



SHEPHERD INDUSTRIES LTD.

HEAD OFFICE: Shepherd Tower, House # 24, Road # 04, Sector # 04, Uttara, Dhaka-1230

Tel : 02-7913350, 7913351, 7913352, Fax : 880-2-7913359, 7913360

December 20, 2016

The Chairman, Bangladesh Securities and Exchange Commission
 The Managing Director, Dhaka Stock Exchange Limited
 The Managing Director, Chittagong Stock Exchange Limited
 The President, Bangladesh Merchant Bankers Association
 All TREC Holders of Dhaka Stock Exchange Limited
 All TREC Holders of Chittagong Stock Exchange Limited
 All Merchant Banks

Subject: IPO Application Process for Shepherd Industries Limited.

Dear Sir,

Please accept our sincere thanks for participating in IPO application process of Shepherd Industries Limited. To complete the IPO application process successfully, you are requested to follow the steps as mentioned in Part-B (Page No. 4 to 8) of Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/IPO-255/2016/705 dated December 08, 2016) in connection with the IPO of Shepherd Industries 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 January 08, 2017 and closed on January 16, 2017 and you have to submit the information and documents on or before January 19, 2017.

1. The Electronic copy of Applicants List and Formats are as follows:

a) **Summary of the Applications:**

i) The Electronic copy of Summary of the Applications:

Name of the Stockbroker/Merchant Banker:						
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)						
Mutual Fund (MF)						
Merchant Bankers and Portfolio Managers (MB)						
Asset Management Companies (AMC)						
Stock Dealers (DLR)						
Banks (BANK)						
Financial Institutions (NBFi)						
Insurance Companies (INS)						
Alternative Investment Fund Managers (AIFM)						
Alternative Investment Funds (AIF)						
Foreign Investors (FI)						
Recognized Pension Funds and Provident Funds (RPPF)						
Other Institutions (OTHER)						
Total						

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Factory : Bagrapara, Kathali, Ward No-08, Bhaluka Pourasabha, Mymensingh.



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ii) File name of the Summary of the Application should be in the following manner:

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

For Example:

SHEPHERD_Summary_DSE_042.pdf (for DSE TREC Holder/Stockbroker)

SHEPHERD_Summary_CSE_007.pdf (for CSE TREC Holder/Stockbroker)

SHEPHERD_Summary_MB_004.pdf (For Merchant Banker)

b) Detailed information of applications:

i) The Electronic copy of detailed information of applications:

Name of the Stockbroker/Merchant Banker:						
Name of the Company/Fund:						
Resident Bangladeshi (RB)/Affected Small Investors (ASI)/Non-Resident Bangladeshi (NRB)/Mutual Fund (MF)/Merchant Bankers and Portfolio Managers (MB)/Asset Management Companies (AMC)/Stock Dealers (DLR)/Banks (BANK)/Financial Institutions (NBFI)/Insurance Companies (INS)/Alternative Investment Fund Managers (AIFM)/Alternative Investment Funds (AIF)/Foreign Investors (FI)/Recognized Pension Funds and Provident Funds (RPPF)/Other Institutions (OTHER)						
TREC Code/Merchant Bank Serial Number	DPID (5 Digits)	Customer ID (Customer Trading Code)	Name of the Applicant	BOID No.	Applicant Category (RB/ASI/NRB/MF/MB/AMC/DLR/BANK/NBFI/INS/AIFM/AIF/FI/RPPF/OTHER)	Number of shares/Units Applied for

Note: In case of joint application, Name of the Applicant will be only the first applicant name, No Joint Name should be added with first applicant name (For example with the help of &/and/(jt))

ii) File name of the detailed information of the Application should be in the following manner:

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

For Example:

SHEPHERD_Detail_DSE_042.pdf (for DSE TREC Holder/Stockbroker)

SHEPHERD_Detail_CSE_007.pdf (for CSE TREC Holder/Stockbroker)

SHEPHERD_Detail_MB_004.pdf (For Merchant Banker)

c) Applicants' List (Text format with '~' separator):

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

TREC Code/ Merchant Bank Serial Number	DPID (5 digits)	Customer ID (Customer Trading Code)	Name of the applicant	BO ID No.	Applicant Category (RB/ASI/NRB/MF/MB /AMC/DLR/BANK /NBFI/INS/AIFM/AIF /FI/RPPF/OTHER)	Number of Shares/Units applied for	Currency (BDT/USD/ GBP/EUR)	Applied Amount	Security Code
									SHEPHERD

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437926~RB~500~BDT~5000.00~ SHEPHERD

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~500~USD~63.78 ~ SHEPHERD





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ii) File name of the Electronic copy of Applicants' List should be in the following manner:

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

For Example:

SHEPHERD_DSE_042.txt (for DSE TREC Holder/Stockbroker)

SHEPHERD_CSE_007.txt (for CSE TREC Holder/Stockbroker)

