Annexure A

Operational Guidelines for Making Application to Public Issue of DEBT Securities

Contents

1. General Instructions

1.1. Online Debt Issue (Segment)

In accordance with SEBI circular no. CIR/DDHS/P/ 121/2018 dated August 16, 2018 and SEBI Circular CIR. /IMD/DF-1/20/2012 dated July 27, 2012, the Exchange has now enabled DEBT PUBLIC ISSUE segment to all Trading Members, Self-Certified Scheduled Banks (SCSB's), Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) on iBBS (Internet Based Book Building System). All Trading Members, Self-Certified Scheduled Banks (SCSB's) Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) are allowed to access this module. No separate payment of any charges is required currently to access the DEBT PUBLIC ISSUE segment on iBBS.

All Trading Members, Self-Certified Scheduled Banks (SCSB's) Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) who are already registered with iBBS (internet based book building software) are allowed to access this module

1.2. Registration by Trading Members, Self-Certified Scheduled Banks (SCSB's) Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs)

Intermediaries who are not registered with iBBS are required to send the request for registration through email to BSE at the following email address from authorized email id:

- Ibbs.ops@bseindia.com
- bsehelpdesk@bseindia.com

1.3. System configuration / requirements

The DEBT PUBLIC ISSUE module on iBBS can be accessed via internet. Internet explorer IE version above 6 is most preferred mode to access DEBT PUBLIC ISSUE module, the URL for the same is as under:
https://ibbs.bseindia.com/

Intermediaries can also access the DEBT PUBLIC ISSUE module through leased-line also, the URL for the same is as under:
https://10.1.101.254/index.aspx

1.4. Information on any DEBT Public Issue at BSE
The Exchange would make available the draft prospectus and issue details of the public issue on BSE India website under the forthcoming issues 1 to 2 days prior to issue opening.

The details of issue will be also available on the Open IPOs page of the iBBS module.

1.5. Method of Application
The investors will have the options for making application to public issues of debt securities as prescribed in SEBI circular no CIR/DDHS/P/ 121/2018 dated August 16, 2018 and SEBI circular no CIR. /IMD/DF-1/20/2012 dated July 27, 2012. SEBI has now extended the option to investors to submit their application:

- Applications through Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) using ASBA facility only

1.6. Mode of Applications
The Exchange DEBT PUBLIC ISSUE module is accessible to Trading Members, Self-Certified Scheduled Banks (SCSB's), Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) registered with the Exchange.

- Trading Member/ Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) can place bid in ASBA Mode Only
- Self-Certified Scheduled Banks (SCSB's) can bid in ASBA Mode only
- In ASBA mode only allotment mode DEMAT is allowed

DEBT PUBLIC ISSUE module provides the following options for making application to public issues of debt securities:

Mode of allotment available:

Type	Allotment Mode
MEMBER/ DPs/ RTAs ASBA	DEMAT Only
BANK ASBA	DEMAT Only

2. Order Entry Parameters:

In pursuance of the SEBI circular, following operating parameters are available for bidding in Debt IPO Segment. The order / bid entry screen fields that would be available are given below. Trading Members, Self-Certified Scheduled Banks (SCSB's), Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) are requested to note the following general instructions:

1. The IPO symbol will remain same across all series/options for a particular debt IPO issue.
2. Trading Members, Self-Certified Scheduled Banks (SCSB's), Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) can enter orders for a single application having different series within one order entry screen.
3. The number of series / options can vary for different debt public issues.

