



KDSA/CTG/F&A/1275/15

August 04, 2015

The Chairman, Bangladesh Securities and Exchange Commission
 The Managing Director, Dhaka Stock Exchange Limited
 The Managing Director, Chittagong Stock Exchange Limited
 The President, Bangladesh Merchant Bankers Association
 All TREC Holders of Dhaka Stock Exchange Limited
 All TREC Holders of Chittagong Stock Exchange Limited
 All Merchant Banks

Subject: IPO Application Process for KDS Accessories Limited.

Dear Sir,

Please accept our sincere thanks for participating in IPO application process of KDS Accessories Limited. To complete the IPO application process successfully, you are requested to follow the steps as mentioned in Part-B (Page No. 5 to 9) of Bangladesh Securities and Exchange Commission's Consent Letter No. (SEC/CI/IPO-217/2013/315 dated July 08, 2015) in connection with the IPO of KDS Accessories Limited.

Please be informed that the following information and documents need to be submitted from your end **within 03 (three) working days from the subscription closing date to the respective stock exchange(s)**. The subscription will be open on August 09, 2015 and closed on August 20, 2015 and you have to submit the information and documents on or before August 25, 2015.

1. The Electronic copy of Applicants List and Formats are as follows:

a) Summary of the Applications:

i) The Electronic copy of Summary of the Applications:

Name of the Stockbroker/Merchant Bank:						
Name of the Company/Fund:						
Category	Number of Applicant	Number of Shares/Units applied	Total Amount			
			BDT	USD	GBP	EUR
Resident Bangladeshi (RB)						
Affected Small Investors (ASI)						
Mutual Fund (M.F.)						
Non-Resident Bangladeshi (NRB)						
Foreign Investors (FI)						
Total						

ii) File name of the Summary of the Application should be in the following manner:

Security Code then underscore (_) then Summary then underscore (_) Stock Exchange (DSE or CSE)/Merchant Bank (MB) then underscore (_) then TREC Code/Merchant Banker Serial Number.pdf

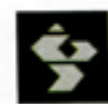
For Example:

KDSALTD_Summary_DSE_042.pdf (for DSE TREC Holder/Stockbroker)

KDSALTD_Summary_CSE_007.pdf (for CSE TREC Holder/Stockbroker)

KDSALTD_Summary_MB_004.pdf (For Merchant Banker)

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b) Detailed information of applications:

i) The Electronic copy of detailed information of applications:

Name of the Stockbroker/Merchant Bank:						
Name of the Company/Fund:						
Category of applicant: Resident Bangladeshi (RB)/Affected Small Investors (ASI)/Mutual Fund (MF)/Non-Resident Bangladeshi (NRB)/Foreign Applicant (FI)						
TREC Code/Merchant Bank Serial Number	DPID (5 Digits)	Customer ID (Customer Trading Code)	Name of the Applicant	BO ID No	Applicant Category (RB/ASI/MF/NRB/FI)	Number of Shares/Units Applied for

Note: In case of joint application, Name of the Applicant will be only the first applicant name, No Joint Name should be added with first applicant name (For example with the help of &/and/(jt))

ii) File name of the detailed information of the Application should be in the following manner:

Security Code then underscore (_) then Detail then underscore (_) Stock Exchange (DSE or CSE)/Merchant Bank (MB) then underscore (_) then TREC Code/Merchant Banker Serial Number.pdf

For Example:

KDSALTD_Detail_DSE_042.pdf (for DSE TREC Holder/Stockbroker)

KDSALTD_Detail_CSE_007.pdf (for CSE TREC Holder/Stockbroker)

KDSALTD_Detail_MB_004.pdf (For Merchant Banker)

c) Applicants' List (Text format with '~' separator):

i) Electronic copy of Applicants' List (text format with tilde '~' separator) in the following format:

TREC Code/Merchant Bank Serial Number	DPID (5 digits)	Customer ID (Customer Trading Code)	Name of the applicant	BO ID No.	Applicant Category (RB/ASI/MF/NRB/FI)	Number of Shares/Units applied for	Currency (BDT/USD/GBP/EUR)	Applied Amount	Security Code
									KDSALTD

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437926~RB~250~BDT~5000.00~ KDSALTD

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~250~USD~64.60~ KDSALTD

ii) File name of the Electronic copy of Applicants' List should be in the following manner:

Security Code then underscore (_) then Stock Exchange (DSE or CSE)/Merchant Bank (MB) then underscore (_) then TREC Code/Merchant Banker Serial Number.txt

For Example:

KDSALTD_DSE_042.txt (for DSE TREC Holder/Stockbroker)

KDSALTD_CSE_007.txt (for CSE TREC Holder/Stockbroker)

