

Documents and Statements to be submitted along with Listing Application

- a. A copy of the certificate of company registration.
- b. A copy of the certificate of tax registration.
- c. A copy of the certificate of business commencement.
- d. A copy of the Memorandum & Articles of Association, if registered under special acts the said Act, Rules or By - laws.
- e. Name and address, educational qualification and professional experiences of the Executive Chief and Directors of the Corporate body, and the details of the securities held by them.
- f. Details of shareholdings of Directors, Chief Executive, Company Secretary, Auditors and other shareholder's holding more than 5 percent shares in the corporate body.
- g. In case the Executive Chief or any Director of the Corporate body is also a Director of any other Corporate body, the name and address of such Corporate body.
- h. A copy of the agreement or understanding relating to technology transfer, management, loan or share investment signed, if any, by the Corporate body with any Local or Foreign Bank, Financial Institutions or any other Corporate body .
- i. In case the Corporate body has invested more than five percent of its paid-up capital in the share capital of any other Corporate body, the name and address of such Corporate body, and the number of such shares and the amount thereof.
- j. A copy of the prospectus or announcement letter published at the time of issuing securities, or any other notice or information published for the same purpose and their details.
- k. A copy of the latest names and addresses of security-holders and the number and the amount of the securities held by them.
- l. Details of corporate body's current transactions and management's working plan and saying with regard to future transactions.
- m. A copy of the decision of the Board of Directors regarding listing of securities.
- n. Specimen certificate of the securities to be listed.

- o. Copies of the audited Balance Sheets, Profit and Loss Accounts, Auditors' report and transactions' details of the last three years and in case the corporate body is newly established the projected Balance Sheets, Profit and Loss Accounts and transactions' details for three years.
- p. In case the Corporate Body has made share investment of 50 percent or more in any other Corporate Body or Company, the audited statements of income and expenditure, the balance sheets and the auditor's reports of the past three years of such Corporate Body, and in case such Corporate Body, is a newly - established one, its projected profit and loss accounts, balance sheets and related documents for the next three years.
- q. Details of share - ownership:
- | | Shares | Percentage |
|--|--------|------------|
| (1) Promoters : | | |
| a. Local | | |
| b. Foreign | | |
| (2) Institutions (Pvt. Sector) | | |
| (3) Government & Government's Institution. | | |
| (4) General Public. | | |
- r. In the case of manufacturing corporate body the following details also should be submitted:
1. Licensed Capacity
 2. Installed Capacity
 3. Utilised Capacity
 4. Major Product
 5. Other Products
 6. Major raw materials
 7. Other raw materials
 8. Sources of raw materials
- | | Local | Import (In Percent) |
|-------------------------|-------|---------------------|
| (a) Major raw materials | | |
| (b) Other raw materials | | |
- s. For listing of securities issued under saving scheme such as unit saving schemes or mutual saving schemes.
1. A copy of the certificate of management of saving schemes issued by Securities Board.
 2. Copies of the rules, bye- laws or other matters approved by the concerned agency in connection with the operation and management of the unit saving scheme or the mutual saving scheme.
 3. A copy of the Feasibility Study report prepared in connection with the operation of the unit saving scheme or the mutual saving scheme.

4. Details of investment of funds received from the unit saving scheme or the mutual saving scheme.
5. Names and addresses of the members of the management committee or sub - committee of the unit saving scheme or mutual saving scheme.
6. Details of investment in the share capital of any Corporate Body made if any, by any member of management committee or sub - committee of the unit saving scheme or mutual saving scheme, if any.
7. Details of investment in the unit saving scheme or mutual saving scheme made if any, by any member of the management committee or sub committee of the unit saving scheme or mutual saving scheme, if any.