

Annexure A

Comprehensive Guidelines for Bidding in Offer for Sale (OFS) Segment

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1. General Instructions

1.1. Offer for Sale (Segment)

In accordance with circular no CIR/MRD/DP/18/2012 dated July 18, 2012 and further amendment vide Circular no. CIR/MRD/DP/04/2013 dated January 25, 2013 the Exchange has made the necessary changes/ development in the OFS module and now enabled Offer for Sale (Segment) to all Trading Members of the Exchange on iBBS (Internet Based Book Building System) of the Exchange. All Trading Members are allowed to access this module. No separate registration or payment of any charges is required currently to access the OFS segment on iBBS.

This separate window would facilitate Seller(s) or Promoter(s) to dilute/offload their holding in listed companies in a transparent manner with wider participation to achieve a minimum public shareholding.

One of the core requirements in the amended OFS module is to collect 100% of the order value in cash from Non-institutional Investors at the order level for every buy order/ bid. Institutional Investors shall have an option to pay either 0% (no margin) of the order value or 100% of the order value in cash at the order level for every buy order/ bid.

- 1.1.1. The following orders shall be valid in the OFS window:
- i) Orders with 100% of margin paid upfront by institutional investors and non-institutional investors. Such orders can be modified or cancelled at any time during the trading hours.
 - ii) Orders without paying upfront margin by institutional investors only. Such orders cannot be modified or cancelled by the investors or stock brokers, except for making upward revision in the price or quantity.

1.2. System configuration / requirements

The OFS module on iBBS module can be accessed from internet. Internet explorer version IE above 6 is most preferred mode to access OFS.

The url is: <https://ibbs.bseindia.com/>

Trading Members can also access the OFS module through leased line
<https://10.1.101.254/index.aspx>

Internet Users: <https://rtrms.bseindia.com/>

Leased Line Users: <http://10.1.101.99/stocks/jsp/rms/index.html>

1.3. Information on any OFS at BSE

The Exchange would issue notice at least one trading day prior to any offer for sale by promoters on its website. The notice would detail the name of the company, the Seller(s) or Promoter(s), number of shares being offered, bid time, allocation methodology, Seller Member(s) etc.

1.4. Bid time and duration

The duration of the OFS shall not exceed one trading day and placing of bids by Trading Members shall take place during trading hours.

2. Requirements of Seller(s) / Promoter(s)

2.1. Definition of seller(s) / promoter(s)

- i. All promoter(s)/ promoter group entities of such companies that are eligible for trading and are required to increase public shareholding to meet the minimum public shareholding requirements in terms Rule 19(2)(b) and 19A of Securities Contracts (Regulation) Rules, 1957 (SCRR), read with clause 40A (ii) (c) of Listing Agreement.
- ii. All promoters/promoter group entities of top 100 companies by market capitalisation in any of the last four completed quarters, market capitalisation being calculated as average market capitalisation in a quarter.

For (i) and (ii) above, the promoter/promoter group entities should not have purchased and/or sold the shares of the company in the 12 weeks period prior to the offer and they should undertake not to purchase and/or sell shares of the company in the 12 weeks period after the offer. However, within the cooling off period of ± 12 weeks, the promoter(s)/promoter group entities can offer their shares only through OFS/ Institutional Placement Programme (IPP) with a gap of 2 weeks between successive offers. The above shall also be applicable on promoter(s) /promoter group entities who have already offered their shares through OFS/IPP.

2.2. Dos and Don'ts for seller(s) / promoter(s)

1. Seller(s) / promoter(s)/ promoter(s) group entities should not have been in the list of debarred entities as notified by SEBI.
2. The seller(s)/ promoter/ promoter group entities should not have purchased and/or sold the shares of the company (whose shares are offered in OFS) in the

- 12 weeks period prior to the offer and they should undertake not to purchase and/or sell shares of the company in the 12 weeks period after the offer.
3. Seller must inform the Exchange name of selling member broker at least one clear trading day prior to opening of the offer.
 4. In case the seller chooses to disclose the floor price, the seller(s) shall declare it after the close of trading hours and before the close of business hours of the exchanges on T-1 day else the seller(s) shall give the floor price in a sealed envelope to DSE before the opening of the offer. (T day being the day of the offer for sale)
 5. In case the seller(s) chooses not to publicly disclose the floor price, the seller(s) shall give the floor price in a sealed envelope to the Exchange (if BSE is designated stock exchange) before opening of the offer. The envelope will be opened in presence of the company (the seller) representative on the day of OFS issue after market hours and the floor price suitably disseminated to the market.
 6. The floor price if not declared to the market, shall not be disclosed to anybody, including the selling broker(s).
 7. Seller(s) must ensure collection of funds from selling member brokers appointed by it.
 8. Seller(s) must disclose upfront in its application to the Exchange conditions if any for withdrawal or cancellation of the offer.
 9. Seller(s) can not extend or reduce bidding period once notice is issued by the Exchange on schedule of bidding.
 10. Seller(s) must ensure the Seller member(s) transfer of shares to the designated stock exchange's Clearing Corporation at least one day prior to the opening of the offer.

2.3. Undertaking and documents submission

The seller(s) / promoter(s) would be required to make application to the Exchange on its letter head for obtaining consent for using offer for sales software of BSE as per the prescribed format as per Annexure 2.

The seller(s)/promoter(s) would have to execute an undertaking as per prescribed format as per Annexure 3 at the time of submitting application to the Exchange.

