

Checklist for Fixing of Record date / Book Closure for the purpose of Stock Split

The company will have to fix a Record Date/ Book Closure (BC/RD) for Stock Split after obtaining Shareholders approval for the same

The procedure for the same is as follows:

As per provisions of Regulation 42 of SEBI (LODR), 2015 the company may fix a BC/RD for stock split and give advance intimation of at least 7 working days to the Exchange (BSE)

The following documents need to be submitted (filed on BSE Listing Centre) alongwith the notice of Record Date:

1. Certified true copy of the Resolution passed by the shareholders of the company for Stock Split. Resolution passed for treatment of Fractional entitlements, if any, should also be provided.
2. Undertaking of company for Stock Split (Format below).
3. Online Payment thru Payment gateway of Rs. 50,000/- plus GST as applicable..
4. The new ISIN number assigned by the depository should be informed to the Exchange at least 3 working days prior to the RD/BC date.

Undertaking from the Company

The Board of Directors of the company has fixed a record date/ book closure of DD/MM/YYYY for purpose of subdivision/stock split of Rs. /- per share of the company into the shares of Rs. /- each.

We hereby undertake that the company will set up Auto Corporate Action with both the Depositories – CDSL & NSDL for execution before beginning of the day (BOD) on the first date of book closure period (in case of Book Closure) or before BOD on the trading day succeeding the record date (in case of Record Date).

Further, the company undertakes to resolve any complaint on account of the failure on the part of company to complete all formalities for execution of Auto Corporate Action.

Date :

Place :