

**Tender - Offer Operating Procedures:**

1. The Clients (eligible shareholders) who wish to participate in the tender offers viz., buy-back, takeover and delisting offer of company will be required to mention the details as per the existing process (as given below) while submitting delivery instructions slip (DIS) or electronic instructions to the Participants.
  - Execution Date
  - Tender Offer Type (i.e. Market Type)
  - Event Number (i.e., Settlement Number)
  - CM BP ID
  - ISIN
  - Quantity
2. Participant will continue to submit or upload the delivery instructions in eDPM system as per existing process.
3. Upon submission of the delivery instruction in respect of tender offer in eDPM system, if sufficient balance is available in the demat account of the client, requisite quantity will be **blocked** in the demat account of the client in favour of respective Clearing Corporation based on the market type and settlement number of tender offer. The target account of 'Clearing Member' which is specified in the DIS and entered in the eDPM system will be used to track that the transaction is pertaining to the respective Clearing Member whose CM-BP-ID is specified.
4. Upon receipt of inter-depository instruction in respect of tender offer where the target account in NSDL system is a Clearing Member Pool Account, the shares will be automatically transferred to the Clearing Corporation.
5. As per the new process, Clearing Members will **not** be required to submit any instructions i.e. neither physical DIS or electronic instructions to the Participants for executing Irreversible Delivery Out (i.e. early Pay-in) instructions in favour of Clearing Corporation, as was done previously.

6. In order to submit the request of Client for participating in the tender offer, brokers are required to place the order at the exchange system during the tendering period. For more information, Brokers / Clearing Members may refer the guidelines issued by respective stock exchanges / clearing corporations.
7. The aforesaid tender offer instruction executed from demat account of the client will be the **irreversible** nature instructions.
8. Participant will not be able to cancel the tender offer instructions executed in the depository system and that are in the status "Instruction Ready for Settlement". However, tender offer instruction which is in the status "Overdue" or "Future Dated" can be cancelled by the Participant.

**Tender Offer Reports / Exports**

9. Tender offer reports / exports will be made available in respect of instructions for which Instruction Status Code and description in Account Transfer module are as mentioned below:

<b>Status Code</b>	<b>Description</b>
45	Instruction ready for settlement

10. Tender offer export will be provided to the Participants of the CM to ascertain the details of the demat account of the client who have requested to transfer the securities in respect of tender offer to their CMs. The tender offer export will be made available at eDPM system at the following path:

**Upload/Download → Downloads → Tender Offer Exports**

11. CMs who have subscribed for IDeAS facility of NSDL will be able to view / download tender offer reports from IDeAS facility to ascertain the details of demat accounts of the client who have tendered the securities to Clearing Corporation.
12. Changes with respect to tender offers will be reflected in the statement of transaction (SOT) and statement of holding (SOH) are as given below:

**(A) Statement of Transaction (SOT) Report:**

Booking Date	Transaction No.	Description	Credit	Debit	Balance
ISIN	INE456L09115				
Beneficiary				Opening Balance :	5
02-Feb-2017	10000000094099	To NSDL TEST CC,TAKEOVER / 2017072		1	4
				Closing Balance :	4

**(B) Statement of Holding (SOH) Report:**

INE107601FK8	APNA BANK dfd		Beneficiary	4,983	
			Unconfirmed Pledge	11	
			Beneficiary Blocked (Inter Depository Transfer / Freeze for Delivery / Tender Offer)	105	
					5,099