



FIRST AL-NOOR MODARABA (An Islamic Financial Institution)

November 28, 2022

Mandatory Conversion from Physical Certificates into Book Entry Form

Dear Sir / Madam

This is with reference to the compliance of Section 72 of the Companies Act, 2017 regarding conversion of all physical shares of companies into book entry form, a copy of follow up letter File number CSD/ED/Misc./2016-639-640 dated March 26, 2021 issued by the Securities & Exchange Commission of Pakistan to all companies (copy of the letter is enclosed herewith for ready reference).

According to above directives, all physical shares are to be converted in book entry form and kept by the shareholders in their CDS Accounts.

The key benefits of holding shares in book entry form in CDS Accounts are as follows:

1. Physical Share certificates may be lost, stolen or spoiled and their duplicate issuance is very cumbersome.
2. Physical Shares are not saleable in stock exchange whereas book entry share can instantly be traded.
3. For transfer/sale of book entry shares, there is no need of preparation and verification of transfer deeds.
4. Only book entry shares can be pledged for any financing facility.
5. Instant credit of bonus and right share entitlements of CDS Accounts of shareholder who is holding shares in book entry form.
6. Online access by you on book entry shares kept in CDS Account for reviewing portfolio information and/or obtain statement / report, as and when, required by you.

The CDS Account can be opened and maintained by any CDC Participant (Stock Broker or Financial Institution) or by any CDC Investor Account Services (CDS IAS) Department situated at Karachi, Lahore and Islamabad.

Following is the brief procedure for conversion of physical shares into book entry form after opening CDS Account:

- i. Fill the necessary columns of Transfer Deeds/(TD) form as attached, sign, attach valid CNIC copy of yourself and witnessing person and get it verified by respective Share Registrar before submission of physical shares for conversion.
- ii. If Transfer Deeds lying already verified with you, lodge physical share certificates and verified transfer deeds to your respective CDC Participant or CDC IAS Department.
- iii. Obtain prescribed Securities Deposit Form (SDF) from your respective CDC Participant or CDC IAS Department and fill, sign and submit with them.
- iv. Provide share transfer stamps of required amount (as transfer duty) to CDC Participant or CDC IAS Department.
- v. CDC Participant or CDC IAS Department will initiate deposit request at Central Depository System (CDS) and send all above mentioned shares and documents in physical form to us (as Company's Share Registrars).
- vi. We will check/process the lodged shares/documents and give approval of deposit request in CDS.
- vii. After approval by us, the deposited/converted shares will instantly be reflected in your CDS Account.

Feel free to us for any clarification on our contact details as follows:

M/s FAMCO Associates (Private) Limited, Telephone numbers : 021 3438 0101-5, 3438 4621-3

We look forward for your contacting any CDC Participant or CDS IAS Department for opening of CDC Account and conversion of your all physical shares in book entry form at your earliest.

Regards
for FIRST AL-NOOR MODARABA,

Roofi Abdul Razzak
Company Secretary

Note: This letter is system generated and does not require any signature.