



এক্সপ্রেস ইন্স্যুরেন্স লিমিটেড

EXPRESS INSURANCE LIMITED

EIL/HO/Admin-498/2020

June 07, 2020

All TREC Holders of Dhaka Stock Exchange Limited
All TREC Holders of Chittagong Stock Exchange Limited
All Merchant Bankers

Subject: IPO Application Process and Schedule for the IPO of EXPRESS INSURANCE LIMITED (EIL).

Dear Concerns,

Please accept our sincere thanks for participating in new IPO application process of **EXPRESS INSURANCE LIMITED (EIL)**. To complete the IPO application process successfully, you are requested to strictly follow the steps as mentioned in **Part-B** of Bangladesh Securities and Exchange Commission's consent letter no. **BSEC/CI/IPO-268/2017/60, dated March 08, 2020 in connection with IPO of EXPRESS INSURANCE LIMITED (EIL)**. We are furnishing the following information/documents for your better understanding and ready reference.

- Please be informed that you have to submit the following information to the respective stock exchanges within 03 (three) working days from the subscription closing date. The subscription will start on June 14, 2020 and will be closed on June 18, 2020. You have to submit the information and document to respective stock exchange(s) on or before June 23, 2020.**

1. Electronic copy of Applicants List and format as follows:

a) Electronic copy Summary of the Applications:

Name of the Stockbroker/Merchant Bank:						
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						

b) File name of the summary of the Applications should be in the following manner:

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

For Example:

EIL_Summary_DSE_079.pdf (for DSE TREC Holder/Stockbroker)

EIL_Summary_CSE_095.pdf (for CSE TREC Holder/Stockbroker)

EIL_Summary_MB_030.pdf (For Merchant Banker)

c) 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)/ Non-Resident Bangladeshi (NRB)						
TREC Code / Merchant Bank Serial Number	DP ID (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

- Note: In case of Joint Applications, Name of the Applicant will be only the first Applicant's Name, no Joint Name should be added with the First Applicant's Name (For example with the help of &/and/|jt)**

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d) File name of the detailed information of the Applications should be in the following manner:

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

For Example:

EIL_Detail_DSE_079.pdf (for DSE TREC Holder/Stockbroker)
 EIL_Detail_CSE_095.pdf (for CSE TREC Holder/Stockbroker)
 EIL_Detail_MB_030.pdf (For Merchant Banker)

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

TREC Code/ Merchant Bank Serial Number	DP ID (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
									EIL

• **For Example (data format):**

042~19000~8053~SANJARI SHARMIN~1201900004437926~RB~500~BDT~5000.00~EIL
 042~19000~8056~FATEMA BEGUM~1201900004437949~NRB~500~USD~59.39~EIL
 042~19000~44550~MR. HASSAN MAHAMUD~1202832044122549~ASI~500~BDT~5000.00~EIL

• **For Example (file name format):**

EIL_DSE_079.txt (for DSE TREC Holder/Stockbroker)
 EIL_CSE_095.txt (for CSE TREC Holder/Stockbroker)
 EIL_MB_030.txt (For Merchant Banker)

b) NRB Applicants' List of drafts (FDD) related information should be in the following manner:

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

TREC Code/M. Bank SI #	DP ID (5 digits)	Customer ID (Customer Trading Code)	Applicant s' Name	BO ID No.	Applicant Category (NRB)	Currency (BDT/USD/GB P/EUR)	Amount	Draft no.	Bank Name	Branch Name	Date (dd/mm/y yyy)	Security Code	Rem arks
												EIL	

For Example:

042~19000~8056~FATEMA BEGUM~1201900004437949~NRB~USD~59.39~100928~NCC BANK~BIJOYNAGAR~14/06/2020~EIL~
 042~19000~8057~FATEMA BEGUM~1201900004437950~NRB~USD~59.39~100928~NCC BANK~BIJOYNAGAR~18/06/2020~EIL~
 042~19000~9897~AMINUL ISLAM~1201900004435252~NRB~GBP~45.60~005748~Sonali BANK Ltd.~WECB~15/06/2020~EIL~
 042~19000~M08076~TANVIR MIAH~1201900004437949~NRB~EUR~52.39~54445~Sonali BANK Ltd.~WECB~18/06/2020~EIL~

c) File name (test file) of the Electronic copy of Applicants' List (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

For Example (NRB file name format):

EIL_DSE_NRB_079.txt (for DSE TREC Holder/Stockbroker)
 EIL_CSE_NRB_095.txt (for CSE TREC Holder/Stockbroker)
 EIL_MB_NRB_030.txt (for Merchant Banker)



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3. Bank Certificate:

- a) 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 (June 21, 2020) of subscription closing date**, to instruct the Banker(s) to block the account for an amount equivalent to the aggregate application money and issue a certificate in this regard. The Stockbroker/Merchant Banker must send the **Original Certificate(s) issued by its banker and all Draft's (submitted by the NRB investor's)** to their respective stock exchanges.
- b) **Foreign Currency Account:** The Stockbroker/Merchant Banker shall send the original Bank certificates issued by the Non Resident Bangladeshi (NRB) applicant's banker (where applicants maintained their Foreign Currency Accounts) to their respective stock exchange(s).
4. The amount of subscription money of the successful applicants (Allotted) is required to be remitted from the Stockbroker/Merchant Banker **within 01 (one) working day of the date of receiving lottery information and document from the respective stock exchanges** in EXPRESS INSURANCE LIMITED Escrow Account in the following manner:
- a. **On the next working day** of receiving the documents from **stock exchanges**, 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 forfeited/fined amount to the following 'Escrow' account of **EXPRESS INSURANCE LIMITED:**

Details	For Applicants (Other than NRB and Foreign Investors)
Issuer	: EXPRESS INSURANCE LIMITED
Bank Account Number	: 131 0000 0567
Bank Account Number (For BEFTN)	: 13100000567
Routing Number	: 190264635
Bank Name	: Shahjalal Islami Bank Limited
Branch Name	: Uttara Branch

- b. **On the next working day** Stockbroker/Merchant Banker shall unblock the customer accounts; inform the successful applicants about allotment and the unsuccessful applicants about releasing their blocked amount.
- c. The Stockbroker/Merchant Banker shall provide the issuer i.e. **EXPRESS INSURANCE LIMITED (EIL)** with a statement of remittance amount (other than NRB and Foreign Applicants).
- d. The Stockbroker/Merchant Banker can recover the withdrawal charges, if any, from the applicant's up to an amount of **Tk. 5.00 (five) per withdrawal**.

In addition the respective stock exchanges will provide following information and documents to Stockbroker/Merchant Banker.

5. Stock Exchange will provide you the following information and documents (as received from the Issuer):

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

TREC Code/M. Bank SI #	DP ID (5 digits)	Customer ID (Customer Trading Code)	Applicants' Name	BO ID No.	Applicant Category (RB/ASI/ NRB)	Security Code	# of Shares/Units applied for	Currency (BDT/USD/ GBP/EUR)	Applied Amount	# of Allotted Shares	Fined Amount (Tk.)	Net Refund Amount (Tk.)	Remarks
						EIL							

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004229876~RB~EIL~500~BDT~5000~0~750~4250~CC09
42~19000~8054~SANJARI SHARMIN~1201900004437924~ASI~EIL~500~BDT~5000~0~750~4250~CC10
42~19000~8056~TANVIR AHMED~1201900004465748~NRB~EIL~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.**



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- Note: NRB Refund shall be made by issuer vide refund warrants through concerned stockbroker or merchant bank or transfer to the applicant's bank account through banking channel within 10 (ten) working days from the date of lottery. (as per BSEC directive)

06. General Information:

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

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

Subscription Opens on: June 14, 2020

Subscription Closes on: June 18, 2020

B. Subscription for Eligible Investors (EIs):

- Eligible investors Mutual Fund (MF) and Collective investment scheme (CIS), Merchant Bankers and Portfolio Managers (MB), Asset Management Companies (AMC), Stock Dealers (DLR), Scheduled Banks (BANK), Non 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 Pension Funds and , Provident Funds (RPPF), Other Institutions as approved by Commission (OTHER) shall submit their application through the electronic subscription system of the exchange(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 on: June 14, 2020 (10.00 a.m.)

Subscription Closes on: June 18, 2020 (5.30 p.m.)

Note: No eligible investor shall apply for more than 2% (two percent) of the total amount offered to the eligible investors i.e. BDT 10,43,16,000.00 as per Gazette published on 3rd September, 2020 (Notification on 25 July 2019 No. BSEC/CMRRCD/2003-109/229/Admin/98).

ii. BANK DETAILS FOR DEPOSITING EIs SUBSCRIPTION MONEY:


Account Name	:	Dhaka Stock Exchange Limited
Bank Name	:	IFIC Bank Limited
Bank Account Number	:	1090344039042
Branch Name	:	Any Branch in Bangladesh
Mode of payment	:	Pay Order/ Demand Draft/ B.B. Cheque/ Cash

07. Applicants information & Document receiving Centre:

- The Stockbroker/Merchant Banker should submit the following information with document at the following addresses:

DHAKA STOCK EXCHANGE LTD.	CHITTAGONG STOCK EXCHANGE LTD.	
	Chittagong Office	Dhaka Office
Swantex Bhaban (7 th floor) 9/I Motijheel C/A., Dhaka-1000	CSE Building 1080, Sheikh Mujib Road Chittagong-4100	Eunoos Trade Center (15 th floor) 52-53, Dilkusha C/A., Dhaka - 1000

- The Stockbroker/Merchant Banker should submit the following information with document within 03 (three) working days from subscription closing date (on or before June 23, 2020) to the respective stock exchanges:


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- a. Electronic copy of summary of the Applications (in pdf format) by IPO Data Transmission System,
- b. Electronic copy of detailed information of Applications (In pdf format) by IPO Data Transmission System,
- c. Electronic copy of Applicants' List (text format with tilde "~" separator) IPO Data Transmission System,
- d. Electronic copy of Draft's (NRB FDD's) (text format with tilde "~" separator) IPO Data Transmission System,
- e. Bank Certificate issued by the Banker of respective Stockbroker/Merchant Banker (Hardcopy and in original) as follows –
 - i. The Original Bank Certificate issued by its banker (other than FC Account);
 - ii. The original drafts (FDDs) submitted by the Non Resident Bangladeshi (NRB) applicants along with the list containing the draft's information (format mentioned at 2(b) above).