3. Trading Parameters:

In pursuance of the trading regulations of the Exchange, following operating parameters are available for trading in Offer For Sale (OFS) segment –

3.1. Trading Calendar and Trading Hours

3.1.1. Market Timings and Trading Hours

The duration of the offer for sale will not exceed one trading day. The placing of orders by Trading Member(s) will take place during normal trading hours i.e. from 9:15 am to 3:30 pm. The seller(s) as defined in point 2.1 above can decide the bidding period which can be any time during normal trading hours and subject to SEBI circulars of July 18, 2012 and January 25, 2013 on OFS through Stock Exchange Mechanism.

3.1.2. In case of market closure due to the incidence of breach of 'market wide index based circuit filter', the offer for sale shall be halted.

3.2. Member(s) Eligibility and Contract Note Specifications

3.2.1. Member(s) Margin Requirement

- 3.2.1.1. Every bid/order for an Institutional Investor should be backed by 100% (Upfront) Cash Margin of the bid amount or 0% Margin (No Margin).
- 3.2.1.2. Every bid/order for a Non Institutional Investor (NII) should be backed by 100% (Full) Cash Margin.
- 3.2.1.3. Every order/ bid placed for 100% (Upfront) Cash Margin shall be validated against the cash deposit in OFS segment.

3.2.2. Contract Note Structure

Member(s) shall issue contract notes as per the same format and specifications as in the equity market segment. The settlement type will be retained as "OFS".

3.3. OFS Bid Entry

The bidding process for OFS segment will be available through iBBS module, under the OFS segment. **The OFS segment supports manual bid entry as well as file upload facility.** The file structure for upload is given in Annexure I.

3.3.1. Bid Entry Process Flow

At the order/bid entry level Trading Members can opt for Full Margin (100%) or No Margin (0%) for institutional investors and opt for only Full Margin (100%) for non-institutional investors (NII).

Clearing Corporation shall collect 100% margin in cash from non-institutional investors. In case of institutional investors who place orders/bids with 100% of margin upfront, custodian confirmation shall be within trading hours. In case of institutional investors who place orders without upfront margin, custodian confirmation shall be as per the existing rules for secondary market transactions. The funds collected

shall neither be utilized against any other obligation of the trading member nor co-mingled with other segments.

In respect of bid/ order entry for institutional investors with 100% margin bid, Trading Members can either ensure availability of funds or margins of these institutional clients at their end for 100% or give up such bid/order to custodians. In case of institutional bids with 0% margin (no margin) bid, Trading Members and Custodians are not required to ensure availability of funds or margins on the T day or on T+1 day (T being the trading day)

The settlement of 100% margin bids will take place on T+1 day and settlement of 0% margin (no margin) bids will take place on T+2 day (as per secondary market).

3.3.2. There are two ways to give up bids in the bid entry module

3.3.2.1. On-line real time Give-up:

Trading Members have a facility for on-line real-time give-up of bids/orders to Custodians for their confirmation by entering the Custodian Clearing Code and Client CP Code at the bid entry level on T day. Online give up can be done for both 100% margin and 0% margin Bids.

The following orders shall be valid in the OFS window:

A. Orders with 100% of margin paid upfront by institutional investors and non-institutional investors. Such orders can be modified or canceled at any time during the trading hours.

B. Orders without paying upfront margin by institutional investors only. Such orders cannot be modified or cancelled by the investors or stock brokers, except for making upward revision in the price or quantity.

In view of point A mentioned above, 100% margin bids awaiting custodian confirmation will be treated as incomplete/provisional bids and will be given temporary bid ids till they are confirmed by the Custodian(s) till the close of session. Once these bids are accepted by custodians via RTRMS, the bids will be treated as confirmed bids and would be considered for the display for indicative or weighted average price on the Exchange site. If such 100% margin on-line given-up bids are either rejected by the Custodians or not confirmed by the Custodians, then such bids will be treated as cancelled and will accordingly lapse.

The 0% margin bids that are both awaiting custodial confirmation or approved by custodian will be considered as normal bids, since such orders cannot be cancelled by Trading Members.

3.3.2.2. Offline Give up of Bids: (T and T+1 day)

In case of an off-line give up, Trading Members must **not** enter the Custodian Clearing code while bidding in OFS module. Hence, initially at the time of order/ bid entry the member's cash collateral will be blocked online upfront for 100% margin bids as explained above. Whereas, no collateral will be blocked for 0% margin bids. Such bids will be considered normal i.e. valid bids. Trading Member(s) can give-up and Custodian(s) can take up such offline bids through RTRMS only.

Margin Type	Offline Give up Day	Offline Take up Day
100% Margin Bid	T day	T day
0% Margin Bid	T and/or T+1 day	By T+1 day

Please Note:

- (1) If the Custodian is unable to take up such an offline 100% margin bid on T day (i.e. Custodian rejects or does not perform any action), the onus of the bid will transferred to the Trading Member.
- (2) If the Custodian is unable to take up such an offline 0% margin bid by T+1 day (i.e. Custodian rejects or does not perform any action), the onus of the bid will transferred to the Trading Member.

3.3.3. Manual Bid Entry

The bid entry screen will require the following data to be provided by the users (Trading Members)

Field Name	Requirement	Action
OFS Symbol	Mandatory	Dropdown Menu
Category	Mandatory	MF / IC / OTHS / NII
Client/CP Code	Non Mandatory	Alpha Numeric
UCC	Mandatory	Alpha Numeric
Custodian Code / ID*	Non Mandatory	Numeric only Required for Online Give Up Bids
Margin Type	Mandatory	100% Upfront Margin 0% Fixed Margin
Qty	Mandatory	Numeric
Price	Mandatory	Numeric
Value	Mandatory	Auto Generated

* Trading Members please note that only custodian code which is numeric is to be entered in the field of Custodian Code/ID.

