

## DETAILED INSTRUCTIONS

### MODE OF DISPATCH OF THE FIRST AND FINAL CALL NOTICE

In terms of the provisions of the Act, read with the relevant rules made thereunder, the First and Final Call Notice is being sent in electronic mode to holders of partly paid-up equity shares, whose e-mail address is registered with the Company or its Registrar to the Issue – MUFG Intime India Private Limited (*Formerly Known as "Link Intime India Private Limited"*) ("RTA") or the Depository Participant(s) as on the Record Date. The First and Final Call Notice along with the detailed instructions and payment slip are also available on the Company's website at [www.acesoftex.com](http://www.acesoftex.com).

Physical copy of the First and Final Call Notice along with the detailed instructions and payment slip are being sent to those shareholders:

- a. who has not registered their e-mail address with the Company or its RTA or Depository Participant(s); or
- b. who has specifically registered their request for the hard copy of the same.

### PAYMENT INSTRUCTIONS

Please note that:

- a. Cash payment shall not be accepted.
- b. Partly paid-up Equity Shares in respect of which the First and Final Call payable remains unpaid may be forfeited, in accordance with the provisions of the Companies Act, the Articles of Association, and the Application form. However, in relation to any payment made by a holder of the partly paid-up equity shares pursuant to the First and Final Call, which is lesser than the aggregate amount payable by such holder with respect to the partly paid-up equity shares held by such holder as on the Record Date, our Board or a duly authorized Committee of the Board, may consider conversion of such lower number of equity shares to be made fully paid-up, such that it is in proportion to the amount paid by such holder.

*(For example - If a shareholder holds 100 partly paid-up equity shares on the Record Date, the aggregate amount payable by such holder pursuant to the First and Final Call will be ₹3,900. If such holder makes a payment of ₹1,950, such holder will receive such number of fully paid-up equity shares converted in proportion to the payment made i.e., 50 fully paid-up equity shares. Partly paid-up equity shares in respect of which the First and Final Call payable remains unpaid may be forfeited, in accordance with the provisions of the Act, the Articles of Association of the Company and the Letter of Offer.)*

- c. Payments made using third party bank accounts are liable to be rejected and the Company, and the Registrar shall rely on the self-certification of the transaction in this regard.
- d. Excess/duplicate amount paid, or amount paid by person who is not a shareholder as on the Record Date or short payment made by a shareholder (in case the same cannot be adjusted towards payment of First and Final Call Money), will be refunded as per following methods:
  - a. ASBA Mode – Unblocking of funds in ASBA Account
  - b. Cheque – Credit to the same bank account from where payment has been made.

### Payment Modes

#### 1. For payment through Physical/Online ASBA

Shareholders may pay the First and Final Call Money through:

- i. **Online mode:** by visiting the website of the SCSBs, to block the First and Final Call Money payable in their ASBA Account;
- ii. **Physical mode:** by submitting the physical Application Form (enclosed as **Annexure 2**) to the Designated Branch of the SCSB, to block the First and Final Call Money payable in their ASBA Account.

Please visit <https://www.sebi.gov.in/sebiweb/other/OtherAction.do?doRecognisedFpi=yes&intmId=34> to refer to the list of existing SCSBs.

#### 2. For payment through 3-in-1 Account

- i. In accordance with the SEBI circular no. SEBI/HO/CFD/PoD-1/P/CIR/2024/0154 dated November 11, 2024, shareholders can also make the First and Final Call Money payment by using the facility of linked online trading-demat-bank account [3-in-1 type accounts], provided by some of the brokers.
- ii. Shareholders must log into their demat account and under the relevant section proceed with the payment for First and Final Call Money of Ace Software Exports Limited.
- iii. Shareholders are requested to check with their respective brokers for exact process to be followed.
- iv. Shareholders may please note that this payment method can be used only if the concerned broker has made this facility available to their customer. The Company, Lead Manager or the Registrar will not be responsible for non-availability of this payment method to the shareholders.

