**On click of Need Help**

|  |  |  |
| --- | --- | --- |
| **Instructions for filling Schedule AL-1 - Assets and liabilities as at the end of the year**  **Table Name – E - Details of other securities** | | |
| **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 ‘Type of securities’ enter value as “B” for Bond, “D” for Debentures, “E” for Derivatives, “P” for Preference Shares or “O” for Others.
2. For Column 2 ‘Other’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./)** & this field is required to be field if other is selected at column 3 above.
3. For Column 3 ‘Whether listed or unlisted’, enter value as “L” for Listed or “U” for Unlisted.
4. For Column 4 ‘No. of securities of Opening Balance’ should be numeric, non- negative non-decimal.
5. For Column 5 ‘Cost of Acquisition of Opening Balance’ should be numeric, non- negative and decimals are allowed upto 2 digits.
6. For Column 6 ‘No. of securities acquired during the year’ should be numeric, non- negative and non-decimal.
7. For Column 7 ‘Date of Subscription / Purchase of securities acquired during the year’ should be YYYY-MM-DD format only. If value is not entered in Col 6, leave this field as blank.
8. For Column 8 ‘Face Value per share of securities acquired during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits. If value is not entered in Col 6, leave this field as blank.
9. For Column 9 ‘Issue price of securities (in case of fresh issue) of securities acquired during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits. If value is not entered in Col 6, leave this field as blank. If value is entered in Col 10 then leave this field as blank.
10. For Column 10 ‘Purchase price of securities (in case of purchase from existing holder of securities acquired during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits. If value is not entered in Col 6, leave this field as blank. If value is entered in Col 9 then leave this field as blank.
11. For Column 11 ‘No. of securities transferred during the year’ should be numeric, non- negative and non-decimal.
12. For Column 12 ‘Sale consideration of securities transferred during the year’ should be numeric, non- negative and decimals are allowed upto 2 digits. If in Col 11 value is entered, enter full value of consideration.
13. For Column 13 ‘No. of securities of Closing Balance’ should be numeric, non- negative and non-decimal. This should be **sum of value** at **column 4 ‘No of securities of Opening Balance’** and **column 6 ‘No of securities acquired during the year’ and as reduced by** value at **column 11 ‘No of securities transferred during the year’** (Col 4+Col 6-Col 11).
14. For Column 14 ‘Cost of Acquisition of Closing Balance’ should be numeric, non- negative and decimal are allowed upto 2 digits.