

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:

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Instructions for all SCSBs for ASBA 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 Rs 10.00/- EACH ("EQUITY SHARES") OF DC INFOTECH AND COMMUNICATION LIMITED ("THE COMPANY" OR THE "ISSUER") FOR CASH AT A PRICE OF Rs 45.00 PER EQUITY SHARE (THE "ISSUE PRICE"), (INCLUDING A PREMIUM OF **Rs. 35.00** PER EQUITY SHARE), AGGREGATING Rs 1,080.00 LAKHS ("THE ISSUE"), OF WHICH 1,26,000 EQUITY SHARES OF FACE VALUE OF Rs 10.00/- FOR CASH AT A PRICE OF **Rs 45.00** EACH AGGREGATING Rs 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 Rs 10.00 EACH FOR CASH AT A PRICE OF Rs 45 PER EQUITY SHARE, AGGREGATING TO RS. 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 57 Banks who have been designated as SCSB for the ASBA process for the captioned Offer.

Please note that an ASBA Investor means an Investor who intends to apply through ASBA process either in physical or electronic form to the SCSBs authorizing blocking of the funds that are available in the bank account specified in the Bid cum Application Form used by ASBA Bidders.

**Pursuant to SEBI circular (CIR/CFD/POLICYCELL/11/2015) dated November 10, 2015, all the investors applying in a Public Offer shall use only Application Supported by Blocked Amount (ASBA) facility.**

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

**All Investors (QIB, NII, Retail are mandatorily required to apply through ASBA in Public Issue/Offer. No Cheques shall be accepted.**

The Bidders (except QIBs and Non-Institutional Bidders who can only revise their bids upward) have the

option to revise their Bids by using the ASBA Revision Bid cum Application Form.

**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 upload the relevant details in the electronic system provided by the National Stock Exchange of India Limited (NSE)
3. Complete Bank Schedule along with Final Certificate (scan copy) latest by Thursday, December 19, 2019, 12:00 Noon.
4. Dispatch Original Final Certificate by Reputed Courier latest by Thursday, December, 19, 2019 so as to reach the Registrar latest by Friday, December 20, 2019.
5. Please note that the Final Certificate needs to be issued even for NIL collection.

**TERMS OF PAYMENT:-**

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.

**ASBA BANKERS for Issue**

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. Catholic Syrian Bank Ltd
12. Central Bank of India
13. Citibank N.A.
14. City Union Bank
15. Corporation Bank
16. DBS Bank
17. DCB Bank
18. Deutsche Bank
19. Dhanlaxmi Bank
20. Federal Bank
21. GP Parsik Sahakari Bank Limited
22. HDFC Bank Limited
23. HSBC Limited
24. ICICI Bank Limited
25. IDBI Bank
26. Indian Bank

27. Indian Overseas Bank
28. IndusInd Bank
29. Janata Sahakari Bank Ltd
30. J P Morgan Chase Bank
31. Jammu & Kashmir Bank Ltd
32. Karnataka Bank Limited
33. Karur Vysya Bank Ltd
34. Kotak Mahindra Bank
35. Mehsana Urban Co-operative Bank Limited
36. Nutan Nagarik Sahakari Bank Ltd
37. Oriental Bank of Commerce
38. Punjab National Bank
39. Punjab & Sind Bank
40. Rajkot Nagarik Sahakari Bank Ltd
41. RBL Bank Limited
42. South Indian Bank
43. Standard Chartered Bank
44. State Bank of India
45. Syndicate Bank
46. SVC Co-operative Bank Ltd
47. Tamilnad Mercantile Bank Ltd
48. TJSB Sahakari Bank Ltd
49. The Kalupur Comm Co-Op Bank Ltd
50. The Lakshmi Vilas Bank Ltd
51. The Saraswat Co-operative Bank Ltd
52. The Surat Peoples Co-op Bank Ltd
53. TJSB Sahakari Bank Ltd
54. UCO Bank
55. Union Bank of India
56. United Bank of India
57. Yes Bank Limited

(a) Designated SCSB Branches

These are listed on SEBI web site:

<http://www.sebi.gov.in/sebiweb/other/OtherAction.do?doRecognisedFpi=yes&intmId=34> on Self Certified Syndicate Banks

ASBA Banks are advised to note that Investors also have the option of downloading the ASBA Forms directly from the NSE website: <http://www.nseindia.com>

(NSE - Forms available at bottom of the page after clicking on the respective company/Issuer)

