**Documents required for listing of equity shares issued pursuant to exercise of options granted under ESPS/ESOS/SARS/GEBS/RBS**

1. Letter of application and listing application;
2. Certified true copy of Notification for issue of shares as per the format prescribed under Reg 10(c) of (Share Based Employee Benefits) Regulations, 2014
3. Applicable Additional Listing Fees plus applicable service tax favoring “BSE Limited”
4. A certified copy of the resolution passed by the Board of Directors in which the company has allotted these shares;
5. Certificate from Company Secretary for receipt of money
6. Incase the company opt to submit the above certificate on a quarterly basis the same should be mentioned in the application. Further, the company should ensure submission of quarterly certificate from the Statutory Auditors/Practicing Company Secretary/ Practicing Chartered Accountant specifically certifying that the company has received the application/allotment monies from the applicants of these shares.
7. List of allottees specifying the name of the allottee, number of shares allotted;
8. NSDL/CDSL credit and/or dispatch of physical certificate confirmation by the R & T agent;
9. Statement of the Compliance Officer/Company Secretary/ Authorised signatory showing number of shares for which the in-principle approval was taken and no. of shares allotted, date of allotment and the balance outstanding:

 Dated Number of

 shares

In-principle approval given

Less: No. of shares allotted & listed

Less: No. of shares for which current application made \_\_\_\_\_\_\_\_\_\_

Balance no. of shares under in-principle approval \_\_\_\_\_\_\_\_\_\_

**Note: 1. All information provided on plain paper should be stamped & signed (each page)**

 **2. Application for trading approvals should be sent only after completion of**

 **entire documents as mentioned above.**