



USER MANUAL for PARTICIPANTS

Unpaid Rights in CDS

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Credit of unpaid rights into respective accounts into CDS

This process is similar to credit of bonus securities into respective accounts.

Right Subscription Request

Through the letter of rights functionality in CDS, the clients will get their right shares/certificates directly into their respective CDS accounts after exercising the Right and, after the payment is made.

By using the Right Subscription Request functionality in CDS, the participant users can make right subscription requests for the purpose of exercising the unpaid right (for themselves and /or their clients). The users can access this functionality under Direct Transactions>Right Subscription>Right Subscription Request option.

Save Tab

The Save Tab is displayed by default when the user first opens the Right Subscription Request screen. No Post tab is present in this browser. The Save browser will display the records which have been saved and have not been posted, as shown in the figure below.

The screenshot shows the 'Right Subscription Request' window in the CDS system. The window title is 'e CDS - Central Depository System'. The menu bar includes 'File', 'Setup', 'Direct transactions', and 'Reports'. The status bar shows 'Element Type : PARTICIPANT', 'Element Id : 00067', 'User Id : A0006701', 'System Date : 25/08/2058', and 'Last Accessed : 25/08/2058 12:39:09'. The main window has a 'Save' tab selected. Below the tab is a 'Record Selection' section with 'Search Options'. The search options include 'Transaction ID', 'Participant ID' (set to 00067), 'Account Number', 'Security Symbol', and 'Transaction Date' (set to 25/08/2058). There are 'Search' and 'Refresh' buttons. Below the search options is a table with the following data:

TRANSACTION ID	TRANSACTION DATE	A/C NO	SECURITY SYMBOL	VOLUME	REMARKS	STATUS
2058-1362	25/08/2058	509	DATALORSWWWWE	2		To Be Added

At the bottom of the window, there are buttons for 'Add', 'Update', 'Delete', 'Post', and 'Cancel'.

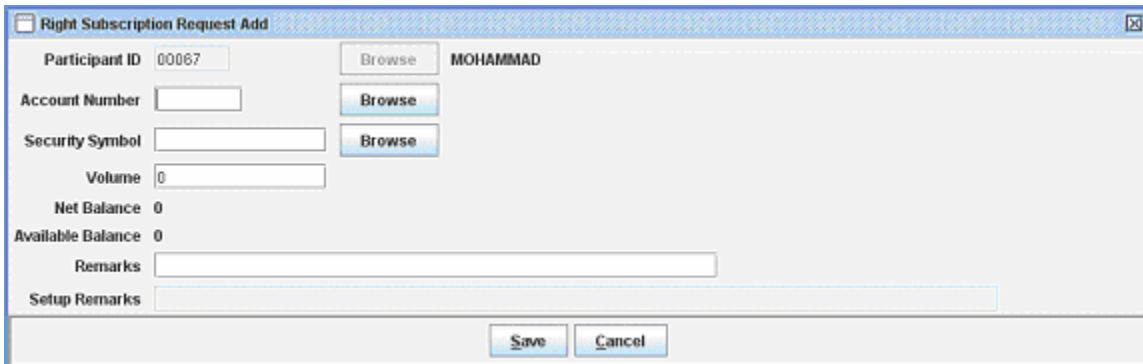
The Save tab displays the Transaction ID, Transaction Date, A/C No., Security Symbol, Volume, Remarks and Status columns.

The user can retrieve already saved transactions by providing the Transaction ID, Account Number, Security Symbol and/or Transaction Date in the Search option. Upon clicking the 'Search' button, those records which fit the search criteria provided by the user are displayed.

Clicking the 'Search' button without entering any data in the search fields will return all the saved transactions for that participant. To enter new search criteria, the user can click the 'Refresh' button which clears all the search fields.