#### 3. For payment through cheque/ demand draft

- i. Shareholders are requested to send the payment slip along with cheque/demand draft made payable to:

<b>Resident Shareholders</b>	Ace Software Exports Limited – Call Money Resident Account
<b>Non-Resident Shareholders</b>	Ace Software Exports Limited – Call Money Non-Resident Account

- ii. The payment slip is enclosed herewith as **Annexure 3**.
- iii. The shareholder must inter alia state the following details in the payment slip:
  - a. Full Name of the Sole/First shareholder;
  - b. First and Final Call Notice No.;
  - c. DP ID-Client ID/Folio No.; and
  - d. No. of partly paid-up equity shares held.
- iv. The payment slip along with the amount payable by cheque or demand draft must be presented at **ICICI Bank Limited** at the following locations on or before **Tuesday, February 18, 2025**:

<b>For Resident Shareholders</b>	<b>Agra:</b> ICICI Bank Ltd, No 6,8- 13,Ground Floor , Shanta Tower, Sanjay Place, Agra; <b>Ahmedabad:</b> ICICI Bank Ltd, Jmc House, Opp. Parimal Gardens, Off C.G. Road Ambawadi, Ahmedabad; <b>Amritsar:</b> ICICI Bank Ltd, 361, M.C International The Mall Amritsar, Punjab; <b>Bangalore:</b> ICICI Bank Ltd, 1, Shobha Pearl, Commissariat Road, Off M G Road, Ground Floor, Bangalore; <b>Belgaum:</b> ICICI Bank Ltd, 14, Khanapur Road, Rpd Cross, Tilakwadi, Belgaum, <b>Bharuch:</b> ICICI Bank Ltd, Blue Chip Sanitorium Compound, Sevashram Road, Panch Batti, Bharuch; <b>Bhavnagar:</b> ICICI Bank Ltd, Plot No. 2569, Ground Floor, Ratnadeep Complex, Opp. Central Salt Research Institute, Waghawadi Road, Bhavnagar Gujarat; <b>Bhopal:</b> ICICI Bank Ltd, Alankar Palace, Plot No. Ii, Zone Ii, M P Nagar, Bhopal, MP; <b>Bhubaneswar:</b> ICICI Bank Ltd, Bhanjaprava Building, Opp. Sriya Talkies, Unit 3, Janpath, Bhubaneswar; <b>Chandigarh:</b> ICICI Bank Ltd, sco 27 sector 10D chandigarh 160017; <b>Chennai:</b> ICICI Bank Ltd, 110, Prakash Presidium, Utthamar Gandhi Salai, Nungambakkam High Road, Chennai; <b>Ernakulam:</b> ICICI Bank Ltd, Emgee Square, M.G.Road, Ernakulam, Kochi; <b>Coimbatore:</b> ICICI Bank Ltd, Cheran Plaza, No.1090 Trichy Road; <b>Dehradun:</b> ICICI Bank Ltd, Ncr Plaza,24, New Cantt Road, Hathibarkala, Dehradun, Uttarakhand; <b>Faridabad:</b> ICICI Bank Ltd, Booth No. 104105, District Centre, Sector 16, Faridabad, Haryana; <b>Ghaziabad:</b> ICICI Bank Ltd, R1/88, Raj Nagar, Ghaziabad, Uttar Pradesh; <b>Guntur:</b> ICICI Bank Ltd, 5822, Pmg Complex, Lakshmiapuram Main Road, Guntur Andhra Pradesh; <b>Gurgaon:</b> ICICI Bank Ltd, Sco 18 19, Huda Shopping Centre, Sector14, Market Complex, Gurgaon, Haryana; <b>Guwahati:</b> ICICI Bank Ltd, Ground Floor, Shanti Complex, G.S. Road, Bhangagarh, Guwahati; <b>Hubli:</b> ICICI Bank Ltd, Eureka Junction, Travellers Bungalow Road, Hubli; <b>Hyderabad:</b> ICICI Bank Ltd, 6-2-1012, Tgv Mansions, Opp. Institution Of Engineers, Khairatabad, Hyderabad; <b>Hissar:</b> ICICI Bank Ltd, Plot No. 5760, Kamla Palace Road, Red Square Market, Hissar, Haryana; <b>Indore:</b> ICICI Bank Ltd, 4, Chhoti Khajrani, Malav Parisar, Indore; <b>Jaipur:</b> ICICI Bank Ltd, C99, Shreeji Towers, Subhash Marg, Near Ahimsa Circle, C Scheme, Jaipur; <b>Jamshedpur:</b> ICICI Bank Ltd, Natraj Mansion, Main Road,
