

INSTRUCTIONS FOR REGISTRATION AND BIDDING

REGISTRATION PERIOD OPENS FROM JUNE 20, 2018 TO JUNE 25, 2018 BETWEEN 9:00 AM TO 5:00 PM AND BETWEEN 9:00 AM TO 3:00 PM ON JUNE 26, 2018

**BIDDING PERIOD OPENS FROM JUNE 25, 2018 TO JUNE 26, 2018 BETWEEN 9:00 AM TO 5:00 PM
INITIAL PUBLIC OFFER OF ORDINARY SHARES OF AT-TAHUR LIMITED ("ATL" OR THE "COMPANY") THROUGH BOOK BUILDING PROCESS AT
A FLOOR PRICE OF PKR 20.00/- PER SHARE**

This Issue consists of 36,667,000 Ordinary Shares (25% of the total post-IPO paid up capital of At-Tahur Limited) of face value of PKR 10/- each. The bidders shall be allowed to place bids for hundred percent (100%) of the Issue size and the Strike Price shall be the price at which the hundred percent (100%) of the Issue is subscribed. However, the successful bidders shall be allotted and issued only seventy-five percent (75%) of the Issue size i.e. 27,500,000 and the remaining twenty five percent (25%) i.e. 9,167,000 shall be offered to the retail investors.

Instructions for Registration and Bidding

1. Only registered investors will be eligible to participate in the bidding process.
2. Investors are required to fill in the Registration Form and submit the complete Registration Form along with Margin Money at the Bid Collection Centres during the Registration Period.
3. For deposit of Margin Money only Pay Orders, Demand Drafts or a bank receipt evidencing Online Transfers in the designated bank account shall be accepted during the Bidding Period. **Each eligible investor shall only submit a single pay order, demand draft or evidence of online transfer of money along with the Registration Form. It may also be noted that only a single pay order, demand draft or evidence of online transfer of money shall be accepted by the Book Runner along with each Additional Payment Form.**
4. Once the investor is registered in the System, the investor will receive Username and Password via an automatically generated e-mail through the System software.
5. Investors can directly place their bids online during the Bidding Period by using the Username and Password provided to them via e-mail or submit the Bidding Form at the bid collection centres in person.
6. On entry of bid in the System, the investors will receive an e-mail confirmation of their bid via the System software.
7. Investors can upward revise their bids online. Please visit www.bkb.psx.com.pk to access online portal. Online access will be available for upward bid revisions during the Bidding Period from 9:00 am to 5:00 pm. **An investor shall not be allowed to place or upward revise a bid with a price variation of more than 10% of the prevailing Indicative Strike price with a maximum price band of upto 40% of the floor price. THE BIDDER SHALL NOT MAKE DOWNWARD REVISION BOTH IN TERMS OF BID PRICE AND BID VOLUME; PROVIDED THAT INCASE OF UPWARD REVISION OF THE BID PRICE, THE NUMBER OF SHARES BID FOR I.E. BID VOLUME MAY BE ADJUSTED ENSURING THAT THE BID AMOUNT OR BID MONEY REMAINS THE SAME. NO WITHDRAWAL OF BID SHALL BE ALLOWED.**

Please Note:

1. Fill in all the particulars of the form accurately in **BLOCK LETTERS**.
2. For deposit of margin money, only Pay Orders, Demand Draft will be accepted or online transfer facility (pay order or demand draft may be deposited at any branch of MCB Bank Limited and evidence to be submitted to the Book Runner) into the respective Book Building account of the Issuer, **A/C No. 4010943531011660**, titled **"At-Tahur Limited - Book Building"**, maintained at MCB Bank Limited, GLOBAL TRANSACTION BANKING (GTB) Branch, Karachi.
3. Kindly provide a copy of CNIC or Passport (in case of Individual Investors) or NTN Certificate / Certificate of Incorporation (in case of Institutional Investor) along with the Registration Form.
4. Applicants are requested to provide accurate contact details. Please provide accurate landline number(s), mobile number(s), fax number(s), UIN(s), NTN number and e-mail address(es).
5. **Bidders are requested to provide two copies of the bidding instrument at the time of bid submission.**
6. The National Taxation Number ("NTN") of At-Tahur Limited is **2876798-5**. This NTN shall be required by applicants for making their respective pay orders.
7. The Bidder is required to duly fill Additional Payment Form for depositing additional funds for enhancement of deposit amount.
8. All payments are to be made in favor of **At-Tahur Limited - Book Building** at any of the following bidding centers:

Karachi		
Contact Officer:	Muhammad Adnan	Sameer Khan
Direct No.:	021-32465891	021-34302178
Mobile No.:	0321 821 0505	0321-2329835
PABX No.:	021 111 245 111	021-34302171-177
Fax No.:	021 3242 9653	021-34302186
Email:	Adnan.hussain@ismailiqbal.com	Sameer.khan@ismailiqbal.com
Postal Address:	Arif Habib Center, 23 MT Khan Road, Karachi	C-132 (B) KDA Scheme#1 Miran Muhammad Shah Road Karachi
Lahore		
Contact Officer:	Jalal Sheikh	Adnan Aslam
Direct No.:	+92 42-36610436	+92 81-2823487
Email:	ops1508@mcb.com.pk	ops0551@mcb.com.pk
Postal Address:	Cavalry Ground 46-Cavalry Ground Extension, Lahore Cantt.	MCB Bank Limited, Shahra-e-Iqbal, Quetta
Islamabad		
Contact Officer:	Malik Tariq Mehmood	Syed Maqsood Shah
Direct:	+92 51-2273517	+92 91-5279769
Email:	ops1134@mcb.com.pk	ops0277@mcb.com.pk
Postal Address:	Blue Area Islamabad Ground Floor, MCB Building 28-Jinnah Avenue, Islamabad	MCB Bank Limited, Saddar Road, Peshawar Cantt, Peshawar
Peshawar		

	Azad Kashmir	Gilgit/Baltistan
Contact Officer:	Hameedullah	Liaqat Ali
Direct:	+92 582 7443 145	+92 300-8999117
Email:	ops0596@mcb.com.pk	ops1116@mcb.com.pk
Postal Address:	MCB Bank Limited, Iqbal Road, Mirpur, Azad Kashmir	MCB Bank Limited, National Market, Gilgit

9. **CASH SHOULD NOT BE SUBMITTED WITH REGISTRATION FORM AT THE BID COLLECTION CENTER.**
10. **THE BID SHOULD BE SUBMITTED ON THE PRESCRIBED BIDDING FORM ALONG WITH THE REGISTRATION FORM IN PERSON OR THROUGH FAX AT THE NUMBERS MENTIONED IN NOTE 8 ABOVE. REGISTERED INVESTORS CAN ALSO PLACE THEIR BIDS DIRECTLY VIA THE ONLINE PORTAL BY VISITING WWW.BKB.PSX.COM.PK.**
11. Bids can be placed at "Limit Price" or "Step Bid".
- a) Payment for Limit Price:**
- If investors are placing their bids as a Limit Bid then they shall deposit the Margin Money based on the number of shares they are bidding for at their stated bid price.
- For instance, if an investor is applying for 1 million shares at a price of PKR 20.00/- per share, then the total Application Money would amount to PKR 20 million. In such a case, (i) Individual Investor shall deposit PKR 20 million in the Book Building account as the bid amount which is 100% of PKR 20 million; and (ii) Institutional Investor shall deposit at least PKR 5 million in the Book Building account as the Margin Money which is 25% of PKR 20 million.
- b) Payment for Step Bid:**
- If an investor is placing a Step Bid which is a series of Limit Bids at increasing prices, then he/she/it shall deposit the Margin Money / bid money based on the total number of shares he/she/it is bidding for at his/her/its stated bid prices.
- For instance, if the investor bids for 0.50 million shares at PKR 20.00/- per share, 0.60 million shares at PKR 20.25/- per share and 0.70 million shares at PKR 20.50/- per share, then in essence the investor has placed one Step Bid comprising three limit bids at increasing prices. The Application Money would amount to PKR 36.5 million, which is the sum of the products of the number of shares bid for and the bid price of each limit bid. In such a case, (i) Individual Investors shall deposit PKR 36.5 million in the Book Building Account as Margin Money which is 100% of PKR 36.5 million and (ii) Institutional Investors shall deposit at least PKR 9.125 million in the Book Building Account as Margin Money which is 25% of PKR 36.5 million.
12. The applicant, if Individual Investor, shall submit amount of 100% of the application money as Bid / Margin Money whereas Institutional Investors shall submit not less than 25% of the application money.
13. Book Runner shall not accept or register any new Bidders after **3:00pm during the last day of Bidding Period.**
14. The Bidder can view the color of the book, i.e. bid price and number of shares against each bid price online anytime during the Bidding Period at the following websites: www.psx.com.pk
15. Successful Bidders shall be intimated, within **one (1) working day** of the closing of the Bidding Period, the Strike Price and the number of shares provisionally allotted to each of them.
16. Upon intimation by the Book Runner of final allocation, successful institutional bidders shall deposit their balance margin money within **three (3) days** of such intimation, if required, as consideration against allotment of shares.
17. Where a successful Bidder defaults in payment of shares allotted to him, the Margin Money deposited by such Bidder shall be forfeited to the Book Runner.
18. Final allotment of shares out of the Book Building portion shall be made after receipt of full subscription money from the successful bidders; however, shares to such bidders shall be issued securities only after the end of the public subscription, in the form of book-entry to be credited in their respective accounts. All the bidders shall, therefore, provide number of their accounts.
19. The bidders who have made bids below the Strike Price shall not qualify for allotment of securities and the Book Runner shall intimate their respective banks for unblocking their Bid Money within **one (1) working day** of the close of the bidding period and the refunds, where required, to such bidders shall be made within **three (3) working days** from the close of the bidding period.
20. The bid money of bidders who have undertaken to subscribe the unsubscribed retail portion shall remain deposited or blocked till allotment of unsubscribed retail portion, if any, to them on pro-rata basis.



For investor education please visit www.jamapunji.pk
 Jama Punji is an Investor Education Initiative of the
 Securities & Exchange Commission of Pakistan