KDSALTD_MB_004.txt (For Merchant Banker)





d) Draft's (FDD'S) List (submitted by Non-Resident Bangladesh (NRB) & Foreign Applicant):

i) Electronic copy of draft's (FDD's) Submitted by the Non-Resident Bangladeshi (NRB) and Foreign applicants:

TREC Code/ M. Bank SI #	DPID	Customer ID (Customer Trading Code)	Applicants Name	BO ID No.	Applicant Category (NRB/FI)	Currency (BDT/USD/GBP/EUR)	Amount	Draft No.	Bank Name	Branch Name	Date (dd/m m/yyyy y)	Security Code	Remarks
												KDSALTD	

For Example:

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~USD~64.60~ 000356~SONALI BANK LTD~WAGE EARNER'S CORPORATE~09/08/2015~KDSALTD~

ii) File name of the Electronic copy of draft's (FDD's) Submitted by the Non-Resident Bangladeshi (NRB) and Foreign applicants should be in the following manner:

Security Code then underscore (_) then Stock Exchange (DSE or CSE)/Merchant Bank (MB) then underscore (_) then NRB then underscore (_) then TREC Code/Merchant Banker Serial Number.txt

For Example:

- KDSALTD_DSE_NRB_042.txt (for DSE TREC Holder/Stockbroker)
- KDSALTD_CSE_NRB_007.txt (for CSE TREC Holder/Stockbroker)
- KDSALTD_MB_NRB_004.txt (For Merchant Banker)

2. Bank Certificate

The Stockbroker/Merchant Banker shall deposit the amount (other than NRB and Foreign Applicants) in the "Public Issue Application Account" maintained with its bank within the first banking hour of next working day of the subscription closing date, instruct the banker to block the account for an amount equivalent to the aggregate application money and to issue a certificate in this regard. The Stockbroker/Merchant Banker shall send the original certificate(s) issued by its banker to their respective stock exchange(s).

3. The amount of subscription money of the successful applicants (Allottee) is required to be remitted from Stockbroker/Merchant Banker **within 01 (one) working day on the date of receiving information and documents from the respective Stock exchange(s) in the following way:**

a) On the next working day of receiving the documents from Stock exchange(s), the Stockbroker/Merchant Banker shall request its banker to release the amount blocked earlier and remit the aggregate amount of successful applicants (other than NRB and Foreign Applicants) and fine amount to the following 'Escrow' account of KDS Accessories Limited:

Issuer : **KDS Accessories Limited**
 Account Number : **002-0325003052**
 Routing Number : **145275358**
 Bank Name : **Mutual Trust Bank Limited**
 Branch Name : **Principal Branch**

b) On the next working day, the Stockbroker/Merchant Banker shall unblock the customer accounts; inform the successful applicants about allotment and the unsuccessful applicants about releasing their blocked amounts.

c) The Stockbroker/Merchant Banker shall provide the KDS Accessories Limited with a statement of the remittance amount (other than NRB and Foreign).





d) The Stockbroker/Merchant Banker can recover the withdrawal charges, if any, from the applicants up to an amount of Tk.5.00 (five) per withdrawal.

4. Stock Exchange will provide you the following information and documents, which will be received from issuer:

a) The Electronic copy of Applicants' List (text format with tilde '~' separator) in the following manner:

TREC Code/M. Bank SI #	DPID	Customer ID (Customer Trading Code)	Applicant s' Name	BO ID No.	Applicant Category (RB/ASI/MF/NRB/FI)	Security Code	# of Shares/ Units applied for	Currency (BDT/USD/GBP/EUR)	Applied Amount	# of Allotted Shares	Fine Amount	Net Refund Amount	Remarks
						KDSALTD							

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437924~RB~ KDSALTD~250~BDT~5000~0~750~4450~CC14

42~19000~8056~FATEMA BEGUM~1201900004437949~ASI~ KDSALTD~250~BDT~5000~250~0~0~

42~19000~8066~AMENA KHATUN~1201900004438549~FI~ KDSALTD~250~USD~64.60~250~0~0~

► Remarks CC14/CC15/CC16 means, applicant have violated BSEC Consent letter condition number 14/15/16 of Part-A

b) Allotment letter in electronic format (PDF format) with signatures.

5. All drafts submitted by NRB or Foreign applicants shall be deposited in the Issuer's respective 'Escrow' accounts and refund shall be made by the Issuer by refund warrants through concerned stockbroker or merchant banker or transfer to the applicant's bank account through banking channel within 10(ten) working days from the date of lottery.

