-style-type: none"> <li>(i) An English National Daily with wide circulation,</li> </ul> |



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|                                                 | <p>(ii) One Hindi National Paper, and</p> <p>(iii) A Regional language daily circulated at the place where registered office of the issuer company is situated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>MANDATORY COLLECTION CENTRE'S (DEC 2008)</b> | <p>For the collection of issue proceeds, the issuer company has to open collection centre subject to the following provisions:-</p> <p>(i) It is required to open <b><u>minimum 4 collection centre</u></b> in all metropolitan cities viz. Mumbai, Delhi, Kolkata and Chennai for collecting proceeds of the issue.</p> <p>(ii) The issuer company shall also open collection centre <b><u>where the stock exchanges are located</u></b> in the region in which the registered office of the company is situated.</p> <p>(iii) In addition, <b><u>all designated branches of self-certified syndicate banks</u></b>, as displayed on the websites of such banks and of the SEBI, shall be deemed to be mandatory collection centres.</p> <p>However, the issuer company is free to appoint as many collection centre as it may deem fit in addition to the above minimum requirement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>MINIMUM SUBSCRIPTION</b>                     | <p>In respect of a public issue of securities, the minimum subscription to be received <b><u>should not be less than 90% of the offer</u></b>. In the event of non – receipt of minimum subscription, all applications moneys received should be refunded to the applicants within:</p> <p>(i) 15 days of the closure of the issue, in case of a non – underwritten issue. if the company fails to refund the subscription amount within 15 days from the date of closure, it is liable to pay the amount with interest at the rate of 15% p.a. for the period of delay.</p> <p>(ii) 70 days of the closure of the issue, in case of an underwritten issue where minimum subscription including development obligations paid by the underwriters is not received within 60 days of the closure of issue. if the company fails to refund the subscription amount, it shall refund the amount with interest at the rate of</p> <p>The requirement of minimum subscription is <b><u>not application to offer for sale and to an infrastructure company</u></b>.</p> <p>For composite issues, the Lead Merchant Banker would ensure that the requirement of “minimum subscription” is satisfied both jointly and severally, i. e., <b><u>independently for both rights and public issues</u></b> and if the company does not receive the minimum subscription in either of the issues the company would refund the entire subscription received.</p> |
| <b>BASIS OF ALLOTMENT (JUNE 2012)</b>           | <p>As the SEBI Regulations, the <b>Executive Director/Managing Director of the Designated Stock Exchange</b> along with <b>Lead Merchant Banker</b> and the <b>Registrar to the Issue</b> shall be responsible to finalize the basis of allotment in a fair and proper manner.</p> <p>The listed company would ensure that all steps for completion of the necessary formalities for listing and commencement of trading at all stock exchanges where the securities are to be listed have been taken within 7 working days of finalization of basis of allotment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ALLOTMENT OF SECURITIES</b>                  | <ul style="list-style-type: none"> <li>• The issuer company shall allot securities within <b><u>15 days of the closure of public issue</u></b>.</li> <li>• If the issuer company fails to allot securities/refund orders, it shall be liable to pay <b><u>interest @ 15% per annum</u></b>.</li> <li>• In case where refund is made in electronic manner, the refund instructions have not been given to the clearing system within 15 days from the date of the closure of the issue.</li> <li>• However, the applications received after the closure of issue in fulfillment of underwriting obligations to meet the minimum subscription requirement, shall not be entitled for the said interest.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <p><b>PROCEDURE FOR ISSUE OF SECURITIES</b></p> | <p>A public company intends to raise funds via a public issue, should first select the type of securities (i. e. shares and/or debentures) to be issued by the company. In case the company has applied for financial assistance to any of the financial institutions, the requirement of the funds to be raised from the public is to be decided in consultation with the said institution while appraising the project of the company. The decision regarding the issue of shares to be made at par or premium should be taken.</p> <p>The various steps involved in public issue of shares are enumerated below:-</p> <ol style="list-style-type: none"> <li>1) <b>Compliance with SEBI Regulations:</b> The issuer company should ensure that the proposed issue complies with the eligibility norms and other provisions of SEBI (Issue of Capital &amp; Disclosure Requirements) Regulations, 2009.</li> <li>2) <b>Holding of General Meeting:</b> A general meeting of the shareholders (annual or extraordinary) is to be convened for obtaining their consent to the proposed issue of shares if the articles so require.</li> </ol> <p>In case the proposed issue requires any increase in authorized share capital. Alternation in capital clause of the Memorandum of Association, Alternation of the articles of association etc. the approvals for the same should also be obtained at the General Meeting.</p> <ol style="list-style-type: none"> <li>3) <b>Intimation to Stock Exchange:</b> A copy of the Memorandum and Articles of Association of the company is to be sent to the Stock Exchanges where the shares are to be enlisted, for approval.</li> <li>4) <b>Appointment of Managers to the Issue:</b> The issuer company shall appoint one or more Merchant Bankers to act as managers to the public issue. The issuer company should enter into a memorandum of understanding with the managers to the issue and decide the fees payable to them.</li> <li>5) <b>Appointment of other Agencies:</b> The issuer company shall in consultation with the Managers to the issue, appoint the following other agencies:- <ol style="list-style-type: none"> <li>(i) Registrars to the Issue;</li> <li>(ii) Collecting bankers to the Issue;</li> <li>(iii) Advisors to the Issue;</li> <li>(iv) Underwriters to the Issue;</li> <li>(v) Brokers to the Issue;</li> <li>(vi) Printers;</li> <li>(vii) Advertising Agents, Self Certified Syndicate Banks, etc.</li> </ol> </li> </ol> <p>The issuer company should ensure that these agencies should be registered with SEBI. Consent of the aforesaid agencies should be obtained in writing for acting in their respective capacities for filing, with the Registrar of Companies alongwith the prospectus.</p> <ol style="list-style-type: none"> <li>6) <b>Drafting of Prospectus:</b> Next step is to draft a prospectus as per the SEBI Guidelines and the Companies Act, 2013.</li> <li>7) <b>Approval of Prospectus:</b> The draft offer document alongwith the application form for issue of shares should be got approved by the solicitors/legal advisors of the company to ensure that it contains all disclosures and information as required by various statutes, rules, notifications, etc.</li> </ol> <p>The managers to issue should also verify &amp; approve draft prospectus. The financial institutions providing loan facilities generally stipulate that prospectus should be got approved by them. The company should forward a copy of the draft prospectus for their verification and approval as well. The approval of underwriters should also be taken if</p> |
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they so require.

A copy of the draft offer document is also to be forwarded to the Registrar of Companies for its scrutiny and approval. Merchant Bankers, acting as the Lead Manager to ensure that an offer document contains the disclosure requirements as specified by SEBI from time to time for the issue of securities. Also to ensure that an offer document provides a true, correct and fair view of the state of affairs of the company which are adequate for the investors to arrive at a well informed investment decision.

**8) Approval of Board of Directors to Prospectus and Other Documents:** After the concerned parties/agencies have approved the draft prospectus and the application form, the board of directors of the company shall approve the final draft before filing with the Registrar of Companies. The company should hold a Board Meeting to transact the following business:-

- (i) To approve and accept consent letters received from various parties/agencies to act in their respective capacities;
- (ii) To approve and accept appointment of underwriters, brokers, bankers to the issue, registrar to the issue solicitors and advocates to the issue, etc.;
- (iii) To accept the Auditor's Report for inclusion in the prospectus;
- (iv) To approve date of opening of subscription list as also earliest & latest dates for closing of subscription list with authority in favour of any director for earlier closing if necessary;
- (v) To approve draft prospectus/draft abridged prospectus & draft share application form;
- (vi) To authorize filing of the prospectus signed by all the directors or their constituted attorneys with the Registrar of Companies;
- (vii) To authorize any officer of the company to deliver the prospectus for registration with the RoC and to carry out the corrections, if any, at the office of the RoC.;
- (viii) To approve the format of the statutory announcement.

**9) Application to Recognized Stock Exchange for In – Principle Approval:** Before filing prospectus with ROC, company should submit an application to the recognized Stock Exchange(s) for in – principle approval for enlistment of securities offered to the public.

**10) Printing and Distribution of Prospectus and Application Forms:** After receipt of the intimation from ROC regarding registration of prospectus, the company should take steps to issue the prospectus within 90 days of its registration with ROC. The first step is to get adequate prospectus & application forms printed. Issuer Company should ensure that share application form should be accompanied with abridged prospectus.

At least 2 weeks before the announcement is made in any newspaper, journal etc. requisite number of copies of the prospectus and application forms accompanied by the abridged prospectus should be distributed to the brokers, underwriters, merchant bankers, lead managers, bankers etc. to the issue.

**11) Pricing**

**12) Promoter's Contribution and Lock – in Period**

**13) Underwriting**

**14) Mandatory Collection Centres**

**15) Certificate relating to Promoter's Contribution:** A Chartered Accountant certificate regarding promoter's contribution is to be submitted with SEBI at least one day prior to the date of opening of the issue. The certificate should be accompanied by a list of

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|                                                                                                        | <p>names and addresses of friends, relatives and associates who have contributed to the promoter's quota, along with the amount of subscription made by each of them.</p> <p><b>16) Coordination with the Bankers to the Issue:</b> The date of opening and closing of the subscription list should be intimated to all the collecting and controlling branches of the bank with whom the company has entered into an agreement for the collection of application forms.</p> <p>Further, the issuer company should ensure that a separate bank account (ESCROW ACCOUNT) is opened for the purposes of collecting the proceeds of the issues.</p> <p><b>17) Minimum Subscription</b></p> <p><b>18) Allotment of Shares:</b> A return of allotment should be filed in Form PAS – 3 with the Registrar of Companies within 30 days from the date of allotment along with fee.</p> <p><b>19) Refund Orders:</b> The issuer company shall disclose the mode in which it shall make refunds to applicants in the prospectus and abridged prospectus.</p> <p><b><u>PRE – ISSUE ACTIVITIES:</u></b></p> <p><b>Filing of Offer Document:</b> An issuer company cannot make any public issue of securities, unless a draft offer document has been filed with SEBI through a Merchant Banker, at least 30 days prior to registering the prospectus with the Registrar of Companies (ROC) or filing the letter of offer with the designated stock exchange.</p> <p><b>Issue of Securities in Dematerialized Form:</b> A company cannot make public issue unless the company enters into an agreement with a depository for dematerialization of securities already issued or proposed to be issued to the public or existing shareholders.</p> <p><b>Partly Paid – up Shares:</b> All the existing partly paid – up shares must be made fully paid or the subscription money be forfeited if the subscriber fails to pay call money within 12 months.</p> |
| <p><b>FAST TRACK ISSUES (FTIS) (DEC 2016, DEC 2015, JUNE 2013, JUNE 2010, DEC 2008, JUNE 2011)</b></p> | <p>This concept was introduced for the purpose to access primary market in lesser time and applicable only to listed companies. “Fast Track Issues” enable well established and law compliant listed companies to access Indian primary market in a time effective manner through follow – on public offerings and right issues. A Listed Company has to satisfy the following conditions for accessing primary market under Fast Track Issues scheme:-</p> <p>(a) <b><u>Listing:</u></b> The issuer company has been listed on any recognized stock exchange having nationwide terminals (i. e. BSE/NSE) for a period of at least 3 years immediately preceding the reference date.</p> <p>(b) <b><u>Avg. Market Capitalization:</u></b> The issuer company has the average market capitalization of public shareholding at least Rs.3,000 crores for a period of 1 year up to the end of the quarter preceding the month in which the proposed is approved by the Board of Directors/Shareholders.</p> <p>(c) <b><u>Annualized Trading Turnover:</u></b> The annualized trading turnover of the shares of the company during six calendar months immediately preceding the month of the reference date has been at least 2% of the weighted average number of the shares listed during the said six months' period.</p> <p>(d) <b><u>Shareholder Grievances:</u></b> The issuer company has redressed at least 95% of total shareholder grievances complaints received till the end of the quarter immediately preceding the month of the reference date.</p> <p>(e) <b><u>Compliances of Listing Agreement:</u></b> The issuer company has complied with the listing</p>                                                                                                                                                                                                                                                                    |

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|                                                    | <p>agreement for a period of at least 3 years immediately preceding the reference date.</p> <p>(f) <b>Auditor's Qualification:</b> If there is any qualification (adverse remarks) made by auditors in respect of audited financials for which such accounts are disclosed in offer documents does not exceed 5% of net profit/loss after tax.</p> <p>(g) <b>No prosecution:</b> No prosecution proceedings or show cause notices issued by the SEBI are pending against the company or its promoters or whole time directors as on the reference date.</p> <p>(h) <b>Dematerialized shares:</b> The entire shareholding of the promoter group is held in dematerialized form.</p> <p>The aforesaid companies are not required to file draft offer document with SEBI and Stock Exchange(s). However, they are required to file Prospectus/Red – herring Prospectus registered with the ROC or the Letter of Offer filed with the designated Stock Exchange, as the case may be, with SEBI and Stock Exchange(s) before the opening of issue/offer. In the past, companies like NTPC have raised capital by way of FPO after clearances through the fast – track route.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>DUE DILIGENCE (JUNE 2010, JUNE 2009)</b></p> | <ol style="list-style-type: none"> <li>1) <b>Due Diligence</b> means a process through which merchant banker evaluates the risk involved in any transactions like merger, acquisition &amp; public issue of securities. Due Diligence may be of different types like: <ol style="list-style-type: none"> <li>(a) Accounting Due Diligence</li> <li>(b) Legal Due Diligence</li> <li>(c) Environment Due Diligence</li> <li>(d) Human Resources Due Diligence</li> </ol> </li> <li>2) A merchant banker holding a valid certificate of registration of SEBI is required to be appointed to manage the issue. A Memorandum of Understanding (MOU) is required to be entered into between lead merchant bankers and the issuer company specifying their mutual rights, liabilities and obligations relating to the issue.</li> <li>3) The standard of due diligence shall be such that merchant banker shall satisfy himself about all aspects of offering, veracity (truth) and adequacy of disclosure in offer document. Lead manager who is responsible for preparation of the offer documents is required to submit to SEBI draft prospectus complete in all respects along with the Due Diligence Certificate, Inter se allocation of Responsibilities Certificate and a copy of Memorandum of Understanding and the requisite fee in accordance with SEBI (Merchant Bankers) Rules and Regulations, 1992.</li> <li>4) In case of a fast track issue, inter se allocation of responsibilities is not requirement to be submitted. In case of a debenture issue, the lead merchant banker shall also furnish to SEBI a due diligence certificate given by the debenture trustee, in the prescribed format along with the draft offer document. In case of fast track issue, the lead manager shall furnish a due diligence certificate in the prescribed format along with a copy of red herring prospectus, prospectus or letter of offer, as the case may be.</li> <li>5) In addition to the due diligence certificate to be furnished along with the draft prospectus, lead managers are also required to: <ol style="list-style-type: none"> <li>(i) Certify that all the amendments suggested/observations made by SEBI have been given effect to in the prospectus,</li> <li>(ii) Furnish a fresh due diligence certificate at the time of filing the prospectus with the Registrar of Companies,</li> <li>(iii) Furnish a fresh certificate immediately before the opening of the issue that no corrective action is needed, and</li> <li>(iv) Furnish a fresh and final compliance certificate before the issue is closed for subscription.</li> </ol> </li> </ol> |

BOOK BUILDING

Book – building is **mechanism to discover price** for a public issue via bidding process. In this method, the issuer company sets a **base price (floor price)** and a **price band** within which the investor is allowed to bid for shares.

The book – building process in India is **very transparent**. All investors including small investors can see on an hourly basis where the book is being built before applying. According to this method, share prices are determined on the basis of real demand for the shares at various price levels in the market.

**DIFFERENCE BETWEEN FIXED PRICE PROCESS AND BOOK BUILDING PROCESS:**

| Features       | Fixed Price process                                                                     | Book Building process                                                                                              |
|----------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Pricing</b> | Price at which the securities are offered/allotted is known in advance to the investor. | Price at which securities are offered isn't known in advance to investor. Only an indicative price range is known. |
| <b>Demand</b>  | Demand for securities offered is known only after closure of the issue.                 | Demand for the securities offered can be known everyday as the book is built.                                      |
| <b>Payment</b> | Payment if made at the time of subscription wherein refund is given after allocation.   | Payment only after allocation.                                                                                     |

**IMPORTANT PROVISIONS FOR BOOK BUILDING**

(i) An issuer company may make an issue of securities to the public through a prospectus through **100% of the net offer** to the public through book building process.

(ii) The issuer company is required to **enter into an agreement** with one or more of the Stock Exchange(s) which have the requisite system of on – line offer of securities.

(iii) The Lead Merchant Banker shall act as the **Lead Book Runner**. In case the issuer company appoints more than one merchant banker, the names of all such merchant bankers who have submitted the due diligence certificate to SEBI, may be mentioned on the front cover page of the prospectus.

(iv) The lead book runner/issuer may designate, in any manner, the other Merchant Bankers if the **inter – se allocation of responsibilities** amongst the merchant bankers is disclosed in the prospectus on the page giving the details of the issue management team and a co – ordinator has been appointed amongst the lead book runners, for the purpose of co – ordination with SEBI.

(v) The **primary responsibility** of building the book is of the **Lead Book Runner**. The Book Runner(s) may appoint those intermediaries who are registered with SEBI and who are permitted to carry on activity as an Underwriter as syndicate members.

(vi) The brokers, and self-certified syndicate banks accepting applications and application monies, are considered as bidding/collection centres.

(vii) The draft prospectus containing all the disclosures **except that of price and the number of securities** to be offered to the public shall be filed by the Lead Merchant Banker with SEBI. The total size of the issue shall be mentioned in the draft prospectus. (Red Herring Prospectus)

(viii) The red herring prospectus shall disclose **either the floor price** of the securities offered through it **or a price band** along with the range within which the price can move, it any.

(ix) Where the issuer decides to opt for price band instead of floor price, the lead book



runner shall ensure that the **cap of the price band should not be more than 20% of the floor of the band**; i. e. cap of the price band shall be less than or equal to 120% of the floor of the price band.

(x) The issuer company shall **circulate the application forms** to the Brokers.

(xi) The pre – issue obligations and disclosure requirements shall be applicable to issue of securities through book building unless stated otherwise in these regulations.

(xii) The Lead Book Runner(s) and the issuer company shall determine the issue price based on the bids received through the syndicate members and self-certified syndicate banks.

(xiii) **Retail individual investors may bid at “cut off”** price instead of their writing the specific bid prices in the bid forms.

(xiv) On determination of the price, the number of securities to be offered shall be determined i. e. issue size divided by the price which has been determined.

(xv) Once the final price (cut – off price) is determined all those bidders whose bids have been found to be successful shall become entitled for allotment of securities.

(xvi) The broker may collect an amount **to the extent of 100% of the application money as margin money** from the clients/investors before he places an order on their behalf. The margin collected from categories other than Qualified Institutional Buyers shall be uniform across the book runner(s)/syndicate members/self-certified syndicate banks, for each such category.

(xvii) The broker/syndicate members shall collect an amount of:

- ⇒ **not less than ten percent** of the application money as margin money in respect of bids placed by qualified institutional buyers and
- ⇒ **not less than twenty – five percent** of the application money from the Anchor Investors shall be taken as margin money.

(xviii) The lead book runner **may reject** a bid placed by a qualified institutional buyer for reasons to be recorded in writing provided that such rejection shall be made at the time of acceptance of the bid and the reasons therefor shall be disclosed to the bidders. Necessary disclosures in this regard shall also be made in the offer document.

(xix) On determination of the entitlement, the information regarding the same i. e. the number of securities which the investor becomes entitled shall be intimated immediately to the investors.

(xx) The **final prospectus** containing all disclosures as per these Guidelines **including the price and the number of securities** proposed to be issued shall be filed with the Registrar of Companies.

(xxi) Arrangement shall be made by the issuer for collection of the applications by **appointing mandatory collection centres** as per these Regulations.

(xxii) The bidding terminals shall contain **an online graphical display of demand and bid prices updated at periodic intervals not exceeding 30 minutes**. The book running lead manager shall ensure the availability of adequate infrastructure with syndicate members for data entry of the bids in a timely manner.

(xxiii) The investors who had not participated in the bidding process or have not received intimation of entitlement of securities may also make an application.

**ANCHOR INVESTORS: (JUNE 2011, JUNE 2014)**

- ⇒ The anchor investor invests in an IPO **before** the offer opens to the public.
- ⇒ These investors fall under the category of **Qualified Institutional Buyers**. QIBs like mutual funds, foreign institutional investors (FII), banks, venture capitals, provident funds, pension funds etc.
- ⇒ The investors are got attracted to public offers before they hit the market to infuse a measure of confidence. The volume and value of the anchor subscriptions may serve as an **indicator of the company's reputation and soundness of the offer**.
- ⇒ Anchor investor means a qualified institutional buyer who makes an **application for a value of Rs.10 crores or more** in a public issue made through the book building process subject to the following regulations:-
  - (i) Allocation to Anchor Investors shall be on a discretionary basis and subject to the following:
    - (a) Maximum of 2 such investors shall be permitted for allocation up to 10 crore;
    - (b) Minimum of 2 and maximum of 15 such investors shall be permitted for allocation above Rs.10 crore and up to Rs.250 crore, subject to minimum allotment of Rs.5 crore per such investor;
    - (c) Minimum of 5 and maximum of 25 such investors shall be permitted for allocation above Rs.250 crore, subject to minimum allotment of Rs.5 crore per such investor.
  - (ii) Up to 30% of the portion available for allocation to qualified institutional buyers shall be available to anchor investor(s) for allocation/allotment.
  - (iii) One – third of the anchor investor portion shall be reserved for domestic mutual funds.
  - (iv) The bidding for Anchor Investors shall **open one day before** the issue opening date.
  - (v) Anchor Investors shall **pay on application the same margin** which is payable by other categories of investors, the balance to be paid within two days of the date of closure of the issue.
  - (vi) Allocation to Anchor Investors shall be completed on the day of bidding by Anchor Investors.
  - (vii) There shall be a **lock – in of 30 days on the shares allotted to the Anchor Investor** from the date of allotment in the public issue.
  - (viii) If the price fixed as a result of book – building is higher than the price at which the allocation is made to Anchor Investor, the Anchor Investor shall bring in the additional amount. However, if the price fixed as a result of book – building is lower than the price at which the allocation is made to Anchor Investor, the excess amount shall not be refunded to the Anchor Investor and the Anchor Investor shall take allotment at the price at which allocation was made to it.
  - (ix) Number of shares allocated to Anchor Investors & price at which the allocation is made, shall be made available in public domain by merchant banker before opening of issue.
  - (x) Neither the merchant bankers nor any person related to promoter/merchant bankers in the concerned public issue can apply under Anchor Investor category. The parameters for selection of Anchor Investor shall be clearly identified by the merchant banker and shall be available as part of records of the merchant banker for inspection by SEBI.

(xi) Applications made by qualified institutional buyers under Anchor Investor category and under the Non Anchor Investor category may not be considered as multiple applications.

**ADDITIONAL DISCLOSURES IN CASE OF BOOK BUILDING**

Apart from meeting the disclosure requirements as specified in these Guidelines, the following disclosures shall be suitably made:-

(i) The particulars of syndicate members, brokers, self-certified syndicate banks, registrars, bankers to the issue, etc.

(ii) The following statement shall be given under the 'basis for issue price':-

"The issue price has been determined by the Issuer in consultation with the Book Runner(s), on the basis of assessment of market demand for the offered securities by way of Book – building."

(iii) The following accounting ratios shall be given under the basis for issue price for each of the accounting periods for which the financial information is given:- **(JUNE 2008)**

(a) EPS, pre – issue, for the last three years (as adjusted for changes in capital).

(b) P/E pre – issue.

(c) Average return on net – worth in the last three years.

(d) Net – Asset value per share based on last balance sheet.

(e) Comparison of all the accounting ratios of the issue company as mentioned above with the industry average and with the accounting ratios of the peer group (i. e. companies of comparable size in the same industry. (Indicate the source from which industry average and accounting ratios of the peer group has been taken)

(f) The accounting ratios disclosed in the offer document shall be calculated after giving effect to the consequent increase of capital on account of compulsory conversions outstanding, as well as on the assumption that the options outstanding, if any, to subscribe for additional capital shall be exercised.

(iv) The proposed manner of allocation among respective categories of investors, in the event of under subscription.

**PROCEDURE FOR BIDDING: (DEC 2015, DEC 2013, DEC 2011, JUNE 2011, DEC 2010, JUNE 2010, JUNE 2009, JUNE 2007)**

The process of bidding should be in compliance of the following requirements:-

(i) Bidding process shall be only through an electronically linked transparent bidding facility provided by recognized stock exchange(s).

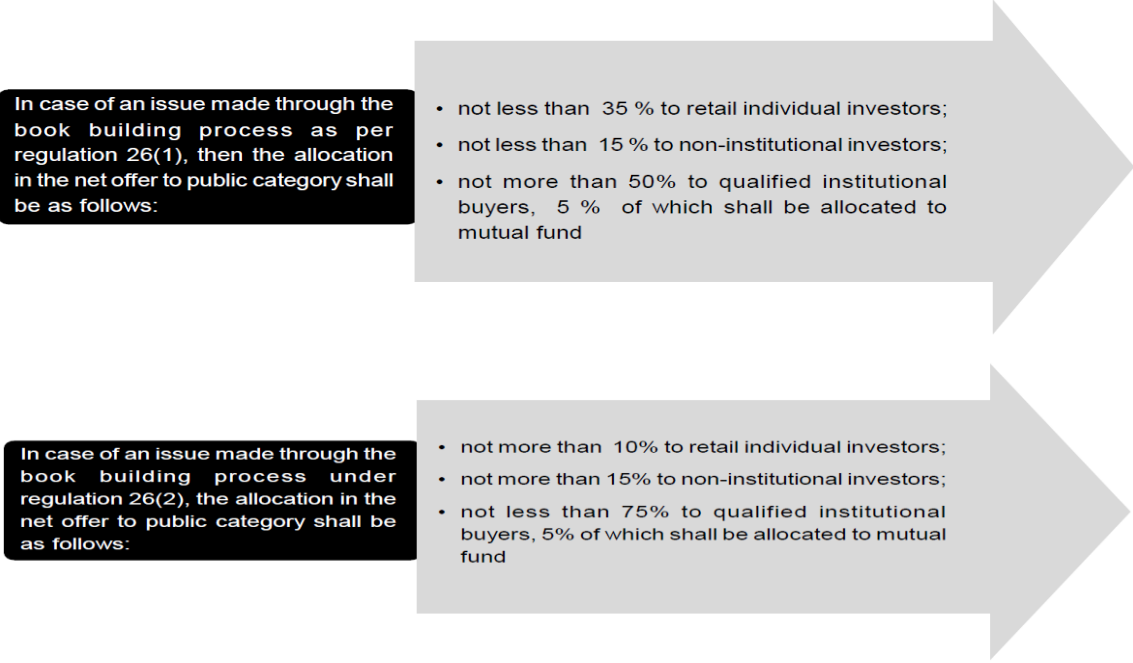
(ii) The lead book runner shall ensure the availability of adequate infrastructure with syndicate members for date entry of the bids in a timely manner.

(iii) The syndicate members shall be present at the bidding centres so that at least one electronically linked computer terminal at all the bidding centres is available for the purpose of bidding.

(iv) During the period the issue is open to the public for bidding, the applicants may approach the stock brokers of the stock exchange/s through which the securities are offered under on – line system or Self Certified Syndicate Banks, as the case may be, to place an order for bidding for the specified securities.

(v) Every stock broker shall accept orders from all clients/investors who place orders through him and every Self Certified Syndicate Bank shall accept Applications Supported by Blocked Amount from ASBA investors.

(vi) Applicants who are qualified institutional buyers shall place their bids only through

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|                                                     | <p>the stock brokers who shall have the right to vet the bids;</p> <p>(vii) The bidding terminals shall contain an online graphical display of demand and bid prices updated at periodic intervals, not exceeding thirty minutes.</p> <p>(viii) At the end of each day of the bidding period, the demand including allocation made to anchor investors, shall be shown graphically on the bidding terminals of syndicate members and websites of recognized stock exchanges offering electronically lined transparent bidding facility, for information of public.</p> <p>(ix) The investors may revise their bids;</p> <p>(x) The issuer may decide to close the bidding by qualified institutional buyers one day prior to the closure of the issue subject to the following conditions:-<br/> (a) Bidding shall kept open for a minimum of three days for all categories of applicants;<br/> (b) Disclosures are made in the red herring prospectus regarding the issuers decision to close the bidding by qualified institutional buyers one day prior to closure of issue.</p> <p>(xi) The qualified institutional buyers shall not withdraw their bids after closure of bidding.</p> <p>(xii) The identity of qualified institutional buyers making the bidding shall not be made public.</p> <p>(xiii) The stock exchanges shall continue to display on their website, the data pertaining to book built issues in a uniform format, inter alia giving category – wise details of bids received, for a period of at least three days after closure of bids.</p> |
| <b>RESERVATION ON COMPETITIVE BASIS (JUNE 2015)</b> |  <div data-bbox="402 1066 812 1203"> <p>In case of an issue made through the book building process as per regulation 26(1), then the allocation in the net offer to public category shall be as follows:</p> </div> <ul data-bbox="833 1077 1347 1224" style="list-style-type: none"> <li>• not less than 35 % to retail individual investors;</li> <li>• not less than 15 % to non-institutional investors;</li> <li>• not more than 50% to qualified institutional buyers, 5 % of which shall be allocated to mutual fund</li> </ul> <div data-bbox="402 1423 812 1539"> <p>In case of an issue made through the book building process under regulation 26(2), the allocation in the net offer to public category shall be as follows:</p> </div> <ul data-bbox="833 1413 1347 1549" style="list-style-type: none"> <li>• not more than 10% to retail individual investors;</li> <li>• not more than 15% to non-institutional investors;</li> <li>• not less than 75% to qualified institutional buyers, 5% of which shall be allocated to mutual fund</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                                                                               | <div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; padding: 5px; margin-right: 10px;"> <p>In an issue made other than through the book building process, allocation in the net offer to public category shall be made as follows:</p> </div> <div style="border: 1px solid black; padding: 10px; flex-grow: 1;"> <ul style="list-style-type: none"> <li>Minimum 50% to retail individual investors; and</li> <li>Remaining to:               <ul style="list-style-type: none"> <li>(i) individual applicants other than RII and</li> <li>(ii) other investors including corporate bodies or institutions, irrespective of the number of specified securities applied for;</li> </ul> </li> <li>The unsubscribed portion in either of the categories specified above may be allocated to applicants in the other category.</li> </ul> </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>GREEN SHOE OPTION FACILITY (DEC 2016, JUNE 2011, DEC 2008, DEC 2007, JUNE 2013)</b></p> | <p><b>Green Shoe Company, an American company was the first company which was allowed to use this option; therefore, this option is known as Green Shoe Option.</b> A green shoe option (GSO) provides the option of allotting equity shares in excess of the equity shares offered in the public issue as a post – listing price stabilizing mechanism.</p> <p>In other words, Green Shoe Option means an option of allocating shares in excess of the shares included in the public issue and operating a post – listing price stabilizing mechanism for a period not exceeding 30 days, which is granted to a company to be exercised through a Stabilizing Agent.</p> <p>In short, it is a mechanism for stabilizing prices of securities in the stock market through stabilizing agent.</p> <p><b>Example:</b> In India, ICICI bank has used Green Shoe Option in the first time in case of its public issue through book building mechanism in India.</p> <p><b>Case Study:</b> ABC Ltd. is planning to issue 2,00,000 shares, but in order to utilize the green shoe option, it actually issues 2,30,000 shares, in which case the over – allotment would be 30,000 shares. The company does not issue any new shares for the over – allotment.</p> <p>The 30,000 shares used for the over – allotment are actually borrowed from the promoters with whom the stabilizing agent enters into a separate agreement. The company is required to be kept money received from the over – allotment in a separate bank account.</p> <p>The Job of the stabilizing agent begins only after commencement of trading of share:</p> <p>(i) In case the shares are trading at a price lower than the offer price, the stabilizing agent starts buying the shares by using the money lying in the separate bank account. In this manner, by buying the shares when others are selling, the stabilizing agent tries to put the brakes on falling prices. The shares so bought from the market are handed over to the promoters from whom they were borrowed.</p> <p>(ii) In case the newly listed shares start trading at a price higher than the offer price, the stabilizing agent does not buy any shares. At this point, the company by exercising the green shoe option issues new shares to the stabilizing agent, which are in turn handed over to the promoters from whom the shares were borrowed.</p> <p><b>PRICE STABILIZATION FUND: (JUNE 2009)</b></p> <ul style="list-style-type: none"> <li>❖ The fund created to cause stabilization of share price of an entity specially after the public issue of securities is known as Price Stabilization Fund.</li> <li>❖ The aim of the fund is to protect the share price from falling below the issue price. For the purpose of operating a price stabilization mechanism post listing the issuer company appoints a stabilization agent.</li> <li>❖ The prime responsibility of SA shall be to stabilize post listing price of shares.</li> <li>❖ To this end, SA shall determine the timing of buying the shares, the quantity to be bought, the price at which the shares are to be bought, etc.</li> <li>❖ Stabilization mechanism shall be available for the period disclosed by the company in the prospectus which shall not exceed 30 days from the date when trading</li> </ul> |

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|                                                                | <p>permission was given by the exchange.</p> <p><b><u>STEPS INVOLVED IN THE GREEN SHOE OPTION (GSO)</u></b></p> <p>(i) The Company shall obtain approval for Green Shoe Option from the Shareholders in the General Meeting.</p> <p>(ii) Thereafter, company shall appoint a stabilizing agent and sign an agreement with him.</p> <p>(iii) Another agreement shall also be signed between stabilizing agent and promoter to borrow shares from the promoters.</p> <p>(iv) Subsequently, the stabilizing agent shall open a special account with a Bank i. e. “Special Account for GSO proceeds of ----- Company” and also open a special DEMAT account with a depository participants i. e. “Special Account of GSO shares of --- ----- Company”.</p> <p>(v) The company allots shares to the investors.</p> <p>(vi) Trading of listed shares will commence after allotment of shares in the Stock Exchange.</p> <p>(vii) There are 2 possibilities after commencement of trading of securities in Stock Exchange:</p> <p>(a) After commencement of trading, Prices of Shares may go up.</p> <p>(b) After commencement of trading, Prices of Shares may go down.</p> <p><b><u>Drops in prices</u></b></p> <p>(i) Stabilizing agent shall purchase shares from the Open Market.</p> <p>(ii) The shares borrowed from the promoters shall return to the promoter.</p> <p>(iii) If stabilizing agent earns surplus fund, such fund shall be transferred to SEBI IEPF Fund.</p> <p><b><u>Increase in Price</u></b></p> <p>(i) The issuer company allots shares to the stabilizing agent.</p> <p>(ii) The stabilizing agent returns shares to the promoters.</p> <p>(iii) The Company shall file separate listing application for shares issued.</p> <p><b>Special Note:</b> The promoters or promoters’ group shall not lend in excess of 15% of the total issue size. The details of the agreement between the company &amp; stabilizing agent and the promoter &amp; stabilizing agent must be disclosed in the draft prospectus, the draft Red Herring Prospectus, Red Herring Prospectus and the final prospectus.</p> <p>In case of an initial public offer by an unlisted company, the promoters and pre – issue shareholders and in case of public issue by a listed company, the promoters and pre – issue shareholders holding more than 5% shares, may lend the shares subject to the provisions of this scheme. The SA should borrow shares from the promoters or the pre – issue shareholders of the issuer company or both, to the extent of the proposed over – allotment. However, the shares so referred shall be in dematerialization form only.</p> <p>The allocation of these shares should be pro rata to all the applicants. The stabilization mechanism should be available for the period disclosed by the company in the prospectus, which shall not exceed 30 days from the date when trading permission was given by the exchange(s).</p> |
| <p><b>RIGHT ISSUE<br/>(JUNE 2013, JUNE 2012, DEC 2010)</b></p> | <p><b><u>SEBI (ICDR) Regulations, 2009 for Rights Issue:</u></b></p> <p>(a) <b><u>Filing of letter of Officer:</u></b> The issuer company shall file a letter of offer regarding the proposed right issue with SEBI through a Merchant Banker, at least 30 days prior to the filing of the Prospectus with ROC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