Under new process, SCSBs are allowed to accept application/bids from all categories of investors including QIBs and Non-institutional Bidders. They will also receive bid-cum-application forms accepted and bid by Designated Intermediaries {Syndicate and sub syndicate members, Registered Brokers, authorized collection centers of the RTAs (Registrars and Transfer Agents) and CDPs (Collecting Depository Participants)}.

| Qualified Institutional Buyers |                                  | Non-Institutional Investors |                                                                                 | Retail Individual Bidders up to INR. 2,00,000/- |                                               |
|--------------------------------|----------------------------------|-----------------------------|---------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| Symbol                         | Category                         | Symbol                      | Category                                                                        | Symbol                                          | Category                                      |
| IF                             | Insurance Fund                   | CO                          | Bodies Corporate                                                                | IND                                             | Resident Indian Individuals                   |
| MF                             | Mutual Funds                     | NOH                         | NII's (All entities other than QIB's, Bodies Corporate and Individuals, Trusts) | HUF                                             | Hindu Undivided Family (in the name of Karta) |
| IC                             | Insurance Companies              | IND                         | Individuals (Retail and HNI) applying greater than INR 200,000                  | NRI                                             | Eligible Non-Resident Indian(s)               |
| FI                             | Banks and Financial Institutions |                             |                                                                                 |                                                 |                                               |
| NIF                            | National Investment Fund         | HUF                         | Hindu Undivided Family (in the name of Karta) applying greater than INR 200,000 |                                                 |                                               |
| NBFC                           | Systemically Important NBFCs     | NRI                         | Eligible Non-Resident Indian(s) applying greater than INR 200,000               |                                                 |                                               |
| VCF                            | Venture Capital Funds            |                             |                                                                                 |                                                 |                                               |
| AIF                            | Alternative Investment Fund      |                             |                                                                                 |                                                 |                                               |
| FVCI                           | Foreign Venture Capital Investor |                             |                                                                                 |                                                 |                                               |
| FPI                            | Foreign Portfolio Investor       |                             |                                                                                 |                                                 |                                               |
| OTH                            | Other QIBs                       |                             |                                                                                 |                                                 |                                               |

SEBI vide Circular bearing reference number CIR/CFD/14/2012 dated October 04, 2012 mandated all the SCSBs to make available ASBA facility at ALL ITS BRANCHES. Since new process envisages ASBA as the only mode for participating in a Public Offer, **Please ensure that all your branches extend ASBA facility.** Any failure or error or refusal could result in avoidable financial / reputation / other loss to the Bank.

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

- A. SCSB shall comply with the instruction given by the Stock Exchanges with regard to ASBA Phase II which inter-alia include instructions like
  - i. not to accept any ASBA Application after the specified closing time on the last day of the bidding period,
- B. All SCSB will mark lien as per the ASBA procedure at the Designated Branches of SCSBs.
- C. No Cash Payment should be accepted. No Cheques should be accepted.
- D. SCSBs will not issue any receipt for Blocking of Payment Amount. However, it will acknowledge receipt of the application by stamping and returning to the applicant the perforated acknowledgement slip at the bottom of application form.
- E. 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.
- F. SCSBs shall ensure that a soft copy of the abridged prospectus of the relevant Public Offer is made available on its website, along with the Electronic ASBA, so as to enable an ASBA investor to confirm that he/ she has read and understood the terms and conditions of the abridged prospectus, before applying in the Offer.

- G. Pursuant to SEBI circular 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 Offer and clear demarcated funds should be available in such ASBA Account for Bids under ASBA.
- H. Pursuant to SEBI circular (CIR/CFD/POLICYCELL/11/2015) dated November 10, 2015, all the investors applying in a public Offer shall use only Application Supported by Blocked Amount (ASBA) facility for making payment. Further, pursuant to SEBI circular (SEBI/HO/CFD/DIL2/CIR/P/2018/138) dated November 1, 2018, the Retail Individual Bidder may also participate in this issue through UPI Mechanism.
- I. There are certain validations which may be taken care of by the SCSBs before bidding on the exchange provided software.
- I. General Validations:
- Bids below Rs. 2,00,000 are allowed only for Retail Individual Bidders,
  - Your designated branches should ensure that the upload of the bids is done on the very same day the bids are received by them, after ensuring that the bid amount as mentioned in the bid form is blocked in the respective investors account. Please take care in uploading the bids properly with special care being taken at the time of data capturing i.e. the correct DP ID, Client ID, PAN and category of the investor.
  - Uploading of the bids should be done on a daily basis and for bids received on the last day, as applicable, uploading should be done positively before the closure of the bidding time i.e. at 5.00 p.m. in case of Retail Individual Investors and at 4.00 p.m. in case of QIBs and Non Institutional Investors.
  - Extension in time for uploading bids received from retail investors and Eligible Employees on the day of Offer Closing is given in some cases based on the response. Information to this effect shall be communicated by Lead Manager to all SCSBs, through the Registrar.
  - Your designated branches will be fully responsible for proper uploading of the bids and ensuring that the fund is blocked in the respective investors account. Any mistake in the bids uploaded as a consequence of which the bids get rejected will be your banks responsibility.
- II. Offer specific validations:
- Issue Price Rs, 45/- per shares
  - Minimum and Maximum bids per investor category, as applicable
  - Bid quantity under any other category cannot be more than the Offer size
  - Bid quantity should be of the minimum bid lot or in multiples thereof
  - In case of revision in the price band, the validations have to be reset for the balance bidding period
  - Any other specific instructions, like, some investor categories may not be allowed to bid in an Offer

