

December 20, 2024

SUBJECT: Mandatory Conversion of Physical Shares to Book-Entry Form and Unclaimed Dividend(s)/Share Certificates – Reminder to Shareholders

Dear Shareholder,

OLP Financial Services Pakistan Limited (the Company) is committed to ensuring compliance with all requirements stipulated under applicable laws.

Mandatory Conversion of Physical Shares to Book-Entry

Shareholders are hereby reminded that pursuant to section 72 of the Companies Act, 2017 and SECP's communique CSD/ED/Misc./2016-639-640 dated 26 March 2021 (enclosed) in this regard, requires all physical shares to be converted into book entry form.

Please find below guidance to replace physical shares with shares in book-entry form.

General Guidance

Physical shares will be deposited into Central Depository System (CDS), an electronic book-entry system used to record and maintain securities and to register the transfer of securities. CDS is operated and maintained by Central Depository Company of Pakistan Limited (CDC).

Physical shares can be converted into Book-Entry-Form by completing the following requirements:

- Complete the Securities Deposit Form fully; It can be downloaded from the website of CDC at <https://www.cdcpakistan.com/wp-content/uploads/2018/11/Securities-Deposit-Form.pdf>
- Transmit a Deposit Request to the CDC;
- Sign the transfer deed (format enclosed) or other instruments of transfer comprised in the registrable transfer documents relating to such shares;
- Dispatch to the Company or the Company's Share Registrar registrable transfer documents together with one copy of securities deposit form and one copy of the printout generated by the computer system in acknowledgment of transmission of the deposit request transaction; and
- Retain one copy of the securities deposit form for your personal record.

Unclaimed Dividend(s) / Share Certificates

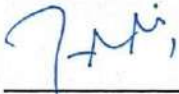
The Company has previously discharged its responsibility in accordance with Section 244 of the Companies Act, 2017 whereby the Company approached its Shareholders to claim their unclaimed dividend(s) / share certificates in accordance with the law. Those Shareholders, whose dividend(s) / share certificates still remain unclaimed, are hereby once again requested to approach the Company to claim their outstanding dividend amounts and / or undelivered share certificates by sending a cover letter along with a duly filled and signed e-dividend mandate form (enclosed and also available at <https://www.olpfinance.com/investor-relations>)

and a legible copy of a valid CNIC to the Company's Share Registrar office at the given address:

FAMCO Share Registration Services (Private) Limited
8-F, Near Hotel Faran, Nursery, Block-6,
P.E.C.H.S, Shakra-e-Faisal, Karachi

We hope that our Shareholders will cooperate with the Company to remain fully compliant with all applicable laws.

Yours truly,



SALMAN ALI
Company Secretary

Encl: As above

CC: DIRECTOR /HOD
Surveillance, Supervision and Enforcement Department
Securities and Exchange Commission of Pakistan
NIC Building, 63 Jinnah Avenue
Blue Area, Islamabad



SECP

File No. CSD/ED/Misc./ 2016 - 639-640

March 26, 2021

The Chief Executive Officer,
All the listed Companies,
(Through PUCARS).

Subject: Follow-up by the Listed Companies with their Such Shareholders who Hold Shares in Physical Form for Conversion of their Shares into the Book-Entry-Form

Dear Sir,

Please refer to the provisions of Section 72 of the Companies Act, 2017 (the Act) requiring all the then existing companies to replace shares issued by them in physical form with shares to be issued in the Book-Entry-Form within a period not exceeding four years from the date of the promulgation of the Act.

2. In this regard, it is to inform you that a recently conducted study revealed that 24% of the total shares issued by the listed companies are still held in physical form. As you know that holding shares in the Book-Entry-Form has a number of benefits not only for the shareholders and the issuers but for the capital market as well.

3. In order to ensure full compliance with the provisions of the aforesaid Section 72 and to be benefitted of the facility of holding shares in the Book-Entry-Form, all the listed companies are requested to pursue with their such members / shareholders who still hold shares in physical form, requiring them to convert their shares in the Book-Entry-Form. The listed companies while pursuing with the said shareholders may share with them benefits of holding shares in the Book-Entry-Form and procedure for conversion. The listed companies are also requested to continue this follow-up exercise with their shareholders till conversion of all the shares currently held in physical form, into the Book-Entry-Form.