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	Bistupur, Jamshedpur Jharkhand; <b>Jodhpur:</b> ICICI Bank Ltd, Plot No. 10,11, Refugee Colony Sindhi Colony, Near Jaljog Circle, Jodhpur; <b>Kanpur:</b> ICICI Bank Ltd, 16/106, J.S. Towers, The Mall, Kanpur, Uttar Pradesh; <b>Kolhapur:</b> ICICI Bank Ltd, Vasant Plaza, Near Udyog Bhavan, Rajaram Road, Rajarampuri, Kolhapur; <b>Kolkata:</b> ICICI Bank Ltd, 22, Sir R.N. Mukherjee Road, Kolkata; <b>Lucknow:</b> ICICI Bank Ltd, Shalimar Tower, 31/54 M.G. Marg, Hazratganj, Lucknow; <b>Ludhiana:</b> ICICI Bank Ltd, Nehru Sidhant Kender Trust Building, Feroz Gandhi Market, Ludhiana, Punjab; <b>Madurai:</b> ICICI Bank Ltd, No.21,22,23, North Chitrai Street, Madurai; <b>Mumbai:</b> ICICI Bank Ltd, Capital Market Division, 163,Ground Floor, H T Parekh Marg, Backbay Reclamation, Churchgate – 400020; <b>Mysore:</b> ICICI Bank Ltd, 2950, Aishwarya Arcade, 9Th Cross, Kalidasa Road, V.V. Mohalla, Mysore; <b>Nagpur:</b> ICICI Bank Ltd, Shriram Tower, Ground Floor, S V Patel Marg, Near NIT Building, Sadar; <b>Nashik:</b> ICICI Bank Ltd, Unit No G19, Utility Center, Opp To Rajiv Gandhi Bhavan, Sharanpur Road Nasik; <b>New Delhi:</b> ICICI Bank Ltd, 9A, Phelps Building, Connaught Place, New Delhi; <b>Noida:</b> ICICI Bank Ltd, K1, Senior Mall, Sec18, Noida, Uttar Pradesh; <b>Panaji:</b> ICICI Bank Ltd, 65, Sindur Business Centre, Swami Vivekanada Road, Opp. Passport Office, Panaji Goa; <b>Puducherry:</b> ICICI Bank Ltd, 49 Mission Street, Puducherry; <b>Pune:</b> ICICI Bank Ltd, Satguru House 362/6, CTS. No. 30, Ground Floor, Bund Garden Road, Pune; <b>Rajkot:</b> ICICI Bank Ltd, Jai Hind Press Annexe, Opp. Shardabaug, Near Dharam Cinema, Rajkot; <b>Ranchi:</b> ICICI Bank Ltd, Arora Heights, P.P. Compound, Main Road, Ranchi; <b>Salem:</b> ICICI Bank Ltd, Swarnam bigai Plaza, S.F. No. 6/5, Block No. 7, Ward C, Omalur Main Road, Near Bus Stand, Salem, Tamilnadu; <b>Surat:</b> ICICI Bank Ltd, Platinum Plaza, Opp. V.T. Choksi Law College, Athwalines, Surat; <b>Trichy:</b> ICICI Bank Ltd, New no - 58, West Boulevard Road, Sivapoorna complex, Trichy - 620002; <b>Vadodara:</b> ICICI Bank Ltd, 42, Haribhakti Society, Nr. Chakli Circle, O.P. Road, Vadodara; <b>Vijayawada:</b> ICICI Bank Ltd, 401127,128 129, Murali Chambers, M.G. Road, Vijayawada; <b>Visakhapatnam:</b> ICICI Bank Ltd, 47-14-18, Isnar Satya Sri Complex, Dwarkanagar Main Road, Visakhapatnam
<b>For Non-Resident Shareholders</b>	<b>Mumbai:</b> ICICI Bank Ltd, Capital Market Division, 163,Ground Floor, H T Parekh Marg, Backbay Reclamation, Churchgate – 400020

