

## **ASBA e-forms User Manual**

### **Introduction:-**

The SEBI circular number CIR/CFD/DIL/7/2010 dated 13<sup>th</sup> July 2010 advice stock exchange to provide facility to download and print *ASBA Bid Cum Application form* on website for public issue.

In the view of the above, the exchange has provided a facility on their website to download and print *ASBA Bid Cum Application Form* for all categories of investor. The investor has to submit the duly filled *ASBA Bid Cum Application form* to the respective banks where the ASBA facility is provided. Each Application form shall have an issue specific unique application number.

### **User Registration Facility:-**

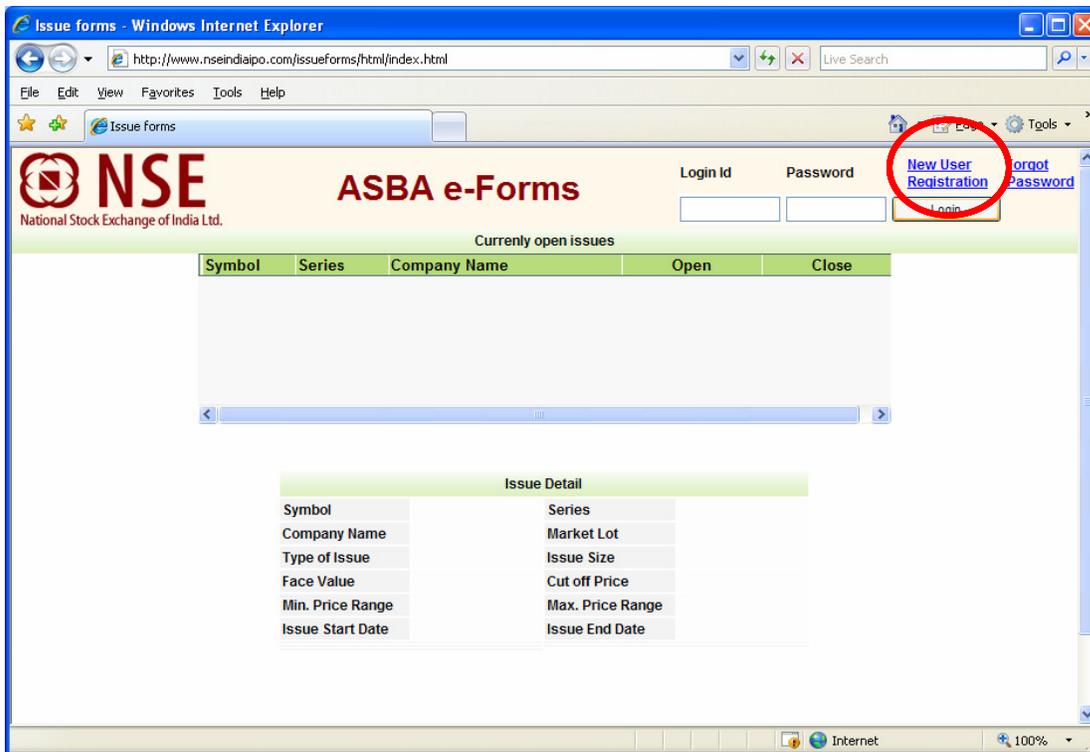
This facility is provided to an investor, to update his application details which will be common for all issues. Investor will have a unique registration code (user-id), which will have modification rights to this registration details.

This facility will give one click access to the investors for application forms which will be issue specific.