Kind Regards

Imran Saif
Deputy Director
Corporate Supervision- Department

Copt to:

- (i) The Chief Executive Officer, the Pakistan Stock Exchange Limited, Karachi.
- (ii) The Chief Executive Officer, Central Depository Company Pakistan Limited, Karachi.
- (iii) The Chief Executives Officers, All the Share Registrars.
- (iv) Office Copy.

SECURITIES AND EXCHANGE
COMMISSION OF PAKISTAN
NIC Building, 63 Jinnah Avenue,
Islamabad, Pakistan

PABX: +92-51-9207091-4, Fax: +92-51-9100454, 9100471, Email: webmaster@secp.gov.pk, Website: www.secp.gov.pk

COMPANY NAME:	
FOLIO #	
NAME OF SHAREHOLDER:	

S #	SHARE CERTIFICATE #	DISTINCTIVE NUMBER FROM	DISTINCTIVE NUMBER TO	NUMBER OF SHARE
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1.				
2.				
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23.				
24.				
25.				
TOTAL				

TRANSFEROR SHARE HOLDER SIGNATURE

FAMCO SHARE REGISTRATION SERVICES (PVT) LTD.
8-F, Near Hotel Faran, Nursery Block-6, P.E.C.H.S.
Shahra-e-Faisal Karachi.

Date: _____

Dear Sir,

ELECTRONIC CREDIT MANDATE FORM (MANDATORY REQUIREMENT UNDER COMPANIES ACT, 2017)

I hereby communicate to receive my dividend directly credit in my bank account as detailed below:

Name of Shareholder/ Certificate holder : _____
Folio Number / CDC Account No. : _____ Company/Entity: _____
Contact Number of Shareholder : _____ Cell number: _____
Valid E-mail Address of Shareholder : _____
Title of Bank Account : _____
[Must match with name of Principal Shareholder]
International Bank Account No. : _____
[IBAN- Comprising of 24 digits beginning with PK]
Name of Bank : _____
Bank Branch Name & full Mailing Address : _____

CNIC No/ Passport No. (In case of foreign
Shareholder) [Please attach a copy] : _____
NTN (in case of Corporate Shareholder) : _____
Registration number (In Case of Corporate
Shareholder)-copy attached : _____

It is stated that the above particulars given by me are correct and to the best of my knowledge. I shall keep the Company/ Modaraba informed in case of any changes in the said particulars in future.

Shareholder/ Certificate Holder's Signature

Notes and Instructions:

1. Please note that the dividend will remain with-held till a valid IBAN has been provided.
2. Please provide complete International Bank Account Number [IBAN] (having 24 digits & beginning with PK), after checking with your concerned branch to enable uninterrupted electronic credit directly into your bank account.
3. Kindly provide accurate IBAN number after consulting with your respective bank branch. In case of omission or error in given IBAN, the Company will not be responsible for loss or delay in cash dividend payment.
4. Shareholders holding shares in physical certificates form must submit this form (only once) separately for each Company/ Modaraba wherein they hold their shares/ Modaraba Certificates, quoting their folio number(s).
5. CDC shareholders are requested to submit their Dividend Mandate Form directly to their broker (participant)/CDC Investor Accounts Services only once quoting their CDC account(s). It is not required to file separate form for each Company/Entity or for each dividend announcement.



OLP FINANCIAL SERVICES PAKISTAN LIMITED

Reminder for Conversion of Physical Shares into Book-Entry Form & Unclaimed Dividend(s)/Share Certificates

1. Conversion of Physical Shares into Book-Entry Form

SECP through its letter No. CSD/ED/Misc./2016-639-640 dated 26 March 2021, has directed all listed companies to comply with section 72 of the Companies Act, 2017 ("Act") which requires all companies to replace shares issued in physical form to book-entry form within 4 years of the promulgation of the Act.

In this regard, all shareholders of OLP Financial Services Pakistan Limited ("Company") having physical folios/share certificate are requested to convert their shares from physical form into book-entry form at the earliest.

Shareholders may contact a PSX member, CDC Participants, or CDC Investor Account Service Providers for assistance in opening a CDS Investor account and subsequent conversion of the physical shares into book-entry form. Maintaining shares in book-entry form has many advantages, such as safe custody of shares with the CDC, avoidance of formalities required for the issuance of duplicate shares, and ready availability for sale and purchase in open market at better rates.

