**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 – C - Details of listed 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 ‘No. of Shares of Opening Balance’ should be numeric, non- negative and non-decimal.
2. For Column 2 ‘Type of shares of Opening Balance’ enter value as “ES” for Equity Shares or “BS” for Bonus Shares.
3. For Column 3 ‘Cost of acquisition of shares of Opening Balance’ should be numeric, non- negative and decimals are allowed upto 2 digits.
4. For Column 4 ‘No. of Shares acquired during the year’ should be numeric, non- negative and non-decimal.
5. For Column 5 ‘Type of shares acquired during the year’ enter value as “ES” for Equity Shares or “BS” for Bonus Shares.
6. For Column 6 ‘Cost of acquisition of shares acquired during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits.
7. For Column 7 ‘No. of Shares transferred during the year’ should be numeric, non- negative and non-decimal.
8. For Column 8 ‘Type of shares transferred during the year’ enter value as “ES” for Equity Shares or “BS” for Bonus Shares.
9. For Column 9 ‘Sale consideration of shares transferred during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits.
10. For Column 10 ‘No. of Shares of Closing Balance’ should be numeric, non- negative and non-decimal. This should be **sum of value** at **column 1 ‘No of Shares of Opening Balance’** and **column 4 ‘No of Shares acquired during the year’ and as reduced by** value at **column 7 ‘No of Shares transferred during the year’** (Col 1+Col 4-Col 7).
11. For Column 11 ‘Type of shares of Closing Balance’ enter value as “ES” for Equity Shares or “BS” for Bonus Shares.
12. For Column 12 ‘Cost of acquisition of shares of Closing Balance’ should be numeric, non- negative and decimals are allowed upto 2 digits.