2.1. Order Entry Mechanism

Intermediaries can submit applications in ASBA mode only. The applications successfully accepted will be allotted a bid id or order no. The various fields for a manual order/bid entry are mentioned as follows:

Manual Order Entry Screen -Trading Members, Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs)	
Field Name	**ASBA**
	DEMAT
IPO Symbol	Mandatory (Drop Down)
Category	Mandatory (Drop Down)
Type	No Action Mandatory DEMAT
Application No*	Mandatory
DP Name*	Mandatory (Drop Down)
DP ID*	Mandatory
Client/Beneficiary ID*	Mandatory
Client Name	Not Mandatory
Bank name*	Mandatory (Drop Down)
Bank Location*	Mandatory (Drop Down)
QTY for Series/Options	Mandatory
Amount	No Action
Total Value	System Generated
Total Qty	System Generated
Bank A/C No	Not Mandatory
Reference No	Not Mandatory
PAN NO*	Mandatory

2.2. Order Entry Mechanism for SCSB's (Banks)

Banks can bid only in ASBA mode. The bids successfully accepted will be allotted a bid id or order no. The various fields for a manual bid entry are mentioned as follows:

Bid Entry Screen Fields for Banks	
Field Name	**Banks ASBA DEMAT ONLY**
IPO Symbol	Drop Down Mandatory
Category	Drop Down Mandatory
Type	No Action Mandatory DEMAT
Application No*	Mandatory
DP Name*	Drop Down Mandatory
DP ID*	Mandatory
Client/Beneficiary ID*	Mandatory
Client Name	Not Mandatory
QTY for Series/Options	Mandatory
Amount	No Action
Total Value	System Generated
Total Qty	System Generated
Bank A/C No	Not Mandatory
IFSC Code*	Mandatory
Reference No	Non Mandatory
Pan No*	Mandatory

2.3. Modification and Cancellation of Orders

Successful orders would be available for modification and cancellation during the offer period. Orders can be modified or cancelled manually and via bulk upload facility.

Fields namely, Qty, Series, Application No, Category codes will not be allowed for modification during the offer.

Please Note: In case of cancellation of one or more orders (series) within an application, leading to total order quantity falling under the minimum quantity required for a single application will be liable for rejection by RTA. Hence Intermediaries are required to take precautions while cancellation of order(s) of an application.

The same is illustrated below in detail:

Example 1:
Minimum Application quantity is 5 NCDs (for all series/ options of NCDs, namely Series I, II and III either taken individually or collectively) and market lot multiple is 1 NCD.

Original Order				After Cancellation of Series 3 Qty=1		
Bid Id	Application No 91234567	Quantity		Bid Id	Application No 91234567	Quantity
400	Series 1	2		400	Series 1	2
401	Series 2	2		401	Series 2	2
402	Series 3	1		**Total Quantity**		**4**
Total Quantity		**5**				

In the above example if the applicant has cancelled the order for series 3, then the total quantity for the application will come down to 4, in such cases the application of the applicant will be cancelled by the RTA for not meeting the requirement of minimum quantity per application.

Example 2:
Minimum Application quantity is 5 NCDs (for all series/ options of NCDs, namely Series I, II and III either taken individually or collectively) and market lot multiple is 1 NCD.

Original Order				After Cancellation of Series 3 Qty=1		
Bid Id	Application No 91234568	Quantity		Bid Id	Application No 91234568	Quantity
400	Series 1	8		400	Series 1	8
401	Series 2	8		401	Series 2	8
402	Series 3	2		**Total Quantity**		**16**
Total Quantity		**18**				

In the above example if the applicant has cancelled the order for series 3, then the total quantity for the application will come down to 16, in such cases the application of the applicant will be not be cancelled by the RTA since the requirement of minimum quantity per application is complied.

