**On click of Need Help**

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| **Instructions for filling Schedule AL-1 - Assets and liabilities as at the end of the year**  **Table Name – D - Details of unlisted equity shares** | | |
| **Option 1 – Upload through CSV** | | |
|  | 1. | Download the template through the link | | |
|  | 2. | Click on the template; provide a file name to save the CSV. | | |
|  | 3. | Update the data as per the headings provided in the CSV template (Refer instructions below to fill the csv file). | | |
|  | 4. | Save the date and upload the CSV file in the utility | | |
| **Option 2 – Fill Data directly in utility** | | |  |  |
|  | 1. | Enter all the required details. To add rows select "Add" and update the details. To delete rows select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Save" to go back to schedule AL-1. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule. | | |  |

**Important Note:**

1. Please use the appropriate data type to avoid errors at the time of upload/ possible data loss.
2. Please check the data carefully, after uploading.

**Instructions to fill csv file:**

1. For Column 1 ‘Name of Company’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./).**
2. For column 2 ‘PAN’, input should contain only alphanumeric values without any special characters. (First Five Alphabets, next 4 digits, then Alphabet. Please ensure that correct PAN is entered.
3. For Column 3 ‘No. of Shares of Opening Balance’ should be numeric, non- negative and non-decimal.
4. For Column 4 ‘Cost of Acquisition of Opening Balance’ should be numeric, non- negative and decimals are allowed upto 2 digits.
5. For Column 5 ‘No. of Shares acquired during the year’ should be numeric, non- negative and non-decimal. Number of shares acquired during the year should be entered.
6. For Column 6 ‘Date of Subscription / Purchase of Shares acquired during the year’ should be YYYY-MM-DD format only. If value is not entered in Col 5, leave this field as blank.
7. For Column 7 ‘Face Value per share of Shares acquired during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits. If value is not entered in Col 5, leave this field as blank.
8. For Column 8 ‘Issue price per share (in case of fresh issue) of Shares acquired during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits. If value is not entered in Col 5, leave this field as blank. If value is entered in Col 9 then leave this field as blank.
9. For Column 9 ‘Purchase price per share (in case of purchase from existing shareholder of Shares acquired during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits. If value is not entered in Col 5, leave this field as blank. If value is entered in Col 8 then leave this field as blank.
10. For Column 10 ‘No. of Shares transferred during the year’ should be numeric, non- negative and non-decimal. Number of shares transferred during the year should be entered.
11. For Column 11 ‘Sale consideration of Shares transferred during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits. If in Col 10 value is entered, enter full value of consideration.
12. For Column 12 ‘No. of Shares of Closing Balance’ should be numeric, non- negative and non-decimal. This should be **sum of value** at **column 3 ‘No of Shares of Opening Balance’** and **column 5 ‘No of Shares acquired during the year’ and as reduced by** value at **column 10 ‘No of Shares transferred during the year’** (Col 3+Col 5-Col 12).
13. For Column 13 ‘Cost of Acquisition of Closing Balance’ should be numeric, non- negative and decimal are allowed upto 2 digits.