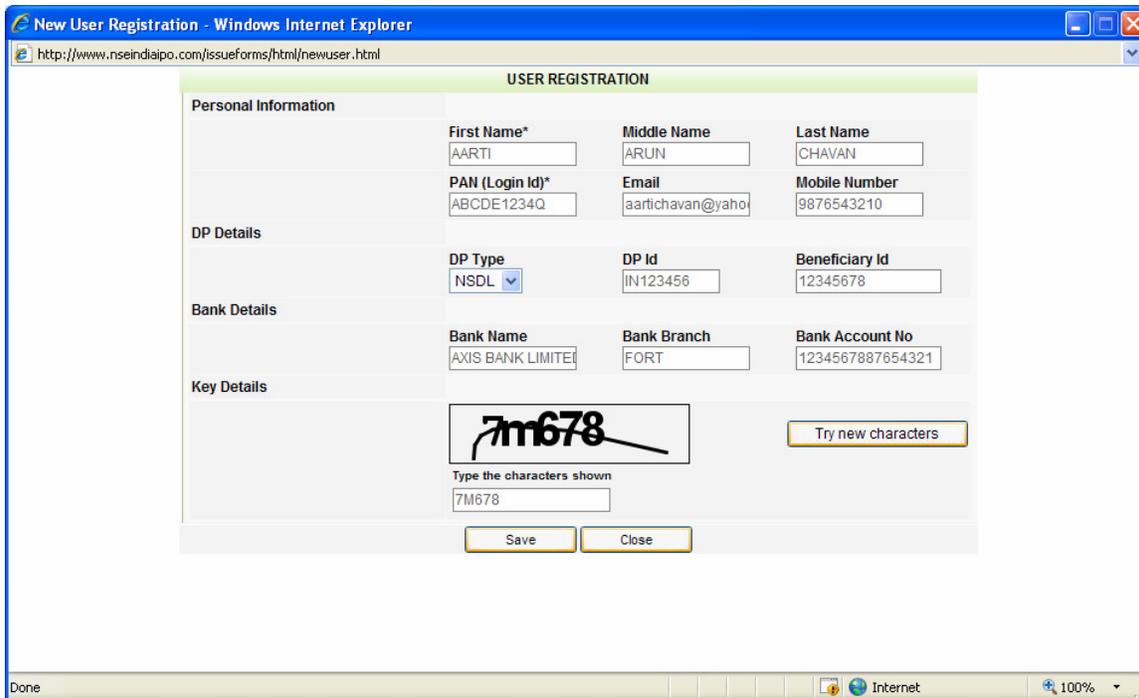
The benefit of creating a user-id in ASBA e-forms is that the investor has to fill in his details like Name, PAN number DP details and Bank details only once at the time of registration and it will be saved in his profile.

### **Procedure for New User Registration:**

- 1) Click on New User Registration Link as shown below:

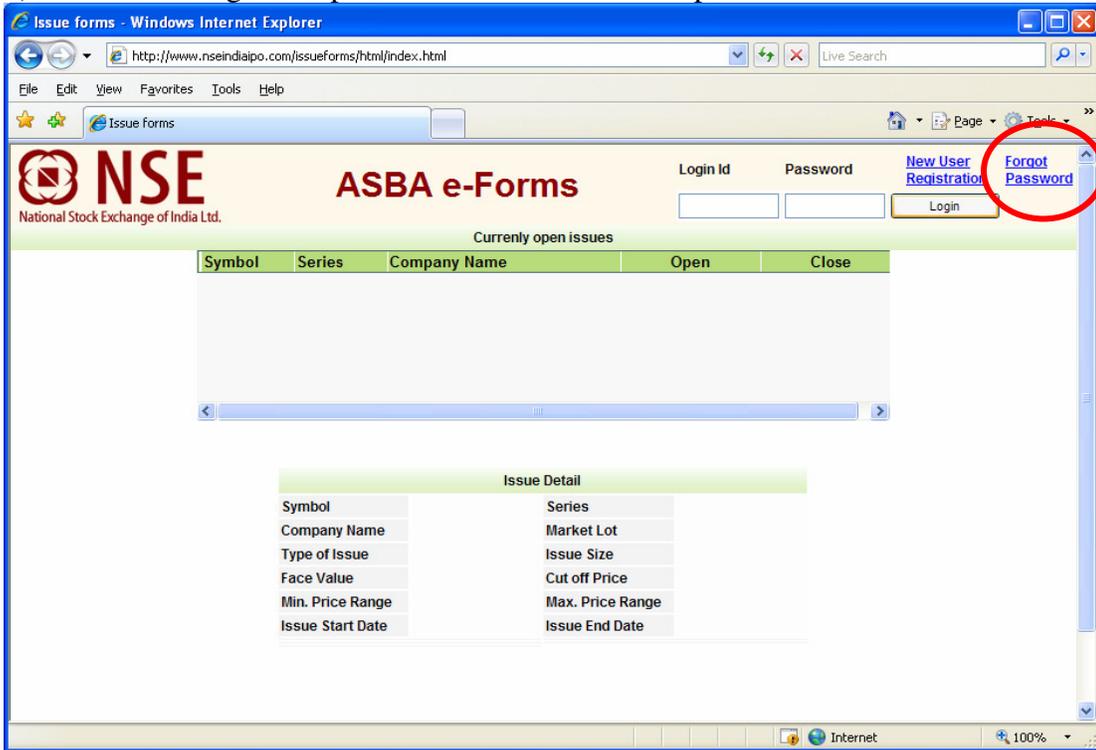


2) Fill in the user registration details as shown below and save it:

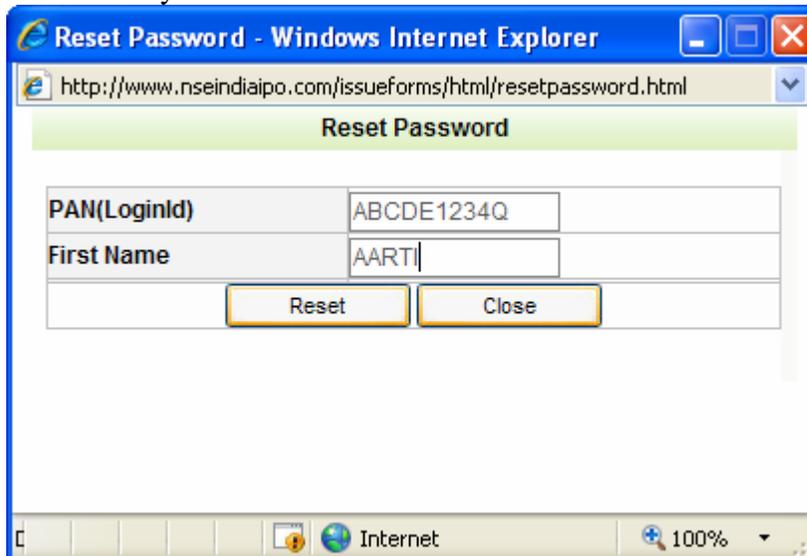


\* denotes mandatory fields

- 3) The user-id is your PAN Number (e.g. ABCDE1234Q) and your default password while first time login will be your first **five** characters letters of the name ( here is this case for e.g AARTI)
- 4) The user can modify his personal information whenever required by just logging in by his user id created.
- 5) If the user forgets his password then click on the option as shown below :



- 6) A new window will pop-up for asking your PAN(login Id) and first five characters only



- 7) Click on reset button , the new password will be displayed immediately
- 8) The user can change his password after login by his new password

Once the user logs in through his user-id the page will be displayed as below

The screenshot shows the ASBA e-Forms interface in a Windows Internet Explorer browser. The address bar displays the URL: <http://www.nseindiaipo.com/issueforms/html/index.html#>. The page header includes the NSE logo and the text 'ASBA e-Forms'. A user greeting 'Welcome AARTI' is displayed, along with links for 'Update Profile' and 'Logout'. A table titled 'Currently open issues' lists the following details:

Symbol	Series	Company Name	Open	Close
MIDFIELD	EQ	MIDFIELD INDUSTRIES LIMITED	19-07-2010 10:00:00	21-07-2010 17:00:00

Below the table is an 'Issue Detail' section with the following information:

Symbol	MIDFIELD	Series	EQ
Company Name	MIDFIELD INDUSTRIES LIMITED	Market Lot	50
Type of Issue	IPO	Issue Size	4500000
Face Value	10.00	Cut off Price	133.00
Min. Price Range	126.00	Max. Price Range	133.00
Issue Start Date	19-07-2010 10:00:00	Issue End Date	21-07-2010 17:00:00

At the bottom of the issue details, there are links for downloading forms: 'Blank Application Form Download', 'Blank Revision Form Download', 'Bid-cum Application Form Download', 'Bid-cum Revision Form Download', and 'Download RHP Document'.

