

Satellite Corporate Services Pvt Ltd.

Unit No. 49, Bldg No. 13 A B, 2nd floor,,
Samhita Commercial Co-Op. Soc Ltd.,
Off Andheri Kurla Road, MTNL Lane,
Sakinaka, Mumbai-400072

Tel: 022-28520461/462,

Email: sme.ipo@satellitecorporate.com; service@satellitecorporate.com

Instructions for all SCSBs & Sponsor Bank for Syndicate ASBA & UPI Process

DC INFOTECH AND COMMUNICATION LIMITED

December 09,2019

Dear Sir / Madam,

INITIAL PUBLIC ISSUE OF 24,00,000 EQUITY SHARES OF FACE VALUE OF ₹ 10.00/- EACH ("EQUITY SHARES") OF DC INFOTECH AND COMMUNICATION LIMITED ("THE COMPANY" OR THE "ISSUER") FOR CASH AT A PRICE OF ₹ 45.00 PER EQUITY SHARE (THE "ISSUE PRICE"), (INCLUDING A PREMIUM OF ₹ 35.00 PER EQUITY SHARE), AGGREGATING ₹ 1,080.00 LAKHS ("THE ISSUE"), OF WHICH 1,26,000 EQUITY SHARES OF FACE VALUE OF ₹ 10.00/- FOR CASH AT A PRICE OF ₹ 45.00 EACH AGGREGATING ₹ 56.70 LAKHS WILL BE RESERVED FOR SUBSCRIPTION BY MARKET MAKER TO THE ISSUE (THE "MARKET MAKER RESERVATION PORTION"). THE ISSUE LESS MARKET MAKER RESERVATION PORTION I.E. ISSUE OF 22,74,000 EQUITY SHARES OF FACE VALUE OF ₹ 10.00 EACH FOR CASH AT A PRICE OF ₹ 45 PER EQUITY SHARE, AGGREGATING TO ₹ 1,023.30 LAKHS IS HEREINAFTER REFERRED TO AS THE "NET ISSUE". THE ISSUE AND THE NET ISSUE WILL CONSTITUTE 40.00 % AND 37.90 % RESPECTIVELY OF THE POST ISSUE PAID UP EQUITY SHARE CAPITAL OF THE COMPANY.

Issue Price: Rs.45/- per Equity Share of Face Value of Rs.10/- Each @ premium of Rs.35/- per share

Lot Size – 3000 Equity Shares and in Multiples of 3000 Equity shares

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We are pleased to inform you that your Bank is one of the **51 Banks** who have been designated as SCSB for the **SYNDICATE ASBA** process for the captioned Offer.

**Please note that a SYNDICATE ASBA Investor means an Investor who submits a completed ASBA Form indicating the mode of payment option as ASBA to a Syndicate / Sub Syndicate Member/ Registered Brokers / Collecting Depository Participant / Registrar to an Issue and Share Transfer Agent (whose name is mentioned on the website of the stock exchange as eligible for this activity).**

SEBI has issued Circular No. CIR/CFD/DIL/8/2010 dated October 12, 2010, enabling the syndicate / sub-syndicate members to procure ASBA forms (hereinafter referred as "Syndicate ASBA") from the investors, upload the bid and other relevant details of such ASBA forms in the bidding platform and thereafter forward the ASBA forms to the SCSBs. SCSBs shall carry out further action for the ASBA forms such as signature verification, blocking of funds and forward the forms to the Registrar to the Issue.

**Pursuant to SEBI Circular (CIR/CFD/POLICYCELL/11/2015) dated November 10, 2015, all the investors applying in a public issue shall use only Application Supported by Blocked Amount (ASBA) facility. No Cheques will be accepted.**

**In addition to the Self Certified Syndicate Banks (SCSBs), Syndicate / Sub Syndicate Member/ Registered Brokers, SEBI vide its circular no. SEBI/CFD/POLICYCELL/11/2015 dated November 10, 2015 permitted Registrar to an Issue and Share Transfer Agents and Collecting Depository Participant registered with SEBI to accept application forms (both physical as well as online) in public issues.**