3.3.4. Bulk Upload of OFS bids

A bulk upload facility is available within the OFS module. Up to 100 records can be uploaded by members in a single comma or pipe separated .csv or .txt file. Submitting the file will lead to blocking of 100% upfront margin in RTMS against the said member's cash collateral deposited with the Exchange in case of 100% margin bids. No collateral will be blocked for 0% margin bids. The bid successfully accepted will be allotted a bid id or order no. as mentioned in point 3.3.1. For file formats refer Annexure 1.

Note: Trading Members can online give up bids by mentioning the Custodian id in the csv or txt file as per the file format. Trading Members can also offline give up such bids via RTRMS as mentioned above.

3.3.5. Modification and Cancellation of OFS bids

Successful (Valid) bids / provisional bids would be available for modification and cancellation. Bids can be modified or cancelled manually and via bulk upload facility.

No	Margin Type	Bid Status	Modification	Cancellation
1	100% Upfront	Member Bid	Y	Y
2	100% Upfront	Awaiting Custodian Confirmation	Y	Y
3	100% Upfront	Confirmed by Custodian	Y	Y
4	No Margin (0%)	Member Bid	Y (Upward)	N
5	No Margin (0%)	Awaiting Custodian Confirmation	Y (Upward)	N
6	No Margin (0%)	Confirmed by Custodian	Y (Upward)	N

3.3.6. Handling of Online and Offline bids:

Please refer to the following cases / scenarios for better understanding of handling modification and cancellation of online and offline bids:

CASE 1				
Bid Type	Margin Type	Custodian Action	Onus of bid on	Remark
Online Give up to Custodian (T Day)	No Margin	Rejection	On Member	Member can again Give up the bid on T day or T+1 to Custodian Via RTRMS
Online Give up to Custodian (T Day)	100% Margin	Rejection	No	Bid will get rejected

CASE 2				
Bid Type	Margin Type	Custodian Action	Onus of bid on	Remark
Online Give up to Custodian (T Day)	No Margin	Approved	On Custodian	Member can do upward modification in price and/or quantity. After upward modification, the custodian will again have to approve the same bid again in RTRMS
Online Give up to Custodian (T Day)	100% Margin	Approved	On Custodian	Member can do modification and cancellation. After modification, the custodian's margin will get unblocked thus custodian will again have to approve the same bid in RTRMS
CASE 3				
Bid Type	Margin Type	Custodian Action	Onus of bid on	Remark
Offline Give up to Custodian (T Day)	No Margin	Rejection	On Member	Member can again Give up the bid on T day or T+1 day to Custodian
Offline Give up to Custodian (T Day)	100% Margin	Rejection	On Member	Member can again Give up the bid on T day only to Custodian
CASE 4				
Bid Type	Margin Type	Custodian Action	Onus of bid on	Remark
Offline Give up to Custodian (T Day)	No Margin	Approved	On Custodian	Member can do upward modification in price and/or quantity. After upward modification, the custodian will again have to approve the same bid again in RTRMS
Offline Give up to Custodian (T Day)	100% Margin	Approved	On Custodian	Member can do modification and cancellation. After modification, the custodian's margin will get unblocked thus Member will again have to give up the same bid in RTRMS to the custodian. Thus the custodian will have to again confirm the bid.

3.3.7. Download of Bid book and Allocation File

The bid book download will be available in the OFS module in real time basis. The allocation file shall be available within the same screen on T day. PAN number of the client/buyer shall be considered for allocation, therefore PAN number in the UCC details given to the Exchange is mandatory for a bid to be reckoned as valid order.

3.3.8. Transaction Charges, Securities Transaction Tax (STT) and other levies

Transaction Charges, STT and other levies currently collected in the OFS segment would be applicable.

3.4. Clearing and Settlement

3.4.1. Deposit of shares

Selling Member(s) would be required to deposit shares with the Exchange for OFS in advance before 11.00 am on T – 1 day where T is day for offer for sale.

3.4.2. Deposit of cash collateral

Trading Members will be required to upfront deposit cash collateral for bidding on OFS Segment. The process of depositing cash collateral is the same as that of Equity Cash Segment. However, while instructing the Clearing Banks for the same, the members should specify the segment as OFS segment of BSE.

3.4.3. Settlement Process

Settlement shall take place on gross basis. The settlement of each OFS session will be on T+1 day or T+2 day depending on the type of bids placed by the members during the OFS session as explained above.

Settlement obligations for T+1 Settlement and for T+2 Settlement will be downloaded to the members on T day and T+1 day (after completion of the session for custodial confirmations) respectively.

The market types for giving instructions to the Depositories for securities pay-in pertaining to Offer for Sale segment would be "OFS".

The pay-out of each OFS session will in two parts viz. on T+1 day or T+2 day depending on the type of bids placed by the members during the OFS session as explained above. On T+1 day the pay-out will be as per the market type OFS and on T+2 day the pay-out will be as per the market type OFST2 under the same settlement number.

A typical settlement cycle for OFS Segment shall be as under:

Activities	Timings
T Day :	
Settlement obligations download (for T+1 settlement).	By 6.00 pm (approx)
T+1 day :	

Pay-in. (of T+1 settlement).	By 11:00 am.
Pay- out. (of T+1 settlement).	By 01:00 pm.
Confirmation of give-up bids by Custodians (for T+2 settlement).	By 01:00 p.m
Settlement obligations download (for T+2 settlement).	By 2.30 pm (approx)
T+2 Day :	
Pay-in. (of T+2 settlement).	11:00 am.
Pay- out (of T+2 settlement).	01:00 pm.

3.4.4. Handling of Default in pay-in

In case of default in pay-in by any investor, 10% of the order value shall be charged as penalty from the investor and collected from the broker. This amount shall be credited to the Investor Protection Fund of the stock exchange.