### How to Download ASBA e-forms

The investor can download the application form **with or without registration**

The investor can download application forms in following ways

- [Blank Application Form Download](#) – In this a blank application form is generated with issue related details only. A user can generate up to 10 forms at a time
- [Bid-cum Application Form Download](#) – In this a facility is provided to entered DP details, Bank details , PAN details and Bid details before generation a form.
- [Blank Revision Form Download](#) - In this type a blank application forms is generated with out any details filled (like DP details, Bank details , PAN details and revised Bid details)
- [Bid-cum Revision Form Download](#) - In this type of form , the DP details, Bank details , PAN details and revised Bid details can be inputted in the form before generating it

**Generation of Blank application form:-**

- Select the issue from home page in which application form needs to be generated
- Click on [Blank Application Form Download](#) to download a blank form with out bid details
- Screen will be displayed as shown below

The screenshot shows the NSE ASBA e-forms application form generation screen. The page title is "NSE ASBA e-forms - Windows Internet Explorer". The URL is "http://220.226.203.205/issueforms/html/blankform.html?3^AARTI INDUSTRIES LTD^1^N". The form is divided into sections:

- Company Details:** Issue Name: AARTIIND, Company Name: AARTI INDUSTRIES LTD.
- Select No. of Forms to Download:** 1
- Key Detail:** CAPTCHA image showing "27brw", text input field containing "27brw", and a "Try new characters" button.
- Terms and conditions:** UNDERTAKING BY ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER: I/ We hereby undertake that, I/ we have read the instructions contained in this Bid cum Application Form and Red Herring Prospectus and Form 2A and I am/ we are an eligible ASBA bidder(s) as per the applicable provisions of the SEBI (Issue of Capital and Disclosure Requirement) Regulation, 2009. ATTENTION : ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER: - Application(s) made in photocopy(ies) of the printed ASBA online form, shall be rejected.  I have read and agree to the terms and conditions. [Click here to Download RHP Document](#) [Click here to Download Form 2A](#)

Buttons: download, Close

- Select the no. of form to download as shown above
- Accept the block of "I have read and agree to the terms and conditions." and click on download
- The form will be generated as below :

AARTIIND\_B0000122.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 78.9%

PLEASE DO NOT USE PHOTOCOPIES OF THIS FORM

I	AARTI INDUSTRIES LTD IPO	BID CUM APPLICATION FORM	BID/ ISSUE OPENS ON: JUL 06, 2010 BID/ ISSUE CLOSES ON- QIB: DEC 29, 2010 BID/ ISSUE CLOSES ON-NON QIB: DEC 30, 2010
II	SCSB	IFSC CODE	Bid CUM APPLICATION NUMBER 80000122
	SYNDICATE MEMBER CODE	BROKER / AGENT CODE	SUB-BROKER/ SUB-AGENT CODE

III (PLEASE READ THE RHP & FORM 2A & INSTRUCTIONS THEREIN CAREFULLY BEFORE FILLING THIS FORM) Date:

IV	PRICE BAND - RS. 60.0 TO RS. 66.0 PER EQUITY SHARE [PAYMENT MODE DETAILS]	BID LOT - 100 EQUITY SHARES AND IN MULTIPLES OF 100 EQUITY SHARES ONLY RETAIL BIDDERS CAN BID AT CUT-OFF
For other information on the issue size and bid details, Refer instruction no. 1		IPO GRADE 3

V Investor Category - please tick, as applicable (Refer instruction No. 2)