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|                                                           | <p>(b) <b><u>In – principle listing approval:</u></b> The issuer company shall also file a copy of letter of offer for in – principle approval from the concerned stock exchanges. A company cannot make a rights issue of equity share unless all the existing partly paid – up shares have been fully paid.</p> <p>(c) <b><u>Fixation of price:</u></b> A listed company whose equity shares are listed on a stock exchange, may freely price its equity shares and any security convertible into equity at a later date, offered through a rights issue. The issue price of shares shall be fixed anytime before fixation of the record date, in consultation with the Designated Stock Exchange.</p> <p>(d) <b><u>Disclosure by promoters:</u></b> The promoters shall disclosure their existing shareholding and the extent to which they are participating in the proposed issue, in the offer document. A company shall enter into a Memorandum of Understanding with a lead merchant banker and specify each party mutual rights, liabilities and obligations relating to the issue.</p> <p>(e) <b><u>Abridged letter of offer:</u></b> In the case of rights issues, lead merchant banker shall ensure that the abridged letters of offer are dispatched to all shareholders at least 3 days before the date of opening of the issue.</p> <p>(f) <b><u>Adv. In newspapers:</u></b> The Lead Merchant Banker shall ensure that in case of a rights issue, an advertisement giving the date of completion of despatch of letters of offer, shall be released in at least in an English National Daily with wide circulation, one Hindi National Paper and a Regional language daily circulated at the place where registered office of the issuer company is situated at least 3 days before the date of opening of the issue.</p> <p>(g) <b><u>No withdrawal of Rights Issue:</u></b> An issuer company shall not withdraw rights issue after announcement of record date in relation to such issue. Rights issue shall be kept open for at least 15 days and not more than 30 days.</p> <p>(h) <b><u>Over – subscription:</u></b> An over – subscription to the extent of 10% of the net offer to public is permissible for the purpose of rounding off to the nearer multiple of 100 while finalizing the allotment. If an issuer company does not receive the minimum subscription of 90% of the issue (including development of underwriters where applicable), the entire subscription shall be refunded to the applicants within 15 days from the date of closure of the issue.</p> <p>(i) <b><u>Finalization of basis of allotment:</u></b> The time period for finalization of basis of allotment in the rights issue is 15 days from the date of closure of the issue. The issuer company may utilize the funds collected in the rights issue only after the basis of allotment is finalized.</p> |
| <b>BONUS SHARES<br/>(JUNE 2014, JUNE 2011, JUNE 2009)</b> | <p>Bonus shares mean shares issued by the company to its existing shareholders at free of cost. A Company may capitalize its profits by issuing fully – paid bonus shares provided the company has provisions in this regard.</p> <p><b><u>SEBI (ICDR) Regulations, 2009 for Bonus Issue</u></b></p> <p>(i) The bonus issue is to be made out of free reserves built out of the profits or securities premium collected in cash only.</p> <p>(ii) The reserves created by revaluation of fixed assets should not be capitalized.</p> <p>(iii) Bonus issue should not be made in lieu of dividend.</p> <p>(iv) If there are any partly paid – up shares outstanding on the date of allotment, these shares should be made fully paid – up before the bonus issue is made.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                                                                                                                             | <p>(v) Issue of bonus must be authorized by the articles of the company.</p> <p>(vi) Bonus Issue must be sanctioned by shareholders in general meeting on recommendation of the Board of Directors.</p> <p><b>Note:</b> The Company should not have defaulted in the payment of any interest or principal in respect of its fixed deposits, debt securities issued by it. The company should not have defaulted in the payment of its statutory dues to the employees such as contribution to provident fund, gratuity and bonus.</p> <p>A company which announces bonus shares, should implement bonus issue within 15 days after the approval of Board of Directors where shareholders' approval does not require. The issued bonus shares shall also be listed by the Company on stock exchanges.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>PREFERENTIAL<br/>ISSUE BY<br/>EXISTING LISTED<br/>COMPANIES</b></p> <p><b>(DEC 2012, JUNE<br/>2012, DEC 2011)</b></p> | <p><b><u>SEBI (ICDR) REGULATIONS, 2009</u></b></p> <p><b><u>Applicability:</u></b><br/>         Preferential issue of equity shares/Fully Convertible Debentures (FCDs)/Partly Convertible Debentures (PCDs) or any other financial instruments which would be converted into or exchanged with equity shares at a later date, by listed companies whose equity share capital is listed on any stock exchange, to any select group of persons under Section 62 of the Companies Act, 2013 on private placement basis is governed by these Regulations.</p> <p><b><u>Pricing of the Issue:</u></b></p> <p>(i) If a company listed for a period of 6 months or more as on the relevant date, the issue of equity shares on preferential basis is being made at a price not less than higher of the following:-</p> <p>(a) The average of the weekly high and low of the closing prices of the related equity shares quoted on the stock exchange during the 6 months preceding the relevant date; or</p> <p>(b) The average of the weekly high and low of the closing prices of the related equity shares quoted on a stock exchange during the 2 weeks preceding the relevant date.</p> <p>(ii) If a company listed for less than 6 months as on the relevant date, the issue of shares on preferential basis has been made at a price not less than the higher of the following:-</p> <p>(a) The price at which shares were issued by the company in its IPO or the value per shares arrived at in a scheme of arrangement pursuant to which shares of the company were listed; or</p> <p>(b) The average of the weekly high and low of the closing prices of the related shares quoted on the stock exchange during the period shares have been listed preceding the relevant date; or</p> <p>(c) The average of the weekly high and low of the closing prices of the related shares quoted on a stock exchange during the 2 weeks preceding the relevant date.</p> <p>Where the price of the equity shares is determined in terms of provision (ii), such price shall be recomputed by the issuer on completion of six months from the date of listing on a recognized stock exchange with reference to the average of weekly high and low of the closing prices of the related equity shares quoted on the recognized stock exchange during these six months and if such recomputed price is higher than the price paid on allotment, the difference shall be paid by the allottees to the issuer.</p> <p>An issue of shares on preferential basis to Qualified Institutional Buyers not exceeding five in numbers all is made at a price not less than the average of the weekly high and low of the closing prices of the related shares quoted on a stock exchange during the two weeks preceding the relevant date.</p> <p><b>Note:</b> Relevant date means the date 30 days prior to the date on which the meeting of general body of shareholders is held, in terms of Section 62 of the Companies Act, 2013.</p> |

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|                                                                                | <p><b>Upfront Payment on Warrants:</b> The investor shall make upfront payment of at least 25% of price of shares fixed should be paid on the date of their allotment.</p> <p><b>Tenure of Convertible Securities:</b> The tenure of the convertible securities of the company does not exceed beyond 18 months from the date of their allotment.</p> <p><b>Lock – in – Period:</b> In case specified securities allotted (not more than 20% of the total capital) on preferential basis to promoters or promoters’ group, the shares are subject to 3 years lock – in period from the allotment. Further the equity shares allotted in excess of 20% of the total capital should be locked – in for a period of 1 year from the date of their allotment.</p> <p>If the company allots securities to investors other than the promoter/promoters’ group, such securities allotted should be locked – in for a period of 1 year from the date of their allotment.</p> <p><b>Allotment of shares and Shareholders’ Resolutions:</b> The allotment procedure shall be completed within 15 days from the date of passing the resolution in General Meeting.</p> <p><b>Use of Issue Proceeds:</b> The details of all monies utilized out of the preferential issue proceeds should be disclosed under an appropriate head in the balance sheet of the company indicating the purpose for which such monies have been utilized.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>EMPLOYEE STOCK OPTION (JUNE 2016, JUNE 2013, JUNE 11, JUNE 2007)</b></p> | <p>The term “Employee Stock Option (ESOP)” means the option given to the whole – time directors, officers or employees of a company, which gives such directors, officers or employees the benefit or right to purchase or subscribe at a future date, the securities offered by the company at a pre – determined price.</p> <p>As per SEBI Guidelines, Employee Stock Option Scheme means a scheme under which a company grants option to its employees and option means a right but not an obligation granted to an employee in pursuance of ESOS to apply for shares of the company at a pre – determined price. It works like a call option.</p> <p><b><u>Employee Stock Option Scheme (ESOS) &amp; Employees Stock Purchase Scheme (ESPS)</u></b></p> <p>➤ <b><u>Steps involved in ESOS:</u></b></p> <ul style="list-style-type: none"> <li>(i) Step 1: The company shall finalize the list of eligible employee.</li> <li>(ii) Step 2: Constitution of Compensation Committee of Board of Directors.</li> <li>(iii) Step 3: The Compensation committee shall formulate the detailed terms and conditions of ESOS scheme.</li> <li>(iv) Step 4: The Company shall send a notice to the shareholders for convening a General Meeting.</li> <li>(v) Step 5: The Company shall seek approval of ESOS scheme from the shareholders in the form of Special Resolution in the General Meeting.</li> </ul> <p>➤ <b><u>SEBI (ESOS &amp; ESPS) Guidelines, 1999:</u></b></p> <p>Employee Stock Option Scheme plays very important role in retaining best talent in the Company. In simple words, ESOS is new method of rewarding and motivating employees without spending any money.</p> <ul style="list-style-type: none"> <li>▪ <b><u>Eligibility to Participate:</u></b> All employees, directors and nominated directors are eligible for participating in the Employee Stock Option Scheme (ESOS). The employee should not be a promoter or belong to the promoters’ group. <b>(DEC 2013)</b></li> </ul> <p>However, a director who either himself or through his relative or through anybody corporate, directly or indirectly holds more than 10% of the outstanding equity shares of the company are not eligible to participate in the scheme.</p> <ul style="list-style-type: none"> <li>▪ <b><u>Compensation Committee:</u></b> The Company is required to constitute a Compensation</li> </ul> |

Committee for administration and superintendence of the scheme. The Compensation Committee is like a sub – committee of the Board of Directors which consists of a majority of independent directors.

- Function of Compensation Committee: It shall formulate detailed terms and conditions of the scheme covering:

- (i) The quantum of option to be given to each employee;
- (ii) Period within which the employee should exercise the option;
- (iii) The specified time period within which the employee shall exercise the vested options in the event of termination or resignation of an employee;
- (iv) The right of an employee to exercise all the options vested in him at one time or at various points of time within the exercise period.

- Shareholders' Approval: The Company is required to obtain shareholders' approval by passing a special resolution in general meeting. The company shall send the General Meeting Notice along with the explanatory statement containing the following information:-

- (i) The total number of options to be granted;
- (ii) Identification of classes of employees entitled to participate in the scheme;
- (iii) Requirements of vesting and period of vesting;
- (iv) Maximum period within which the option shall be vested;
- (v) Exercise price or pricing formula;
- (vi) Exercise period and process of exercise;
- (vii) The appraisal process for determining the eligibility of employees to the scheme;
- (viii) Maximum number of options to be issued per employee and in aggregate;
- (ix) A statement to the effect that the company shall confirm to the accounting policies specified by SEBIA in regard to ESOS;
- (x) The method which the company uses to value its options, i. e., whether fair value or intrinsic value.

The Option under the Scheme can also be offered to the employees of subsidiary or holding company subject to the approval of shareholders.

Any changes in the conditions of the scheme shall only be made by the shareholders.

- Pricing: The companies granting option to its employees pursuant to the scheme have the freedom to determine the exercise price subject to adherence to the accounting policies.
- Lock – in – Period and Rights of the Employees: There should be a minimum period of 1 year between the grant of options and vesting of option. The company has the freedom to specify the lock – in period for the shares issued pursuant to exercise of option.

The employee does not have the right to receive any dividend or to vote or any other benefits till shares are issued in exercise of option.

- **DISCLOSURE IN THE DIRECTOR'S REPORT: (JUNE 2009)** The Board of Directors is required to disclose either in the Director's Report the following details of the Scheme:-

Options granted, the pricing formula, options vested, options exercised, the total number of shares arising as a result of exercise of option, options lapsed, variation of terms of options, money realized by exercise of options, total number of options in force, employee – wise details of options granted to:

- (i) Senior managerial personnel;
- (ii) Any other employee who receives a grant in any one year of option amounting to 5%

or more of option granted during that year;  
(iii) Identified employees who were granted option, during any 1 year, equal to or exceeding 1% of the issued capital (excluding outstanding warrants and conversions) of the company at the time of grant.

Until all options granted in the three years prior to the IPO have been exercised or have lapsed, disclosures shall be made either in the Directors' Report.

- Consequence of Failure to Exercise Option: The company can forfeit the option in case an employee fails to exercise such option within the time – frame.
- Non – Transferability of Option: No person other than the employee to whom the option is granted is entitled to exercise the option and he cannot transfer his rights to any other person. Even the option granted to the employee cannot be pledged, hypothecated, mortgaged or otherwise alienated in any other manner. In the event of the death of employee while in employment, all the options granted to him till such date are vested in the legal heirs or nominees of the deceased employee.
- Listing: The shares arising pursuant to an ESOS and shares issued under an ESOS are required to be listed immediately upon exercise in any stock exchange where the securities of the company are listed.

#### Distinction between ESOS & ESOS

|                               | Employee Stock Option Scheme                                                                                                                                                                                                                                      | Employee Stock Purchase Scheme                                                                                                                  |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Definitions</b>            | Employee Stock Option Scheme means the option given to the whole – time Directors, Officers or employees of a company which gives such Directors, Officers or employees, the option or right to purchase equity shares at a future date at a predetermined price. | Employee Stock Purchase Scheme (ESPS) means a scheme under which the company offers shares to employees as part of a public issue or otherwise. |
| <b>Lock – in – Period</b>     | Lock – in Period of 1 Year.                                                                                                                                                                                                                                       | No Lock – in Period.                                                                                                                            |
| <b>When it will be issued</b> | At any time by the company.                                                                                                                                                                                                                                       | Under this scheme, certain percentage of public issue shall be reserved for the employee.                                                       |
| <b>Pricing</b>                | The company is free to fix any price.                                                                                                                                                                                                                             | Employee will be issued shares at the same price as like general public.                                                                        |
| <b>Listing</b>                | If ESOS is being issued by the listed company, then it is required otherwise listing is not required.                                                                                                                                                             | Listing is mandatory.                                                                                                                           |

#### INSTITUTIONAL PLACEMENT PROGRAMME

“Institutional Placement Programme” means a further public offer of eligible securities by an eligible seller, in which the offer, allocation and allotment of such securities is made only to qualified institutional buyers in terms of this Chapter.

#### Conditions for Institutional Placement Programme:

- An institutional placement programme may be made only after a special resolution approving the institutional placement programme has been passed by the shareholders of the issuer in terms of section 62 of the Companies Act, 2013.
- No partly paid-up securities shall be offered.
- The issuer shall obtain an in-principle approval from the stock exchange(s).

#### Appointment of Merchant Banker

An institutional placement programme shall be managed by merchant banker(s) registered with the SEBI who shall exercise due diligence.

**Offer Document**

- The institutional placement programme shall be made on the basis of the offer document which shall contain all material information.
- The issuer shall, simultaneously while registering the offer document with the Registrar of Companies, file a copy thereof with SEBI and with the stock exchange(s) through the lead merchant banker.
- The issuer shall file the soft copy of the offer document with SEBI, along with the fee.
- The offer document shall also be placed on the website of the concerned stock exchange and of the issuer clearly stating that it is in connection with institutional placement programme and that the offer is being made only to the qualified institutional buyers.
- The merchant banker shall submit to SEBI a due diligence certificate, stating that the eligible securities are being issued under institutional placement programme and that the issuer complies with requirements of this Chapter.

**Pricing and Allocation/allotment**

- The eligible seller shall announce a floor price or price band at least one day prior to the opening of institutional placement programme.
- The eligible seller shall have the option to make allocation/allotment as per any of the following methods -
  - proportionate basis;
  - price priority basis; or
  - criteria as mentioned in the offer document.
- The method chosen shall be disclosed in the offer document.
- Allocation/allotment shall be overseen by stock exchange before final allotment.

**Restrictions**

The promoter or promoter group shall not make institutional placement programme if the promoter or any person who is part of the promoter group has purchased or sold the eligible securities during the 12 weeks period prior to the date of the programme and they shall not purchase or sell the eligible securities during the twelve weeks period after the date of the programme.

However, such promoter or promoter group may, within the period provided above, offer eligible securities held by them through institutional placement programme or offer for sale through stock exchange mechanism specified by SEBI, subject to the condition that there shall be a gap of minimum two weeks between the two successive offer(s) and /or programme(s).

- Allocation/allotment under the institutional placement programme shall be made subject to the following conditions:
  - Minimum of twenty five per cent of eligible securities shall be allotted to mutual funds and insurance companies. However, if the mutual funds and insurance companies do not subscribe to said minimum percentage or any part thereof, such minimum portion or part thereof may be allotted to other qualified institutional buyers;
  - No allocation/allotment shall be made, either directly or indirectly, to any qualified institutional buyer who is a promoter or any person related to promoters of the issuer. However, a qualified institutional buyer who does not hold any shares in the issuer and who has acquired the rights in the capacity of a lender shall not be deemed to be a person related to promoters.
- The issuer shall accept bids using ASBA facility only.
- The bids made by the applicants in institutional placement programme shall not be revised downwards or withdrawn.

**Minimum number of allottees**

The minimum number of allottees for each offer of eligible securities made under institutional placement programme shall not be less than ten. However, no single allottees shall be allotted more than twenty five per cent of the offer size.



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|                                    | <p>The QIBs belonging to the same group or who are under same control shall be deemed to be a single allottee.</p> <p><b><u>Restrictions on size of the offer</u></b></p> <ul style="list-style-type: none"> <li>– The aggregate of all the tranches of institutional placement programme made by the eligible seller shall not result in increase in public shareholding by more than ten per cent or such lesser per cent as is required to reach minimum public shareholding.</li> <li>– Where the issue has been oversubscribed, an allotment of not more than ten percent of the offer size shall be made by the eligible seller.</li> </ul> <p><b><u>Period of Subscription and display of demand</u></b></p> <ul style="list-style-type: none"> <li>– The issue shall be kept open for a minimum of one day or maximum of two days.</li> <li>– The aggregate demand schedule shall be displayed by stock exchange(s) without disclosing the price.</li> </ul> <p><b><u>Withdrawal of offer</u></b></p> <p>The eligible seller shall have the right to withdraw the offer in case it is not fully subscribed.</p> <p><b><u>Transferability of eligible securities</u></b></p> <p>The eligible securities allotted under institutional placement programme shall not be sold by the allottee for a period of one year from the date of allocation/allotment, except on a recognised stock exchange.</p> |
| <b>LISTING OF SECURITIES</b>       | <p>Only public companies are allowed to list their securities in the stock exchange. Private Limited companies cannot get listing facility. They should first convert themselves into public limited companies and their Articles of Association should also contain prohibitions as laid down in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('LODR Regulations') and as applicable to public limited companies.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>TYPES OF LISTING (DEC 2016)</b> | <p>Listing of securities falls under 5 groups –</p> <p><b>Initial Listing</b><br/>If the shares or securities are to be listed for the first time by a company on a stock exchange is called initial listing.</p> <p><b>Listing for Public Issue</b><br/>When a company whose shares are listed on a stock exchange comes out with a public issue of securities, it has to list such issue with the stock exchange.</p> <p><b>Listing for Rights Issue</b><br/>When companies whose securities are listed on the stock exchange issue securities to existing shareholders on rights basis, it has to list such rights issues on the concerned stock exchange.</p> <p><b>Listing of Bonus Shares</b><br/>Shares issued as a result of capitalisation of profit through bonus issue shall list such issues also on the concerned stock exchange.</p> <p><b>Listing for merger or amalgamation</b><br/>When new shares are issued by an amalgamated company to the shareholders of the amalgamating company, such shares are also required to be listed on the concerned stock exchange.</p>                                                                                                                                                                                                                                                                                                                    |
| <b>BENEFITS OF LISTING</b>         | <p>The following benefits are available when securities are listed by a company in the stock exchange–</p> <ol style="list-style-type: none"> <li>(1) Public image of the company is enhanced.</li> <li>(2) The liquidity of the security is ensured making it easy to buy and sell the securities in the stock exchange.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                     | <p>(3) Tax concessions are made available both to the investors and the companies.</p> <p>(4) Listing procedure compels company management to disclose important information to the investors enabling them to make crucial decisions with regard to keeping or disposing of such securities.</p> <p>(5) Listed companies command better support such as loans and investments from Banks and FIs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>LISTING PROVISIONS</b>                           | <p>Listing of Securities on Indian Stock Exchanges is governed by the provisions in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Companies Act, 2013, the Securities Contracts (Regulation) Act, 1956, the Securities Contracts (Regulation) Rules, 1957, Rules, bye laws, regulations of concerned stock exchange and circulars/guidelines issued by the Central Government and SEBI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>POLICIES TO BE FRAMED UNDER LODR</b>             | <p style="text-align: center;"><b>POLICIES UNDER LODR REGULATION</b></p> <p>The diagram illustrates the policies required to be framed under LODR Regulations. It features a central box with eight policies listed vertically. To the right of each policy, an arrow points to the corresponding regulatory requirement:</p> <ul style="list-style-type: none"> <li><b>Risk Policy</b> → Regulation 4 (2) (f)</li> <li><b>Policy on Preservation of Documents</b> → Regulation 9</li> <li><b>Policy on Board diversity</b> → Part- D, Schedule II (3)</li> <li><b>Policy for determining 'material' subsidiaries</b> → Explanation to Regulation 16 (1) (b) (c)</li> <li><b>Policy on materiality of related party transactions</b> → Regulation 23 (1)</li> <li><b>Policy on dealing with Related Party Transactions</b> → Regulation 23 (1)</li> <li><b>Whistle Blower Policy</b> → Regulation 46 (2) (e)</li> <li><b>Policy, relating to the remuneration of the directors, key managerial personnel and other employees</b> → Part- D, Schedule II (1)</li> </ul> |
| <b>WHISTLE BLOWER POLICY (JUNE 2016, JUNE 2015)</b> | <p>Whistle blower policy means a policy framed by the company for reporting unethical behavior or any concern and investigation in it as well as protection of the whistle blower. Every Listing Company is required to frame a Whistle Blower Policy as per SEBI LODR 2015.</p> <p><i>The listed entity shall devise an effective whistle blower mechanism enabling stakeholders, including individual employees and their representative bodies, to freely communicate their concerns about illegal or unethical practices.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DELISTING OF SECURITIES</b>                      | <p>Delisting of securities means permanent removal of securities of a listed company from a stock exchange. As a consequence of delisting, the securities of delisted company would no longer be traded at stock exchanges. A company may delist its shares due to the various reasons like – Merger, Amalgamation and voluntary delisting. After delisting of securities of any company, the trading of such delisted securities shall be held as private selling or buying of shares.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>TYPES OF DELISTING</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>VOLUNTARY DELISTING</b>                          | <p>Voluntary delisting is a wish of a company for permanent removal of trading of its shares from the stock market. We can further divide voluntary delisting into three parts:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

- (i) Delisting from all stock exchanges
- (ii) Delisting from few stock exchanges
- (iii) Delisting of small companies

➤ **Delisting from all Stock Exchanges:** If a company wishes to delist its shares from all the Stock Exchanges in India, such company is supposed to comply with SEBIN (Delisting of Equity Shares) Regulations, 2009. The promoters of such company shall acquire at least 90% of total issued share capital or 50% of the offer size, whichever is higher.

The provisions of SEBI Delisting Regulations, 2009 are not applicable on a scheme sanctioned by the Board for Industrial and Financial Reconstruction under the Sick Industrial Companies (Special Provisions) Act, 1985 or by the NCLT.

➤ **CIRCUMSTANCES IN WHICH DELISTING ARE NOT PERMISSIBLE:** Stock Exchange will not permit for delisting of shares of a company on following grounds:-

- (i) Buy – back of equity shares by the company; or
- (ii) Preferential allotment made by the company; or
- (iii) The period of listing of should not be less than 3 years; or
- (iv) Instruments which are convertible into the same class of equity shares that are sought to be delisted are outstanding.
- (v) Delisting of convertible securities.
- (vi) Engage in any transaction or practice that operates as a fraud or deceit upon any shareholder or other person;
- (vii) Engage in any act or practice that is fraudulent, deceptive or manipulative in connection with such delisting.
- (viii) Employ any device, scheme or artifice to defraud any shareholder or other person;

➤ **Procedure for Delisting in Case of Exit Opportunity:**

(i) **Step 1:** The Company shall obtain approval from the Board of Directors with regard to delisting of equity shares.

(ii) **Step 2:** Afterwards, the company shall obtain approval from the shareholders in the form of special resolution passed only through postal ballot.

(iii) **Step 3:** Subsequently the company shall make an application to the concerned recognized stock exchange for in – principle approval of the proposed delisting along with by an audit report covering a period of six months prior to the date of the application.

(iv) **Step 4:** The concerned stock exchange shall dispose the application within 30 working days from the date of receipt of complete application.

(v) **Step 5:** The company shall satisfy the stock exchange in respect of:

- (a) Compliance with SEBI regulations;
- (b) The resolution of investor grievances by the company;
- (c) Payment of listing fees to that recognized stock exchange;
- (d) Compliance with the requirements of listing agreement.

(vi) **Step 6:** Within 1 year of passing the special resolution, the company shall make the final application to the concerned recognized stock exchange alongwith the proof of having given the exit opportunity to the existing shareholders.

➤ **Public Announcement:** After in – principle approval from stock exchanges, the promoters shall make a public announcement in at least one English national daily with wide circulation, one Hindi national daily with wide circulation and one regional language newspaper of the region where the concerned recognized stock exchange is

located.

The public announcement contains all material information including and shall not contain any false or misleading statement. Before making the public announcement, the promoter shall appoint a merchant banker and such other intermediaries to ensure compliance with SEBI Regulations.

**Note:** No person associated with promoter shall be appointed as merchant banker.

- Escrow Account: The promoter shall open an escrow account with a scheduled bank and deposit therein the total estimated amount of consideration to be paid to the equity shareholders. The escrow account shall consist of either cash deposited with a scheduled commercial bank, or a bank guarantee in favour of the merchant banker, or a combination of both.
- Letter of Offer: The promoter shall despatch the letter of offer to the equity shareholders, not later than 45 working days from the date of the public announcement, so as to reach them at least five working days before the opening of the bidding period.

The letter of offer shall be sent to all public shareholders whose names appear on the register of the company or depository as on the date specified in the public announcement.

The letter of offer shall contain all the disclosures made in the public announcement and such other disclosures as may be necessary for the shareholders to take an informed decision. The letter of offer shall be accompanied with a bidding form for use of public shareholders and a form to be used by them for tendering shares.

- Bidding Period: The date of opening of the offer shall not be later than 55 working days from the date of the public announcement. The offer shall remain open for a minimum period of 3 working days and a maximum period of 5 working days.
- Right of Shareholder: All public shareholders of the equity shares which are sought to be delisted shall be entitled to participate in the book building process. A promoter or a person acting in a concert with any of the promoters shall not make a bid in the offer.
- Office Price: The offer price shall be determined through book building process after fixation of floor price and disclosure of the same in the public announcement and the letter of offer.

(i) In case of frequently traded shares: The floor price shall not be less than the average of the weekly high and low of the closing prices of the equity shares of the company during the 26 weeks or 2 weeks preceding the date on which the recognized stock exchanges were notified of the Board meeting in which the delisting proposal was considered, whichever is higher.

(ii) In case of infrequently traded shares: The floor price shall be determined by the promoter and the merchant banker subject to the following factors:-

(a) The highest price paid by the promoter for acquisitions, if any, of equity shares of the class sought to be delisted, including by way of allotment in a public or rights issue or preferential allotment, during the 26 weeks' period prior to the date on which the recognized stock exchanges were notified of the Board meeting in which the delisting proposal was considered and after that date upto the date of the public announcement; and

(b) Other parameters including return on net worth, book value of the shares of the company, earning per share, price earning multiple vis – a – vis the industry average.

(iii) Where the equity shares are frequently traded in some recognized stock exchanges

and infrequently traded in some other recognized stock exchanges where they are listed, the highest of the prices arrived at in accordance with clauses (i) & (ii) above.

➤ Promoter is not under Obligation to Accept the Offer Price: The promoter is not bound to accept the equity shares at the offer price determined by the book – building process. If the promoter decides not to accept the offer price so determined:

(i) The promoter shall release all shares to the holders within 10 working days of closure of the bidding;

(ii) The company shall not stop the final application for delisting;

(iii) The promoter may close the escrow account.

➤ Minimum Number of Equity Shares to be acquired: An offer shall be deemed to be successful if post offer the shareholding of the promoter and the persons acting in concert taken together reaches the higher of:

(i) 90% of the total issued shares excluding ADR/GDR/overseas depository receipts; or

(ii) The aggregate percentage of pre offer promoter shareholding (along with persons acting in concert with him) and 50% of the offer size.

➤ Payment of Consideration: After ascertainment of success of the offer, the promoter shall immediately transfer the entire amount due and payable as consideration towards the equity shares tendered in the offer within 10 working days from the closure of the offer.

➤ Delisting from only some of the Recognized Stock Exchanges: A company may delist its equity shares from one or more stock exchanges where they are listed and continue their listing on other stock exchanges, if after the proposed delisting the equity shares would:

(i) Remain listed on any recognized stock exchange which has nationwide trading terminals, no exit opportunity needs to be given to the public shareholders; and

(ii) Not remain listed on any recognized stock exchange having nationwide trading terminals, exit opportunity shall be given to all the public shareholders holding the equity shares sought to be delisted.

➤ Procedure for Delisting:

(i) **Step 1:** The company shall obtain approval from the Board of Directors with regard to delisting of equity shares from one or more stock exchanges.

(ii) **Step 2:** Thereafter, the company shall give a public notice of the proposed delisting in at least one English national daily with wide circulation, one Hindi national daily with wide circulation and one regional language newspaper of the region where the concerned stock exchanges are located.

(iii) **Step 3:** The company shall make an application to the stock exchange for delisting of shares.

**Note:** The fact of delisting shall be disclosed in the first annual report of the company prepared after the delisting.

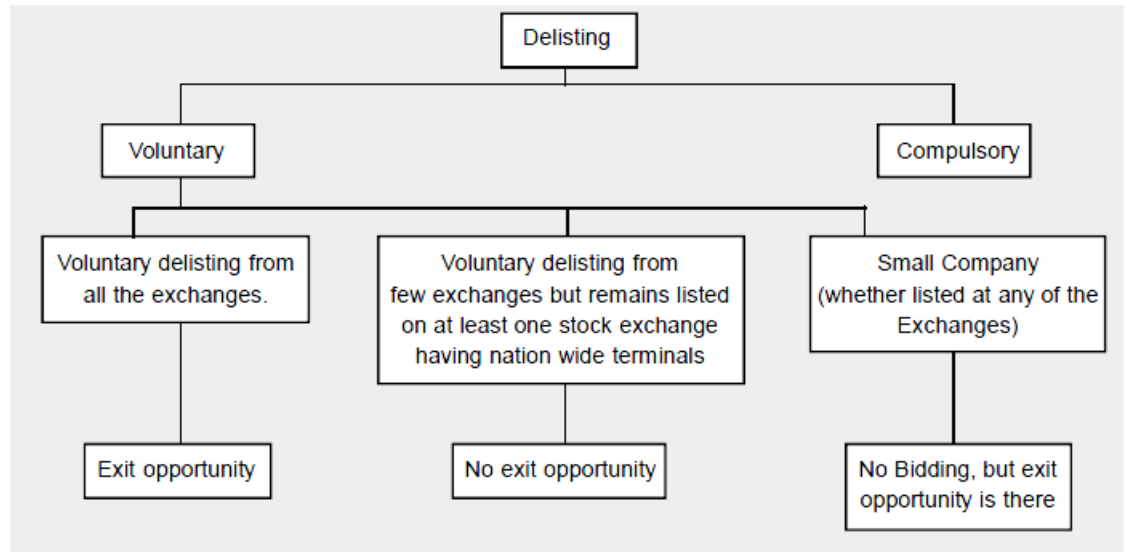
Concerned Stock Exchange shall dispose the application within 30 working days from the date of receipt of complete application.

❖ **Delisting of Small Companies:** If a company has paid – up capital upto Rs.1/- crore and its equity shares were not traded in any stock exchange in the one year immediately preceding the date of decision of delisting, such equity shares may be delisted from all the stock exchanges without following SEBI Regulations.

|                                                                                                                                                                                      | If a company has 300 or less public shareholders and where the paid – up value of the shares held by such public shareholders in such company is not more than Rs.1/-, its equity shares may be delisted from all the stock exchanges, without following the SEBI Regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                     |                      |                                                                                                                                                                  |                                                                                                                                                                               |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                      |                                                                                                                                                                                                                      |  |
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| <b>COMPULSORY DELISTING</b>                                                                                                                                                          | <p>Compulsory Delisting means permanent removal of securities of a listed company from a stock exchange as a penalizing measure at the behest of the stock exchange for not making submission/complying with various requirements set out in the Listing agreement.</p> <p>A Stock Exchange may pass an order for delisting any equity shares of a company on any ground as prescribed in the Securities Contracts (Regulation) Act, 1956 and its rules. The decision on delisting shall be taken by a panel to be constituted by the stock exchange. The panel consists of:</p> <p>(i) Two directors of the stock exchange;<br/>(ii) One representative of the investors;<br/>(iii) One representative of the MCA or ROC; and<br/>(iv) The Executive Director or Secretary of the recognized stock exchanges.</p> <p>Before passing an order, a notice in this regard shall be published in one English national daily with wide circulation and one regional language newspaper of the region where the concerned recognized stock exchange is located.</p>                                                                                                                                                                                                                                                                                                                                                |                     |                      |                                                                                                                                                                  |                                                                                                                                                                               |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                      |                                                                                                                                                                                                                      |  |
| <b>DISTINCTION BETWEEN VOLUNTARY AND COMPULSORY DELISTING</b>                                                                                                                        | <table><tr><th>Voluntary Delisting</th><th>Compulsory Delisting</th></tr><tr><td><ul style="list-style-type: none"><li>Voluntary delisting is a wish of a company for permanent removal of trading of its shares from the stock market.</li></ul></td><td><ul style="list-style-type: none"><li>Compulsory delisting is a penalty imposed on company which has not complied with provisions of listing agreement requirement.</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>In simple words, it is an action taken by the Company on its own to permanently remove its securities trading from a stock exchange.</li></ul></td><td><ul style="list-style-type: none"><li>Compulsory delisting means permanent removal of securities trading on of listed company from stock exchange as penalizing measure at behest of stock exchange for not making submissions/comply with requirements set out in the Listing agreement within prescribed time frames.</li></ul></td></tr><tr><td><ul style="list-style-type: none"><li>In Voluntary delisting, a company has to follow SEBI (Delisting of equity shares) Regulations, 2009.</li></ul></td><td><ul style="list-style-type: none"><li>The Stock Exchanges have power under the provisions of the Securities Contracts (Regulations) Act, 1956 to delist the trading of any securities of a listed company.</li></ul></td></tr></table> | Voluntary Delisting | Compulsory Delisting | <ul style="list-style-type: none"><li>Voluntary delisting is a wish of a company for permanent removal of trading of its shares from the stock market.</li></ul> | <ul style="list-style-type: none"><li>Compulsory delisting is a penalty imposed on company which has not complied with provisions of listing agreement requirement.</li></ul> | <ul style="list-style-type: none"><li>In simple words, it is an action taken by the Company on its own to permanently remove its securities trading from a stock exchange.</li></ul> | <ul style="list-style-type: none"><li>Compulsory delisting means permanent removal of securities trading on of listed company from stock exchange as penalizing measure at behest of stock exchange for not making submissions/comply with requirements set out in the Listing agreement within prescribed time frames.</li></ul> | <ul style="list-style-type: none"><li>In Voluntary delisting, a company has to follow SEBI (Delisting of equity shares) Regulations, 2009.</li></ul> | <ul style="list-style-type: none"><li>The Stock Exchanges have power under the provisions of the Securities Contracts (Regulations) Act, 1956 to delist the trading of any securities of a listed company.</li></ul> |  |
| Voluntary Delisting                                                                                                                                                                  | Compulsory Delisting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                      |                                                                                                                                                                  |                                                                                                                                                                               |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                      |                                                                                                                                                                                                                      |  |
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## SUMMARY



## UNIT 15: INSIDER TRADING

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| <b>INTRODUCTION</b>                                            | <p>The concept of Insider Trading in India started fermenting in the 80's and 90's and came to be known and observed extensively in the Indian Securities market.</p> <p>The rapidly advancing Indian Securities market needed a more comprehensive legislation to regulate the practice of Insider Trading, thus resulting in the formulation of the SEBI (Insider Trading) Regulations in the year 1992, which were amended in the year 2002 after the discrepancies observed in the 1992 regulations and thereafter, a New Insider Trading Regulation in the year 2015 [i. e. The SEBI (Prohibition of Insider Trading) Regulation, 2015] enforced by SEBI w. e. f. 15<sup>th</sup> May, 2015.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SEBI (PROHIBITION OF INSIDER TRADING) REGULATIONS, 2015</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>IMPORTANT DEFINITIONS</b>                                   | <p><b>Insider trading means: (JUNE 2015, JUNE 2008)</b></p> <p>(a) An act of subscribing, buying, selling, dealing or agreeing to subscribe, buy, sell or deal in any securities, by any director or key managerial personnel or any other officer of a company either as principal or agent if such director or key managerial personnel or any other officer of the company is reasonably expected to have access to any non – public price sensitive information in respect of securities of company; or</p> <p>(b) An act of counseling about procuring or communicating directly or indirectly any non – public price – sensitive information to any person;</p> <p><b>Insider</b> means any person who is:</p> <p>(a) A connected person; or</p> <p>(b) In possession of or having access to unpublished price sensitive information;</p> <p><b>Connected Person</b></p> <p>“Connected person” means, -</p> <p>(i) Any person who is or has during the <b>6 months</b> prior to the concerned act been associated with a company, directly or indirectly, in any capacity including by reason of frequent communication with its officers or by being in any contractual, fiduciary or employment relationship or by being a director, officer or an employee of the company or holds any position including a professional or business relationship between himself and the company whether temporary or permanent, that allows such person, directly or indirectly, access to unpublished price sensitive information or is reasonably expected to allow such access. <b>(DEC 2010)</b></p> <p><b>JUNE 2016:</b> <i>'Insider' means any person who is or was connected with the company or is deemed to have been connected with the company.</i> Comment on the following.</p> <p><b>Person is Deemed to be a Connected Person: (DEC 2016)</b></p> <p>(ii) Without prejudice to the generally of the foregoing, the persons falling within the following categories shall be deemed to be connected person unless the contrary is established, -</p> <p>(a) An immediate relative of connected persons specified in clause (i); or</p> <p>(b) A holding company or associate company or subsidiary company; or</p> <p>(c) An intermediary as specified in section 12 of the Act or an employee or director thereof; or</p> <p>(d) An investment company, trustee company, asset management company or an employee of director thereof; or</p> <p>(e) An official of a stock exchange or of clearing house or corporation; or</p> <p>(f) A member of board of trustees of a mutual fund or a member of the board of directors of the asset management company of a mutual fund or is an employee thereof; or</p> <p>(g) A member of the board of directors or an employee, of a public financial institution as defined in section 2(72) of the Companies Act, 2013; or</p> <p>(h) An official or an employee of a self – regulatory organization recognized or</p> |



authorized by the Board; or  
 (i) A banker of the company; or  
 (j) A concern, firm, trust, Hindu undivided family, company or association of persons wherein a director of a company or his immediate relative or banker of the company, has more than 10% of the holding or interest.

