

PREAPPLY IPO

How to use the Pre Apply IPO Feature on the Espresso App

What if we told you, you could apply for IPOs before the subscription open date? Sounds too good to be true? Well, it's possible. Thanks to the Pre Apply IPO Feature!

Espresso's Pre Apply IPO feature helps you apply to IPOs before the Subscription Open Date.

Main benefits of the Pre Apply IPO Feature:

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:

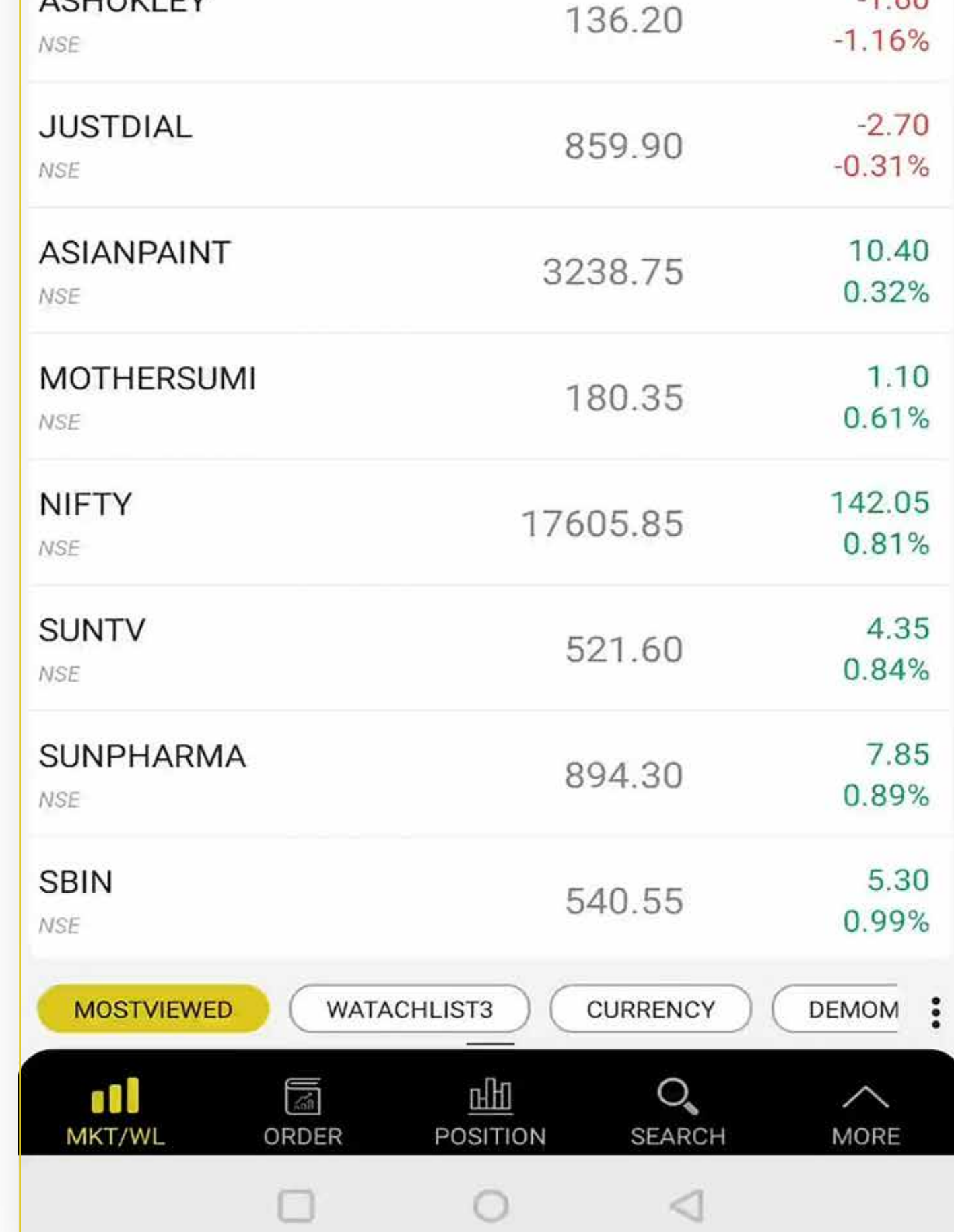
- Pre Apply IPO Feature is available only when the IPO details come in officially to Espresso which is usually 4-5 days prior to IPO Open Date
- Money lying in your Espresso account is **not** blocked for pre-applying for IPOs
- You will need to authorise the IPO mandate that will come on your UPI App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