FI	IC	MF.FII	OTH	CO	IND	NOH	IND	EMP	SHA
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VI NAME OF SOLE/ FIRST APPLICANT (In block letters) Mr. / Ms. \_\_\_\_\_

VII BIDDERS' DEPOSITORY ACCOUNT DETAILS (Refer instruction No. 3)

Depository Name (Please Tick)	National Securities Depository Limited	Central Depository Services (India) Limited
Depository Participant Name		
DP-ID		
Beneficiary Account Number		(18 digit beneficiary account no. to be mentioned above)

VIII PAN (Permanent Account Number) (Refer instruction No. 4)

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IX BID DETAILS (Refer instruction No. 5)

Bid Options	No. of Equity Shares bid (Bids must be in multiples of (●) Equity Shares) (in figures)	Write Price per share (Rupees) / *Cut-off* (Decimals not allowed) (Price should be in multiples of Re. 1/- only) (in figures)
Option 1		
(OR) Option 2		
(OR) Option 3		

X DETAILS OF BANK ACCOUNT FOR BLOCKING OF FUNDS (Refer instruction No. 6)

Bank Account Number: \_\_\_\_\_ Bank and Branch where account is held: \_\_\_\_\_

Total Amount to be blocked (Rs. in figures) \_\_\_\_\_ (Rs. in words) \_\_\_\_\_

(Amount to be blocked = Highest amount of Bid options. (No. of Equity Shares bid for multiplied by Price per Share). For Bids at Cut-off: Amount to be blocked shall be the no. of shares bid)

RTI INDUSTRIES LTD- PUBLIC ISSUE - ASBA FORM

### Generation of application form with bid details:-

- Select the issue from home page in which application form needs to be generated
- Click on [Bid-cum Application Form Download](#) to download a blank form with bid details.
- Screen will be displayed as shown below. Fill the following details
  - a) User Details
  - b) Tick on Original Bid details tick
  - c) No. of equity shares
  - d) Price , if it is at cut-off price pick on cut off price

**Company Details**

Issue Name	AARTIIND	Company Name	AARTI INDUSTRIES LTD
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**User Details**

User Name	Aarti Arun Chauhan	PAN	AGC PC 6184D
DP Type	NSDL	DP Id	11111111
Beneficiary Id	12345678	Bank Name	Canarabank
Bank Branch	NSE	Bank Account No	12345678

Original Bid Details

Bid Options	No. of Equity Shares bid	Price per share (Rupees)	Cut off Price
Option 1	100	55	<input type="checkbox"/>
Option 2	200	54	<input type="checkbox"/>
Option 3	300	55	<input checked="" type="checkbox"/>
Total Bid Amount	18500		

**Key Detail**

Type the characters shown  
 gy4yr

**Terms and conditions**

UNDERTAKING BY ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER:  
 I/ We hereby undertake that, I/ we have read the instructions contained in this Bid cum Application Form and Red Herring Prospectus and Form 2A and I am/ we are an eligible ASBA bidder(s) as per the applicable provisions of the SEBI (Issue of Capital and Disclosure Requirement) Regulation, 2009.

ATTENTION : ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER:  
 -Application(s) made in photocopy(ies) of the printed ASBA online form, shall be rejected.

I have read and agree to the terms and conditions.

[Click here to Download RHP Document](#)  
[Click here to Download Form 2A](#)

**(If the Bid – Cum Application form is generate through user registration login the user details will get automatically captured)**

- Accept the block of “I have read and agree to the terms and conditions” and click on download The details in the form will be reflected as below:

PLEASE DO NOT USE PHOTOCOPIES OF THIS FORM

I	AARTI INDUSTRIES LTD IPO	BID CUM APPLICATION FORM	BID/ ISSUE OPENS ON: JUL 06, 2010 BID/ ISSUE CLOSES ON-GIB: DEC 29, 2010 BID/ ISSUE CLOSES ON-NON GIB: DEC 30, 2010
II	SCSB	IFSC CODE	Bid CUM APPLICATION NUMBER 8000123
	SYNDICATE MEMBER CODE	BROKER / AGENT CODE	SUB-BROKER/ SUB-AGENT CODE

