

February 16, 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 Doreen Power Generations and Systems Limited.

Dear Sir,

Please accept our sincere thanks for participating in IPO application process of Doreen Power Generations and Systems Limited. To complete the IPO application process successfully, you are requested to follow the steps as mentioned in Part-B (Page No. 5 to 9) of Bangladesh Securities and Exchange Commission's Consent Letter No. (SEC/CI/IPO-195/2012/12 dated January 07, 2016) and IPO subscription time extension letter No. (SEC/CI/IPO-195/2012/97 dated February 15, 2016) in connection with the IPO of Doreen Power Generations and Systems 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 has been opened on February 08, 2016 and will be closed on February 22, 2016 and you have to submit the information and documents on or before February 25, 2016.

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 Bank:						
Name of the Company/Fund:						
Category	Number of Applicant	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)						
<b>Total</b>						

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:**

DOREENPWR\_Summary\_DSE\_042.pdf (for DSE TREC Holder/Stockbroker)

DOREENPWR\_Summary\_CSE\_007.pdf (for CSE TREC Holder/Stockbroker)

DOREENPWR\_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 Bank:						
Name of the Company/Fund:						
Category of applicant: Resident Bangladeshi (RB)/Affected Small Investors (ASI)/Mutual Fund (MF)/Non-Resident Bangladeshi (NRB)/Foreign Applicant (FI)						
TRECCode/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

**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:**

DOREENPWR\_Detail\_DSE\_042.pdf (for DSE TREC Holder/Stockbroker)

DOREENPWR\_Detail\_CSE\_007.pdf (for CSE TREC Holder/Stockbroker)

DOREENPWR\_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/MF/NRB/FI)	Number of Shares/Units applied for	Currency (BDT/USD/ GBP/EUR)	Applied Amount	Security Code
									DOREENPWR

**For Example:**

42~19000~8053~SANJARI SHARMIN~1201900004437926~RB~200~BDT~5800.00~ DOREENPWR

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~200~USD~74.36 ~ DOREENPWR

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

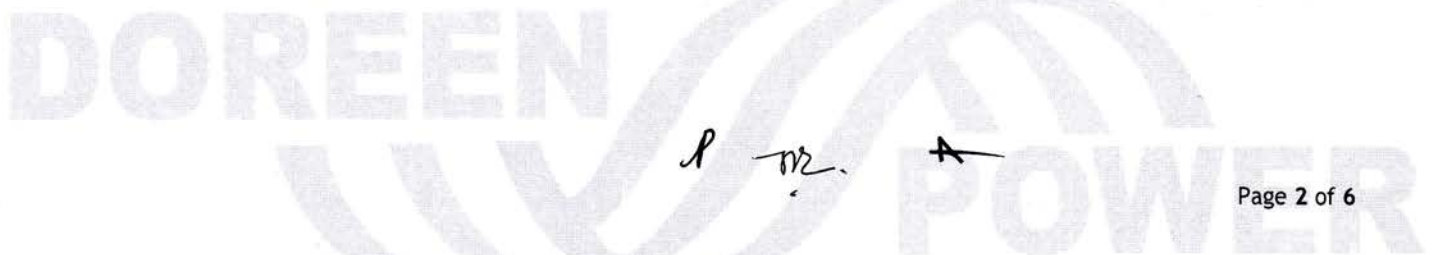
Security Code then underscore ( \_ ) then Stock Exchange (DSE or CSE)/Merchant Bank (MB) then underscore ( \_ ) then TREC Code/Merchant Banker Serial Number.txt

**For Example:**

DOREENPWR\_DSE\_042.txt (for DSE TREC Holder/Stockbroker)

DOREENPWR\_CSE\_007.txt (for CSE TREC Holder/Stockbroker)

DOREENPWR\_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 SI #	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	Remarks
												DOREENPWR	

**For Example:**

42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~USD~74.36~ 000356~SONALI BANK LTD~WAGE EARNER'S CORPORATE~08/02/2016~DOREENPWR~

**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

**For Example:**

DOREENPWR\_DSE\_NRB\_042.txt (for DSE TREC Holder/Stockbroker)  
DOREENPWR\_CSE\_NRB\_007.txt (for CSE TREC Holder/Stockbroker)  
DOREENPWR\_MB\_NRB\_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).