**PRICE SENSITIVE INFORMATION (JUNE 2016, JUNE 2014, JUNE 2007, DEC 2011, JUNE 2015):** Means any information which relates directly or indirectly to a company and which if published is likely to materially affect the price of securities of company. The following shall be deemed to be price sensitive information:-

- (a) Periodically financial results of the company;
- (b) Intended declaration of dividends (both interim and final);
- (c) Issue of securities or buy – back of securities;
- (d) Any major expansion plans or execution of new projects;
- (e) Amalgamation, mergers or takeovers;
- (f) Disposal of the whole or substantial part of the undertaking;
- (g) Any significant changes in policies, plans or operations of the company.

**UNPUBLISHED PRICE SENSITIVE INFORMATION:** Means any information, relating to a company or its securities, directly or indirectly, that is not generally available which upon becoming generally available, is likely to materially affect the price of the securities and shall, ordinarily including but not restricted to, information relating to the following:-

- (i) Financial results; (ii) Dividends; (iii) Change in capital structure; (iv) Mergers, de – mergers, acquisitions, delisting, disposals and expansion of business and such other transactions; (v) Changes in key managerial personnel; and (vi) Material events in accordance with the listing agreement.

In short, till the time price sensitive information is not intimated to general public via newspaper, stock exchange, media or websites of a listed Company, such information is known as **unpublished price sensitive information**.

| Information                                                                                                                    | Whether PS or not? | Reason                                                       |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------|
| CEO of a company died in an Air Crash                                                                                          | Yes                | Change in KMP                                                |
| RBI has increased its statutory liquidity ratio by 25 basis points                                                             | No                 | This information is available to all people on uniform basis |
| The company is setting up another plant in Gujarat                                                                             | Yes                | It is expansion of business of company                       |
| The company is negotiating with a foreign company to sell its stake in Star Ltd                                                | Yes                | It is disposal or disinvestment of the company's investment. |
| CEO of a company met with an accident and had been hospitalized                                                                | No                 | No change in KMP                                             |
| Intended declaration of rights issue in near future                                                                            | Yes                | Issue of securities is a PSI                                 |
| Chairman of company has submitted his resignation to the board under protest for selling a particular brand to another company | Yes                | There is a policy issue in the company                       |

|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|                                                                                              | <p><b><u>CHINESE WALL POLICY IN AREAS OF PRICE SENSITIVE INFORMATION: (JUNE 2011)</u></b></p> <ul style="list-style-type: none"> <li>❖ Price sensitive information is required to be disseminated to the stock exchange on continuous basis. To prevent the misuse of confidential information the organisation adopt the Chinese Wall Policy which separates those area of organisation which routinely have access to confidential information, considered inside areas from those areas which deal with: <ul style="list-style-type: none"> <li>(a) Sales</li> <li>(b) Marketing</li> <li>(c) Investment Advice</li> <li>(d) Other Department providing support services, which are considered as public areas.</li> </ul> </li> <li>❖ The Code of Conduct to prevent insider trading regulation must contain norms for appropriate Chinese wall procedures, and processes for permitting any designated person to cross the wall.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Prohibition on Communication on Matters Relating to Insider Trading</b><br>(Regulation 3) | <p>(a) <b><u>No Communication of UPSI except official communication:</u></b> Reg. 3(1): No insider shall communicate, provide, or allow access to any unpublished price sensitive information, relating to a company or securities listed or proposed to be listed, to any person including other insiders except where such communication is in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.</p> <p>(b) <b><u>No Communication of UPSI to persons related the company:</u></b> Reg. 3(2): No person shall procure from or cause the communication by any insider of unpublished price sensitive information, relating to a company or securities listed or proposed to be listed, except in furtherance of legitimate purposes, performance of duties or discharge of legal obligations.</p> <p>(c) <b><u>Exception to the above provisions:</u></b> Reg. 3(3):<br/>An UPSI may be communicated, provided, allowed access to or procured, in connection with a transaction that would:-</p> <p><b><u>For Open Offer:</u></b> Entail an obligation to make an open offer under the takeover regulations where the board of directors of the company is of informed opinion that the proposed transaction is in the best interests of the company.</p> <p><b><u>Other than open offer:</u></b> Not attract the obligation to make an open offer under the takeover regulations but where the board of directors of the company is of informed opinion that the proposed transaction is in the best interests of the company and the information that constitute unpublished price sensitive information is disseminated to be made generally available at least two trading days prior to the proposed transaction being effected in such form as the board of directors may determine.</p> <p>(d) <b><u>Execution of a confidentiality and non – disclosure agreement:</u></b> The board of directors shall require the parties to execute agreements to contract confidentiality and non – disclosure obligations, on the part of such parties and such parties shall keep information so received confidential, except for the purpose of sub – regulation (3), and shall not otherwise trade in securities of the company when in possession of unpublished price sensitive information.</p> |
| <b>TRADING PLANS:</b><br>(REGULATION 5):                                                     | <p>(a) <b><u>Approval of Trading Plan:</u></b> Reg. 5(1): An insider shall be entitled to formulate a trading plan and present it to the compliance officer for approval and public disclosure pursuant to which trades may be carried out on his behalf in accordance with such plan.</p> <p>(b) Reg. 5(2): Such trading plan shall:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                                                                              | <ul style="list-style-type: none"> <li>○ Not entail commencement of trading on behalf of the insider earlier than six months from the public disclosure of the plan;</li> <li>○ Not entail trading for the period between the twentieth trading day prior to the last day of any financial period for which results are required to be announced by the issuer of the securities and the second trading day after the disclosure of such financial results;</li> <li>○ Entail trading for a period of not less than 12 months;</li> <li>○ Not entail overlap of any period for which another trading plan is already in existence;</li> <li>○ Set out either the value of trades to be effected or the number of securities to be traded along with the nature of the trade and the intervals at, or dates on which such trades shall be effected; and</li> <li>○ Not entail trading in securities for market abuse.</li> </ul> <p>(c) <b>Review of Trading Plan:</b> Reg. 5(3): The compliance officer shall review the trading plan to assess whether the plan would have any potential for violation of these regulations and shall be entitled to seek such express undertakings as may be necessary to enable such assessment and to approve and monitor the implementation of the plan.</p> <p>(d) <b>Irrevocable approved trading plan:</b> Reg. 5(4): The trading plan once approved shall be irrevocable and the insider shall mandatorily have to implement the plan, without being entitled to either deviate from it or to execute any trade in the securities outside the scope of the trading plan.</p> <p>(e) <b>Notice to Stock Exchange:</b> Reg. 5(5): Upon approval of the trading plan, the compliance officer shall notify the plan to the stock exchanges on which the securities are listed.</p> |
| <b>DISCLOSURES OF TRADING BY INSIDERS</b> (Regulation 6: General Disclosure) | <p>(a) <b>Specific form for disclosure:</b> Reg. 6(1): Every public disclosure shall be made in a specified form.</p> <p>(b) <b>Disclosure by any person:</b> Reg. 6(2): The disclosures to be made by any person shall include those relating to trading by such person's immediate relatives, and by any other person for whom such person takes trading decisions.</p> <p>(c) <b>Disclosure includes derivatives:</b> Reg. 6(3): The disclosures of trading in securities shall also include trading in derivatives of securities and the traded value of the derivatives shall be taken into account.</p> <p>(d) <b>Maintenance of Record:</b> Reg. 6(4): The disclosures made shall be maintained by the company, for a minimum period of 5 years, in the specified form.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DISCLOSURES OF TRADING BY INSIDER</b> (Regulation 7: Specific Disclosure) | <p><b>1. Initial Disclosures:</b></p> <p>(a) Every promoter, KMP and director of every company whose securities are listed on any recognized stock exchange shall disclose his holding of securities of the company as on the date of these regulations taking effect, to the company within 30 days of these regulations taking effect.</p> <p>(b) Every person on appointment as a KMP or a director of the company or upon becoming a promoter shall disclose his holding of securities of the company as on the date of appointment or becoming a promoter, to the company within 7 days of such appointment or becoming a promoter.</p> <p><b>2. Continual Disclosures:</b></p> <p>(a) Every promoter, employee and director of every company shall disclose to the company the number of such securities acquired or disposed of within 2 trading days of such transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                                                                                                            | <p>excess of 10 lakh rupees or such other value as may be specified.</p> <p>(b) Every company shall notify the particulars of such trading to the stock exchange on which the securities are listed within 2 trading days of receipt of the disclosure or from becoming aware of such information.</p> <p><b>3. Disclosures by other connected persons:</b> Any company whose securities are listed on a stock exchange may, at its discretion require any other connected person or class of connected persons to make disclosures of holdings and trading in securities of the company in such form and at such frequency as may be determined by the company in order to monitor compliance with these regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CODE OF DISCLOSURE AND FAIR CONDUCT</b>                                                                 | <p><b>Code of Fair Disclosure:</b> Regulation 8(1): The board of directors of every company, whose securities are listed on a stock exchange, shall formulate and publish on its official website, a code of practices and procedures for fair disclosure of unpublished price sensitive information that it would follow in order to adhere to each of the principles set out in Schedule A to these Regulations, without diluting the provisions of these regulations in any manner.</p> <p>(2) Every such 'code of practices and procedures for fair disclosure of unpublished price sensitive information and every amendment thereto shall be promptly intimated to the stock exchanges where the securities are listed.</p> <p><b>Code of Conduct:</b> Regulation 9(1): The board of directors of every listed company and market intermediary shall formulate a code of conduct to regulate, monitor and report trading by its employees and other connected persons towards achieving compliance with these regulations, adopting the minimum standards set out in Schedule B to these Regulations, without diluting the provisions of these regulations in any manner.</p> <p>(2) Every other person who is required to handle unpublished price sensitive information in the course of business operations shall formulate a code of conduct to regulate, monitor and report trading by employees and other connected persons towards achieving compliance with these regulations, adopting the minimum standards set out in Schedule B to these Regulations, without diluting the provisions of these regulations in any manner.</p> <p>(3) Every listed company, market intermediary and other persons formulating a code of conduct shall identify and designate a compliance officer to administer the code of conduct and other requirements under these regulations.</p> |
| <b>SANCTION FOR VIOLATIONS</b>                                                                             | <p><b>Regulation 10:</b> Any contravention of these regulations shall be dealt with by the Board (SEBI) in accordance with the Act.</p> <p><b>Regulation 11:</b> In order to remove any difficulties in the interpretation or application of the provisions of these regulations, the Board (SEBI) shall have the power to issue directions through guidance notes or circulars.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>PENALTIES FOR INSIDER TRADING UNDER SECTION 15G OF SEBI ACT</b><br><br>(JUNE 2013, JUNE 2014, DEC 2014) | <p>The penalty for insider trading is:</p> <ul style="list-style-type: none"> <li>❖ Minimum 10 Lakhs and which may extent to <b>Rs.25 crores or</b></li> <li>❖ <b>3 times</b> of the amount of profits made out of insider trading, whichever is higher.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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| <p><b>INTRODUCTION</b></p>                                                                            | <p>SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 2011 aims at protecting interest of the investors in securities of a listed company providing amongst others, an opportunity for the public shareholders to exit where there is a substantial acquisition of shares or voting rights or control over a listed company, consolidation of holdings by existing shareholders and related disclosures and penalties for non – compliance etc.</p> <p>SAST requires an acquirer to make an offer to shareholders of the target company on acquiring shares exceeding stipulated thresholds. It also contains provisions relating to open offer size and price; time bound process for making an open offer, exemption from making an open offer etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p align="center"><b>SEBI (SUBSTANTIAL ACQUISITION OF SHARES AND TAKEOVERS) REGULATIONS, 2011</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>IMPORTANT DEFINITIONS</b></p>                                                                   | <ul style="list-style-type: none"> <li>❖ <b><u>ACQUIRER</u></b> means any person who, directly or indirectly, acquires or agrees to acquire whether by himself, or through, or with persons acting in concert with him, shares or voting rights in, or control over a target company.<br/>(DEC 2016, DEC 2007)</li> <li>❖ <b><u>ACQUISITION</u></b> means, directly or indirectly, acquiring or agreeing to acquire shares or voting rights in, or control over, a target company.</li> <li>❖ <b><u>CONTROL</u></b> includes the right to appoint majority of the directors or to control the management or policy decisions exercisable by a person or persons acting individually or in concert, directly or indirectly, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements or in any other manner.</li> </ul> <p>PROVIDED that a director or officer of a target company shall not be considered to be in control over such target company, merely by virtue of holding such position.<br/>(DEC 2007)</p> <ul style="list-style-type: none"> <li>• <b><u>ENTERPRISE VALUE</u></b> means the value calculated as market capitalization of a company plus debt, minority interest and preferred shares, minus total cash and cash equivalents.</li> </ul> <p><b>Enterprise Value = Market capitalization + Debt + Minority Interest and Preferred Shares – Total Cash and Cash Equivalents</b></p> <p><b>DEC 2016:</b> <i>Enterprise value means value of a company which is equal to the market capitalization plus value of debt in the company. Comment on the following. (2 Marks)</i></p> <ul style="list-style-type: none"> <li>• <b><u>PERSONS ACTING IN CONCERT</u></b> means: (JUNE 2008) <ul style="list-style-type: none"> <li>(i) Persons who, with a common objective or purpose of acquisition of shares or voting rights in, or exercising control over a target company, pursuant to an agreement or understanding, formal or informal, directly or indirectly co – operate for acquisition of shares or voting rights in, or exercise of control over the target company.</li> <li>(ii) Without prejudice to the generally of the foregoing, the persons falling within the following categories shall be deemed to be persons acting in concert with other persons within the same category, unless the contrary is established:- <ul style="list-style-type: none"> <li>(a) A company, its holding company, subsidiary company and any company under the same management or control;</li> <li>(b) A company, its directors, and any person entrusted with the management of</li> </ul> </li> </ul> </li> </ul> |

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|                                                               | <p>company;</p> <p>(c) Directors of companies referred to in terms (i) and (ii) of this sub – clause and associates of such directors;</p> <p>(d) Promoters and members of the promoter group;</p> <p>(e) Immediate relatives;</p> <p>(f) Mutual fund, sponsor, trustees, trustee company, and asset management company;</p> <p>(g) A collective investment scheme and its collective investment management company, trustees and trustee company;</p> <p>(h) A venture capital fund and its sponsor, trustees, trustee company and asset management company;</p> <p>(i) A foreign institutional investor and its sub – accounts;</p> <p>(j) A merchant banker and its client, who is an acquirer;</p> <p>(k) A portfolio manager and its client, who is an acquirer;</p> <p>(l) Banks, financial advisors and stock brokers of the acquirer, or of any company which is a holding company or subsidiary of the acquirer, and where the acquirer is an individual, of the immediate relative of such individual.</p> <p>PROVIDED that this sub – clause shall not apply to a bank whose sole role is that of providing normal commercial banking services or activities in relation to an open offer.</p> <p>(m) An investment company or fund and any person who has an interest in such investment company or fund as a shareholder or unit holder having not less than 10% of the paid – up capital of the investment company or unit capital of the fund, and any other investment company or fund in which such person or his associate holds not less than 10% of the paid – up capital of that investment company or unit capital of that fund:</p> <p>PROVIDED that nothing contained in this sub – clause shall apply to holding of units of mutual funds registered with SEB.</p> <ul style="list-style-type: none"> <li>• <b>TARGET COMPANY</b> means a company and includes a body corporate or corporation established under a Central legislation, State legislation or Provincial legislation for the time being in force, whose shares are listed on a stock exchange.</li> </ul> |
| <b>TAKEOVER<br/>(CONCEPT AND<br/>BASIC<br/>UNDERSTANDING)</b> | <p>In this chapter, we focus takeover of those companies which are listed in a recognized stock exchange and where there are possibilities of hostile takeover of such company. Considering possibility of hostile takeover, SEBI has introduced a Takeover Regulations, 2011 which prohibits on hostile takeover and puts certain restrictions on acquirer.</p> <p>Here, takeover means acquisition of shares or voting rights in a listed company for the objective to have control over such company. The person who acquires shares or voting rights is known as acquirer and the listed company whose shares are being acquired is known as Target Company. As per the Takeover Code, 2011, an acquirer is required to give mandatory and/or voluntary open offer to the shareholders of the Target Company before increasing its shareholding more than triggering point (i. e. equal to or more than 25% of shares or voting rights).</p> <p>The process of such open offer is more or less like buy – back process of a company and difference between these two are: in takeover, the acquirer acquires shares and makes payment to the existing shareholders of the Target Company whereas in buy – back, the company itself pays money to its shareholders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>TRIGGER POINT<br/>(JUNE 2007)</b>                          | <p><b>25% shares or voting rights:</b> An acquirer, along with Persons acting in concert (PAC), if any, who intends to acquire shares which along with his existing shareholding would entitle him to exercise 25% or more voting rights, can acquire such additional shares only after making a Public Announcement (PA) to acquirer minimum 26% shares of</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

the Target Company from the shareholders through an Open Offer.

(a) The trigger point of an open offer, if a person acquires 25% or more shares or voting rights of a listed target company.

**Example:** If a person, individually or through PACs (persons acting on concept) have 24.99% shares and wishes to acquire additional shares or voting rights in a company. The person has to acquire at least additional 26% shares of the target company via an open offer. It will trigger an open offer.

Thereafter, if the acquirer or the PAC acquires more than 25% of the shares, then the acquirer(s) needs to purchase a minimum of 26% of additional stakes in the target company (also known as triggering point for an open offer).

(b) No triggering point, if the acquirer or the PAC acquires 25% or less shares or voting rights.

**Example:** If a person, individually or through PAC's (persons acting on concert) acquires 24.99% of the shares or voting rights in a listed company, it will not trigger an open offer.

**Tabular Interpretation:**

| Name        | Present Holding | Creeping Acquisition | Post acquisition Holding | Applicability of SEBI Takeover Regulations, 2011                                     |
|-------------|-----------------|----------------------|--------------------------|--------------------------------------------------------------------------------------|
| Situation A | 24.99%          | 26%                  | 50.99%                   | Trigger Point (i. e. equal to or more than 25%): Open Offer Obligations on acquirer. |
| Situation B | 7%              | 17.99%               | 24.99%                   | No Trigger Point (i. e. less than 25%): No Open offer obligations on acquirer.       |

- **Creeping acquisition limit:** These provisions apply to those existing shareholders who hold more than 25% of the shares or voting rights. For such acquires to increase their stake, they are allowed to acquire shares or voting rights to the extent of 5% in any financial year up to the maximum permissible non – public shareholding limit (i. e. 75%). This setting is termed as '**Creeping Acquisition**'. Acquisition of shares or voting rights in excess of the said limit (i. e. 5%) would trigger an open offer.

**OPEN OFFER**

SEBI Takeover Regulations, 2011 provide certain trigger events wherein the Acquirer is required to give Open Offer to the shareholders of the Target Company to provide them exit opportunity.

**Mandatory Open Offer** (Regulation 3 of the SEBI Takeover Regulations, 2011): The regulations provide that whenever an acquirer acquires the shares in excess of the threshold limit (i. e. 25%), then the acquirer is required to make a public announcement of offer to the shareholders of the Target Company. The Acquirer to give an open offer to the shareholders of Target Company on the acquisition of shares or voting rights entitling the Acquirer along with the persons acting in concert with him to exercise 25% or more voting rights in the Target Company.

Further, any acquirer who holds shares between 25% - 75%, together with PACs can acquire further 5% shares as creeping acquisition without giving an Open Offer to the shareholders of the Target Company up to a maximum of 75%. The quantum of acquisition of additional voting rights shall be calculated after considering the following:-

- **No Netting off allowed:** For the purpose of determining the quantum of acquisition

of additional voting right, the gross acquisitions without considering the disposal of shares or dilution of voting rights owing to fresh issue of shares by the target company shall be taken into account.

- Incremental voting rights in case of fresh issue: In the case of acquisition of shares by way of issue of new shares by the target company, the difference between the pre – allotment and the post – allotment percentage voting rights shall be regarded as the quantum of additional acquisition.
- Public Announcement (Regulation 4 of the SEBI Takeover Regulations, 2011): If any acquirer including PAC acquires control over the Target Company irrespective of the fact whether there has been any acquisition of shares or not, then he has to give public announcement to acquire shares from shareholders of the Target Company.
- **Voluntary Open Offer** (Regulation 6 of the SEBI Takeover Regulations, 2011): Voluntary Open Offer means the Open Offer given by the Acquirer voluntarily without triggering the mandatory Open Offer obligations as envisaged under the regulations. Voluntary Offers are an important means for substantial shareholders to consolidate their stake and therefore recognized the need to introduce a specific framework for such Open Offers.

**Limits and Conditions for Voluntary Open Offer:**

Threshold limits and conditions for making the Voluntary Open Offer which are detailed below:-

- Eligibility: Prior holding of at least 25% Shares: To be eligible for making a Voluntary Open Offer, the regulations mandate the prior holding of at least 25% stake in the Target Company by the Acquirer along with the PACs.
- Acquisition of shares prior to the Voluntary Open Offer: The Acquirer shall become ineligible to make a Voluntary Open Offer if during the preceding 52 weeks, the Acquirer or PACs with him has acquired shares of the Target Company without attracting the obligation to make a Public Announcement of an Open Offer.
- Shareholding of the Acquirer and PACs post completion of Open Offer: Post completion of the Open Offer, the shareholding of the Acquirer along with PACs shall not exceed the maximum permissible non – public shareholding.
- Prohibition on the acquisition of shares during the Offer Period: SEBI Takeover Regulations, 2011 prohibit the acquirer who has made a Voluntary Open Offer from further acquiring the shares during the Offer Period otherwise than under the Open Offer.
- Restriction of the acquisition of shares post completion of Voluntary Open Offer: An acquirer and PACs who have made a Voluntary Open Offer shall not be entitled to further acquire shares for a period of 6 months after completion of the Open Offer except pursuant:
  - (i) To another Voluntary Open Offer.
  - (ii) To Completing Open Offer to the Open Offer made by any other person for acquiring shares of the Target Company.
- Offer Size: The Voluntary Open Offer shall be made for the acquisition of at least 10% of the voting rights in the Target Company and shall not exceed such number of shares as would result in the post acquisition holding of the acquirer and PACs with him exceeding the maximum permissible non – public shareholding (i. e. 75%) applicable to such Target Company.

## PUBLIC ANNOUNCEMENT

Regulation 14 of the SEBI Takeover Regulations, 2011 prescribe the manner of public announcements in connection with mandatory and voluntary open offer:

- **Short Public Announcement:** Short public announcement shall be made on the same day or as prescribed as on the date of transaction which triggered the Open Offer to all the stock exchanges where the shares of the Target Company are listed for the purpose of dissemination of the information to the public. Further, a copy of the public announcement shall be sent to SEBI and to the Target Company at its registered office within 1 working day of the date of short public announcement.
- **Detailed Public Announcement:** After the short Public Announcement, a detailed Public Announcement shall be made by the Acquirer within 5 working days from the date of short Public Announcement. Such public announcement is required to be published in all editions of any one English national daily with wide circulation, any one Hindi national daily with wide circulation, and any one regional language daily with wide circulation at the place where the registered office of the Target Company is situated and one regional language daily at the place of the stock exchange where the maximum volume of trading in the shares of the Target Company are recorded during the sixty trading days preceding the date of the public announcement.

Simultaneously, a copy of the publication shall be sent to SEBI, Stock Exchanges where the shares of the Target Company are listed and to the Target Company at its registered office.

- **Offer Size/Minimum Price: (DEC 2011)** Offer size is the price at which the acquirer announces to acquire shares from the public shareholders under the open offer. The offer price shall not be less than the price as calculated under regulation 8 of the SAST Regulations, 2011 for frequently or infrequently traded shares.

If the target company's shares are frequently traded then the open offer price for acquisition of shares under the minimum open offer shall be highest of the following:-

- Highest negotiated price per share under the share purchase agreement ("SPA");
- Volume weighted average price of shares acquired by the acquirer during 52 weeks preceding the public announcement ("PA");
- Highest price paid for any acquisition by the acquirer during 26 weeks immediately preceding the PA;
- Volume weighted average market price for sixty trading days preceding the PA;

If the target company's shares are infrequently traded then the open offer price for acquisition of shares under the minimum open offer shall be highest of the following:-

- Highest negotiated price per share under the share purchase agreement triggering the offer;
- Volume weighted average price of shares acquired by the acquirer during 52 weeks preceding the public announcement ("PA");
- Highest price paid for any acquisition by the acquirer during 26 weeks immediately preceding the PA;
- The price determined by the acquirer and the manager to the open offer after taking into account valuation parameters including book value, comparable trading multiples, and such other parameters that are customary for valuation of shares of such companies.

It may be noted that the Board may at the expense of the acquirer, require valuation of shares by an independent merchant banker other than the manager to the offer or any independent chartered accountant in practice having a minimum experience of 10 years.



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|                                     | The shares of the target company will be deemed to be frequently traded if the traded turnover on any stock exchange during the 12 calendar months preceding the calendar month, in which the PA is made, is at least 10% of the total number of shares of the target company. If the said turnover is less than 10%, it will be deemed to be infrequently traded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                |                                        |               |   |                                |                                             |   |                              |                                                                |
| SUBMISSION OF DRAFT LETTER OF OFFER | The Acquirer shall submit a draft letter of offer to SEBI within 5 working days from the date of detailed public announcement along with a non – refundable fee as applicable. Simultaneously, a copy of the draft letter of offer shall be sent to the Target Company at its registered office and to all the Stock Exchanges where the shares of the Company are listed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                |                                        |               |   |                                |                                             |   |                              |                                                                |
| DISPATCH OF LETTER OF OFFER         | <p>The Acquirer shall ensure that the letter of offer is dispatched to the shareholders whose names appear on the register of members of the Target Company as of the identified date, and to the custodian of shares underlying depository receipts, if any, of the Company, within maximum 7 working days from the date of receipt of communication of comments from SEBI or where no comments are offered by SEBI, within 7 working days from the expiry of 15 working days from the date of receipt of draft letter of offer by SEBI.</p> <p>However, it is provided that where a shareholder holding less than 5% of the voting rights of the Target Company is resident outside India and local laws or regulations of such jurisdiction may expose the acquirer or the target company to material risk of civil, regulatory or criminal liabilities in the event the letter of offer in its final form were to be sent without material amendments or modifications into such jurisdiction, then the acquirer may refrain from dispatch of the letter of offer into such jurisdiction.</p> |                                                                |                                        |               |   |                                |                                             |   |                              |                                                                |
| OPENING OF THE OFFER                | The tendering period shall start within <b>maximum 12 working days</b> from date of receipt of comments from the Board and shall remain open <b>for 10 working days</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                |                                        |               |   |                                |                                             |   |                              |                                                                |
| COMPLETION OF REQUIREMENTS          | <b>Within 10 working days</b> from the last date of the tendering period, the acquirer shall complete all requirements as prescribed under these regulations and other applicable law relating to the Open Offer including payment of consideration to the shareholders who have accepted the open offer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                |                                        |               |   |                                |                                             |   |                              |                                                                |
| RESTRICTION ON ACQUISITION          | <p>If the acquirer or person acting in concert with him acquires shares of the target company during the period of 26 weeks after the tendering period at a price higher than the offer price, then the acquirer shall pay the difference between the highest acquisition price and the offer price, to all the shareholders whose shares were accepted in the open offer, within 60 days from the date of such acquisition.</p> <p>However, such revision shall not be applicable if the acquisition is made through another open offer, Delisting of shares or open market purchase in the ordinary course on the stock exchange.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |                                        |               |   |                                |                                             |   |                              |                                                                |
| PROVISION OF ESCROW<br>(DEC 2015)   | <p>Not later than two working days prior to the date of the detailed public statement of the open offer for acquiring shares, the acquirer shall create an escrow account towards security for performance of his obligations under these regulations, and deposit in escrow account such aggregate amount as per the following scale:</p> <table><tr><td></td><td>Consideration payable under Open Offer</td><td>Escrow Amount</td></tr><tr><td>1</td><td>On the first 500 crores rupees</td><td>An amount equal to 25% of the consideration</td></tr><tr><td>2</td><td>On the balance consideration</td><td>An additional amount equal to 10% of the balance consideration</td></tr></table> <p>However, where an open offer is made conditional upon minimum level of acceptance,</p>                                                                                                                                                                                                                                                                                                          |                                                                | Consideration payable under Open Offer | Escrow Amount | 1 | On the first 500 crores rupees | An amount equal to 25% of the consideration | 2 | On the balance consideration | An additional amount equal to 10% of the balance consideration |
|                                     | Consideration payable under Open Offer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Escrow Amount                                                  |                                        |               |   |                                |                                             |   |                              |                                                                |
| 1                                   | On the first 500 crores rupees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | An amount equal to 25% of the consideration                    |                                        |               |   |                                |                                             |   |                              |                                                                |
| 2                                   | On the balance consideration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | An additional amount equal to 10% of the balance consideration |                                        |               |   |                                |                                             |   |                              |                                                                |



|                                                    | <p>100% of the consideration payable in respect of minimum level of acceptance or 50% of the consideration payable under the open offer, whichever is higher, shall be deposited in cash in escrow account.</p> <p><b>The escrow account may be in the form of:</b></p> <p>(i) Cash deposited with any scheduled commercial bank;</p> <p>(ii) Bank guarantee issued in favor of the manager to the open offer by any scheduled commercial bank; or</p> <p>(iii) Deposit of frequently traded and freely transferable equity shares or other freely transferable securities with appropriate margin.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |                                                                                                                                 |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
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| MODE OF PAYMENT                                    | <p>The offer price may be paid:</p> <p>(i) In cash,</p> <p>(ii) by issue of shares,</p> <p>(iii) by exchange of shares or</p> <p>(iv) by transfer of shares,</p> <p>(v) Convertible debentures and</p> <p>(vi) Combination of all above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                 |                                                                                                                                 |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| DISCLOSURE<br>(DEC 2013, JUNE 2015)                | <p>The acquirer should do the following disclosures to the target company and concerned stock exchanges which such target company is listed:-</p> <table><tr><th>Regulation</th><th>Triggering Point</th><th>To and by whom</th><th>Time Period</th></tr><tr><td colspan="4"><b>(a) EVENT BASED DISCLOSURES</b></td></tr><tr><td>29(1)</td><td>Acquisition of 5% or more shares or voting rights</td><td>To the Target Company and Stock Exchange by the Acquirer</td><td>Within 2 working days of:<br/>(a) Receipt of intimation of allotment of shares; or<br/>(b) Acquisition of shares or voting rights</td></tr><tr><td>29(2)</td><td>Acquirer already holding 5% or more shares or voting rights, On acquisition/disposal of 2% or more shares or voting rights</td><td>To the Target Company and Stock Exchange by the Acquirer/Seller</td><td>Within 2 working days of such acquisition/disposal</td></tr><tr><td colspan="4"><b>(b) CONTINUAL DISCLOSURES (DEC 2008)</b></td></tr><tr><td>30 (1)</td><td>Any person holding 25% or more shares or voting rights</td><td>Target Company &amp; Stock Exchange by such person</td><td>Within 7 working days from the end of each financial year</td></tr><tr><td>30(2)</td><td>Promoter/Person having control over the Target Company</td><td>Target Company &amp; Stock Exchange by Promoter</td><td>Within 7 working days from the end of each financial year</td></tr><tr><td colspan="4"><b>(c) DISCLOSURE OF PLEDGED/ENCUMBERED SHARES</b></td></tr><tr><td>31(1)</td><td>On the encumbrance of shares by the promoter or person acting in concert with him</td><td>Target Company &amp; Stock Exchange by the promoter</td><td>Within 7 working days from the date of creation of encumbrance</td></tr><tr><td>31(2)</td><td>On the invocation of or release of such encumbrance by the promoter</td><td>Target Company &amp; Stock Exchange by the promoter</td><td>Within 7 working days from the date of invocation of encumbrance</td></tr></table> <p><b>EXEMPTIONS:</b> Regulation 10 of the SEBI Takeover Regulations, 2011 provides the Acquirer automatic exemptions from the applicability of making Open Offer to the</p> | Regulation                                                      | Triggering Point                                                                                                                | To and by whom | Time Period | <b>(a) EVENT BASED DISCLOSURES</b> |  |  |  | 29(1) | Acquisition of 5% or more shares or voting rights | To the Target Company and Stock Exchange by the Acquirer | Within 2 working days of:<br>(a) Receipt of intimation of allotment of shares; or<br>(b) Acquisition of shares or voting rights | 29(2) | Acquirer already holding 5% or more shares or voting rights, On acquisition/disposal of 2% or more shares or voting rights | To the Target Company and Stock Exchange by the Acquirer/Seller | Within 2 working days of such acquisition/disposal | <b>(b) CONTINUAL DISCLOSURES (DEC 2008)</b> |  |  |  | 30 (1) | Any person holding 25% or more shares or voting rights | Target Company & Stock Exchange by such person | Within 7 working days from the end of each financial year | 30(2) | Promoter/Person having control over the Target Company | Target Company & Stock Exchange by Promoter | Within 7 working days from the end of each financial year | <b>(c) DISCLOSURE OF PLEDGED/ENCUMBERED SHARES</b> |  |  |  | 31(1) | On the encumbrance of shares by the promoter or person acting in concert with him | Target Company & Stock Exchange by the promoter | Within 7 working days from the date of creation of encumbrance | 31(2) | On the invocation of or release of such encumbrance by the promoter | Target Company & Stock Exchange by the promoter | Within 7 working days from the date of invocation of encumbrance |
| Regulation                                         | Triggering Point                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | To and by whom                                                  | Time Period                                                                                                                     |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| <b>(a) EVENT BASED DISCLOSURES</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |                                                                                                                                 |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| 29(1)                                              | Acquisition of 5% or more shares or voting rights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | To the Target Company and Stock Exchange by the Acquirer        | Within 2 working days of:<br>(a) Receipt of intimation of allotment of shares; or<br>(b) Acquisition of shares or voting rights |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| 29(2)                                              | Acquirer already holding 5% or more shares or voting rights, On acquisition/disposal of 2% or more shares or voting rights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | To the Target Company and Stock Exchange by the Acquirer/Seller | Within 2 working days of such acquisition/disposal                                                                              |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| <b>(b) CONTINUAL DISCLOSURES (DEC 2008)</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |                                                                                                                                 |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| 30 (1)                                             | Any person holding 25% or more shares or voting rights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target Company & Stock Exchange by such person                  | Within 7 working days from the end of each financial year                                                                       |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| 30(2)                                              | Promoter/Person having control over the Target Company                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target Company & Stock Exchange by Promoter                     | Within 7 working days from the end of each financial year                                                                       |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| <b>(c) DISCLOSURE OF PLEDGED/ENCUMBERED SHARES</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |                                                                                                                                 |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| 31(1)                                              | On the encumbrance of shares by the promoter or person acting in concert with him                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Target Company & Stock Exchange by the promoter                 | Within 7 working days from the date of creation of encumbrance                                                                  |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |
| 31(2)                                              | On the invocation of or release of such encumbrance by the promoter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Target Company & Stock Exchange by the promoter                 | Within 7 working days from the date of invocation of encumbrance                                                                |                |             |                                    |  |  |  |       |                                                   |                                                          |                                                                                                                                 |       |                                                                                                                            |                                                                 |                                                    |                                             |  |  |  |        |                                                        |                                                |                                                           |       |                                                        |                                             |                                                           |                                                    |  |  |  |       |                                                                                   |                                                 |                                                                |       |                                                                     |                                                 |                                                                  |

