

Checklist for seeking permission to use the name of the Exchange in the offer document:

- A. Along with the application for using the name of the Exchange in the offer document, the following documents/information shall to be filed by the Company with the Exchange:
1. 10 copies of the draft offer document.
 2. Soft copy of the Prospectus for uploading on website
 3. Copy of resolution passed by the Board of Directors for issue of securities
 4. Copy of the shareholders resolution under 62(1)(c) of Companies Act, 2013
 5. Certificate from the Managing Director / Company Secretary or PCS / Statutory or Independent Auditors stating the following –
 - a) The Company has not been referred to the Board for Industrial and Financial Reconstruction (BIFR).
 - b) There is no winding up petition against the company, which has been admitted by the court or a liquidator has not been appointed.
 - c) There has been no change in the promoter/s of the Company in the preceding one year from date of filing application to BSE for listing on SME segment.
 6. Copy of all show cause notice(s)/order(s) issued by any regulatory authority (e.g. SEBI, ROC, RBI, CLB, Stock Exchange etc.) & Correspondence there to.
 7. PAN & TAN of the Company.
 8. DIN & PAN of Promoters and Directors.
 9. Printed Balance Sheets, Profit & Loss Accounts and Cash Flow Statements for the preceding 5 years (or for such applicable periods)

10. Copies of major orders/contracts/ received/ executed/ in-hand should be kept ready and be available for inspection. A statement of material contracts duly certified by a practicing Chartered Accountant/ practicing Company Secretary should be submitted. The Company should also state the place, time and date where these documents can be inspected
11. A statement containing particulars of the dates of, and parties to all the material contracts, agreements (including agreement for technical advice and collaboration), concessions and similar other documents (except those entered into in the ordinary course of business carried on or intended to be carried on by the company) together with a brief description of the terms, subject matter and general nature of the documents.
12. Details if the present or any previous application of the Company/Group Company for listing of any securities has been rejected earlier by SEBI or by any stock exchange and reasons thereof.
13. Name of the exchange which is proposed to be designated Exchange for the issue, if decided.
14. Copies of agreements and memoranda of understanding between the Company and its promoters/ directors.
15. Articles & Memorandum of Association of the Company.
16. A certificate from the statutory auditor/practicing chartered accountant certifying compliance of conditions of Corporate Governance as stipulated in clause 52 of the listing agreement and circular no. SEBI/CFD/DIL/CG/1/2004/12/10 dated October 29, 2004 issued by the Securities and Exchange Board of India (SEBI). The company should also give the composition of various committees as required under the said clause.
17. Association, if any, of the directors/ promoters of the Company with any public or rights issue made during the preceding 10 years.
18. One Time Listing Fees of Rs. 50,000/- plus applicable Service Tax. (Details of all applicable fees for SME Listing is attached)
19. Date of opening of public issue to be intimated as soon as it is finalized.

20. Due Diligence Certificate as submitted to SEBI, addressed and submitted to BSE.

21. Copy of SEBI certificate for Merchant Banking Registration

22. SEBI scores registration