Hence, in case of failure of settlement obligation as above the member(s) and custodians(s) will be required to inform the Exchange / Indian Clearing Corporation Ltd (ICCL) about the bids to be forfeited due to such short fall by 12:00 noon on T+2 day. This facility will be available on Extranet.

(Extranet Url: <https://member.bseindia.com>)

4. EOD Files (Trade Files & Other Files)

All end of day files will be available on extranet. Trade file will be available to members on T day. The file formats will be same as equity segment and available on Extranet (<https://member.bseindia.com>).

The list of EOD files names for Trading Members and Custodians is as follows. Please refer to Annexure 4 for detailed file formats.

Please note: Settlement Type for 100% Margin bids is T1 and Settlement Type for 0% Margin bids is T2.

EOD Files For Trading Members			
Sr No	Description	Files Nomenclature	Day
1	Trade File	AN<ddmmy>.<Member Code>	T
2	STT Files	OFCLNTSTT<ddmmy>.<Member Code>	T
3	STT Files	OFCSTTRPT<ddmmy>.<Member Code>	T
4	STT Files	OFMBRSTT<ddmmy>.<Member Code>	T
5	Provisional Money Statement for 0% Category	MS<Sett.No.><Sett.Type>P.<Member Code>	T
6	Final Money Statement for 100% Category	MS<Sett.No.><Sett.Type>F.<Member Code>	T
7	Final Money Statement for 0% Category	MS<Sett.No.><Sett.Type>F.<Member Code>	T+1
8	Provisional Net Delivery Statement for 0% Category	NETAS<Sett.No.><Sett.Type>P.<Member Code>	T
9	Final Net Delivery Statement for 100% Category	NETAS<Sett.No.><Sett.Type>F.<Member Code>	T
10	Final Net Delivery Statement for 0% Category	NETAS<Sett.No.><Sett.Type>F.<Member Code>	T+1
11	Balance Sheet for 100% Category	BSAS<Sett.No.><Sett.Type>.<Member Code>	T
12	Balance Sheet for 0% Category	BSAS<Sett.No.><Sett.Type>.<Member Code>	T+1
13	NETTED PAYIN, PAYOUT, MARGIN REFUND AND SHORTAGES for 100% Category	OFSCHBSH<Sett.No.><Sett.Type>.<Member Code>	T+1
14	NETTED PAYIN, PAYOUT, MARGIN REFUND AND SHORTAGES for 0% Category	OFSCHBSH<Sett.No.><Sett.Type>.<Member Code>	T+2
15	Direct Payout Details for 100% Category	OFSRCBCF<Sett.No.><Sett.Type>.<Member Code>	T+1
16	Direct Payout Details for 0% Category	OFSRCBCF<Sett.No.><Sett.Type>.<Member Code>	T+2
17	Demat Deliveries - Memberwise Report for 100% Category	OFSRCBDL<Sett.No.><Sett.Type>.<Member Code>	T+1
18	Demat Deliveries - Memberwise Report for 0% Category	OFSRCBDL<Sett.No.><Sett.Type>.<Member Code>	T+2

EOD Files For Custodians			
Sr No	Description	Files Nomenclature	Day
1	Custodian Order File	OFSORD_<Custodian Code>_<Sett.No.>	T, T+1
2	Provisional Net Delivery Statement for 0% Category	NETAS<Sett.No.><Sett.Type>P.<Custodian Code>	T
3	Final Net Delivery Statement for 100% Category	NETAS<Sett.No.><Sett.Type>F.<Custodian Code>	T
4	Final Net Delivery Statement for 0% Category	NETASF<Sett.No.><Sett.Type>F.<Custodian Code>	T+1
5	Balance Sheet for 100% Category	BSAS<Sett.No.><Sett.Type>.<Custodian Code>	T
6	Balance Sheet for 0% Category	BSAS<Sett.No.><Sett.Type>.<Custodian Code>	T+1
7	Provisional Money Statement for 0% Category	MS<Sett.No.><Sett.Type>P.<Custodian Code>	T
8	Final Money Statement for 100% Category	MS<Sett.No.><Sett.Type>F.<Custodian Code>	T
9	Final Money Statement for 0% Category	MS<Sett.No.><Sett.Type>F.<Custodian Code>	T+1

5. Annexure 1

5.1. Bulk Upload File Formats in iBBS OFS Module:

UPLOAD_FILE_FORMAT FOR MEMBER				
Field Name	Mandatory / non-Mandatory	Alpha / Numeric	Length	Remark
OFS Symbol	Mandatory	Alphanumeric	10	Symbol of the Company/IPO
Category	Mandatory	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.IC, MF, OTHS and NII
Client/CP code	Non Mandatory	Alphanumeric	16	Used for institutional investor bids
UCC	Mandatory	Alphanumeric	12	UCC registered with the Exchange for equity trading
Custodian clearing code	Non Mandatory	Alphanumeric	12	Custodial clearing codes
Qty	Mandatory	Numeric	11	Quantity should always be in multiple of market lot
Price	Mandatory	Numeric	6.2	Bid price which should be more or equal to the floor price
Margin	Mandatory	Numeric	1	1 for fixed margin (0%), 2 for 100% upfront margin
Bid Id	Mandatory	Numeric	16	Bid Id is auto generated by the exchange. In case of generation of error file, values will be 0(zero) only if action code is N. For modification/deletion the Bid value has to be populated by Bid Id.
Action Code	Mandatory	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to deletion records.

