

GUIDELINES FOR SUBSCRIPTION OF UNPAID RIGHT FOR INVESTOR ACCOUNT HOLDERS

1. A duly signed request letter from Investor Account Holder is required for initiating the Right Subscription Request (RSR) in CDS. Such request letter must contain the following information:
 - a. Investor Account number and name of Account Holder is properly mentioned.
 - b. Volume of unpaid rights in figures and words is properly mentioned.
 - c. Signature of Account Holder as per the specimen provided to CDC's Investor Account Services Department.
 - d. Unpaid rights security name that is to be subscribed is properly mentioned.
 - e. Incase of corporate account, the letter must be on corporate letterhead or duly stamped with corporate rubber stamp and duly signed by the authorized signatory (ies).
 - f. Cutting / overwriting authentication, if any.
2. Incase of submission of request through mail, duly signed request letter must be received at the respective CDC office (as mentioned below) atleast five business days prior to the last payment date of unpaid rights.
3. Incase of submission of request by hand, duly signed request letter must be received at the respective CDC office (as mentioned below) atleast two business days prior to the last payment date.
4. IAS Account Holders, registered to use CDC access – IVR [0800-23275 (CDCPL)] or CDC access – Web (www.cdccacess.com.pk) facilities can notify their subscription requests through these channels. Similarly, IAS Account Holders can avail this facility through email (info@cdcpak.com) using their registered email address with CDC or convey their requests signed as per operating Instruction through fax to the respective CDC office (Karachi – 021-34326031, Lahore 042-35789340, Islamabad – 051-2895454)
5. Please ensure to obtain two copies of RSR from Investor Account Services Department, one copy for payment with bank and other for your record. Incase of submission of request through mail, copies of RSR will be sent on the mailing address available in our record.
6. Applicable tariff is mentioned below for your ready reference.

Description	Rate	Basis
Initial Deposit fee for Right Entitlements (unpaid rights)	Re. 0.01	Per Right Entitlement Deposited
Securities Deposit Processing fee	Re. 0.025	Per Right Entitlement Deposited
Transaction fee for Rights Entitlements (unpaid rights)	Re. 0.004%	Closing market value of last trading session of every trading day at PSX
Withdrawal Fee for Rights Entitlements (unpaid rights)	Re. 0.10	Per Right Entitlement
Rights Subscription Request Fee	Re. 0.0020	Per Right Entitlement Subscribed

The minimum and maximum fee per Right Subscription Request shall be Rs. 10 and Rs. 100,000 respectively

7. All others IAS related transactions pertaining to LOR will be processed in the similar manner as applicable to other securities except withdrawal transactions. Withdrawal requests can be initiated by the IAS account holders within 7 days from the date of credit of unpaid rights.

For complete details as to the regulatory amendments relating to Rights Entitlements, please refer to chapter 8AA of the CDC Regulations on our websites www.cdcpakistan.com. For further clarification, you may call our Customer Support Services on toll free number: 0800-CDCPL (23275) for overseas caller dial (+9221) 34326038

CDC OFFICES

KARACHI IAS ACCOUNT HOLDERS	1 - Head office: CDC House, 99-B, Block –B, S.M.C.H.S, Shakra-e-Faisal Karachi 2 - CDC Office-Mezzanine Floor, Pakistan Stock Exchange, Stock Exchange Road Karachi
LAHORE IAS ACCOUNT HOLDERS	Mazzanine Floor, South Tower, LSE Plaza, 19-Khayaban-e-Aiwan-e-Iqbal, Lahore.
ISLAMABAD IAS ACCOUNT HOLDERS	Room # 410, 4th Floor, ISE Towers, 55-B, Jinnah Avenue, Blue Area, Islamabad.

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NOTE: Please mark the envelop '**Attention to Investor Account Services Department**'.