### **“Annexure-B”**

### **MASTER CREATION FORM**

### **Format of information required from Registrar & Transfer Agent (RTA)**

### **/ Issuer (for in-house connectivity)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  **RTA ID**  |  |  |  |  |  |  |  |

 (To be given by CDSL)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** |  |  |  |  |  |  |  |  |

**Central Depository Services (India) Ltd.**

**16th Floor, P J Towers**

**Dalal Street, Fort**

**Mumbai 400 023**

Dear Sir / Madam,

As required by you we are furnishing herewith the details about us for your records.

|  |  |
| --- | --- |
| **Name of the Registrar & Transfer Agent / Issuer (for in-house connectivity)** |  |
|  |
| **Address for Correspondence (Operations)** |  |
|  |
|  |
| **Tel Nos.** |  |
| **Mobile Nos.** |  |
| **Fax Nos.** |  |
| **E-mail address** |  |
| **Name of the Contact Person (Operational)** |  |
| **Designation** |  |
| **Branch Address –1** |  |
|  |
|  |
| **Tel Nos.** |  |
| **Mobile Nos.** |  |
| **Fax Nos.** |  |
| **E-mail address** |  |
| **Name of the Contact Person (Operational)** |  |
| **Designation** |  |

# SEBI REGISTRATION DETAILS:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEBI Registration No.**  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Date of Registration with SEBI** |  |  |  |  |  |  |  |  |
| **Date of Expiry of Registration**  |  |  |  |  |  |  |  |  |

# BANK PARTICULARS:

|  |  |
| --- | --- |
| Name of the Bank |  |
| **Bank Address** |  |
|  |
|  |
| **GST No.** |  |
| **TAN No.** |  |
| **Account Numbers**  |  |  |
| **MICR NO (9 digit code)** |  |
| **IFS Code (11 digit code)** |  |

We also undertake to inform you about any change in the above information given to you.

Thanking you.

Yours truly.

**RTA / Issuer (for in-house connectivity)**

# Authorised Signatory

**Encl.:**

1. **Certified true copies of last 3 years balance sheets.**
2. **Certified true copy of SEBI registration (In case of company having more than one lac shareholders).**
3. **List of directors and the latest shareholding pattern.**
4. **Brief profile of applicant company detailing its history and activities carried by it.**
5. **Memorandum & Articles of Association duty notarised.**
6. **List of clients for which RTA services are being provided (Only in case of RTA).**
7. **A compliance officer for RTA activity / In-house connectivity should be designated in the organisation structure (format attached).**
8. **Certified true copies of the board resolution for joining CDSL for in-hose connectivity & also containing the list of authorised signatories. (For Partnership firms the letter with partners signatures & the name of the partner authorised to do so).**
9. **The application must be accompanied with the payment towards VSAT or Leased Line connectivity.**