

Circular No.: NSDL/CIR/II/28/2023

August 8, 2023

**Subject: SOP for operationalization of lock-in/ suspension/ freezing of ISIN**

All Issuers & R&T Agents are hereby informed that Standard Operating Procedure (SOP) for operationalization of lock-in of pre-issue capital / suspension/ freezing of ISIN pursuant to listing of shares in Public Issue has been framed in consultation with SEBI and is enclosed as **Annexure**.

Issuers / R&T Agents are required to take note of the above and inform your client companies suitably for compliance.

For and on behalf of  
**National Securities Depository Limited**

RAKESH M  
MEHTA

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Date: 2023.08.08 18:06:45  
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**Rakesh Mehta**  
**Vice President**

Encl.: a/a.

Annexure

**SOP for operationalization of lock-in/ suspension/ freezing of ISIN**

1. Issuer may ensure that none of the shares are pledged at the time of filing RHP with MCA. In case of any outstanding pledges on the shares at the time of filing RHP **or** before incorporation of Lock-in, the Issuer shall, before requesting the depositories to suspend ISIN, ensure that the shares are unpledged.
2. The Issuer may request Depositories to suspend /Freeze the ISIN in Depository system till listing/ trading effective date. The request should be received at Depository latest by 4 PM to suspend / Freeze the ISIN mentioning the date of suspension to be processed. The Freeze / Suspension effective date will be Start of Day (SOD) / Beginning of Day (BOD) of the next working day. For a request received after 4 PM, the ISIN will be suspended / Freeze w.e.f. SOD / BOD of Request Date + 2 working day.

The ISIN will be suspended for debit as requested and a confirmation email to issuer will be provided on suspension / Freezing of ISIN in Depository system.

3. The shareholders who intend to transfer the pre-IPO shares, may request Issuer/RTA for facilitating transfer of shares under suspended / Frozen ISIN by submitting requisite documents.
4. The Issuer/RTA would then send the requisite documents along with applicable stamp duty and Corporate Action Charges to the respective Depository to execute the transfer of shares under suspended ISIN through Corporate Action (CA) and instruct its RTA for execution of the CA.
5. The transfer request shall be accepted from Issuer till one day prior to issue opening date.
6. After successful processing of Corporate Action, a confirmation letter of successful CA would be issued to the Issuer / RTA.
7. Initiation of Corporate Action to carry out lock-in for pre-issue capital held in depository system, by the Issuer/RTA by submitting requisite documents to Depository latest by T-1 day (T is Issue closure date) and shall be completed before IPO allotment.

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