SHEPHERD_MB_004.txt (For Merchant Banker)

d) Draft's (FDD'S) List (submitted by Non-Resident Bangladesh (NRB) & Foreign Applicant):

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

TREC Code/ M. Bank Sl #	DPID	Customer ID (Customer Trading Code)	Applicants' Name	BO ID No.	Applicant Category (NRB/FI)	Currency (BDT/USD/GBP/EUR)	Amount	Draft No.	Bank Name	Branch Name	Date (dd/mm/yyyy)	Security Code	Remark
												SHEPHERD	

For Example:

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~USD~63.78~ 1011457~SONALI BANK LTD~WAGE EARNER'S CORPORATE~11/12/2016~SHEPHERD

ii) File name of the Electronic copy of draft's (FDD's) Submitted by the Non-Resident Bangladeshi (NRB) and Foreign applicants 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

Example for Non-Resident Bangladeshi (NRB):

SHEPHERD_DSE_NRB_042.txt (for DSE TREC Holder/Stockbroker)

SHEPHERD_CSE_NRB_007.txt (for CSE TREC Holder/Stockbroker)

SHEPHERD_MB_NRB_004.txt (For Merchant Banker)

Example for Foreign Investors (FI):

SHEPHERD_DSE_FI_042.txt (for DSE TREC Holder/Stockbroker)

SHEPHERD_CSE_FI_007.txt (for CSE TREC Holder/Stockbroker)

SHEPHERD_MB_FI_004.txt (For Merchant Banker)

2. Bank Certificate

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 of the subscription closing date, instruct the banker to block the account for an amount equivalent to the aggregate application money and to issue a certificate in this regard. The Stockbroker/Merchant Banker shall send the original certificate(s) issued by its banker to their respective stock exchange(s).





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3. The amount of subscription money of the successful applicants (Allottee) is required to be remitted from Stockbroker/Merchant Banker **within 01 (one) working day on the date of receiving information and documents from the respective Stock exchange(s) in the following way:**

- a) On the next working day of receiving the documents from Stock exchange(s), the 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 fine amount to the following 'Escrow' account of Shepherd Industries Limited:

Issuer : **Shepherd Industries Limited**
 Account Number : **1002-063136-041 (13 Digits A/C No.: 1002063136041)**
 Routing Number : **120261729**
 Bank Name : **IFIC BANK LIMITED.**
 Branch Name : **Gulshan Branch, Dhaka**

- b) On the next working day, the Stockbroker/Merchant Banker shall unblock the customer accounts; inform the successful applicants about allotment and the unsuccessful applicants about releasing their blocked amounts.
 c) The Stockbroker/Merchant Banker shall provide the Shepherd Industries Limited with a statement of the remittance amount (other than NRB and Foreign).
 d) The Stockbroker/Merchant Banker can recover the withdrawal charges, if any, from the applicants up to an amount of Tk.5.00 (five) per withdrawal.

4. Stock Exchange will provide you the following information and documents, which will be received from issuer:

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

TREC Code/M. Bank SI #	DPID	Customer ID (Customer Trading Code)	Applicant s' Name	BO ID No.	Applicant Category (RB/ASI/ NRB/MF/ MB/AMC /DLR /BANK/N BFI/INS/ AIFM/AIF /FI/RPPF/ OTHER)	Security Code	# of Shares/ Units applied for	Currency (BDT/US D/GBP/E UR)	Applied Amount	# of Allotted Shares	Fine Amount	Net Refund Amount	Remarks
						SHEPHERD							

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437924~RB~ SHEPHERD~500~BDT~5000~0~750~4250~CC17

42~19000~8056~FATEMA BEGUM~1201900004437949~ASI~ SHEPHERD~500~BDT~5000~500~0~0~

42~19000~8066~AMENA KHATUN~1201900004438549~FI~ SHEPHERD~500~USD~64.11~500~0~0~

► 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.

5. All drafts submitted by NRB or Foreign applicants shall be deposited in the Issuer's respective 'Escrow' accounts and refund shall be made by the Issuer by refund warrants through concerned stockbroker or merchant banker or transfer to the applicant's bank account through banking channel within 10(ten) working days from the date of lottery.





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General Information:

01. Subscription for Resident Bangladeshi (RB), Affected Small Investors (ASI), Mutual Fund (MF), Non-Resident Bangladeshi (NRB) & Foreign Investors (FI) and Eligible Investors (EI):

Subscription for Resident Bangladeshi (RB), Affected Small Investors (ASI), Non-Resident Bangladeshi (NRB), Mutual Fund (MF), Merchant Bankers and Portfolio Managers (MB), Asset Management Companies (AMC), Stock Dealers (DLR), Banks (BANK), Financial Institutions (NBFI), Insurance Companies (INS), Alternative Investment Fund Managers (AIFM), Alternative Investment Funds (AIF), Foreign Investors (FI), Recognized Pension Funds and Provident Funds (RPPF) and Other Institutions (OTHER) will be directly received by the all eligible stockbrokers and merchant bankers within the following subscription period:

Subscription Opens on: January 08, 2017

Subscription Closes on: January 16, 2017

02. Receiving center of Applicant's Information & Documents from the Stockbroker/Merchant Banker:

The Stockbroker/Merchant Banker should submit the following information and documents within 03 (three) working days from the subscription closing date (on or before January 19, 2017) send it to the respective Stock Exchanges(s).

