

August 25, 2023

IMPORTANT NOTICE

Dear Valued Investor Account Holder,

Central Depository Company has been making continuous efforts towards achieving streamlined capital market operations. In line with these efforts, we have made the securities transfer / transmission process simpler by elaborating on the necessary details with respect to the transfer of book-entry securities directly from your Investor Account to the target account within the Central Depository System (CDS).

For the smooth and efficient processing of your free delivery transactions (Transfer/Transmission), please ensure you input the following information on the Transaction Order (TO) leaf:

S.NO	Details of information
1	Date
2	Name of the Participant / IAS Account holder
3	Participant / Investor Account Services ID
4	Target Account Number
5	Unique Identification Number (UIN) of either the principal Account Holder or any of the Joint Account Holders of the targeted account (please see the attached list for applicability). Note that the UIN of both accounts (Target account and IAS account) must be in line with the National Clearing Company of Pakistan Limited (NCCPL) record for successful transaction execution.
6	Reason code for processing transaction as outlined in the attached list. Providing the correct reason code is mandatory and critical for effective transaction execution.
7	Security(ies) Name
8	Security(ies) volume in word and figures
9	Signatures of authorized signatory(ies) as per the operating instructions
10	In case of corporate IAS Account, affixation of corporate rubber stamp

You are requested to ensure that your UIN is correctly mentioned in the registration details provided to us. You can obtain a copy of your registration details either by using CDC access facility or by simply sending a written request through your registered email address or duly signed letter as per your account's operating instructions.

Please input details as per guidelines mentioned above and fill the TO with accurate information, ensuring its completion.

We would like to thank all our valued Investor Account Holders for their cooperation and continuous support. For queries or concerns, contact our customer support services at 0800-CDCPL (23275) or info@cdcpak.com.

Best regards,

Investor Account Services

INVESTOR ACCOUNT SERVICES
LIST OF REASON CODES FOR FREE DELIVERIES

S. No.	REASON CODE	REASON CODE NAMES	REASON CODE MANDATORY TO BE MENTIONED ON TO	UIN MANDATORY TO BE MENTIONED ON TO
1	P045* A052*	Portfolio transfer	No	No
2	P016 A022	Transfer owing to buy back of securities	Yes	No
3	P015 A021	Transfer owing to acquisition of securities	Yes	No
4	P010 A018	Transfer in case of unlisted securities	Yes	No
5	P020 A027	Transfer owing to offer for sale	Yes	Yes
6	P023 A031	Reversal of erroneous transaction	Yes	Yes
7	P022 A029	For gift (Other than blood relation)	Yes	Yes
8	P024 A032	For gift (blood relation)	Yes	Yes
9	P019 A026	Transfer / Transmission upon death of Individual holder	Yes	No
10	P046 A053	Transfer pursuant to any law or court order - Taxable	Yes	Yes
11	P047 A054	Transfer pursuant to any law or court order – Non Taxable	Yes	Yes

*Please note that in the case of a portfolio transfer, a reason code is not required to be mentioned on the TO. Therefore, in all cases where a reason code is not available on the TO, IAS will transfer the securities under the reason code of portfolio transfer.

NOTE:

Reason codes with prefix A pertain to transfers from one IAS account to another IAS account. Whereas, reason codes with prefix P pertain to transfers from an IAS account to the respective account of any Participant / Broker of Stock Exchange.