

# PRE-APPLY IPO

## How to use the Pre Apply IPO Feature on the Sharekhan Website

Applying to IPOs can sometimes be tedious. You need to rush in when the IPO opens and your application can go through only during market hours! We want to ease your journey in that respect. That is why, we have developed an intuitive yet advanced Pre Apply IPO Feature on the Sharekhan Website!

What can you do with this Feature, you ask?

The Pre Apply IPO Feature allows you to apply for IPOs before it is open for subscription.

**Main benefits of the Pre Apply IPO Feature are as below:**

1. You can put in your IPO application before the IPO's actual Open Date
2. You don't have to rush during Market Hours to put in your IPO Application – do it when you have the time!

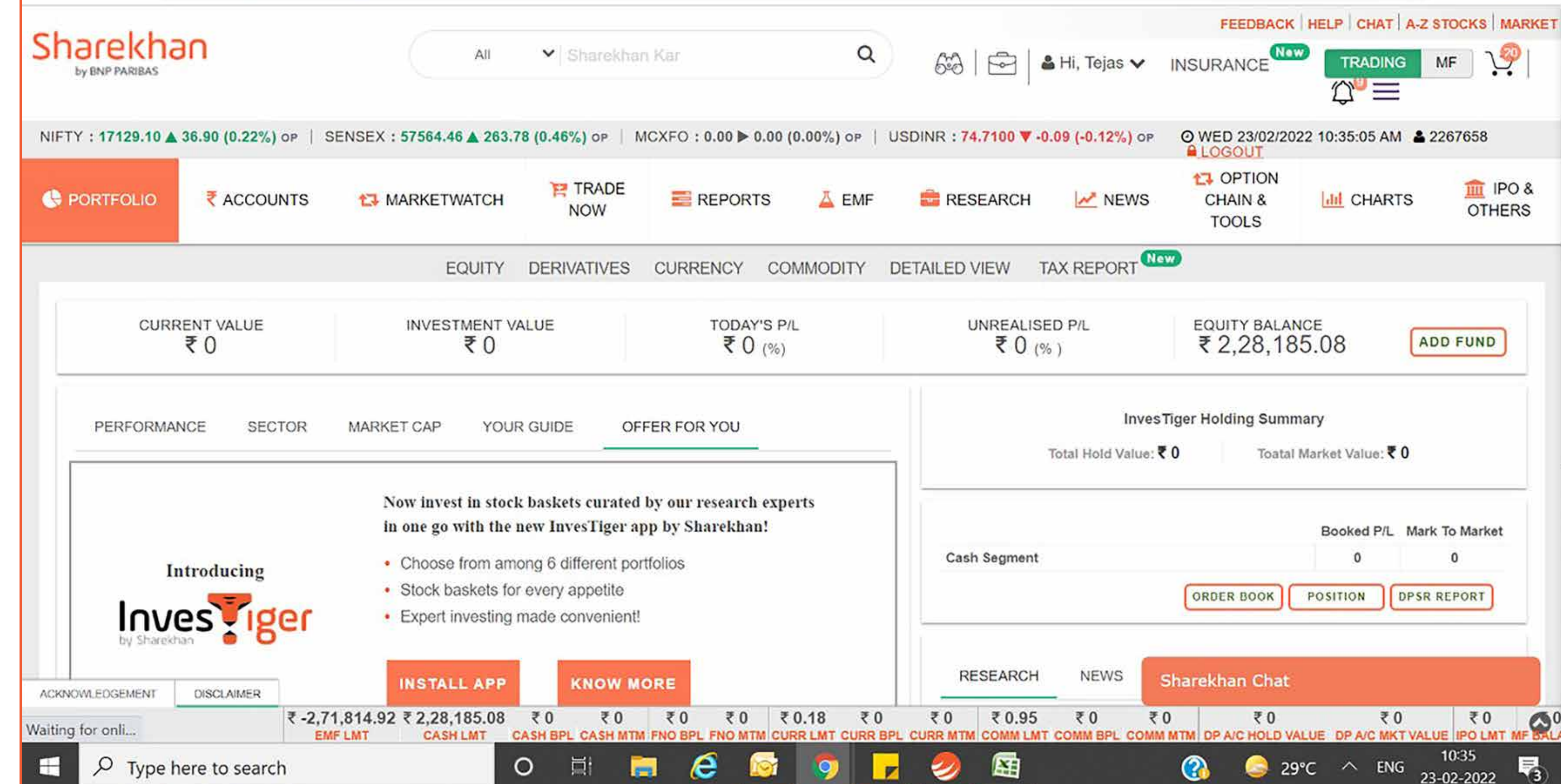
**Points to Remember when using the Pre Apply IPO Feature:**