General Information:

01. Subscription for Resident Bangladeshi (RB), Affected Small Investors (ASI), Mutual Fund (MF) and Non-Resident Bangladeshi (NRB) & Foreign applicants:

Subscription for RB, ASI, MF and Non-Resident Bangladeshi (NRB) & Foreign applicants will be directly received by the nominated Stockbrokers of DSE, nominated Stockbrokers of CSE, nominated Merchant Bankers within the following subscription period:

Subscription Opens on: August 09, 2015 and Subscription Closes on: August 20, 2015

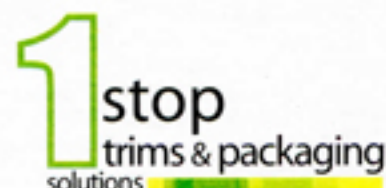
02. Receiving center of Applicant's Information & Documents from the Stockbroker/Merchant Banker:

The Stockbroker/Merchant Banker should submit the following information and documents within 03 (three) working days from the subscription closing date (on or before August 25, 2015) send it to the respective Stock Exchanges(s).

The Electronic copy information will be as follows:

- a) Summary of the Applications (pdf format) by IPO Data transmission system,
- b) Detailed information of applications (pdf format) by IPO Data transmission system,
- c) Applicants' List (text format with tilde '~' separator) by IPO Data transmission system,
- d) The report (list) of the drafts submitted by the Non-Resident Bangladeshi (NRB) and Foreign applicants by IPO Data transmission system.

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The Hard copy documents will be as follows:

- The original Bank Certificate issued by its banker,
- Original Drafts (FDD's) submitted by the Non-Resident Bangladeshi (NRB) and Foreign applicants along with the list containing the draft information (format mention in the above 1(d)).

Note: Customer ID should be written on the backside of the draft with the following format:
DSE/CSE/MB-TREC Code/Merchant Banker Serial Number-Customer ID.

For Example: DSE-007-000032/CSE-007-002563/MB-009-002365

And send it to the following addresses (**By Hand Only**):

Dhaka Stock Exchange Limited (DSE)	Chittagong Stock Exchange Limited (CSE)	
	Dhaka Office	Chittagong Office
Swantex Bhaban (7th Floor), 9/I, Motijheel C/A, Dhaka - 1000	Eunoos Centre, 15 th Floor, 52-53 Dilkusha, Dhaka	CSE Building, 1080 Sk. Mujib Road Agrabad, Chittagong

03. Service charge & withdrawal charge:

- Service charge Tk.5.00 (Taka Five) per application shall be paid by the applicant at the time of submitting application (As per clause 24, part-B of Bangladesh Securities and Exchange Commission's Consent Letter No. (SEC/CI/IPO-217/2013/315 dated July 08, 2015).
- The Stockbroker/ Merchant Banker can recover the withdrawal charges, if any, from the applicants up to an amount of Tk.5.00 (Taka Five) per withdrawal (As per clause 18, part-B of Bangladesh Securities and Exchange Commission's Consent Letter No. (SEC/CI/IPO-217/2013/315 dated July 08, 2015).

04. How to find out the lottery result:

Firstly see your Bank/Stock Exchange/Merchant Banker code then see your Branch/TREC code/Merchant Banker Serial Number then see your Bank's serial number/Trading code or Costumer ID.

For an example of KDS Accessories Limited

- 01-007-00035768 (For DSE TREC holder/Stockbroker)
- 02-007-00000546 (For CSE TREC holder/Stockbroker)
- 03-007-01002367 (For Merchant Banker)

- TREC Code means your Stock Exchanges TREC Holder Number.
- Merchant Banker Serial Number will be enclosed as Bank-Branch/Stock Exchange-TREC Holder/Merchant Banker Code.

05. Contract Person:

Name of the Person	Name of the Company	Contact Number	E-mail
Biplob Kanti Banik, ACA	KDS Accessories Limited	01777775338	biplob.banik@kdsgroup.net
Manjure Khuda	KDS Accessories Limited	01777775343	manjure.khuda@kdsgroup.net
Abdullah Shaleh Arafin	Alliance Financial Services Ltd	01733085641	arafin@allfin.org
Sumit Podder	Alliance Financial Services Ltd	01611664432	sumit@allfin.org
Md. Golam Faruk	SATCOM IT Limited	01619397706	mdgolamfaruk@gmail.com
Bishwajit Sutradhar (Bisu)	SATCOM IT Limited	01616597631	bisu.jhumu@gmail.com

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This is for your kind information and necessary action.

Thanking you,

Yours sincerely,

Manjufe Khuda
Company Secretary
KDS Accessories Limited

Muhammad Nazrul Islam, FCMA
Managing Director and CEO (Current Charge)
Alliance Financial Services Limited

Enclosures:

1. BSEC Consent Letter for KDS Accessories Limited (SEC/CI/IPO-217/2013/315 dated July 08, 2015).
2. Bank-Branch/Stock Exchange-TREC Holder/Merchant Banker Code.