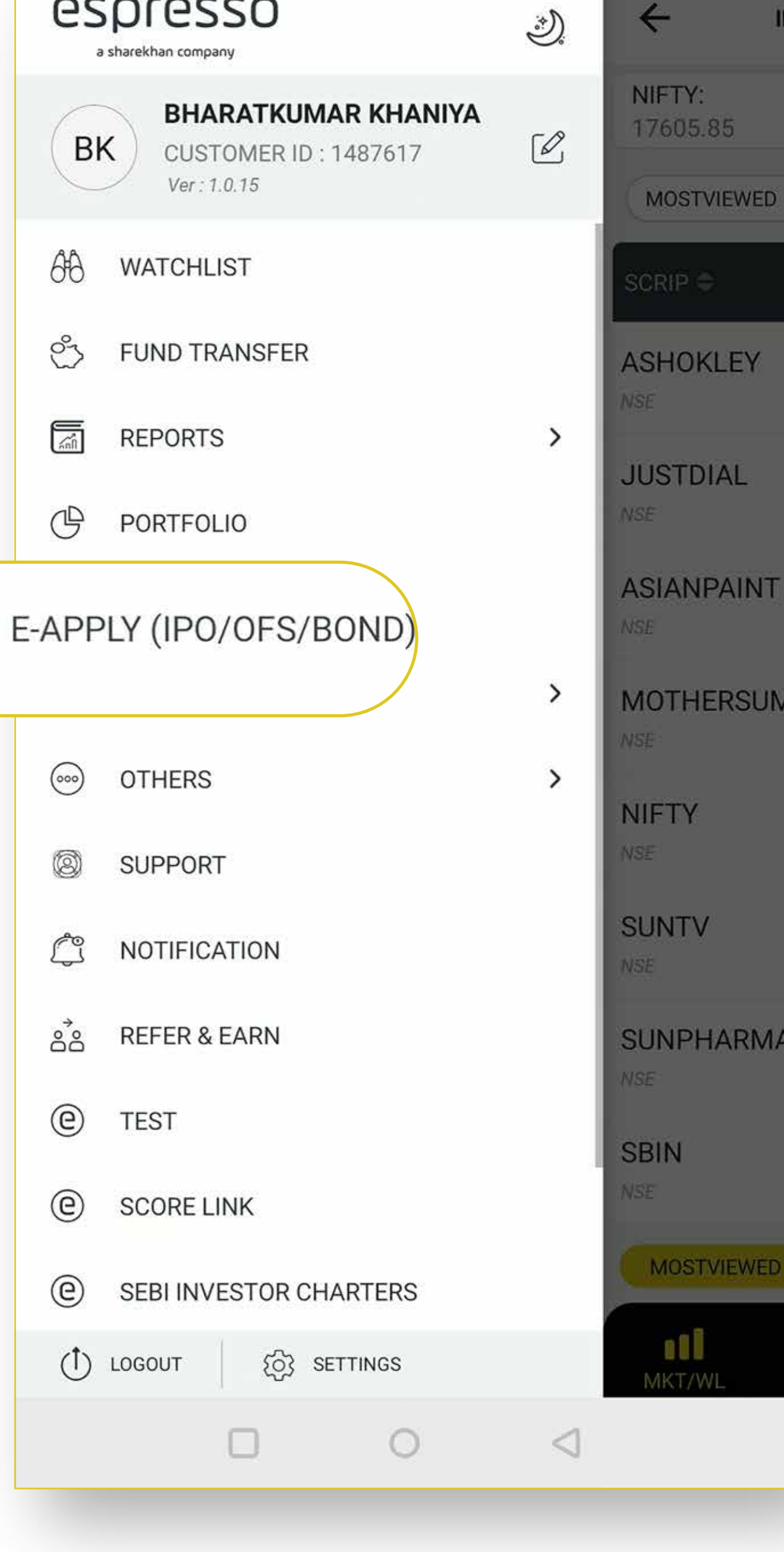
Now that we have covered the what and what not of the Pre Apply IPO Feature, let's take a look at the how of it.

