

CHECK LIST FOR CDSL CONNECTIVITY

SN	Documents	Requirement	Points to be noted	Remarks
1.	Master Creation Form	Duly filled and certified part-A and Part-B	- Separate Part-B for each type of Securities - On letter head of the company	
2.	Tri-partite agreement (on Rs1000/- stamp paper)	All pages should be duly signed and sealed. (witnesses' signature should be present on the last page)	- Date and Place should be left blank, such details will be entered by CDSL. - Send 2 Additional copy with original agreement (all three should be originally sealed and signed) - SEBI Registration no. of SAG RTA is INR000004246 dated 13th February 2019.	
3.	Board Resolution along with Specimen Signature	Certified copy for appointment of RTA and authorized Signatories	- Signature of authorized should be clear and visible - On letter head of the company	
4.	Certificate of Incorporation/ Name Change (If Any)	Certified copy	- Required all certificate which were issued due to change in name or otherwise after incorporation of Company.	
5.	MOA and AOA of the company	Certified copy of latest MOA & AOA (after changes, if any)	- All pages should be signed and sealed by the authorized person.	
6.	Financial Statement and Annual Report (MGT-7)	Certified copy	- Last filed Financial Statement (copy of Balance Sheet and P&L) - Last filed annual return (MGT-7)	
7.	Form SH-7 and/or PAS-3	Certified copy	- If such form were filed after last financial year for which MGT-7 has been attached.	
8.	Net worth Certificate by Practicing	Certified copy	- Should be prepared on the basis of latest audited Financial Statement for which MGT-7	

	Chartered Accountant		has been attached.	
9.	Security Details	- Certified copy (Physical copy) - Details in Excel format (soft copy)	- Security details in physical form as well as in soft copy (excel format) both required - On letter head of the company (Physical copy)	
10.	Undertaking	Certified copy (signed by authorized signatories)	- Formats for private company and public company are different, Check once before preparing. - On letter head of the company	
11.	Letter for freezing/unfreezing of securities (only in case of private company)	Certified copy	- On letter head of the company	
12.	PAN, TAN & GST Certificate	Certified copy	- Clear and Visible	
13.	Merger Order & its scheme (If any)	Certified Copy	- Clear and Visible	
14.	Order of Delisting	Certified copy	- Clear and Visible	
14.	Payment to CDSL for Connectivity	- Document Processing fee (non-refundable) - Annual Custodial fee - Security Deposit (Only for unlisted companies)	- GST @ 18% shall be payable only on Document processing fee and Annual Custodial fee. - No need to pay GST on Security Deposit Amount - Amount of Security Deposit shall be twice of one year custodial fee.	-

***Note:** All the documents are available on "<https://rta.saginfolotech.com/operations>"

Note: Each document size not grater then of 10mb.

Provide each digital signed documents after final verification by us.