

April 09, 2015

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

Subject : IPO Application Process for OLYMPIC ACCESSORIES LIMITED.

Dear Concerns,

Please accept our sincere thanks for participating in new IPO application process of OLYMPIC ACCESSORIES LIMITED. To complete the IPO application process successfully, you are requested to strictly follow the steps as mentioned in Part-B (page no. 6 to 9) of Bangladesh Securities and Exchange Commission's consent letter No. **BSEC/CI/IPO-239/2014/177, dated March 15, 2015 (attached herewith)** in connection with IPO of the Company we are furnishing the following information/documents for your better understanding and ready reference.

Please be informed that we require following information and documents from your end within 03 (three) working days from the subscription closing date and to be submitted to respective stock exchanges. The subscription will be closed on April 23, 2015 and you have to submit the information and document on or before April 28, 2015.

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)						
Mutual Fund (M.F.)						
Non-Resident Bangladeshi (NRB)						
Foreign Investors (FI)						
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:

OAL_Summary_DSE_042.pdf (for DSE TREC Holder/Stockbroker)

OAL_Summary_CSE_007.pdf (for CSE TREC Holder/Stockbroker)

OAL_Summary_MB_004.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)/Mutual Fund (MF) / Non-Resident Bangladeshi (NRB)/ Foreign Investors (FI)							
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/FI)	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))

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:

OAL_Detail_DSE_042.pdf (for DSE TREC Holder/Stockbroker)
 OAL_Detail_CSE_007.pdf (for CSE TREC Holder/Stockbroker)
 OAL_Detail_MB_004.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	DPID (5 digits)	Customer ID (Customer Trading Code)	Name of the applicant	BO ID No.	Applicant Category (RB/ASI/MF/NRB/FI)	Number of Shares/Units applied for	Applied Amount in Taka	Currency (BDT/USD/GBP/EUR)	Applied amount	Security Code
										OAL

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437926~RB~500~BDT~5000.00~OAL
 42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~500~USD~67.00~OAL

b) File name (test file) 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:

OAL_DSE_042.txt (for DSE TREC Holder/Stockbroker)
 OAL_CSE_007.txt (for CSE TREC Holder/Stockbroker)
 OAL_MB_004.txt (For Merchant Banker)

3. 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 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 to their respective stock exchanges.

4. The amount of subscription money of the successful applicants (Allottee) is required to be remitted from the Stockbroker/Merchant Banker **within 01 (one) working day of the date of receiving information and document from the respective stock exchanges** in the **OLYMPIC ACCESSORIES LIMITED’s** 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 **OLYMPIC ACCESSORIES LIMITED:**

Issuer : **OLYMPIC ACCESSORIES LIMITED**
STD Account Number : **00060325000515**
Routing Number : **160270554**
Bank Name : **National Credit and Commerce Bank Ltd.**
Branch Name : **Babu Bazar Branch, Dhaka**

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. Send the drafts submitted by successful and forfeited NRB applicants to the Stock Exchanges and return the drafts submitted by the unsuccessful applicants within 01 (one) working day after receiving documents.

d. The Stockbroker/Merchant Banker shall provide the issuer i.e. **OLYMPIC ACCESSORIES LIMITED** with a statement of remittance amount (other than NRB and Foreign Applicants).

e. 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. On the same day, Stock Exchanges shall send the drafts submitted by successful and forfeited NRB and Foreign Applicants to the issuer i.e. **OLYMPIC ACCESSORIES LIMITED.**

The report of the drafts submitted by the successful and forfeited NRB and Foreign Applicants will be as per following table:

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/yy)	Security Code	Remarks
												OAL	

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 #	DPID	Customer ID (Customer Trading Code)	Applicants' Name	BO ID No.	Applicant Category (RB/ASI/MF/NRB/FI)	Security Code	# of Shares/Units applied for	Currency (BDT/USD/GBP/EUR)	Applied Amount	# of Allotted Shares	Fine Amount (Tk.)	Net Refund Amount (Tk.)	Remarks
						OAL							

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437924~RB~OAL~500~BDT~5000~0~750~4250~CC19
 42~19000~8056~FATEMA BEGUM~1201900004437949~ASI~OAL~500~BDT~5000~500~0~0~
 42~19000~8066~SHARMILLA BEGUM~1201900004437950~FI~OAL~1000~USD~149.26~500~0~74.63~

► Remarks CC19 means, applicant have violated BSEC Consent letter condition number 19 of Part-A

b) Allotment letter in electronic format (PDF format) with signatures.