SUCCESS_FILE_FORMAT FOR MEMBER				
Field Name	Mandatory / non-Mandatory	Alpha / Numeric	Length	Remark
OFS Symbol	Mandatory	Alphanumeric	10	Symbol of the Company/IPO
Category	Mandatory	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.IC, MF, OTHS and NII
Client/CP code	Non Mandatory	Alphanumeric	16	Used for institutional investor bids
UCC	Mandatory	Alphanumeric	12	UCC registered with the Exchange for equity trading
Custodian clearing code	Non Mandatory	Alphanumeric	12	Custodial clearing codes

Qty	Mandatory	Numeric	11	Quantity should always be in multiple of market lot
Price	Mandatory	Numeric	6.2	Bid price which should be more or equal to the floor price
Margin	Mandatory	Numeric	1	1 for fixed margin (0%), 2 for 100% upfront margin
Bid Id	Mandatory	Numeric	16	Bid Id is auto generated by the exchange of generation of response file it will be 0(zero) only if action code is N
Action Code	Mandatory	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to delete records.

REJECTION_FILE_FORMAT FOR MEMBER				
Field Name	Mandatory / non-Mandatory	Alpha / Numeric	Length	Remark
OFS Symbol	Mandatory	Alphanumeric	10	Symbol of the Company/IPO
Category	Mandatory	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.IC, MF, OTHS and NII
Client/CP code	Non Mandatory	Alphanumeric	16	Used for institutional investor bids
UCC	Mandatory	Alphanumeric	12	UCC registered with the Exchange for equity trading
Custodian clearing code	Non Mandatory	Alphanumeric	12	Custodial clearing codes
Qty	Mandatory	Numeric	11	Quantity should always be in multiple of market lot
Price	Mandatory	Numeric	6.2	Bid price which should be more or equal to the floor price
Margin	Mandatory	Numeric	1	1 for fixed margin(0%), 2 for 100% upfront margin
Bid Id	Mandatory	Numeric	16	Bid Id is auto generated by the exchange. In case of generation of error file, values will be 0(zero) only if action code is N. For modification/deletion the Bid value has to be populated by Bid Id.
Action Code	Mandatory	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to deletion records.
Error text	Mandatory	Alphanumeric	40	Gives detailed description of the error encountered after upload

BD File for OFS Issues (Member Bid Book download)			
Field Name	Data Type	Length	Remarks
OFS Symbol	Alphanumeric	10	Symbol of the Company/IPO
Category	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.IC, MF, OTHS and NII
Client/CP code	Alphanumeric	16	Used for institutional investor bids
UCC	Alphanumeric	12	UCC registered with the Exchange for equity trading
Custodian clearing code	Alphanumeric	12	Custodial clearing codes
Qty	Numeric	11	Quantity should always be in multiple of market lot
Price	Numeric	6.2	Bid price which should be more or equal to the floor price
Bid Id	Numeric	16	Bid Id is auto generated by the exchange. In case of generation of error file, values will be 0(zero) only if action code is N. For modification/deletion the Bid value has to be populated by Bid Id.
ENTRY_DATE_TIME	Date (DD-MM-YYYY) Time (HH:MM:SS)	19	Date time at the beginning of bidding
LAST_MODF_DT_TIME	Date (DD-MM-YYYY) Time (HH:MM:SS)	19	Last modification date time of a bid
Margin	Numeric		Possible values 1 for fixed margin (0%), 2 for 100% upfront margin
Action Code	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to deletion records.

BD File for OFS Issues (Allocation File download) (For Members)			
Field Name	Data Type	Length	Remarks
OFS Symbol	Alphanumeric	10	Symbol of the Company/IPO
Category	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.IC, MF, OTHS and NII
Client/CP code	Alphanumeric	16	Used for institutional investor bids
UCC	Alphanumeric	12	UCC registered with the Exchange for equity trading
Custodian clearing code	Alphanumeric	12	Custodial clearing codes
Qty	Numeric	11	Quantity should always be in multiple of market lot
Price	Numeric	6.2	Bid price which should be more or equal to the floor price
Bid Id	Numeric	16	Bid Id is auto generated by the exchange. In case of generation of error file, values will be 0(zero) only if action code is N. For modification/deletion the Bid value has to be populated by Bid Id.
Allotted Qty	Numeric	11	
Allotment Price	Numeric	6.2	
Margin	Numeric	1	Possible values 1 for fixed margin (0%), 2 for 100% upfront margin

Custodian Rejected Bids download (For Members)			
Field Name	Data Type	Length	Remarks
OFS Symbol	Alphanumeric	10	Symbol of the Company/IPO
Category	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.IC, MF, OTHS and NII
Client/CP code	Alphanumeric	16	Used for institutional investor bids
UCC	Alphanumeric	12	UCC registered with the Exchange for equity trading
Custodian clearing code	Alphanumeric	12	Custodial clearing codes
Qty	Numeric	11	Quantity should always be in multiple of market lot
Price	Numeric	6.2	Bid price which should be more or equal to the floor price
Bid Id	Numeric	16	Bid Id is auto generated by the exchange. In case of generation of error file, values will be 0(zero) only if action code is N. For modification/deletion the Bid value has to be populated by Bid Id.
Margin	Char(1)		Possible values 1 for fixed margin (0%), 2 for 100% upfront margin

6. Annexure 2

To be forwarded by the selling promoter(s)/ promoter group entities with a covering letter:

DRAFT OF LETTER TO BE WRITTEN FOR OBTAINING CONSENT FOR USING OFFER FOR SALE SOFTWARE

Date:

The Managing Director
BSE Limited
PJ Towers,
Mumbai - 400 001

Sub: Usage of the electronic facilities and software of the Exchange for Offer for Sale (OFS) of (name of the co.)