Add

The Add Option is used to add a new Right Subscription Request in the system. In order to add a new request, the user clicks the Add button in the Save tab. The following screen is displayed:



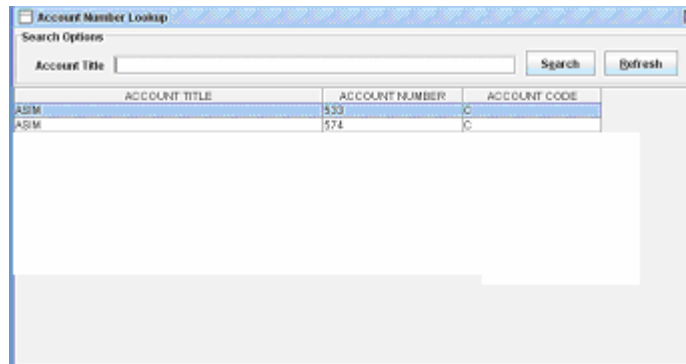
The screenshot shows a window titled "Right Subscription Request Add". It contains the following fields and controls:

- Participant ID: 00067 (un-editable), with a "Browse" button and the name "MOHAMMAD" displayed.
- Account Number: [Empty], with a "Browse" button.
- Security Symbol: [Empty], with a "Browse" button.
- Volume: 0
- Net Balance: 0
- Available Balance: 0
- Remarks: [Empty text box]
- Setup Remarks: [Empty text box]
- Buttons: "Save" and "Cancel" at the bottom.

Participant ID field is displayed as un-editable, and shows the respective Participant ID and Participant Name to the user.

The user has to enter the following information to add new requests:

Account Number This is a mandatory field. The user can either enter the account number by typing it in the space provided, or by clicking the browse button besides the account number field. This is provided to give the user access to a lookup table for searching the account number from table, as shown below.



The user can search the account number on the basis of Account Title of the Sub-Account Holder, as shown in the above screen.

Security Symbol The user can enter the Security Symbol in this field. The '**Browse**' button adjacent to the field provides the user with a lookup table of valid security symbols (only unpaid right securities) in case the user cannot remember the correct symbol.

Volume The user enters the volume of the security involved in the transaction in this field.

Remarks The user can enter any remarks considered necessary in this optional field.

The Net Balance and Available Balance fields will be un-editable, and will display the respective volumes when the user selects a specific security.

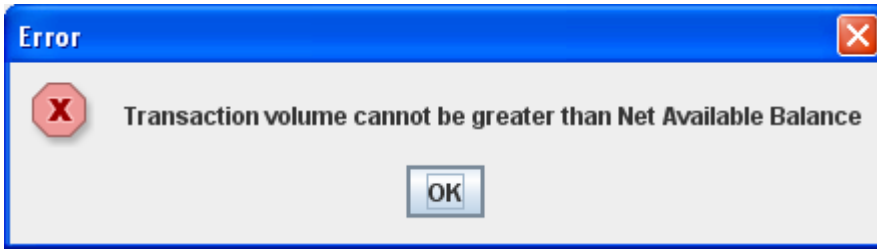
If the user tries to save a right subscription request after the last payment date has passed, the following message will be displayed, and the transaction will not be saved:



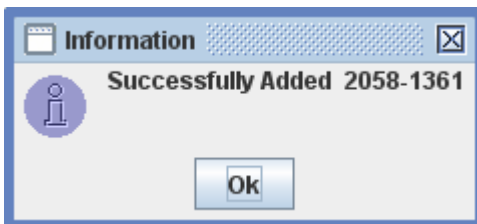
If the volume specified by the user is zero, then the following message will be given:



If the transaction volume specified by the user is greater than the net available balance, then the following message will be given:



Upon pressing the Save button if all requisite valid information is correctly provided, the system displays the following message.



The newly added record is displayed in the scrolling table of the Save tab with the status *"To Be Added"*

Update

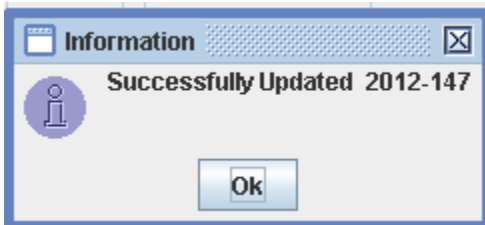
The saved Right Subscription Request records can be updated by using the Update button option available in the Save browser screen.

