

Relaxations in timelines of filings for Listed Entities in the view of COVID 19 pandemic.

Sr. No	Notification along with Regulation/ Schedule No.	Reference to Provisions of Regulations of SEBI	Requirement	Change/Impact	Existing timeline for quarter/half year/year ended March,2021	COVID Relaxations
1.	<p>SEBI/HO/CFD/CMD/CIR/P/2020/242</p> <p>E-Voting Facility Provided by Listed Entities</p> <p>December 09, 2020</p>	<p>Meetings of shareholders and voting : Regulation 44 of Securities and Exchange Board of India(Listing Obligations and Disclosure Requirements) Regulations, 2015</p>	<p>1. Listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders’ resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level. The Depositories and Stock Exchanges shall make necessary arrangements such that the disclosures pertaining to PIT Regulations are disseminated on the websites of respective stock exchanges with effect from October 01, 2020.</p> <p>2. Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.</p> <p>3. In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants.</p>	<ul style="list-style-type: none"> • The facility shall be available to all individual shareholders holding the securities in demat mode. • ESPs (e-voting service providers) may continue to provide the facility of e-voting as per the existing process to all physical shareholders and shareholders other than individuals viz. institutions/ corporate shareholders. 	Not Applicable	Relaxations due to pandemic

			<p>Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.</p> <p>The same shall be implemented in a phased manner as mentioned</p> <p>Phase-1</p> <p>1. Following process for e-voting shall be implemented within 6 months of the date of the circular</p> <p>a. <u>Direct registration with Depositories</u>– Shareholders can register directly with the depository. Shareholders would be able to access the e-voting page of various ESPs through the websites of the Depositories without further authentication by ESPs for participating in the e-voting process.</p> <p style="text-align: center;">OR</p> <p>b. <u>Through Demat Accounts with Depository Participants</u> – Demat account holders will have the option of accessing various ESP portals directly from their demat accounts.</p> <p>They would be routed to the webpage of the respective Depositories from their demat accounts, which in turn would enable access to the e-voting portals of various ESPs without further authentication by ESPs for participating in the e-voting process</p> <p>2. The authentication of shareholders would happen at the depository level and ESPs</p>	<ul style="list-style-type: none"> • Depositories and Exchanges are advised to bring the circular to the notice of its Depository Participants and listed companies respectively. • All listed companies are advised to notify the above process available to demat account holders for e-voting in the notice sent to the shareholders 		
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			<p>shall allow the demat account holders to cast their vote based on the validation carried out by the Depository.</p> <p>3. Depository shall send a confirmatory SMS to the shareholders that the vote has been cast based on the confirmation received from the ESP.</p> <p>4. The listed entity shall provide the details of the upcoming AGMs requiring voting to the Depository. The depository shall send SMS/email alerts in this regard, to the demat account holders, at least 2 days prior to the date of the commencement of e-voting</p> <p>Phase – 2</p> <p>5. In order to further enhance the convenience and security of the e-voting system, the depository shall validate the demat account holder through a One Time Password (OTP) verification process as under.</p> <p>a. <u>Direct registration with Depositories</u> – Depositories shall allow login through registered Mobile number / E-mail based OTP verification as an alternate to login through username and password</p> <p>b. <u>Through Demat Accounts with Depository Participants</u> – A second factor authentication using Mobile / E-mail based OTP shall be introduced before the demat account holders can access the websites of the Depositories through their demat accounts</p>			
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			<p>The above shall be implemented within 12 months from the completion of the process in phase 1.</p> <p>6. Depository may advise the demat account holders to update their mobile number and email ID in order to access the e-voting facility.</p> <p>7. Depositories shall establish a dedicated helpline to resolve technical difficulties faced by shareholders relating to the e-voting facility. Further, the listed company shall ensure that the ESPs engaged by them also provide a dedicated helpline in this regard</p> <p>8. In order to enable better deliberation and decision making by the shareholders while casting their votes, ESP Portals shall provide specific weblinks to the following:</p> <ul style="list-style-type: none"> • disclosures by the company on the websites of the stock exchanges • report on the websites of the proxy advisors 			
2.	<p>SEBI/HO/CFD/CMD2/CIR/P/2021/11</p> <p>Relaxation from compliance with certain provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 due to the CoVID -19 pandemic</p> <p>January 15, 2021</p>	<p>1. Meetings of shareholders and voting : Regulation 44 of Securities and Exchange Board of India(Listing Obligations and Disclosure Requirements) Regulations, 2015</p> <p>2. Documents & Information to</p>	<p>1. SEBI vide Circular no. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 had inter-alia relaxed certain provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("LODR") related to general meetings, pursuant to relaxations by the Ministry of Corporate Affairs (MCA).</p> <p>2. Subsequently, MCA vide Circular dated December 31, 2020 has further extended relaxations to companies to conduct their Extraordinary General Meeting (EGM)</p>			<p>In line with relaxation granted by MCA with respect to holding EGMs and AGMs through VC or Other Audio Visual Means (OAVM) till 30/06/2021 and 31/12/2021 respectively, SEBI has also dispensed with the requirement for the listed entities to send physical copies of annual report to</p>