The below section will give you a step by step understanding of how to pre-apply for IPOs on the Espresso App

Step 1: Login to the Espresso App. Once you have logged in, you should be able to see **Watchlist** screen.



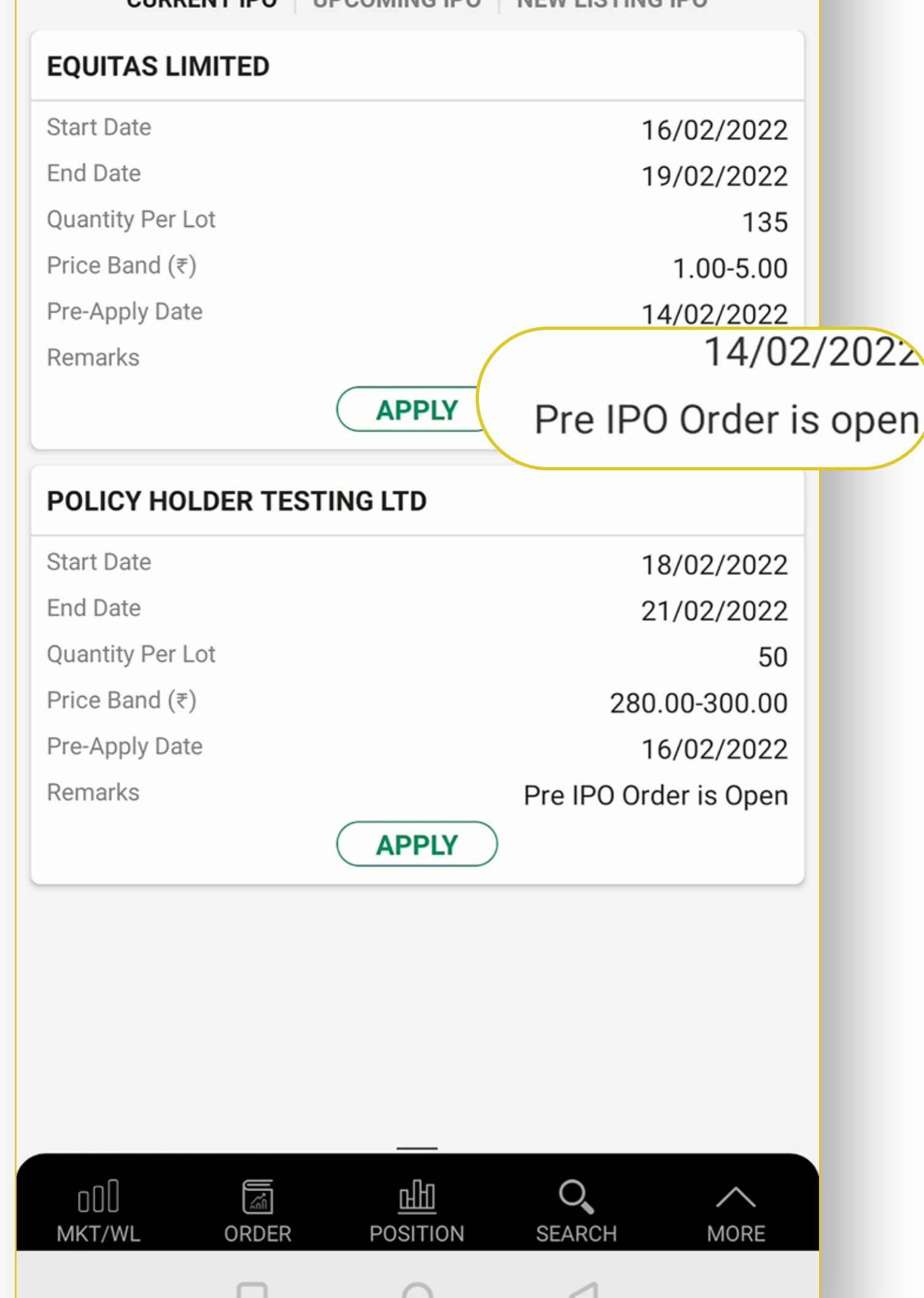
Step 2: Click on the Hamburger Menu. Then go to **E-apply (IPO/OFS/BOND)**.



Step 3: Once you click on it, you will land on the **IPO Dashboard**. Once on the IPO Dashboard, you will find **Start Date**, **End Date** and other such details.

