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**Date**

**To,**

.....  
**CDS and Clearing Limited**  
**Thapathali, Kathmandu.**

**Subject: Disclosure of Book Closure Information**

Dear Sir,

We wish to inform you that the following securities are being issued:-

1. Type of Corporate Action / Allotment :  
(e.g Bonus,  
Rights, IPO, merge etc.)
  
2. ISIN :  
:  
:  
:
  
3. Face Value :  
Premium :  
Total :
  
4. Record Date :
  
5. Last Trade date:
  
6. Ratio :  
(For Bonus, Sub-division,  
(e.g 3 shares of X Co Ltd. for every 2 shares held in Y Co. Ltd.)
  
7. Date of allotment/Distribution:
  
8. Details of Share Capital : (Before allotment).

<b>Share Capital</b>	<b>No. of Shares</b>	<b>Value (Rs.)</b>
Issued	A:	C:
Paid Up	B:	D:
Difference if any*	(A-B)	(C-D)

\*Reason for difference of shares, if applicable:  
(A-B & C-D):

10. Details of Present Allotment :

Particulars	No. of Records (Allottees)	No. of Shares (Quantity)
(a) Electronic form – CDSC		
(b) Physical form		

11. Lock in Security Details (**for the present allotment**): No. of securities under lock-in in CDSC: \_\_\_\_\_ Expiry Date: End of Day of \_\_\_\_\_

12. Details of Share Capital after allotment :

Particulars	No. of Shares	Amount (Rs.)
<b>Issued Capital</b>		
<b>Paid up Capital</b>		

We hereby certify that:

- a. The above information is correct to the best of our knowledge.
- b. The Company has complied with all the applicable laws, listing agreement, Companies Act, .....and other statutory provisions applicable.
- c. The allottees are eligible to get the allotment and where necessary, permission from .....has been obtained.
- d. The Company has obtained in principle listing approvals from NEPSE.
- e. The Company has complied/proposed to comply with filing the requisite forms with the Registrar Of Companies (ROC) as provided in the Companies Act,
- f. The Board of Directors has approved the allotment of the aforesaid issue.

Authorized Signatory

Date:

Company Stamp

**Encl:**

**List of document to be included**

**Note:**

- 1. This form is to be forwarded on the letterhead of the company duly signed by the authorized signatory (ies).**
- 2. Write N.A. wherever not applicable.**