ASBA e-forms User Manual

Introduction:-

The SEBI circular number CIR/CFD/DIL/7/2010 dated 13th 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:

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National Stock Exchange of India Ltd.						J
		Currenly open issues			_	
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		Issue Detail				
	Symbol	Series				
	Company Name	Market Lot				
	Type of Issue	Issue Size				
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	Min. Price Range	Max. Price	Range			
	Issue Start Date	Issue End D	ate			
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2) Fill in the user registration details as shown below and save it:

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http://www.nseindiaipo.com/issueforms/html/newuser.html				~
	USER REGIST	RATION		
Personal Information				
	First Name*	Middle Name ARUN	CHAVAN	
	PAN (Login Id)* ABCDE1234Q	Email aartichavan@yaho	Mobile Number 9876543210	
DP Details				
	DP Type NSDL 🗸	DP Id IN123456	Beneficiary Id 12345678	
Bank Details				
	Bank Name AXIS BANK LIMITEI	Bank Branch FORT	Bank Account No 1234567887654321	
Key Details				
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* 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 :

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

🖉 Reset Password	- Windows Internet Explo	orer 📃 🗖 🔀
http://www.nseind	iaipo.com/issueforms/html/resetp	oassword.html
	Reset Password	
PAN(LoginId)	ABCDE1234Q	
First Name	AARTI	
	Reset Close	
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- 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

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	Symbol	Series C	ompany Name		Open	Close		
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			Issu	ue Detail				
		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 R	ange 133.00			
		Issue Start Date	19-07-2010 10:00:00	Issue End Da	ate 21-07-2010	17:00:00		
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		Bid-cum Applicati	on Form Download	Bid-cum Rev	ision Form Downloa	<u>d</u>		
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Once the user logs in through his user-id the page will be displayed as below

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 <u>Blank Application Form Download</u> to download a blank form with out bid details
- Screen will be displayed as shown below

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	UNDERTAKING BY ASBA IN	VESTOR CUM BIDDER	R AND ACCOU	NT HOLDER:			
	I/ We hereby undertake Prospectus and Form 2A and and Disclosure Requirement)	e that, I/ we have read d I am/ we are an eligib Regulation, 2009.	the instructio	ns contained in this l er(s) as per the applic	Bid cum Application Form and R able provisions of the SEBI (Issue	ed Herring of Capital	
	ATTENTION : ASBA INVEST	OR CUM BIDDER AND	ACCOUNT H	OLDER:			
	- Application(s) made in p I have read and agree to Click here to Download I	ohotocopy(ies) of the pri o the terms and condition RHP Document	rinted ASBA o ons.	nline form, shall be re	ejected.		
	Click here to Download	Form 2A					
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- 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 :

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Generation of application form with bid details:-

- Select the issue from home page in which application form needs to be generated
- Click on <u>Bid-cum Application Form Download</u> 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 put pick on cut off price

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		Comp	any Details		~
	Issue Name	AARTIIND	Company Name	AARTI INDU STRIE S LTD	
		Us	er Details		
	UserName	Aar i Arun Chavan	PAN	AGC PC 6184D	
	DP Type	NSDL 🖌	DP Id	1111111	
	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 (Rupee	5) Cut off Price	
	Option 1	100	55		
	Option 2	200	54		
	Option 3	300	55		
	Total Bid Amount	16500			
		К	ey Detail		
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	gy y	gy4yr	Try new chars	acters	
		Terms a	nd conditions		
	UNDERTAKING BY ASBA IN	VESTOR CUM BIDDER AND ACCOUNT	HOLDER:		
	I/ We hereby undertake the Prospectus and Form 2A and and Disclosure Requirement) if	hat, I/ we have read the instructions contain I am/ we are an eligible ASBA bidder(s) as Regulation, 2009.	ed in this Bid cum Application Forn per the applicable provisions of the S	n and Red Herring EBI (Issue of Capital	
	ATTENTION : ASBA INVESTO	OR CUM BIDDER AND ACCOUNT HOLD	ER:		
	-Application(s) made in pho	tocopy(les) of the printed ASBA online form,	shall be rejected.		
	I have read and agree to	the terms and conditions.			
	Click here to Download	d RHP Document			
	Click here to Downloa	d Form 2A			
		download	Close		
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(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:

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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 <u>Blank Revision Form Download</u> to download a blank form with out bid details.
- Screen will be displayed as shown below. Fill the following details.
 - a) Input the Application number
 - b) 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	<u>^</u>
Issue Name AARTIIND Company Name AARTI INDUSTRIES LTD	
Application Number 80000115 Get Transactions	
Key Detail	
ghrgk 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	
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- 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:

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***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 <u>Bid-cum Revision Form Download</u> 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



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:

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