



December 20, 2020

All TREC Holders of Dhaka Stock Exchange Limited;
All TREC Holders of Chittagong Stock Exchange Limited; and
All Merchant Bank.

Subject: IPO Application Process for Taufika Foods and Agro Industries Limited.

Dear Sir,

Please accept our sincere thanks for participating in new IPO application process of **Taufika Foods and Agro Industries Limited**. To complete the IPO application process successfully, you are requested to sincerely follow the steps as mentioned in Part-B (Page No. 4 to 7) of Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/IPO-301/2019/278 dated 30th November, 2020) in connection with the IPO of Taufika Foods and Agro Industries 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 January 03, 2021 and closed on January 07, 2021 and you have to submit the information and documents on or before January 12, 2021.

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 Banker:						
Name of the Company/Fund:						
Category	Number of Applicants	Number of Shares /Units applied	Total Amount			
			BDT	USD	GBP	EUR
Resident Bangladeshi (RB)						
Affected Small Investors (ASI)						
Non-Resident Bangladeshi (NRB)						
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:

LOVELLO_Summary_DSE_042.pdf (for DSE TREC Holder/Stockbroker)

LOVELLO_Summary_CSE_007.pdf (for CSE TREC Holder/Stockbroker)

LOVELLO_Summary_MB_004.pdf (For Merchant Banker)

Taufika Foods and Agro Industries Ltd.

Head Office

Plot-80, Road-2, Banani (Chairman Bari)
Level-4A & 4B, Dhaka-1213, Bangladesh
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b) Detailed information of applications:

i) The Electronic copy of detailed information of applications:

Name of the Stockbroker/Merchant Banker:						
Name of the Company/Fund:						
Applicant Category: Resident Bangladeshi (RB)/Affected Small Investors (ASI)/Non-Resident Bangladeshi (NRB)						
TREC Code/Merchant Bank Serial Number	DPID (5 Digits)	Customer ID (Customer Trading Code)	Name of the Applicant	BOID No.	Applicant Category (RB/ASI/NRB)	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 the 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:

LOVELLO _Detail_DSE_042.pdf (for DSE TREC Holder/Stockbroker)

LOVELLO _Detail_CSE_007.pdf (for CSE TREC Holder/Stockbroker)

LOVELLO _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/NRB)	Number of Shares/Units applied for	Currency (BDT/USD/ GBP/EUR)	Applied Amount	Security Code
									LOVELLO

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437926~RB~500~BDT~5000.00~ LOVELLO

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~500~USD~59.39 ~ LOVELLO

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:

LOVELLO_DSE_042.txt (for DSE TREC Holder/Stockbroker)

LOVELLO_CSE_007.txt (for CSE TREC Holder/Stockbroker)

LOVELLO_MB_004.txt (For Merchant Banker)

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d) **Draft's (FDD'S) List (submitted by Non-Resident Bangladesh (NRB) Applicants)::**

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

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

For Example:

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~USD~59.39~ 1129999~SONALI BANK LTD~WAGE EARNER'S CORPORATE~02/12/2020~LOVELLO

ii) **File name of the Electronic copy of draft's (FDD's) Submitted by the Non-Resident Bangladeshi (NRB) 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

Example for Non-Resident Bangladeshi (NRB):

LOVELLO_DSE_NRB_042.txt (for DSE TREC Holder/Stockbroker)

LOVELLO_CSE_NRB_007.txt (for CSE TREC Holder/Stockbroker)

LOVELLO_MB_NRB_004.txt (For Merchant Banker)

2. Bank Certificate

- a) The Stockbroker/Merchant Banker shall deposit the amount (other than NRB 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).

b) For Foreign Currency Account: The Stockbroker/Merchant Banker shall send the original bank certificate(s) issued by the Non-Resident Bangladeshi (NRB) applicant's banker (where applicant's maintained their Foreign Currency Account) 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 lottery 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 fine amount to the following 'Escrow' account of **Taufika Foods and Agro Industries Limited:**

Taufika Foods and Agro Industries Ltd.