Dear Sir,

I/ We (Promoters/ Promoter group entities) (“Offerers”) of (Name of the Company) are intending to make an Offer for Sale (OFS) of approximately (quantity) equity shares (“Shares”) of the face value of Rs. (amount) each, through the Stock Exchange mechanism in accordance with SEBI circular no. CIR/ MRD/ DP/ 18/ 2012 dated July 18, 2012.

I/ We request the Exchange to allow all the Trading Members of the Exchange to participate in the OFS process through the online OFS platform of the Exchange, subject to such terms and conditions as may be set by the Exchange in this regard including signing of any undertakings etc.

1. Provisions of facilities and Infrastructure.
BSE will make available the software for OFS

It is to be distinctly understood that the permission given by BSE to use their network and software of the Online OFS platform should not in any way be deemed or construed that the compliance with various statutory approved by BSE; nor does it in any manner warrant, certify or endorse the correctness or completeness of any of the compliance with the statutory and other requirements nor does it take any responsibility for the financial or other soundness of the offerers.

It is also to be distinctly understood that the approval given by BSE is only to use the software for participating in OFS process

2. Terms of Operations for the electronic facilities and software for OFS will cover the following:
 - a. A complete and continuous back up maintained by BSE, of the data being entered into the OFS system by Trading Members.
 - b. BSE to keep open on-line OFS facilities during those hours and dates as are finalized by BSE in consultation with Offerers and allowed as per the aforesaid SEBI circular.
3. The Exchange shall provide its services on a best effort basis. However, the Exchange shall not be liable for failure of the system or for any loss, damage, or other costs arising in any way out of:
 - a. Telecom network or system failures including failure of ancillary or associated systems or fluctuation or power or other environmental conditions, or
 - b. Accident, transportation, neglect, misuse, errors, frauds of the trading members or its authorized persons or the agents or any third party including other stock exchange
 - c. Any fault in any attachments or associated equipment (either supplied by the Exchange or approved by the Exchange) which forms or does not form part of the trading workstation installation or OFS system including any system issue or fault at other stock exchange
 - d. Act of God, fire, flood, war act of violence, or any other similar occurrence, or
 - e. Any accidental special or consequential damages including without limitation of loss of profit.

4. Charges of BSE

For availing the abovementioned services, I / We shall pay the fees as per the schedule of BSE.

We request you to kindly sign and return the duplicate copy of this letter.

Thanking you,

Yours sincerely,

Name(s) of the Selling Promoters/ Promoter group entities and Signature

Approval granted on the above-mentioned terms
For BSE Limited

Authorised Signatory

7. Annexure 3

Confirmation cum Undertaking to be given by the selling promoter(s)/ promoter group entities

Date:

The Managing Director
BSE Limited
PJ Towers
Mumbai - 400 001

Sub: Offer for Sale (OFS) of (name of the co.)

Dear Sir,

I/ We (Promoters/ Promoter group entities) (“Offerers”) of (Name of the Company) are intending to make an Offer for Sale (OFS) of approximately (quantity) equity shares (“Shares”) of the face value of Rs. (amount) each, through the Stock Exchange mechanism in accordance with SEBI circular no. CIR/ MRD/ DP/ 18/ 2012 dated July 18, 2012.

In this regard, I/ we confirm the following:

- a) I/ We am/ are the promoter(s)/ promoter group entities of (Name of the Company)
- b) I/ We am/ are the promoter(s)/ promoter group entities are not barred by SEBI or any other regulatory authority to carry out the Offer for Sale
- c) (Name of the Company) is required to maintain a minimum public shareholding of 25% in terms of rule 19(2)(b)/ 19A of Securities Contracts (Regulation) Rules, 1957 and the OFS has been undertaken by us to comply with the said rule.
- d) The shares offered are all listed on the Exchange and are in dematerialized mode
- e) None of the promoter/ promoter group entities have bought or sold shares during the 12 week period prior to the date of Offer for Sale, except selling through OFS/ IPP. Further, it is confirmed that the gap between the proposed date of OFS and the last OFS/ IPP is atleast 2 weeks.
- f) The shares being offered for sale are free from all encumbrances and there is no regulatory prohibition on the said shares
- g) I/We are aware BSE can change and amend requirements, guidelines and give further instructions to me/us and we shall bound by such regulatory requirements as intimated by BSE.
- h) I/We shall provide all information as required for OFS as specified by the Exchange from time to time.

Further, I/ we wish to undertake that:

- i. I/ We shall make an announcement of OFS, atleast one trading day prior to the commencement of OFS alongwith the necessary details as given in para 5(b) of the aforesaid circular
- ii. I/ We shall be depositing the shares with the designated stock exchange through the trading member appointed as per (iii) below atleast 1 day prior to the opening of the offer
- iii. I/ We shall appoint trading member(s) of BSE to undertake the transaction and shall inform the same to BSE
- iv. I/ We shall bear all the expenses relating to the OFS
- v. I/ We shall not buy/ sell shares of the company for a period of 12 weeks from the closure of OFS as prescribed by SEBI in its aforesaid circular, except offering the shares through OFS/ IPP by maintaining of time gap of atleast 2 weeks.
- vi. I/ We shall disclose the floor price to BSE (in case BSE is the designated stock exchange) in a sealed envelope where the same is not declared to the market. In such a case, I/ We shall not disclose the floor price to anybody including the trading member(s) appointed to undertake the OFS
- vii. In case of withdrawal of offer for sale prior to its proposed opening, I/ We shall not make an OFS within a period of 10 trading days from the date of such withdrawal
- viii. I/ We shall not cancel the OFS during the bidding period
- ix. I/ We shall co-operate with BSE for completion of the allocation and settlement process in a timely manner as prescribed in the aforesaid SEBI circular