**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 Doreen Power Generations and Systems Limited:

Issuer : Doreen Power Generations and Systems Limited  
Account Number : 1501202461190001 (for BEFTN A/C No.: 0202461190001)  
Routing Number : 060261726  
Bank Name : BRAC 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.

*[Handwritten signature]*

- c) The Stockbroker/Merchant Banker shall provide the Doreen Power Generations and Systems 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/MF/NRB/FI)	Security Code	# of Shares/ Units applied for	Currency (BDT/USD/GBP/EUR)	Applied Amount	# of Allotted Shares	Fine Amount	Net Refund Amount	Remarks
						DOREENPWR							

**For Example:**

42~19000~8053~SANJARI SHARMIN~1201900004437924~RB~ DOREENPWR~200~BDT~5800~0~870~4930~CC14  
 42~19000~8056~FATEMA BEGUM~1201900004437949~ASI~ DOREENPWR~200~BDT~5800~200~0~0~  
 42~19000~8066~AMENA KHATUN~1201900004438549~FI~ DOREENPWR~200~USD~74.36~200~0~0~

► Remarks CC14/CC15/CC16 means, applicant have violated BSEC Consent letter condition number 14/15/16 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.

## General Information:

**1. Subscription for Resident Bangladeshi (RB), Affected Small Investors (ASI), Mutual Fund (MF) and Non-Resident Bangladeshi (NRB) & Foreign applicants:**

Subscription for RB, ASI, MF and Non-Resident Bangladeshi (NRB) & Foreign applicants will be directly received by the all eligible stockbrokers and merchant bankers within the following subscription period:

**Subscription Opens on: February 08, 2016 and Subscription Closes on: February 22, 2016**

**2. 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 February 25, 2016) send it to the respective Stock Exchanges(s).

The Electronic copy information will be as follows:

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

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

### 3. 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. (SEC/CI/IPO-195/2012/12 dated January 07, 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. (SEC/CI/IPO-195/2012/12 dated January 07, 2016).



**4. 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 Doreen Power Generations and Systems Limited

01-007-000035768 (For DSE TREC holder/Stockbroker)  
 02-007-000000546 (For CSE TREC holder/Stockbroker)  
 03-007-001002367 (For Merchant Banker)

Y TREC Code means your Stock Exchanges TREC Holder Number.

Y Merchant Banker Serial Number will be found on Dhaka Stock Exchange website.

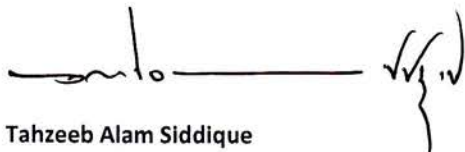
**5. Contact Person:**

Name of the Person	Name of the Company	Contact Number	E-mail
Mostafa Moin	Doreen Power Generations and Systems Limited	01713012493	moin@doreenpower.com
Afroz Alam	Doreen Power Generations and Systems Limited	01730051121	afroz@doreenpower.com
Abdullah Shaleh Arafin	Alliance Financial Services Ltd	01733085641	arafin@allfin.org
Sumit Podder	Alliance Financial Services Ltd	01611664432	sumit@allfin.org
Sirazul Islam	ICB Capital Management Limited	01919443514	sirazul.icml@gmail.com
Md. Fazlul Hoque	ICB Capital Management Limited	01712740144	fazlul.icml@gmail.com
Md. Golam Faruk	SATCOM IT Limited	01619397706	mdgolamfaruk@gmail.com
Bishwajit Sutradhar (Bisu)	SATCOM IT Limited	01616597631	bisu.jhumu@gmail.com

This is for your kind information and necessary action.

Thanking you,

Yours sincerely,



**Tahzeeb Alam Siddique**  
 Managing Director  
 Doreen Power Generations and Systems Limited



**Muhammad Nazrul Islam, FCMA**  
 Managing Director & CEO  
 Alliance Financial Services Limited



**Ms. Nasrin Sultana**  
 Chief Executive Officer  
 ICB Capital Management Limited

**Enclosure:**

1. BSEC Consent Letter for Doreen Power Generations and Systems Limited (SEC/CI/IPO-195/2012/12 dated January 07, 2016).
2. BSEC IPO SubscriptionTime Extension Letter for Doreen Power Generations and Systems Limited (SEC/CI/IPO-195/2012/97 dated February 15, 2016).