- v. Shareholders residing at locations where the ASBA facility or Bank’s collection centres are not available, may send their First and Final Call Money along with the completed payment slip by registered post/speed post at the office of the Registrar: MUFG Intime India Private Limited (*Formerly Known as “Link Intime India Private Limited”*), C 101, 1st Floor, 247 Park, LBS Marg, Vikhroli (West), Mumbai - 400083, Maharashtra, India. Tel No.: +91 810 811 4949, stating the requisite details along with Cheque/Demand Draft payable at Mumbai, such that the same are received on or before the last date of payment of the First and Final Call Money i.e. **Tuesday, February 18, 2025.**
- vi. Cheque / Demand Draft should be drawn on such bank, including Co-operative Bank, which is situated at and is a member or a sub-member of the Bankers’ Clearing House located at the Centre where this First and Final Call Notice is presented. Outstation Cheques / Bank Drafts, Money Orders, and Postal Orders will not be accepted. Post-dated cheques will not be accepted and are liable to be rejected.
- vii. After the last date of payment, i.e. **Tuesday, February 18, 2025**, Bank branches at the aforesaid locations will not accept any First and Final Call Money payment.
- viii. The Company will not be liable for any delayed receipt and reserves the right to reject such delayed receipts.
- ix. Payment slip should be complete in all respects. The payment slip found incomplete with regard to any of the particulars required to be given therein are liable to be rejected.

#### Non-payment

Please note that, failure to pay the First and Final Call Money, as aforesaid, shall render the partly paid-up equity shares, including the amount already paid thereon, liable to be forfeited in accordance with the Act, the Articles of Association of the Company and the Letter of Offer.

#### Other Information

- i. The trading in ISIN- IN9849B01018 representing partly paid-up equity shares of face value ₹10 each (₹5 paid-up) has been suspended by the Stock Exchange effective from Friday, January 24, 2025. Further the ISIN- IN9849B01018 representing partly paid-up equity shares has been suspended by National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL).
- ii. The process of corporate action for converting the partly paid-up equity shares to the fully paid-up equity shares under the present ISIN- INE849B01010 for the existing fully paid-up equity shares, allotted by the depositories, is estimated to be completed within two to three weeks from the last date of payment of the First and Final Call Money stipulated under this Notice.
- iii. Upon completion of the corporate action, the partly paid-up equity shares shall be converted into fully paid-up equity shares and would be credited to ISIN- INE849B01010, allotted by depositories.
- iv. In case of non-receipt of the First and Final Call Notice, shareholders can request by e-mail or letter, for the duplicate First and Final Call Notice to the Registrar or may also download the same from the Company’s website: [www.acesoftex.com](http://www.acesoftex.com) or the Registrar’s website: [www.linkintime.co.in](http://www.linkintime.co.in). In such a case, however, the shareholder need to fill the DP ID-Client ID, number of partly paid-up equity shares held and amount payable towards the First and Final Call Money.
- v. The shareholder must mention in the Application, his/her PAN number allotted under the Income Tax Act, 1961.
- vi. Eligible Shareholders must ensure that their PAN is linked with Aadhaar and are in compliance with the notification dated February 13, 2020 issued by Central Board of Direct Taxes and press release dated June 25, 2021.
- vii. This intimation does not constitute an offer of, or a solicitation of an offer to purchase, any securities of Ace Software Exports Limited in any jurisdiction where offers or solicitations are not permitted by law. The information is solely intended for distribution to, and use by, the Eligible Shareholder only and is not to be reproduced, transmitted or distributed to any other person.
- viii. All correspondence in this regard may be addressed to:



**MUFG Intime India Private Limited (Formerly Known as “Link Intime India Private Limited”)**

**(Unit: Ace Software Exports Limited)**

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