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Plot-80, Road-2, Banani (Chairman Bari)
Level-4A & 4B, Dhaka-1213, Bangladesh
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Issuer Name	: Taufika Foods and Agro Industries Limited
Bank Account Number	: 0022-0320000775 Zero Two Two Zero Three Two Zero Zero Zero Seven Seven Five (In Words)
Account Number For BEFTN	: 022-0320000775 (13 Digits A/C Number) Zero Two Two Zero Three Two Zero Zero Zero Seven Seven Five (In Words)
Routing Number	: 240262958 Two Four Zero Two Six Two Nine Five Eight (In Words)
Bank Name	: Trust Bank Limited
Branch Name	: Millennium Corporate Branch

- 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.
- The Stockbroker/Merchant Banker shall provide the **Taufika Foods and Agro Industries Limited** with a statement of the remittance amount (other than NRB and Foreign).
- 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 Company:

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/ NRB)	Security Code	# of Shares/U nits appli ed for	Currency (BDT/US D/GBP/E UR)	Applied Amount	# of Allotted Shares	Fine Amount	Net Refund Amount	Remarks
						LOVELLO							

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437924~RB~ LOVELLO~500~BDT~5000~0~750~4250~CC10

42~19000~8056~FATEMA BEGUM~1201900004437949~ASI~ LOVELLO~500~BDT~5000~500~0~0~

42~19000~8066~AMENA KHATUN~1201900004438549~NRB~ LOVELLO~500~USD~59.39~500~0~0~

► **Remarks CC09/CC10/CC11 means, applicant have violated BSEC Consent letter condition number 09/10/11 of Part-A**

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

5. All drafts submitted by NRB or Foreign Investors applicants shall be deposited in the Fund's respective 'Escrow' accounts and refund shall be made by the Issuer Company 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.

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General Information:

01. Subscription for Resident Bangladeshi (RB), Affected Small Investors (ASI), and Non-Resident Bangladeshi (NRB):

The all eligible stockbrokers and merchant bankers will directly receive subscription for Resident Bangladeshi (RB), Affected Small Investors (ASI) and Non-Resident Bangladeshi (NRB) within the following subscription period:

Subscription Opens on: January 03, 2021

Subscription Closes on: January 07, 2021

02. Subscription for Eligible Investors (EIs):

Eligible Investors (Mutual Funds and Collective Investment Scheme (CIS) (MF), Merchant Bankers and Portfolio Managers (MB), Asset Management Companies (AMC), Stock Dealers (DLR), Banks (BANK), Financial Institutions (NBFI), Insurance Companies (INS), Alternative Investment Fund Managers (AIFM), Alternative Investment Funds (AIF), Foreign Investors having account with any Securities Custodian registered with the Commission (FI), Recognized Provident Funds, Approved Pension Funds and Approved Gratuity Funds (RPPF) and Other Institutions as approved by the Commission (OTHER)) shall submit application through the electric subscription system of the exchanges(s) and deposit the full amount intended to subscribe by the method as determined by the exchange(s) within the following subscription period:

Subscription Opens at 10:00 a.m. on January 03, 2021

Subscription Closes at 05:30 p.m. on January 07, 2021

Note:

a. No eligible investor shall apply for more than 2% (two percent) i.e Tk. 2,400,000.00 of the total amount offered to the eligible investors as per Gazette published on 6th July, 2017 (Notification on 18 June 2017 No.BSEC/CMRRCD/2003-109/200/Admin).

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BANK DETAILS FOR DEPOSITING SUBSCRIPTION MONEY:

Account Name : Dhaka Stock Exchange Limited
 Bank Name : Social Islami Bank Limited
 Account Number : **0021360003343**
 Branch Name : Any Branch in Bangladesh
 Mode of Payment : Pay Order/Demand Draft/B.B. Cheque/Cash

03. 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 January 12, 2021) send it to the respective Stock Exchanges(s).

The Electronic copy information will be as follows:

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

The Hard copy documents will be as follows:

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

Note: Customer ID/Trading Code should be written on the front side (where blank space is available) 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

- Original Bank Certificates (from FC Account) submitted by the Non-Resident Bangladeshi (NRB) applicants.

Note: Customer ID/Trading Code should be written on the front side (where blank space is available) of the certificate 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

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Note: NRB refund warrants will be distributing as per the following tentative date and time.

Distribution Place	Date and Time	
	Date	Time
Satcom IT Limited 9/G, Motijheel C/A (2 nd Floor), Dhaka – 1000.	09 th and 10 th February, 2021	10:00 am to 4:00 pm

Non-Resident Bangladeshi (NRB) applicants এর জন্য বিশেষ নির্দেশিকা

গ্রাহক নাম্বার (Customer's ID/Trading Code) FDD and Bank Certificate (FC Account) এর সামনের (Front Side) অংশের উপরে ফাঁকা স্থানের মধ্যে পেন্সিল (যাহার কালি মুছে ফেলা যায়) দিয়ে নিম্নলিখিত নমুনা অনুসারে লিখতে হবেঃ

