

Procedure for withdrawal/ closure of Issuer as well as ISIN maintained by CDSL

1	Application giving reason for withdrawal of securities from CDSL on the letterhead of the company.
2	Board Resolution passed by the company for removal of ISIN from CDSL.
3	Self-certified copy of the PAN card or self-certified copy of the passport of the authorized signatory
4	Undertaking-cum-Indemnity (for franking / on stamp paper) should be submitted. Stamp duty payable on Undertaking-cum-Indemnity will be Rs.1000/- if executed in the state of Maharashtra. If executed in other states, stamp duty payable in the respective states will be applicable. (stamp paper must be notarized) (Please note MTR not accepted). The undertaking-cum-indemnity will contain declaration from the company stating that they have informed concerned security holders regarding the proposed removal of securities from CDSL and credit of their securities in IIDI.
5	Outstanding custodial fees/any other charges as on date + non-refundable processing fees of Rs.15,000/- + 18% GST through NEFT.
6	Bank Details (cancelled cheque) for refund of security deposit, if any.
7	NOC from RTA.
8	CDSL to check and confirm that there are no positions under the said ISIN.

Post clearance of the documents submitted for withdrawal as well as outstanding dues, ISIN will be deactivated on CDSL system.