Thanking you,

Yours sincerely,

Name(s) of the Selling Promoters/ Promoter group entities and Signature

8. Annexure 4 (EOD Files) for Members

Money Statement File (Fixed Length) OFMSddmmyy.<Member Code>				
Sr No.	Field Name	Field Type	Length	Field Description
1	Scrip Code	Numeric	6	
2	Buy Qty	Numeric	9	
3	Buy Val	Numeric	11	In Paise
4	Sell Qty	Numeric	9	
5	Sell Val	Numeric	11	In Paise
6	Sign	Char	1	(+ or -)
7	NetQty	Numeric	9	This will be ND Carry Forward Rates (In Paise)
8	Sign	Char	1	(+ or -)
9	Net Value	Numeric	11	It will be same as Net Amt. and changed only in case of ND (In Paise)
10	Std Rate	Numeric	10	10 digit with assumed decimal Eg: 00013457.95
11	Sign	Char	1	(+ or -)
12	NetValue@ Standard Rate	Numeric	11	Same as Net Amount change in case of ND. (In Paise).
13	Sign	Char	1	
14	StandardRate@ Difference	Numeric	11	
15	Sign	Char	1	
16	NetAmount	Numeric	11	
17	Sign	Char	1	
18	OutstandingQty	Numeric	9	
19	CallDivFlag	Char	1	
20	CallDivAmount	Numeric	4	
21	Sign	Char	1	
22	BankQty	Numeric	9	
23	Dummy 1	Char	1	
24	Dummy 2	Numeric	11	

STT File(Clientwise)(Pipe Separated) CLNTSTT<ddmmyy>.(MemberCode)			
Sr No	Field Name	Field Type	Field Length
1	Date	Char	8
2	MemberCd	Numeric	4
3	ScripCd	Numeric	6
4	GroupCd	Char	2
5	ClientCd	Char	11
6	MapinNo	Char	9
7	PanNo	Char	10

8	TranType	Char	1
9	TranSettlNo	Char	2
10	WAP Rate	Numeric	9
11	Delv. Pur Qty	Numeric	9
12	Delv. Pur Value	Numeric	13
13	Delv. Sell Qty	Numeric	9
14	Delv. Sell Value	Numeric	13
15	No Delv. Qty	Numeric	9
16	No Delv. Value	Numeric	13
17	Delv. Purchase STT	Numeric	11
18	Delv. Sell STT	Numeric	11
19	No Delv. STT	Numeric	11

STT File(Memberwise)(Pipe Separated)MBRSTT<ddmmyy>.(Member Code)			
Sr No	Field Name	Field Type	Field Length
Row 1: Memberwise Summary			
1	Date	Char	8
2	MemberCd	Numeric	4
3	Member STT	Numeric	12
Row 2 Onwards: Clientwise Summary			
4	Date	Char	8
5	ClientCd	Numeric	11
6	Client STT	Numeric	12

AN020212.807 (Pipe Separated) Anddmmmyy.<Member Code>			
Sr No.	Field Name	Field Length	Field Description
1	Mem Id	3	Member Id
2	TdrId	3	Trader Id
3	SCd	6	Scrip Code
4	SclD	5	Scrip Id
5	Rt	4	Rate
6	Qty	4	Quantity
7	OppMId		Opposite Member Id
8	OppTrId		Opposite Trader Id
9	Time	8	Time
10	Date	10	Date
11	ClId		Client Id
12	TrnId		Transaction Id
13	Trn Typ		Transaction Type (x for 100% bid Margin; y for 0% bid Margin)
14	Buy/Sell		Buy or Sell
15	Trade Id		Trade Id
16	Inst Id	3	Institutional Id
17	ISINCd	12	ISIN Code
18	ScrGrp		Scrip Group
19	SettlNo	7	Settlement Number
20	OrdTimestamp	8	Order Time stamp
21	AO/PO Flag	1	AO or PO flag *

22	LocationId	1	Location Id
23	Filler1*		

OFCSTTRPT13022012.0807 [OFCSTTRPT<ddmmy>.<Member Code>]										
CSTTRPTddmmy		(REPORT FILE)								
Bombay Stock Exchange Ltd. CLIENTWISE SCRIPWISE SECURITIES TRANSACTION TAX FOR EQUITY TRADING				RUN DATE - dd/mm/yyyy PAGE NO.- TRADING DATE - dd/mm/yyyy CLEARING NO. - xx NAME - xx						
* CLIENT TOTAL		** CLIENT TOTAL ROUNDED OFF								
ClientCd	MapinNo/ PanNo	ScripCd ScripNm	TranSettlNo GR / TrnTyp	WAP	PurQty PurVal	SellQty SellVal	NonDelvQty NonDelvVal	PurSTT Rs.Ps	SellSTT Rs.Ps	NonDelSTT Rs.Ps
ADWA049	532351	101/20062007	61.69	500	0	0	38.56	0.00	0.00	
	AKSHOPTFBR	OFS	30845	0	0		*	38.56	0.00	0.00
								**		39
TOTAL S.T.T. PAYABLE (Purchase + Sell + Non-Deliverable S.T.T) --- >				Rs. 319115						
Purchase,Sell STT @Rate - 0.125% ,Non-Deliverable STT @Rate - 0.025%										
TranType --> OFS										

