

**INSTRUCTIONS FOR REGISTRATION AND BIDDING**



**REGISTRATION PERIOD OPENS FROM JULY 06, 2017 TO JULY 11, 2017 BETWEEN 9:00 AM TO 5:00 PM AND BETWEEN 9:00 AM TO 3:00 PM ON JULY 12, 2017**

**BIDDING PERIOD OPENS FROM JULY 11, 2017 TO JULY 12, 2017 BETWEEN 9:00 AM TO 5:00 PM**

**INITIAL PUBLIC OFFER OF ORDINARY SHARES OF INBOX BUSINESS TECHNOLOGIES LIMITED (“IBTL” OR THE “COMPANY”) THROUGH BOOK BUILDING PROCESS AT THE FLOOR PRICE OF PKR 30.00/- PER SHARE**

The Present Offer comprises of 45,400,000 Ordinary Shares (39% of the post issued paid up capital of the Company with Face Value of PKR 10.00/- 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. 34,050,000 and the remaining twenty five percent (25%) i.e. 11,350,000 shall be issued 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 Centers 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 centers 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](http://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. NO DOWNWARD REVISION OR 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 The Bank of Punjab and Summit Bank Limited and evidence to be submitted to the Book Runner) into the respective Book Building account of the Issuer, **A/C No. CPA0167820003**, titled **“IPO of Inbox Business Technologies Limited – Book Building Account”**, maintained at The Bank of Punjab, Trust Plaza Branch Gujranwala and **A/C No. 01-02-02-20311-714-199022**, titled **“IPO of Inbox Business Technologies Limited – Book Building Account”**, maintained at Summit Bank Limited, Clifton 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 Inbox Business Technologies Limited is **1340679-5**. 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 **“IPO of Inbox Business Technologies Limited – Book Building Account”** at any of the following bidding centers:

Karachi		
Contact Officer:	Yasir Abbas	Abdul Qadir
Direct No.:	+92 21 32465891	+92 21 32433542
Mobile No.:	0321 821 0505	-
PABX No.:	021 111 245 111	021 111 245 111
Fax No.:	021 3242 9653	021 3242 9653
Email:	<a href="mailto:yasir.abbas@arifhabibltd.com">yasir.abbas@arifhabibltd.com</a>	<a href="mailto:abdul.qadir@arifhabibltd.com">abdul.qadir@arifhabibltd.com</a>
Postal Address:	Arif Habib Center, 23 MT Khan Road, Karachi	Naya Nazimabad, Mangopfir Road, Karachi
Lahore		
Contact Officer:	Muhammad Waleed Rahmani	Humaira Rafiq / Ammad Lodhi
Mobile No.:	0321 821 0504	0333-7925090
Direct No.:	-	081-2833362
Email:	<a href="mailto:waleed.rahmani@arifhabibltd.com">waleed.rahmani@arifhabibltd.com</a>	<a href="mailto:bop0249@bop.com.pk">bop0249@bop.com.pk</a>
Postal Address:	Room # 220, Arif Habib Limited, Lahore Stock Exchange, Lahore	The Bank of Punjab, Jinnah Road, Quetta
Islamabad		Peshawar
Contact Officer:	Awais Ahmed / Riaz Hussain	Sohail Akhtar/ Ihsan-Ul-Haq
PABX No.:	051-2806281-83	091-5253081-85
Direct:	051-2806286/ 051-2806286	091-5253085/ 091-5253083

Fax No:	051-2806284	091-5253080
Email:	<a href="mailto:awais.ahmed@summitbank.com.pk/">awais.ahmed@summitbank.com.pk/</a> <a href="mailto:riazhussain@summitbank.com.pk">riazhussain@summitbank.com.pk</a>	<a href="mailto:sohail.akhtar@summitbank.com.pk/">sohail.akhtar@summitbank.com.pk/</a> <a href="mailto:ihsan.haq@summitbank.com.pk">ihsan.haq@summitbank.com.pk</a>
Postal Address:	Summit Bank Limited, Islamabad Stock Exchange Branch, Plot # 109, East F-7/G-7, Jinnah Avenue, Blue Area, Islamabad	Summit Bank Limited, Deans Trade Centre, Islamia Road, Saddar, Peshawar
	<b>Azad Kashmir</b>	<b>Gilgit / Baltistan</b>
Contact Officer:	<b>Mr. Amir Shahzad</b>	<b>Mr. Saqib Kakaous / Mr. Shujja ud din</b>
Mobile No.:	0300-9853968	0334-5122983 / 0345-3135446
Direct:	05822-920500-01	05811-922055
Email:	<a href="mailto:bop0246@bop.com.pk">bop0246@bop.com.pk</a>	<a href="mailto:bop0295@bop.com.pk">bop0295@bop.com.pk</a>
Postal Address:	The Bank of Punjab, Old Secretariat Nera G.P.O Muzaffarabad.	The Bank of Punjab, Shop No 22-28 Kashmir Market Kashrote Bazar Airport Road 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](http://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 through "Limit Price" then they shall deposit the Margin Money based on the number of shares they are bidding for at their stated bid price.
- For instance, a Bidder may bid for 2 million shares at PKR 30.00 per share, then total Application Money would amount to PKR 60 million. The Bid Amount will be PKR 60 million. Since the Bidder has placed a Limit Bid of PKR 30.00 per share, this indicates that he / she / it is willing to subscribe the shares at a price up to PKR 30.00 per share.
- b) Payment for Step Bid:**  
If investors are placing their bids through "Step Bid" which is a series of limit bid at increasing prices then they shall deposit the Margin Money / Bid Amount based on the total number of shares they are bidding for at their stated bid price. The aggregate amount of step bid shall not be less than PKR 1,000,000/- and the amount of any step shall also not be less than PKR 1,000,000/-.
- Under this bidding strategy, Bidders place a number of Limit Bids at different increasing price levels. The Bidders may, for instance, make a bid for 0.5 million shares at PKR 30.00 per share, 1 million shares at PKR 32.00 per share and 1.5 million shares at PKR 34.00 per share then in essence the investor has placed one Step Bid comprising of three Limit Bids at increasing prices. The bid amount will be PKR 98 million. In case of Individual Investor, the Margin Money will be 100% i.e. PKR 98 million whereas in case of Institutional Investor the Margin Money shall be 25% of the bid amount i.e. PKR 24.5 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](http://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 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 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.



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