III (PLEASE READ THE RHP & FORM 2A & INSTRUCTIONS THEREIN CAREFULLY BEFORE FILLING THIS FORM) Date: \_\_\_\_\_

IV	PRICE BAND – RS. 60.0 TO RS. 66.0 PER EQUITY SHARE [PAYMENT MODE DETAILS] For other information on the issue size and bid details, Refer instruction no. 1	BID LOT – 100 EQUITY SHARES AND IN MULTIPLES OF 100 EQUITY SHARES ONLY RETAIL BIDDERS CAN BID AT CUT-OFF IPO GRADE 3
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V Investor Category – please tick, as applicable (Refer instruction No. 2)

FI	IC	MF.FII	OTH	CO	IND	NOH	IND	EMP	SHA
----	----	--------	-----	----	-----	-----	-----	-----	-----

VI NAME OF SOLE/ FIRST APPLICANT (In block letters) Mr./Ms. Aarti Arun Chavan

VII BIDDERS' DEPOSITORY ACCOUNT DETAILS (Refer Instruction No. 3)

Depository Name (Please Tick)	<input checked="" type="checkbox"/> National Securities Depository Limited	Central Depository Services (India) Limited
Depository Participant Name		
DP-ID	1 1 1 1 1 1 1 1	
Beneficiary Account Number	1 2 3 4 5 6 7 8	(16 digit beneficiary account number to be mentioned above)

VIII PAN (Permanent Account Number) (Refer Instruction No. 4)

A	G	C	F	0	8	1	8	4	D
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IX BID DETAILS (Refer Instruction No. 5)

Bid Options	No. of Equity Shares bid (Bids must be in multiples of (*) Equity Shares (in figures))	Write Price per share (in rupees) (Price should be in multiples of Re. 1/- only) (Decimals not allowed)
Option 1	1 0 0	5 5
(OR) Option 2	2 0 0	5 5
(OR) Option 3	3 0 0	C U T - O F F

X DETAILS OF BANK ACCOUNT FOR BLOCKING OF FUNDS (Refer instruction No. 6)

Bank Account Number	1 2 3 4 5 6 7 8	Bank and Branch where account is held	Canarabank	NSE
Total Amount to be blocked (Rs. in figures)	16500	(Rs. In words)	Sixteen Thousand Five Hundred and Zero Paise Only	

(Amount to be blocked = Highest amount of Bid options. (No. of Equity Shares bid for multiplied by Price per Share). For Bids at Cut-off, Amount to be blocked shall be the no. of shares bid

Please Note: - This same form can also be generated by without user login too. But in this case the user and bid details will not be saved in the form

### **Generation of Blank Revision Form:-**

- Click on [Blank Revision Form Download](#) to download a blank form with out bid details.
- Screen will be displayed as shown below. Fill the following details.
  - Input the Application number
  - Fill in the Key details

**NSE forms-Bid Detail for download form - Windows Internet Explorer**

http://220.226.203.205/issueforms/html/bidform.html?3^AARTI INDUSTRIES LTD^2^N

**Company Details**

Issue Name: AARTIIND  
Application Number: 80000115  
Company Name: AARTI INDUSTRIES LTD  
Get Transactions

**Key Detail**

Type the characters shown  
gkrngk  
ghrgk  
Try new characters

**Terms and conditions**

UNDERTAKING BY ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER:  
I/ We hereby undertake that, I/ we have read the instructions contained in this Bid cum Application Form and Red Herring Prospectus and Form 2A and I am/ we are an eligible ASBA bidder(s) as per the applicable provisions of the SEBI (Issue of Capital and Disclosure Requirement) Regulation, 2009.

ATTENTION : ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER:  
- Application(s) made in photocopy(ies) of the printed ASBA online form, shall be rejected.

I have read and agree to the terms and conditions.

