**CDSL/OPS/RTA/POLCY/2023/161** **August 8, 2023**

## Standard Operating Procedure (SOP) for incorporation of Pre-Ipo lock-in/suspension of ISIN

Issuers/RTAs are informed that the SOP for lock in of pre-issue shares in public issues and suspension of ISIN has been framed in consultation with SEBI and is placed below:

1. The issuer may ensure that none of the shares are pledged at the time of filing RHP with MCA. In case of any outstanding pledges on the shares at the time of filing RHP **or** before incorporation of Lock-in, the Issuer shall, before requesting the Depositories to suspend ISIN, ensure that the shares are unpledged.

2. The Issuer may request Depositories to suspend /Freeze the ISIN in Depository system till listing/ trading effective date. The request should be received at Depository latest by 4 PM to suspend / Freeze the ISIN mentioning the date of suspension to be processed. The Freeze / Suspension effective date will be Start of Day (SOD) / Beginning of Day (BOD) of the next working day. For a request received after 4 PM, the ISIN will be suspended / Freeze w.e.f. SOD / BOD of Request Date + 2 working day.

   The ISIN will be suspended for debit as requested and a confirmation email to the issuer will be provided on suspension / Freezing of ISIN in Depository system.

3. The shareholders who intend to transfer the pre-IPO shares may request Issuer/RTA for facilitating transfer of shares under suspended / Frozen ISIN by submitting requisite documents.

4. The Issuer/RTA would then send the requisite documents along with applicable stamp duty and Corporate Action Charges to the respective Depository to execute the transfer of shares under suspended ISIN through Corporate Action (CA) and instruct its RTA for execution of the CA.

5. The transfer request shall be accepted from Issuer till one day prior to issue opening date.

6. After successful processing of Corporate Action, a confirmation letter of successful CA would be issued to the Issuer / RTA.

7. Initiation of Corporate Action to carry out lock-in for pre-issue capital held in depository system, by the Issuer/RTA by submitting requisite documents to Depository latest by T-1 day (T is Issue closure date) and shall be completed before IPO allotment.

**The above SOP shall be applicable from the date of issuance of this circular.**

Queries regarding this communiqué may be addressed to:

- **CDSL – Operations** on telephone numbers (022) 2305-8638, 23058764, 23058581 23058507. Emails may be sent to: caipo@cdslindia.com

**Sd/-**

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