		<p>shareholders : Regulation 36 of Securities and Exchange Board of India(Listing Obligations and Disclosure Requirements) Regulations, 2015</p>	<p>through Video Conferencing (VC) or through other audio-visual means (OAVM) (hereinafter referred to in this circular as 'electronic mode') upto June 30, 2021. Further, vide Circular dated January 13, 2021, MCA has also extended these relaxations to Annual General Meeting (AGMs) of companies due in the year 2021 (i.e. till December 31, 2021).</p> <p>3. Accordingly, the relaxations in Paras 3 to 6 of the aforementioned SEBI Circular dated May 12, 2020 in respect of</p> <ul style="list-style-type: none"> • sending physical copies of annual report to shareholders and • requirement of proxy for general meetings held through electronic mode, <p>are extended for listed entities, till December 31, 2021</p>			<p>shareholders and requirement of proxy for general meetings held through electronic mode till December 31, 2021</p>
3.	<p>SEBI/HO/CFD/DIL1/CIR/P/2021/13</p> <p>Relaxations relating to procedural matters –Issues and Listing</p> <p>January 19, 2021</p>	<p>An application for a rights issue shall be made only through ASBA facility : Regulation 76 of the ICDR Regulations</p>	<p>1. SEBI vide Circular no. SEBI/HO/CFD/DIL2/CIR/P/2020/78 dated May 6, 2020 granted one time relaxations from strict enforcement of certain Regulations of SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018, pertaining to Rights Issue opening upto July 31, 2020.</p> <p>2. Based on the representations received from the market participants, the validity of these relaxations, as provided by Circular No. SEBI/HO/CFD/DIL2/CIR/P/2020/78 dated May 6, 2020, was further extended for Rights Issues opening up to December 31, 2020</p>			<p>In view of the difficulties faced due to COVID-19 pandemic and the lockdown measures, and in order to ensure that all eligible shareholders are able to apply to rights issue during such times, the issuer shall along with lead manager(s) to the issue, the registrar, and other recognized intermediaries [as deemed fit by issuer and lead manager(s)] institute an optional mechanism (non- cash mode only) to accept the</p>

						applications of the shareholders subject to ensuring that no third party payments shall be allowed in respect of any application.
4.	<p>SEBI/HO/CFD/DIL2/CIR/P/2021/552</p> <p>Relaxations relating to procedural matters –Issues and Listing</p> <p>April 22, 2021</p>	<p>An application for a rights issue shall be made only through ASBA facility :</p> <p>Regulation 76 of the ICDR Regulations</p>	<p>1. To ease and facilitate investors, the relaxation mentioned in point (iv) of the SEBI Circular No. SEBI/HO/CFD/DIL2/CIR/P/2020/78 dated May 6, 2020, is further extended and shall be applicable for Rights Issues opening up to September 30, 2021, provided that the issuer along with the Lead Manager(s) shall continue to comply with point (v) of the SEBI Circular No. SEBI/HO/CFD/DIL2/CIR/P/2020/78 dated May 06, 2020</p> <p>2. In respect to mechanism and compliance requirements at point (iv) and (v) of the SEBI Circular No. SEBI/HO/CFD/DIL2/CIR/P/2020/78 dated May 6, 2020, the issuer along with Lead Manager(s), Registrar, and other recognized intermediaries (as incorporated in the mechanism) shall also ensure the following:</p> <p>a. Refund for un-allotted / partial allotted application shall be completed on or before T+1 day (T: Basis of allotment</p>			<p>The same relaxation provided above continues through this circular for Rights Issues opening up to September 30, 2021.</p>