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|                                                                                                | <p>shareholders of the Target Company in respect of certain acquisitions subject to the compliance of certain conditions specified therein.</p> <p>Further Regulation 11 of SEBI Takeover Regulations, 2011 provides the provisions whereby the acquirer can apply to SEBI for availing the exemption from the Open obligations and the Target Company can apply for relaxation from strict compliance with any procedural requirement relating to Open Offer as provided under Chapters III and IV of the Regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>REGULATION 10:</b><br/> <b>AUTOMATIC EXEMPTIONS</b><br/> <b>(DEC 2016) (2 Marks)</b></p> | <p>The following acquisitions shall be exempt from the obligation to make an open offer under regulations 3 and 4:-</p> <p>1. (a) Acquisition pursuant to inter se transfer of shares amongst qualifying person, being:</p> <p>(i) Immediate relatives;</p> <p>(ii) Persons names as promoters in the shareholding pattern filed by the target company in terms of the listing agreement or these regulations for not less than three years prior to the proposed acquisition;</p> <p>(iii) A company, its subsidiaries, its holding company, other subsidiaries of such holding company, persons holding not less than fifty per cent of the equity shares of such company, other companies in which such persons hold not less than fifty per cent of the equity shares, and their subsidiaries subject to control over such qualified persons being exclusively held by the same persons;</p> <p>(iv) Persons acting in concert for not less than three years prior to the proposed acquisition, and disclosed as such pursuant to filings under the listing agreement;</p> <p>(v) Shareholders of a target company who have been persons acting in concert for a period of not less than three years prior to the proposed acquisition and are disclosed as such pursuant to filings under the listing agreement, and any company in which the entire equity share capital is owned by such shareholders in the same proportion as their holdings in the target company without any differential entitlement to exercise voting rights in such company.</p> |
| <p><b>REGULATION 11:</b><br/> <b>EXEMPTION BY SEBI</b></p>                                     | <p>On an application being made by the acquirer in writing giving the details of the proposed acquisition and grounds on which the exemption is sought along with duly sworn affidavit, SEBI may grant exemption to the acquirer from the Open Offer obligations subject to the compliance with such conditions as it deems fit.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## UNIT 17: INVESTOR PROTECTION

|                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |
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| <b>INTRODUCTION</b>                                                                                                  | <p>Capital market plays an extremely important role in promoting and sustaining the growth of an economy. It plays an important role in mobilizing savings for investment in productive assets, with a view to enhancing a country's long – term growth prospects, and thus acts as a major catalyst in transforming the economy into a more efficient, innovative and competitive marketplace within the global arena.</p> <p>It is also imperative to note that not only mobilization of funds is important but also it is required to protect the Interest of Investors. In this regard, the Govt. of India has taken several measures to protect of interest of Investors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                               |
| <b>To whom an investor can file a complaint against the Brokers/ Depository/ Registrar to Issue/ Issuer Company?</b> | <b>GRIEVANCES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>REGULATOR</b>                                                                                                              |
|                                                                                                                      | Complain in connection with Banks Deposits and Banks including Non – Banking Financial Company (NBFC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Reserve Bank of India (RBI)<br>Website – <a href="http://www.rbi.org.in">www.rbi.org.in</a>                                   |
|                                                                                                                      | Any matter in connection with the Companies registered under the Companies Act, 2013 whether listed or unlisted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Ministry of Corporate Affairs (MCA)<br>Website – <a href="http://www.mca.gov.in">www.mca.gov.in</a>                           |
|                                                                                                                      | Insurance companies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Insurance Regulatory and Development Authority (IDRA)<br>Website – <a href="http://www.irdaindia.org">www.irdaindia.org</a>   |
|                                                                                                                      | Commodities market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Forward Markets Commission<br>Website – <a href="http://www.fmc.gov.in">www.fmc.gov.in</a>                                    |
|                                                                                                                      | Pension Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Pension Fund Regulatory and Development Authority (PFRDA)<br>Website – <a href="http://www.pfrda.org.in">www.pfrda.org.in</a> |
|                                                                                                                      | Anti – competitive activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Competition Commission of India (CCI)<br>Website – <a href="http://www.cci.gov.in">www.cci.gov.in</a>                         |
|                                                                                                                      | Housing Finance Companies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | National Housing Bank (NHB)<br>Website – <a href="http://www.nhb.org.in">www.nhb.org.in</a>                                   |
| <b>RIGHTS AND RESPONSIBILITIES OF INVESTORS (JUNE 2007)</b>                                                          | <p><b>The Rights of Investor as a Shareholder</b></p> <ul style="list-style-type: none"> <li>(i) To receive Share Certificate, on allotment or transfer</li> <li>(ii) To receive notice for calling General meetings</li> <li>(iii) Receive copies of Annual Report containing Balance Sheet, P &amp; L A/C &amp; Auditor's Report</li> <li>(iv) To participate and vote in general meetings either personally or through proxy</li> <li>(v) To receive dividends in due time once approved in general meetings</li> <li>(vi) To apply to Company Law Board (CLB) to call or direct the calling of an AGM</li> <li>(vii) To inspect the minute books of the general meetings and to receive copies thereof</li> <li>(viii) To proceed against the company by way of civil or criminal proceedings</li> <li>(ix) To apply for the winding up of the company</li> </ul> <p><b>Rights of Investors as a Debenture Holder</b></p> <ul style="list-style-type: none"> <li>(i) To receive interest on redemption of debentures in due time</li> <li>(ii) To receive a copy of the trust deed on request</li> <li>(iii) To apply for winding up of the company if the company fails to pay its debt</li> <li>(iv) To approach the Debentures Trustee with your grievance</li> </ul> <p><b>Responsibilities of an Investor as a Security Holder</b></p> <ul style="list-style-type: none"> <li>(i) To remain informed</li> <li>(ii) To be vigilant</li> </ul> |                                                                                                                               |

|                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|                                                                               | <p>(iii) To participate and vote in general meetings</p> <p>(iv) To exercise your rights on your own or as a group</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p><b>LEGAL FRAMEWORK FOR INVESTOR PROTECTION IN INDIA</b></p>                | <p>In order to provide adequate protection to the investors, the Govt. of India has enacted many legislations and regulatory bodies like Companies Act, 2013 &amp; SEBI Act, 1992 and MCA, SEBI and RBI etc. Moreover, the several Ministries of Govt. of India issue additional guidelines, circulars and press notes from time to time.</p> <p><b>The following Acts have been incorporated to Regulate Legal Framework:</b></p> <ul style="list-style-type: none"> <li>➤ Companies Act, 2013 <ul style="list-style-type: none"> <li>• Acceptance of deposits</li> <li>• Mis – statement in prospectus</li> <li>• Non – payment of dividend</li> <li>• Transfer and transmission of securities</li> <li>• Failure to send financial statement</li> </ul> </li> <li>➤ SEBI Act, 1992</li> <li>➤ Securities Contracts (Regulation) Act, 1956</li> <li>➤ Reserve Bank of India Act, 1934</li> <li>➤ Indian Penal Code:</li> </ul> <p>Any matter which is connected with cheating, forgery and misappropriation of funds in connection with investment is being dealt with by Economic Offence Wings of Police Departments</p> <ul style="list-style-type: none"> <li>➤ The Consumer Protection Act, 1986</li> <li>➤ The Depositories Act, 1996</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>SEBI (INVESTOR PROTECTION AND EDUCATION FUND) REGULATIONS, 2009</b></p> | <p>SEBI in exercise of the powers conferred by section 30 of SEBI Act, 1992, SEBI made the SEBI (Investor Protection and Education Fund) Regulations, 2009.</p> <p><b><u>Regulation 4 provides for the Amounts to be Credited to the Fund which are:</u></b></p> <p>(i) Contribution grants and donations given to the Fund</p> <p>(ii) Security deposits held by stock exchanges in respect of public issues and rights issues, in the event of de – recognition of such stock exchanges</p> <p>(iii) Amounts in the Investor Protection Fund and Investor Services Fund of a stock exchange, in the event of de – recognition of such stock exchange</p> <p>(iv) Interest or other income received out of any investments made from the Fund</p> <p>(v) grants and donations given to the fund by CG, SG or any other entity approved by SEBI for this purpose;</p> <p><b><u>Utilization of Fund</u></b></p> <p>The fund shall be utilized for the purpose of protection of investors and promotion of investor education and awareness in accordance with these regulations.</p> <p><b><u>The fund may be used for the following purposes, namely:-</u></b></p> <p>(i) Educational activities including seminars, training, research and publications, aimed at investors;</p> <p>(ii) Awareness programmes including through media – print, electronic, aimed at investors;</p> <p>(iii) Funding investor education and awareness activities of Investors’ Associations recognized by SEBI;</p> <p>(iv) Aiding investors’ associations recognized by SEBI to undertake legal proceedings in the interest of investors in securities that are listed or proposed to be listed;</p> <p>(v) Refund of the security deposits which are held by stock exchanges and transferred to the Fund consequent on de – recognition of the stock exchanges, in case the concerned companies apply to SEBI and fulfill the conditions for release of the deposit;</p> <p>(vi) Expenses on travel of members of the Committee, who are not officials of the Board, and special invitees to the meetings of the Committee, in connection with its work;</p> |

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|                                     | <p>(vii) Salary, allowances and other expenses of office of Ombudsman.</p> <p><b><u>Condition for Aid</u></b><br/>The aid shall be given by SEBI to investors' associations, in accordance with the guidelines made but it and subject to the following conditions:-</p> <p>(i) Aid shall not exceed seventy – five per cent, of the total expenditure on legal proceedings;</p> <p>(ii) Such aid shall not be considered for more than 1 legal proceeding in a particular matter;</p> <p>(iii) If more than one investors' association applies for seeking legal aid, the investors' association whose application is received first, shall be considered for such aid.</p> <p><b><u>Constitution of the Committee</u></b><br/>SEBI shall constitute an advisory committee for recommending activities that may be undertaken directly by the Board or through any other agency, for utilization of the Fund for the purposes referred in these regulations.</p> <p><b><u>The Committee shall consist of the following members, namely:-</u></b></p> <p>(i) The Executive Director of SEBI in charge of Office of IAE who shall be the Convener of the Committee</p> <p>(ii) 2 other officials of SEBI</p> <p>(iii) 5 other members who have expertise about the securities market and experience in matters of investor grievance Redressal or investor education</p> <p>The term of office of members shall be 2 years, which may be extended for a further period of 2 years.</p> <p>Any vacancy arising out of resignation, retirement or death of a member or for any other reason shall be filled by the Board for the remaining period of the term of such member. SEBI may dissolve and reconstitute the Committee if SEBI is of the opinion that the Committee is unable to discharge the functions and duties imposed on it by or under these regulations.</p> |
| <b>OMBUDSMAN</b>                    | <p>Ombudsman, in is literal sense, is an independent person appointed to hear and act upon citizen's complaints about Government Services. In this regard, SEBI has issued SEBI (Ombudsman) Regulations, 2003. As per this, Ombudsman means any person appointed under the aforesaid regulations and also includes stipendiary ombudsman.</p> <p>Stipendiary Ombudsman means a person appointed for the purpose of acting as Ombudsman in respect of a specific matter and for which he may be paid such expenses, honorarium and sitting fees as may be determined by SEBI from time to time.</p> <p><b>A Person is Eligible to be Appointed as Stipendiary Ombudsman if he</b></p> <p>(i) Has held a judicial post or an executive offer under the Central or State Government for at least 10 years;</p> <p>(ii) Is having experience of at least 10 years in matter relating to investor protection;</p> <p>(iii) Has been a legal practitioner in corporate matters for at least 10 years; or</p> <p>(iv) Has served for a minimum period of 10 years in any public financial institution.</p> <p><b>Following are the Important Powers and Functions of Ombudsman:</b></p> <p>(i) To receive complaints against any intermediary or a listed company;</p> <p>(ii) To consider such complaints and facilitate resolution thereof by amicable settlement;</p> <p>(iii) To approve amicable settlement of the dispute between the parties; and</p> <p>(iv) To adjudicate such complaints in the event of failure of amicable settlement.</p>                                                                                                                                                                                                                                                                                                                           |
| <b>INVESTOR FINANCIAL EDUCATION</b> | <p>An increased need for financial education is felt in both developed and developing countries. In developed countries, the increasing number of financial products, its complexity, importance of retirement savings, increased growth of secondary market has</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                                                                       | <p>made the imparting of financial education imperative for all age groups, including students so that individuals are educated about financial matters as early as possible in their lives.</p> <p>In the developing countries, the growing number of investors, technically advanced financial markets, liberalized economy etc. necessitates imparting of financial education for better operation of markets and economy and in the interest of investor. Further imparting of financial education is international concern due to growth of international transactions, international financial instruments like ADR, GDR etc., mobility of individuals from one country to another etc.</p> <p><b><u>Initiatives taken so far on Financial Literacy in India</u></b></p> <p>Investor education forms an important part of SEBI's efforts to protect the interest of the investors in securities markets. A series of information brochures and pamphlets have been issued in the past for the benefit of the investors. These publications indicate the various risks associated with capital market investment, the rights of the investors, the responsibilities and details of the grievance redressal machinery available to them and the remedy/relief to be obtained from different agencies like SEBI Ministry of Company Affairs, Stock Exchanges, Reserve Bank of India and Registrars to the Issue, apart from seeking relief through Consumers Disputes Redressal Forums, Company Law Board and Court of Law.</p> <p>The investors' associations registered with SEBI, the stock exchanges and professional bodies also conduct investors' education programmes from time to time to appraise the investors of the changes in the law and regulations and the methods of protecting themselves against malpractices and delays cropping up in the market. This is further supplemented by the journals and magazines in the field of corporate investment as well as newspaper articles which highlight the newly emerging problems, pitfalls and the methods to protect.</p> <p><b><u>Securities Market Awareness Campaign</u></b></p> <p>SEBI has also launched a comprehensive securities market awareness campaign for educating investors through workshops, audio – visual clippings, distribution of educative investor materials/booklets, dedicated investor website etc. It has also recognized certain investor associations through which the investor is educated.</p> <p><b><u>Financial Literacy – cum – Counselling Centre (DEC 2011)</u></b></p> <p>RBI has advised State Level Bankers' Committee convenor banks to set up, on a pilot basis, a financial literacy – cum – counseling centre in any one district, and based on the experience gained, to ask the concerned lead banks to set up such centres in other districts. It has also undertaken a project on financial literacy by asking banks to introduce comic books explaining terms like inflation, how to open an account, interest rates, etc.</p> |
| <p><b>INITIATIVES<br/>TAKEN SO FAR ON<br/>FINANCIAL<br/>LITERACY IN<br/>INDIA</b></p> | <p><b>RBI's Initiatives</b></p> <p>RBI has undertaken a project titled "Project Financial Literacy". The objective of this project is to disseminate information regarding the central bank and general banking concepts to various target groups like school and college students, women, rural and urban poor, defense personnel and senior citizens.</p> <p>This project has been implemented in two modules, one module focusing on the economy, RBI and its activities, and the other module on general banking. The material is created in English and other vernacular languages.</p> <p><b>SEBI's Initiatives</b></p> <p>SEBI has started a nationwide financial education campaign to impart financial education to various target groups like school and college student, working executives, home makers, retired personnel, self help group etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



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|                                                              | <p>Investor education programmes are conducted by SEBI through investor associations all over the country. Regional seminars are conducted by SEBI through various stakeholders viz. Stock Exchanges, Depositories, Mutual Funds Association of Merchant Bankers etc.</p> <p><b>Ministry of Corporate Affairs (MCA) Initiatives</b><br/>Ministry of Corporate Affairs (MCA) has a dedicated approach for empowering investors through education and awareness building.</p> <p>MCA on 27<sup>th</sup> September, 2007 launched a website <a href="http://www.iepf.gov.in">www.iepf.gov.in</a>. It provides information about IEPF and the various activities that have been undertaken/funded by it. This website provides information on various aspects such as role of capital market, IPO investing, Mutual Fund Investing, Stock Investing, Stock Trading, Depository Account, Debt Market, Derivatives, Indices, Indices (comic strip), Index Fund, Investor Grievance &amp; Arbitration (Stock Exchanges), Investor Rights &amp; Obligations, Do's and Don'ts etc.</p> <p>Ministry of Corporate Affairs has taken various initiatives to educate investors, particularly, since 2001, the Investor Education and Protection Fund (IEPF) has been working for educating the investors and for creating greater awareness about investments in the corporate sector.</p> <p><u>The Institute of Company Secretaries of India (ICSI)</u> is organizing Investor Awareness Programmes under IEPF since 2005 and has organized more than 1700 Investor Awareness Programmes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>INVESTOR GRIEVANCE REDRESSAL MECHANISM AT SEBI</b></p> | <p><b><u>Investor Grievance</u></b><br/>There will be occasions when an investor has a complaint against a listed company or an intermediary registered with SEBI. In the event of such complaint, the investor should first approach the concerned company/intermediary against whom there is a complaint.</p> <p>Sometimes the response received may not be satisfactory. Therefore, investors should know as to which authority they should approach, to get their complaints redressed.</p> <p><b><u>GENERAL GRIEVANCES OF INVESTORS: (June 2008, June 2012)</u></b></p> <ul style="list-style-type: none"> <li>✓ Delay/default in payment of interest and repayment of deposits.</li> <li>✓ Delay in listing of securities with Stock Exchanges</li> <li>✓ Delay/Non receipt of refund orders, allotment letters and share certificates/Debenture certificates/ bonds</li> <li>✓ Furnishing inadequate information or making misrepresentation in prospectus, application form, advertisements and rights offer documents.</li> <li>✓ Delay/ Non receipt of Bonus Shares/ Rights Shares</li> <li>✓ Non receipt of Notices for meetings</li> <li>✓ Non Receipt of Annual Reports</li> </ul> <p><b><u>SCORES (SEBI Complaints Redress System): (JUNE 2015, DEC 2015, DEC 2013)</u></b> SCORES is a web based centralized grievance redress system of SEBI (<a href="http://www.scores.gov.in">www.scores.gov.in</a>). SCORES enables investors to lodge and follow up their complaints and track the status of redressal of such complaints from anywhere.</p> <p>This enables the market intermediaries and listed companies to receive the complaints online from investors, redress such complaints and report redressal online. All the activities starting from lodging of a complaint till its closure by SEBI would be online in an automated environment and the complainant can view the status of his complaint online.</p> <p><b><u>Features:</u></b></p> <ul style="list-style-type: none"> <li>(i) SCORES is web enabled and provides online access 24 × 7;</li> <li>(ii) Complaints and reminders thereon can be lodged online at anytime from anywhere;</li> </ul> |

- (iii) An e – mail is generated instantly acknowledging the receipt of complaint and allotting a unique complaint number to the complainant for future reference and tracking;
- (iv) The complaint forwarded online to the entity concerned for its redressal;
- (v) The entity concerned uploads an Action Take Report (ATR) on the complaint;
- (vi) SEBI peruses the ATR and closes the complaint if it is satisfied that the complaint has been redressed adequately;
- (vii) The concerned investor can view the status of the complaint online from the above website by logging in the unique complaint registration number;
- (viii) The entity concerned and the concerned investor can seek and provide clarification on his complaint online to each other;
- (ix) Every complaint has an audit trail; and
- (x) All the complaints are saved in a central database which generates relevant MIS reports to enable SEBI to take appropriate policy decisions and/or remedial actions, if any.

#### **How to file a complaint on Scores? (DEC 2014)**

- To register a complaint online on SCORES Portal (<http://scores.giv.in>) click on Complaint Registration under Investor Corner.
- The complaint registration form contains personal details and complaint details.
- There are certain mandatory fields in the form. These fields includes name, Address for correspondence, state, email address.
- After filling the personal details, select the complaint category, entity name, nature of complaint related to, complaint details in brief (upto 1000 characters)
- A PDF document (upto 1MB of size for each nature of complaint) can also be attached along with the complaint as the supporting documents.

#### **What are the limitations in dealing with complaints?**

Sometimes a complaint is successfully resolved and the entity is advised to send reply to complainant. But in certain cases, the entity or company denies wrongdoing, and it remains unclear as to who is wrong or whether any wrongdoing occurred at all. If this happens, SEBI cannot act as a judge or an arbitrator and force the entity or company to resolve the complaint. Further, SEBI cannot act as personal representative or attorney of the complainant. Securities laws and other laws provide important legal rights and remedies if an investor has suffered wrongdoing. On their own, investors can also seek to resolve their complaint through the courts, consumer courts, or arbitration.

#### **When can a case be referred for arbitration?**

If the grievance is not resolved by the Stock Exchange/Depository due to disputes, an investor can file arbitration subject to the Bye-laws, Rules and Regulations of the exchange / Depository. All claims, differences or disputes between the investors and stock brokers/depository participants can be filed for arbitration.

Simplified arbitration can be a less costly alternative to legal recourse before the courts of law. If the investor has an account with the broker or a depository participant (DP), he/she can choose arbitration to settle disputes. The investor generally cannot pursue an issue through arbitration if it is barred by limitation prescribed. When deciding whether to arbitrate, the investor has to bear in mind that if the broker or DP goes out of business or declares bankruptcy, he/she might not be able to recover money even if the arbitrator or court rules in his/her favor. However, with certain restriction to the nature of transactions, Stock Exchanges may settle on case to case basis the claim of an investor up to a limit prescribed in the “Investor protection fund” guidelines of the respective Stock Exchange.

The claimant is required to carefully review the rules governing simplified arbitration before filing a claim and should also weigh the costs of arbitrating against the likelihood of being able to collect any award in favor. An investor, who has a claim / counter claim upto `10 lakh and files arbitration reference for the same within six months, need not

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|                                              | <p>make any deposit for filing arbitration.</p> <p><b>When can SEBI take action for non-resolution of the complaint?</b><br/>While the entity is directly responsible for redressal of the complaint, SEBI initiates action against recalcitrant entities on the grounds of their unsatisfactory redressal of large number of investor complaints as a whole.</p> <p><b>Which are the matters that are not considered as complaints by SEBI?</b></p> <ul style="list-style-type: none"> <li>– Complaints that are incomplete or not specific</li> <li>– Allegations without supporting documents</li> <li>– Offering suggestions or seeking guidance/explanation</li> <li>– Seeking explanation for non-trading of shares or illiquidity of shares</li> <li>– Not satisfied with trading price of the shares of the companies</li> <li>– Non-listing of shares of private offer</li> <li>– Disputes arise out of private agreement with companies/intermediaries.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SEBI (INFORMAL GUIDANCE) SCHEME, 2003</b> | <p>In the interests of better regulation of and orderly development of the Securities market, SEBI has issued SEBI (Informal Guidance) Scheme 2003. The following persons may make a request for informal Guidance under the scheme:</p> <p>(a) any intermediary registered with the SEBI.</p> <p>(b) any listed company.</p> <p>(c) any company which intends to get any of its securities listed and which has filed either a listing application with any stock exchange or a draft offer document with the Board or the Central Listing authority.</p> <p>(d) any mutual fund trustee company or asset management company.</p> <p>(e) any acquirer or prospective acquirer under the SEBI (Substantial Acquisition of Shares &amp; Takeovers) Regulations, 2011.</p> <p>The Guidance Scheme, further deals with various aspects such as the nature of request, fees to be accompanied alongwith request letter, disposal of requests, SEBI's discretion not to respond certain types of requests and confidentiality of requests etc.</p> <p>The informal guidance may be sought for and given in two forms:</p> <ul style="list-style-type: none"> <li>– <b>No action letters:</b> SEBI indicates that the Department would or would not recommend any action under any Act, Rules, Regulations, Guidelines, Circulars or other legal provisions administered by SEBI to the Board if the proposed transaction described in a request made under para 6 is consummated.</li> <li>– <b>Interpretive letters:</b> SEBI provides an interpretation of a specific provision of any Act, Rules, Regulations, Guidelines, Circulars or other legal provision being administered by SEBI in the context of a proposed transaction in securities or a specific factual situation.</li> </ul> <p>The request seeking informal guidance should state that it is being made under this scheme and also state whether it is a request for a no action letter or an interpretive letter and should be accompanied with a fee of ₹ 25,000/- and addressed to the concerned Department of SEBI. It should also describe the request, disclose and analyse all material facts and circumstances involved and mention all applicable legal provisions. SEBI may dispose off the request as early as possible and in any case not later than 60 days after the receipt of the request. The Department may give a hearing or conduct an interview if it feels necessary to do so. The requestor shall be entitled only to the reply. The internal records or views of SEBI shall be confidential.</p> <p><b>SEBI may not respond to the following types of requests:</b></p> <p>(a) those which are general and those which do not completely and sufficiently describe the factual situation;</p> <p>(b) those which involve hypothetical situations;</p> |

- (c) those requests in which the requestor has no direct or proximate interest;
- (d) where the applicable legal provisions are not cited;
- (e) where a no action or interpretive letter has already been issued by that or any other Department on a substantially similar question involving substantially similar facts, as that to which the request relates;
- (f) those cases in which investigation, enquiry or other enforcement action has already been initiated;
- (g) those cases where connected issues are pending before any Tribunal or Court and on issues which are subjudice; and,
- (h) those cases where policy concerns require that the Department does not respond.

Where a request is rejected for non-compliance, the fee if any paid by the requestor shall be refunded to him after deducting therefrom a sum of ₹ 5,000/- towards processing charges. However SEBI is not be under any obligation to respond to a request for guidance made under this scheme, and shall not be liable to disclose the reasons for declining to reply the request.

**Confidentiality of Request (DEC 2016)**

- ❖ Any person submitting a letter or written communication under this scheme may request that it receive confidential treatment for a specified period of time not exceeding 90 days from the date of the Department's response.
- ❖ The request shall include a statement of the basis for confidential treatment.
- ❖ If the Department determines to grant the request, the letter or written communication will not be available to the public until the expiration of the specified period.
- ❖ If it appears to the Department that the request for confidential treatment should be denied, the requestor will be so advised and such person may withdraw the letter or written communication within 30 days of receipt of the advise, in which case the fee, if any, paid by him would be refunded to him.
- ❖ In case a request has been withdrawn under clause (c), no response will be given and the letter or written communication will remain with the SEBI but will not be made available to the public.
- ❖ If the letter or written communication is not withdrawn, it shall be available to the public together with any written staff response.
- ❖ A no action letter or an interpretive letter issued by a Department constitutes the view of the Department but will not be binding on SEBI, though the SEBI may generally act in accordance with such a letter.
- ❖ The letter issued by a Department under this scheme should not be construed as a conclusive decision or determination of any question of law or fact by SEBI. Such a letter cannot be construed as an order of SEBI under Section 15T of the Act and shall not be appealable.
- ❖ Where a no action letter is issued by a Department affirmatively, it means that the Department will not recommend enforcement action to the Board, subject to other provisions of this scheme.

**SEBI ACT, 1992**

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| <b>OBJECTIVE</b>                                                          | SEBI Act, 1992 was enacted to empower SEBI with statutory powers for:<br>(i) Protecting the interests of investors in securities,<br>(ii) Promoting the development of the securities market, and<br>(iii) Regulating the securities market.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>THE SEBI BOARD SHALL CONSIST OF THE FOLLOWING MEMBERS: (JUNE 2007)</b> | (i) A Chairman;<br>(ii) 2 members from Ministry of Central Government dealing with finance & administration of the Companies Act, 2013;<br>(iii) 1 member from the Reserve Bank of India;<br>(iv) 5 other members of whom at least three shall be the whole – time members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>POWERS AND FUNCTIONS OF SEBI</b>                                       | It is the duty of SEBI to take such measures for the protection of the interest of the investors and promoting the development of the securities market. These measures include:<br>(i) Regulating the Business in Stock Exchanges and any other securities market;<br>(ii) Registering and Regulating the work of the Intermediaries;<br>(iii) Registering and Regulating the work of the Depositories, Participants, FIIs and Credit Rating Agencies;<br>(iv) Registering and Regulating the work of the Venture Capital Funds and Collective Investment Schemes;<br>(v) Prohibiting the Unfair and Fraudulent Trade Practices;<br>(vi) Prohibiting the Insider Trading in Securities;<br>(vii) Regulating Substantial Acquisition of Shares and Takeover of Companies;<br>(viii) Calling for any required Information, undertaking Inspections and conducting Inquiries and Audits of the Stock Exchanges;<br>(ix) Levying Fees and other charges for carrying out the purposes of this section;<br>(x) Conducting Research for above purposes;<br>(xi) Performing any other function as may be prescribed. |
| <b>SEBI HAS BEEN VESTED WITH THE SAME POWERS AS THAT OF A CIVIL COURT</b> | (i) The discovery and production of books of accounts and other documents;<br>(ii) Summoning and enforcing the attendance of persons and examining them on oath;<br>(iii) Inspection of books, registers and other related instruments of intermediaries;<br>(iv) Issuing commissions for the examination of the witnesses or documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>POWER TO ISSUE DIRECTIONS</b>                                          | The SEBI has the power to prohibit any company from issuing any offer document in the interest of the investors. If SEBI is satisfied after making inquiries that it is necessary. In the interest of the investors:<br>(i) To prevent the activities of any intermediaries;<br>(ii) To secure proper management of such intermediary.<br><br><u>It may issue such directions, as may be necessary to:</u><br>(a) Any person or class of persons;<br>(b) To any company for the matters relating to issue of capital, transfer of securities, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>INVESTIGATIONS</b>                                                     | (i) If SEBI has reasonable grounds to believe that any matter connected with the securities market is being dealt with in such a way that it is detrimental to the interest of investors, it may direct an investigations;<br><br>(ii) It is the duty of any authorized person of the company and every intermediary to produce necessary documents before the investigating authority;<br><br>(iii) The investigating authority has the right to keep any books, registers, other documents and records for 6 months in this custody.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>CEASES AND</b>                                                         | If, in the opinion of the Board, any person has violated or is likely to violate any of the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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| <b>DESIST PROCEEDINGS</b>                                                                 | provisions, rules or regulations of the Act, it may pass an order requiring such person to cease and desist from committing such action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CONSENT ORDERS</b>                                                                     | <p>It means an order setting administrative or civil proceedings between the regulator and a person who may be found to have violated securities laws.</p> <p><u>It provides flexibility of wider array of enforcement and remedial actions which will achieve the twin goals of:</u></p> <p>(i) Appropriate sanctions;</p> <p>(ii) Remedies &amp; deterrence without resorting to litigation, lengthy proceedings and delays.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>REGISTRATION OF INTERMEDIARIES</b>                                                     | <p>No stock – broker, sub – broker, share transfer agent, banker to an issue, trustee of trust deed, registrar to an issue, merchant banker, underwriter, investment adviser and such other intermediary who may be associated with securities market shall buy, sell or deal in securities except in accordance with the conditions of a certificate of registration obtained from SEBI.</p> <p>If such intermediary associated with securities market before the establishment of SEBI for which no registration certificate was necessary prior to such establishment, may continue to do so for a period of three months from such establishment or, if he has made an application for such registration within the period of 3 months, till the disposal of such application.</p> <p>Also no depository, participant, custodian of securities, foreign institutional investor, credit rating agency or any other intermediary associated with the securities market as SEBI may by notification in this behalf specify, shall buy or sell or deal in securities except under and in accordance with the conditions of a certificate of registration obtained from SEBI in accordance with the regulations made under this Act.</p> <p>No person shall sponsor or cause to be sponsored or carry on or cause to be carried on any venture capital funds or collective investment schemes including mutual funds, unless he obtains a certificate of registration from SEBI. Every application for registration would in such manner and on payment of such fees as may be determined by regulations. The Board may, by order, suspend or cancel a certificate of registration. However, no such order shall be made unless the person concerned has been given a reasonable opportunity of being heard.</p> |
| <b>PROHIBITION OF MANIPULATIVE AND DECEPTIVE DEVICES, INSIDER TRADING, ETC (DEC 2015)</b> | <p>Section 12A of the Act provides that no person shall directly or indirectly:</p> <p>(a) use or employ, in connection with the issue, purchase or sale of any securities listed or proposed to be listed on a recognized stock exchange, any manipulative or deceptive device or contrivance in contravention of the provisions of this Act or the rules or the regulations made thereunder;</p> <p>(b) employ any device, scheme or artifice to defraud in connection with issue or dealing in securities which are listed or proposed to be listed on a recognized stock exchange;</p> <p>(c) engage in any act, practice, course of business which operates or would operate as fraud or deceit upon any person, in connection with the issue, dealing in securities which are listed or proposed to be listed on a recognized stock exchange, in contravention of the provisions of this Act or the rules or the regulations made thereunder;</p> <p>(d) engage in insider trading;</p> <p>(e) deal in securities while in possession of material or non-public information or communicate such material or non-public information to any other person, in a manner which is in contravention of the provisions of this Act or the rules or the regulations made thereunder;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



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|                                            | (f) acquire control of any company or securities more than the percentage of equity share capital of a company whose securities are listed or proposed to be listed on a recognized stock exchange in contravention of the regulations made under this Act.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>FINANCE, ACCOUNTS AND AUDIT OF SEBI</b> | <p>(i) The Central Government grants such sum of money as it may think fit for the purpose of conducting finance, accounts and audit of SEBI;</p> <p>(ii) A fund named Securities and Exchange Board of India General Fund shall be created for crediting all the grants, fees and charges received by the SEBI under the Act;</p> <p>(iii) The fund has to be applied for meeting the salaries, allowance and other remuneration of members and employees of SEBI;</p> <p>(iv) It is the duty of SEBI to maintain proper accounts and other relevant records.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>PENALTIES FOR FAILURES</b>              | <p><u>Failure to Furnish any Document, Return or Report to the Board:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Failure to File any Return:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Failure to Maintain Books of Accounts or Records:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Failure to obtain a Certificate of Registration from SEBI:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Failure to Comply with the Terms and Conditions of the Certificate for Registration:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Failure to make an Application for Listing of the Schemes:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Failure by Collective Investment Schemes to dispatch unit Certificate of any Schemes:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Failure to Refund Application Monies of Investors of a Collective Investment Schemes:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Failure to invest the Money Collected by the Collective Investment Schemes:</u><br/>Penalty of Rs.1 lakh for each day of failure or 1 crore, whichever is less.</p> <p><u>Penalty for Insider Trading:</u><br/>Penalty of Rs.25 crore or 3 times profit made out of insider trading, whichever is higher.</p> <p><u>Penalty for Non – Disclosure of Acquisition of Shares and Takeovers:</u><br/>Penalty of Rs.25 crore or 3 times profit made out of insider trading, whichever is higher.</p> <p><u>Penalty for Contravention:</u><br/>It is liable to a penalty which may extend to 1 crore.</p> |
| <b>ADJUDICATION</b>                        | <p>The SEBI has the power to adjudicate the offences committed. While adjudging the amount of penalty, the adjudicating officer shall look into the following factors:-</p> <p>(i) The amount of the unfair advantage;</p> <p>(ii) The amount of loss caused to an investor or group of investors;</p> <p>(iii) The repetitive nature of default.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>SECURITIES APPELLATE</b>                | To consider the appeals against SEBI orders, the Act provides for the establishment of Securities Appellate Tribunal by the Central Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**TRIBUNAL (SAT)**  
**(JUNE 2016)**

The Securities Appellate Tribunal consists of a Presiding Officer and two other members. The person to be appointed as the Presiding Officer shall be a sitting or retired judge of the Supreme Court. Presiding Officer and every other member shall hold office for a term of 5 years up to 68 years of age and is eligible for appointment.

**Filling up of Vacancies**

Any vacancy occurred in the office of the Presiding Officer or any other member shall be filled by the Government in accordance with the provisions of the Act.

**Resignation and Removal**

(i) A Notice in Writing is to be served to the Central Government by the Presiding Officer or any other member for the purpose of Resignation.”

(ii) The Presiding Officer or any other member shall not be removed except by the Order of CG after proper enquiry and proved misbehavior or incapacity only.

(iii) The Central Government has the power to lay down the procedures for any investigations.

(iv) The Presiding Officer and every other member shall be given an opportunity of being heard before making any judgment.

**Procedure of Securities Appellate Tribunal (JUNE 2011)**

The SAT has all the powers to regulate their own procedure including the places at which they shall have their sittings.