DSE/CSE/MB-TREC Code/Merchant Banker Serial Number-Customer ID/Trading Code
উদাহরণ স্বরূপঃ DSE-007-000032/CSE-007-002563/MB-009-0032635

"Stock Broker/Merchant Banker গণ FDD and Bank Certificate (FC Account) এর সামনের (Front Side) অংশের উপরে পেন্সিল দিয়ে গ্রাহক তথ্য লেখা ছাড়া কোন FDD and Bank Certificate (FC Account) গ্রহণ না করার জন্য বিশেষভাবে অনুরোধ করা যাচ্ছে।"

FDD and Bank Certificate (FC Account) এর সামনের (Front Side) অংশের উপর পেন্সিল (Pencil) ব্যতীত অন্য কোন কিছু যেমন কলম দ্বারা লেখা অথবা কোন ধরনের সিল (Seal) না মারার জন্য অনুরোধ করা হলো।"

Original Bank Certificate (FC Account) ছাড়া Stock Broker and Merchant Banker গণকে কোন Non Resident Bangladeshi (NRB) Application গ্রহণ না করার জন্য অনুরোধ করা হলো।

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

Dhaka Stock Exchange Limited (DSE)	Chittagong Stock Exchange Limited (CSE)	
	Dhaka Office	Chittagong Office
"DSE Tower" Plot # 46, Road # 21, Nikunja-2, Dhaka-1229.	Eunoos Centre, 15 th Floor, 52-53 Dilkusha, Dhaka.	CSE Building, 1080 Sk. Mujib Road Agrabad, Chittagong.
Or		
Stock Exchange Building (Ground Floor), 9/F Motijheel C/A, Dhaka-1000.		

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04. Service charge & withdrawal charge:

- The applicant shall pay service charge Tk.5.00 (Taka Five) per application at the time of submitting application (As per clause 24, part-B of Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/IPO-301/2019/278 dated 30th November, 2020).
- 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. (BSEC/CI/IPO-301/2019/278 dated 30th November, 2020).

05. How to find out the lottery result:

Firstly see your Stock Exchange(s)/Merchant Banker code then see your TREC code/Merchant Banker Serial Number then see your Trading code or Costumer ID.

For an example of Taufika Foods and Agro Industries Limited

01-007-000035768 (For DSE TREC holder/Stockbroker)
 02-007-000000546 (For CSE TREC holder/Stockbroker)
 03-007-001002367 (For Merchant Banker)

- TREC Code means your Stock Exchanges TREC Holder Number.
- Merchant Banker Serial Number will be found on Dhaka Stock Exchange website.

06. Contact Person:

Name of the Person	Name of the Company	Contact Number	E-mail
A.K.M Zakaria Hossain FCMA	Taufika Foods and Agro Industries Limited	01841102545	zakaria@lovello.club
Mustaque Ahmad	Taufika Foods and Agro Industries Limited	01833102401	mustaque_ahmad@taufikagroup.com
Mohammad Nuruzzaman ACS	Banco Finance And Investment Limited	01790675357	zamanbanco@gmail.com
Md. Ahsan Ul Karim	Banco Finance And Investment Limited	01712087808	rajib.banco@gmail.com
Md. Mosharraf Hossain	Sandhani Life Finance Limited	01912921718	mosharraf@sflbd.com
Md. Hedayet Ullah	Sandhani Life Finance Limited	01743663988	hedayet@sflbd.com
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,



Md. Ekramul Haque
Managing Director
Taufika Foods and Agro Industries
Limited



Muhammad Nazrul Islam FCMA
Managing Director & CEO
Sandhani Life Finance Limited



Mohammad Hamdul Islam
Managing Director & CEO
Banco Finance And Investment
Limited

Copy to (not listed on the basis of seniority)

1. Chairman, Bangladesh Securities and Exchange Commission (BSEC) Securities Commission Bhaban, E-6/C, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka-1207;
2. Managing Director, Dhaka Stock Exchange Limited (DSE) "DSE Tower" Plot # 46, Road # 21, Nikunja-2, Dhaka-1229;
3. Managing Director, Chittagong Stock Exchange Limited (CSE) Eunoos Centre, 15th Floor, 52-53 Dilkusha, Dhaka-1000; and
4. President, Bangladesh Merchant Bankers Association (BMBA) Saiham Sky View Tower (5th Floor), 45 Bijoy Nagar, Dhaka-1000.

Enclosures:

1. Bangladesh Securities and Exchange Commission's Consent Letter for Taufika Foods and Agro Industries Limited (BSEC/CI/IPO-301/2019/278 dated 30th November, 2020); and
2. Foreign Currency Rate.

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