

## SCHEDULE II

**[Regulation 14]**

## Fees

1. Every registrar to an issue and share transfer agent shall pay a non-refundable fee of twenty thousand rupees along with the application for grant of certificate of registration under sub-regulation (1) of regulation 4.
2. Every registrar to an issue and share transfer agent shall pay a registration fee of six lakh rupees, within fifteen days from the date of receipt of information from the Board, at the time of grant of certificate of registration.
3. A registrar to an issue and share transfer agent who has been granted a certificate of registration, to keep its registration in force, shall pay fee of two lakhs and seventy thousand rupees, every three years from the sixth year, from the date of grant of certificate of registration.
4. (a) The fee referred to in paragraph 3 shall be paid by the registrar to an issue and share transfer agent one month before the expiry of the block for the which fee has been paid.  
(b) The registrars to an issue and share transfer agents registered under Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 prior to the commencement of these regulations, and carrying on the activities of registrar to an issue or share transfer agent, shall either:
  - (i) continue carrying on the activities of a registrar to an issue or share transfer agent as permitted under Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Regulations), 1993 till the expiry of the ongoing fee block for which fee has been paid; or
  - (ii) perform the activities of a registrar to an issue and share transfer agent as defined under regulation 2(1)(k) of these regulations by paying the differential amount of fees on pro-rata basis, after complying with all other necessary requirements and conditions under these regulations.
5. The fee specified in paragraphs 1, 2 and 3 shall be payable by the Registrar to an Issue and Share Transfer Agent by way of direct credit in the bank account through online payment using SEBI payment gateway.

## SCHEDULE III

**[Regulation 15]**

## CODE OF CONDUCT

1. A Registrar to an Issue and Share Transfer Agent shall maintain high standards of integrity in the conduct of its business.
2. A Registrar to an Issue and Share Transfer Agent shall fulfil its obligations in a prompt, ethical and professional manner.
3. A Registrar to an Issue and Share Transfer Agent shall at all times exercise due diligence, ensure proper care and exercise independent professional judgment.
4. A Registrar to an Issue and Share Transfer Agent shall exercise adequate care, caution and due diligence before dematerialisation of securities by confirming and verifying that the securities to be dematerialized have been granted listing permission by the stock exchange/s.
5. A Registrar to an Issue and Share Transfer Agent shall always endeavor to ensure that -
  - a. inquiries from investors are adequately dealt with;
  - b. grievances of investors are redressed without any delay;
  - c. confirmation of dematerialisation / rematerialisation requests and distribution of corporate benefits and allotment of securities is done within the time specified under any law .