OFSRCBDL003.0807							
@@							
BANK OF INDIA							
STOCK EXCHANGE CLEARING HOUSE							
Demat Deliveries - Client Wise Report							
dd/mm/yyyy	Financial Year : 1112			Settlement No:xxx			
Receiving Member : xxxx I.L.& F.S. SECURITIES SERVICES LTD							
ScripCode	ISIN Code	Scrip Name	Breakup Qty	Qty Received	DP ID	Client ID	BOID
500410	INE012A01025	ACC	4000	4000	CDSL POOL A/C		
Total		4000	4000				
The Payout Details given above are tentative							
Clearing House Reserves the right to							
1. WithHold Shares In Case of							
(a). Debit balance in Valan A/c							
(b). Excessive Shortages in Pay-In till confirmation from Clearing bank is received							
(c). Instructions from BSE							
(d). Any Other technical reasons							

2. Make Changes due to technical problems
3. Members may seek Final Confirmation of PayOut from their DPs`

OFSCBBSH<3 Dig Sett No.>.<4 dig Mem Code>

@@

CHBSH005 - Report Of Netted Payin/Payout,Margining Refund And Shortages

BOI SHAREHOLDING LIMITED
 STOCK EXCHANGE CLEARING HOUSE
 REPORT OF NETTED PAYIN, PAYOUT, MARGIN REFUND AND SHORTAGES
 VIDE BSE NOTICE NO. 20030721-9 DT. 21ST JULY 2003
 FOR SETTLEMENT NO. :AS0xxx/1112 DATED : dd/mm/yyyy
 Clg No. : xxxx Name : xx

Page 1 of 1

The details of your funds obligation towards settlement

No. DR0xxx/1112 are as under

	Payable	Receivable
	-----	-----
Payin as per 31 A Statement =	50822.00	
Payout as per 31 A Statement =		0.00
Margin Refunded in DR =		0.00
Early Payin Refunded in DR =		0.00
AddCap Release in DR =		50822.00
Net payin after EPF, Margin Refunded = & AddCap Release recovered from your clearing Bank	0.00	
Shortages Recovery =	0.00	
Valan A/c Balance =		
Net payout credited in your clearing = Bank after Margin Refund and Shortage Recovery		0.00
Net Shortages recovered from your = Clearing Bank	0.00	

Note :

- 1) You are requested to bring to the notice of Clearing House discrepancies if any within 24 hours, failing which statement will be treated as final.
- 2) No separate statement will be issued. This report should be preserved at your end for all future references.

NETAS<3Dig Sett No.>.<Member Code>

Sr No.	Field Name	Field Type	Length	Field Description
1	Member Code	Numeric	4	
2	ScripName	Char	12	
3	ScripCode	Numeric	6	
4	BCDate	Var Char	8	
5	NoDelFlag	Char	1	Always'N'
6	StdRate	Numeric	10	

7	MaxRate	Numeric	5	
8	MinRate	Numeric	6	
9	TotalBuyQty	Numeric	9	
10	TotalSellQty	Numeric	9	
11	NetQty	Numeric	9	
12	DivCallType	Numeric	1	
13	DivCallRate	Numeric	8	
14	NoOfBuyTrans	Numeric	8	
15	NoOfSellTrans	Numeric	8	

BSAS<3Dig Sett No.>.<Member Code>					

*****	Bombay Stock Exchange Ltd.		CL.NO.- <4Digit>		
FORM 31	Indian Clearing Corporation Limited				
*****	BALANCE SHEET *OFS - <3Dig Sett No.>/20122013		NAME ICICI Securities Lim		
SETT. NO.- <3 Dig Sett No.>/20122013	P.E.DATE - dd/mm/yyyy	PAY-IN DATE - dd/mm/yyyy	RUN DATE - dd/mm/yyyy		

DEBIT			CREDIT		
RS.	SOURCE		RS.		

20.00 *	TRANSACTION CHARGES		*		
832.00 *	SECURITIES TRANSACTION TAX (ST		*		
666717.00 *	19-20-AS MONEY STATEMENT		*		
2.00 *	SER. TX-TRAN CHAR		*		

*			*		
667571.00 *	TOTAL DEBIT	*	* TOTAL CREDIT	*	0.00
*			*		

*			*		
*	BALANCE RECEIVABLE *		* BALANCE PAYABLE *	*	667571.00
*	(DRAFT) *	*	(CHEQUE) *	*	

*			*		
667571.00 *	GRAND TOTAL	*	* GRAND TOTAL	*	667571.00
*			*		

OFSRCBCF<3dig Sett No.>.<3dig Mem Code>
@@
RCBCF003 - Confirmation report of Client Breakup received by ClgHouse
BOI SHAREHOLDING LIMITED

STOCK EXCHANGE CLEARING HOUSE

CONFIRMATION REPORT OF CLIENT BREAKUP DETAILS RECEIVED BY CLEARING HOUSE
 FOR FINYEAR : 1213 AND SETTLE NO : 003 AND MARKET TYPE OFFER FOR SALE
 0103 ICICI Securities Limited

Page 1 of 1

Scrip Code	Scrip Name	Quantity	ClientID	DPID	BOID
532627	JP HYDRO POWER LTD.	171	10114451	IN300183	

We acknowledge receipt of your DPC File(s) with the given details. Discrepancies if any should be reported to the Clearing House latest by 11.00 a.m. on the Pay In Day. Only deletion of entries shall be permitted on the basis of members written request on letter head with authorized signature, or, as per BSE directive. If no discrepancies are reported within the stipulated time, the DPC entries will be treated as final and no disputes/complaints will be entertained

Total CDSL Records : 0

Total NSDL Records : (No. of Records)

Description of Data

Sr No.	Field Name	Field Type	Length	Field Description
1	Scrip Code	Numeric	6	
2	Scrip Name	Char	30	
3	Quantity	Numeric	Integer	
4	ClientID	Numeric	8	
5	DPID	VarChar	8	
6	BOID		16	