SEBI through its circular no. SEBI/HO/CFD/DIL2/CIR/P/2018/138 dated November 1, 2018, and as modified through its SEBI circular (SEBI/HO/CFD/ DIL2/CIR/P/2019/50) dated April 3, 2019, SEBI

circular (SEBI/HO/CFD/DIL2/CIR/P/2019/76) dated June 28, 2019, SEBI circular no. SEBI/HO/CFD/DIL2/CIR/P/2019/85 dated July 26, 2019 and SEBI Circular SEBI/HO/CFD/DCR2/CIR/P/2019/133 dated November 08, 2019 (together, the “UPI Circular”) has introduced an alternate payment mechanism using Unified Payments Interface (“UPI”) and has envisaged consequent reduction in timelines in a phased manner. From January 1, 2019, the UPI mechanism for Retail Individual Investors (“RIIs”) applying through Designated Intermediaries was made effective along with the existing process and existing timeline of T+6 days and the same was continued till June 30, 2019 (“UPI Phase I”). Currently, for application by RIIs through Designated Intermediaries, the earlier process of physical movement of forms from Designated Intermediaries to SCSBs for blocking of funds is discontinued and RIIs submitting their Application Forms through Designated Intermediaries (other than SCSBs) can only use the UPI mechanism with existing timeline of T+6 days which will continue till March 31, 2020 (“UPI Phase II”). Subsequently, the final reduced timeline will be made effective using the UPI mechanism for applications by RIIs (“UPI Phase III”), as may be prescribed by SEBI. This Issue will be under UPI Phase II

Pursuant to SEBI circular no. CIR/CFD/14/2012 dated October 04, 2012; Bidders may apply through electronic form and use of nationwide Non Syndicate Stock Broker network of Stock Exchanges for submitting Bid cum Application Forms. This mechanism can be used to submit Bids through ASBA mechanism by Qualified Institutional Buyers, Non-Institutional Bidders and Retail Individual Bidders.

Stock Exchanges shall provide for download of the Bid cum Application Forms on their websites/ Non Syndicate Stock Broker terminals, so that any Bidders or Non Syndicate Stock Broker can download/print the Bid cum Application Forms directly. Stock Exchanges shall ensure that the information relating to price band is pre-filled in such downloadable application Bid cum Application Forms. Accordingly, details of locations including name of the Non Syndicate Stock Broker, contact details such as name of the contact person, postal address, telephone number, e-mail address of the broker, etc. where the Bid cum Application Forms shall be accepted (“Non Syndicate Broker Centre”) is disclosed by the Stock Exchanges on their websites at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com).

Pursuant to SEBI circular bearing no. CIR/CFD/DIL/1/2013 dated January 2, 2013, ASBA Bidders being banks should have a separate ASBA Account in its own name with any other SEBI registered SCSBs. Such ASBA Account shall be used solely for the purpose of making application in the Issue and clear demarcated funds should be available in such ASBA Account for Bids under ASBA.

As a part of the continuing efforts to further streamline the process, it has been decided, in consultation with the stake holders to introduce the use of Unified Payments Interface (UPI) as a payment mechanism with Application Supported by Block Amount (ASBA) for applications in public issues by retail individual investors through intermediaries (Syndicate members, Registered Stock Brokers, Registrar and Transfer agent and Depository Participants). The proposed process would increase efficiency, eliminate the need for manual intervention at various stages, and will reduce the time duration from issue closure to listing by upto 3 working days.

Considering the time required for making necessary changes to the systems and to ensure complete and smooth transition to UPI payment mechanism, the proposed alternate payment mechanism and consequent reduction in timelines is proposed to be introduced in a phased manner as under:

- a) **Phase I:** From January 01, 2019, the UPI mechanism for retail individual investors through intermediaries will be made effective along with the existing process and existing timeline of T+6 days. The same will continue, for a period of 3 months or floating of 5 main board public issues, whichever is later.
- b) **Phase II:** Thereafter, for applications by retail individual investors through intermediaries, the existing process of physical movement of forms from intermediaries to Self-Certified Syndicate Banks (SCSBs) for blocking of funds will be discontinued and only the UPI mechanism with existing timeline of T+6 days will continue, for a period of 3 months or floating of 5 main board public issues, whichever is later.
- c) **Phase III:** Subsequently, final reduced timeline will be made effective using the UPI mechanism.
- d) . Further, pursuant to Circular No. SEBI/HO/CFD/DCR2/CIR/P/2019/133, dated November 08, 2019, to ensure

that the transition to UPI in ASBA is smooth for all potential investors, the time line of Phase-II has been extended till March 31, 2020. Further vide the said circular Registrar to the Issue and Depository Participants have been also authorised to collect the Application forms. Investor may visit the official website of the concerned for any information on operationalization of this facility of form collection by the Registrar to the Issue and Depository Participants as and when the same is made available. Ranking of Equity Shares The Equity Shares being issued shall be subject to the provisions of the Companies Act 2013, our