By selecting a particular record in the Save tab and pressing the Update button would open the Right Subscription Request Update screen, with the respective information for the selected record, as shown below:

The screenshot shows a dialog box titled "Right Subscription Request Update". It contains the following fields and controls:

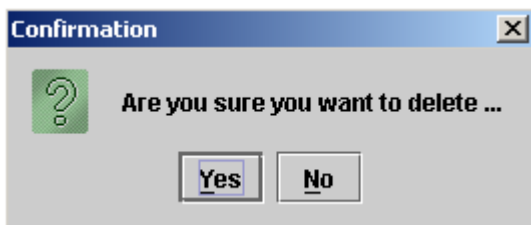
- Transaction ID: 2058, 1361
- Participant ID: 00067, with a "Browse" button and the name "MOHAMMAD" displayed.
- Account Number: 509, with a "Browse" button and the name "MUHAMMAD RASHIED" displayed.
- Security Symbol: DATALORSWAVE, with a "Browse" button and the name "Data Security Limited SW" displayed.
- Volume: 2
- Net Balance: 2002
- Available Balance: 2002
- Remarks: (empty text box)
- Setup Remarks: SECURITY SETUP REMERKS (empty text box)
- Buttons: "Save" and "Cancel" at the bottom.

The non-editable fields are Transaction ID, Participant ID, Account Number, Security Symbol, Net Balance, Available Balance and Setup Remarks. After the user updates the desired fields and presses the save button, the system would update the record. If the Update operation is successful, the following screen is displayed.

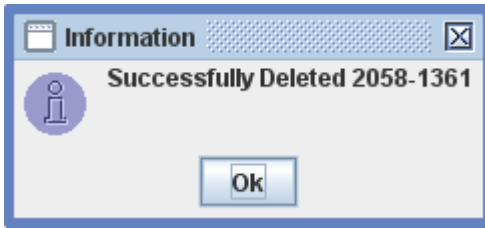


Delete

The user can delete an already saved record by pressing the Delete button on the Save browser, after selecting a particular record on the scrolling table. The following confirmation message will be displayed:



Pressing the Yes button would delete the record and the following message would be displayed:

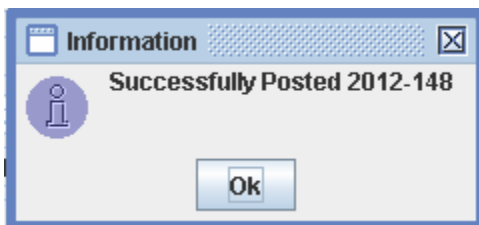


Post

The Post button is used to make the transaction permanent and block the unpaid right subscription volume. When the user selects a record from the scrolling table and presses the Post button, the following message is displayed.



Upon pressing the Yes button on the confirmation dialog would display the following message:



After the user presses the OK button, the user will be prompted with the following message to provide the option to generate the Right Subscription Request Receipt Report.

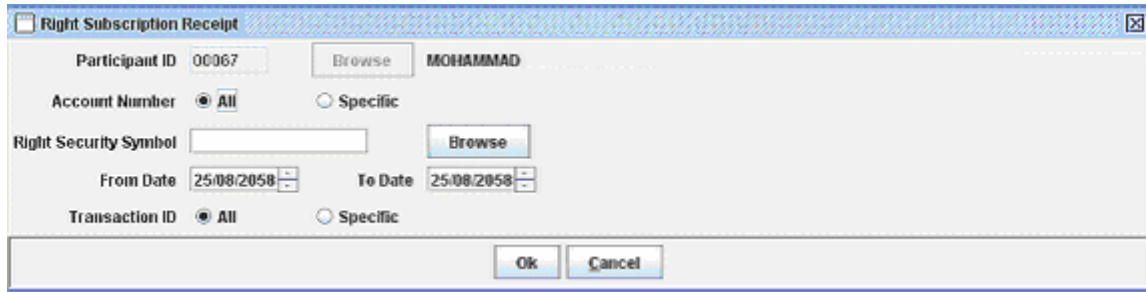


The report will be generated if the user presses the Yes option.