- Pre Apply IPO Feature is available only when the IPO details come in officially to Sharekhan which is usually 4-5 days prior to IPO Open Date
- Money lying in your Sharekhan account is **not** blocked for pre-applying for IPOs
- You will need to authorise the IPO mandate that will come on your UPI App to submit your IPO application. This authorization request will come during the IPO period.

**Important Note:** The Pre Apply IPO Feature is available on the App and Website. Walk through for the Website will be coming soon

Now that we have covered the what and what not of the feature, let's take a look at how to use the feature on the Sharekhan Website.

**Step 1:** Login to the Sharekhan Website. Once you login, you will see the **Overview** page.

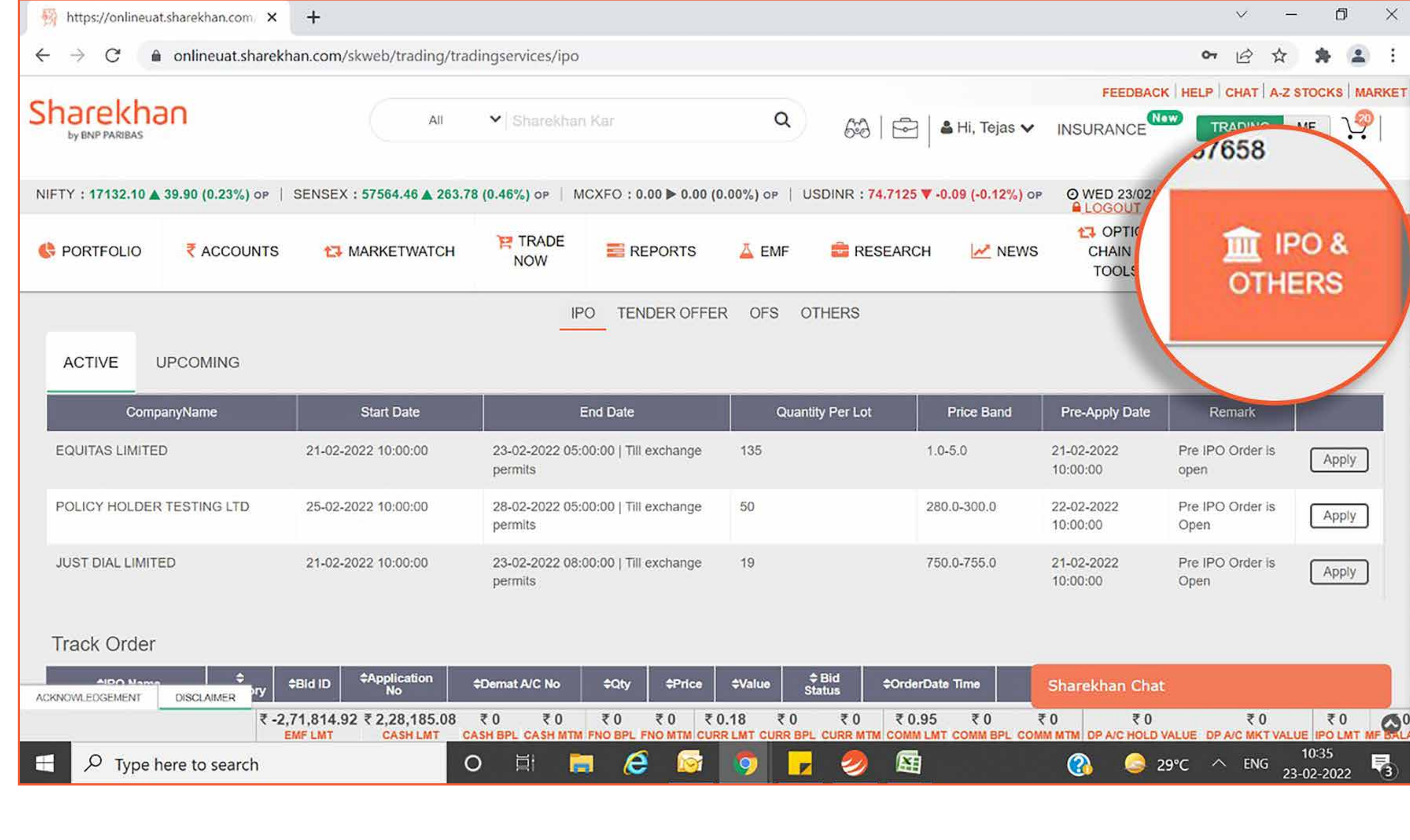


**Step 2:** Click on **IPO and Others**. Once you do that, you will land on the **Active IPO Screen**.

Here you will see **IPO Name, Start Date, End Date** and other such details. Here is a brief explainer of what these different terms mean

- Start Date:** The date on which IPO will open
- End Date:** The date on which IPO will end
- Quantity Per lot:** The minimum quantity that can be executed per lot
- Price Band:** The price offered for bidding
- Pre Apply Date:** The date from which you can pre-apply for IPOs
- Remark:** This indicates that the IPO is open for pre-application

**Step 3:** Next to every active IPO is an apply button. Choose the IPO you want to apply to and click on **Apply**.



**[Most Important Step]**

**Step 4:** After clicking on Apply, you will be redirected to the **IPO Application Form**.

Once you are on the IPO Application Form, do the following

- i. Select the DP Account from the drop down
- ii. Select the Category from the drop down.