**This Offer is contemplated as per Phase II - UPI mechanism of SEBI Circular no. SEBI/HO/CFD/DCR2/CIR/P/2019/133, dated November 08, 2019**

**Please ensure that procedure defined below is followed by your Bank meticulously:**

- 1. The subscription list will open on Thursday, December 12, 2019 and will close on Wednesday December 18, 2019.**
- 2. SCSBs shall accept the application forms and schedule (containing application number and amount) forwarded by Syndicate / Sub Syndicate Member/ Registered Brokers / Collecting Depository Participant / Registrar and Share Transfer Agent to the branch named for 'Syndicate ASBA' of the respective SCSBs till Thursday December 19, 2019 i.e. (T+1) for blocking of Fund. It is compulsory for all Syndicate ASBA SCSBs to accept bided application forms till Wednesday, December 18, 2019 and provide the acknowledgements to the respective syndicate/sub syndicate Members.**
- 3. SCSBs to start blocking funds by or before Thursday, December 19, 2019.**
- 4. Final Certificates for SYNDICATE ASBA Applications along with Schedule Soft Data on the basis of amount blocked by them to be provided by (T+1) i.e. Thursday, December 19, 3:00 p.m.**
- 5. Dispatch Original Final Certificate by Reputed Courier latest by (T+1), i.e. Thursday, December 19, 2019, so as to reach the Registrar by Friday, December 20, 2019.**
- 6. Please note that the Final Certificate needs to be issued even for NIL collection.**

**TERMS OF PAYMENT:-**

**Price Band\*: Rs. 45/- per Equity Share of Face Value of Rs. 10/- Each.**

**Lot Size – Minimum of 3000 Equity Shares and in multiples of 3000 Equity Shares thereafter**

**On application:** - The entire Bid Amount shall be blocked at the time of submission of the Bid cum Application Form to the Syndicate / Sub Syndicate Member/ Registered Brokers / Collecting Depository Participants / Registrar and Share Transfer Agent for all Categories of Bidders.

**Payment Amount for all categories = 100% of (Highest Amount of Option of the quantity) x Price**

**SYNDICATE ASBA BANKERS for the Offer:-**

1. Ahmedabad Mercantile Co-Op. Bank Ltd
2. Allahabad Bank
3. Axis Bank
4. Bandhan Bank
5. Bank of Baroda
6. Bank of India
7. Bank of Maharashtra
8. Barclays PLC

9. BNP Paribas
10. Canara Bank
11. Central Bank of India
12. Citibank N.A.
13. City Union Bank
14. DBS Bank
15. Deutsche Bank
16. Dhanlaxmi Bank
17. Federal Bank
18. GP Parsik Sahakari Bank Limited
19. HDFC Bank Limited
20. HSBC Limited
21. ICICI Bank Limited
22. IDBI Bank
23. Indian Overseas Bank
24. IndusInd Bank
25. Janata Sahakari Bank Ltd
26. J P Morgan Chase Bank
27. Jammu & Kashmir Bank Ltd
28. Karnataka Bank Limited
29. Karur Vysya Bank Ltd
30. Kotak Mahindra Bank
31. Mehsana Urban Co-operative Bank Limited
32. Nutan Nagarik Sahakari Bank Ltd
33. Oriental Bank of Commerce
34. Punjab National Bank
35. Rajkot Nagarik Sahakari Bank Ltd
36. RBL Bank Limited
37. South Indian Bank
38. Standard Chartered Bank
39. State Bank of India
40. Syndicate Bank
41. SVC Co-operative Bank Ltd
42. Tamilnad Mercantile Bank Ltd
43. TJSB Sahakari Bank Ltd
44. The Kalupur Comm Co-Op Bank Ltd
45. The Lakshmi Vilas Bank Ltd
46. The Saraswat Co-operative Bank Ltd
47. The Surat Peoples Co-op Bank Ltd
48. UCO Bank

