Dear Sir

* If Client is Dormant / Non Active then kindly collect Rs.1000**/- in advance** because on day of settlement , Full payment released from Exchange to Client’s Bank account which is mapped in Demat account & Brokerage , STT & Other Charges **are debited** to client’s ledger account on Settlement day.
* Kindly generate the Holding as on Record date for **any scrip** by selecting following parameter :

**from Branch log in** > Stock > Report id -4110-Client Holding Gross value 3-Scripwise > Exchange—Select All > Segment –Select All > Grouping  - Client  > From Code “0” To Code “ZZZ” > From Date –(Record date) > To date -(Record date) > From Settlement type –“0” > To Settlement Type –“0” > From Scrip Code “(Scrip code)” > To Scrip Code –“(Scrip Code)” > Settlement No – “0”  > View Report in ( PDF/CSV) >  GO. If any problem kindly contact us immediately On phone No-022-40778019 / 37/ 22 / 73 / 94 / 10 / 51 / 36 / 21 . Regards-Treasury Dept.

* Kindly check Bid Status (Share offered in Buy back / take over / delisting) :

Status of Buyback offer, kindly check from Branch Log in > STOCK > Report ID-4036-Pay in detail settlement date wise > Exchange-BSE > Segment – Capital Market > From Code “0” To Code “ZZZ” > From Date (Settlement Date) To   To Date (Settlement Date) > From Settlement type “BB” to To Settlement Type “BB” > From Scrip code  “0” to To Scrip Code  “ ZZZ” > Settlement No – “0” > View Report in –“PDF” > GO. (Kindly select Settlement type for Buy back is “BB” / Take over “TO” & Delisting “DL”).

* If Client wants to participate in Buy back offer then kindly send mail in following format to – [treasury@sushilfinance.com](mailto:treasury@sushilfinance.com)  & Send Buy back form by mail **or** Physical form by courier / post. (any one).
* Kindly fill up compulsory filed in Buy back form : **Client code** , Client ID , First Holder name , Holding Qty as on Record date, **Total** Offered Qty, Signature of all Account Holder).
* **For others DP’s** Client has required to submit slip in their respective DP where in NSDL\_DP stock block in system & after showing shares in our pool account. For  CDSL\_DP Stock debit from client’s demat account.
* **Format** for sending the mail to Treasury Dept :

Subject Column : Company Name-Buy back offer-Branch Code ( E.g Pidilite Industries Ltd-Buy back offer-Branch Code-(ABC).

Dear Sir,

Kindly offer the shares in BID as detail mention below & For Other DPs Kindly mention client id & DP ID also**.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No | Client Code | POA Qty (Sushil-DP) | Other DP Qty if any | Client id | **Total** Offered Qty |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

We have keep Buy Back-Summery report in our WEB Site > Sushil Finance > Download > Treasury > Buy Back Summery which will contain following detail.

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **File Name** | **Contain Detail** |
| 1 | Current | Running Buy back issue detail for settlement purpose + Pending Settlement + Forth Coming Buy Back Issue. |
| 2 | New-Buy Back | Forth Coming & Running- full detail of Buy back issue through **Tender offer** |
| 3 | Take Over | Full Detail-Client can Offer  shares of any Qty till Bid Closed @ take over price if has holding in their DP Account. |
| 4 | Delisting | Full Detail-Client can Offer the shares of any qty till Bid Closed @ their own decision of offer price if has holding in his DP Account. |
| 5 | Old-Buy Back | **History** of Buy back which are already **settled.** |
| 6 | Open Offer Buy back | Full Detail-Company purchase the shares from **Open Market** at Current Market  price till next Six Month & after purchased the offered qty, offer will be closed by Company. |

If u find any kind of problem , Kindly contact to Treasury Dept—022-40778021 / 73 / 37 / 22 / 10 / 51 / 36 / 94 / 10.

Regards

Treasury Team