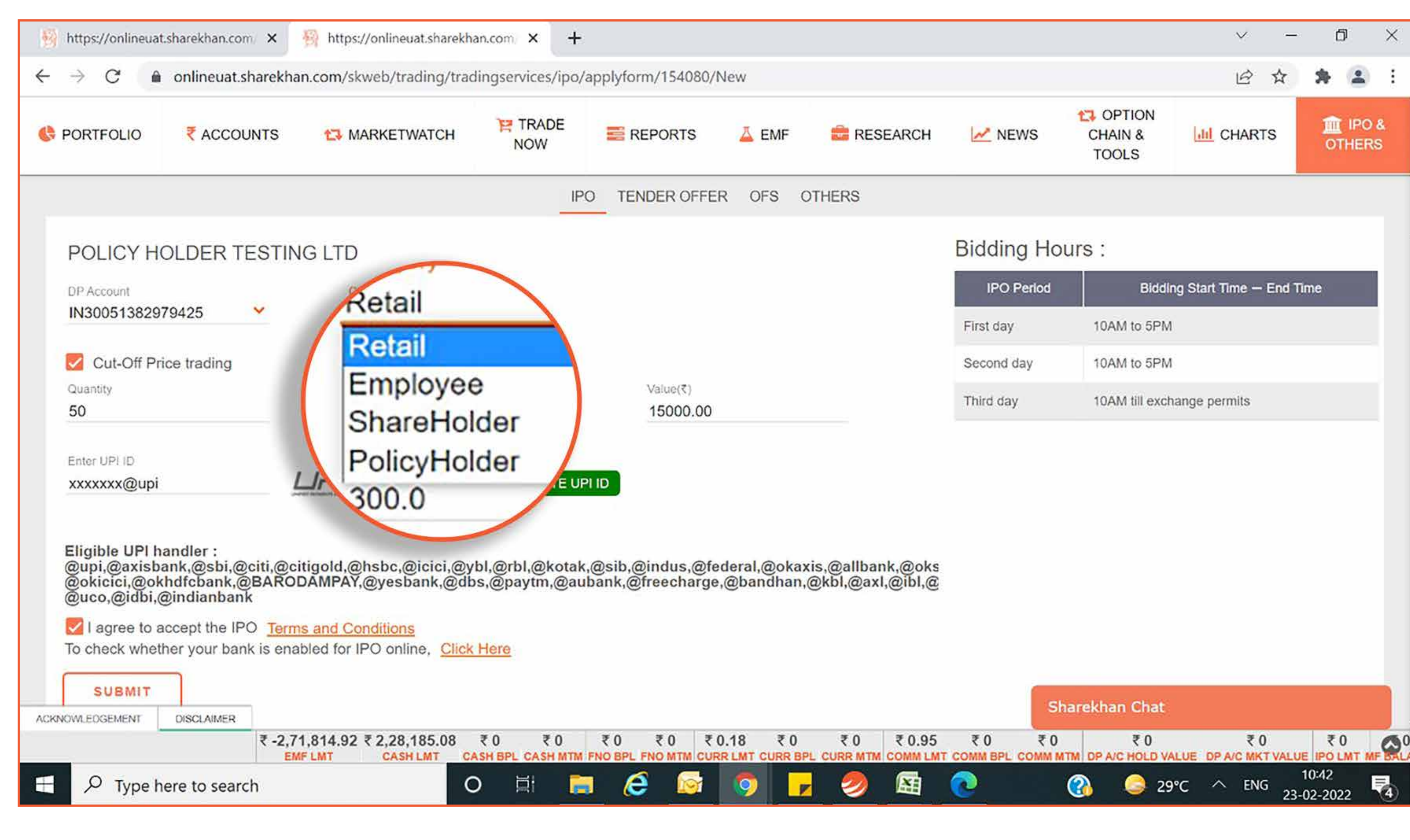
**Scenario 1:** If you are a policy holder of the company's product, then select **"PolicyHolder"**.

