***Annexure I***

(***To be submitted on the letterhead of the Company)***

**Date: \_\_\_\_\_\_\_\_\_\_**

To,

**Vice President**

Issuer Interface Department

National Securities Depository Limited

4th Floor, A wing, Trade World

# Kamala Mills Compound

Senapati Bapat Marg

Lower Parel, Mumbai 400 013

Dear Sir,

**Sub**: Issue of Commercial Paper

We wish to issue Commercial Papers (CP) of our company in the demat mode. We have appointed **Name of Entity** , as the Issuing and Paying Agent (IPA) for the CP under reference and have entered into a valid IPA agreement with them.

The details of the CP are as follows:

|  |  |
| --- | --- |
| ISIN |  |
| Date of Allotment |  |
| Date of Maturity |  |
| Face Value | Rs.5,00,000/- |
| No. of Units to be credited in IPA’s CP Allotment Account |  |
| Name of DP where the IPA’s CP Allotment Account is held |  |
| Name in which the IPA’s CP Allotment Account is opened |  |
| Details of IPA’s CP Allotment Account | DP ID \_\_\_\_\_\_\_\_\_\_\_\_ Client ID\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Price  |  |
| Discount Rate  |  |

We request you to credit the above mentioned securities to the CP Allotment account of the IPA.

For redemption of the CP issued under reference, we have authorized the IPA to make a request to NSDL:

* to receive benpos as at the end of the previous working day before the maturity date.
* to extinguish the CPs from investor’s accounts as a debit corporate action after fully redeeming the CPs.

Yours faithfully,

For (name of Issuer)

**Name of the Authorised Signatory**

**Designation**