- 49. Union Bank of India
- 50. United Bank of India
- 51. Yes Bank Limited

Designated SCSB Branches are listed on SEBI web site:

<http://www.sebi.gov.in/sebiweb/other/OtherAction.do?doRecognisedFpi=yes&intmId=35>

#### **ACCEPTANCE OF SYNDICATE ASBA APPLICATION BY BANKS:-**

- A. SEBI vide its Circular CIR/CFD/14/2012 dated October 04, 2012 has mandated the SCSBs to ensure that ASBA facility is made available in all the branches by the deadline mentioned therein. It also pre-supposes appropriate training and instructions are given to the staff in all the branches and ensure that the bid-cum-application forms from the investors and/or the “Designated Intermediaries” are accepted without fail and the bid amount/application amount is blocked in the account mentioned therein. In case this has not been done yet please do the needful.
- B. The Designated Intermediaries shall compulsorily STAMP all applications once bided in Stock Exchange System. Designated Intermediaries shall not submit any application which is already bided in Stock Exchange application system to SCSBs for further bidding except for blocking of funds in ASBA Account, to avoid multiple bids.
- C. SCSBs shall accept the SYNDICATE ASBA application forms and schedule (containing application number and amount) forwarded by Syndicate / Sub Syndicate members/ Registered Brokers / Collecting Depository Participants / Registrar and Share Transfer Agents at the branch named for ‘Syndicate ASBA’ of the respective SCSBs for blocking of Fund.
- D. All SCSBs will mark lien as per the SYNDICATE ASBA procedure at the Designated Branches of SCSBs.
- E. No Cash Payment should be accepted. No Cheques should be accepted.
- F. **Investor making application using any of the channels as specified in the SEBI circular SEBI/HO/CFD/DIL2/CIR/P/2018/138 dated November 1, 2018 shall use only his / her own bank account or only his / her own bank account linked UPI ID to make an application in public issues. Applications made using third party bank account or using third party linked bank account UPI ID are liable for rejection.**
- G. SCSBs will not issue any receipt for Blocking of application money. However, it will acknowledge receipt of the application by stamping and returning to the Syndicate / Sub Syndicate Member/ Registered Brokers / Collecting Depository Participant / Registrar and Share Transfer Agent the Control Sheet.

#### **WITHDRAWAL OF APPLICATION FORM:-**

In case an Syndicate ASBA bidder (only Retail Individual Bidders) and Eligible Employees Bidding in the Employee Reservation Portion) wants to withdraw his/ her ASBA application form during the Bid/Offer period, he/ she shall submit his/ her withdrawal request to the Syndicate / Sub Syndicate Member/ Registered Brokers / Collecting Depository Participant / Registrar and Share Transfer Agent, which shall do the necessary, including deletion of details of the withdrawn ASBA from the electronic bidding system of the Stock Exchange(s) and unblocking of funds in the relevant bank account will be done by the SCSBs.

**Upon submission of the Bid, Non Institutional Bidders and QIB Bidders are not permitted to withdraw or lower the size of their Bids (both in terms of number of Equity Shares Bid for and Price) at any stage.**

### **Other Information for SYNDICATE ASBA Bidders:-**

- SCSBs may not accept any SYNDICATE ASBA forms from the Syndicate / Sub Syndicate Member/ Registered Brokers / Collecting Depository Participant / Registrar to an Offer and Share Transfer Agent after T+1 day.
- SCSBs shall give syndicate members an acknowledgment for the receipt of ASBA Forms from the Syndicate / Sub Syndicate Member/ Registered Brokers / Collecting Depository Participant / Registrar and Share Transfer Agent.
- SCSBs shall not upload any ASBA Forms received from the Designated Intermediaries in the electronic bidding system of the Stock Exchange(s).
- SCSBs to start forwarding application forms along with bank schedules to Registrar.
- In case of withdrawal of bids by Syndicate ASBA bidders during the bidding period, SCSB shall ensure the unblocking of funds in the relevant bank account within the timelines specified in the Syndicate ASBA process.
- SCSBs shall ensure that complaints of Syndicate ASBA bidders arising out of errors or delay in blocking or unblocking of bank accounts, etc. are satisfactorily redressed.
- SCSB shall be liable for all its omissions and commissions in discharging responsibilities in the ASBA process.
- In case of Non Resident bidder applying on repatriation basis (in blue coloured form), the SCSB should ensure that the account from where the funds are blocked is NRE / FCNR account and Non Resident bidder applying on non-repatriation basis (in white coloured form), the SCSB should ensure that the account from where the funds are blocked is NRO account for the application..
- In case the Syndicate ASBA Bank is in receipt of a particular ASBA Form for which it cannot trace the relevant Bid in the extract of the Bid file shared by the Registrar, they should inform the Registrar immediately.
- In case the Syndicate ASBA Bank has not received the ASBA Form for a particular Bid mapped under their Bank as appearing in the extract of the Bid file shared by the Registrar, they should inform the Registrar by 3 pm on T+1 (Thursday, December 19, 2019), unless otherwise indicated by the Registrar.