**Requirement for Appeal to the Tribunal**

(i) Appeal is to be filed in Securities Appellate Tribunal having the jurisdiction in the matter;

(ii) No appeal shall lie from an order made by SEBI or an Adjudicating Officer with the consent of the parties;

(iii) Every appeal shall be filed within a period of 45 days from the date of copy of the order;

(iv) After the receipt of the appeal, the Securities Appellate Tribunal may, after giving the parties to the appeal an opportunity of being heard, pass such order thereon as it thinks fit, confirming, modifying or setting aside the order appealed against;

(v) The decision on every filed shall be made within a period of 6 months.

**DEC 2016:** *Fortune Ltd is a registered stock broker of the BSE. SEBI levied a penalty of Rs. 2 crores on the company for violation of SEBI provisions (Prohibition of Fraudulent and unfair trade practices) Regulations, 2003. Fortune Ltd is contemplating to challenge the SEBI's order before the SAT in an Appeal. Explain the procedure for making an appeal to SAT. (8 marks)*

**Powers of the Securities Appellate Tribunal as a Civil Court (DEC 2013, DEC 2014, JUNE 2016)**

SAT has been vested with the same powers as that of a civil court:

(i) The discovery and production of books of accounts and other documents;

(ii) Summoning and enforcing the attendance of persons and examining them on oath;

(iii) Inspection of books, registers and other related instruments of intermediaries;

(iv) Inspection of books, registers and other related instruments of any listed company or a public company intending to get itself listed;

(v) Issuing commission for the examination of the witnesses or documents.

**Legal Representation**

The Appellant has the power to appear in person or authorize one or more practicing Company Secretaries, Chartered Accountants or legal practitioners to present his or its

case before the SAT.

**Limitation**

The provisions of the Limitation Act, 1963 will apply to an appeal made to the SAT.

**Public servants**

The Presiding Officer and other employees of the SAT shall be the public servants as per the Indian Penal Code.

**Jurisdiction of Civil Court**

No civil court has any power to entertain any suit or proceedings in respect of any matter in the Act, for which the jurisdiction has been given to the Adjudicating Officer.

**Appeal to Supreme Court**

Any person aggrieved by an order of the SAT shall file an appeal to the Supreme Court within a period of 60 days.

**Powers of Central Government**To Issue Directions:

The Central Government has the power to issue directions in writing to SEBI on question of policy as it may deem fit from time to time.

To Supersede the Board:

The Central Government has the power to supersede the Board for such period, not more than 6 months, as may be notified, after the satisfaction of necessary conditions.

**Effects of Notification**

- (i) All the members shall vacate the office;
- (ii) All the powers and functions discharged by SEBI will be now discharged by the persons appointed in this behalf by the Central Government;
- (iii) All the property owned and controlled by SEBI shall vest in the Central Government.

**Delegation of Powers**

SEBI has the power to delegate its powers to any member, officer of the Board or any other person as it may be necessary.

**Appeal to the Central Government**

Any person aggrieved by the order of SEBI shall prefer an appeal to the Central Government within such time made under prescribed form and manner.

**Offences and Punishments**Contravention of any of the Provisions, Rules and Regulations of the Act:

It shall be punishable with imprisonment for a term which may extend to 10 years or with fine which may extend to Rs.25 crore or with both.

Failure to Pay any Penalty Imposed by the Adjudicating Officer:

It shall be punishable with imprisonment for a term which may extend to 10 years or with fine which may extend to Rs.25 crore or with both.

**Power to Grant Immunity**

- (i) The CG has the power to grant immunity in certain cases from prosecution for any offence under this Act with respect to the alleged violation;
- (ii) No court shall take cognizance of any offence punishable under this Act;
- (iii) No court inferior to that of a Court of Session shall try any offence punishable.

**Power to make Rules and Regulations**

The CG has the power to make rules for all or any of the following matters:-

- (i) Term of office and condition of service of Chairman or any other officer;

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|  | <ul style="list-style-type: none"><li>(ii) Additional functions to be performed by the SEBI;</li><li>(iii) The manner of maintaining the accounts by SEBI;</li><li>(iv) The manner of enquiry by the Adjudicating Officer;</li><li>(v) The salaries and allowances;</li><li>(vi) The procedure for investigation of misbehavior and incapacity;</li><li>(vii) The form in which appeal may be filed;</li><li>(viii) The form and manner in which the reports and returns are to be made.</li></ul> |
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The SEBI has the power to make regulations in respect of the following matters:-

- (a) The timings and places of meetings of SEBI;
- (b) Term of office and condition of service of Chairman or any other officer of SEBI;
- (c) The matters relating to issue of capital, transfer of securities;
- (d) The conditions subject to which certificate of registration is to be issued.

## UNIT 19: REGULATORY FRAMEWORK GOVERNING STOCK EXCHANGES

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>SECURITIES CONTRACTS (REGULATION) ACT, 1956</b> | <p>The Securities Contracts (Regulation) Act, 1956 was enacted by Parliament to:</p> <ul style="list-style-type: none"> <li>(i) Prevent undesirable transactions in securities by regulating the business of dealing therein, and</li> <li>(ii) Provide for certain other matters connected therewith.</li> </ul> <p>The Act extends to the whole of India and came into force on 28<sup>th</sup> February, 1957. However, the provisions of this Act shall not apply to:</p> <ul style="list-style-type: none"> <li>(i) The Government, the Reserve Bank of India, any local authority or any corporation set up by a special law;</li> <li>(ii) Any convertible bond or share warrant or any option or right in relation thereto.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>RECOGNIZED STOCK EXCHANGES</b>                  | <p>Any stock exchange which is desirous of being recognized for the purposes of this Act may make an application in the prescribed manner to the Central Government.</p> <p>Every application shall contain such particulars as may be prescribed, and also a copy of the rules relating in general to the constitution of the stock exchange and in particular to:</p> <ul style="list-style-type: none"> <li>(i) The governing body of such stock exchange, its institution and powers of management and the manner of transacting the business.</li> <li>(ii) The powers and duties of the office bearers of the stock exchange.</li> <li>(iii) The admission into the stock exchange of various classes of members, the qualifications and other related matters.</li> <li>(iv) The procedure for the registration of partnerships as members of the stock exchanges.</li> </ul> <p>If the Central Government is satisfied (power can also be exercised by SEBI) after making such inquiry as may be necessary in this behalf and after obtaining such further information, if any, as it may require:</p> <ul style="list-style-type: none"> <li>(a) That the rules and bye laws of a stock exchange applying for registration are in conformity with such conditions as may be prescribed with a view to ensure fair dealing and to protect investors;</li> <li>(b) That the stock exchange is willing to comply with any other conditions (including conditions as to the number of members) which the Central Government after consultation with the governing body of the stock exchange and having regard to the area served by the stock exchange and its standing and the nature of the securities dealt with by it, may impose for the purpose of carrying out the objects of this act; and</li> <li>(c) That it would be in the interest of the trade and also in the public interest to grant recognition to the stock exchange;</li> </ul> <p>The conditions which the Central Government can prescribe for the grant of recognition to the stock exchanges may include, among other matters, conditions relating to:</p> <ul style="list-style-type: none"> <li>(i) The qualifications for membership of stock exchange;</li> <li>(ii) The manner in which contracts shall be entered into and enforced as between members;</li> <li>(iii) The representation of the Central Government on each of the stock exchanges by such number of persons not exceeding three as the Central Government may nominate in this behalf;</li> <li>(iv) The maintenance of account of members and their audit by CA whenever such audit is required by CG.</li> </ul> |

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|                                                                   | <p>Every Grant of recognition of a stock exchange under this section shall be published in the Gazette of India and also in the Official Gazette of the State in which the principal office of stock exchange is situated, and such recognition shall have effect as from the date of its publication in the Gazette of India.</p> <p>No Application for the grant of recognition shall be refused except after giving an opportunity to the stock exchange concerned to be heard in this matter; and the reasons for such refusal shall be communicated to the stock exchange in writing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>DEMUTUALISATION OF STOCK EXCHANGES (JUNE 2015) (JUNE 2016)</b> | <p>The process of demutualization is to convert the traditional “not for – profit” stock exchanges into a “for profit” company and this process is to transform the legal structure from a mutual form to a business corporation form.</p> <p><b>The Important Features of the Demutualization exercise are as follows:</b></p> <p>(a) The board of a stock exchange should consist of 75% public interest/shareholders directors and only 25% broker directors, and</p> <p>(b) 51% shareholding of the stock exchange should be divested to public/investors other than trading member brokers and only 49% of shareholding can remain with the trading member brokers. This will transform our broker – owned stock exchanges into professionally – run corporate stock exchanges.</p> <p><b>Options for Divestment/Dilution of Broker’s Shareholding in a Stock Exchange are:</b></p> <p>(a) Offer for sale<br/>(b) Private placement of shares<br/>(c) Fresh issue of shares to the public through an IPO.</p> <p><b>Purpose of Demutualization:</b></p> <p>(a) Stock exchanges owned by members tend to work towards the interest of members alone, which could on occasion be detrimental to rights of other stakeholders. Division of ownership between members and outsiders can lead to a balanced approach, remove conflicts of interest, create greater management accountability.</p> <p>(b) Publicity owned stock exchanges can enter into capital market for expansion of business.</p> <p>(c) Publicity owned stock exchange would be more professionally managed than broker owned.</p> <p>(d) Demutualization enhances the flexibility of management.</p> |
| <b>WITHDRAWAL OF RECOGNITION</b>                                  | <p>If the CG is of Opinion that the recognition granted to a stock exchange should in the interest of trade or in the public interest, be withdrawn, the CG may serve on the governing body of stock exchange a written notice that the CG is considering the withdrawal of the recognition for the reasons stated in the notice and after giving an opportunity to the governing body to be heard in the matter, the CG may withdraw, by notification in the Official Gazette, the recognition granted to the stock exchange.</p> <p>However, the withdrawal shall not affect the validity of any contract entered into or made before the date of the notification, and CG may, after consultation with the stock exchange, make such provision as it deems fit in the notification of withdrawal or in any subsequent notification similarly published for the due performance of any contract outstanding on that date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>POWER OF RECOGNIZED STOCK EXCHANGES</b>                        | <p>(i) Any recognized stock exchange may, subject to the previous approval of SEBI, make bye – laws for the regulation and control of contracts. Such bye – laws may provide for;</p> <p>(ii) The opening and closing of markets and the regulation of the hours of trade;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



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|                                                                                                          | <p>(iii) A clearing house for the periodical settlement of contracts and differences;</p> <p>(iv) Submission to SEBI by the clearing house as soon as may be after each periodical settlement of all or any of the following particulars:</p> <p>(a) The total number of each category of security carried over from one settlement period to another;</p> <p>(b) The total number of each category of security, contracts which have been squared up during the course of each settlement period;</p> <p>(c) The total number of each category of security actually delivered at each clearing.</p> <p>(d) The publication by clearing house of all or any of the particulars submitted to SEBI;</p> <p>(e) The regulation or prohibition of blank transfers;</p> <p>(f) The number and classes of contracts in respect of which settlements shall be made or differences paid through the clearing house;</p> <p>(g) The determination and declaration of market rates, including the opening, closing, highest and lowest rates for securities;</p> <p>(h) The terms, conditions and incidents of contracts;</p> <p>(i) The regulation of dealings by members for their own account;</p> <p>(j) The separation of the functions of jobbers and brokers;</p> <p>(k) The limitations on the volume of trade done by any individual member in exceptional circumstances.</p> |
| <b>PUNISHMENTS FOR CONTRAVENTIONS</b>                                                                    | <p>The contravention of any of the bye – laws shall render the member concerned liable to one or more of the following punishments, namely:-</p> <p>(i) Fine or Expulsion from Membership,</p> <p>(ii) Suspension from Membership for a Specified Period,</p> <p>(iii) Any other penalty of a like nature not involving the Payment of Money.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>POWER OF SEBI TO MAKE OR AMEND BYE – LAWS OF RECOGNIZED STOCK EXCHANGES</b>                           | <p>(i) SEBI has the power to make bye – laws, for all or any of the matters specified in Section 9 or amend any bye – laws made by such stock exchange under that section.</p> <p>(ii) The bye – laws so made or amended shall be published in the Gazette of India and also in the Official Gazette of the State in which the principal office of the recognized stock exchange is situated.</p> <p>(iii) On such publication, the bye – laws so made or amended shall have effect as if they had been made or amended by the recorded stock exchange concerned.</p> <p>(iv) The making or the amendment or revision of any bye – laws shall in all cases be subject to the condition of previous publication.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>POWER OF CENTRAL GOVERNMENT TO SUPERSEDE COMPANIES OF STOCK EXCHANGES OR SUSPEND BUSINESS THEREOF</b> | <p>In case the Central Government is of opinion that the governing body of any recognized stock exchange should be superseded, then, the Central Government may:</p> <p>(i) Serve on the governing body a written notice that the Central Government is considering the supersession of the governing body for the reasons specified in the notice;</p> <p>(ii) Give an opportunity to the governing body to be heard in the matter;</p> <p>(iii) Declare the governing body of such stock exchange to be superseded;</p> <p>(iv) Appoint any person or persons to exercise and perform all the powers and duties of the governing body; and</p> <p>(v) Appoint one of such persons to be the chairman and another to be the vice – chairman thereof.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SUSPENSION OR WITHDRAWAL OF</b>                                                                       | <p>(i) A recognized stock exchange has power to suspend or withdraw admission to dealings in the securities of a company or body corporate either for a breach of or non –</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>ADMISSION<br/>DEALINGS<br/>SECURITIES<br/>STOCK<br/>EXCHANGE</b> | <b>TO<br/>IN<br/>ON</b><br><br>compliance;<br><br>(ii) No such action shall be taken by a stock exchange without giving a reasonable opportunity of being heard to the company;<br><br>(iii) Where a recognized stock exchange has withdrawn admission to dealings in any security, or where suspension of admission to dealings has continued for a period exceeding three months, the company or body corporate concerned may appeal to SEBI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>ADDITIONAL<br/>TRADING FLOOR</b>                                 | A stock exchange may establish additional trading floor with prior approval of SEBI in accordance with the terms and conditions stipulated by SEBI.<br><br>Additional trading floor means a trading ring or trading facility offered by a recognized stock exchange outside its area of operating to enable the investors to buy and sell securities through such trading floor under the regulatory framework of that stock exchange.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>CONTRACT IN<br/>CERTAIN CASES<br/>TO BE VOID</b>                 | Any Contract entered into in any State or Area specified in the notification under Section 13 which is in contravention of any of the bye laws specified in that behalf under Clause (a) of sub section (3) of Section 9 shall be <b>Void</b> .<br>(i) As respect the rights of any member of the recognized stock exchange who has entered into such contract in contravention of any such bye laws, and also<br>(ii) As respects the rights of any other person who has knowingly participated in the transaction entailing such contravention.<br><br>Nothing in sub section 1 shall be construed to affect the right of any person other than a member of the recognized stock exchange to enforce any such contract or to recover any sum under or in respect of such contract if such person had no knowledge that the transactions was in contravention of any of the bye laws specified in clause (a) of Sub Section (3) of Section 9. |

| <b>SEBI (FOREIGN PORTFOLIO INVESTORS) REGULATIONS, 2014</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>REGISTRATION OF FPI</b>                                  | <ul style="list-style-type: none"> <li>Any person shall not buy, sell or otherwise deal in securities as a foreign portfolio investor unless it has obtained a certificate granted by the designated depository participant on behalf of SEBI.</li> <li>Further that a qualified foreign investor may continue to buy, sell or otherwise deal in securities subject to the provisions of these regulations, for a period of one year from the date of commencement of these regulations, or until he obtains a certificate of registration as foreign portfolio investor, whichever is earlier.</li> <li>An application for the grant of certificate as foreign portfolio investor shall be made to the designated depository participant in such form and such fees as prescribed in the regulations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ELIGIBILITY CRITERIA</b>                                 | <p>An applicant desirous of foreign portfolio investor registration should, <i>inter alia</i>, satisfy the following conditions:</p> <ul style="list-style-type: none"> <li>✓ It should not be resident in India or a Non-Resident Indian.</li> <li>✓ It should be a resident of a country:- <ul style="list-style-type: none"> <li>○ whose securities market regulator is a signatory to IOSCO's Multilateral MOU or a signatory to a bilateral MOU with SEBI;</li> <li>○ whose central bank is a member of the Bank for International Settlements;</li> <li>○ against whom the Financial Action Task Force (FATF) has not issued any warnings</li> </ul> </li> <li>✓ It should legally be permitted to invest in securities outside the country of its incorporation or establishment or place of business.</li> <li>✓ It should be authorised by its Memorandum of Association and Articles of Association or equivalent document(s) or the agreement to invest on its own behalf or on behalf of its clients.</li> <li>✓ It must be a fit and proper person as prescribed.</li> <li>✓ the applicant has sufficient experience, good track record, is professionally competent, financially sound and has a generally good reputation of fairness and integrity;</li> <li>✓ the grant of certificate to the applicant is in the interest of the development of the securities market;</li> </ul> |
| <b>CATEGORIES OF FPI</b>                                    | <div> <b>Category I FPI includes:</b> <ul style="list-style-type: none"> <li>✓ Government and Government-related investors such as central banks, Governmental agencies, sovereign wealth funds and</li> <li>✓ international or multilateral organisations or agencies.</li> </ul> </div> <div> <b>Category II FPIs includes:</b> <ul style="list-style-type: none"> <li>✓ appropriately regulated broad based funds such as mutual funds, investment trusts, insurance/reinsurance companies;</li> <li>✓ appropriately regulated persons such as banks, AMC's, investment managers/advisors, portfolio managers;</li> <li>✓ broad based funds that are not appropriately regulated but whose investment manager is appropriately regulated.</li> <li>✓ university funds and pension funds; and</li> <li>✓ university-related endowments already registered with SEBI as FIIs or sub accounts.</li> </ul> </div> <div> <b>Category III FPIs include:</b> <ul style="list-style-type: none"> <li>• all others not eligible under Category I and II FPIs such as endowments, charitable societies, charitable trusts, foundations, corporate bodies, trusts, individuals and family offices.</li> </ul> </div>                                                                                                                                                                                        |

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| <b>GRANT OF CERTIFICATE</b>                                 | <ul style="list-style-type: none"> <li>✓ The designated depository participant grants a certificate after getting satisfied that the applicant is eligible for the grant of a certificate of registration.</li> <li>✓ The grant of certificate of registration should be subject to the payment of the specified registration fee in the manner prescribed in the regulations.</li> <li>✓ If an applicant seeking registration as a foreign portfolio investor has any grievance with respect to its application or if the designated depository participant has any question in respect of interpretation of any provision of this regulation, it may approach SEBI for appropriate instructions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>APPLICATION TO CONFORM TO THE REQUIREMENTS</b>           | <ul style="list-style-type: none"> <li>✓ An application for grant of certificate of registration to act as a foreign portfolio investor, which is not complete in all respects or is false or misleading in any material particular shall be deemed to be deficient and liable to be rejected by the designated depository participant.</li> <li>✓ However, before rejecting any such application, the applicant shall be given a reasonable opportunity to remove the deficiency, within the time as specified by the designated depository participant.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>PROCEDURE WHERE CERTIFICATE IS NOT GRANTED</b>           | <ul style="list-style-type: none"> <li>✓ The designated depository participant may reject the application if after considering an application is of the opinion that a certificate should not be granted, after giving the applicant a reasonable opportunity of being heard.</li> <li>✓ The decision of the designated depository participant not to grant the certificate should be communicated by the designated depository participant to the applicant stating the grounds on which the application has been rejected.</li> <li>✓ Any applicant aggrieved by the decision of the designated depository participant may apply to SEBI, within a period of thirty days from the date of receipt of communication. SEBI as soon as possible re-consideration the application and after giving a reasonable opportunity of being heard, convey its decision in writing to the applicant.</li> </ul>                                                                                                                                                                                                                                                                                                                         |
| <b>SUSPENSION, CANCELLATION OR SURRENDER OF CERTIFICATE</b> | <ul style="list-style-type: none"> <li>✓ The registration granted by the designated depository participant on behalf of SEBI under these regulations shall be permanent unless suspended or cancelled by SEBI or surrendered by the foreign portfolio investor.</li> <li>✓ Suspension and cancellation of registration granted by SEBI under these regulations shall be dealt with in the manner as provided in Chapter V of the Securities and Exchange Board of India (Intermediaries) Regulations, 2008.</li> <li>✓ Any foreign portfolio investor desirous of giving up its activity and surrendering the certificate of registration may make a request for such surrender to the designated depository participant who shall accept the surrender of registration after obtaining approval from SEBI to do so.</li> <li>✓ While accepting the surrender of registration, the designated depository participant may impose such conditions as may be specified by SEBI and such person shall comply with such conditions.</li> </ul>                                                                                                                                                                                     |
| <b>APPROVAL OF DESIGNATED DEPOSITORY PARTICIPANT</b>        | <p><b>APPLICATION FOR APPROVAL TO ACT AS DESIGNATED DEPOSITORY PARTICIPANT:</b></p> <ul style="list-style-type: none"> <li>✓ Any person shall not act as designated depository participant unless it has obtained the approval of SEBI. However, a custodian of securities which is registered with SEBI as on the date of commencement of these regulations shall be deemed to have been granted approval as designated depository participant subject to the payment of fees as prescribed in regulations.</li> <li>✓ Further, A qualified depository participant which has been granted approval by SEBI prior to the commencement of these regulations, having opened qualified foreign investor account as on date of notification of these regulations, shall be deemed to have been granted approval as designated depository participant subject to the payment of fees as prescribed in this regulations.</li> <li>✓ An application for approval to act as designated depository participant shall be made to SEBI through the depository in which the applicant is a participant and shall be accompanied by the application fee specified and shall be paid in the manner specified in the regulations.</li> </ul> |

- ✓ The depository shall forward to SEBI the application, as early as possible, but not later than 30 days from the date of receipt by the depository, along with its recommendations and certifying that the participant complies with the eligibility criteria as provided in these regulations.

**ELIGIBILITY CRITERIA OF DESIGNATED DEPOSITORY PARTICIPANT:**

The SEBI shall not consider an application for the grant of approval as designated depository participant unless the applicant satisfies the following conditions, namely:

- ✓ the applicant is a participant registered with SEBI.
- ✓ the applicant is a custodian of securities registered with SEBI.
- ✓ the applicant is an Authorized Dealer Category-1 bank authorized by RBI;
- ✓ the applicant has multinational presence either through its branches or through agency relationships with intermediaries regulated in their respective home jurisdictions;
- ✓ the applicant has systems and procedures to comply with the requirements of Financial Action Task Force Standards, Prevention of Money Laundering Act, 2002, Rules prescribed thereunder and the circulars issued from time to time by SEBI.
- ✓ the applicant is a fit and proper person based on the criteria specified in Schedule II of the SEBI (Intermediaries) Regulations, 2008; and
- ✓ any other criteria specified by SEBI from time to time.
- ✓ SEBI may consider an application from a global bank, regulated in its home jurisdiction, for grant of approval to act as designated depository participant, if it is satisfied that it has sufficient experience in providing custodial services and the grant of such approval is in the interest of the development of the securities market.

However, such global bank shall be registered with SEBI as a participant, custodian of securities, and shall have tie up with Authorized Dealer Category-1 bank.

- ✓ After considering an application, SEBI may grant approval to the applicant, if it is satisfied that the applicant is eligible and fulfills the requirements including payment of fees.
- ✓ SEBI shall dispose of the application for grant of approval as soon as possible but not later than one month after receipt of application by SEBI or, after the information furnished, whichever is later.
- ✓ An application for grant of approval to act as designated depository participant which is not complete in all respects or is false or misleading in any material particular, shall be deemed to be deficient and shall be liable to be rejected by SEBI after giving a reasonable opportunity to remove the deficiency, within the time as specified by SEBI.

**PROCEDURE WHERE APPROVAL IS NOT GRANTED:**

SEBI may reject the application if the applicant does not satisfied the requirements specified above after giving a reasonable opportunity of being heard and the decision of rejection shall be communicated by SEBI to the applicant in writing stating therein the grounds on which the application has been rejected.

The applicant, who is aggrieved by the decision of SEBI may, within a period of thirty days from the date of receipt of communication may apply to SEBI for reconsideration of its decision. SEBI shall reconsideration the application after giving a reasonable opportunity of being heard, convey its decision in writing to the applicant.

**VALIDITY OF APPROVAL**

The approval granted by SEBI under these regulations shall be permanent unless suspended or withdrawn by SEBI or surrendered by the designated depository participant.

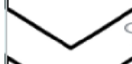
**SUSPENSION OR WITHDRAWAL OR SURRENDER OF APPROVAL:**

Where any designated depository participant who has been granted approval-

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|                                                             | <ul style="list-style-type: none"> <li>✓ fails to comply with any conditions subject to which an approval has been granted to him;</li> <li>✓ contravenes any of the provisions of the securities laws or directions, instructions or circulars issued thereunder;</li> </ul> <p>SEBI may, by order suspend or withdraw such approval after providing the designated depository participant a reasonable opportunity of being heard. Any designated depository participant, who has been granted approval desirous of giving up its activity and surrendering the approval granted, may make a request for such surrender to SEBI.</p> <p>SEBI may impose such conditions as it deems fit for protection of investors or the clients of designated depository participants or the securities market and such person shall comply with such conditions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>INVESTMENT CONDITIONS &amp; RESTRICTIONS (Important)</b> | <p><b><u>INVESTMENT RESTRICTIONS:</u></b></p> <p>A foreign portfolio investor shall invest only in the following securities, namely-</p> <ul style="list-style-type: none"> <li>✓ Securities in the primary and secondary markets including shares, debentures and warrants of companies, listed or to be listed on a recognized stock exchange in India;</li> <li>✓ Units of schemes floated by domestic mutual funds, whether listed on a recognized stock exchange or not;</li> <li>✓ Units of schemes floated by a collective investment scheme;</li> <li>✓ Derivatives traded on a recognized stock exchange;</li> <li>✓ Treasury bills and dated government securities;</li> <li>✓ Commercial papers issued by an Indian company;</li> <li>✓ Rupee denominated credit enhanced bonds;</li> <li>✓ Security receipts issued by asset reconstruction companies;</li> <li>✓ Perpetual debt instruments and debt capital instruments, as specified by the Reserve Bank of India from time to time;</li> <li>✓ Listed and unlisted non-convertible debentures/bonds issued by an Indian company in the infrastructure sector, where 'infrastructure' is defined in terms of the extant External Commercial Borrowings (ECB) guidelines;</li> <li>✓ Non-convertible debentures or bonds issued by Non-Banking Financial Companies categorized as 'Infrastructure Finance Companies' (IFCs) by the Reserve Bank of India;</li> <li>✓ Rupee denominated bonds or units issued by infrastructure debt funds;</li> <li>✓ Indian depository receipts;</li> <li>✓ Permit FPIs to invest in units of REITs, InvIts and Category III AIFs; and</li> <li>✓ A FPI shall not hold more than twenty five percent stake in a category III AIF.</li> <li>✓ Where a foreign institutional investor (FII) or a sub account, prior to commencement of these regulations, holds equity shares in a company whose shares are not listed on any recognized stock exchange, and continues to hold such shares after initial public offering and listing thereof, such shares shall be subject to lock-in for the same period, if any, as is applicable to shares held by a foreign direct investor placed in similar position, under the policy of the Government of India relating to foreign direct investment for the time being in force.</li> </ul> |
| <b>OFFSHORE DERIVATIVE INSTRUMENTS</b>                      | <ul style="list-style-type: none"> <li>✓ FPIs can issue, subscribe to or otherwise deal in ODIs, directly or indirectly, only if such ODIs are issued to persons who are regulated by an appropriate foreign regulatory authority, and the ODIs are issued after compliance with 'Know Your Client' (KYC) norms.</li> <li>✓ Unregulated broad based funds which are classified as Category II FPIs by virtue of their investment manager being appropriately regulated shall not deal in ODIs.</li> <li>✓ Category III FPIs also cannot deal in ODIs.</li> <li>✓ FPIs shall ensure that further issue or transfer of any ODIs issued by or on behalf of it is made only to persons who are regulated by an appropriate foreign regulatory authority.</li> <li>✓ Foreign portfolio investors shall fully disclose to SEBI any information concerning the terms of and parties to off-shore derivative instruments such as participatory notes, equity linked notes or any other such instruments, by whatever names they</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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|                                                  | <p>are called, entered into by it relating to any securities listed or proposed to be listed in any stock exchange in India.</p> <ul style="list-style-type: none"> <li>✓ Outstanding ODIs shall be deemed to have been issued under the corresponding provision of the FPI Regulations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>KYC NORMS FOR ODI SUBSCRIBERS</b>             | <p>ODI Issuers shall now be required to identify and verify the beneficial owners (BO) in the subscriber entities, who hold in excess of the 25 % in case of a company and 15 % in case of partnership firms/ trusts/ unincorporated bodies under Rule 9 of the Prevention of Money-laundering (Maintenance of Records) Rules, 2005.</p> <p>ODI issuers shall also be required to identify and verify the person(s) who control the operations, when no beneficial owner is identified based on the aforesaid materiality threshold. SEBI clarified the following in respect of ODIs:</p> <ul style="list-style-type: none"> <li>– The KYC documentation shall be obtained by ODI Issuers from each of such ODI subscribers in respect of beneficial owner who holds above the threshold limits in such ODI subscriber.</li> <li>– The materiality threshold referred above, to identify the beneficial owner should be first applied at the ODI subscriber level and look through principle shall be applied to identify the beneficial owner of the material shareholder/ owner entity.</li> <li>– Only beneficial owner with holdings equal &amp; above the materiality thresholds in the subscriber need to be identified through the aforesaid look through principle. In such cases, identity and address proof should be obtained.</li> <li>– Where no material shareholder/owner entity is identified in the ODI subscriber using the materiality threshold, the identity and address proof of the relevant natural person who holds the position of senior managing official of the material shareholder/owner entity should be obtained.</li> <li>– Any transfer of ODIs issued by or on its behalf is carried out subject to the following conditions: <ul style="list-style-type: none"> <li>a) such ODIs are transferred only to persons in accordance with this regulation and</li> <li>b) Prior consent of the FPI must be obtained for such transfer.</li> </ul> </li> </ul> <p>The ODI issuers shall be required to maintain with them, the KYC documents as prescribed above at all times and should be made available to SEBI on demand.</p> |
| <b>OBLIGATIONS &amp; RESPONSIBILITIES OF FPI</b> | <p>The foreign portfolio investor shall –</p> <ul style="list-style-type: none"> <li>✓ comply with the provisions of these regulations, circulars and any other terms and conditions specified by SEBI from time to time;</li> <li>✓ forthwith inform SEBI and designated depository participant in writing, if any information or particulars previously submitted to SEBI or designated depository participant are found to be false or misleading, in any material respect;</li> <li>✓ forthwith inform SEBI and designated depository participant in writing, if there is any material change in the information previously furnished by him to SEBI or designated depository participant;</li> <li>✓ as and when required by SEBI or any other government agency in India, submit any information, record or documents in relation to its activities as a foreign portfolio investor;</li> <li>✓ forthwith inform SEBI and the designated depository participant, in case of any penalty, pending litigations or proceedings, findings of inspections or investigations for which action may have been taken or is in the process of being taken by an overseas regulator against it;</li> <li>✓ obtain a Permanent Account Number from the Income Tax Department;</li> <li>✓ in relation to its activities as foreign portfolio investor, at all times, subject itself to the extant Indian laws, rules, regulations and circulars issued from time to time and provide an express undertaking to this effect to the designated depository participant;</li> <li>✓ provide such declarations and undertakings as required by the designated depository participant; and</li> <li>✓ provide any additional information or documents as may be required by the designated depository participant to ensure compliance with the Prevention of Money</li> </ul>                                                                                                                                                                                                                                                                                               |

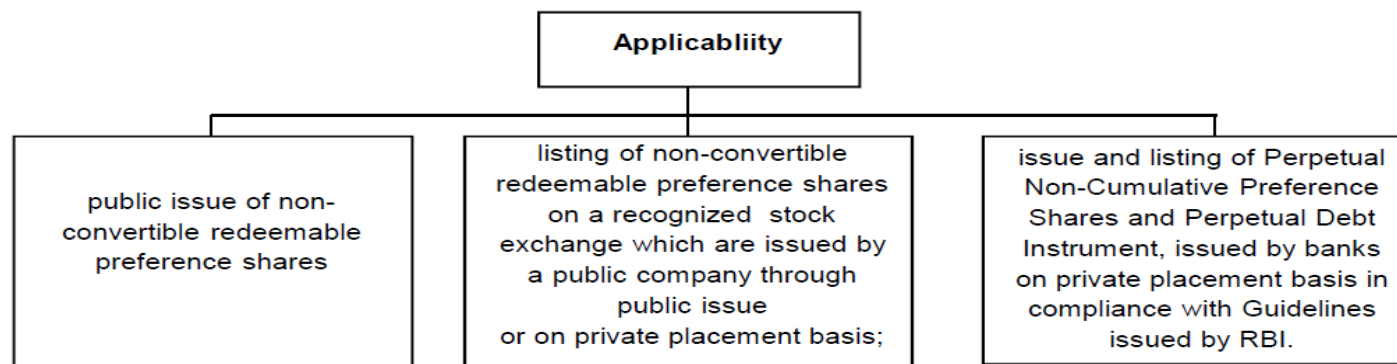
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|                                                    | Laundering Act, 2002 and rules and regulations prescribed thereunder, Financial Action Task Force standards and circulars issued from time to time by SEBI.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>CODE OF CONDUCT</b>                             | Same Points as in Code of Conduct of Credit Rating Agency. Refer the Chapter Credit Rating Agency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>APPOINTMENT OF CUSTODIAN OF SECURITIES</b>      | <p>A foreign portfolio investor or a global custodian, who is acting on behalf of the foreign portfolio investor, shall enter into an agreement with the designated depository participant engaged by it to act as a custodian of securities, before making any investment under these regulations. In addition to the obligation of custodian of securities under any other regulations,</p> <p>The custodian of securities shall:</p> <ul style="list-style-type: none"> <li> Report to the depositories and SEBI on a daily basis the transactions entered into by the foreign portfolio investor.</li> <li> Monitor investment of the foreign portfolio investors;</li> <li> Maintain the relevant true and fair records, books of accounts, and documents including the records relating to transactions of foreign portfolio investors;</li> <li> Report the holdings of foreign portfolio investors who form part of investor group to the depositories and the depositories shall club the investment limits to ensure that combined holdings of all these foreign portfolio investors remains below 10% of the issued capital of the investee company at any time.</li> </ul> |
| <b>APPOINTMENT OF DESIGNATED BANK</b>              | A foreign portfolio investor shall appoint a branch of a bank authorized by the Reserve Bank of India for opening of foreign currency denominated account and special non-resident rupee account before making any investments in India.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>OBLIGATION &amp; RESPONSIBILITY OF DDP</b>      | <ul style="list-style-type: none"> <li>• All designated depository participants (DDPs) who have been granted approval by SEBI shall –</li> <li>✓ Comply with the provisions of these regulations, circulars and any other terms and conditions specified by SEBI from time to time;</li> <li>✓ Forthwith inform SEBI in writing, if any information or particulars previously submitted to SEBI are found to be false or misleading, in any material respect;</li> <li>✓ Forthwith inform SEBI in writing, if there is any material change in the information previously furnished by him to SEBI.</li> <li>✓ Furnish such information, record or documents to SEBI and RBI, as may be required, in relation to his activities as a DDP.</li> <li>✓ Ensure that only registered foreign portfolio investors are allowed to invest in securities market.</li> <li>✓ Ensure that foreign portfolio investor does not have opaque structure(s).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>APPOINTMENT OF COMPLIANCE OFFICER</b>           | Every foreign portfolio investor and DDPs shall appoint a compliance officer who shall be responsible for monitoring the compliance of the Act, rules and regulations, notifications, guidelines and instructions issued by the designated depository participant (in case of FPIs) or SEBI or the Central Government. The compliance officer shall immediately and independently report to SEBI and the designated depository participant regarding any noncompliance observed by him.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>INVESTMENT ADVICE PUBLICLY ACCESSIBLE MEDIA</b> | <p>A foreign portfolio investor, or designated depository participant or any of its employees shall not render directly or indirectly any investment advice about any security in the publicly accessible media, whether real-time or non-real-time, unless a disclosure of his interest including long or short position in the said security has been made, while rendering such advice.</p> <p>In case, an employee of the foreign portfolio investor or designated depository participant</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                                        | is rendering such advice, he shall also disclose the interest of his dependent family members and his employer including their long or short position in the said security, while rendering such advice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>MAINTENANCE OF PROPER BOOKS OF ACCOUNT, RECORDS &amp; DOCUMENTS</b> | <ul style="list-style-type: none"> <li>❖ Every foreign portfolio investor shall keep or maintain, as the case may be, the following books of accounts, records and documents, namely:- <ul style="list-style-type: none"> <li>✓ true and fair accounts relating to remittance of initial corpus for buying, selling and realising capital gains of investment made from the corpus;</li> <li>✓ accounts of remittances to India for investments in India and realising capital gains on investments made from such remittances;</li> <li>✓ bank statement of accounts;</li> <li>✓ contract notes relating to purchase and sale of securities; and</li> <li>✓ communication from and to the designated depository participants, stock brokers and depository participants regarding investments in securities.</li> </ul> </li> <li>❖ Every designated depository participant shall keep or maintain, as the case may be, the relevant true and fair records, books of accounts, and documents including the records relating to registration of foreign portfolio investors.</li> <li>❖ The foreign portfolio investor shall intimate to its designated depository participants and DDP shall intimate to SEBI in writing, the location where such books, records and documents will be kept or maintained.</li> <li>❖ Every foreign portfolio investor and DDPs shall preserve the books of accounts, records and documents for a minimum period of five years.</li> </ul> |
| <b>PROCEDURE FOR INSPECTION &amp; INVESTIGATION</b>                    | <p>SEBI can appoint one or more persons as inspecting authority to undertake inspection and investigation of the books of account, records and documents relating to a designated depository participant for any of the following purposes, namely,-</p> <ul style="list-style-type: none"> <li>- To ensure that the books of account, records including telephone records and electronic records and documents are being maintained by DDPs.</li> <li>- To ascertain whether any circumstances exist which would render the DDPs unfit or ineligible;</li> <li>- To inquire into the complaints received from investors, clients, other market participants or any other person on any matter having a bearing on the activities of the DDPs.</li> <li>- To ascertain whether the provisions of the securities laws and the directions or circulars issued are complied.</li> <li>- To ascertain whether the systems, procedures and safeguards which have been established and are being followed by DDPs are adequate; and</li> <li>- To investigate suo motu into the affairs of DDPs in the interest of the securities market or in the interest of investors.</li> </ul>                                                                                                                                                                                                                                                                                              |
| <b>NOTICE OF INSPECTION OR INVESTIGATION</b>                           | SEBI shall give ten days written notice to the DDPs before ordering an inspection or investigation. SEBI in the interest of the investors may order in writing, direct that the inspection or investigation of the affairs of the DDPs to be taken up without such notice. During the course of an inspection or investigation, the DDPs against whom the inspection or investigation is being carried out should be bound to discharge all its obligations as provided in this regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>OBLIGATION OF DDP IN INSPECTION</b>                                 | <ul style="list-style-type: none"> <li>❖ It shall be the duty of the designated depository participants whose affairs are being inspected, and of every director, officer and employee thereof :- <ul style="list-style-type: none"> <li>- to produce such books, securities, accounts, records and other documents in its custody or control to the inspecting officer and</li> <li>- furnish such statements and information relating to its activities, as the inspecting officer may require, within such reasonable period as the inspecting officer may specify.</li> </ul> </li> <li>❖ The designated depository participants shall allow <ul style="list-style-type: none"> <li>- the inspecting officer to have reasonable access to the premises occupied by such designated depository participant or by any other person on its behalf and</li> <li>- also extend reasonable facility for examining any books, records, documents and</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|                                     | <p>computer data in the possession of the designated depository participants or such other person and</p> <ul style="list-style-type: none"> <li>– provide copies of documents or other materials which in the opinion of the inspecting officer are relevant for the purposes of the inspection.</li> <li>– The inspecting officer, in the course of inspection, shall be entitled to examine or to record the statements of any director, officer or employee of the designated depository participants.</li> <li>– It shall be the duty of every director, officer or employee of the designated depository participants to give to the inspecting officer all assistance in connection with the inspection, which the inspecting officer may reasonably require.</li> </ul>                                                                                                                                                                                                                                                                                |
| <b>SUBMISSION OF REPORT TO SEBI</b> | <p>The inspecting officer shall, as soon as possible, on completion of the inspection or investigation as the case may be, submit a report to SEBI and if directed to do so by SEBI, he may submit interim report(s). SEBI shall after consideration of inspection report take such action as SEBI may deem fit and appropriate including action under Chapter V of the SEBI (Intermediaries) Regulations, 2008.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>APPOINTMENT OF AUDITOR</b>       | <p>SEBI have the power to appoint an auditor to inspect or investigate, as the case may be, into the books of account, records, documents, infrastructures, systems and procedures or affairs of the applicant or the designated depository participants, as the case may be.</p> <p>However, the auditors so appointed shall have the same powers as vested in the inspecting officer as prescribed in the regulation and the applicant or designated depository participants and its directors, officers and employees shall be under the same obligations, towards the auditor so appointed, as are mentioned in regulation.</p> <p>SEBI shall be entitled to recover from the designated depository participants or applicant, as the case may be, such expenses including fees paid to the auditors as may be incurred by it for the purposes of inspecting or investigating the books of account, records, documents, infrastructures, systems and procedures or affairs of the designated depository participants or applicant, as the case may be.</p> |
| <b>ACTION IN CASE OF DEFAULT</b>    | <p>A foreign portfolio investor, designated depository participant, depository or any other person who contravenes any of the provisions of these regulations shall be liable for action under SEBI (Intermediaries) Regulations, 2008 and/or the relevant provisions of the Act or the Depositories Act, 1996.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