**Scenario 2:** If you are a Shareholder of the company, then select **"ShareHolder"**.

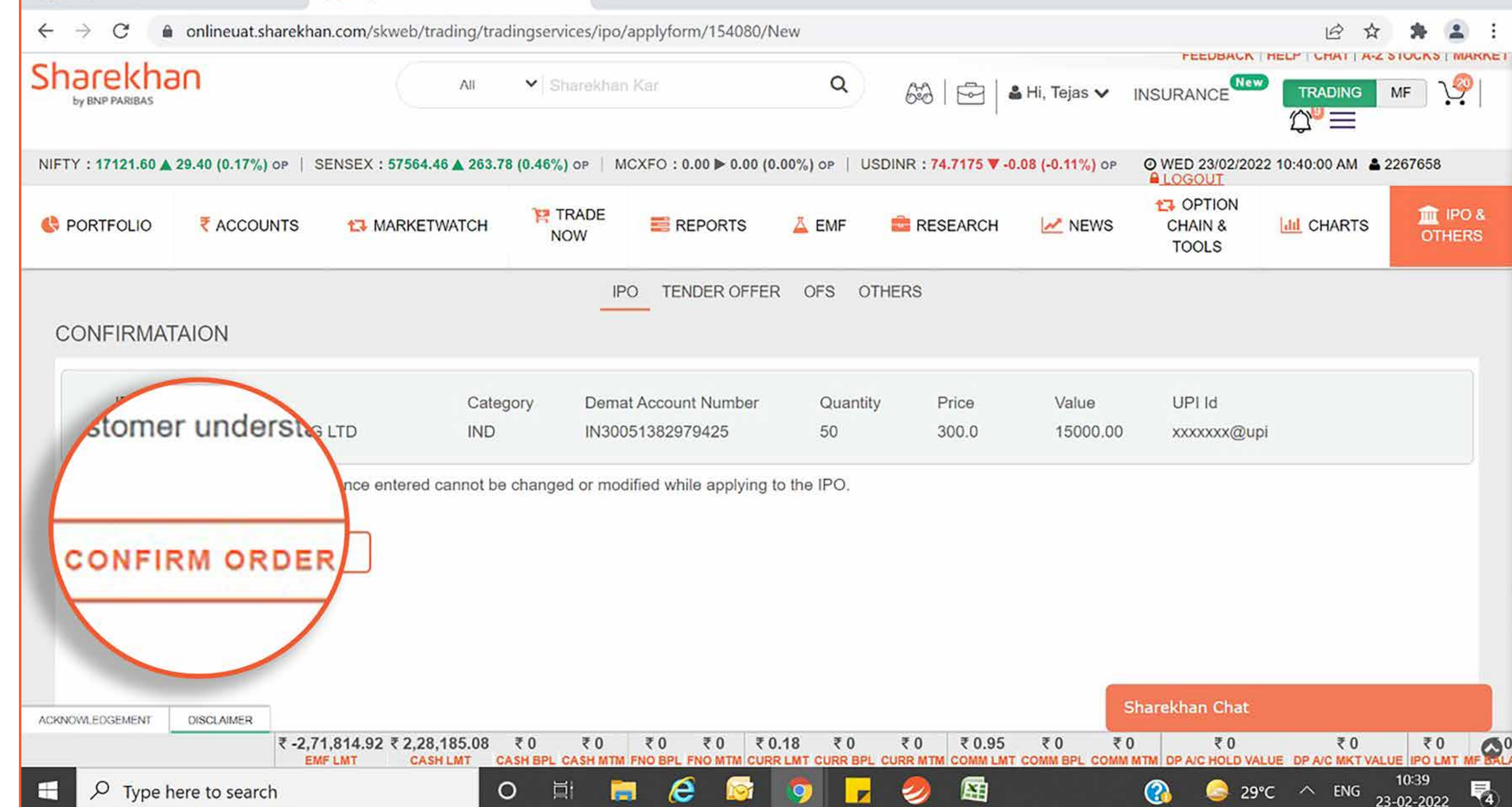
**Scenario 3:** If you are an employee of the company, then select **"Employee"**.

