

## INSTRUCTIONS FOR REGISTRATION AND BIDDING

**REGISTRATION PERIOD OPENS FROM AUGUST 03, 2023 TO AUGUST 09, 2023 BETWEEN 9:00 AM TO 5:00 PM AND BETWEEN 9:00 AM TO 3:00 PM ON AUGUST 09, 2023**

**BIDDING PERIOD OPENS FROM AUGUST 08, 2023 TO AUGUST 09, 2023 BETWEEN 9:00 AM TO 5:00 PM**

**INITIAL PUBLIC OFFER OF ORDINARY SHARES OF SYMMETRY GROUP LIMITED ("SYM" OR THE "COMPANY") THROUGH BOOK BUILDING PROCESS AT A FLOOR PRICE OF PKR 4.25/- PER SHARE**

This Issue consists of Issue consists of 101,240,082 Ordinary Shares (35.49% of the total post-IPO paid up capital of Symmetry Group Limited) of face value of PKR 1/- 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 provisionally allotted only seventy-five percent (75%) of the Issue size i.e. 75,930,061 shares and the remaining twenty five percent (25%) i.e. 25,310,021 shares shall be offered 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 with a maximum price band of upto 40% of the floor price. THE BIDDER SHALL NOT MAKE DOWNWARD REVISION BOTH IN TERMS OF BID PRICE AND BID VOLUME; PROVIDED THAT INCASE OF UPWARD REVISION OF THE BID PRICE, THE NUMBER OF SHARES BID FOR I.E. BID VOLUME MAY BE ADJUSTED ENSURING THAT THE BID AMOUNT OR BID MONEY REMAINS THE SAME. NO 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. For online transfer the payment shall be made into Account No. 0196-0108364477 & IBAN Number: PK20MEZNO001960108364477 being maintained in Meezan Bank Limited – Khayaban-e-Rahat, Karachi with Account Title: **"SYMMETRY GROUP LIMITED BOOK BUILDING ACCOUNT"**. Please note that online transfer facility shall only be allowed to Meezan Bank Limited.
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 Symmetry Group Limited is **3935931-0**. 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 **"SYMMETRY GROUP LIMITED BOOK BUILDING ACCOUNT"** at any of the following bidding centers:

<b>Karachi</b>		
Contact Officer:	Mr. Muhammad Raza Pirwani	Mr. Hamza Rehan
Direct No.:	+92-35303347/+92 336 8088309	+92-35303347/+92 321 2237069
PABX No.:	92-35303339-40 Ext:151	92-35303339-40 Ext:151
Fax No.:	92-35303349	92-35303349
Email:	<a href="mailto:m.raza@topline.com.pk">m.raza@topline.com.pk</a>	<a href="mailto:hamza@topline.com.pk">hamza@topline.com.pk</a>
Postal Address:	801, 8 <sup>th</sup> Floor Horizon Tower, Block 3, Clifton, Karachi	801, 8 <sup>th</sup> Floor Horizon Tower, Block 3, Clifton, Karachi
<b>Karachi</b>		
Contact Officer:	Syed Sheraz Ahmed/Azhar Ahmed Qureshi	Syed Azeem Farooq/Farhaj Raees