**SEBI (ISSUE AND LISTING OF NON-CONVERTIBLE REDEEMABLE PREFERENCE SHARES) REGULATIONS, 2013**

SEBI issued (Issue and Listing of Non-Convertible Redeemable Preference Shares) Regulations, 2013 pertaining to Issue and Listing of Non-Convertible Redeemable Preference Shares which are not convertible, either in whole or part into equity instruments. They provide for a rationalized disclosure requirements and a reduction of certain onerous obligations erstwhile attached to an issue of Non-Convertible Redeemable Preference securities.



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| <b>ISSUE OF NCRPS: CONDITIONS</b> | <ol style="list-style-type: none"> <li>1. The company shall not make any public issue of non-convertible redeemable preference shares if as on the date of filing of draft offer document or final offer document as provided :- <ul style="list-style-type: none"> <li>– the company or the person in control of the company or its promoter or its director is restrained or prohibited or debarred by SEBI from accessing the securities market or dealing in securities; or</li> <li>– the company or any of its promoters or directors is a wilful defaulter or it is in default of payment of interest or repayment of principal amount in respect of non-convertible redeemable preference shares issued by it to the public, if any, for a period of more than 6 months.</li> </ul> </li> <li>2. It has made an application to one or more recognized stock exchanges for listing of such securities therein. If the application is made to more than one recognized stock exchanges, the issuer must choose one of them which has nationwide trading terminals as the designated stock exchange.</li> <li>3. It has obtained in-principle approval for listing of its non-convertible redeemable preference shares.</li> <li>4. Credit rating including the unaccepted ratings obtained from more than one credit rating agencies, registered with SEBI shall be disclosed in the offer document.</li> <li>5. The minimum tenure of the non-convertible redeemable preference shares shall not be less than three years.</li> <li>6. The issue has been assigned a rating of not less than “AA-” or equivalent by a credit rating agency registered with SEBI.</li> <li>7. The Company shall create a capital redemption reserve in accordance with the provisions of the Companies Act, 2013.</li> <li>8. The issuer shall not issue non-convertible redeemable preference shares for providing loan to or acquisition of shares of any person who is part of the same group or who is under the same management, other than to subsidiaries of the issuer.</li> </ol> |
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| <b>APPOINTMENT OF INTERMEDIARIES</b>       | <p>1. It shall enter into an arrangement with a depository registered with SEBI for dematerialization of the non-convertible redeemable preference shares in accordance with the Depositories Act, 1996 and regulations made there under.</p> <p>2. In case of public issue of non-convertible redeemable preference shares, the Company shall appoint one or more merchant bankers registered with SEBI at least one of whom shall be a lead merchant banker.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>DISCLOSURES OF MATERIAL INFORMATION</b> | <p>1. The offer document must contain all material disclosures which are necessary for the subscribers of the nonconvertible redeemable preference shares to take an informed investment decision. The offer document contains the following:</p> <ul style="list-style-type: none"> <li>(a) the disclosures specified in Section 26 of the Companies Act, 2013;</li> <li>(b) disclosure specified in Schedule I of these regulations;</li> <li>(c) additional disclosures as may be specified by SEBI</li> </ul> <p>2. The amount of minimum subscription which the issuer seeks to raise and underwriting arrangements shall be disclosed in the offer document.</p>                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>FILING</b>                              | The company shall file draft offer document with the designated stock exchange through the lead merchant banker and also forwarded a copy of draft and final offer document to SEBI for its records, along with fees as specified in regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>RESPONSIBILITIES OF MERCHANT BANKER</b> | <p>The lead merchant banker must ensure that –</p> <ul style="list-style-type: none"> <li>– The lead merchant banker shall ensure that the draft offer document clearly specifies the names and contact particulars of the compliance officer of the lead merchant banker and the issuer including the postal and email address, telephone and fax numbers.</li> <li>– All comments received on the draft offer document are suitably addressed and shall also furnish to SEBI a due diligence certificate as per these regulations prior to the filing of the offer document with the Registrar of Companies.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>ADVERTISEMENTS</b>                      | <ul style="list-style-type: none"> <li>❖ The Company should make an advertisement in one English national daily newspaper and one Hindi national daily newspaper with wide circulation on or before the issue opening date and such advertisement, amongst other things must contain the disclosures specified in these regulations.</li> <li>❖ A Company should not issue an advertisement – <ul style="list-style-type: none"> <li>– which is misleading in material particular or which contains any information in a distorted manner or which is manipulative or deceptive or extraneous matters.</li> <li>– which contain a statement, promise or forecast which is untrue or misleading and the advertisement shall be truthful, fair and clear.</li> <li>– during the subscription period any reference to the issue of non-convertible redeemable preference shares or be used for solicitation.</li> </ul> </li> <li>❖ The advertisement shall urge the investors to invest only on the basis of information contained in the offer document.</li> </ul> |

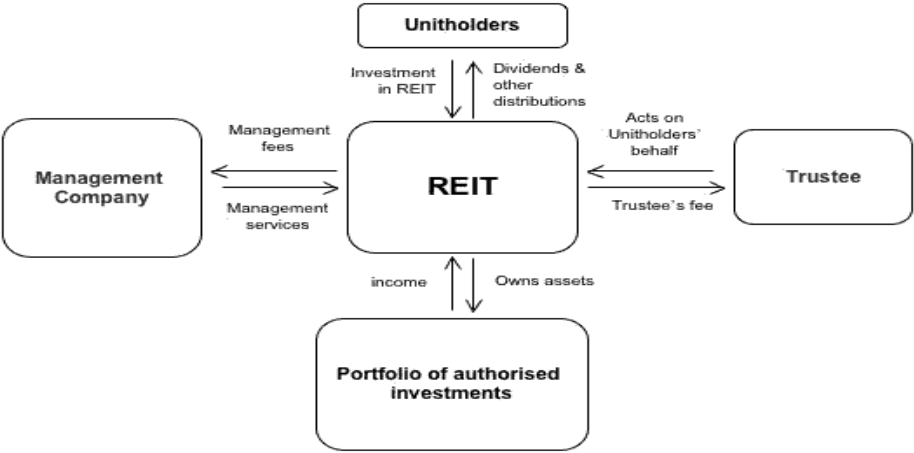


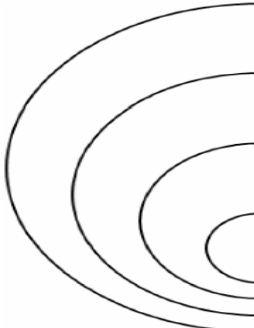
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| <b>ABRIDGED PROSPECTUS APPLICATION FORMS</b>             | <p>(a) Every application form issued by the issuer is accompanied by a copy of the abridged prospectus;</p> <p>(b) The abridged prospectus shall not contain matters which are extraneous to the contents of the prospectus;</p> <p>(c) Adequate space shall be provided in the application form to enable the investors to fill in various details like name, address, etc.</p> <p>The issuer and lead merchant bankers shall ensure that:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ONLINE ISSUANCES</b>                                  | <p>A Company proposing to issue of non-convertible redeemable preference shares to the public through the online system of the designated stock exchange shall comply with the relevant applicable requirements as may be specified by SEBI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ISSUE PRICE</b>                                       | <p>A Company may determine the price of non-convertible redeemable preference shares in consultation with the lead merchant banker and the issue may be at fixed price or the price may be determined through book building process in accordance with the procedure as may be specified by SEBI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>MINIMUM SUBSCRIPTION</b>                              | <p>The Company may decide the amount of minimum subscription which it seeks to raise by public issue of nonconvertible redeemable preference shares in accordance with the provisions of Companies Act, 2013 and disclose the same in the offer document.</p> <p>In the event of non-receipt of minimum subscription, all application moneys received in the public issue shall be refunded forthwith to the applicants. In the event the application monies are refunded beyond 8 days from the last day of the offer, then such amounts shall be refunded together with interest at such rate as may be set out in the offer document which shall not be less than 15% per annum.</p>                                                                                                                                                                                                                            |
| <b>OPTIONAL UNDERWRITING</b>                             | <p>A public issue of non-convertible redeemable preference shares may be underwritten by an underwriter registered with SEBI and in such a case adequate disclosures regarding underwriting arrangements shall be made in the offer document.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>PROHIBITION OF MISSTATEMENT IN THE OFFER DOCUMENT</b> | <p>– The offer document shall not omit disclosure of any material fact which may make the statements made therein, in light of the circumstances under which they are made, misleading.</p> <p>– The offer document or abridged prospectus or any advertisement issued by an issuer in connection with a public issue of non-convertible redeemable preference shares shall not contain any false or misleading statement.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>MANDATORY LISTING</b>                                 | <p>– A Company desirous of making an offer of non-convertible redeemable preference shares to public shall make an application for listing to one or more recognized stock exchanges in terms of section 40 of the Companies Act, 2013.</p> <p>– It must comply with conditions of listing of such non-convertible redeemable preference shares as specified in the Listing Agreement with the stock exchange where such non-convertible redeemable preference shares are sought to be listed.</p> <p>– Where the Company has disclosed the intention to seek listing of non-convertible redeemable preference shares issued on private placement basis, it shall forward the listing application along with the disclosures specified in Schedule I to these regulation to the recognized stock exchange within fifteen days from the date of allotment of such non-convertible redeemable preference shares.</p> |
| <b>LISTING AGREEMENT</b>                                 | <p>Every issuer desirous of listing its non-convertible redeemable preference shares, or perpetual non-cumulative preference shares or innovative perpetual debt instruments</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                                                     | <p>on a recognized stock exchange, shall execute an agreement with such stock exchange.</p> <p>Every issuer who has previously entered into agreements with a recognized stock exchange to list non-convertible redeemable preference shares, or perpetual non-cumulative preference shares or innovative perpetual debt instruments shall execute a fresh listing agreement with such stock exchange within 6 months of the date of notification of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>SECURITY DEPOSIT</b>                             | <p>The issuer shall deposit, before the opening of subscription list, and keep deposited with the stock exchange(s) an amount calculated at the rate of 1% of the amount of securities offered for subscription to the public. The amount stipulated in above shall be deposited and refundable or forfeitable in the manner specified by SEBI.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CONDITIONS FOR PRIVATE PLACEMENT (JUNE 2012)</b> | <p>1. An issuer may list its non-convertible redeemable preference shares issued on private placement basis on a recognized stock exchange subject to the following conditions:</p> <ul style="list-style-type: none"> <li>✓ In compliance with the provisions of the Companies Act, 2013, rules prescribed thereunder and other applicable laws;</li> <li>✓ Credit rating has been obtained from at least one credit rating agency registered with SEBI.</li> <li>✓ Should be in dematerialized form;</li> <li>✓ The disclosures as provided in regulation have been made;</li> <li>✓ The minimum application size for each investor is not less than 2 lakh rupees; and</li> <li>✓ Where the application is made to more than one recognized stock exchange, the issuer shall choose one of them as the designated stock exchange.</li> </ul> <p>2. The issuer shall comply with conditions of listing of such non-convertible redeemable preference shares as specified in the Listing Agreement with the stock exchange where such non-convertible redeemable preference shares are sought to be listed.</p> <p>3. The issuer making a private placement of non-convertible redeemable preference shares and seeking listing thereof on a recognized stock exchange shall make disclosures as specified in Schedule I of these regulations accompanied by the latest Annual Report of the issuer.</p> <p>4. The disclosures as provided above shall be made on the websites of stock exchanges where such securities are proposed to be listed and shall be available for download in PDF / HTML formats.</p> |
| <b>LISTING &amp; TRADING OF NCRPS</b>               | <p><b>CONTINUOUS LISTING:</b></p> <p>All the issuers making public issues of non-convertible redeemable preference shares or seeking listing of nonconvertible redeemable preference shares issued on private placement basis shall comply with the conditions of listing specified in the respective listing agreement for non-convertible redeemable preference shares.</p> <p>The issuer and stock exchanges shall disseminate all information and reports on non-convertible redeemable preference shares including compliance reports filed by the issuers regarding the non-convertible redeemable preference shares to the investors and the general public by placing them on their websites.</p> <p><b>TRADING:</b></p> <p>1. The non-convertible redeemable preference shares issued to the public or on a private placement basis, which are listed in recognized stock exchanges, shall be traded and such trades shall be cleared and settled in recognized stock exchanges it should satisfy the conditions specified by SEBI.</p> <p>2. In case of trades of non-convertible redeemable preference shares which have been</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                                                                                            | <p>made over the counter, such trades shall be reported on a recognized stock exchange having a nation-wide trading terminal or such other platform as may be specified by SEBI.</p> <p>3. SEBI may specify conditions for reporting of trades on the recognized stock exchange or other platform.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>OBLIGATIONS OF<br/>ISSUE, LEAD<br/>MERCHANT<br/>BANKER, ETC</b>                                         | <p>1. The issuer shall disclose all the material facts in the offer documents issued or distributed to the public and shall ensure that all the disclosures made in the offer document are true, fair and adequate and there is no mis-leading or untrue statements or mis-statement in the offer document.</p> <p>2. The Merchant Banker shall verify and confirm that the disclosures made in the offer documents are true, fair and adequate and ensure that the issuer is in compliance with these regulations as well as all transaction specific disclosures required as per Companies Act, 2013.</p> <p>3. The issuer shall treat the applicants in a public issue of non-convertible redeemable preference shares in a fair and equitable manner as per the procedures as may be specified by SEBI.</p> <p>4. The intermediaries shall be responsible for the due diligence in respect of assignments undertaken by them in respect of issue, offer and distribution of securities to the public.</p> <p>5. No person shall employ any device, scheme or artifice to defraud in connection with issue or subscription or distribution of non-convertible redeemable preference shares which are listed or proposed to be listed on a recognized stock exchange.</p>                                                                                                                |
| <b>ISSUANCE AND<br/>LISTING OF NON-<br/>EQUITY<br/>REGULATORY<br/>CAPITAL<br/>INSTRUMENTS BY<br/>BANKS</b> | <p>The provisions of these regulations shall also, apply to the issuance and listing of Perpetual Non-Cumulative Preference Shares and Innovative Perpetual Debt Instruments by banks. Only a bank may issue such instruments subject to the prior approval and in compliance with the Guidelines issued by RBI.</p> <p>If a bank is incorporated as a company under Companies Act, 2013, it shall, in addition, comply with the provisions of Companies Act, 2013 and/or other applicable statutes. The bank shall comply with the terms and conditions as may be specified by SEBI from time to time and shall make adequate disclosures in the offer document regarding the features of these instruments and relevant risk factors and if such instruments are listed, shall comply with the listing requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>INSPECTION BY<br/>SEBI</b>                                                                              | <p>Regulation 24 provides that SEBI may, appoint one or more persons to undertake the inspection and investigation of the books of account, records and documents of the issuer or merchant banker or any other intermediary associated with the public issue, disclosure or listing of non-convertible redeemable preference shares, as governed under these regulations, for any of the purposes mentioned below.</p> <p>Regulation 24(2) provides the various purposes of inspection, namely:-</p> <ul style="list-style-type: none"> <li>(a) to verify whether the provisions of the Companies Act, 2013, Securities Contracts (Regulation) Act, 1956, Depositories Act, 1996, the rules and regulations made thereunder in respect of issue of securities have been complied with;</li> <li>(b) to verify whether the requirement in respect of issue of securities as specified in these regulations has been complied with;</li> <li>(c) to verify whether the requirement of listing conditions and continuous disclosure requirement have been complied with;</li> <li>(d) to inquire into the complaints received from investors, other market participants or any other persons on any matter of issue and transfer of securities governed under these regulations;</li> <li>(e) to inquire into affairs of the issuer in the interest of investor protection or the</li> </ul> |

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|                       | <p>integrity of the market governed under these regulations;<br/>(f) to inquire whether any direction issued by SEBI has been complied with.</p> <p>While undertaking an inspection by the inspecting authority or SEBI, as the case may be, shall follow the procedure specified by SEBI for inspection of the intermediaries.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>POWERS OF SEBI</b> | <p><b>POWER TO ISSUE DIRECTIONS</b></p> <p>SEBI, in the interest of investors in securities market, issue such directions as it deems fit under section 11 or section 11A or section 11B or section 11D of the Act including:</p> <ul style="list-style-type: none"> <li>(a) directing the issuer to refund of the application monies to the applicants in a public issue.</li> <li>(b) directing the persons concerned not to further deal in securities in any particular manner.</li> <li>(c) directing the persons concerned not to access the securities market for a particular period.</li> <li>(d) restraining the issuer or its promoters or directors from making further issues of securities.</li> <li>(e) directing the person concerned to sell or divest the securities.</li> <li>(f) directing the issuer or the depository not to give effect transfer or directing further freeze of transfer of securities.</li> <li>(g) any other direction which SEBI may deem fit and proper in the circumstances of the case:</li> </ul> <p>However, SEBI may, either before or after issuing such directions, give an opportunity of being heard to the persons against whom the directions are issued or proposed to be issued. Further that, if, any ex-parte direction is required to be issued, SEBI may give post decisional hearing to affected person.</p> <p><b>POWER TO ISSUE GENERAL ORDER OR CIRCULAR</b></p> <p>SEBI may by a general or special order or circular specify any conditions or requirement in respect of issue of non-convertible redeemable preference shares. Such orders or circulars may provide for all or any of the following matters, namely:</p> <ul style="list-style-type: none"> <li>(a) Electronic issuances and other issue procedures including the procedure for price discovery;</li> <li>(b) Conditions governing trading, reporting, clearing and settlement of trade in non-convertible redeemable preference shares; or</li> <li>(c) Listing conditions.</li> </ul> <p>If any special order is proposed to be issued to any particular issuer or intermediary on a specific issue, no such order shall be issued unless an opportunity to represent is given to the person affected by such order.</p> |

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| <b>INTRODUCTION</b>                                          |  <pre> graph TD     UC[Unitholders] -- "Investment in REIT" --&gt; REIT[REIT]     REIT -- "Dividends &amp; other distributions" --&gt; UC     MC[Management Company] -- "Management fees" --&gt; REIT     REIT -- "Management services" --&gt; MC     REIT -- "Acts on Unitholders' behalf" --&gt; T[Trustee]     T -- "Trustee's fee" --&gt; REIT     REIT -- "income" --&gt; PAI[Portfolio of authorised investments]     PAI -- "Owns assets" --&gt; REIT         </pre>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>SEBI (REAL ESTATE INVESTMENT TRUST) REGULATIONS, 2014</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>REGISTRATION OF REIT</b>                                  | <p>Any person shall not act as a REIT unless it is registered with SEBI under these regulations. An application for grant of certificate of registration as REIT shall be made, by the sponsor in such form and on such fees as prescribed in these regulations.</p> <p>SEBI may, in order to protect the interests of investors, appoint any person to take charge of records, documents of the applicant and for this purpose, also determine the terms and conditions of such an appointment. SEBI shall take into account requirements as prescribed in these regulations for the purpose of considering grant of registration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ELIGIBILITY CRITERIA (DEC 2016)</b>                       | <p>For the purpose of the grant of certificate to an applicant, SEBI shall consider all matters relevant to the activities as a REIT.</p> <p>Without prejudice to the generality of the foregoing provision, SEBI shall consider the following, namely, -</p> <p>(a) <b>Applicant:</b> Applicant must be a Trust and the Trust deed must be duly registered in India under the provisions of the Registration Act, 1908 containing the main objective as undertaking activity of REIT in accordance with the set Regulations.</p> <p>(b) <b>Sponsor:</b> There are not more than 3 sponsors, each holding or proposing to hold not less than 5% of the number of units of the REIT on post-initial offer basis. The sponsor must have a net worth of at least Rs. 100 Crores on a collective basis and have not less than 5 years' experience in the real estate industry on an individual basis.</p> <p>(c) <b>Manager:</b> -It must have net worth of not less than Rs. 10 crore; not less than 5 years of experience in fund management/ advisory services/ property management in the real estate industry or in development of real estate; and not less than 2 key personnel who each have not less than 5 years of experience in fund management/ advisory services/ property management in the real estate industry or in development of real estate.</p> <p>(d) <b>Trustee:</b> It should be registered with SEBI under SEBI (Debenture Trustees) Regulations, 1993; not an associate of the sponsor/ manager/ principal valuer and the trustee has such wherewithal with respect to infrastructure, personnel, etc. to the satisfaction of SEBI and in accordance with circulars or guidelines as may be specified by SEBI;</p> <p>(e) The unit holder of the REIT shall not enjoys preferential voting or any other rights over a other unit holder;</p> <p>(f) There are no multiple classes of units of REIT;</p> |

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|                              |      | <p>(g) The applicant has clearly described details related to proposed activities at the time of application for registration.</p> <p>(h) The applicant and parties to the REIT are fit and proper persons based on the criteria as specified in SEBI (Intermediaries) Regulations, 2008;</p> <p>(i) Whether any previous application for grant of certificate by the applicant or any related party has been rejected by SEBI.</p> <p>(j) Whether any disciplinary action has been taken by SEBI or any other regulatory authority against the applicant or any related party under any Act or the regulations or circulars or guidelines made thereunder.</p> <p><b>DEC 2016:</b> What is a Real Estate Investment Trust (REIT)? What are the eligibility criteria for granting a certificate to an applicant to act as REIT as per SEBI guidelines in this regard?</p>                                                                                                                                                                                                                                        |
| CONDITIONS OF CERTIFICATE    | OF   | <p>The certificate granted as above, shall inter alia, be subject to the following conditions, namely:</p> <div><div>The REIT shall abide by the provisions of the Act and these regulations;</div></div> <div><div>The REIT shall forthwith inform SEBI in writing, if any information or particulars previously submitted to SEBI are found to be false or misleading in any material particular or if there is any material change in the information already submitted;</div></div> <div><div>The REIT and parties to the REIT shall satisfy with the conditions as prescribed in these regulations;</div></div> <div><div>The REIT and parties to the REIT shall comply with the Code of conduct.</div></div>                                                                                                                                                                                                                                                                                                                                                                                               |
| LISTING & ALLOTMENT OF UNITS | & OF | <p>1. A REIT shall make an initial offer of its units by way of public issue only.</p> <p>2. No initial offer of units by the REIT shall be made unless,-</p> <div><div></div><div><div>the REIT shall be registered with SEBI under SEBI (Real Estate Investment Trusts) Regulations, 2014</div><div>the value of all the assets owned by REIT is not less than 500 crore rupees;</div><div>the units proposed to be offered to the public is not less than 25% of the total of the outstanding units of the REIT and the units being offered by way of the offer document.</div><div>the offer size is not less than 250 crore rupees.</div><div></div><div></div><div></div></div><p><i>Note:-</i></p><p>(i) In case of initial offer of value greater than 500 crore rupees, if prior to the initial offer units of the REIT are held by the public, the units proposed to be offered to the public shall be calculated after reducing such existing units for satisfying the aforesaid percentage requirement.</p></div> |



(ii) the requirement of ownership of assets and size of REIT may be complied with after initial offer subject to a binding agreement with the relevant party(ies) that the requirements shall be fulfilled prior to allotment of units, a declaration to SEBI and the designated stock exchanges to that effect and adequate disclosures in this regard in the initial offer document.

3. Any subsequent issue of units by the REIT may be by way of follow-on offer, preferential allotment, qualified institutional placement, rights issue, bonus issue, offer for sale or any other mechanism and in the manner as may be specified by SEBI.

4. REIT, through the manager, shall file a draft offer document with the designated stock exchange(s) and SEBI, not less than 21 working days before filing the final offer document with the designated stock exchange.

5. The draft offer document filed with SEBI shall be made public, for comments, to be submitted to SEBI, within a period of at least 10 days, by hosting it on the websites of SEBI, designated stock exchanges and merchant bankers associated with the issue.

6. The draft and final offer document shall be accompanied by a due diligence certificate signed by the Manager and lead merchant banker.

7. SEBI may communicate its comments to the lead merchant banker and, in the interest of investors, may require the lead merchant banker to carry out such modifications in the draft offer document as it deems fit.

8. The lead merchant banker shall ensure that all comments received from SEBI on the draft offer document are suitably taken into account prior to the filing of the offer document with the designated stock exchanges.

9. In case no modifications are suggested by SEBI in the draft offer document within 21 working days, then REIT may issue the final offer document or follow-on offer document to the public after filed with the designated stock exchange.

10. The final offer document shall be filed with the designated stock exchanges and SEBI not less than 5 working days before opening of the offer and such filing with SEBI shall be accompanied by filing fees as specified under these regulations.

11. The initial offer or follow-on offer shall be made by the REIT within a period of not more than six months from the date of last issuance of observations by SEBI, if any or if no observations have been issued by SEBI, within a period of not more than six months from the date of filing of offer document with the designated stock exchanges.

However, if the initial offer or follow-on offer is not made within the specified time period, a fresh offer document shall be filed.

12. The REIT may invite for subscriptions and allot units to any person, whether resident or foreign. In case of foreign investors, such investment shall be subject to guidelines as may be specified by RBI and the government from time to time.

13. The application for subscription shall be accompanied by a statement containing the abridged version of the offer document, detailing the risk factors and summary of the terms of issue.

14. Under both the initial offer and follow-on public offer, the REIT shall not accept subscription of an amount less than two lakh rupees from an applicant.

15. Initial offer and follow-on offer shall not be open for subscription for a period of more than thirty days.

|                                                                                                                                        | <p>16. In case of over-subscriptions, the REIT shall allot units to the applicants on aproportionate basis rounded off to the nearest integer subject to minimum subscription amount per subscriber as specified above.</p> <p>17. The REIT shall allot units or refund application money as the case may be, within twelve working days from the date of closing of the issue.</p> <p>18. The REIT shall issue units only in dematerialized form to all the applicants.</p> <p>19. The price of REIT units issued by way of public issue shall be determined through the book building process or any other process in accordance with the circulars or guidelines issued by SEBI and in the manner as may be specified by SEBI.</p> <p>20. The REIT shall refund money to, -</p> <div><div><p>(a) all applicants in case it fails to collect subscription amount of exceeding 75 % of the issue size as specified in the initial offer document or follow-on offer document;</p></div><div><p>(b) applicants to the extent of oversubscription in case the moneys received is in excess of the extent of over-subscription as specified in the initial offer document or follow-on offer document.</p></div><div><p>(c) all applicants in case the number of subscribers to the initial offer forming part of the public is less than 200.</p></div></div> <p>Note : In case of Clause (b), right to retain such over subscription cannot exceed twenty five percent of the issue size.</p> |                                                                                        |                                                            |  |  |                                                                                                                                        |                                                                            |                                                          |                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------|--|--|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|
| OFFER DOCUMENT & ADVERTISEMENT                                                                                                         | <p>The Offer document of the REIT shall contain material, true, correct and adequate disclosures to enable the investors to make an informed decision.</p> <table><tr><th colspan="4">Without prejudice to the generality of above sub regulation, the offer document shall-</th></tr><tr><td>include all information as specified in Schedule III to these regulations or any circulars or guidelines issued by SEBI in this regard</td><td>not be misleading and not contain any untrue statements or mis-statements;</td><td>not provide for any guaranteed returns to the investors;</td><td>include such other disclosures as may be specified by SEBI</td></tr></table> <p>Any advertisement material relating to any issue of units of the REIT shall <b>not be misleading</b> and shall not contain anything extraneous to the contents of the offer document. If an advertisement contains positive highlights, it shall also contain <b>risk factors with equal importance</b> in all aspects including print size. The advertisements shall be in accordance with the offer document and any circulars or guidelines as may be specified by SEBI in this regard.</p>                                                                                                                                                                                                                                                                                                               | Without prejudice to the generality of above sub regulation, the offer document shall- |                                                            |  |  | include all information as specified in Schedule III to these regulations or any circulars or guidelines issued by SEBI in this regard | not be misleading and not contain any untrue statements or mis-statements; | not provide for any guaranteed returns to the investors; | include such other disclosures as may be specified by SEBI |
| Without prejudice to the generality of above sub regulation, the offer document shall-                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                        |                                                            |  |  |                                                                                                                                        |                                                                            |                                                          |                                                            |
| include all information as specified in Schedule III to these regulations or any circulars or guidelines issued by SEBI in this regard | not be misleading and not contain any untrue statements or mis-statements;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | not provide for any guaranteed returns to the investors;                               | include such other disclosures as may be specified by SEBI |  |  |                                                                                                                                        |                                                                            |                                                          |                                                            |
| LISTING & TRADING OF UNITS                                                                                                             | <p>1. After the initial offer it shall be mandatory for all units of REITs to be listed on a recognized stock exchange having nationwide trading terminals within a period of 12 working days from the date of closure of the offer.</p> <p>2. The listing of the units of the REIT shall be in accordance with the listing agreement entered into between the REIT and the designated stock exchange.</p> <p>3. The units of the REIT listed in recognized stock exchanges shall be traded, cleared and settled in accordance with the bye-laws of concerned stock exchanges and such</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                        |                                                            |  |  |                                                                                                                                        |                                                                            |                                                          |                                                            |

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|                           | <p>conditions as may be specified by SEBI.</p> <p>4. Trading lot for the purpose of trading of units of the REIT shall be one lakh rupees.</p> <p>5. The REIT shall redeem units only by way of a buy-back or at the time of delisting of units.</p> <p>6. The units of REIT shall be remain listed on the designated stock exchange unless delisted under these regulation.</p> <p>7. The minimum public holding for the units of the listed REIT shall be 25% of the total number of outstanding units at all times, and the number of unit holders of the REIT forming part of the public shall be 200 at all times, failing which action may be taken as may be specified by SEBI and by the designated stock exchange including delisting of units.</p> <p>However, in case of breach of the conditions specified in this sub-regulation, the trustee may provide a period of six months to the manager to rectify the same, failing which the manager shall apply for delisting of units accordance with these regulations.</p> <p>8. Any person other than the sponsor(s) holding units of the REIT prior to initial offer shall hold the units for a period of not less than one year from the date of listing of the units subject to circulars or guidelines as may be specified by SEBI.</p> <p>9. SEBI and designated stock exchanges may specify any other requirements pertaining to listing and trading of units of the REIT by issuance of guidelines or circulars.</p>                                                                                                                                                                                                                                                   |
| <b>DELISTING OF UNITS</b> | <p>1. The manager shall apply for delisting of units of the REIT to SEBI and the designated stock exchanges if,-</p> <p>(a) The public holding falls below the specified limit under these regulations.</p> <p>(b) The number of unit holders of the REIT forming part of the public falls below two hundred;</p> <p>(c) If there are no projects or assets remaining under the REIT for a period exceeding six months and REIT does not propose to invest in any project in future. The period may be extended by further six months, with the approval of unit holders in the manner as specified in these regulation.</p> <p>(d) SEBI or the designated stock exchanges require such delisting for violation of the listing agreement or these regulations or the Act;</p> <p>(e) The sponsor(s) or trustee requests such delisting and such request has been approved by unit holders in accordance with regulation 22(6);</p> <p>(f) Unit holders apply for such delisting in accordance with these regulations.</p> <p>(g) SEBI or the designated stock exchanges require such delisting for violation of the listing agreement, these regulations or the Act or in the interest of the unit holders.</p> <p>2. SEBI and the designated stock exchanges may consider such application for approval or rejection as may be appropriate in the interest of the unit holders.</p> <p>3. SEBI, instead of requiring delisting of the units, if it deems fit, may provide additional time to the REIT or parties to the REIT to comply with regulations.</p> <p>4. SEBI may reject the application for delisting and take any other action, as it deems fit, for violation of the listing agreement or these regulations or the Act.</p> |