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

In case an ASBA bidder (only Retail Individual Investors wants to withdraw his/ her ASBA application form during the Bid/Offer period, he/ she shall submit his/ her withdrawal request to the SCSB, 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.

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

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

- SCSB shall not accept any ASBA forms after the closing time of acceptance of bids on the last day of the bidding period.
- SCSB shall give ASBA bidders an acknowledgment for the receipt of ASBAs.
- SCSB shall not upload any ASBA form in the electronic bidding system of the Stock Exchange(s) unless
  - it has received the ASBA form in a physical or electronic form; and

(ii) it has blocked the application money in the bank account specified in the ASBA form or has systems to ensure that Electronic ASBAs are accepted in the system only after blocking of application money in the relevant bank account opened with it.

4. SCSB shall ensure that the details of a particular ASBA form are uploaded only once in the electronic bidding system of NSE. SCSB shall be solely responsible for the completion and accuracy of all details entered/ uploaded on the electronic bidding system of the Stock Exchange.
5. In case of withdrawal of bids by ASBA bidders (only Retail Individual Investors, during the bidding period SCSB shall ensure deletion of the withdrawn ASBA from the electronic bidding system of the Stock Exchange and unblocking of funds in the relevant bank account within the timelines specified in the ASBA process.
6. SCSB shall ensure that complaints of ASBA Investors arising out of errors or delay in capturing of data, blocking or unblocking of bank accounts, etc. are satisfactorily redressed.
7. SCSB shall ensure that information about revision in the issue period or issue price, as and when received, is communicated and effected to in its systems promptly, for information of ASBA applicants.
8. SCSB shall be liable for all its omissions and commissions in discharging responsibilities in the ASBA process.
9. The Stock Exchange shall ensure that an issue specific code is generated from the electronic bidding system, so that SCSBs does not face any problem in segregating the ASBA issue -wise.
10. In case of withdrawal of ASBA during the issue period, the Stock Exchange shall provide the facility of enabling SCSBs to –
  - a. delete the ASBA from the electronic bidding system or mark the withdrawal individually against the original application uploaded; or
  - b. Upload withdrawal of the ASBA in batch mode, in the electronic bidding system.
11. In case sufficient funds are not available in the ASBA Account, the Designated Branch of the SCSB may not upload such Bids on the Stock Exchange platform and such bids are liable to be rejected.
12. 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.

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

The subscription list will close on **Wednesday 18<sup>th</sup> December, 2019.**

Applications received after the closure of the Offer should be returned to the applicant by the bank with the reason “Received after the closure of Issue”.

#### **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, SCSB 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 to the SCSB to remove the block on the funds in the bank account specified in the ASBA Form and to transfer the money as per Registrar’s instructions to the Public Issuer Account immediately on the same day.

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

- Schedule should be serially numbered.
- Each Designated Branch should use continuous serial number.
- Format of 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 final certificate on the basis of certificates and amount Blocked by their various branches along with schedule sent through email to ([sme.ipo@satellitecorporate.com](mailto:sme.ipo@satellitecorporate.com); [service@satellitecorporate.com](mailto: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 Final Certificate on the basis of amount Blocked on or before Thursday, December 19, 2019 by 12:00 Noon 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 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,**

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

Yours truly,  
For **SATELLITE CORPORATE SERVICES PVT LIMITED**

**MICHAEL MONTEIRO  
DIRECTOR**

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

Date:

FINAL CERTIFICATE – ASBA PROCESS

This is to certify that for the Public Issue of **DC Infotech And Communication Ltd – SME IPO**, we have collected following application under 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)