2.4. T+1 Modification

T+1 Modification facility will be available to Intermediaries. The T+1 modification can be done manually via the order book facility or using the bulk upload facility. The bulk upload file format for T+1 modification is the same as the upload file format for errors for Trading Members, Self-Certified Scheduled Banks (SCSB's), Depository Participants (DPs) and Registrar and Share Transfer Agents (RTAs) please refer Annexure I & II. Only fields namely Pan No or DP Name, DP ID and Client/ Beneficiary ID, Bank Name and

Bank Location will be available for modification on T+1 day. Please note that DP ID/Client ID or Pan ID (Either DP ID/Client ID or Pan ID can be modified but not BOTH

2.5. File Upload Mechanism

Apart from manual order entry Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs) and SCSB's (banks) can bid using the file upload facility. Trading Members, Depository Participant (DP), Registrar and Share Transfer Agents (RTAs) or SCSB's (banks) can upload comma or pipe separated .csv or .txt files. The bids successfully accepted will be allotted a bid id or order no. as mentioned earlier. The detailed upload file formats along with their response files (success and error) for Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs) and SCSB's (banks) are given in Annexure I and Annexure II respectively.

2.6. Download of order book and T+1 Modification File

The order book (bid book) download will be available in the Debt module in real time basis. Intermediaries can download the respective bid books.
T+1 modification files will be in the same file format as the error files for Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs) and SCSB's (banks).

2.7. Download of E- Schedule

The E-Schedule will be available for Trading Members/ DPS/ RTAs to download in following section:
iBBS -> Debt -> E-Schedule

E-Schedule format is as per Annexure III

2.8. Help Manual

A help file will be available for download to Trading Members and SCSBs in the iBBS DEBT Module.

2.9. Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs) Responsibilities

- **Receipt of ASBA Applications by the Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs)**

Kindly note that the ASBA Applications being submitted with the Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs) should be submitted at the Syndicate ASBA Centres (only in Specified Cities as mentioned in the Application Form).

Further, Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs) should not accept the ASBA Forms if the SCSB where the ASBA Account, is maintained has not named at least one branch at that Specified City for the Trading Members of the Stock Exchange, to deposit ASBA Applications.

Annexure I: Bulk Upload File Formats for SCSBs

DEBT UPLOAD_FILE_FORMAT FOR SCSBs				
Field Name	**Alpha Numeric/ Character**	**Length**	**Remark**	**Mandatory / non-Mandatory**
Scrip Id	Alphanumeric	10	Symbol of the Company/IPO	Mandatory
Quantity	Long long numeric	11	Quantity	Mandatory
Cut Off Flag	Alphanumeric	1	(0-Zero)	Mandatory
Rate	Numeric	6.2	Bidding Rate	Mandatory
Application No	Alphanumeric	16	Application number of the Form	Mandatory
Depository	Alphanumeric	4	Either CDSL/NSDL	Mandatory
DpID	Alphanumeric	16	Depository Id. In case of CDSL, DPId should be 0 and in case of NSDL 8 digit DPId should be entered	Mandatory
ClientId/ Beneficiary Id	Numeric	16	In case of CDSL, the 16 digit Beneficiary Id should be entered and in case of NSDL 8 digit ClientId should be entered.	Mandatory
PAN No.	Alphanumeric	10	PAN Number of the client	Mandatory
Category	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.FI,FII,IC,MF, OTH, NOH, CO, IND, EMP, SHA.	Mandatory
Account Number	Alphanumeric	16	Account Number of the client	Optional
IFSCCode	Alphanumeric	11	IFSC Code of the bank branch	Mandatory

Bank Reference Number	Alphanumeric	16	Bank Reference No	Optional
Amount Flag	Alphanumeric	1	Y means Yes, N Means No. If 'N' is selected amount field will be validated by Quantity * price. and if 'Y' is selected, then amount field will not be validated.	Mandatory
Amount	Numeric	12	Amount from Client	Mandatory
Type	Int		1-Demat	Mandatory.
Series	Int		Series associated with each Debt category.	Mandatory
BidId	Numeric	16	Bid Id auto generated by the Exchange.	BidId is system generated. It will be **0 (zero)** only if Action Code is New - '**N**'.
Action Code	Alphanumeric	1	Action code, i.e., "**N**" for new record, "**M**" for to be modified record and "**D**" for to delete records.	Mandatory

