

INSTRUCTIONS FOR DEPOSITOR

Please ensure the following before submission of documents for the deposit of physical securities:

1. The security must be live in CDS.
2. The Physical securities must be registered / transferred in the name(s) of account holder(s).
3. The name of account holder mentioned on physical securities must be same as available in IAS record.
4. Security Deposit Form must be properly filled and signed by authorized signatory(ies) as per the operating instructions.
5. Any rectification or overwriting on the form is counter-signed by the authorized signatory(ies).
6. Rubber stamp is affixed in case of corporate account in addition to the signature(s) of authorized signatory(ies).
7. Transfer deed(s) is / are duly verified by the respective Share Registrar / Issuer.
8. Share transfer stamp(s) is / are affixed on the backside of transfer deed.
9. Correct CNIC/NICOP/Passport No. of transferor and transferor's witness are mentioned on transfer deed.
10. Legible CNIC/NICOP/Passport copy of account holder is attached whose shares are being deposited.
11. Sufficient cash balance is available in the respective IAS account to process the deposit transaction.

Note:

- 1- Obtain the client's copy of the form as acknowledgement of deposit of certificates before leaving the IAS counter.
- 2- IAS counter staff may refuse to receive deposit request up to 2 business days before the date of commencement of book closure of any particular security.