General Information:

01. Subscription for Resident Bangladeshi (RB), Affected Small Investors (ASI) & Mutual Fund (MF):

Subscription for Resident Bangladeshis (RB), Affected Small Investors (ASI) and Mutual Fund (MF) shall be directly received by the nominated Stockbroker of DSE, nominated Stockbroker of CSE, nominated Merchant Bankers and nominated branches of **BRAC Bank Limited, Export Import Bank of Bangladesh Limited, Investment Corporation of Bangladesh, Mercantile Bank Limited, Mutual Trust Bank Limited, National Bank Limited, NCC Bank Limited, One Bank Limited, Premier Bank Limited, The City Bank Limited** within the following subscription period:

Subscription Opens on: April 19, 2015 and Subscription Closes on: April 23, 2015

02. Subscription for Non-Resident Bangladeshi (NRB): (for Information only):

- Subscription for NRB shall be directly received by **OLYMPIC ACCESSORIES LIMITED** by hand (***From April 19, 2015 to April 23, 2015***) at **“Kendrio Kochi Kachar Mela”** 37/A, Segun Bagicha, Dhaka-1000, Bangladesh.
- Received through nominated Stockbrokers of both Stock Exchanges (DSE and CSE) (***From April 19, 2015 to April 23, 2015***)
- By courier ((From April 19, 2015 to May 02, 2015))*** at **Registered Office** of the Company at House # 54 (1st Floor), Road # 08, Block # D, Niketon, Gulshan-1, Dhaka-1212, Bangladesh.

03. Applicants information & Document receiving Centre (Bank Certificates only by hand):

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 April 28, 2015*) to the respective stock exchanges:

- 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. **Bank Certificate issued by the Banker of respective Stockbroker/Merchant Banker (Hardcopy and in original)**

The Stockbroker/Merchant Banker should be submitting the drafts submitted by the successful and forfeited NRB and Foreign applicants along with list within 01 (one) working day from receiving lottery documents from Stock Exchanges. In short, after lottery they are to send Stock Exchanges the following after lottery:

- a. **the drafts submitted by the successful and forfeited NRB and Foreign applicants**
- b. **The report (list) of the drafts submitted by the successful and forfeited NRB and Foreign applicants by IPO Data Transmission System.**

04. Service Charge & Withdrawal Charge:

- a. **Service Charge @ Tk. 5.00 (Taka Five) per application shall be paid by the applicant at the time of submitting application.**
 - b. **The Stockbroker/Merchant Banker can recover the withdrawal charges, if any, from the applicants up to an amount of Tk. 5.00 (Taka Five).**
- ***Note: Admissible As per [Part-B Page # 6, Step -1,b(i)], (Pag#8, Step-4, c) and Page # 9, (d, miscellaneous) of BSEC consent letter no. BSEC/CI/IPO-239/2014/177, dated March 15, 2015.***

05. How to find out the Lottery Result:

Firstly see your Bank/Stock Exchange/Merchant Banker code then see your Branch/TREC Code/Merchant Banker Serial Number then see your Bank's serial number/Trading code or Customer ID.

An Example for OLYMPIC ACCESSORIES LIMITED (OAL):

01-007-00035768 (For DSE TREC Holder/Stockbroker)

02-007-00000546 (For CSE TREC Holder/Stockbroker)

03-007-01002367 (For Merchant Banker)

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

06. Contact Person Details (for data and fund transfer):

Sl.	Name of the person	Company	Cell No	Email address
1.	Mr. Md. Kamrul Hasan	UCAS	0181-8685147	kamrul@ucasbd.com
2.	Mr. Md. Abdul Wadud Sarker	UCAS	01714092002	wadud@ucasbd.com
3.	Mr. Md. Nasimur Rehman	UCAS	0155-2350103	nasim@ucasbd.com
4.	Mr. Md. Tarequl Islam	UCAS	01677720730	tareq@ucasbd.com
5.	Mr. Abul Kalam Md. Faisal	PLFS INVESTMENTS LIMITED	01715111507	faisalplfsil@gmail.com
6.	Mr. Ezaz M Mashraker	CAPM Advisory Limited	01865072872	ezaz@capmadvisorybd.com
7.	Mr. Md. Zafran Tareque Chowdhury	OLYMPIC ACCESSORIES LIMITED	01614785045	zafran.tareque@gmail.com
8.	Mr. Md. Habibullah	OLYMPIC ACCESSORIES LIMITED	01612290633	mhullah76@yahoo.com

This is for your kind information and necessary action

Thanking you,

Sd/-
Md. Golam Kibria
Managing Director
Olympic Accessories Limited

Sd/-
Nripendra Chandra Pandit
Chief Executive Officer (C.C)
PLFS Investments Limited

Sd/-
Mufakhkharul Islam
Managing Director & CEO
CAPM Advisory Limited

Enclosure(s):

1. Bank-Branch/Stock Exchange-TREC Holder/Merchant Banker Code.
2. Bangladesh Securities and Exchange Commission's consent letter No. **BSEC/CI/IPO-239/2014/177, dated March 15, 2015**

Distributions (For kind information & Necessary action):

1. Managing Director, Dhaka Stock Exchange, 9/F Motijheel C/A, Dhaka-1000
2. Managing Director, Chittagong Stock Exchange, 1080 Sheikh Mujib Road, Agrabad, Chittagong-4100
3. President, Bangladesh Merchant Bankers Association (BMBA), Yusuf Chamber (7th Floor), 20 Dilkusha C/A, Dhaka-1000