[Click here to Download RHP Document](#)  
[Click here to Download Form 2A](#)

download Close

- Accept the block of “I have read and agree to the terms and conditions.” and click on download.
- The details in the form will be reflected as below:

PLEASE DO NOT USE PHOTOCOPIES OF THIS FORM

I	AARTI INDUSTRIES LTD	BID REVISION FORM	BID/ ISSUE OPENS ON: JUL 06,2010
	IPO		BID/ ISSUE CLOSES ON-QIB: DEC 29,2010 BID/ ISSUE CLOSES ON-NON QIB: DEC 30,2010
II	SCSB	IFSC CODE	APPLICATION NUMBER
			80000115
	SYNDICATE MEMBER CODE	BROKER / AGENT CODE	SUB-BROKER/ SUB-AGENT CODE
III (PLEASE READ THE RHP & FORM 2A & INSTRUCTIONS THEREIN CAREFULLY BEFORE FILLING THIS FORM)			Date:
IV	PRICE BAND – RS. 50.0 TO RS. 55.0 PER EQUITY SHARE	BID LOT –100 EQUITY SHARES AND IN MULTIPLES OF 100 EQUITY SHARES	
	[PAYMENT OPTION DETAILS]	ONLY RETAIL BIDDERS CAN BID AT CUT-OFF	
For other information on the issue size and bid details, refer instruction no. 1			IPO GRADE 3
V ORIGINAL BID DETAILS (Refer instruction No. 7)			
Bid Options	No. of Equity Shares bid (Bids must be in multiples of (*) Equity Shares) (in figures)	Write Price per share (Rupees)' 'Cut-off' (Decimals not allowed) (Price should be in multiples of Re. 1/- only) (in figures)	
Option 1			
(OR) Option 2			
(OR) Option 3			
VI REVISED BID DETAILS (Refer instruction No. 7)			
Bid Options	No. of Equity Shares bid (Bids must be in multiples of (*) Equity Shares) (in figures)	Write Price per share (Rupees)' 'Cut-off' (Decimals not allowed) (Price should be in multiples of Re. 1/- only) (in figures)	
Option 1			
(OR) Option 2			
(OR) Option 3			
V DETAILS FOR BALANCE AMOUNT TO BE BLOCKED (Refer instruction No. 8)			
Amount blocked at the time of the Original Bid (A) (Rs. in figures) _____, Amount to be blocked based on the Revised Bid (B) (Rs. In figures) _____, Additional Amount Blocked (B-A), if any (Rs. In figures) _____ (Rs. In words) _____.			
(Payment amount = Highest amount of Bid options. (No. of Equity Shares bid for X Price per Share). For Bids at Cut-off: Amount to be blocked shall be the no. of shares bid X Cap Price.			

\*\*\*Pls note: In this case the user has to manually fill in the original and revised bid details since earlier he had downloaded a Blank Application form

### Generation of Revision form with Details:-

**Important Instruction: If a user had generated a new application form with user login, then he should always download the revision forms with his login only, so that the entire original bid details can be captured in the ASBA Bid – cum revision form**

- Login into the ASBA e-form instruction link
- Click on [Bid-cum Revision Form Download](#) to download a revision form with bid details with **user login**.
- Screen will be displayed as shown below. Fill the following details.
  - a) Input the Application number
  - b) Original Bid details with will auto captured
  - c) Put tick on Revised Bid details
  - d) Fill in the Revised Bid details
  - e) Fill in Key detail

**Company Details**

Issue Name: AARTIIND      Company Name: AARTI INDUSTRIES LTD

Application Number: 80000123     

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**User Details**

User Name: AARTI      PAN: AGCPC8184D

DP Type: NSDL      DP Id: 11111111

Beneficiary Id: 11111111      Bank Name: AXIS BANK

Bank Branch:      Bank Account No: 234567887854321

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**Revised Bid Details**

Bid Options	No. of Equity Shares Bid	Price per share (Rupees)	Cut off Price
Option 1	1000	55	<input type="checkbox"/>
Option 2	2000	54	<input type="checkbox"/>
Option 3	300	55	<input checked="" type="checkbox"/>
<b>Total Bid Amount</b>	<b>108000</b>		

