

STEP-BY-STEP PLAN FOR SME IPO

ASSESS IPO READINESS

- ENSURE THE COMPANY MEETS SEBI AND EXCHANGE-SPECIFIC ELIGIBILITY—LIKE INCORPORATION UNDER COMPANIES ACT, MINIMUM POST-ISSUE CAPITAL (₹1–25 CRORE), SOUND FINANCIALS, GROWTH POTENTIAL, AND STRONG GOVERNANCE PRACTICES.

APPOINT KEY INTERMEDIARIES

- ENGAGE A MERCHANT BANKER (MANDATORY), REGISTRAR, AUDITOR, PEER REVIEW AUDITOR, COMPANY SECRETARY, AND OPTIONALLY, LEGAL OR PR ADVISORS.

CONDUCT FINANCIAL & LEGAL DUE DILIGENCE

- RESTATE PAST 3 YEARS' FINANCIALS, RESOLVE OR DISCLOSE TAX/LITIGATION ISSUES, AND ENSURE ROC FILINGS ARE UPDATED.

PREPARE IPO DOCUMENTATION

- DRAFT DRHP/INFORMATION MEMORANDUM INCLUDING BUSINESS DETAILS, RISKS, FINANCIALS, OBJECTS OF THE ISSUE, AND OBTAIN ALL DUE DILIGENCE CERTIFICATIONS.

VALUATION & CAPITAL STRUCTURING

- DECIDE ON ISSUE SIZE, PRICING METHOD, AND EQUITY DILUTION. GET A VALUATION REPORT IF REQUIRED.

REGULATORY APPROVALS

- APPLY TO BSE SME OR NSE EMERGE FOR APPROVAL. SEBI APPROVAL NOT REQUIRED FOR SME IPOS UNLESS MIGRATING TO MAIN BOARD. EXCHANGE CONDUCTS SITE VISIT AND PROMOTER INTERACTION.

MARKETING & INVESTOR ROADSHOWS

- CREATE INVESTOR AWARENESS THROUGH PRESENTATIONS, PR CAMPAIGNS, DIGITAL MARKETING, AND BROKER NETWORKS.

OPEN & CLOSE IPO

- IPO REMAINS OPEN FOR 3–5 WORKING DAYS. ALLOTMENT VIA ASBA. LISTING HAPPENS WITHIN 6 WORKING DAYS AFTER CLOSURE.

POST-IPO COMPLIANCE

- ENSURE QUARTERLY RESULTS, ANNUAL COMPLIANCE, GOVERNANCE NORMS, AND PREPARE FOR POTENTIAL MAIN BOARD MIGRATION AFTER 2 YEARS.