Central Depository Company of Pakistan Limited

PROCEDURES FOR CONVERSION / REPLACEMENT OF PHYSICAL SHARES INTO BOOK-ENTRY FORM

Updated 18th July 2026

1. Procedures for Conversion/Replacement of Physical Shares into Book-Entry Form

i Submit Physical Shares for Conversion/Replacement

After opening a CDS account, the shareholder should submit the following documents to CDC Investor Account Services (IAS) or the CDS Participant (Stock Broker) with whom the CDS account is maintained:

1. Original physical share certificate(s).
2. Duly completed and signed Transfer Deed(s) along with Share Transfer Stamp (STS), where applicable under the relevant stamp laws.

Upon receipt, CDC IAS or the CDS Participant will enter the conversion request into CDS and forward the original documents to your company for verification.

ii Approval of Conversion/Replacement Request in CDS

The Company/Issuer will login in CDS https://cds.cdcaccess.com.pk/cdsulist/r/cds_ulist/central-depository-system/login, using the login credentials emailed to the company at the time company induction, and approve the conversion/replacement request in CDS.

iii Credit of Shares in CDS Account of Shareholder

Once the company approves the request in CDS, the shares will be credited to the shareholder's CDS account in electronic (book-entry) form and will thereafter be available for electronic transfers and other share-related transactions. An electronic alert (eAlert) shall be sent to the shareholder confirming the credit of securities into the CDS account

2. Conversion / Replacement Process