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**Key Detail**

Type the characters shown: x7f7g     

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**Terms and conditions**

UNDERTAKING BY ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER:

I/We hereby undertake that, I/ we have read the Instructions contained in this Bid cum Application Form and Red Herring Prospectus and Form 2A and I am/ we are an eligible ASBA bidder(s) as per the applicable provisions of the SEBI (Issue of Capital and Disclosure Requirement) Regulation, 2009.

ATTENTION : ASBA INVESTOR CUM BIDDER AND ACCOUNT HOLDER:

Application(s) made in photocopy(ies) of the printed ASBA online form, shall be rejected.

I have read and agree to the terms and conditions.

[Click here to Download RHP Document](#)

[Click here to Download Form 2A](#)

- Accept the block of “I have read and agree to the terms and conditions” and click on download The details in the form will be reflected as below:

PLEASE DO NOT USE PHOTOCOPIES OF THIS FORM

<b>I</b> AARTI INDUSTRIES LTD IPO	<b>BID REVISION FORM</b>	BID/ISSUE OPENS ON: JUL 08,2010 BID/ISSUE CLOSES ON-QIB: DEC 28,2010 BID/ISSUE CLOSES ON-NON QIB: DEC 30,2010
<b>II</b> SCSB	IFSC CODE	APPLICATION NUMBER 50000123
SYNDICATE MEMBER CODE	BROKER / AGENT CODE	SUB-BROKER/ SUB-AGENT CODE

**III** (PLEASE READ THE RHP & FORM 2A & INSTRUCTIONS THEREIN CAREFULLY BEFORE FILLING THIS FORM)      Date: \_\_\_\_\_

<b>IV</b> PRICE BAND – RS. 60.0 TO RS. 66.0 PER EQUITY SHARE [PAYMENT OPTION DETAILS]	BID LOT –100 EQUITY SHARES AND IN MULTIPLES OF 100 EQUITY SHARES ONLY RETAIL BIDDERS CAN BID AT CUT-OFF IPO GRADE 3
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For other information on the issue size and bid details, refer instruction no. 1

**V ORIGINAL BID DETAILS (Refer Instruction No. 7)**

Bid Options	No. of Equity Shares bid (Bids must be in multiples of (*) Equity Shares) (in figures)	Write Price per share (Rupees) / *Cut-off* (Decimals not allowed) (Price should be in multiples of Re. 1/- only) (in figures)
Option 1	1 0 0	5 5
(OR) Option 2	2 0 0	5 4
(OR) Option 3	3 0 0	C U T - O F F

**VI REVISED BID DETAILS (Refer Instruction No. 7)**

Bid Options	No. of Equity Shares bid (Bids must be in multiples of (*) Equity Shares) (in figures)	Write Price per share (Rupees) / *Cut-off* (Decimals not allowed) (Price should be in multiples of Re. 1/- only) (in figures)
Option 1	5 0 0 0 0 0 0 0	5 5
(OR) Option 2		
(OR) Option 3		

**V DETAILS FOR BALANCE AMOUNT TO BE BLOCKED (Refer instruction No. 8)**

Amount blocked at the time of the Original Bid (A) (Rs. in figures) 10500      Amount to be blocked based on the Revised Bid (B) (Rs. in figures) 2750000000. Additional Amount Blocked (B-A), if any (Rs. in figures) 2749993500 (Rs. in words) Two Hundred Seventy Four Crores Ninety Nine Lakhs E

(Payment amount = Highest amount of Bid options. (No. of Equity Shares bid for X Price per Share). For Bids at Cut-off: Amount to be blocked shall be the no. of shares bid X Cap Price.

**VI NAME OF SOLE/FIRST APPLICANT (In block letters) Mr. / Ms. Aarti Arun Chavan**