

Guidelines for Conversion of Physical Shares into Book-entry Form

With reference to the compliance of Section 72 of the Companies Act, 2017 and directives of the Securities and Exchange Commission of Pakistan (SECP) issued through its letter No. CSD/ED/Misc./2016- 639-640 dated March 26, 2021 (click here for the copy of directives).

According to above directives, all Physical Shares are required to be converted into Book-Entry Form and kept by Shareholders in their Central Depository System (CDS) Accounts.

Key features/benefits for holding shares in Book-Entry form in CDS Account are as follows:

- Book-Entry shares cannot be lost, stolen or spoilt.
- No need for issuance of duplicate shares.
- Book-Entry shares can instantly be traded (Sell/Purchase) in Stock Market.
- No requirement of transfer deed for transfer/sale of Book-Entry shares.
- Book-Entry shares can be pledged for availing of any financing facility.
- Instant credit of Bonus and Right shares entitlements in Book-Entry form.
- 24/07 online access of CDS Accounts for reviewing portfolio information.
- Easy access of periodic Account statements of CDS Accounts.

Whom to contact for CDS Account Opening:

The CDS Account can be opened and maintained by any CDC Participant {Stock Broker or CDC Investor Account Services Department (CDC IAS)} of Central Depository Company of Pakistan Limited situated at Karachi, Lahore and Islamabad.

Procedure for Conversion of Physical Shares into Book-Entry Form:

Following is the brief procedure for conversion of physical shares into Book-Entry Form:

- Fill the Transfer Deed (TD) form, sign, attach valid CNIC copies of Transferor & witnessing person and get it verified from respective Share Registrar of company before submission of physical shares for conversion.
- Lodge physical share certificates and verified transfer deeds to respective CDC Participant (Stock Broker/CDC IAS) and obtain, fill, sign and submit the prescribed Securities Deposit Form (SDF) from/to respective CDC Participant (Stock Broker/CDC IAS).
- Inquire about the amount of share transfer stamps (as transfer duty) from respective CDC Participant (Stock Broker/CDC IAS) and provide required share transfer stamps to them.

- CDC Participant (Stock Broker/CDC IAS) will initiate deposit request in CDS and send all above mentioned documents along with the original physical share certificates and verified transfer deed(s) to respective Share Registrar of the company.
- Respective Share Registrar of a company will check/process the lodged shares/documents and give approval of deposit request in CDS.
- After approval by respective Share Registrar, the deposited/converted shares will instantly reflect in CDS Account of shareholder maintained with respective CDC Participant (Stock Broker/CDC IAS).

The Contact details of CDC Investor Account Services Department

Head Office:

Address: CDC House, 99-B, Block 'B', S.M.C.H.S,
Main Shahra-e-Faisal,
Karachi, Pakistan.

Contact No.: (92) 0800-23275

Email Address: info@cdcpak.com

Web URL: www.cdcpakistan.com

Lahore Office:

Address: Mezzanine Floor,
South Tower, LSE Plaza,
19-Khayaban-e-Aiwan-e-Iqbal,
Lahore, Pakistan.

Contact No.: (042) – 36362061-66.

Islamabad Office:

Address: Room # 410
4th Floor, ISE Towers,
55-B, Jinnah Avenue, Blue Area,
Islamabad, Pakistan.

Contact No.: (051) 2895456-9.