SUCCESS_FILE_FORMAT FOR SCSBs				
Field Name	**Alpha Numeric/ Character**	**Length**	**Remark**	**Mandatory / non-Mandatory**
Scrip Id	Alphanumeric	10	Symbol of the Company/IPO	Mandatory
Quantity	Long long numeric	11	Quantity	Mandatory
Cut Off Flag	Alphanumeric	1	(0-Zero)	Mandatory
Rate	Numeric	6.2	Bidding Rate	Mandatory
Application No	Alphanumeric	16	Application number of the Form	Mandatory
Depository	Alphanumeric	4	Either CDSL/NSDL	Mandatory

DpID	Alphanumeric	16	Depository Id. In case of CDSL, DPId should be 0 and in case of NSDL 8 digit DPId should be entered	Mandatory
ClientId/ Beneficiary Id	Numeric	16	In case of CDSL, the 16 digit Beneficiary Id should be entered and in case of NSDL 8 digit ClientId should be entered.	Mandatory
PAN No.	Alphanumeric	10	PAN Number of the client	Mandatory
Category	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.FI,FII,IC,MF, OTH, NOH, CO, IND, EMP, SHA.	Mandatory
Account Number	Alphanumeric	16	Account Number of the client	Optional
IFSCCode	Alphanumeric	11	IFSC Code of the bank branch	Mandatory
Bank Reference Number	Alphanumeric	16	Bank Reference No	Optional
Amount Flag	Alphanumeric	1	Y means Yes, N Means No. If 'N' is selected amount field will be validated by Quantity * price. and if 'Y' is selected, then amount field will not be validated.	Mandatory
Amount	Numeric	12	Amount from Client	Mandatory
Type	Int		1-Demat	Mandatory.
Series	Int		Series associated with each Debt category.	Mandatory
BidId	Numeric	16	Bid Id auto generated by the Exchange.	Bid Id is system generated. It will be **0 (zero)** only if Action Code is New - '**N**'.

| Action Code | Alphanumeric | 1 | Action code, i.e., "**N**" for new record, "**M**" for to be modified record and "**D**" for to delete records. | Mandatory |

ERROR/REJECTION/T+1_FILE_FORMAT FOR SCSBs				
Field Name	**Alpha Numeric/ Character**	**Length**	**Remark**	**Mandatory / non-Mandatory**
Scrip Id	Alphanumeric	10	Symbol of the Company/IPO	Mandatory
Quantity	Long long numeric	11	Quantity	Mandatory
Cut Off Flag	Alphanumeric	1	(0-Zero)	Mandatory
Rate	Numeric	6.2	Bidding Rate	Mandatory
Application No	Alphanumeric	16	Application number of the Form	Mandatory
Depository	Alphanumeric	4	Either CDSL/NSDL	Mandatory
DpID	Alphanumeric	16	Depository Id. In case of CDSL, DPId should be 0 and in case of NSDL 8 digit DPId should be entered	Mandatory
ClientId/ Beneficiary Id	Numeric	16	In case of CDSL, the 16 digit Beneficiary Id should be entered and in case of NSDL 8 digit ClientId should be entered.	Mandatory
PAN No.	Alphanumeric	10	PAN Number of the client	Mandatory
Category	Alphanumeric	5	Client Status master values would remain constant over all the scrips i.e.FI,FII,IC,MF, OTH, NOH, CO, IND, EMP, SHA.	Mandatory
Account Number	Alphanumeric	16	Account Number of the client	Optional
IFSCCode	Alphanumeric	11	IFSC Code of the bank branch	Mandatory
Bank Reference Number	Alphanumeric	16	Bank Reference No	Optional

