



## Guidelines on eIPO Process for Roshan Digital Account (RDA) Holders

In order to subscribe Initial Public Offering (“IPO”), RDA shall follow the process enumerated as below:

### SUBSCRIPTION PROCESS:

1. To subscribe, RDA must have an active Investor Account with CDC.
2. RDA should not subscribe IPO in any other custody accounts i.e Sub Account, IPO Facilitation Account or other IAS Account.
3. Register yourself on eServices Portal <https://eservices.cdaccess.com.pk/public/index.xhtml>
4. Once registered, fill out an eIPO Subscription Form on the link mentioned above by providing your CDS Participant ID i.e. 03277 and IAS Account Number.
5. System will generate Subscription ID upon saving.
6. Save the PDF copy of the IPO Subscription Form.
7. **Transfer exact amount specifically for IPO subscription from your RDA Bank Account to CDC Designated Bank Account maintained with the same bank.**
8. Amount transferred must be either equal to or over the amount mentioned in the IPO Subscription Form. In case the amount is short, IPO Subscription Application shall not be processed.
9. Email PDF copy of the IPO Subscription Form along with Payment Details to [roshandigital@cdcpak.com](mailto:roshandigital@cdcpak.com)
10. **Payment and eIPO Subscription Form must receive to CDC by 12 noon on the last day of Subscription Period. Payment & application will not be accepted after the mentioned time and will be returned back to RDA**

### **Note:**

**Please note that any payment made for the IPO subscription using method other than the one stated above shall result in complication especially at the time of refund process, in case the application is successful on pro-rata basis or is in case it is declared un-successful.**

### REFUND AND CREDIT OF SECURITIES:

1. Securities will be credited in IAS account on the basis of fund transmitted through RDA bank account to CDC Designated Bank Account
2. In case if payment is routed through any other bank account, RDA will not be eligible for credit of securities in CDC Investor account linked with RDA
3. In such case, securities will be transferred to IPO Facilitation Account for necessary processing as per SOP for IPO Facilitation Account <https://www.cdcpakistan.com/mwg-internal/de5fs23hu73ds/progress?id=yBI8lLkxZn3f-Tg7n4HwoFBFwM007dwXKloXieHc0j4>.
4. In case of refund OR rejection of subscription of IPO, the amount of RDA shall be transferred to CDC designated bank account.
5. RDA can provide instruction to CDC to transfer such amount to their RDA bank account.
6. Those subscribers who have made payment through Non-RDA account, the refund of funds shall be processed on the basis of proof of payment and subscription request to CDC. CDC will then transfer the amount to respective bank account.

Should you require any further information, please email us at [roshandigital@cdcpak.com](mailto:roshandigital@cdcpak.com) or call us at +922138623275.