**On click of Need Help**

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| **Instructions for filling Schedule SH-1 - Shareholding of Unlisted Company**  **Table Name - Details of shareholders who is not a shareholder at the end of the previous year but was a shareholder at any time during the previous year** | | |
| **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 data 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 Another" and add the details. To edit rows, select the row which is to be edited and then click on "Edit". To delete rows, select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Add/Save" to go back to schedules SH-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 the shareholder’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./)**.
2. For column 2 ‘Residential status in India’, enter value either as “RES” for Resident, “NRI” for Non-Resident or “NOR” for Resident but not Ordinary resident.
3. For Column 3 “Type of share”, enter value as “ES” for Equity Shares, “PS” for Preference Shares, “RS” for Rights Shares, “SS” for Sweat Equity Shares or “BS” for Bonus shares.
4. For column 4 ‘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.
5. For Column 5 ‘Aadhaar’, input should contain only numeric values. If PAN is entered at column 5 then this field is not required to be filled. Please ensure that correct Aadhaar Number is entered.
6. For Column 6 ‘Number of shares held’ should be numeric, non- negative and non-decimal. Number of shares applied for should be entered
7. For Column 7 ‘Face Value per share’ should be numeric, non- negative and decimals are allowed upto 2 digits.
8. For Column 8 ‘Issue price per share’ should be numeric, non- negative and decimals are allowed upto 2 digits.
9. For Column 9 ‘Amount received’ should be numeric, non- negative and decimals are allowed upto 2 digits.
10. For Column 10 ‘Date of allotment’ should be YYYY-MM-DD format only.
11. For Column 11 ‘Date on which cease to be shareholder’ should be YYYY-MM-DD format only.
12. For Column 12 ‘Mode of cessation’ enter “TS” for Transfer/Sale or enter “RR” for Relinquishment of rights.
13. For Column 13 ‘In case of transfer/sale, PAN of the new shareholder’ 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.
14. For Column 14 ‘In case of transfer / sale, Aadhar of the new shareholder’, input should contain only numeric values. If PAN is entered at column 13 then this field is not required to be filled. Please ensure that correct Aadhaar Number is entered.