### **New entities / mechanisms part of the public issue process using UPI with ASBA**

**National Payments Corporation of India (NPCI):** NPCI, a Reserve Bank of India (RBI) initiative, is an umbrella organization for all retail payments in India. It has been set up with the guidance and support of the Reserve Bank of India (RBI) and Indian Banks Association (IBA);

**Unified Payments Interface (UPI):** UPI is an instant payment system developed by the NPCI. It enables merging several banking features, seamless fund routing & merchant payments into one hood. UPI allows instant transfer of money between any two persons' bank accounts using a payment address which uniquely identifies a person's bank a/c.

**Sponsor Bank:** Sponsor Bank means a Banker to the Issue registered with SEBI which is appointed by the Issuer to act as a conduit between the Stock Exchanges and NPCI in order to push the mandate collect requests and / or payment instructions of the retail investors into the UPI;

**This Offer is contemplated as per Phase II - UPI mechanism of SEBI Circular no. SEBI Circular No. SEBI/HO/CFD/DCR2/CIR/P/2019/133 dated November 08, 2019**

1. This refers to SEBI circular No. SEBI/HO/CFD/DIL2/CIR/P/2018/138 dated November 1, 2018, vide which SEBI had introduced the use of Unified Payments Interface (UPI) as a payment mechanism with Application Supported by Block Amount (ASBA) for applications in public issues by retail individual investors through intermediaries (Syndicate members, Registered Stock Brokers, Registrar and Transfer agent and Depository Participants), with effect from January 1, 2019. Implementation of the same was to be carried out in a phased manner to ensure gradual transition to UPI with ASBA.
2. In order to ensure that the transition to UPI in ASBA is smooth for all the stakeholders, the timeline for implementation of Phase I of the aforesaid Circular was extended by 3 months i.e. till June 30, 2019 vide Circular No. SEBI/HO/CFD/DIL2/CIR/P/2019/50 dated April 3, 2019.

### **Implementation of Phase II**

3. Accordingly, Phase II of the aforesaid Circular dated November 01, 2018, shall become effective from July 1, 2019. Thereafter, for applications by retail individual investors through intermediaries, the existing process of, investor submitting bid-cum-application form with any intermediary along with bank account details, and movement of such application forms from intermediaries to Self-Certified Syndicate Banks (SCSBs) for blocking of funds, will be discontinued i.e. Channel III at Para 5.1 of Circular dated November 01, 2018 would discontinue. For such applications only the UPI mechanism would be the permissible mode i.e. Channel IV at Para 5.1 of the said Circular.
4. In Phase II, the existing timeline of T+6 days will continue, for a period of 3 months or floating of 5 main board public issues, whichever is later. The implementation of Phase III shall continue unchanged as per the aforesaid Circular from the date of completion of Phase II, as above.
5. Further, SEBI Circular No. SEBI/HO/CFD/DCR2/CIR/P/2019/133 dated November 08, 2019, in order to ensure, that the transition to UPI in ASBA is smooth for all the potential investors, the timeline for implementation of Phase-II has been extended till March 31, 2020.