The Electronic copy information will be as follows:

- Summary of the Applications (pdf format) by IPO Data transmission system,
- Detailed information of applications (pdf format) by IPO Data transmission system,
- Applicants' List (text format with tilde '~' separator) by IPO Data transmission system,
- The report (list) of the drafts submitted by the Non-Resident Bangladeshi (NRB) and Foreign applicants by IPO Data transmission system.

The Hard copy documents will be as follows:

- The original Bank Certificate issued by its banker,
- Original Drafts (FDD's) submitted by the Non-Resident Bangladeshi (NRB) and Foreign applicants along with the list containing the draft information (format mention in the above 1(d)).

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/CSE-007-002563/MB-009-002365





“বিশেষ নির্দেশিকা”

গ্রাহক নাম্বার (Customer's ID/Trading Code) FDD এর সামনের (front side) অংশের উপরে ফাঁকা স্থানের মধ্যে পেন্সিল (যাহার কালি মুছে ফেলা যায়) দিয়ে নিম্নলিখিত নমুনা অনুসারে লিখতে হবেঃ

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

উদাহরণ স্বরূপঃ DSE-007-000032/CSE-007-002563/MB-009-0032635

“Stock Broker/Merchant Banker গণ FDD এর সামনের (front side) অংশের উপরে পেন্সিল দিয়ে গ্রাহক তথ্য লেখা ছাড়া কোন FDD গ্রহণ না করার জন্য বিশেষভাবে অনুরোধ করা যাচ্ছে।”

“FDD এর সামনের (front side) অংশের উপর পেন্সিল (Pencil) ব্যতীত অন্য কোন কিছু যেমন কলম দ্বারা লেখা অথবা কোন ধরনের সিল (Seal) না মারার জন্য অনুরোধ করা হলো।”

And send it to the following addresses (By Hand Only):

Dhaka Stock Exchange Limited (DSE)	Chittagong Stock Exchange Limited (CSE)	
	Dhaka Office	Chittagong Office
Swantex Bhaban (7th Floor), 9/I, Motijheel C/A, Dhaka - 1000	Eunoos Centre, 15 th Floor, 52-53 Dilkusha, Dhaka	CSE Building, 1080 Sk. Mujib Road Agrabad, Chittagong

03. 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 Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/IPO-255/2016/705 dated December 08, 2016).
- The Stockbroker/ Merchant Banker can recover the withdrawal charges, if any, from the applicants up to an amount of Tk.5.00 (Taka Five) per withdrawal (As per clause 18, part-B of Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/IPO-255/2016/705 dated December 08, 2016).

04. How to find out the lottery result:

Firstly see your Stock Exchange(s)/Merchant Banker code then see your TREC code/Merchant Banker Serial Number then see your Trading code or Costumer ID.

For an example of Shepherd Industries Limited

01-007-000035768 (For DSE TREC holder/Stockbroker)

02-007-000000546 (For CSE TREC holder/Stockbroker)

03-007-001002367 (For Merchant Banker)

- TREC Code means your Stock Exchanges TREC Holder Number.
- Merchant Banker Serial Number will be found on Dhaka Stock Exchange website.





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05. Contact Person:

Name of the Person	Name of the Company	Contact Number	E-mail
Mr. Md. Ataur Rahman	Shepherd Industries Limited	01954404040	ataur.accounts@shepherdbd.com
Mr. Mohammed Abu Zafar	Shepherd Industries Limited	01966660350	zafar@shepherdbd.com
Mr. Md. Rakib Sadi	Alpha Capital Management Limited	01767577773	rakib.sadi@gmail.com
Mr. Satyajit Nath	Alpha Capital Management Limited	01811652110	satyajitnath2050@gmail.com
Mr. Md. Golam Faruk	SATCOM IT Limited	01619397706	mdgolamfaruk@gmail.com
Mr. Bishwajit Sutradhar (Bisu)	SATCOM IT Limited	01616597631	bisu.jhumu@gmail.com

This is for your kind information and necessary action.

Thanking you,

Yours sincerely,

SHEPHERD INDUSTRIES LTD.



Kao Wen Fu
Managing Director

Shepherd Industries Limited.



Noor Ahamed, FCA
CEO & Managing Director
Alpha Capital Management Limited

Enclosure:

1. Bangladesh Securities and Exchange Commission's Consent Letter for Shepherd Industries Limited (BSEC/CI/IPO-255/2016/705 dated December 08, 2016).