Here is a brief explainer of what these details mean

1. **Start date:** The date on which the IPO is open for subscription
2. **End Date:** The Date on which the IPO gets closed for subscription
3. **Quantity per lot:** Offered quantity for bidding in one lot
4. **Price Band:** The price offered for bidding
5. **Pre Apply Date:** The date from which you can apply for the IPO
6. **Remark:** This indicates whether the IPO is open for pre-apply or not



[Most Important Step]

Step 4: Click on the **Apply** button of the screen. Once you click on it, you will land on the **Application Form**. On the application form, you need to fill in a few details.

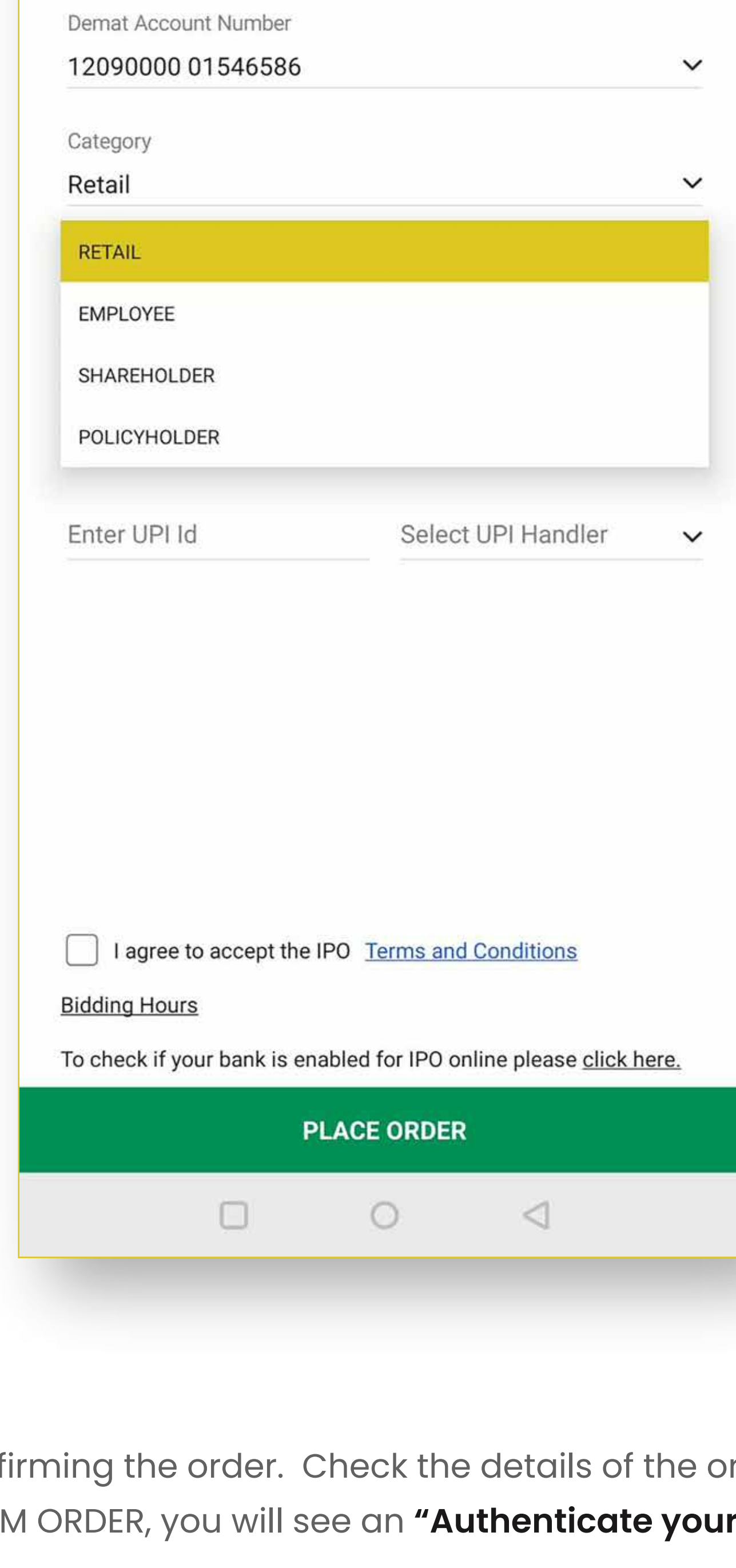
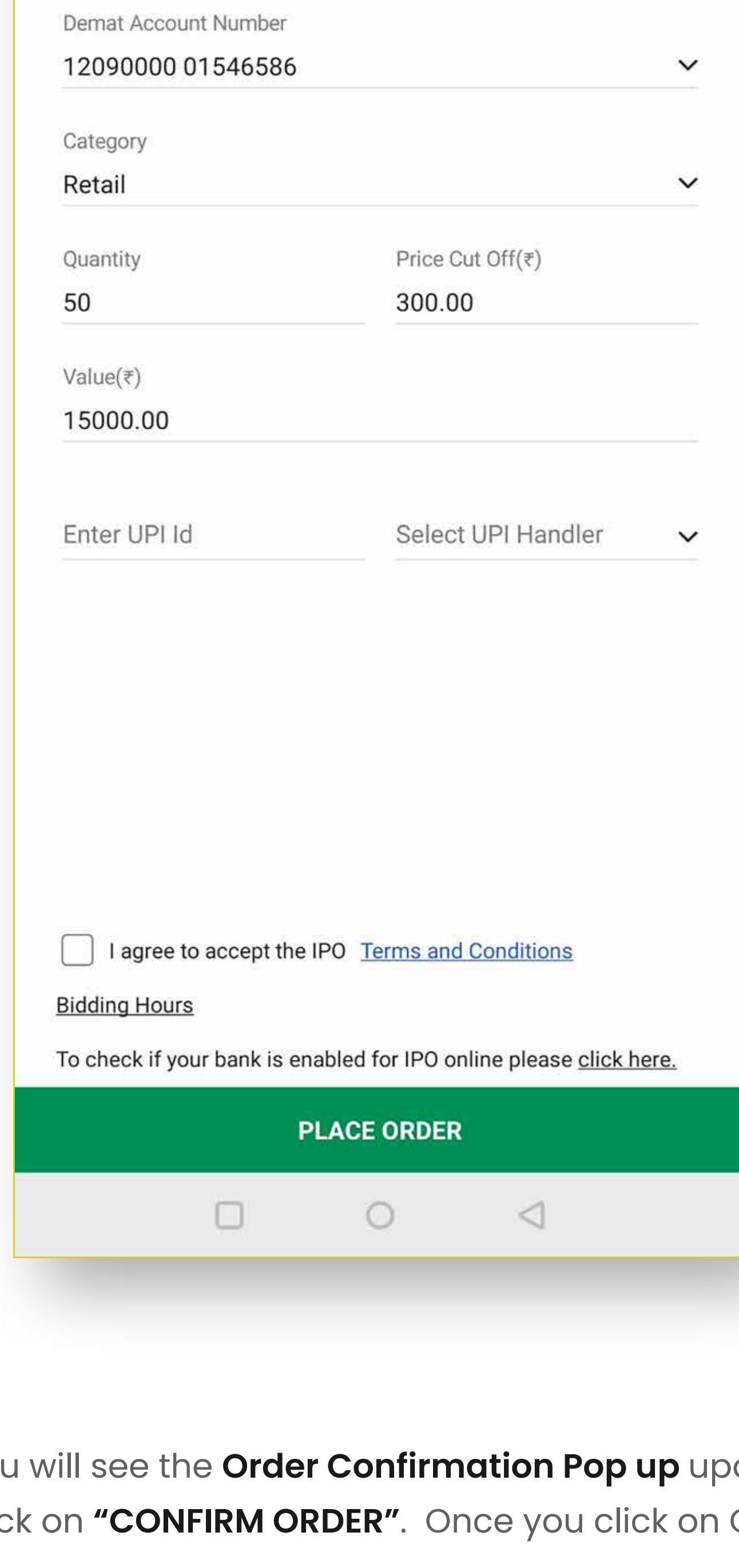
- a. Select the **Demat Account Number** from the drop down.
- b. You need to select the **Category** from the dropdown. There are 4 different options available here. Here is how you select the category applicable for you!

Scenario 1: Select the category as **"PolicyHolder"** if you are a policy holder of the company.