			day). b. Registrar to the issue, shall ensure that all data with respect to refund instructions is error free to avoid any technical rejections. Further, in case of any technical rejection of refund instruction, same shall be addressed promptly.			
3.	SEBI/HO/CFD/CMD1/P/CIR/2021/556 Relaxation from compliance with certain provisions of the SEBI (Listing Obligations Disclosure Requirements) Regulations, 2015 due to the COVID-19 pandemic April 29, 2021	1. Regulation 24A Annual Secretarial Compliance report	Filing of Annual Secretarial Compliance report within 60 days of end of financial year	30 th May, 2021	30 th June, 2021	Listed entities are permitted to use digital signature certifications for authentication/certification of filings/submissions made to the stock exchanges under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 for all filings until December 31, 2021.
	2. Regulation 33 (3) Quarterly financial results / Annual audited financial results	<ul style="list-style-type: none"> Quarterly results (other than last quarter) : within 45 days (Forty-five days) from end of the each quarter Annual Results with last quarter results : within 60 days (Sixty days) from end of the financial year 	15 th May, 2021 30 th May, 2021	30 th June, 2021 30 th June, 2021		
	3. Regulation 32 (1) Statement of deviation or variation in use of funds	Filing of statement of deviation/Variation of end use of issue proceeds on a quarterly basis along with the declaration of financial results in the following manner <ul style="list-style-type: none"> Quarterly : within 45 days of end of each quarter / In the last quarter: within 60 days from end of the financial year 	15 th May, 2021 30 th May, 2021	30 th June, 2021 30 th June, 2021		
4.	SEBI/HO/MIRSD/RTAMB/P/CIR/2021/558 Addendum to SEBI Circular on "Relaxation in		1. SEBI had issued Circular No. SEBI/HO/MIRSD/RTAMB/CIR/P/2020/59 dated April 13, 2020 wherein "Relaxations in adherence to prescribed timelines" for carrying out various shareholder requests		31 st July, 2021	1. Relaxation is hereby being given to intermediaries / market participants w.r.t. compliance with the

	<p>adherence to prescribed timelines issued by SEBI due to Covid 19” dated April 13, 2020</p> <p>April 29, 2021</p>		<p>and for other regulatory filings were granted to RTAs in view of the Covid-19 pandemic</p> <p>2.The Annexure to the aforementioned Circular listed out 12 specific items wherein such relaxation in prescribed timelines were granted. It has been now decided to add, 'Processing of the demat requests', to this list and accordingly the list of 13 items that are eligible for relief stand revised as follows</p> <p>Annexure : List of Items</p> <table border="1" data-bbox="951 602 1489 1433"> <tr> <td data-bbox="951 602 1489 646">1. Processing of Remat Requests</td> </tr> <tr> <td data-bbox="951 646 1489 690">2. Processing of Transmission Requests</td> </tr> <tr> <td data-bbox="951 690 1489 776">3. Processing of request for Issue of Duplicate Share Certificates</td> </tr> <tr> <td data-bbox="951 776 1489 982">4. Processing of Requests for Name Deletion / Name Change / Transposition / Pending Share Transfers (Re-lodgement cases in the case of share transfers)</td> </tr> <tr> <td data-bbox="951 982 1489 1149">5. Processing of Requests for Consolidation / Split / Replacement of Share Certificates / Amalgamation of Folios</td> </tr> <tr> <td data-bbox="951 1149 1489 1193">6. Handling Investor</td> </tr> <tr> <td data-bbox="951 1193 1489 1279">7. Correspondence / Grievances / SCORES complaint</td> </tr> <tr> <td data-bbox="951 1279 1489 1398">8. Submission of Half Yearly Report to SEBI pursuant to Circular No. CIR/MIRSD/7/2012 dated July 5, 2012</td> </tr> <tr> <td data-bbox="951 1398 1489 1433">9. Compulsory Internal Audit of RTAs by</td> </tr> </table>	1. Processing of Remat Requests	2. Processing of Transmission Requests	3. Processing of request for Issue of Duplicate Share Certificates	4. Processing of Requests for Name Deletion / Name Change / Transposition / Pending Share Transfers (Re-lodgement cases in the case of share transfers)	5. Processing of Requests for Consolidation / Split / Replacement of Share Certificates / Amalgamation of Folios	6. Handling Investor	7. Correspondence / Grievances / SCORES complaint	8. Submission of Half Yearly Report to SEBI pursuant to Circular No. CIR/MIRSD/7/2012 dated July 5, 2012	9. Compulsory Internal Audit of RTAs by			<p>prescribed timelines which has been extended to July 31, 2021 in view of the Covid-19 situation</p> <p>2.Additionally, regarding the half-yearly Internal Audit Report (IAR) to be submitted by RTAs within 45 days from the closure of the half year as mandated by NSDL for submission of IAR by RTAs for half year ended March 31, 2021 has been extended to July 31, 2021</p>
1. Processing of Remat Requests															
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9. Compulsory Internal Audit of RTAs by															

			<p>CA / CS / CMA holding Certificate of Practice and Certified Information Systems Auditor (CISA) / Diploma Information Systems Auditor (DISA) pursuant to Circular dated April 20, 2018, issued by SEBI</p>			
			<p>10. Submission of Audit Report by CISA / CISM qualified or equivalent auditor by QRTAs to SEBI along with comments of the Board pursuant to Circular dated September 8, 2017 issued by SEBI on Cyber Security and Cyber Security Resilience framework for QRTAs</p>			
			<p>11. Regulation 74(5) of the SEBI (D & P) Regulations, 2018 w.r.t. verification and mutilation of share certificate</p>			
			<p>12. Regulation 76 of the Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018 w.r.t. audit of reconciliation of share capital</p>			
			<p>13. Processing of the demat requests</p>			