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 or CSE-007-002563 or MB-009-002365;

- iii. 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 draft with the following format:

DSE/CSE/MB-TREC Code/Merchant Banker Serial Number-Customer ID.

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

III. Special and Important Directives for handling Non Resident Bangladeshi (NRB) applicants

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

- গ্রাহকের নাম্বার (Investor's Trading code/Customer's ID), FDD এর সামনের অংশের উপরে **পেন্সিল দিয়ে** (যার কালি মুছে ফেলা যায়) নিম্নলিখিত নমুনা অনুসারে লিখতে হবে।
- **DSE/CSE/MB – TREC No. – Investor Trading Code/Customer's ID**
উদাহরণ:
 - I. DSE - 001-(101-102) For Pair/Double
 - II. DSE- 001- (103) For single
 - III. CSE -011 – (2003-2010) For Pair/Double
- Stock Broker/ Merchant Banker গন কে FDD and Bank Certificate (FC Account) সামনের অংশের উপরে (*front side*) পেন্সিল দিয়ে লিখা গ্রাহকের তথ্য (Investor Trading Code/Customer's ID) ছাড়া কোন FDD and Bank Certificate (FC Account) NRB আবেদন গ্রহন না করার জন্য বিশেষভাবে অনুরোধ করা যাচ্ছে।
- FDD and Bank Certificate (FC Account) এর উপরে পেন্সিল ব্যতীত অন্য কিছু যেমন কলম দিয়ে না লেখার জন্য বা যে কোন ধরনের সীল মারা হতে বিরত থাকতে অনুরোধ করা হলো।
- Original FDD and Bank Certificate (FC Account) ছাড়া কোন NRB আবেদন গ্রহন না করার জন্য বিশেষভাবে অনুরোধ করা যাচ্ছে।

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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 BSEC Consent letter no. BSEC/CI/IPO-268/2017/60, dated March 08, 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). (As per clause 18, Part-B of BSEC Consent letter no. BSEC/CI/IPO-268/2017/60, dated March 08, 2020).

08. How to find out the Lottery Result:

Firstly, see your Stock Exchange/Merchant Banker code then see your Branch/TREC Code/Merchant Banker Serial Number then see your Trading code or Customer ID.

An Example for EXPRESS INSURANCE LIMITED (EIL):

- 01-079-00035768 (For DSE TREC Holder/Stockbroker)
02-095-00000546 (For CSE TREC Holder/Stockbroker)
03-030-01002367 (For Merchant Banker)

- ▶ TREC Code means, your TREC Holder Number with Stock Exchange(s)
- ▶ Merchant Banker Serial Number will be as enclosed in Stock Exchange-TREC Holder/Merchant Banker Code as attached herewith.

09. Contact Person Details:

Sl.	Name of the person	Name of the Company	Contact No.	E-mail Address
1.	Mr. Md. Kamrul Hasan	UCAS	88-01818685147	kamrul@ucasbd.com
2.	Mr. Md. Abdul Wadud Sarker	UCAS	88-01714092002	wadud@ucasbd.com
3.	Mr. Md. Nasimur Rehman	UCAS	88-01552350103	nasim@ucasbd.com
4.	Mr. Md. Khalid Hossain	AAA Finance & Investment Limited	88-01914884745	khossain220@gmail.com
5.	Mr. Mohammad Saleh Ahmad	IIDFC CAPITAL LIMITED	88-02-9514637-8	icl@iidfc.com
6.	Mr. Md. Israil Hossain ACS	BLI CAPITAL LIMITED	88-02-9559512, 9559523, 9559530	blicaplttd@gmail.com
7.	Mr. Md. Liaquat Ali Khan	EXPRESS INSURANCE LIMITED	88-02-9554421, 88-02-9568616	express_insurance@ymail.com

This is for your kind information and necessary action.

Thanking you,

(K. M. Saidur Rahman)
Managing Director & CEO
Express Insurance Limited

(Mohammad Obaydur Rahman, FCS)
Managing Director & CEO
AAA Finance & Investment Limited

(Mohammad Saleh Ahmad)
Chief Executive Officer
IIDFC CAPITAL LIMITED

(Md. Israil Hossain, ACS)
Managing Director
BLI CAPITAL LIMITED

Distributions (For kind information & necessary action):

- Managing Director, Dhaka Stock Exchange Ltd. (DSE), 9/F, Motijheel C/A., Dhaka – 1000.
- Managing Director, Chittagong Stock Exchange Ltd. (CSE), 1080, Sheikh Mujib Road, Agrabad C/A., Chittagong – 4100.
- President, Bangladesh Merchant Bankers Association (BMBA), Saiham Sky View Tower (5th Floor), 45 Bijoy Nagar, Dhaka – 1000.