

**All TREC Holders of Dhaka Stock Exchange Limited;
All TREC Holders of Chittagong Stock Exchange Limited; and
All Merchant Banks**

Subject: IPO Application Process for Best Holdings Limited (BESTHLDNG)

Dear Sir,

Please accept our sincere thanks for participating in the IPO application process of **Best Holdings Limited**. To complete the IPO application process successfully, you are requested to sincerely follow the steps as mentioned in Part-C (Page No. 6 to 9) of Bangladesh Securities and Exchange Commission's Consent Letter No. **(BSEC/CI/BB-24/2022/1478 dated 31 October, 2023)** & Letter No. **(BSEC/CI/BB-24/2022/1543 dated 13 December, 2023)** in connection with the IPO of Best Holdings 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 will be opened on January 14, 2024 and closed on January 18, 2024 and you have to submit the information/documents and full subscription amount on or before January 23, 2024 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/ Merchant Bank Serial Number	DPID (5 digits)	Customer ID (Customer Trading Code)	Name of the applicant	BO ID No.	Applicant Category (RB/NRB/EMP)	Currency (BDT)	Applied Amount	Security Code
								BESTHLDNG

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437926~RB~BDT~2,000,000.00~ BESTHLDNG
42~19000~8056~SANJARI SHARMIN~1201900004437900~NRB~BDT~2,000,000.00~ BESTHLDNG
42~19000~8052~SANJARI SHARMIN~1201900004437900~EMP~BDT~2,000,000.00~ BESTHLDNG



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 Code/M. Bank SI #	DP ID	Customer ID (Customer Trading Code)	Applicant s' Name	BO ID No.	Applicant Category (RB/NRB)	Security Code	# of Shares/ Units applied for	Currency (BDT)	Applied Amount	# of Allotted Shares	Fine Amount	Net Refund Amount	Remarks
						BESTHLDNG							

For Example:

42~19000~8053~SANJARI SHARMIN~1201900004437924~RB~ BESTHLDNG ~416~BDT~200000~0~30000~170000~CC10
 42~19000~8056~FATEMA BEGUM~1201900004437949~NRB~ BESTHLDNG ~416~BDT~200000~100~0~197600~CC10
 42~19000~8052~FATEMA BEGUM~1201900004437949~EMP~ BESTHLDNG ~416~BDT~200000~10~0~199660~CC10

- Remarks CC09/CC10/CC11 means, applicant have violated BSEC Consent letter condition number 09/10/11 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 January 21, 2024 to January 23, 2024 through Electronic Subscription System (ESS) of the Exchanges:

Subscription Opens on: January 14, 2024

Subscription Closes on: January 18, 2024

BANK DETAILS FOR DEPOSITING SUBSCRIPTION MONEY:

Account Name : Dhaka Stock Exchange Limited
 Bank Name : Mercantile Bank PLC
 Account Number : 135413134079404
 Branch Name : Any Branch in Bangladesh
 Mode of Payment : Pay Order/Demand Draft/BB Cheque/Cash



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-C of Bangladesh Securities and Exchange Commission's Consent Letter No. (BSEC/CI/BB-24/2022/1478 dated 31 October, 2023).

This is for your kind information and necessary action.

Thanking you.

Yours sincerely,



(Hasan Ahmad)
Managing Director

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**) Dhaka Office, Rowshan, House # 32, Road # 21, Nikunja-2, Dhaka-1229; and
4. President, Bangladesh Merchant Bankers Association (**BMBA**) Saiham Sky View Tower (5th Floor), 45 Bijoy Nagar, Dhaka-1000.

Enclosures:

1. Bangladesh Securities and Exchange Commission's Consent Letter Best Holdings Limited (BSEC/CI/BB-24/2022/1478, dated: 31 October, 2023 & BSEC/CI/BB-24/2022/1543, dated: 13 December, 2023).