Direct No.:	0322-2160896/021-32470928	021-34370157/021-34370158
Cell No.:	0322-2160896/0333-2222143	0304-0921393/0321-3767261
VoIP.:	4849/4848	4349/4348
Email:	<a href="mailto:BM.KHI9909@meezanbank.com">BM.KHI9909@meezanbank.com</a> <a href="mailto:OM.KHI9909@meezanbank.com">OM.KHI9909@meezanbank.com</a>	<a href="mailto:BM.KHI9951@meezanbank.com">BM.KHI9951@meezanbank.com</a> <a href="mailto:OM.KHI9951@meezanbank.com">OM.KHI9951@meezanbank.com</a>
Postal Address:	(9909) MBL Stock Exchange Branch, Room # 7-13, Ground Floor, Stock Exchange Building, I.I.Chundrigar Road, Karachi	(9951) MBL Razi Road Branch, Plot No 44-A, Nice Trade Orbit, PECHS, Block 6, Razi Road, Main Shahrah e Faisal, Karachi
<b>Lahore</b>		<b>Islamabad</b>
Contact Officer:	Malik Tayyab Moazam/Syed Raheel Abbas	Sumaira Subhan Wazir/ Sidra Ayaz
Direct No.:	042-35870929/042-35755716	051-2894676 / 051-2894675
Cell No.:	0301-1189235/0333-4649795	0301-5686763/ 0314-4749889
VoIP.:	5000/5001	6675/ 6674
Email:	<a href="mailto:BM.LHR01@meezanbank.com">BM.LHR01@meezanbank.com</a> <a href="mailto:OM.LHR01@meezanbank.com">OM.LHR01@meezanbank.com</a>	<a href="mailto:BM.ISD30@meezanbank.com">BM.ISD30@meezanbank.com</a> <a href="mailto:OM.ISD30@meezanbank.com">OM.ISD30@meezanbank.com</a>
Postal Address:	MBL, Gulberg Branch (0201), 60 Main Boulevard, Gulberg, Lahore	MBL, Stock Exchange Islamabad (0330) Room No.218, 2nd Floor, 55-B, Islamabad Stock Exchange Tower, Jinnah Avenue, Blue Area, Islamabad
<b>Faisalabad</b>		<b>Abbottabad</b>
Contact Officer:	Amer Adnan/ Muhammad Tariq Nazir	Muhammad Yasir Saleem/Wajahat Khan
Direct No.:	041-2603586/ 041-2603587	0992- 863221/ 0992- 863125
Cell No.:	0304-0920999/ 0321-9655770	0321-9544858/ 0331-5734388
VoIP.:	5212/ 5211	6287/ 6286
Email:	<a href="mailto:BM.FSD02@meezanbank.com">BM.FSD02@meezanbank.com</a> <a href="mailto:OM.FSD02@meezanbank.com">OM.FSD02@meezanbank.com</a>	<a href="mailto:BM.ABD01@meezanbank.com">BM.ABD01@meezanbank.com</a> <a href="mailto:OM.ABD01@meezanbank.com">OM.ABD01@meezanbank.com</a>
Postal Address:	MBL, Kotwali Road, Faisalabad (0402), Civil Line, Main-Faisalabad	MBL, Abbottabad Branch (1501) Plot No. 843-846, Manshera Road, Abbottabad
<b>Peshawar</b>		<b>Quetta</b>
Contact Officer:	Muhammad Ali	Muhammad Tahir Panezai/ Shahzad Rana Akhtar
Direct No.:	091-2612023 (Ext-105)	081-2829755/ 081-2829473
Cell No.:	0333-9225261	0309-7772570/ 0345-3855707
VoIP.:	6236	4404/ 4401
Email:	<a href="mailto:OM.PEW04@MEEZANBANK.COM">OM.PEW04@MEEZANBANK.COM</a>	<a href="mailto:bm.qta01@meezanbank.com">bm.qta01@meezanbank.com</a> <a href="mailto:om.qta01@meezanbank.com">om.qta01@meezanbank.com</a>
Postal Address:	MBL, Peshawar Branch (0704), GT ROAD BRANCH, GT ROAD, PESHAWAR.	MBL, M.A Jinnah Road Branch (1101), M.A Jinnah Road Branch, Main Manan Chowk, Quetta.
<b>Mirpur Azad Kashmir</b>		<b>Multan</b>
Contact Officer:	Kashif Hussain/ Munir Ahmed	Khalid Mahmood/Muhammad Bilal
Direct No.:	05822-920461/ 05822-923180	061-4513672/061-4588538
Cell No.:	0300-8157502/ 0345-5382557	0300-6340448/0314-6106272
VoIP.:	6367/ 6366	5284/5281
Email:	<a href="mailto:bm.mzd01@meezanbank.com">bm.mzd01@meezanbank.com</a> <a href="mailto:om.mzd01@meezanbank.com">om.mzd01@meezanbank.com</a>	<a href="mailto:BM.MTN01@meezanbank.com">BM.MTN01@meezanbank.com</a> <a href="mailto:OM.MTN01@meezanbank.com">OM.MTN01@meezanbank.com</a>
Postal Address:	MBL, Muzaffarabd Branch (3401), Secretariat Road, Sathra Muzafrabad, Azad Jammu & Kashmir.	MBL, Nawan Shaher Branch (Main Branch) (0501), 92,93,94, LMQ Road, Chowk Nawan Shaher, Multan
<b>Gilgit</b>		
Contact Officer:	Sahafqat Wali Khan	
Direct No.:	05811-458038	
Cell No.:	0346-9219217	

VoIP.:	6447
Email:	om.glt9834@meezanbank.com
Postal Address:	MBL, Gilgit Branch (9834), Shop# 433, NLI Market, Gilgit, Baltistan

**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 as a Limit Bid, then they shall deposit the Margin Money based on the number of shares they are bidding for at their stated bid price.

For instance, if an investor is applying for 1 Million shares at a price of PKR 4.25/- per share, then the total Application Money would amount to PKR 4.25 Million. In such a case, (i) Individual Investor shall deposit PKR 4.25 Million in the Book Building account as the bid amount which is 100% of PKR 4.25 Million; and (ii) Institutional Investor shall deposit at least PKR 1.063 Million in the Book Building account as the Margin Money which is 25% of PKR 4.25 Million.

**b) Payment for Step Bid:**

If an investor is placing a Step Bid which is a series of Limit Bids at increasing prices, then he/she/it shall deposit the Margin Money / bid money based on the total number of shares he/she/it is bidding for at his/her/its stated bid prices.

Under this bidding strategy, Bidders place a number of Limit Bids at different increasing price levels. A Bidder may, for instance, make a bid for 0.7 million shares at PKR 4.25 per share, 0.6 million shares at PKR 4.50 per share and 0.5 million shares at PKR 4.80 per share. Therefore, in essence the Bidder has placed one Step Bid comprising of three Limit Bids at increasing prices. The Bid amount will be PKR 8.08 million. In case of individual Bidder, the Margin Money will be 100% i.e. PKR 8.08 million whereas in case of Institutional Bidders the Margin Money shall be 25% of the Bid amount i.e. PKR 2.02 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 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 securities 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, where required, 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.