Amount Flag	Alphanumeric	1	Y means Yes, N Means No. If 'N' is selected amount field will be validated by Quantity * price. and if 'Y' is selected, then amount field will not be validated.	Mandatory
Amount	Numeric	12	Amount from Client	Mandatory
Type	Int		1-Demat	Mandatory.
Series	Int		Series associated with each Debt category.	Mandatory
BidId	Numeric	16	Bid Id auto generated by the Exchange.	Bid Id is system generated. It will be **0 (zero)** only if Action Code is New - '**N**'.
Action Code	Alphanumeric	1	Action code, i.e., "**N**" for new record, "**M**" for to be modified record and "**D**" for to delete records.	Mandatory
Error text	M	40	Gives detailed description of the error encountered during upload	Mandatory

Annexure II: Bulk Upload File Formats for Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs)

DEBT UPLOAD_FILE_FORMAT (New Upload & T+1 Upload)				
Field Name	**Mandatory / Non-Mandatory**	**Alpha / Numeric**	**Character**	**Remark**
Scrip Id	M	Alphanumeric	10	Symbol of the Company/IPO
Application No.	M	Alphanumeric	16	Application number of the Form
Category	M	Character	5	Client Status master values would remain constant over all the scrips i.e.FI,FII,IC,MF, OTH, NOH, CO, IND, EMP, SHA.
Applicant Name	NM	Alphanumeric	50	Client name as on the form
Depository	M	Alphanumeric	4	Depository i.e. NSDL or CDSL
DpID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)
ClientId/Benf.Id	M	Numeric	16	If CDSL then Min(16) and Max(16) If NSDL Min(8) and Max(8)
Quantity	M	Numeric	11	Quantity should always be in multiple of market lot
Cut off flag	M	Alphanumeric	1	(0-Zero)
Rate	M	Numeric	6.2	Bid price within the price range or has given in the parameter file in case of auction process
Amount Flag	M	Alphanumeric	1	Y means Yes, N Means No. If 'N' is selected amount field will be validated by Quantity * price. and if 'Y' is selected, then amount field will not be validated.
Amount	M	Numeric	12	Amount from Client
Filler	NM	Alphanumeric	9	Non Mandatory
Pan No	M	Alphanumeric	10	Pan No of the Client

Bank Name	M	Alphanumeric	6	SCSB on whose behalf the bid has been accepted. All ASBA Banks are eligible. RBI Bank Codes to be used for Batch upload
Location	M	Alphanumeric	6	Locations/Cities for which the Bids may be accepted by the members.
Account Number	NM	Alphanumeric	16	Account number of the Client.
Type	Int		1- Demat	Mandatory
Series	Int		Series associated with each Debt category.	Mandatory
Bid Id	M	Numeric	16	Bid Id is auto generated by the exchange of generation of response file will be 0(zero) only of action code is N
Action Code	M	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to delete records.

SUCCESS FILE_FORMAT				
Field Name	**Mandatory / Non-Mandatory**	**Alpha / Numeric**	**Character**	**Remark**
Scrip Id	M	Alphanumeric	10	Symbol of the Company/IPO
Application No.	M	Alphanumeric	16	Application number of the Form
Category	M	Character	5	Client Status master values would remain constant over all the scrips i.e.FI,FII,IC,MF, OTH, NOH, CO, IND, EMP, SHA.
Applicant Name	NM	Alphanumeric	50	Client name as on the form
Depository	M	Alphanumeric	4	Depository i.e. NSDL or CDSL
DpID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)

ClientId/Benf.Id	M	Numeric	16	If CDSL then Min(16) and Max(16) If NSDL Min(8) and Max(8)
Quantity	M	Numeric	11	Quantity should always be in multiple of market lot
Cut off flag	M	Alphanumeric	1	(0-Zero)
Rate	M	Numeric	6.2	Bid price within the price range or has given in the parameter file in case of auction process
Amount Flag	M	Alphanumeric	1	Y means Yes, N Means No. If 'N' is selected amount field will be validated by Quantity * price. and if 'Y' is selected, then amount field will not be validated.
Amount	M	Numeric	12	Amount from Client
Filler	NM	Alphanumeric	9	Non Mandatory
Pan No	M	Alphanumeric	10	Pan No of the Client
Bank Name	M	Alphanumeric	6	SCSB on whose behalf the bid has been accepted. All ASBA Banks are eligible. RBI Bank Codes to be used for Batch upload
Location	M	Alphanumeric	6	Locations/Cities for which the Bids may be accepted by the members.
Account Number	NM	Alphanumeric	16	Account number of the Client.
Type	Int		1- Demat	Mandatory
Series	Int		Series associated with each Debt category.	Mandatory
Bid Id	M	Numeric	16	Bid Id is auto generated by the exchange of generation of response file will be 0(zero) only of action code is N
Action Code	M	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to delete records.