Right Subscription Receipt Report

In order to generate the receipt of the right subscription requests, the participant can generate the Right Subscription Request Receipt Report. The report can be accessed under Reports> Right Subscription Reports> Right Subscription Receipt menu option in CDS.

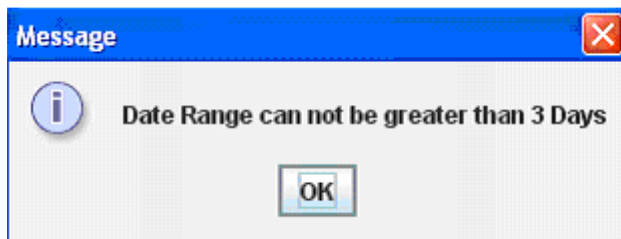
The following report screen is displayed to the user:



The Participant ID field will be disabled with the respective Participant's ID. The user will be able to generate the report for all accounts or for a specific account, and for all transaction or a specific transaction. The user can browse for a particular transaction by using the Transaction ID Browse button.

The user can browse the Right Security Symbol through the Browse button. The report will be generated for the date range provided through From Date and To Date fields.

If the user provides a date range of greater than 3 days, then the following message will be given to the user:



For each transaction, the output of the report will show a page each for Client's Copy and for Issuer's Copy, as shown:

LACSON GROUP OF INDUSTRAY PAKISTAN LIMITED
SWWWWWWWWW

RIGHT ISSUE #
DATA-42387823

Registered Office: ADDRESS LINE 1 WWWWWW, ADDRESS LINE 2 WWWWWW, ADDRESS LINE 3 WWWWWW
Telephone No: 11111111111
Registrar: RTA NAMEPURQAN ULLAH WWWWWW

RIGHT SUBSCRIPTION REQUEST

Issue of _____ ordinary / preference shares of Rs. _____ each to be issued at Rs. _____ (including premium / at discount of Rs. _____) per share payable in full on acceptance on or before 19/09/2018.

NAME, FATHER'S / HUSBAND'S NAME & CNIC NO. OF SHAREHOLDER MUHAMMAD RAHIMED C-9-F-98, 1123456789	ADDRESS OF SHAREHOLDER 6TH FLOOR, STOCK EXCHANGE ROAD, KARACHI HYDERABAD
---	--

CDC Participant / CDC Investor Accounts Services ID.										Sub A/c. / Home A/c. No. / CDC Investor A/c. No.		Right Subscription Request No.	Right shares to be subscribed	
0	0	0	6	7	8	8	5	0	9	28	Number	Amount – (Rupees)		
Participant Name: MUHAMMAD ANAS RAHIMED ON SETUP 2 WWWWWW											1	135.50		

The Director,
LACSON GROUP OF INDUSTRAY PAKISTAN LIMITED SWWWW,
KARACHI.

Dear Sir(s),
Having paid to your Bankers, the amount payable as indicated above it is requested that the said shares may please be credited in my / our above mentioned CDS Account. I / we hereby agree to hold these shares to the terms of the Right Issue and the Memorandum and Articles of Association of the Company.
I / we are residents of Pakistan. *

****Signature (s) of CDS A/c. holder(s)**

NOTE: CDS Account Holder(s) must provide attested copy of his / her CNIC / NICOP. Please note that the signature of the CDS Account Holder(s) / Sub-account Holder(s) / IAS Account Holder(s) on this form must tally with the signature on his / her CNIC / NICOP. In case of corporate entity, the Board of Director's resolution / power of attorney with specimen signature(s) shall be submitted.
*In case of any nationality other than Pakistan, please delete the word Pakistan and specify the nationality.
**In case of joint account holders, signature of authorized signatory (ies) should sign this request.

