



Ref: UICL/HO/12/2021/ 4533

Dated: 2<sup>nd</sup> December 2021

All TREC Holders of Dhaka Stock Exchange Limited;  
All TREC Holders of Chittagong Stock Exchange Limited; and  
All Merchant Bank.

Subject: IPO Application Process for Union Insurance Co. Ltd.

Dear Sir,

Please accept our sincere thanks for participating in new IPO application process of Union Insurance Co. Ltd. To complete the IPO application process successfully, you are requested to sincerely follow the steps as mentioned in Part-B (Page No. 4 to 6) of Bangladesh Securities and Exchange Commission's Consent Letter No. BSEC/CI/IPO-314/2021/586 dated November 11, 2021 in connection with the IPO of Union Insurance Co. Ltd.

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 will be open on December 15, 2021 and closed on December 22, 2021 and you have to submit the information/documents and full subscription amount on or before December 27, 2021 through Electronic Subscription System (ESS) of the Exchanges.

**1. Applicants' List (Text format with "~" separator):**

Electronic copy of Applicants' List (text format with tilde "~" separator) in the following format:

| TREC Code/<br>Merchant<br>Bank Serial<br>Number | DPID (5<br>digits) | Customer<br>ID (Customer<br>Trading Code) | Name of the<br>applicant | BOID<br>No. | Applicant<br>Category<br>(RB/NRB) | Currency<br>(BDT) | Applied<br>Amount | Security<br>Code |
|---|--------------------|---|--------------------------|-------------|-----------------------------------|-------------------|-------------------|------------------|
|   |                    |   |                          |             |                                   |                   |                   | UNIONINS         |

**For Example:**

42~19000~8053~SANJARI SHARMIN~1201900004437926~RB~BDT~10000.00~UNIONINS

**2: You can download the allotment data from ESS in text file as per the following format**

**a) The Electronic copy of Applicants' List (text format with tilde "~" separator) in the following manner:**

| TREC<br>Code/M<br>. Bank<br>SI | DPID | Customer<br>ID<br>(Custom<br>er) | Applicant<br>s' Name | BO<br>ID<br>No. | Applicant<br>Category<br>(RB/NR) | Security<br>Code | # of<br>Shares/<br>Units<br>applied | Currenc<br>y<br>(BDT) | Applied<br>Amoun<br>t | # of<br>Allotte<br>d<br>Shares | Fine<br>Amoun<br>t | Net<br>Refund<br>Amoun<br>t | Remark<br>s |
|--------------------------------|------|----------------------------------|----------------------|-----------------|----------------------------------|------------------|-------------------------------------|-----------------------|-----------------------|--------------------------------|--------------------|-----------------------------|-------------|
|                                |      |                                  |                      |                 |                                  | UNIONINS         |                                     |                       |                       |                                |                    |                             |             |

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437924~RB~UNIONINS~1000~BDT~10000~0~1500~8500~CC10  
42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~ UNIONINS~1000~BDT~10000~100~0~9000~

- ▶ Remarks CC10/CC11/CC12 means, applicant have violated BSEC Consent letter condition number 10/11/12 of Part-A
- b) You can download BO wise allotment letter from ESS (One BO at a time), no signature required.



## General Information:

### **01. Subscription for Resident Bangladeshi (RB) and Non-Resident Bangladeshi (NRB):**

The all eligible stockbrokers and merchant bankers will directly receive subscription for Resident Bangladeshi (RB) and Non-Resident Bangladeshi (NRB) within the subscription period and submit the information/documents and full subscription amount from December 23, 2021 to December 27, 2021 through Electronic Subscription System (ESS) of the Exchanges:

**Subscription Opens on: December 15, 2021**  
**Subscription Closes on: December 22, 2021**

### **BANK DETAILS FOR DEPOSITING SUBSCRIPTION MONEY:**

Account Name : Dhaka Stock Exchange Limited  
Bank Name : United Commercial Bank Limited  
Account Number : **1511308000000016**  
Branch Name : Any Branch in Bangladesh  
Mode of Payment : Pay Order/Demand Draft

### **02. Service charge:**

The applicant shall pay service charge Tk.5.00 (Taka Five) per application at the time of submitting application (As per clause 17, part-B of Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/IPO-314/2021/586 dated: November 11, 2021).

This is for your kind information and necessary action.

Thanking you,

Yours sincerely

**Talukder Md. Zakaria Hossain**  
Chief Executive Officer

### **Copy to (not listed on the basis of seniority)**

1. Chairman, Bangladesh Securities and Exchange Commission (BSEC) Securities Commission Bhaban, E-6/C, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka-1207;
2. Managing Director, Dhaka Stock Exchange Limited (DSE) "DSE Tower" Plot # 46, Road # 21, Nikunja-2, Dhaka-1229;
3. Managing Director, Chittagong Stock Exchange Limited (CSE) Eunoos Centre, 15th Floor, 52-53 Dilkusha, Dhaka-1000; and
4. President, Bangladesh Merchant Bankers Association (BMBA) Saiham Sky View Tower (5th Floor), 45 Bijoyagar, Dhaka-1000.

**Enclosures:** 1. Bangladesh Securities and Exchange Commission's Consent Letter for Union Insurance Co. Ltd. (BSEC/CI/IPO-314/2021/586 dated: November 11, 2021).