If you do not belong to any of the categories, then select **"Retail"**

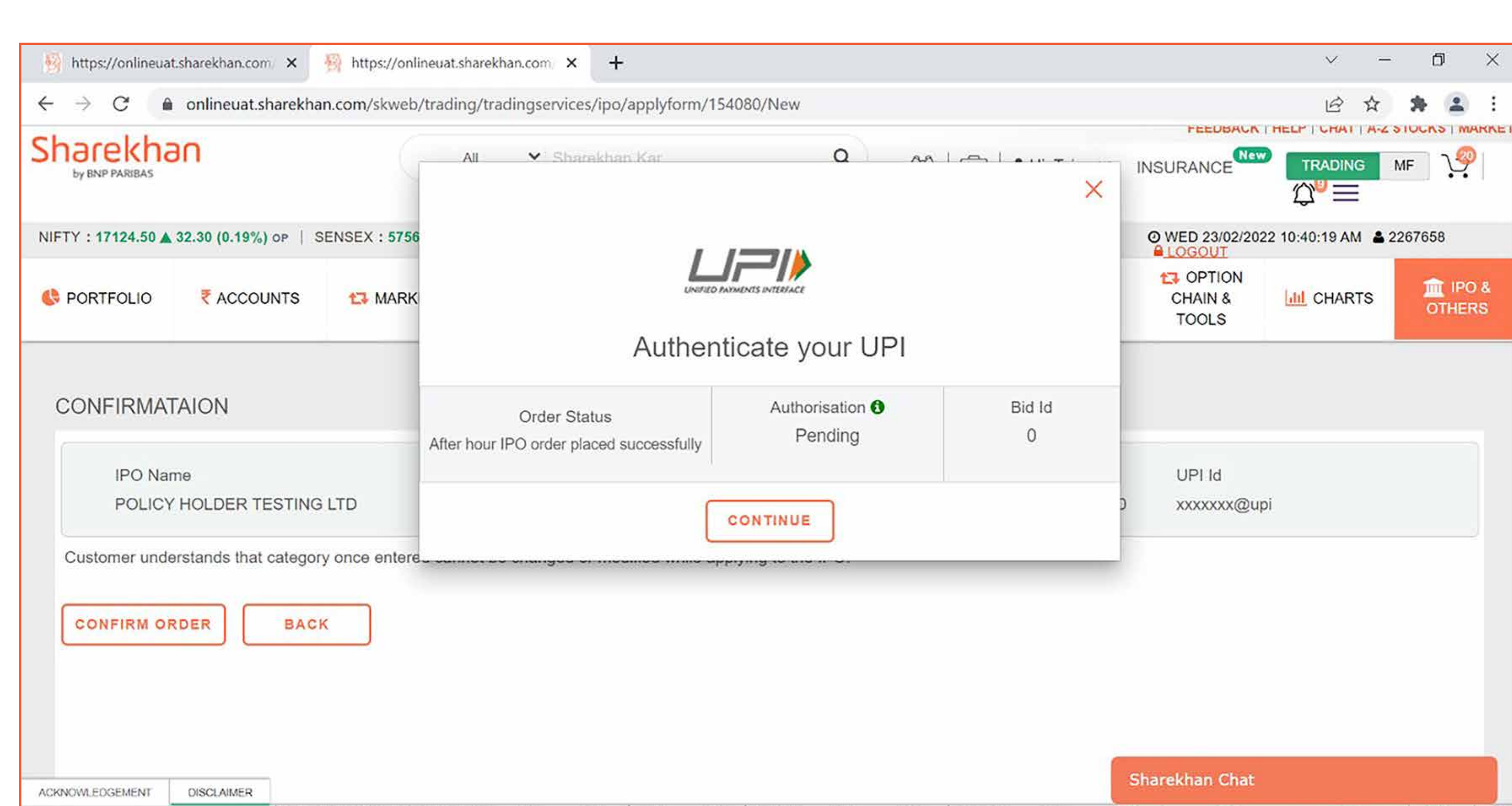
- iii. **Quantity and Price** will be auto-filled. You can change the quantity if you wish to apply for more lots.
- iv. Enter your **UPI ID**.
- v. After checking all the details, agree to the terms and conditions by clicking on the **"I agree to accept the IPO terms and conditions"** checkbox.
- vi. Click on **SUBMIT**.



