  
  
 Checklist for Change from Old RTA to NEXTGEN RTA:

1. Application form by Issuer in the format given in Annexure A
2. No Objection Certificate (NOC) from existing R&T Agent in the format given in Annexure B.
3. Certificate of Holding (COH) issued by a practicing Chartered Accountant or Company Secretary giving details of the securities held in NSDL, CDSL & physical form and the total number of securities issued. The details provided in the said certificate should not be more than seven daysprior to the date of making application for change of R&T Agent. This certificate must be furnished for all ISINs proposed to be shifted to new R&T Agent.
4. Tripartite Agreement between Issuer, NEXTGEN SHARE REGISTRY PRIVATE LIMITED and NSDL on 1000 Stamp Paper

Issuers/R&T Agents are advised to note that the NOC & COH shall be valid for a period of three months from the date of receipt of application. In case the change of R&T Agent is not effected within three months due to non-payment of fees and/or non-submission of complete/correct documents, fresh NOC and COH will have to be obtained and submitted.