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|                                                                        | <p>5. The procedure for delisting of units of REIT including provision of exit option to the unit holders shall be in accordance with the listing agreement and in accordance with procedure as may be specified by SEBI and by the designated stock exchanges from time to time.</p> <p>6. SEBI may require the REIT to wind up and sell its assets in order to redeem units of the unit holders for the purpose of delisting of units and SEBI may through circulars or guidelines specify the manner of such winding up or sale.</p> <p>7. After delisting of its units, the REIT shall surrender its certificate of registration to SEBI and shall no longer undertake activity of a REIT.</p> <p>However, the REIT and parties to the REIT shall continue to be liable for all their acts of omissions and commissions with respect to activities of the REIT notwithstanding such surrender.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>INVESTMENT<br/>CONDITIONS<br/>&amp;<br/>DISTRIBUTION<br/>POLICY</b> | <ul style="list-style-type: none"> <li>❖ The Investment by a REIT shall only be in SPVs or properties or securities or TDR in India and the investment strategy as detailed in the offer document as may be amended in accordance with these regulations.</li> <li>❖ The REIT shall not invest in vacant land or agricultural land or mortgages other than mortgage backed securities. However, this shall not apply to any land which is contiguous and extension of an existing project being implemented in stages.</li> <li>❖ The REIT may invest in properties through SPVs subject to the following,- <ul style="list-style-type: none"> <li>(a) no other shareholder or partner of the SPV shall have any rights that prevents the REIT from complying with the provisions of these regulations;</li> <li>(b) the manager, in consultation with the trustee, shall appoint not less than one authorized representative on the Board of directors or governing board of such SPVs;</li> <li>(c) the manager shall ensure that in every meeting including annual general meeting of the SPV, the voting of the REIT is exercised subject to provisions of Companies Act, 2013.</li> </ul> </li> <li>❖ Not less than 8% of value of the REIT assets shall be invested proportionate to the holding of the REITs in completed and rent generating properties subject to the following,- <ul style="list-style-type: none"> <li>(a) If the investment has been made through a SPV, whether by way of equity or debtor equity linked instruments or partnership interest, only the portion of direct investments in properties by such SPVs shall be considered under this sub-regulation.</li> <li>(b) If any project is implemented in stages, the part of the project which is completed and rent-generating shall be considered under this sub-regulation and the remaining portion including any contiguous land.</li> </ul> </li> <li>❖ Not less than 75% of the revenues of the REIT and the SPV, other than gains arising from disposal of properties, shall be, at all times, from rental, leasing and letting real estate assets or any other income incidental to the leasing of such assets.</li> <li>❖ Not less than 75% of value of the REIT assets proportionately on a consolidated basis shall be rent generating.</li> <li>❖ A REIT shall hold at least two projects, directly or through SPV, with not more than 60% of the value of the assets, proportionately on a consolidated basis, in one project.</li> <li>❖ Conditions specified in above shall be monitored on a half-yearly basis and at the time of acquisition of an asset. If such conditions are breached, then manager shall inform the same to the trustee and ensure that the conditions as specified in this regulation are satisfied within six months of such breach. Further, the period may be extended by another six months subject to approval from investors in accordance with these regulations.</li> <li>❖ A REIT shall hold any completed and rent generating property, whether directly or</li> </ul> |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|                               | <p>through SPV, for a period of not less than 3 years from the date of purchase of such property by the REIT or SPV.</p> <ul style="list-style-type: none"> <li>❖ For any sale of property, whether by the REIT or the SPV or for sale of shares or interest in the SPV by the REIT exceeding 75% of the value of REIT assets in a financial year, the manager shall obtain approval from the unit holders in accordance with these regulations.</li> <li>❖ A REIT shall not invest in units of other REITs.</li> <li>❖ A REIT shall not undertake lending to any person. However, investment in debt securities shall not be considered as lending.</li> </ul> <p>• With respect to <b><u>DISTRIBUTIONS MADE BY THE REIT AND THE SPV</u></b>, -</p> <p>(a) Not less than 90% of net distributable cash flows of the SPV shall be distributed to the REIT in proportion of its holding in the SPV subject to applicable provisions in the Companies Act, 2013 or the LLP Act, 2008;</p> <p>(b) Not less than 90% of net distributable cash flows of the REIT shall be distributed to the unit holders;</p> <p>(c) Such distributions shall be declared and made not less than once every six months in every financial year and shall be made not later than 15 days from the date of such declaration;</p> <p>(d) If any property is sold by the REIT or SPV, -</p> <p>(i) If the REIT proposes to reinvest sale proceeds into another property, it shall not be required to distribute any sale proceeds from such sale to the unit holders; and</p> <p>(ii) If the SPV proposes to reinvest sale proceeds, if any, into another property, it shall not be required to distribute any sale proceeds from such sale to the REIT;</p> <p>(iii) If the REIT or SPV proposes not to invest the sales proceeds made into any other property, it shall be required to distribute not less than 75% of the sales proceeds in accordance with clauses (a) and (b);</p> <p>(e) If the distributions are not made within 15 days of declaration, then the manager shall be liable to pay interest to the unit holders at the rate of 15% per annum till the distribution is made and such interest shall not be recovered in the form of fees or any other form payable to the manager by the REIT.</p> |
| <b>MAINTENANCE OF RECORDS</b> | <p>The manager shall maintain records pertaining to the activity of the REIT including, -</p> <ul style="list-style-type: none"> <li>✓ decisions of the manager with respect to investments or divestments and documents supporting the same;</li> <li>✓ details of investments made by the REIT and documents supporting the same;</li> <li>✓ agreements entered into by the REIT or on behalf of the REIT;</li> <li>✓ documents relating to appointment of persons as specified in regulation 10(5);</li> <li>✓ insurance policies for real estate assets;</li> <li>✓ investment management agreement;</li> <li>✓ documents pertaining to issue and listing of units including initial offer document or follow-on offer document(s) or other offer document(s), in-principle approval by designated stock exchanges, listing agreement with the designated stock exchanges, details of subscriptions, allotment of units, etc.;</li> <li>✓ distributions declared and made to the unit holders;</li> <li>✓ disclosures and periodical reporting made to the trustee, SEBI, unit holders and designated stock exchanges including annual reports, half yearly reports, etc.;</li> <li>✓ valuation reports including methodology of valuation;</li> <li>✓ books of accounts and financial statements;</li> <li>✓ audit reports;</li> <li>✓ reports relating to activities of the REIT placed before the Board of Directors of the manager;</li> <li>✓ unit holders' grievances and actions taken thereon including copies of</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           | <p>correspondences made with the unit holders and SEBI, if any;<br/> ✓ Any other material documents.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>RIGHTS<br/>MEETING<br/>UNITHOLDERS</b> | <p><b>&amp;<br/>OF</b></p> <p>1. The unit holder shall have the rights to receive income or distributions as provided for in the Offer document or trust deed.</p> <p>2. With respect to any matter requiring approval of the unit holders,-<br/> (a) a resolution shall be considered as passed when the votes cast by unit holders, so entitled and voting, in favour of the resolution exceed a certain percentage, as specified in this regulation, of the votes cast against;<br/> <br/> (b) the voting may also be done by postal ballot or electronic mode;<br/> <br/> (c) a notice of not less than 21 days either in writing or through electronic mode shall be provided to the unit holders;<br/> <br/> (d) voting by any person who is a related party in such transaction as well as associates of such person(s) shall not be considered on the specific issue;<br/> <br/> (e) manager shall be responsible for all the activities pertaining to conducting of meeting of the unit holders, subject to overseeing by the trustee.</p> <p>However, In case of issue related to manager such as change in manager including removal of the manager or change in control of the manager, then trustee shall convene and handle all activities pertaining to conduct of the meetings.</p> <p>Further, in case of issues related to trustee such as change in the trustee, the trustee shall not be involved in any manner in the conduct of the meeting.</p> <p>3. An annual meeting of all unit holders shall be held not less than once a year within 120 days from the end of financial year and the time between two meetings shall not exceed 15 months.</p> <p>4. With respect to the annual meeting of unit holders,-<br/> (a) any information which is required to be disclosed to the unit holders and any issue, in the ordinary course of business, may require approval of the unit holders may be taken up in the meeting including,-<br/> <ul style="list-style-type: none"> <li>• latest annual accounts and performance of the REIT;</li> <li>• approval of auditor and fees of such auditor, as may be required;</li> <li>• latest valuation reports;</li> <li>• appointment of valuer, as may be required;</li> <li>• any other issue including special issues as specified</li> </ul> <br/> (b) For any issue taken up in such meetings which require approval from the unit holders, votes cast in favour of the resolution shall not be less than one and a half times the votes cast against the resolution.</p> |



## SEBI (INFRASTRUCTURE INVESTMENT TRUSTS) REGULATIONS, 2014

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| <b>DEFINITIONS</b>          | <p><b>“PPP Project”</b> means an infrastructure project undertaken on a Public-Private Partnership basis between a public concessioning authority and a private SPV concessionaire selected on the basis of open competitive bidding or on the basis of an MOU with the relevant authorities.</p> <p><b>“Pre-Cod Project”</b> means an infrastructure project which,–</p> <ul style="list-style-type: none"> <li>• has not achieved commercial operation date as defined under the relevant project agreements including</li> <li>• the concession agreement,</li> <li>• power purchase agreement or</li> <li>• any other agreement of a similar nature entered into in relation to the operation of a project or</li> <li>• any agreement entered into with the lenders; and</li> <li>• has achieved completion of at least 50% of the construction of the infrastructure project as certified by an independent engineer of such project or expended not less than 50% of the total capital cost set forth in the financial package of the relevant project agreement.</li> </ul> <p><b>“SPV” Or “Special Purpose Vehicle”</b> means any company or LLP,–</p> <ul style="list-style-type: none"> <li>• in which the InvIT holds or proposes to hold controlling interest and not less than 50% of the equity share capital or interest.</li> </ul> <p>However, in case of PPP projects where such acquiring or holding is disallowed by government or regulatory provisions under the concession agreement or such other agreement, this clause shall not apply and shall be apply subject to provisions under proviso to sub-regulation (3) of regulation 12.</p> <ul style="list-style-type: none"> <li>• which holds not less than 90% of its assets directly in infrastructure projects and does not invest in other SPVs; and</li> <li>• which is not be engaged in any other activity other than activities pertaining to and incidental to the underlying infrastructure projects;</li> </ul> <p><b>‘Strategic Investor’</b> means,–</p> <ol style="list-style-type: none"> <li>An infrastructure finance company registered with RBI as a NBFC.</li> <li>A Scheduled Commercial Bank</li> <li>An International Multilateral Financial Institution.</li> <li>A systemically important NBFCs registered with RBI</li> <li>A foreign portfolio investors,</li> </ol> <p>who together invest not less than 5% the total offer size of the InvIT or such amount as may be specified by SEBI from time to time;</p> |
| <b>REGISTRATION OF IIT</b>  | <p>Any person shall not act as an InvIT unless it has obtained a certificate of registration from the SEBI under these regulations. An application for grant of certificate of registration as InvIT shall be made by the sponsor in such form and in such a manner as prescribed in these regulations.</p> <p>The SEBI may, in order to protect the interests of investors, appoint any person to take charge of records, documents of the applicant and for this purpose, also determine the terms and conditions of such an appointment.</p> <p>The SEBI shall take into account requirements as specified in these regulations for the purpose of considering grant of registration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ELIGIBILITY CRITERIA</b> | <p>(a) <b>Applicant:</b> Applicant must be a Trust and the Trust deed must be duly registered in India under the provisions of the Registration Act, 1908 containing the main objective as undertaking activity of REIT in accordance with the set regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

(b) **Sponsor:** There are not more than 3 sponsors. Each sponsor must have:-

- Net worth of not less than Rs. 100 Crores if it is a body corporate or a company; or
- Net tangible assets of value not less than Rs 100 crore in case it is a limited liability partnership
- Sound track record in development of infrastructure or fund management in the infrastructure sector.

However, in case of PPP projects, where the sponsor is the SPV, the net worth or net tangible assets shall be as defined in the eligibility criteria of the project documents.

Explanation:- For the purpose of this clause, 'sound track record' means experience of at least 5 years and where the sponsor is a developer, at least two projects of the sponsor have been completed;

(c) **Investment Manager:** The Investment Manager has:-

- Net worth of not less than rupees 10 crore if the investment manager is a body corporate or a company or
- Net tangible assets of value not less than 10 crore rupees in case the investment manager is a limited liability partnership.
- Not less than 5 years' experience in fund management or advisory services or development in the infrastructure sector.
- Not less than 2 employees who have at least 5 years' experience each, in fund management or advisory services or development in the infrastructure sector;
- Not less than one employee who has at least 5 years' experience in the relevant sub-sector(s) in which the InvIT has invested or proposes to invest.
- Not less than half of its directors in case of a company or members of the governing board and in case of an LLP as independent and not directors or members of the governing board of another InvIT;
- An office in India from where the operations pertaining to the InvIT is proposed to be conducted.
- Entered into an investment management agreement with the trustee which provides for the responsibilities of the investment manager in accordance with these regulations.

(d) **Trustee:** It should be registered with SEBI under SEBI (Debenture Trustees) Regulations, 1993; not an associate of the sponsor/ manager and the trustee has such wherewithal with respect to infrastructure, personnel, etc. to the satisfaction of SEBI and in accordance with circulars or guidelines as may be specified by SEBI;

(e) The project implementation agreement has been entered into between the project manager, the concessionaire SPV and the trustee acting on behalf of the InvIT which sets out obligations of the project manager with respect to execution of the project.

(f) No unit holder of the InvIT enjoys preferential voting or any other rights over another unit holder;

(g) There shall not be multiple classes of units of InvITs;

(h) The applicant has clearly described at the time of registration, details pertaining to proposed activities of the InvIT;

(i) The applicant, sponsor(s), investment manager, project manager(s) and trustee are fit and proper persons based on the criteria as specified in SEBI (Intermediaries) Regulations, 2008;

(j) Whether any previous application for grant of certificate made by the applicant or any related party has been rejected by the SEBI;

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|                                                 | (k) Whether any disciplinary action has been taken by the SEBI or any other regulatory authority against the applicant or any related party under any Act or the regulations or circulars or guidelines made thereunder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CONDITIONS OF CERTIFICATE</b>                | <p>The InvIT shall abide by the provisions of the Act and these regulations;</p> <p>The InvIT shall forthwith inform the SEBI in writing, if any information or particulars previously submitted to SEBI are found to be false or misleading in any material particular or if there is any material change in the information already submitted;</p> <p>The InvIT and parties to the InvIT shall satisfy with the eligibility criteria specified in these regulations at all times;</p> <p>The InvIT and parties to the InvIT shall comply with the Code of conduct as specified in these regulations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>PROCEDURE WHERE REGISTRATION IS REFUSED</b>  | After considering an application made under these regulation, if the SEBI is of the opinion that a certificate should not be granted to the applicant, it may reject the application after giving the applicant a reasonable opportunity of being heard. The decision of the SEBI to reject the application shall be communicated to the applicant within thirty days of such decision.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>RIGHTS &amp; RESPONSIBILITIES OF TRUSTEE</b> | <ul style="list-style-type: none"> <li>❖ The trustee shall hold the InvIT assets in the name of the InvIT for the benefit of the unit holders in accordance with the trust deed and these regulations.</li> <li>❖ The trustee shall enter into an <b>investment management agreement</b> with the investment manager on behalf of the InvIT.</li> <li>❖ The trustee shall <b>oversee activities</b> of the investment manager in the interest of the unit holders, ensure that the investment manager shall complies its rights and responsibilities with these regulation and shall obtain compliance certificate from the investment manager, in the form as may be specified, on a quarterly basis.</li> <li>❖ The trustee shall <b>oversee activities of the project manager</b> other than that relating with revenue streams from the projects with respect to compliance with these regulations and the project management agreement and shall obtain compliance certificate from the Project manager, in the form as may be specified, on a quarterly basis.</li> <li>❖ The trustee shall ensure that the investment manager complies with <b>reporting and disclosures requirements</b> in accordance with these regulations and in case of any delay or discrepancy, require the investment manager to rectify the same on an urgent basis.</li> <li>❖ The trustee shall <b>review the transactions</b> carried out between the investment manager and its associates and where the investment manager has advised that there may be a conflict of interest, shall obtain confirmation from a practising chartered accountant that such transaction is on arm's length basis.</li> <li>❖ The trustee shall <b>periodically review the status of unit holders' complaints</b> and their redressal undertaken by the investment manager.</li> <li>❖ The trustee shall make distributions and ensure that investment manager makes timely declaration of distributions to the unit holders in accordance with Investment conditions and dividend policy as specified in these regulation.</li> <li>❖ The trustee may require the investment manager to set up such systems and procedures and submit such reports to the trustees, as may be necessary for <b>effective monitoring of the functioning</b> of the InvIT.</li> <li>❖ The trustee shall ensure that subscription amount is kept in a separate bank account in name of the InvIT and is only utilized for adjustment against allotment</li> </ul> |

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|                                                            | <p>of units or refund of money to the applicants till the time such units are listed.</p> <ul style="list-style-type: none"> <li>❖ The trustee shall ensure that the <b>remuneration of the valuer</b> is not be linked to or based on the value of the assets being valued.</li> <li>❖ The trustee shall ensure that the <b>investment manager convenes meetings</b> of the unit holders in accordance with these regulations and oversee the voting by unit holders.</li> <li>❖ The trustee shall ensure that the investment manager convenes meetings of unit holders not less than once every year and the period between such meetings shall not exceed fifteen months.</li> <li>❖ The trustee shall <b>immediately inform SEBI</b> in case any act which is detrimental to the interest of the unit holders is noted.</li> <li>❖ The trustee or its associates shall <b>not invest in units</b> of the InvIT in which it is designated as the trustee.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>RIGHTS &amp; RESPONSIBILITIES OF INVESTMENT MANAGER</b> | <ul style="list-style-type: none"> <li>✓ Make the <b>investment decisions</b> with respect to the underlying assets or projects of the InvIT including any further investment or divestment of the assets.</li> <li>✓ <b>Oversee activities of the project manager</b> with respect to revenue streams from the projects and the project management agreement and shall obtain compliance certificate from the project manager, in the form as may be specified, on a quarterly basis.</li> <li>✓ Ensure that the infrastructure <b>assets</b> of the InvIT or SPV <b>have proper legal titles</b>, if applicable, and that all the material contracts entered into on behalf of InvIT or SPV are legal, valid, binding and enforceable by and on behalf of the InvIT or SPV.</li> <li>✓ Ensure that the investments made by the InvIT are in accordance with the investment conditions specified and in accordance with the investment strategy of the InvIT.</li> <li>✓ in consultation with trustee, <b>appoint the valuer(s), auditor, registrar and transfer agent, merchant banker, custodian and any other intermediary</b> or service provider or agent as may be applicable with respect to activities pertaining to the InvIT in a timely manner and in accordance with these regulations.</li> <li>✓ Appoint an auditor for a period of not more than five consecutive years. However, the auditor, not being an individual, may be reappointed for a period of another five consecutive years, subject to approval of unit-holders in the annual meeting in accordance with these regulations. (ROTATION)</li> <li>✓ Arrange for <b>adequate insurance coverage</b> for the assets of the InvIT.</li> <li>✓ Ensure that it has <b>adequate infrastructure</b> and sufficient key personnel with adequate experience and qualification to undertake management of the InvIT at all times.</li> <li>✓ Declare <b>distributions</b> to the unit holders in accordance with these regulations.</li> <li>✓ Ensure <b>adequate and timely redressal</b> of all unit holders' grievances pertaining to activities of the InvIT.</li> <li>✓ Ensure that the <b>valuation of the InvIT assets</b> is done by the valuer(s) in accordance with these regulations.</li> <li>✓ Ensure that the <b>disclosures or reporting</b> to the unit holders, SEBI, trustees and designated stock exchanges, are in accordance with these regulations and guidelines or circulars issued hereunder.</li> <li>✓ Provide to SEBI and to the designated stock exchanges, where applicable, any <b>such information</b> as may be sought by SEBI or the designated stock exchanges pertaining to the activities of the InvIT.</li> <li>✓ <b>Appoint a custodian</b> in order to provide such custodial services as may be authorised by the trustees.</li> <li>✓ <b>Convene meetings</b> of the unit holders and maintain records pertaining to the meetings in accordance in accordance with these regulations</li> <li>✓ Ensure that <b>all activities of the intermediaries</b> or agents or service providers appointed by the investment manager are in accordance with these regulations and guidelines or circulars issued hereunder.</li> </ul> |
| <b>RESPONSIBILITIES OF PROJECT</b>                         | <ul style="list-style-type: none"> <li>• The project manager shall undertake operations and management of the InvIT assets including making arrangements for the appropriate maintenance, as may be</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>MANAGER</b>                                             | <p>applicable, either directly or through the appointment and supervision of appropriate agents and as required under any project agreement including a concession agreement in the case of a PPP project.</p> <ul style="list-style-type: none"> <li>• If the InvIT invests in under construction projects, the project manager shall,– <ul style="list-style-type: none"> <li>– undertake the operations and management of the projects, either directly or through appropriate agents;</li> <li>– oversee the progress of development, approval status and other aspects of the project upto its completion, in case of appointment of agents for the purpose of execution.</li> </ul> </li> <li>• The project manager shall discharge all obligations in respect of achieving timely completion of the infrastructure project, wherever applicable, implementation, operation, maintenance and management of such infrastructure project in terms of the project management agreement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>RIGHTS &amp; RESPONSIBILITIES OF SPONSER</b>            | <ul style="list-style-type: none"> <li>➤ The sponsor(s) shall set up the InvIT and appoint the trustees of the InvIT.</li> <li>➤ The sponsor(s) shall transfer or undertake to transfer to the InvIT, its entire shareholding or interest in the SPV or ownership of the infrastructure projects, subject to a binding agreement and adequate disclosures in the offer document or placement memorandum, prior to allotment of units of the InvIT.</li> <li>➤ With respect to holding of units in the InvIT, the sponsor(s) together shall hold not less than 25% of the total units of the InvIT after initial offer of units, on a post-issue basis for a period of not less than 3 years from the date of the listing of such units.</li> </ul> <p>However, in case of PPP projects, in case such acquiring or holding is disallowed by government or under any provisions of the concession agreement or any other such agreement,–</p> <ul style="list-style-type: none"> <li>– the sponsor may continue to maintain such holding at the SPV level;</li> <li>– the consolidated value of all such holdings at the SPV level and the value of the units of InvIT held by the sponsor shall not be less than the value of 25% of the total units of the InvIT after initial issue of units on a post-issue basis;</li> <li>– such units of the InvIT and shares or interest in the SPV shall be held for a period of not less than three years from the date of the listing of units of the InvIT;</li> <li>– in case such holding of sponsor in the SPV results in the InvIT not having controlling interest and not having more than fifty per cent shareholding or interest in the SPV, the sponsor shall enter into a binding agreement with the InvIT to ensure that decisions taken by the sponsor including voting with respect to the SPV are in compliance with these regulations and not against the interest of the InvITs or the unit holders and shall be subject to further guidelines as may be specified by SEBI.</li> </ul> <ul style="list-style-type: none"> <li>• Any holding by sponsor in InvIT, exceeding twenty five per cent on a post issue basis, shall be held for a period of not less than one year from the date of listing of such units.</li> </ul> |
| <b>RIGHTS &amp; RESPONSIBILITIES OF VALUER AND AUDITOR</b> | <p>The valuers shall comply with the following conditions at all times,–</p> <ul style="list-style-type: none"> <li>✓ the valuer shall ensure that the valuation of the InvIT assets is impartial, true and fair in accordance with these regulations.</li> <li>✓ the valuer shall ensure adequate and robust internal controls to ensure the integrity of its valuation reports;</li> <li>✓ the valuer shall ensure that it has sufficient key personnel with adequate experience and qualification to perform valuations;</li> <li>✓ the valuer shall ensure that it has sufficient financial resources to enable it to conduct its business effectively and meet its liabilities;</li> <li>✓ the valuer and any of its employees involved in valuing of the assets of the InvIT, shall not,– <ul style="list-style-type: none"> <li>(a) invest in units of the InvIT or in the assets being valued; and</li> <li>(b) sell the assets or units of InvITs held prior to being appointed as the valuer, till the time such person is designated as valuer of such InvIT and not less than six months after ceasing to be valuer of the InvIT;</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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|                                       | <ul style="list-style-type: none"> <li>✓ the valuer shall conduct valuation of the InvIT assets with transparency and fairness and shall render, at all times, high standards of service, exercise due diligence, ensure proper care and exercise independent professional judgment;</li> <li>✓ the valuer shall act with independence, objectivity and impartiality in performing the valuation;</li> <li>✓ the valuer shall discharge its duties towards the InvIT in an efficient and competent manner, utilizing its knowledge, skills and experience in best possible way to complete given assignment;</li> <li>✓ the valuer shall not accept remuneration, in any form, for performing a valuation of the InvIT assets from any person other than the InvIT or its authorized representative;</li> <li>✓ the valuer shall before accepting any assignment, disclose to the InvIT any direct or indirect consideration which the valuer may have in respect of such assignment;</li> <li>✓ the valuer shall disclose to the InvIT any pending business transactions, contracts under negotiation and other arrangements with the investment manager or any other party whom the InvIT is contracting with and any other factors that may interfere with the valuer's ability to give an independent and professional valuation of the assets;</li> <li>✓ the valuer shall not make false, misleading or exaggerated claims in order to secure assignments;</li> <li>✓ the valuer shall not provide misleading valuation, either by providing incorrect information or by withholding relevant information;</li> <li>✓ the valuer shall not accept an assignment which interferes with its ability to do fair valuation;</li> <li>✓ the valuer shall, prior to performing a valuation, acquaint itself with all laws or regulations relevant to such valuation.</li> </ul> <p>The auditor shall comply with the following conditions at all times,–</p> <ul style="list-style-type: none"> <li>• the auditor shall conduct audit of the accounts of the InvIT and draft the audit report based on the accounts examined by him and after taking into account the relevant accounting and auditing standards, as may be specified by SEBI;</li> <li>• the auditor shall, to the best of his information and knowledge, ensure that the accounts and financial statements give a true and fair view of the state of the affairs of the InvIT, including profit or loss and cash flow for the period and such other matters as may be specified;</li> <li>• the auditor shall have a right of access at all times to the books of accounts and vouchers pertaining to activities of the InvIT;</li> <li>• the auditor shall have a right to require such information and explanation pertaining to activities of the InvIT as he may consider necessary for the performance of his duties as audit or from the employees of InvIT or parties to the InvIT or SPV or any other person in possession of such information.</li> </ul> |
| <b>ISSUE OF UNITS &amp; ALLOTMENT</b> | <ul style="list-style-type: none"> <li>❖ No initial offer of units by an InvIT shall be made unless,–</li> <li>• The InvIT is registered with SEBI under these regulations;</li> <li>• The value of the assets held by the InvIT is not less than rupees five hundred crore.</li> </ul> <p><i>Explanation-</i> Such value shall mean the value of the specific portion of the holding of InvIT in the underlying assets or SPVs;</p> <ul style="list-style-type: none"> <li>• The offer size is not less than rupees two hundred fifty crore.</li> </ul> <p>However, the requirement of ownership of assets and offer size may be complied with after initial offer or first offer of units under private placement subject, to a binding agreement with the relevant party(ies) that the requirements shall be fulfilled prior to allotment of units, a declaration to SEBI and the designated stock exchanges to that effect, where applicable and adequate disclosures in this regard in the initial offer document or placement memorandum.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |



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|                   | <ul style="list-style-type: none"> <li>❖ If the InvIT invests or proposes to invest in under-construction projects, value of which is more than ten per cent of the value of the InvIT assets, it shall raise funds,– <ul style="list-style-type: none"> <li>• by way of private placement only through a placement memorandum;</li> <li>• from qualified institutional buyers and body corporate only, whether Indian or foreign. In case of foreign investors, such investment shall be subject to guidelines as may be specified by RBI and the government from time to time;</li> <li>• with minimum investment from any investor of rupees one crore;</li> <li>• from not less than five and not more than one thousand investors.</li> </ul> </li> <li>❖ The InvIT as specified in above shall file the draft placement memorandum for making private placement of units with SEBI along with the application for registration and SEBI may communicate its comments, to such applicant which shall be incorporated by the applicant in placement memorandum prior to grant of registration.</li> <li>❖ With respect to InvITs that hold not less than eighty per cent of its assets in completed and revenue generating infrastructure projects,– <ul style="list-style-type: none"> <li>• initial issue of units shall be by way of initial offer only;</li> <li>• any subsequent issue of units after initial offer may be by way of follow-on offer, preferential allotment, qualified institutional placement, rights issue, bonus issue, offer for sale or any other mechanism and in the manner as may be specified by SEBI;</li> <li>• minimum subscription from any investor in initial and follow-on offer shall be ten lakh rupees;</li> <li>• the units proposed to be offered to the public is not less than 25% of the total of the outstanding units of the InvIT and the units being offered by way of the offer document.</li> <li>• However, if prior to the initial offer, units of the InvIT are held by the public, the units proposed to be offered to the public shall be calculated after reducing such existing units for satisfying the aforesaid percentage requirement;</li> <li>• prior to initial offer and follow-on offer, the investment manager shall file the draft offer document with the designated stock exchange(s) and SEBI not less than twenty one working days before filing the final offer document with the designated stock exchange;</li> <li>• the draft offer document filed with SEBI shall be made public, for comments, if any, to be submitted to SEBI, within a period of at least ten days, by hosting it on the websites of SEBI, designated stock exchanges and merchant bankers associated with the issue;</li> <li>• SEBI may communicate its comments to the lead merchant banker and, in the interest of investors, may require the lead merchant banker to carry out such modifications in the draft offer document as it deems fit;</li> <li>• the lead merchant banker shall ensure that all comments received from SEBI on the draft offer document are suitably addressed prior to the filing of the final offer document with the designated stock exchanges;</li> <li>• the InvIT shall issue units in only in dematerialized form to all the applicants;</li> <li>• initial offer and follow-on offer shall not be open for subscription for a period of more than thirty days;</li> <li>• the draft and final offer document shall be accompanied by a due diligence certificate signed by the investment manager and lead merchant banker;</li> </ul> </li> </ul> |
| <b>INSPECTION</b> | <p><b><u>SEBI RIGHT TO INSPECT</u></b></p> <p>SEBI may <i>suo motu</i> or upon receipt of information or complaint appoint one or more persons as inspecting officers to undertake inspection of the books of accounts, records and documents relating to activity of the InvIT for any of the following reasons, namely,–</p> <ul style="list-style-type: none"> <li>(a) to ensure that the books of account, records and documents are being maintained by the InvIT or parties to the InvIT in the manner specified in these regulations;</li> <li>(b) to inspect into complaints received from unit holders, clients or any other person,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|  | <p>on any matter having a bearing on the activities of the InvIT;</p> <p>(c) to ascertain whether the provisions of the Act and these regulations are being complied with by the InvIT and parties to the InvIT; and</p> <p>(d) to inspect <i>suo motu</i> into the affairs of the InvIT, in the interest of the securities market or in the interest of investors.</p> <p><b><u>COMMUNICATION OF FINDING, ETC TO THE IIT:</u></b></p> <p>SEBI may after consideration of the inspection report and after giving reasonable opportunity of hearing to the InvITs or parties to the InvIT or its representatives or any such person, issue such directions as it deems fit in the interest of securities market or the investors in the nature of,–</p> <ul style="list-style-type: none"> <li>• requiring the InvIT to delist its units from the stock exchanges and surrender its certificate of registration;</li> <li>• requiring the InvIT to wind up;</li> <li>• requiring the InvIT to sell its assets;</li> <li>• requiring the InvIT or parties to the InvIT to take such action as may be in the interest of the investors;</li> <li>• prohibiting the InvIT or parties to the InvIT from operating in the capital market or from accessing the capital market for a specified period.</li> </ul> |
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**SEBI (LISTING OBLIGATIONS & DISCLOSURE REQUIREMENTS) REGULATIONS, 2015**

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| <b>APPLICABILITY<br/>(3)</b>                                  | <p>Unless otherwise provided, these regulations shall apply to the listed entity who has listed any of the following designated securities on recognised stock exchange(s):</p> <ul style="list-style-type: none"><li>(a) specified securities listed on main board or SME Exchange or institutional trading platform;</li><li>(b) non-convertible debt securities, non-convertible redeemable preference shares, perpetual debt instrument, perpetual non-cumulative preference shares;</li><li>(c) Indian depository receipts;</li><li>(d) securitised debt instruments;</li><li>(e) units issued by mutual funds;</li><li>(f) any other securities as may be specified by the Board.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>CHAPTER III: COMMON OBLIGATIONS OF LISTED ENTITIES</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>COMPLIANCE<br/>OFFICER AND HIS<br/>OBLIGATIONS<br/>(6)</b> | <p>(1) A listed entity shall appoint a qualified company secretary as the compliance officer.</p> <p>(2) The compliance officer of the listed entity shall be responsible for-</p> <ul style="list-style-type: none"><li>(a) ensuring conformity with the regulatory provisions applicable to the listed entity in letter and spirit.</li><li>(b) co-ordination with and reporting to the Board, recognised stock exchange(s) and depositories with respect to compliance with rules, regulations and other directives of these authorities in manner as specified from time to time.</li><li>(c) ensuring that the correct procedures have been followed that would result in the correctness, authenticity and comprehensiveness of the information, statements and reports filed by the listed entity under these regulations.</li><li>(d) monitoring email address of grievance redressal division as designated by the listed entity for the purpose of registering complaints by investors:</li></ul> <p>Provided that the requirements of this regulation shall not be applicable in the case of units issued by mutual funds which are listed on recognised stock exchange(s) but shall be governed by the provisions of the Securities and Exchange Board of India (Mutual Funds) Regulations, 1996.</p>                                                                                                                                                                           |
| <b>SHARE TRANSFER<br/>AGENT<br/>(7)</b>                       | <p>(1) The listed entity shall appoint a share transfer agent or manage the share transfer facility in-house:<br/>Provided that, in the case of in-house share transfer facility, as and when the total number of holders of securities of the listed entity exceeds one lakh, the listed entity shall either register with the Board as a Category II share transfer agent or appoint Registrar to an issue and share transfer agent registered with the Board.</p> <p>(2) The listed entity shall ensure that all activities in relation to both physical and electronic share transfer facility are maintained either in house or by Registrar to an issue and share transfer agent registered with the Board.</p> <p>(3) The listed entity shall submit a compliance certificate to the exchange, duly signed by both the compliance officer of the listed entity and the authorised representative of the share transfer agent, wherever applicable, within one month of end of each half of the financial year, certifying compliance with the requirements of sub- regulation (2).</p> <p>(4) In case of any change or appointment of a new share transfer agent, the listed entity shall enter into a tripartite agreement between the existing share transfer agent, the new share transfer agent and the listed entity, in the manner as specified by the Board from time to time:</p> <p>Provided that in case the existing share transfer facility is managed in-house, the</p> |

