**Dear Customer,**

If you wish to subscribe the right shares, you will be required tosubmit your Right Subscription Request through the following Customer Support Services channels:

**1): Written Request:** You may submit a duly signed written request at any of our Branch Offices i.e. Karachi, Lahore or Islamabad Branch

**2): Call Centre UAN:** You may request us at our Call Centre UAN: 111-253-253 after proper authentication.

**3): Email:** You may also request us at **info@akdtrade.com** using your registered email address.

You may subscribe the Unpaid Right Shares through the following two options:

**Option A: By personally submitting the Right Submission Request (RSR) in Authorized Bank**

**Option B:** **Subscription through your AKD Trade account**

**Important Guidelines:**

1. Your Request for Subscription of Unpaid Right Shares must be submitted at any of the above channels atleast five business days prior to the last date of payment of unpaid rights.
2. While submitting your Request, please mention the following details:
* Your Name as per CNIC
* Your User ID or Customer Account Number or CDC Sub Account Number
* Name of the Right Shares to be Subscribed
* Total Quantity of the Right Shares available in your AKD Trade account
* Number of Right Shares – you want to Subscribe
* Specify the option (**A** or **B**) you want to choose for subscription
* The Rate of Subscription per Share (in case of Option **B)**
* Mailing address – if other than registered mailing address (in case of Option **A**)

3.While submitting your Request for Option **B** i.e. Subscription through AKD Trade account, please ensure the following:

* To clearly state that you authorize AKD Trade to subscribe the Right Shares on your behalf by debiting your AKD Trade account and also mention the rate of subscription per share.
* That sufficient cash balance is available in your AKD Trade account.

**Note:** In case any of the above two conditions is not fulfilled, your request will not be processed.

1. Upon receiving your request, the number of unpaid right shares you wish to subscribe, will be removed from your AKD Trade account within next three working days and you may not be able to sell those shares. However, if you will sell some or whole of the requested right shares after placing the request, your request will be automatically cancelled.
2. If all the conditions are fulfilled, we will dispatch the required RSR to your mailing address via TCS **OR** submit your Right Subscription Request on your behalf in the authorized bank along with the required amount on or before the last date of payment and debit your AKD Trade account.
3. The suggestive formats of Requests for both the options are placed on our website and can be accessed from the following links:

[**Format of Request for Option: A**](http://www.akdtrade.com/pdf/RSR_A.pdf)[**Format of Request for Option: B**](http://www.akdtrade.com/pdf/RSR_B.pdf)

**Please note that if you do not SALE or SUBSCRIBE these Right Shares within the stipulated dates, the same will be EXPIRED and its value become Zero.** If you have any queries regarding the same, please feel free to contact us at our Call Centre UAN: 111-253-253 or email us at **info@akdtrade.com**

Best regards,

**Customer Support Services**



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