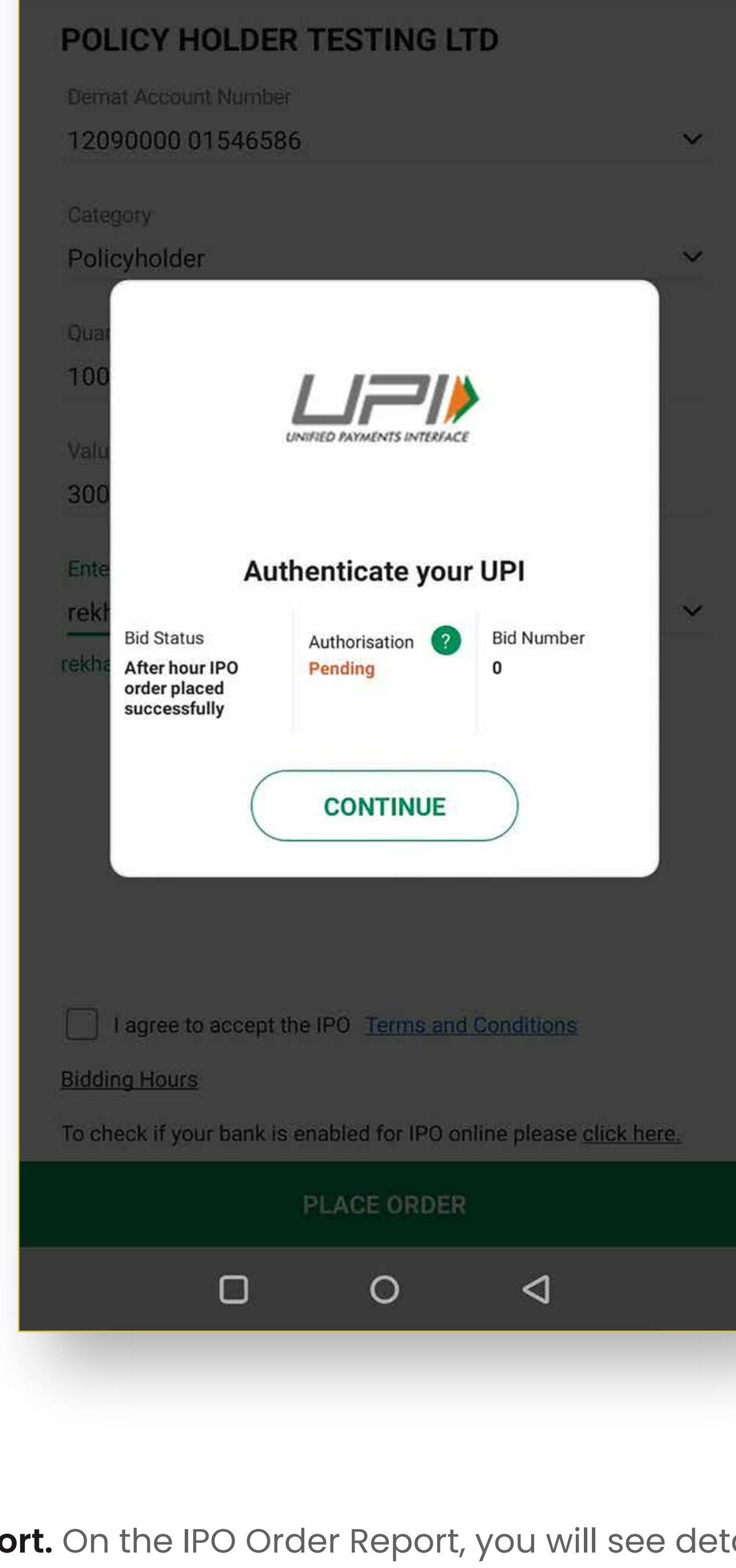
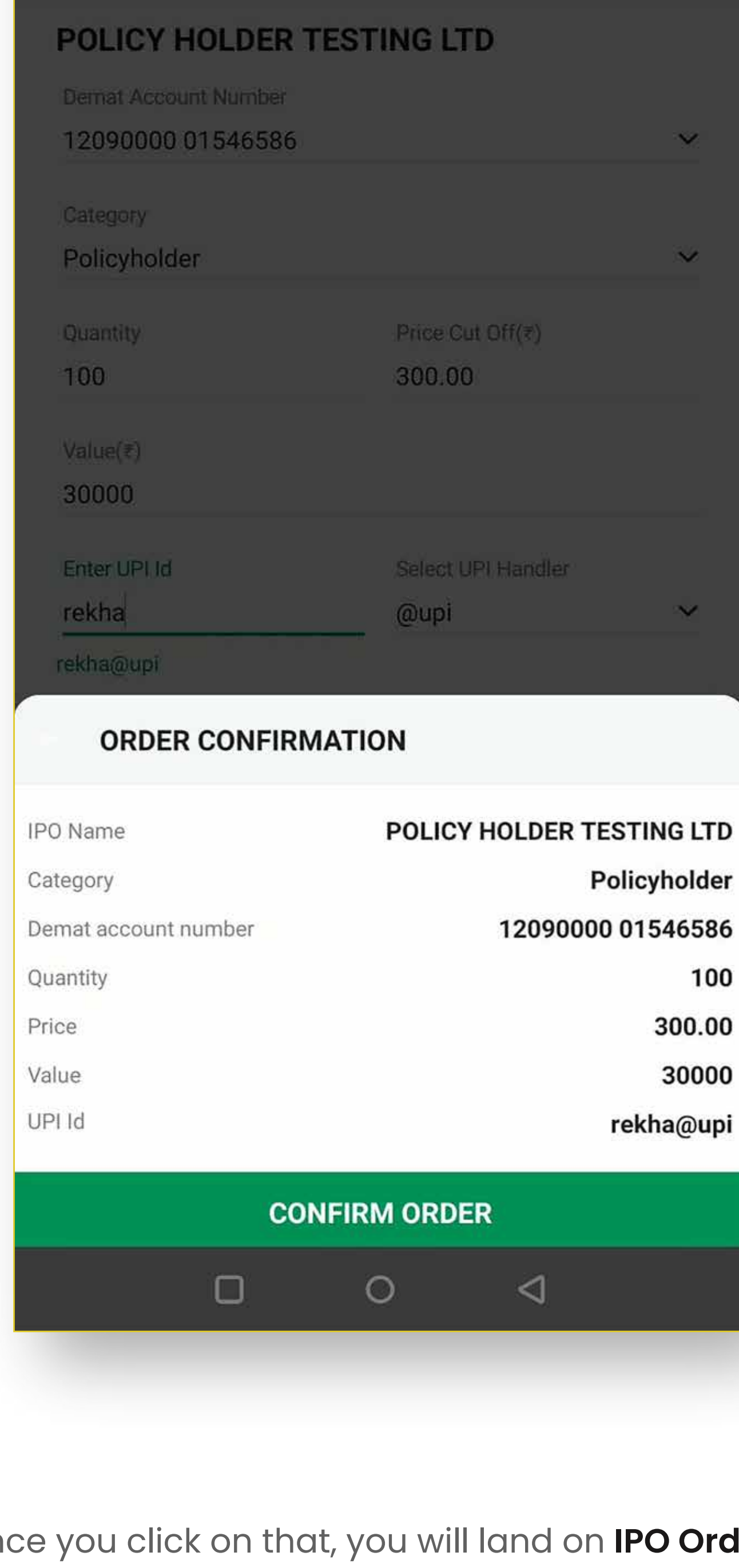
Scenario 2: If you are an employee of the company, select **"Employee"**.