2. Unclaimed Dividend(s)/Share Certificates

Pursuant to section 244 of the Companies Act, 2017 those shareholders whose dividends remain unclaimed or unpaid due to the unavailability of their IBAN or CNIC details are hereby once again requested to complete the e-dividend mandate form (available at olpfinance.com/investor-relations) and send the duly filled and signed form with a cover letter along with a legible copy of their valid CNIC to the Company's Share, Registrar.

The contact details of the Company's Share Registrar are: FAMCO Share Registration Services (Pvt.) Limited 8-F, Near Hotel Faran, Nursery, Block 6, P.E.C.H.S., Shakra-e-Faisal, Karachi-74400 Tel: +92 (021) 343 80101-5 Email: info.shares@famcosrs.com

Karachi
December 20, 2024

Mr. Salman Ali
Company Secretary

اوایل پی فنانشل سروسز پاکستان لمیٹڈ



نوٹس برائے فزیکل شیئرز کی بک انٹری فارم میں تبدیلی
اور غیر دعویٰ شدہ ڈیویڈنڈز/شیئرز سرٹیفیکیشن

1- فزیکل شیئرز کی بک انٹری فارم میں تبدیلی

ایس ای سی پی نے اپنے خط نمبر CSD/ED/Misc./2016-639-640 مورخہ 26 مارچ 2021 کے ذریعے تمام لمیٹڈ کمپنیوں کو کمپنیز ایکٹ 2017 ("ایکٹ") کے سیکشن 72 کی تعمیل کرنے کی ہدایت کی ہے۔ جس کے تحت، ایکٹ کے نفاذ کے 4 سال کے اندر تمام کمپنیوں کو جاری شدہ فزیکل شیئرز بک انٹری فارم میں تبدیل کرنے کی ضرورت ہے۔

اس سلسلے میں اوایل پی فنانشل سروسز پاکستان لمیٹڈ (کمپنی) کے تمام شیئرز ہولڈرز جن کے پاس فزیکل فزیکل شیئرز سرٹیفیکٹ موجود ہیں ان سے درخواست کی جاتی ہے کہ وہ جلد از جلد اپنے شیئرز کو فزیکل فارم سے بک انٹری فارم میں تبدیل کریں۔

شیئرز ہولڈرز PSX ممبر، سی ڈی سی شرکاء یا سی ڈی سی انویسٹر اکاؤنٹ سروس پرووائیڈرز سے CDS انویسٹر اکاؤنٹ کھولنے اور بعد ازاں فزیکل شیئرز کو بک انٹری فارم میں تبدیل کرنے میں معاونت کے لئے رابطہ کر سکتے ہیں۔ فزیکل شیئرز کو بک انٹری فارم میں برقرار رکھنے کے بہت سے فوائد ہیں جس میں سی ڈی سی کے ساتھ شیئرز کی محفوظ تحویل، ڈیپلیٹ شیئرز کو بک انٹری کے اجراء کے لئے دوکارہ کی کاروائیوں سے بھرتاب اور اوپن مارکیٹ میں بہتر نرخوں پر خرید و فروخت کے لئے دستیابی شامل ہے۔

2- غیر دعویٰ شدہ ڈیویڈنڈز/شیئرز سرٹیفیکیشن

کمپنیز ایکٹ 2017 کے سیکشن 244 کے تحت، وہ شیئرز ہولڈرز جن کے ڈیویڈنڈز اپنے IBAN یا CNIC کی تفصیلات کی عدم دستیابی کی وجہ سے غیر دعویٰ شدہ یا واجب الادا ہیں ان سے ایک بار پھر درخواست کی جاتی ہے کہ وہ ای ڈیویڈنڈ منڈیٹ فارم کو مکمل کریں (olpfinance.com/investor-relation) پر دستیاب ہیں) اور درست انداز میں پُر شدہ اور دستخط شدہ فارم کو ایک خط کے ساتھ اپنی درست سی این آئی سی کی کاپی کمپنی کے شیئرز رجسٹرار کو ارسال کریں۔

کمپنی کے شیئرز رجسٹرار کے رابطے کی تفصیلات یہ ہیں: فیمکو شیئرز رجسٹریشن سروسز (پرائیویٹ) لمیٹڈ: 8-F، نزدہ ٹول فاران، نرسری بلاک 6-PECHS، مین شاہراہ فیصل کراچی 74400۔

فون نمبر 105-101-34380101 (021) +92 ای میل: info.shares@famcosrs.com

سلیمان علی
کمپنی سیکریٹری

کراچی
20 دسمبر 2024