ERROR/REJECTION/T+1_FILE_FORMAT				
Field Name	**Mandatory / non-Mandatory**	**Alpha / Numeric**	**Character**	**Remark**
Scrip Id	M	Alphanumeric	10	Symbol of the Company/IPO
Application No.	M	Alphanumeric	16	Application number of the Form
Category	M	Character	5	Client Status master values would remain constant over all the scrips i.e.FI,FII,IC,MF, OTH, NOH, CO, IND, EMP, SHA.
Applicant Name	NM	Alphanumeric	50	Client name as on the form
Depository	M	Alphanumeric	4	Depository i.e. NSDL or CDSL
DpID	M	Alphanumeric	8	If CDSL then 0 has to be inserted into the column. If NSDL Min(8) and Max(8)
ClientId/Benf.Id	M	Numeric	16	If CDSL then Min(16) and Max(16) If NSDL Min(8) and Max(8)
Quantity	M	Numeric	11	Quantity should always be in multiple of market lot
Cut off flag	M	Alphanumeric	1	(0-Zero)
Rate	M	Numeric	6.2	Bid price within the price range or has given in the parameter file in case of auction process
Amount Flag	M	Alphanumeric	1	Y means Yes, N Means No. If 'N' is selected amount field will be validated by Quantity * price and if 'Y' is selected, then amount field will not be validated.
Amount	M	Numeric	12	Amount from Client
Filler	NM	Alphanumeric	9	Non Mandatory
Pan No	M	Alphanumeric	10	Pan No of the Client
Bank Name	M	Alphanumeric	6	SCSB on whose behalf the bid has been accepted. All ASBA Banks are eligible. RBI Bank Codes to be used for Batch upload

Location	M	Alphanumeric	6	Locations/Cities for which the Bids may be accepted by the members.
Account Number	NM	Alphanumeric	16	Account number of the Client.
Type	Int		1- Demat	Mandatory
Series	Int		Series associated with each Debt category.	Mandatory
Bid Id	M	Numeric	16	Bid Id is auto generated by the exchange of generation of response file will be 0(zero) only of action code is N
Action Code	M	Alphanumeric	1	Action code, i.e., "N" for new record, "M" for to be modified record and "D" for to delete records.
Error text	M	A	40	Gives detailed description of the error encountered during upload

Annexure III: E-SCHEDULE File Format for Trading Members, Depository Participants (DPs), Registrar and Share Transfer Agents (RTAs)

E-SCHEDULE			
Field Name	**Alpha / Numeric**	**Length**	**Remarks**
Symbol	Alphanumeric	10	
Bid Date	Date & Time	20	
Intermediary Code	Numeric	10	
Intermediary Name	Alphanumeric	100	
Bank Code	Character	6	
Bank Name	Alpha	100	
Location Code	Character	6	
Application No.	Alphanumeric	16	
Category	Character	5	

PAN	Alphanumeric	10	
DP ID	Alphanumeric	8	If CDSL then 0. If NSDL Min(8) and Max(8)
Client ID	Numeric	16	If CDSL then Min(16) and Max(16) If NSDL Min(8) and Max(8)
Quantity	Numeric	11	
Series	Alphanumeric	10	
Amount	Numeric	12	
Order no	Numeric	16	
Stock Exchange	Alpha	4	