Scenario 3: If you are a share holder of the company, select **"Shareholder"**. If you do not belong to any of these categories, then you should select the category as **"Retail"**.

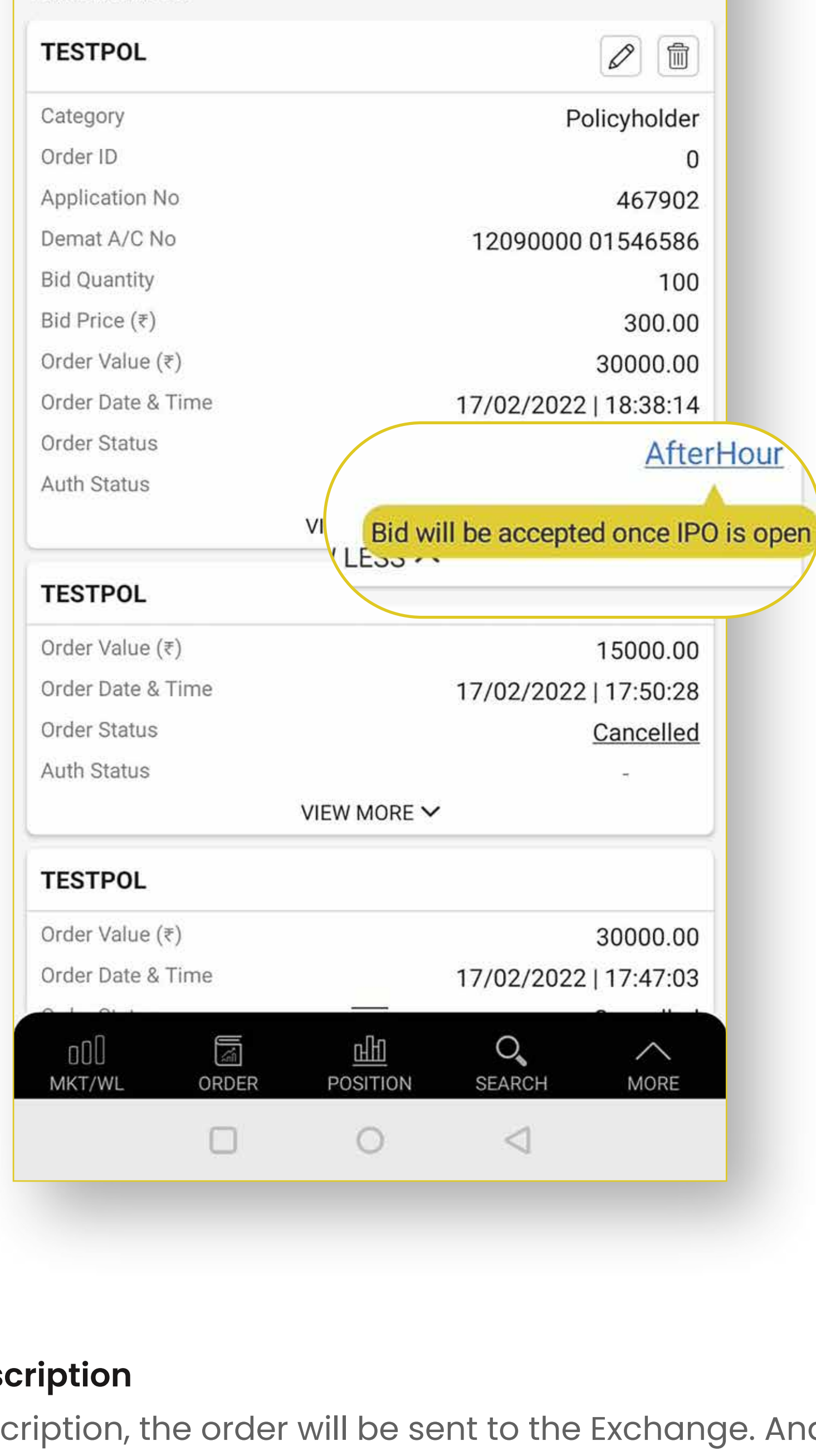
- a. Enter your UPI ID and select the UPI handler from the drop down.
- b. Agree to the terms and conditions by clicking on the **"I agree to accept the IPO Terms and Conditions"** checkbox.
- c. Finally click on **PLACE ORDER**.



Step 5: You will see the **Order Confirmation Pop up** upon confirming the order. Check the details of the order and click on **"CONFIRM ORDER"**. Once you click on CONFIRM ORDER, you will see an **"Authenticate your UPI"** pop up.



Step 6: Once you click on that, you will land on **IPO Order Report**. On the IPO Order Report, you will see details of the IPO which you have applied for. The status of the Pre-Apply IPO order will be shown as **"AfterHour"**.



Step 7: Once the IPO opens for subscription

Once the IPO opens for subscription, the order will be sent to the Exchange. And soon after that, the bid status will change to **"BID RECEIVED"**.

Step 8: After the status changes to Bid Received in the Espresso App

Once the IPO Order is received by the exchange and the status changes to Bid Received, you will get a notification (IPO mandate request) on your UPI App and a SMS as well. Login to your **UPI App** and verify all details. **You need to accept the request to submit your IPO application.** Once done, the IPO application amount will be blocked and you will get a message about the **Block Bid Amount**.

Note: The actual amount will be debited from your account only after the allotment of shares.

IMPORTANT: To watch a walk through video of Pre Apply IPO Feature on the Espresso app, click here: <https://bit.ly/3pBFKYI>

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