INSTRUCTION:

1) BANKER(S) TO THE RIGHT ISSUE:

(a) A Bank Limited SWWWW
B Bank Limited SWWWW
C Bank Limited SWWWW

2) PAYMENT:

(a) Payment as indicated above should be made by cash or crossed cheque or demand draft or pay order made out to the credit of "LACSON GROUP OF INDUSTRAY PAKISTAN LIMITED SWWWW Right Shares Subscription Account" through any of the authorized branches of above mentioned bank(s) on or before 19/09/2018 along with this Right Subscription Request duly filled in and signed by the subscriber(s). IN CASE OF NON-RESIDENT PAKISTANI / FOREIGN SHAREHOLDER, the demand draft of equivalent amount in Pak Rupees should be sent to the Company Secretary, lacson group of industry pakistan limited swwww at the registered office of the company along with Right Subscription Request (both copies) duly filled and signed by the subscriber(s) with certified copy of NICOP / Passport well before the last date of payment.
(b) All cheques and drafts must be drawn on a bank situated in the same city where Right Subscription Request is deposited. Cheque is subject to realization.
(c) The Bank will not accept Right Subscription Request delivered by post which may reach after the closure of business on 19/09/2018, unless evidence is available that these have been posted before the last date of payment.

3) ACCEPTANCE OF PAYMENT THROUGH RIGHT SUBSCRIPTION REQUEST:

(a) Payment of the amount indicated above to the Company's Banker(s) to the issue on or before 19/09/2018 shall be treated as acceptance of the Right offer.
(b) Two copies of Right Subscription Requests should be handed over to the Company's Banker(s) to the issue intact. Client's copy of Right Subscription Request will be returned to the subscriber whilst issuer's copy will be retained by the Banker for onward transmission to the Company. The Client's copy must be preserved and retained safely by the subscriber.

4) CREDIT OF RIGHT SECURITIES INTO CDS ACCOUNTS:

(a) After payment has been received by the Company's banker(s), the Right Shares will be credited into respective CDS Accounts within 14 business days from the last payment date, through which Right Subscription Request was initiated. Paid Right Subscription Request will not be tracked or transferred.

ON ACCEPTANCE

By Cash / Cheque / Pay order / Bank Draft No. _____ Dated _____ Drawn on _____ for the sum of Rs. _____ 135.50/-
Rupees (one hundred thirty-five rupees and fifty-six paise) only
in respect of _____ 4 Ordinary / Preference shares of Rs. _____ 33.250/- each of 4th Right Issue at the issue price of Rs. _____ 33.000/- per share.
Bank: _____ Branch: _____ Date: _____

Authorized Signature &
Stamp of Receiving Bank

CLIENT'S COPY

LACSON GROUP OF INDUSTRAY PAKISTAN LIMITED
SWWWWXXXXXXXXXXXX

Registered Office: ADDRESS LINE 1 WWWXXXXXXXXXXXX, ADDRESS LINE 2 WWWXXXXXXXXXXXX, ADDRESS LINE 3 WWWXXXXXXXXXXXX
Telephone No: 1111111111111110
Registrar: RTA NAMEPURQAN ULLAH WWWXXXXXXXXXXXX

RIGHT ISSUE #
DATA-42387823

RIGHT SUBSCRIPTION REQUEST

Issue of 99,829,280,000 ordinary / preference shares of Rs. 11.25 each to be issued at Rs. 55.92 (including premium / at discount of Rs. 8.60) per share payable in full on acceptance on or before 19/09/2018.

NAME, FATHER'S / HUSBAND'S NAME & CNIC NO. OF SHAREHOLDER				ADDRESS OF SHAREHOLDER			
MUHAMMAD RASHEED C-0-0-0, LN23888				6TH FLOOR, STOCK EXCHANGE ROAD, KARACHI HYDERABAD			
CDC Participant / CDC Investor Accounts Services ID.		Sub A/c. / Home A/c. No. / CDC Investor A/c. No.		Right Subscription Request No.		Right shares to be subscribed	
0	0	0	6	7	8	8	5
				0	9	28	4
						Number	Amount – (Rupees)
						4	135.56
Participant Name: MUHAMMAD ANAS RAHILIA CN SETUP 2 WWWXXXXXXXXXXXX							

The Directors,
LACSON GROUP OF INDUSTRAY PAKISTAN LIMITED SWWWWXXXXXXXXXXXX,
KARACHI.

Dear Sir(s),

Having paid to your Bankers, the amount payable as indicated above it is requested that the said shares may please be credited in my / our above mentioned CDS Account.
I / we hereby agree to hold these shares to the terms of the Right Issue and the Memorandum and Articles of Association of the Company.
I / we are residents of Pakistan.