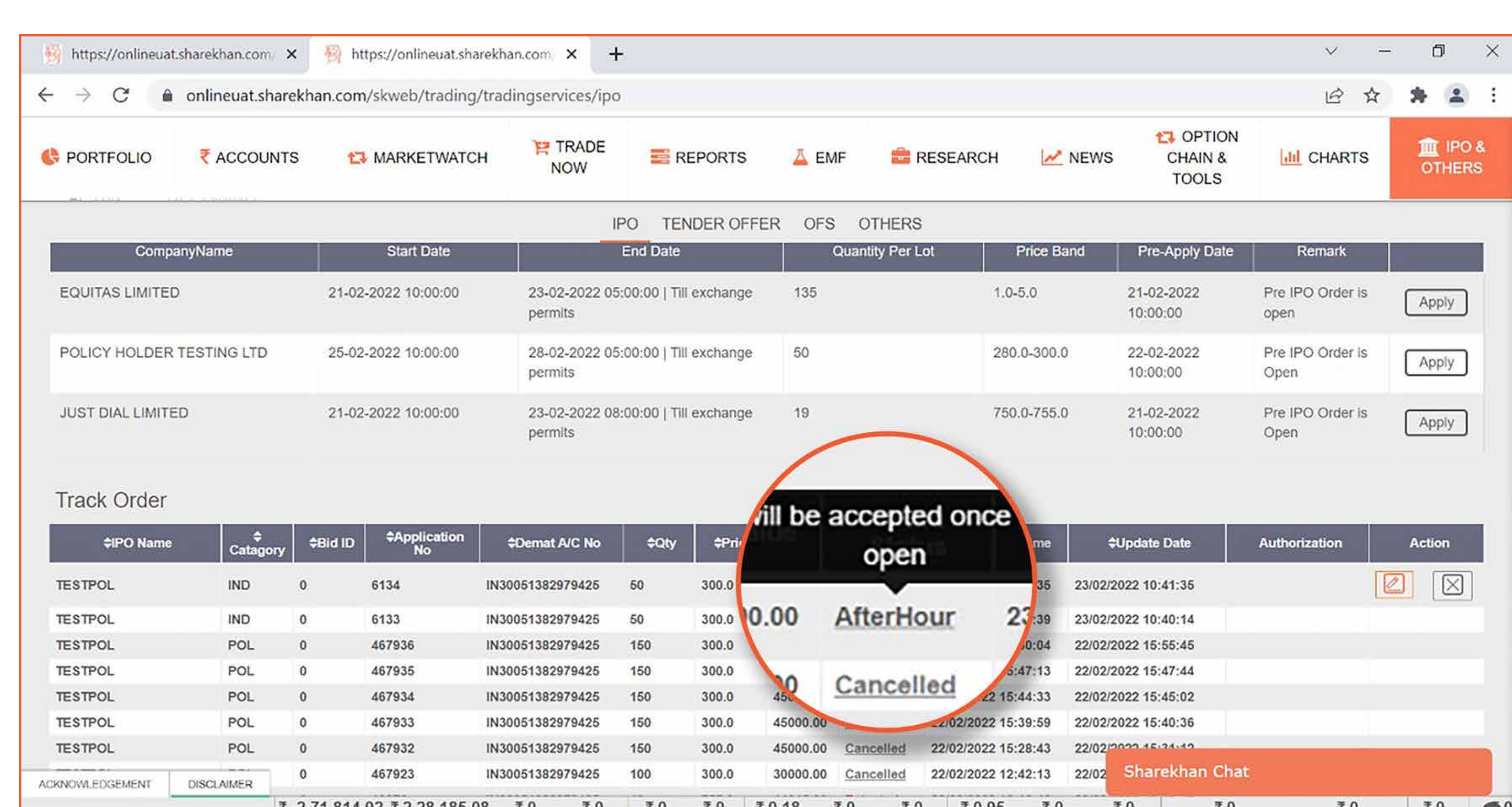
**Step 5:** Once you are on the **Order Confirmation Page**, check the details of your order. Once checked, click on **"CONFIRM ORDER"**.



**Step 6:** Once you click on Confirm, you will see a **"Authenticate your UPI"** pop up. Click on **"CONTINUE"**.



**Step 7:** You will land on the IPO screen. Here you can track the details of the order. You will find the status of the pre IPO order is marked as **"AfterHour"**. When the IPO is open for subscription, the order will be sent to the Exchange. Once the order is received by the Exchange, the order status will change to **"Bid Received"**



**Step 8:** After IPO is open for subscription, you will receive the IPO mandate on your UPI app. Hence, after the IPO is open for subscription, you will receive the upi mandate on UPI app. Login to your **UPI app** to authenticate the bid amount. Accept the **IPO mandate** on your UPI app. Once you do that, you will receive the confirmation message about the **Block Bid Amount**.

**Note:** The actual amount will be debited when the shares are allotted to you.

**IMPORTANT:** If you want to watch a video on the above process, please click here: xxxxxxxx

**Disclaimer:** Opening of account or applying via Pre Apply IPO Feature will not guarantee allotment of shares in IPO. Investors are requested to do their due diligence before investing in any IPO