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|                                                                        | <p>agreement referred above shall be entered into between the listed entity and the new share transfer agent.</p> <p>(5) The listed entity shall intimate such appointment, referred to in sub-regulation (4), to the stock exchange(s) within seven days of entering into the agreement.</p> <p>(6) The agreement referred to in sub-regulation (4) shall be placed in the subsequent meeting of the board of directors:</p> <p>Provided that the requirements of this regulation shall not be applicable to the units issued by mutual funds that are listed on recognised stock exchange(s).</p>                                                                     |
| <b>CO-OPERATION WITH INTERMEDIARIES REGISTERED WITH BOARD (8)</b>      | <p>The listed entity, wherever applicable, shall co-operate with and submit correct and adequate information to the intermediaries registered with the Board such as credit rating agencies, registrar to an issue and share transfer agents, debenture trustees etc, within timelines and procedures specified under the Act, regulations and circulars issued there under:</p> <p>Provided that requirements of this regulation shall not be applicable to the units issued by mutual funds listed on a recognised stock exchange(s) for which the provisions of the Securities and Exchange Board of India (Mutual Funds) Regulations, 1996 shall be applicable.</p> |
| <b>PRESERVATION OF DOCUMENTS (9)</b>                                   | <p>The listed entity shall have a policy for preservation of documents, approved by its board of directors, classifying them in at least two categories as follows-</p> <p>(a) documents whose preservation shall be permanent in nature ;</p> <p>(b) documents with preservation period of not less than eight years after completion of the relevant transactions:</p> <p>Provided that the listed entity may keep documents specified in clauses (a) and (b) in electronic mode.</p>                                                                                                                                                                                 |
| <b>FILING OF INFORMATION (10)</b>                                      | <p>(1) The listed entity shall file the reports, statements, documents, filings and any other information with the recognised stock exchange(s) on the electronic platform as specified by the Board or the recognised stock exchange(s).</p> <p>(2) The listed entity shall put in place infrastructure as required for compliance with sub-regulation (1).</p>                                                                                                                                                                                                                                                                                                        |
| <b>SCHEME OF ARRANGEMENT (11)</b>                                      | <p>The listed entity shall ensure that any scheme of arrangement /amalgamation /merger /reconstruction /reduction of capital etc. to be presented to any Court or Tribunal does not in any way violate, override or limit the provisions of securities laws or requirements of the stock exchange(s):</p> <p>Provided that this regulation shall not be applicable for the units issued by Mutual Fund which are listed on a recognised stock exchange(s).</p>                                                                                                                                                                                                          |
| <b>PAYMENT OF DIVIDEND OR INTEREST OR REDEMPTION OR REPAYMENT (12)</b> | <p>The listed entity shall use any of the electronic mode of payment facility approved by the Reserve Bank of India, in the manner specified in Schedule I, for the payment of the following:</p> <p>(a) dividends;</p> <p>(b) interest;</p> <p>(c) redemption or repayment amounts:</p> <p>Provided that where it is not possible to use electronic mode of payment, 'payable-at-par' warrants or cheques may be issued:</p> <p>Provided further that where the amount payable as dividend exceeds one thousand and five hundred rupees, the 'payable-at-par' warrants or cheques shall be sent by</p>                                                                 |

|                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|                                                                                             | speed post.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>GRIEVANCE REDRESSAL MECHANISM (13)</b>                                                   | <p>(1) The listed entity shall ensure that adequate steps are taken for expeditious redressal of investor complaints.</p> <p>(2) The listed entity shall ensure that it is registered on the SCORES platform or such other electronic platform or system of the Board as shall be mandated from time to time, in order to handle investor complaints electronically in the manner specified by the Board.</p> <p>(3) The listed entity shall file with the recognised stock exchange(s) on a quarterly basis, within twenty one days from the end of each quarter, a statement giving the number of investor complaints pending at the beginning of the quarter, those received during the quarter, disposed of during the quarter and those remaining unresolved at the end of the quarter.</p> <p>(4) The statement as specified in sub-regulation (3) shall be placed, on quarterly basis, before the board of directors of the listed entity.</p>                                                                                                                                                                                                                                                                                                                     |
| <b>CHAPTER IV: OBLIGATIONS OF LISTED ENTITIES WHICH HAS LISTED ITS SPECIFIED SECURITIES</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>VIGIL MECHANISM (22)</b>                                                                 | <p>(1) The listed entity shall formulate a vigil mechanism for directors and employees to report genuine concerns.</p> <p>(2) The vigil mechanism shall provide for adequate safeguards against victimization of director(s) or employee(s) or any other person who avail the mechanism and also provide for direct access to the chairperson of the audit committee in appropriate or exceptional cases.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>HOLDING OF SPECIFIED SECURITIES &amp; SHAREHOLDING PATTERN (31)</b>                      | <p>(1) The listed entity shall submit to the stock exchange(s) a statement showing holding of securities and shareholding pattern separately for each class of securities, in the format specified by the Board from time to time within the following timelines -</p> <p>(a) one day prior to listing of its securities on the stock exchange(s);</p> <p>(b) on a quarterly basis, within twenty one days from the end of each quarter; and,</p> <p>(c) within ten days of any capital restructuring of the listed entity resulting in a change exceeding two per cent of the total paid-up share capital:</p> <p>Provided that in case of listed entities which have listed their specified securities on SME Exchange, the above statements shall be submitted on a half yearly basis within twenty one days from the end of each half year.</p> <p>(2) The listed entity shall ensure that hundred percent of shareholding of promoter(s) and promoter group is in dematerialized form and the same is maintained on a continuous basis in the manner as specified by the Board.</p> <p>(3) The listed entity shall comply with circulars or directions issued by the Board from time to time with respect to maintenance of shareholding in dematerialized form.</p> |
| <b>STATEMENT OF DEVIATIONS/ VARIATIONS (32)</b>                                             | <p>(1) The listed entity shall submit to the stock exchange the following statement(s) on a quarterly basis for public issue, rights issue, preferential issue etc. , -</p> <p>(a) indicating deviations, if any, in the use of proceeds from the objects stated in the offer document or explanatory statement to the notice for the general meeting, as applicable;</p> <p>(b) indicating category wise variation (capital expenditure, sales and marketing, working capital etc.) between projected utilisation of funds made by it in its offer document or explanatory statement to the notice for the general meeting, as applicable and the actual utilisation of funds.</p> <p>(2) The statement(s) specified in sub-regulation (1), shall be continued to be given till</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|                                                           | such time the issue proceeds have been fully utilised or the purpose for which these proceeds were raised has been achieved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>ANNUAL REPORT<br/>(34)</b>                             | <p>(1) The listed entity shall submit the annual report to the stock exchange within twenty one working days of it being approved and adopted in the annual general meeting as per the provisions of the Companies Act, 2013.</p> <p>(2) The annual report shall contain the following:</p> <p>(a) audited financial statements i.e. balance sheets, profit and loss accounts etc [,and Statement on Impact of Audit Qualifications as stipulated in regulation 33(3)(d), if applicable;]11</p> <p>(b) consolidated financial statements audited by its statutory auditors;</p> <p>(c) cash flow statement presented only under the indirect method as prescribed in Accounting Standard-3 or Indian Accounting Standard 7, as applicable, specified in Section 133 of the Companies Act, 2013 read with relevant rules framed thereunder or as specified by the Institute of Chartered Accountants of India, whichever is applicable;</p> <p>(d) directors report;</p> <p>(e) management discussion and analysis report - either as a part of directors report or addition thereto;</p> <p>(f) for the top 12[five hundred] listed entities based on market capitalization (calculated as on March 31 of every financial year),business responsibility report describing the initiatives taken by them from an environmental, social and governance perspective, in the format as specified by the Board from time to time:<br/>Provided that listed entities other than top 13[five hundred] listed companies based on market capitalization and listed entities which have listed their specified securities on SME Exchange, may include these business responsibility reports on a voluntary basis in the format as specified.</p> <p>(3) The annual report shall contain any other disclosures specified in Companies Act, 2013 along with other requirements as specified in Schedule V of these regulations.</p> |
| <b>MINIMUM PUBLIC SHAREHOLDING<br/>(38)</b>               | The listed entity shall comply with the minimum public shareholding requirements specified in Rule 19(2) and Rule 19A of the Securities Contracts (Regulation) Rules, 1957 in the manner as specified by SEBI from time to time. However, the provisions of this regulation shall not apply to entities listed on institutional trading platform without making a public issue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>TRANSFER OR TRANSMISSION OR TRANSPOSITION<br/>(40)</b> | <p>The Board of directors may delegate the power of transfer of securities to a committee or to a compliance officer or to the share transfer agent.</p> <p>Such delegated authority shall attend to share transfer formalities once in a fortnight and shall report on the same to the Board of director.</p> <p><b>Transfer of securities</b></p> <ul style="list-style-type: none"> <li>On receipt of proper documentation, the listed entity shall register transfers of its securities in the name of the transferee(s) and issue certificates or receipts or advices, as applicable, of transfers; or issue any valid objection or intimation to the transferee or transferor, as the case may be, <b><i>within a period of 15 days from the date of such receipt of request for transfer.</i></b></li> </ul> <p><b>Transmission of securities</b></p> <ul style="list-style-type: none"> <li>The listed entity shall ensure that transmission requests are processed for securities held in dematerialized mode and physical mode <b><i>within 7 days and 21 days respectively</i></b>, after receipt of the specified documents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>RECORD DATE OR DATE OF CLOSURE OF TRANSFER</b>         | <p>(1)The listed entity shall intimate the record date to all the stock exchange(s) where it is listed for the following purposes:</p> <p>(a) declaration of dividend;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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| <b>BOOKS<br/>(42)</b>                        | <p>(b) issue of right or bonus shares;</p> <p>(c) issue of shares for conversion of debentures or any other convertible security;</p> <p>(d) shares arising out of rights attached to debentures or any other convertible security</p> <p>(e) corporate actions like mergers, de-mergers, splits and bonus shares, where stock derivatives are available on the stock of listed entity or where listed entity's stocks form part of an index on which derivatives are available;</p> <p>(f) such other purposes as may be specified by the stock exchange(s).</p> <p>(2) The listed entity shall give notice in advance of at least seven working days (excluding the date of intimation and the record date) to stock exchange(s) of record date specifying the purpose of the record date.</p> <p>(3) The listed entity shall recommend or declare all dividend and/or cash bonuses at least five working days (excluding the date of intimation and the record date) before the record date fixed for the purpose.</p> <p>(4) The listed entity shall ensure the time gap of at least thirty days between two record dates.</p> <p>(5) For securities held in physical form, the listed entity may, announce dates of closure of its transfer books in place of record date for complying with requirements as specified in sub-regulations (1) to (4):<br/>Provided that the listed entity shall ensure that there is a time gap of atleast thirty days between two dates of closure of its transfer books.</p> |
| <b>CHANGE IN NAME<br/>OF ENTITY<br/>(45)</b> | <p>(1) The listed entity shall be allowed to change its name subject to compliance with the following conditions:</p> <p>(a) a time period of at least one year has elapsed from the last name change;</p> <p>(b) at least fifty percent. of the total revenue in the preceding one year period has been accounted for by the new activity suggested by the new name;or</p> <p>(c) the amount invested in the new activity/project is atleast fifty percent. of the assets of the listed entity;</p> <p>Provided that if any listed entity has changed its activities which are not reflected in its name, it shall change its name in line with its activities within a period of six months from the change of activities in compliance of provisions as applicable to change of name prescribed under Companies Act, 2013</p> <p>(2) On satisfaction of conditions at sub-regulation (1), the listed entity shall file an application for name availability with Registrar of Companies.</p> <p>(3) On receipt of confirmation regarding name availability from Registrar of Companies, before filing the request for change of name with the Registrar of Companies in terms of provisions laid down in Companies Act, 2013 and rules made thereunder, the listed entity shall seek approval from Stock Exchange by submitting a certificate from chartered accountant stating compliance with conditions at sub-regulation (1).</p>                                                                            |
| <b>WEBSITE<br/>(46)</b>                      | <p>The listed entity shall disseminate the following information on its website:</p> <p>(a) details of its business;</p> <p>(b) terms and conditions of appointment of independent directors;</p> <p>(c) composition of various committees of board of directors;</p> <p>(d) code of conduct of board of directors and senior management personnel;</p> <p>(e) details of establishment of vigil mechanism/ Whistle Blower policy;</p> <p>(f) criteria of making payments to non-executive directors , if the same has not been disclosed in annual report;</p> <p>(g) policy on dealing with related party transactions;</p> <p>(h) policy for determining _material' subsidiaries;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|                                                | <p>(i) details of familiarization programmes imparted to independent directors including the following details:-</p> <p>(i) number of programmes attended by independent directors (during the year and on a cumulative basis till date),</p> <p>(ii) number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date), and</p> <p>(iii) other relevant details</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>ADVERTISEMENT<br/>IN NEWSPAPER<br/>(47)</b> | <p>(1) The listed entity shall publish the following information in the newspaper:</p> <p>(a) notice of meeting of the board of directors where financial results shall be discussed</p> <p>(b) financial results, as specified in regulation 33, along-with the modified opinion(s) or reservation(s), if any, expressed by the auditor:</p> <p>Provided that if the listed entity has submitted both standalone and consolidated financial results, the listed entity shall publish consolidated financial results along-with</p> <p>(1) Turnover, (2) Profit before tax and (3) Profit after tax, on a stand-alone basis, as a foot note; and a referenceto the places, such as the website of listed entity and stock exchange(s), where the standalone results of the listed entity are available.</p> <p>(c) statements of deviation(s) or variation(s) as specified in sub-regulation (1) of regulation 32 on quarterly basis, after review by audit committee and its explanation in directors report in annual report;</p> <p>(d) notices given to shareholders by advertisement.</p> <p>(2) The listed entity shall give a reference in the newspaper publication, in sub-regulation (1), to link of the website of listed entity and stock exchange(s), where further details are available.</p> <p>(3) The listed entity shall publish the information specified in sub-regulation (1) in the newspaper simultaneously with the submission of the same to the stock exchange(s).</p> <p>Provided that financial results at clause (b) of sub-regulation (1), shall be published within 48 hours of conclusion of the meeting of board of directors at which the financial results were approved.</p> <p>(4) The information at sub-regulation (1) shall be published in at least one English language national daily newspaper circulating in the whole or substantially the whole of India and in one daily newspaper published in the language of the region, where the registered office of the listed entity is situated:</p> <p>Provided that the requirements of this regulation shall not be applicable in case of listed entities which have listed their specified securities on SME Exchange.</p> |

## FORMULA'S

|                                               |                                                                                                                                                                                         |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Yield to Maturity (YTM)</b>                | $\frac{(100-P)*365*100}{P * D}$ <p>P= Price (Generally less than face value)<br/>D= Days to Maturity</p>                                                                                |
| <b>Net Assets Value (NAV)</b>                 | $\frac{\text{Market Value of Investments + receivables + Accrued Income} - \text{Current liability} - \text{Accrued Expenses}}{\text{Number of Outstanding Units}}$                     |
| <b>Public Offer Price of Mutual Fund Unit</b> | $\frac{\text{NAV}}{1 - \text{Front End Load}}$                                                                                                                                          |
| <b>Redemption Price of Mutual Fund Unit</b>   | $\frac{\text{NAV}}{1 + \text{Back end Load}}$                                                                                                                                           |
| <b>Value of Rights</b>                        | $V_r = \frac{N (P_{ex} - P_{of})}{M}$ <p>N= No. of Right Shares offered<br/>M= No. of Original Shares held<br/>P<sub>ex</sub>=Ex Right Price<br/>P<sub>of</sub>= Rights offer price</p> |
| <b>Rate of Return (mutual fund)</b>           | $\frac{(\text{NAV at Sale} - \text{NAV at Purchase}) + \text{Dividend}}{\text{NAV at purchase}} * 100$                                                                                  |

## PRACTICAL QUESTIONS

### TREASURY BILLS

1. Ajay purchases 8.4% Government of India Bond, 2018 of face value of Rs. 20 Lakhs @102.5 for every unit of security having face value of Rs. 100. The settlement is due on 13<sup>th</sup> October 2009. What is the amount to be paid by Ajay? Assuming that interest is payable on 13<sup>th</sup> May and 13<sup>th</sup> November every year). (June 2009 Scanner Page 6.150)

**Ans.**

Coupon rate – 8.4%

Year of maturity – 2018

Face value of ₹20 lacs @ ₹102.50

Therefore, the principal amount payable is ₹20 lacs × 102.50 = ₹20,50,000

Interest for the period from 13-5-09 to 13-10-09

| No. of days |            |
|-------------|------------|
| May         | 18         |
| Jun         | 30         |
| July        | 30         |
| Aug         | 30         |
| Sep         | 30         |
| Oct         | 12         |
|             | <b>150</b> |

Interest Payable =  $\frac{20,000 \times 8.40 \times 150}{360 \times 100} = ₹70,000$

Total amount to payable by Mr. X = ₹20,50,000 + ₹70,000 = ₹21,20,000

2. On 25<sup>th</sup> January 2013, XY Bank purchased a 91-day treasury bill maturing on 16<sup>th</sup> March 2013. The rate quoted by the seller is Rs. 99.25 per Rs. 100 face value. Compute the yield percentage of the treasury bill. (Dec 2014 Scanner Page 6.151)

**Ans.**

The days to maturity of Treasury Bill are 50 days (January – 7 days, February – 28 and March – 15).

$$YTM = \frac{(100 - P) \times 365 \times 100}{P \times D}$$

Where YTM = Yield percentage

P = Price

D = Days to maturity

Putting the relevant figures in the above equation,

$$YTM = \frac{(100 - 99.25) \times 365 \times 100}{99.25 \times 50} = 5.516\%$$

3. On 30<sup>th</sup> October 2005, Shan Co-operative buy 91 days Treasury bill maturing on 24<sup>th</sup> December 2005. The rate quoted by the seller is 99.25 per Rs. 100 Face value. Calculate the yield percentage of the Treasury Bill. (June 2006 Scanner Page 6.156)

**Ans.**

As we know yield to maturity or

$$YTM = \frac{(100 - P) \times 365 \times 100}{P \times D}$$

Where,

P = Price = 99.25

D = Days to maturity = 55 days

Now putting these – informations into above equation,

$$YTM = \frac{(100 - 99.25) \times 365 \times 100}{99.25 \times 55} = \frac{(0.75) \times 365 \times 100}{5458.75} = \frac{27,375}{5458.75} = 5.01\%$$

4. As on 1<sup>st</sup> April 2008 Cash Rich Ltd has surplus cash for six months. It has following two options under consideration for investing the surplus cash:

i) to invest in fixed deposit at the interest rate of 8% per annum payable quarterly and

ii) to buy treasury bills of the face value of Rs. 100 at Rs. 98.019 with maturity after six months.

Presuming the risk involved in both the options is identical, state giving reasons which option should be selected by the company for investing its surplus funds. (June 2008 Scanner Page 3.156)

**Ans.**

Option – (i): Investment in fixed deposits:

Rate of Int. = 8% p. a. (quarterly payable)

Quarterly Rate of Interest =  $8/4 = 2\%$  per quarter effective rate of interest for 2 quarters.

$$= [(1.02 \times 1.02) - 1] \times 100$$

$$= 4.04\%$$

Option – (ii) Invest in T – Bills

$$YTM = \frac{(100 - P) \times 365 \times 100}{P \times D}$$

Where,

P = Price of T – Bill = ₹98.019

D = Days to maturity = 183 days

$$\text{Yield to maturity (YTM)} = \frac{(100-98.019) \times 365 \times 100}{98.019 \times 183}$$

$$= 4.03\%$$

### MUTUAL FUNDS

5. If Rahul invests Rs. 10,000 in a scheme that charges 2% Front end load at an NAV of Rs. 10 per unit, what shall be the public offer price? (Dec 2008 Scanner Page 6.171)

**Ans.**

(i) **NAV:** It stands for "Net Assets Value" which is the value of the assets of each unit of the scheme of mutual fund. It is computed as follow:

$$\text{NAV (₹)} = \frac{\text{Market Value of Investment} + \text{Current Assets}}{\text{No. of outstanding units}}$$

$$\text{NAV (₹)} = \frac{\text{Market Value of Investment} + \text{Current Assets} - \text{Liabilities}}{\text{No. of outstanding units}}$$

(ii) **Offer – Price:** It means public offer price, i. e. money payable by an investor for buying an unit of scheme of mutual fund.

(iii) **Public – Offer Price is computed as:**

$$\text{Public – offer Price} = \frac{\text{Net Assets Value}}{1 - \text{front end load}}$$

$$\text{In this question, NAV} = 10.00 \text{ \& FEL is } 2\%, \text{ So, POP} = \frac{10}{(1-0.02)} = ₹10.20$$

6. The redemption price of a mutual fund unit is Rs. 48 while the front end load and back end load charges are 2% and 3% respectively.

You are required to calculate:

i) Net Asset Value per unit and

ii) Public offer price of the unit. (June 2010 Scanner Page 6.171) (June 2014 Scanner page 6.172)

**Ans.**

Information's as per question

Redemption price of Mutual Fund = ₹48

Front end Load = 2% @ 0.02

Back end Load = 3% or 0.03

Now,

(i) Net Assets value = ?

We know Redemption price = N. A. V/(1+ Back end Load)

Now putting figures with the help of question

$$48 = \text{NAV}/(1+0.03)$$

$$\text{Or, } 48 = \text{NAV}/(1.03)$$

$$\text{Or, NAV} = 48 \times (1.03) = ₹49.44$$

$$\text{(ii) Public offer price} = \frac{\text{Net Asset Value}}{(1 - \text{Front End Load})}$$

$$= \frac{49.44}{(1-0.02)} = \frac{49.44}{(.98)} = 50.45$$

7. Super Mutual Fund has launched a scheme named Super Bonanza. The net asset value (NAV) of the scheme is Rs. 12 per unit. The redemption price is Rs. 11.65 per unit and offer price is Rs. 12.50 per unit. You are required to Calculate:

i) Front end load and

ii) Back end load. (June 2015 Scanner Page 6.173)

**Ans.**

Given,

NAV = ₹12

Redemption price = ₹11.65

Offer Price = ₹12.50

(i) Front – end Load:

We know,

$$\text{Offer Price} = \frac{\text{NAV}}{1 - \text{Front End Load}}$$

$$₹12.50 = ₹ \frac{12}{1 - \text{Front End Load}}$$

$$\text{Or, } 1 - \text{Front End Load} = \frac{12}{12.50} = 0.96$$

Front end load charges =  $1 - 0.96 = 0.04$  or 4%

(ii) Back – end Load

We know,

$$\text{Redemption Price} = \frac{\text{NAV}}{1 + \text{Back End Load}}$$

$$₹11.65 = ₹ \frac{12}{1 + \text{Back End Load}}$$

$$\text{Or, } 1 + \text{Back End Load} = \frac{12}{11.65} = 1.03$$

Back end load charges =  $1.03 - 1.00 = 0.03$  or 3%

8. A unit of Evergrow Equity Fund is redeemed at Rs. 15 the exit load being 2.25%. Calculate NAV. (June 2008 Scanner Page 6.183)

**Ans.**

As given in question,

Redemption Price = 15

% of Exit Load = 2.25%

As, we are aware,

$$\text{Redemption price} = \frac{\text{NAV}}{1 + \text{Exit Load}}$$

Or, NAV = Redemption Price (1 + Exit Load)

$$= 15 (1 + 2.25\%)$$

$$= \frac{15(1 + 2.25)}{100}$$

$$= 15 (1.0225)$$

$$= ₹15.34$$

9. Safal Mutual fund provides the following information related to one of its Schemes:

|                                 |                 |
|---------------------------------|-----------------|
| Size of the Scheme              | Rs. 2,000 Crore |
| Face Value of the units         | Rs. 10 per unit |
| Number of Outstanding units     | Rs. 200 Crore   |
| Market Value of funds portfolio | 4,200 Crores    |
| Receivables                     | Rs. 100 Crore   |
| Accrued Income                  | Rs. 100 Crores  |
| Liabilities                     | Rs. 150 Crores  |
| Accrued Expenses                | Rs. 275 Crores  |

You are required to calculate net asset value of the scheme and rate of return if a unit holder has purchased units at NAV of Rs. 15 per unit and received a dividend of Rs. 2 per unit during the period. (Dec 2006 Scanner Page 6.180)

**Ans.**

(i) NAV of the scheme,

|                                  |            |
|----------------------------------|------------|
| (a) Calculation of Total Assets. | ₹ In Crore |
| Market value of portfolio funds  | = ₹4200    |
| Receivables                      | = ₹100     |



|                                                     |     |          |
|-----------------------------------------------------|-----|----------|
| Accrued Income                                      |     | = ₹100   |
|                                                     | (A) | = ₹4,400 |
| (b) Calculation of Total Liabilities:               |     |          |
| Liabilities                                         |     | = ₹150   |
| Accrued expenses                                    |     | = ₹275   |
|                                                     | (B) | = ₹425   |
| (c) Calculation of Net Assets (A – B) ₹4,400 - ₹425 |     | = ₹3,975 |

$$(d) \text{ NAV (per Unit) } = \frac{\text{Net Assets}}{\text{No. of Outstanding units}}$$

$$= ₹ \frac{3,975}{200 \text{ crore}}$$

$$= ₹ 19,875$$

$$(e) \text{ Rate of Return:- } = \frac{(\text{NAV at present} - \text{NAV at purchase}) + \text{Dividend} \times 100}{\text{NAV at Purchase}}$$

$$= ₹ \frac{(19,875 - 15) + 2 \times 100}{15}$$

$$= \frac{6,875 \times 100}{15}$$

$$= 45.83\%$$

10. From the following data, determine the Net asset value of a regular income scheme: (Rs. Lakhs)

|                                                                                   |        |
|-----------------------------------------------------------------------------------|--------|
| Listed Shares at cost (Ex dividend)                                               | 20.00  |
| Cash in Hand                                                                      | 1.23   |
| Bonds and Debentures at cost                                                      | 4.30   |
| Of the above, bonds and debentures not listed and quoted                          | 1.00   |
| Other fixed interest securities at cost                                           | 4.50   |
| Dividend accrued                                                                  | 0.80   |
| Amount payable on shares                                                          | 6.32   |
| Expenditure accrued                                                               | 0.75   |
| Current Realisable value of fixed income securities of face value of Rs. 100 each | 106.50 |

Number of units (Face value Rs. 10 each) is 2,40,000. All listed shares were purchased at a time when Index was 1,200. On NAV Date, the Index is ruling at 2,120. Listed bonds and debentures carry market value of Rs. 5 Lakh on NAV Date. (Dec 2007 Scanner Page 6.182)

**Ans.**

#### Calculation of NAV (per unit)

| Particulars                 | Workings               | ₹ (in Lakh) |
|-----------------------------|------------------------|-------------|
| Total Assets                | $20 \times 2,120$      | 35.33       |
| Listed share at cost        | 1,200                  |             |
| Cash in hand                | Book value             | 1.23        |
| Listed bonds and debenture  | (market value)         | 5           |
| Unlisted bond and debenture | given                  | 1           |
| Fixed interest securities   | $4.50 \times 106.50$   |             |
|                             | 100                    | 5.00        |
| Dividend accrued            | Given                  | 0.80        |
| Total Assets (A)            |                        | 48.15       |
| Total Liabilities:          |                        |             |
| Amount payable on shares    |                        | 6.32        |
| Expenditure accrued         |                        | 0.75        |
| Total Liabilities (B)       | Given                  | 7.07        |
| Net Assets (A – B)          | Given                  | ₹ 41.08     |
| No. of units outstanding    | (in lakh)              | 2.40        |
| NAV (per units)             | ₹ $\frac{41.08}{2.40}$ | ₹ 17.12     |

**RIGHT ISSUE**

11. The following information is given:

|                             |        |
|-----------------------------|--------|
| No. of Right Shares Offered | 6,000  |
| No. of Shares Held          | 3,000  |
| Ex-Right Price              | Rs. 32 |
| Rights Offer Price          | Rs. 25 |
| Face Value of Share         | Rs. 10 |

You are required to compute the value of Rights. (Dec 2014 Scanner Page 6.172)

**Ans.**

In case of Mutual Fund, the value of right shares can be calculated by following the below mentioned formula  
i. e.

$$V_r = \frac{n}{m}(P_{ex} - P_{of}) \text{ --- (1)}$$

Where,

$V_r$  = Value of right

n = no. of rights shares offered = 6,000

m = no. of original shares held = 3,000

P<sub>ex</sub> = Ex – right Price = ₹32

P<sub>of</sub> = Rights offer Price = ₹25

Now, putting these values in equation (1).

$$V_r = ₹ \frac{6,000}{3,000} (32 - 25)$$

= ₹14/-

12. Calculate value of Rights from the following information:

|                                 |        |
|---------------------------------|--------|
| Number of Rights Shares Offered | 2,500  |
| Number of Shares Held           | 1,000  |
| Ex-Rights Price                 | Rs. 18 |
| Rights Offer Price              | Rs. 15 |
| Face Value of a Share           | Rs. 10 |

(June 2015 Scanner Page 6.173)

**Ans.**

In case of mutual fund, the value of right shares can be calculated by following the below mentioned formula  
i. e.

$$V_r = \frac{n}{m}(P_{ex} - P_{of}) \text{ --- (1)}$$

Where,

$V_r$  = Value of right

n = Number of right shares offered = ₹2,500

m = Number of original shares held = ₹1,000

P<sub>ex</sub> = Ex – right Price = ₹18

P<sub>of</sub> = Right offer price = ₹15

Now, if we put these values in equation (1)

$$V_r = \frac{2,500}{1,000} (18 - 15)$$

= ₹7.5

13. Somnath Ltd has a Share Capital of 50,000 Equity Shares of Rs. 100 Each. Market Value is Rs. 250 per share. The company decides to make a rights issue to the existing shareholders in proportion to one new rights share of Rs. 100 each at a premium of Rs. 30 per share for every 5 shares held. Calculate the value of rights. (Dec 2015 Scanner Page 6.175)

**Ans.**

In case of mutual fund, the value of right shares can be calculated by following the below mentioned formula i. e.

$$V_r = \frac{n}{m}(p_{ex} - p_{of}) \text{ --- (1)}$$

**Where,**

$V_r$  = Value of right.

$n$  = Number of right shares offered = 1

$m$  = Number of original shares held = 5

$P_{ex}$  = Ex - right Price = ₹250

$P_{of}$  = Rights offer price = ₹130

Now, if we put these values in equation (1)

$$V_r = \frac{1}{5}(250 - 130) \\ = ₹24$$

### STOCK MARKET PRICES

14. The following information has been collected regarding two shares, Share A and Share B trading at BSE on 18<sup>th</sup> September 2014:

#### Share A

| Date                            | Time     | Price  | No. of Share Traded |
|---------------------------------|----------|--------|---------------------|
| 18 <sup>th</sup> September 2014 | 14:45:10 | 385.60 | 550                 |
| 18 <sup>th</sup> September 2014 | 14:55:35 | 382.78 | 1575                |
| 18 <sup>th</sup> September 2014 | 15:00:20 | 380.99 | 1514                |
| 18 <sup>th</sup> September 2014 | 15:01:30 | 381.79 | 1625                |
| 18 <sup>th</sup> September 2014 | 15:05:40 | 380.38 | 1025                |
| 18 <sup>th</sup> September 2014 | 15:10:20 | 381.51 | 1390                |
| 18 <sup>th</sup> September 2014 | 15:20:25 | 381.42 | 800                 |
| 18 <sup>th</sup> September 2014 | 15:22:20 | 384.07 | 600                 |
| 18 <sup>th</sup> September 2014 | 15:25:55 | 383.74 | 1200                |

#### Share B

| Date                            | Time     | Price | No. of Share Traded |
|---------------------------------|----------|-------|---------------------|
| 18 <sup>th</sup> September 2014 | 14:07:30 | 50.60 | 250                 |
| 18 <sup>th</sup> September 2014 | 14:11:40 | 52.10 | 585                 |
| 18 <sup>th</sup> September 2014 | 14:16:20 | 49.85 | 700                 |
| 18 <sup>th</sup> September 2014 | 14:26:25 | 51.25 | 425                 |
| 18 <sup>th</sup> September 2014 | 14:45:10 | 50.75 | 450                 |
| 18 <sup>th</sup> September 2014 | 14:55:35 | 49.95 | 500                 |

You are required to determine the closing prices and last traded prices for both the shares for 18<sup>th</sup> September 2014. (Dec 2014 Scanner Page 6.105)

**Ans.**

Before solving this question it is desired to understand meaning of these 2 terms:

**(i) Closing Prices:** The closing price of scrips is computed by the Stock Exchange on the basis of weighted average price of all trades executed during the last 30 minutes of the continuous trading session i. e. between 3.00 pm to 3.30 pm for every trading session, unless there is trading halt due to any reasons. However, if there is no trade recorded during the last 30 minutes, then the last traded price of a scrip in the continuous trading session is taken as the official closing price.

**(ii) Last Traded Prices:** It means the last price at which Scrips are sold. Now, the prices are calculated as thus:

#### Share A

| Date               | Time     | Price (₹) | No. of Shares Traded | Price × Shares Traded |
|--------------------|----------|-----------|----------------------|-----------------------|
| September 18, 2014 | 15:00:20 | 380.99    | 1,514                | 576818.86             |
| September 18, 2014 | 15:01:30 | 381.79    | 1,625                | 620408.75             |

|                    |          |        |       |          |
|--------------------|----------|--------|-------|----------|
| September 18, 2014 | 15:05:40 | 380.38 | 1,025 | 389889.5 |
| September 18, 2014 | 15:10:20 | 381.51 | 1,390 | 530298.9 |
| September 18, 2014 | 15:20:25 | 381.42 | 800   | 305136   |
| September 18, 2014 | 15:22:20 | 384.07 | 600   | 230442   |
| September 18, 2014 | 15:25:55 | 383.74 | 1,200 | 460488   |

So,

- Closing Price =  $3113482.01/8154 = ₹381.83$
- Last Trading Price = ₹383.74

#### **Share B**

Since, there is no transaction of Shares – B during the last 30 minutes (3:00 – 3:30 PM), the last traded price will be taken as closing price.

- Closing Price = ₹49.95
- Last Trading Price = ₹49.95

## BOARD'S NOTE

**1. You are the Company Secretary of Great India Ltd. Prepare a Board note outlining various requirements of SEBI guidelines for rights issue and list out the major steps involved in rights issue. (June – 2010) (8 Marks)**

**Ans.**

To,  
The Board of Directors  
Great India Ltd.  
Sir/Madam

Date 1-1-2016  
Place: Delhi

Sub: Notes on requirement and steps relating to right issue.

(I) Requirements for right issue: As per SEBI (issue of capital & Disclosure Requirements) Regulations 2009, the requirement for right issue are summarized as:

(a) Record Date: The Great India Ltd. (hereinafter called issuer company), shall announce a record date for the purpose of determining the shareholders eligible to apply for specified securities in the proposed right issue.  
(b) Restriction on rights issue: The issuer shall reserve equity shares for FCD or PCD, while making right issue.

(c) Letter of offer, abridged letter of offer pricing & period of subscription.

(i) The abridged letter of offer, alongwith application form, shall be dispatched through registered post or speed post to all the existing share holders at least 3 days the date of opening of the issue.

(ii) The issue price shall be decided before determining the record date which shall be determined in consultation with the designated stock – exchange.

(iii) A right issue shall be open for a minimum period of 15 days and for a maximum period of 30 days.

(b) Pre – issue Advertisement for right issue: The issuer shall issue an advertisement containing particulars like – the date of completion of dispatch of abridged letter of offer and the application form or the place form. Where application form can be obtained.

(c) Reservation for employee: A maximum value of reservation for each employee upto ₹2 lakh can be made.

(f) Utilization of funds: The funds raised in right issue shall be utilized only after finalization of the basis of allotment.

(II) Steps involved in Right – issue:

(a) Ensure that right issue is within the authorized share capital of the company otherwise take necessary steps for increasing the authorized capital.

(b) Notify at least 2 days in advance to the stock exchange about the Board – meeting at which proposal of right issue will be considered.

(c) Convene & hold the Board Meeting and notify the stock exchange immediately about the decisions taken in Board meeting.

(d) If shares are proposed to offered to persons other than share holders of the company, convene a G. M. and pass appropriate resolution.

(e) Forward 6 sets of letter of offer to concerned stock exchange(s).

(f) Dispatch letters of offer to shareholders by registered post.

(g) Publish the advertisement giving date of completion of dispatch of letter of offer in atleast an English National Daily, one Hindi National Paper and a Regional language Daily, where registered office of the company is situated.

(h) Make arrangement with bankers for acceptance of share application forms.

(i) Prepare a scheme of allotment in consultation with stock exchange.

(j) Convene Board meeting and make allotment of shares.

(k) Make an application to the stock exchange(s) Where the company's shares are listed for permission of listing of new shares.

Sd/ - Ram

(Company Secretary)

**2. Organize Infotech Ltd., an existing listed company, wants to make a bonus issue of shares. The Chief Executive Officer (CEO) of your company wants to know about pre – requisites for bonus issue. As the Company Secretary, prepare a note on the SEBI guidelines applicable in this regard. (June – 2007) (6 Marks)**

Ans.

The Requirements to be complied with while making a Bonus Issue are given here under:

1. Rights of FCD/PCD holders: The proposed bonus issue should not dilute the value or rights of the fully or partly convertible debentures.
2. Out of Free Reserves: The bonus issue is to be made out of free reserves built out of the genuine profits or securities premium collected in cash only.
3. Revaluation Reserves: The reserves created by revaluation of fixed assets should not be capitalized.
4. Bonus Issue not be in lieu of Dividend: Bonus issue should not be made in lieu of dividend.
5. Fully Paid Shares: If there are any partly paid – up shares, these shares should be made fully paid, up before the bonus issue is made.
6. No Default in respect of Fixed Deposits/Debentures: The company should not have defaulted in the payment of any interest or principal in respect of its fixed deposits and interest on debentures or on redemption of debentures.
7. Statutory Dues of the Employees: The company should not have defaulted in the payment of its statutory dues to the employees such as contribution to provident fund, gratuity, bonus, minimum wages, workmen's compensation, retrenchment compensation, payments to contract labour, etc.
8. Implementation of Proposal within 15 days: The bonus issue should be implemented within 15 days, after the approval of BOD. However, when the company is required to seek shareholders' approval for capitalization of profits or reserve for making bonus issue as per AOA, the bonus issue should be implemented within 2 months from the date of meeting of the BOD, Where in the decision to announce bonus was taken subject to shareholders' approvals.
9. Provision in Articles of Association: The Articles of Association of the Company should provide for capitalization of reserves and if not a General Body Meeting of the company is to be held and a special resolution making provisions in the Articles of Association for capitalization should be passed.
10. Authorized Capital: If consequent upon the issue of bonus shares, the subscribed and paid – up – capital of the company exceed the authorized share capital, a General Meeting of the company should be held to pass necessary resolution for increasing the authorized capital.
11. Compliance Certificate: A certificate duly signed by the issuer company and counter signed by statutory auditor or by Company Secretary in practice to the effect that the provisions for issue of bonus shares under the SEBI (ICDR) Regulations, 2009 have been complied with shall be forwarded to the SEBI.