****Signature (of CDC A/c holder(s))**

NOTE: CDC Account Holder(s) must provide attested copy of his / her CNIC / NICOP. Please note that the signature of the CDC Account Holder(s) / Sub-account Holder(s) / IAS Account Holder(s) on this form must tally with the signature on his / her CNIC / NICOP. In case of corporate entity, the Board of Director's resolution / power of attorney with specimen signature(s) shall be submitted.
*In case of any nationality other than Pakistan, please delete the word Pakistan and specify the nationality.
**In case of joint account holder, signature of authorized signatory (ies) should sign this request.

INSTRUCTION:

1) BANKER(S) TO THE RIGHT ISSUE:

(a) A Bank Limited SWWWWXXXXXXXXXXXX
B Bank Limited SWWWWXXXXXXXXXXXX
C Bank Limited SWWWWXXXXXXXXXXXX

2) PAYMENT:

(a) Payment as indicated above should be made by cash or crossed cheque or demand draft or pay order made out to the credit of "LACSON GROUP OF INDUSTRAY PAKISTAN LIMITED SWWWWXXXXXXXXXXXX Right Shares Subscription Account" through any of the authorized branches of above mentioned bank(s) on or before 19/09/2018 along with this Right Subscription Request duly filled in and signed by the subscriber(s). IN CASE OF NON-RESIDENT PAKISTANI / FOREIGN SHAREHOLDER, the demand draft of equivalent amount in Pak Rupees should be sent to the Company Secretary, lacson group of industry pakistan limited swwwwxxxxxxxxxxxx at the registered office of the company along with Right Subscription Request (both copies) duly filled and signed by the subscriber(s) with certified copy of NICOP / Passport well before the last date of payment.
(b) All cheques and drafts must be drawn on a bank situated in the same city where Right Subscription Request is deposited. Cheque is subject to realization.
(c) The bank will not accept Right Subscription Request delivered by post which may reach after the closure of business on 19/09/2018, unless evidence is available that these have been posted before the last date of payment.

3) ACCEPTANCE OF PAYMENT THROUGH RIGHT SUBSCRIPTION REQUEST:

(a) Payment of the amount indicated above to the Company's Banker(s) to the issue on or before 19/09/2018 shall be treated as acceptance of the Right offer.
(b) Two copies of Right Subscription Requests should be handed over to the Company's Banker(s) to the issue intact. Client's copy of Right Subscription Request will be returned to the subscriber while issuer's copy will be retained by the Banker for onward transmission to the Company. The Client's copy must be preserved and retained safely by the subscriber.

4) CREDIT OF RIGHT SECURITIES INTO CDS ACCOUNTS:

(a) After payment has been received by the Company's banker(s), the Right Shares will be credited into respective CDS Accounts within 14 business days from the last payment date, through which Right Subscription Request was initiated. Paid Right Subscription Request will not be tracked or transferred.

Banker's to the Issue confirmation to the Company on receipt of Subscription Amount

We confirm having received the subscription amount of Rs. 135.56/- for 4 share(s) / certificate from the CDC A/c Holder(s) / Sub A/c holder(s) / IAS A/c holder(s).
Bank: _____ Branch: _____ Date: _____

Authorized Signature &
Stamp of Receiving Bank

ISSUER'S COPY

Right Subscription Request List Report

In order to generate the list of the right subscription requests, the participant users can generate the Right Subscription Request List Report by using the Reports>Right Subscription Reports> Right Subscription Request List Report option in CDS.