### **Status of SCSBs on UPI**

1. Applications through UPI in IPOs can be made only through the SCSBs / mobile applications (apps) whose name appears on the SEBI website – [www.sebi.gov.in](http://www.sebi.gov.in) at the following path:
  - a. **Home » Intermediaries/Market Infrastructure Institutions » Recognised Intermediaries » Self Certified Syndicate Banks eligible as Issuer Banks for UPI**
  - b. A list of SCSBs and mobile application, which, as on the date of this Circular, are live for applying in public issues using UPI mechanism is provided at Annexure 'A'. The said list shall be updated on SEBI website.
  - c. An investor shall ensure that when applying in IPO using UPI, the name of his Bank appears in the list of SCSBs displayed on the SEBI website which are live on UPI.
  - d. Further, he/she shall also ensure that the name of the app and the UPI handle being used for making the application is also appearing in the aforesaid list.
2. An application made using incorrect UPI handle or using a bank account of an SCSBs or bank which is not mentioned in the aforesaid list is liable to be rejected.
3. Investors whose bank is not live on UPI as on the date of this Circular, may use the other alternate channels available to them viz. submission of application form with SCSB or using the facility of linked online trading, demat and bank account (Channel I or II at Para 5.1 of Circular dated November 01, 2018).

#### **4. Retention of forms by Intermediaries**

Intermediaries shall retain physical application forms submitted by retail individual investors with UPI as a payment mechanism, for a period of six months and thereafter forward the same to the issuer / Registrar to Issue. However, in case of Electronic forms, “printouts” of such applications need not be retained or sent to the issuer. Intermediaries shall, at all times, maintain the electronic records relating to such forms for a minimum period of three years.

#### **Banks registered as Issuer Banks for UPI Process**

| Sr. No. | Name                                               |
|---------|----------------------------------------------------|
| 1       | Allahabad Bank                                     |
| 2       | Andhra Bank                                        |
| 3       | Axis Bank                                          |
| 4       | Bandhan Bank                                       |
| 5       | Bank of Baroda                                     |
| 6       | Bank of India                                      |
| 7       | Canara Bank                                        |
| 8       | Central Bank of India.                             |
| 9       | Citibank N.A                                       |
| 10      | City Union Bank                                    |
| 11      | Corporation Bank                                   |
| 12      | DBS Bank India Limited                             |
| 13      | DCB Bank                                           |
| 14      | Dhanlaxmi Bank Limited                             |
| 15      | GP Parsik Sahakari Bank Limited                    |
| 16      | HDFC BANK                                          |
| 17      | HSBC Bank                                          |
| 18      | ICICI Bank                                         |
| 19      | IDBI Bank Limited                                  |
| 20      | Indian Overseas Bank                               |
| 21      | Indusind Bank                                      |
| 22      | Janata Sahakari Bank Ltd                           |
| 23      | Karnataka Bank Limited                             |
| 24      | Karur Vysya Bank Limited                           |
| 25      | Kotak Mahindra Bank                                |
| 26      | Oriental Bank of Commerce                          |
| 27      | Punjab & Sind Bank                                 |
| 28      | Punjab National Bank                               |
| 29      | Rajkot Nagarik Sahakari Bank Ltd.                  |
| 30      | RBL BANK                                           |
| 31      | Saraswat Co-operative Bank Limited                 |
| 32      | South Indian Bank                                  |
| 33      | Standard Chartered Bank                            |
| 34      | State Bank of India                                |
| 35      | SVC Co-operative Bank Limited                      |
| 36      | Syndicate Bank                                     |
| 37      | Tamilnad Mercantile Bank                           |
| 38      | The Ahmedabad Mercantile Co-operative Bank Limited |



|    |                                             |
|----|---------------------------------------------|
| 39 | The Catholic Syrian Bank Limited            |
| 40 | The Federal Bank Limited                    |
| 41 | The Lakshmi Vilas Bank Limited              |
| 42 | The Mehsana Urban Co-operative Bank Limited |
| 43 | The Surat People's Co-op Bank Ltd.          |
| 44 | TJSB Sahakari Bank Limited                  |
| 45 | UCO Bank                                    |
| 46 | Union Bank of India                         |
| 47 | United Bank of India                        |
| 48 | Yes Bank                                    |

#### **CLOSURE OF SUBSCRIPTION LIST:-**

The subscription list will close on **Wednesday, December, 18, 2019**

Application received after T+1 day from the closure of the Offer (T) shall not be accepted from the Syndicate / Sub Syndicate Member/ Registered Brokers / Depository Participants / Registrar and Share Transfer Agent member by the bank.

#### **TRANSFER OF FUNDS:-**

- In case of failure or withdrawal of the Offer, on receipt of appropriate instruction from the LMs through Registrar to the Offer, SCSBs shall unblock the bank accounts latest by the next day of receipt of such instruction.
- We, as Registrar to the Offer, will issue instructions on approval of the Basis of Allotment by the designated stock exchange, to the SCSBs to remove the block on the funds in the bank account specified in the SYNDICATE ASBA and to transfer the money as per Registrar's instructions to the Public Offer Account immediately on the same day.

