

ICICL/IPO/DSE/2022/5611

November 09, 2022

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 Islami Commercial Insurance Company Limited.**

Dear Sir,

Please accept our sincere thanks for participating in new IPO application process of **Islami Commercial Insurance Company Limited**. To complete the IPO application process successfully, you are requested to sincerely follow the steps as mentioned in Part-B (Page No. 5 to 8) of Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/IPO-330/2022-1022 dated October 18, 2022) in connection with the IPO of **Islami Commercial Insurance Company 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 November 20, 2022 and closed on November 24, 2022 and you have to submit the information/documents and full subscription amount on or before November 29, 2022 through Electronic Subscription System (ESS) of the Exchanges.

**1. Applicants' List (Text format with '~' separator):**

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

| TREC Code/<br>Merchant<br>Bank Serial<br>Number | DPID (5<br>digits) | Customer<br>ID<br>(Customer<br>Trading Code) | Name of the<br>applicant | BO<br>ID<br>No. | Applicant Category<br>(RB/NRB/EMP) | Currency<br>(BDT) | Applied<br>Amount | Security<br>Code |
|---|--------------------|--|--------------------------|-----------------|------------------------------------|-------------------|-------------------|------------------|
|   |                    |  |                          |                 |                                    |                   |                   | ICICL            |

**For Example:**

42~19000~8053~SANJARI SHARMIN~1201900004437926~RB~BDT~10000.00~ ICICL

42~19000~8056~SANJARI SHARMIN~1201900004437900~NRB~BDT~10000.00~ ICICL

42~19000~8054~SAMIM AHMED~1201900004437992~EMP~BDT~160560.00~ ICICL

**2. You can download the allotment data from ESS in text file as per the following format**

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

| TREC<br>Code/M.<br>Bank SI<br># | DPID | Customer<br>ID<br>(Customer<br>Trading<br>Code) | Applicant<br>s' Name | BO<br>ID<br>No. | Applicant<br>Category<br>(RB/NRB/<br>EMP) | Security<br>Code | # of<br>Shar<br>es/U<br>nits<br>appli<br>ed<br>for | Currency<br>(BDT) | Applied<br>Amount | # of<br>Allotted<br>Shares | Fine<br>Amount | Net<br>Refund<br>Amount | Remarks |
|---------------------------------|------|---|----------------------|-----------------|---|------------------|--|-------------------|-------------------|----------------------------|----------------|-------------------------|---------|
|                                 |      |   |                      |                 |   | ICICL            |  |                   |                   |                            |                |                         |         |

**For Example:**

42~19000~8053~SANJARI SHARMIN~1201900004437924~RB~ ICICL~1000~BDT~10000~0~1500~8500~CC10

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~ ICICL~1000~BDT~10000~100~0~9000~

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

b) You can download BO wise allotment letter from ESS (One BO at a time), no signature required.

\* মনে রেখো তোমাদের সকল কাজের প্রতি আল্লাহ দৃষ্টি রাখেন \*

Page 1 of 3



ইসলামী কমাৰ্শিয়াল ইন্স্যুরেন্স কোম্পানী লিমিটেড  
اسلامى كمرشيل انشورنس كمبنى ليميتد  
Islami Commercial Insurance Company Limited

**General Information:**

**01. Subscription for Resident Bangladeshi (RB), Non-Resident Bangladeshi (NRB) and Employees & others quota(EMP):**

The all eligible stockbrokers and merchant bankers will directly receive subscription for Resident Bangladeshi (RB), Non-Resident Bangladeshi (NRB) and **Employees & others quota(EMP)** within the subscription period and submit the information/documents and full subscription amount from November 27, 2022 to November 29, 2022 through Electronic Subscription System (ESS) of the Exchanges:

**Subscription Opens on: November 20, 2022**

**Subscription Closes on: November 24, 2022**

**BANK DETAILS FOR DEPOSITING SUBSCRIPTION MONEY:**

Account Name : Dhaka Stock Exchange Limited  
Bank Name : **Mercantile Bank Limited**  
Account Number : **135413134079404**  
Branch Name : Any Branch in Bangladesh  
Mode of Payment : Pay Order/Demand Draft

**02. Service charge:**

The applicant shall pay service charge Tk.5.00 (Taka Five) per application at the time of submitting application (As per clause 17, part-B of Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/IPO-330/2022-1022 dated October 18, 2022).

This is for your kind information and necessary action.

Thanking you,

Yours sincerely,

Mir Nazim Uddin Ahmed  
Chief Executive Officer (CEO)

Islami Commercial Insurance Company Limited

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Page 2 of 3

Head Office : City Center (Level-16), 90/1, Motijheel C/A, Dhaka - 1000, Bangladesh  
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E-mail : iciclbd@gmail.com, Website : www.iciclbd.com



ইসলামী কমাশিয়াল ইন্স্যুরেন্স কোম্পানী লিমিটেড  
اسلامى كمرشيل انشورنس كمبنى ليميتد  
Islami Commercial Insurance Company 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, 15<sup>th</sup> Floor, 52-53 Dilkusha, Dhaka-1000; and
4. President, Bangladesh Merchant Bankers Association (BMBA) Saiham Sky View Tower (5<sup>th</sup> Floor), 45 Bijoy Nagar, Dhaka-1000.

**Enclosures:**

1. Bangladesh Securities and Exchange Commission's Consent Letter for Islami Commercial Insurance Company Limited (BSEC/CI/IPO-330/2022-1022 dated October 18, 2022).

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