The user can generate both the saved and the posted reports for this request. The report can also be generated by providing the data for Account Number, Security Symbol, From Date, To Date and Transaction ID in the same manner as explained earlier for the Right Subscription Request Receipt Report. The user can also provide any one of the two Subscription Data Types for the report: Date Range or As of Date, as shown in the figures below for both the Save and the Post reports:

Right Subscription Request List Report

Save Post

Report Options

Participant ID 00067 Browse MOHAMMAD

Account Number All Specific

Security Symbol LOR - SHP167 Browse LOR - SHP167 Security Name WWWXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Subscription Date Type Date Range

From Date 25.08.2058 To Date 25.08.2058

Transaction ID All Specific

OK Cancel

Right Subscription Request List Report

Save Post

Report Options

Participant ID 00067 Browse MOHAMMAD

Account Number All Specific

Security Symbol Browse

Subscription Date Type As of Date

As Of Date 25.08.2058

Transaction ID All Specific

OK Cancel

Right Subscription Request List Report

Save Post

Report Options

Participant ID 00067 Browse MOHAMMAD

Account Number All Specific

Security Symbol LOR - SHP167 Browse LOR - SHP167 Security Name WWWXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Subscription Date Type Date Range

From Date 25.08.2058 To Date 25.08.2058

OK Cancel

OK Cancel

Right Subscription Request List Report

Save Post

Report Options

Participant ID 00067 Browse MOHAMMAD

Account Number All Specific

Security Symbol DMER2LOR2 Browse DMER2LOR2

Subscription Date Type As of Date

As Of Date 25.08.2058

OK Cancel

The following report output will be generated depending on the report criteria provided by the user:

Central Depository Company of Pakistan Limited							
Right Subscription Request List Report							
Report Mode	: Posted				Page #	: 1 OF 1	
Security Symbol	: DATALORSWWE	Data Security Limited	SXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		User	: A0006701	
R/TA ID	: 00224	ETA NAME	FURQAN ULLAH XXXXXXXXXXXXXXXXXXXXXXXX		Date	: 25/07/2009	
Participant ID	: 00067	MOHAMMAD ANAS KAPADIA ON SETUP 2	XXXXXXXXXXXXXXXXXXXXXXXXXXXX		Time	: 16:47:53	
Account Number	: ALL						
Subscription Date Type	: Date Range						
From Subscription Date	: 25/08/2057	To Subscription Date	: 25/08/2058				
Right Subscription Request No.	Subscription Date	Account Number	Account Type	Account Title	Subscription Volume	Subscription Amount (Rs)	
18	25/08/2058	509	C	MUHAMMAD RASHID C<=>F<=>S	2	67.78	
19	25/08/2058	574	C	ASIM	3	101.67	
20	25/08/2058	509	C	MUHAMMAD RASHID C<=>F<=>S	4	135.56	
Total Holders : 3					Total :	9	305.01

Right Subscription Cancellation Request List Report

The participant user can generate the Right Subscription Cancellation Request List by accessing Reports> Right Subscription Reports> Right Subscription Cancellation Request List Report option in CDS. However, right subscription request cancellation will be performed by CDC on written request from concerned participant / account holder along with supporting documents as mentioned in detailed procedures for handling of unpaid right into CDS

The following screen will be displayed when the user clicks the above mentioned option:

The user can generate only the post report of this report, and can provide all the fields as explained earlier. The following report will be generated depending on the report criteria provided by the user:

Central Depository Company of Pakistan Limited						
Right Subscription Cancellation List Report						
Report Mode	: Posted					Page # : 1 Of 1
Security Symbol	: DATALOR5WWE	Data Security Limited	SWXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			User : A0006701
R/TA ID	: 00224	RTA NAME PURQAM ULLAH	XX			Date : 27/07/2009
Participant ID	: 00067	MCHAMMAD ANAS KAPADIA CN SETUP 2	XX			Time : 11:23:41
Account Number	: ALL					
Subscription Date Type	: Date Range					
From Subscription Date	: 25/07/2052	To Subscription Date	: 25/08/2058			
Right						
Subscription						
Request No.	Subscription Date	Account Number	Account Type	Account Title	Subscription Volume	Subscription Amount (Rs)
-----	-----	-----	-----	-----	-----	-----

Deposit Request Functionality:

Unpaid Rights issued in physical form can be deposited into CDS through this functionality as per normal deposit procedures.

Withdrawal Request Functionality:

Unpaid Right in book entry form can be withdrawn from CDS through existing withdrawal request functionality as per normal procedures.

Free Delivery Functionality:

No change is done in this functionality

Pledge, Pledge Release and Call Functionality:

No change is done in this functionality