#### **BANK SCHEDULE & DISPOSAL OF APPLICATION:-**

- SYNDICATE ASBA Schedule should be serially numbered.
- Each Designated Branch should use continuous serial number for SYNDICATE ASBA which is **different from Normal ASBA process.**
- Format of SYNDICATE ASBA Final certificate is given with this instruction letter.
- **Please note that ASBA application forms will be retained by the Bank and should NOT be sent to us, but to the Company after 6 months of Offer Closure at following address:**

##### **Contact Address**

Ms Nikita Shukla  
Company Secretary & Compliance Officer  
DC Infotech and Communication Ltd  
Unit No. 2, Aristocrate,  
Ground Floor, Lajya Compound,  
Mogra Road, Andheri (East),  
Mumbai 400069, Maharashtra, India

#### **Role of Controlling Branches:-**

The Controlling Branch will have to give SYNDICATE ASBA final certificate on the basis of applications received and amount blocked by their various branches along with schedule sent through email to to (**sme.ipo@satellitecorporate.com; service@satellitecorporate.com**)

Please carry out all the aforesaid instructions meticulously. Should the banks including the collecting branches require any clarifications of this procedure, they may refer us.

**TIME SCHEDULE:-**

**Controlling Bank Branch will have to give SYNDICATE ASBA Final Certificate on the basis of amount Blocked on or before Thursday, December 19, 2019 by 3:00 p.m. along with Soft Data of Bank Schedule on Email to ([sme.ipo@satellitecorporate.com](mailto:sme.ipo@satellitecorporate.com); [service@satellitecorporate.com](mailto:service@satellitecorporate.com))**

**Dispatch Original SYNDICATE ASBA Final Certificate by Reputed Courier latest by Thursday, December 19, 2019 at the following address below:**

**Satellite Corporate Services Pvt Ltd.**

Unit No. 49, Bldg No. 13 A B, 2<sup>nd</sup> floor,,  
Samhita Commercial Co-Op. Soc Ltd.,  
Off Andheri Kurla Road, MTNL Lane,  
Sakinaka, Mumbai-400072  
Tel: 022-28520461/462,

Email: [sme.ipo@satellitecorporate.com](mailto:sme.ipo@satellitecorporate.com); [service@satellitecorporate.com](mailto:service@satellitecorporate.com)

Thanking you and looking forward to your co-operation in making the SYNDICATE ASBA process and this Offer a **GRAND SUCCESS**.

Yours truly,

**For Satellite Corporate Services Pvt Ltd.**

**Michael Monteiro**  
**DIRECTOR**

**FORMAT OF FINAL CERTIFICATE**  
(To be issued on respective letterhead of SCSB)

Date:

**FINAL CERTIFICATE – SYNDICATE ASBA PROCESS**

This is to certify that for the Public Offer of **DC Infotech and Communication Limited - IPO** we have collected following application under SYNDICATE ASBA process.

| SR. NO.      | BRANCH NAME | PUBLIC<br>(Resident & Non Resident) |                                         | QIB<br>(Resident & Non Resident) |                                         | Total       |                                         |
|--------------|-------------|-------------------------------------|-----------------------------------------|----------------------------------|-----------------------------------------|-------------|-----------------------------------------|
|              |             | No of Appln                         | Total Amount Blocked & Under Lien (Rs.) | No of Appln                      | Total Amount Blocked & Under Lien (Rs.) | No of Appln | Total Amount Blocked & Under Lien (Rs.) |
| 1            |             |                                     |                                         |                                  |                                         |             |                                         |
| 2            |             |                                     |                                         |                                  |                                         |             |                                         |
| 3            |             |                                     |                                         |                                  |                                         |             |                                         |
| 4            |             |                                     |                                         |                                  |                                         |             |                                         |
| <b>TOTAL</b> |             |                                     |                                         |                                  |                                         |             |                                         |

We hereby confirm that above amount is held by us under lien and will not be released till receipt of further instructions from the Registrar to the Offer.

For \_\_\_\_\_ (**Bank Name**)

Authorized Signatory (please put bank seal)