

Summary Sheet of the Company

Name of Company :
Contact Tel. No. :
Establish Date :
Fax No. :
Registered Address :
Contact Person :
Name :
Designation :
1. Authorized Capital :
2. Issued Capital :
3. Paid Up Capital :

Share Listing Date :
Total number of Listed Shares :
Total number of Board Directors :
Face value of share :
Paid-up value of share :
Minimum no. of shares required to be a Director :
Address of share transfer application :
Share transfer fee :
Maximum no. of shares a shareholder can hold :
Share transfer restriction clause :
Total number of Shareholders :
Top ten shareholders and their holdings :
No. of shareholders having less than 100 shares :
Shareholding Pattern :-
 Individual (Promoters) :
 Institution (Promoters) :
 Public :
 Private :
 Foreign :
 HMG/N :
 Public

Please check whether you have enclosed the following documents and statements along with listing application form. If enclosed, please mark () on Yes or If not on No.

Yes	No	Remarks
		1. Company Registration Certificate :
		2. Tax Registration Certificate :
		3. Memorandum & Article of Association :
		4. Business commencement certificate :
		5. Prospectus :
		6. Securities holders' list :
		7. A copy of Board decision regarding securities Listing :
		8. Specimen of Share Certificate :
		9. Feasibility Report in case of new Company :
		10. Underwriting Agreement, If any :
		11. Agreement with issue manager, If any :
		12. Name & Address of the Promoters their shareholdings (Please enclose separate copy) :
		13. Description of present Board of Directors :
		14. Projected Balance-sheet and Profit & Loss A/C (If the company is new) :
		15. Balance-sheet & Profit & Loss A/C (In case of old company) :
		16. Listing Fee :
		17. CV of the Board of Directors :
		18. Description of the investment of BOD to other institution and their holdings of Securities :