*Dear Sir*,

**Sub: ECLERX SERVICES LIMITED Buy Back offer—Important Information for Bidding / Offer.**

BID/Offer will be settle through **BSE Only.**

**ECLERX SERVICES LIMITED** has announced Record date for Buy back is 04-07-2024 @ Rs.2800/-. Its will be start from 09-07-2024 & will be close on 15-07-2024. Holding as on Record date-04-07-2024 for Sushil DP’S Clients are update in In-House Software of Buy Back**.** Link for Buy back: [Buy Back Login (sushilfinance.com)](http://buyback.sushilfinance.com:8051/Login.aspx)

**For POA Clients:**

**Under Buy Back Module**, following option are available....

* Place order -- if Client wants to offer the shares in BID, then kindly select > Place order > Select Client Code > tick on left hand side check Box > place the order in Offer Qty > Save Order.
* Manage Order –Treasury will process the offer Qty for Buy back.
* Pending Order---Pending offer / BID will be shows in this option.
* Kindly check the BID Status on **next day** from Soham > Branch Log in > Stock > Report ID-4036-Pay in Detail Settlement Date wise > Exchange--**BSE** > Segment --Capital Mkt > Mkt Type From/To--**"X"** > Date from/To--"22-07-2024” & balance part from/to--"0" to "zzz".
* BID Qty will be mark as Actual Qty / Short Qty till closure of Issue.
* **Demat Charges** is applicable on BID Qty irrespective of any scheme, will be charge.
* **If any query / problem** in BID/Offer, Immediately inform to Treasury Dept. --- [TreasuryDept@sushilfinance.com](mailto:TreasuryDept@sushilfinance.com).
* BID/Offer will be settle through **BSE Only**
* **For NON-POA / Other DP / NSDL- Client**s, If Client has Demat account with other DP-CDSL / NSDL then kindly deposit the shares in our NSDL PoolAccount as per detail mention below.
* **BSE Pool Account Detail :**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr.No | CM Name | CM\_BP\_ID | Mkt Type | Sett No. | Scrip | ISIN |
| 1 | Sushil Financial Services Pvt Ltd | **IN654633** | Buy Back | 2024063 | ECLERX SERVICES LIMITED | INE738I01010 |

* Kindly **send mail** to Treasury Dept > [TreasuryDept@sushilfinance.com](mailto:TreasuryDept@sushilfinance.com) for bidding.

**Mail Format:**

**Subject:** ECLERX SERVICES LIMITED- Buy Back offer–Client Code… Shares from other DP.

Dear Sir,

* Kindly offer the shares in buy back as per detail mention below. Shares deposit from Other Demat Account. Regards

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No | Client Code | Client Name | DP\_ID | Client ID | DP Name | BID / Offer Qty |
| 1 |  |  |  |  |  |  |

**Kindly get Buy Back form & Upload in In house software of Buy back:**

Company has sent Buy back form to Register Share Holder via Email / Post.

Link for Pre Printed Form is available in in-house software > Buy back order > place order > select company > Link for Download Buy Back form. Kindly get print out & mark **Client code** on Top of the Form, Mark BID / Offer **Qty** & **Signature** of all Demat Account Holders are **Mandatory.**

**Link** for Upload Client BB Form is available in in-house software > Select Scrip > Select Client Code > Choose File > Upload > Save Success. After Upload, you can view soft copy from Place order > Last Column—View BB Form.

**Do not send** Physical Form but upload Soft Copy of BB form in system till settlement date-22-07-2024.

**Kindly note following:**

* **If Shares are in Pledge :**Kindly send mail for Unpledge the shares to Treasury Dept. [collat@sushilfinance.com](mailto:collat@sushilfinance.com) & same will be release to Client till EOD & on **next day** Client can BID. Kindly maintain sufficient margin to avoid shortfall against Unpledged.
* If Client is Dormant or UCC not complied, Due to Client Due Diligence etc. then entry will be mark under **“Orange colour” &** you **cannot** BID from your end**. First**, Kindly active the Client code & afterUCC Complied **etc.,** kindly send the Email to Treasury Dept. –for BID. [**TreasuryDept@sushilfinance.com**](mailto:TreasuryDept@sushilfinance.com)& we will do BID from our side.

**Mail Format:**

* **Subject**: ECLERX SERVICES LIMITED- Buy Back offer–Client Code. ---Active.

Dear Sir,

* Kindly offer the shares in buy back as per detail mention below. **Client is Active** Regards.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Client Code | Client Name | Offer Qty |
| 1 |  |  |  |

* Buy back form is **compulsory** for all Clients. If Client is not ready to give then kindly **do not BID** **/ Offer** the shares in Buy Back. Its required for our internal Compliance, inspection & Auditing purpose.
* ECLERX SERVICES LIMITED
* Shares will be**block** in Client’s demat accounttill settlement date-i.e-22-07-2024 & on settlement date, only acceptance Qty will be debit & balance Qty will be transfer in Client’s Demat account on settlement date.
* For Dormant / Inactive Client, Kindly collect Rs.1000/- in advance because, on settlement day, Brokerage & other charges will be debit in Client’s ledger account & credit of Buy back amount will be deposit in Client’s Bank account which is mapped in Demat from Exchange “ ICCL”
* If any query, Kindly contact to Treasury Dept.**:** 022-407780 22 / 94 / 21 / 37 / 36 / 19 / 73. M-93241 86021.

Regards

**Treasury Team**