Data Sheet

Bangladesh Securities and Exchange Commission (BSEC)

a) One Stop Service Focal Point Information:

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b) Service Related Information:

Sl. No.	Description of Services	To whom it may concern (Company/ Factory/ Industry etc.)	List of Documents Required	Mode of Service Delivery (online/ offline/ Both)	Applicable Fees	Service Delivery Time (working days) **	Work Process Flow *
1.	প্রাইভেট লিঃ কোম্পানীর মূলধন বৃদ্ধিকরণ (১০ কোটি বা উহার উর্দ্ধে)	Company	1. The application shall contain the following particulars, namely:- (a) name of the company; (b) address of the registered office; (c) telephone number; (d) fax number and e-mail number, if any; (e) date of incorporation; (f) date of commencement of business; (g) authorized capital; (h) paid up capital; (i) amount of capital to be issued; (j) face value of shares; and (k) period within which capital to be issued. 2. The applicant shall furnish the following documents along with the said application, namely:- (a) certified copy of memorandum and articles of association, or attested copy of the draft memorandum and articles of association; as the case may be;	offline	Application fee: Tk. 5,000/- Consent Fee: @ 0.1% on Up to first Tk. 5 crore capital to be issued; and @ 0.02% on any subsequent capital to be issued	60	Desk Officer → Director → Departmental head → Commissioner → Chairman In case of share to be allotted to other than existing shareholders or shared issued against other than cash consideration, the Commission Meeting approves.

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			(b) certified copy of certificate of incorporation and certificate of commencement of business, where applicable, or receipt issued against filing for incorporation of a proposed company, as the case may be; (c) list of directors; (d) audited/provisional financial statements;] (e) statement relating to purpose of raising capital; (f) copy of the resolution of the board of directors deciding to raise capital, attested by the managing director, in case of an existing company;] (g) Banker's certificate/bank statement showing deposit of an amount equivalent to the paid up capital/ auditor's certificate in that regard attested by the Managing Director/Chief Executive Officer (h) vendor's agreement in case of raising of capital in kind; (i) short description of the business; (j) Offer document/information Memorandum signed by CEO/MD of Issuer and Merchant Banker and due diligence of Merchant banker in case of share issued to other than existing shareholders;				
2.	পাবলিক লিঃ কোম্পানীর মূলধন বৃদ্ধিকরণ (১ কোটি বা উহার উর্দ্ধে)	Company	As above	offline	As above	60	As above
3.	গনপ্রস্তাব (IPO) ব্যতীত বন্ড, ডিবেঞ্চার বা অন্য কোন ঋণ পত্র ইস্যুর মাধ্যমে অর্থ উত্তোলনের অনুমোদন	Issuer	(1) An issuer (hereinafter also referred to as the applicant) intending to issue debt securities shall make an application for consent to the Commission as per Schedule A' of Securities and Exchange Commission (Private Placement of Debt Securities) Rules, 2012 (2) The applicant shall pay an amount of taka ten thousand (nonrefundable) as application fee, along with the application,	offline	Application fee: Tk. 10,000/- Consent Fee: @ 0.10% on the total face value of securities to be issued	21	Desk Officer → Director → Departmental head → Commissioner → Chairman The Commission Meeting approves.

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			by way of pay order or demand draft issued in favor of the Securities and Exchange Commission. (3) With the said application, the applicant shall submit the following documents along with the information memorandum containing the audited financial statements within 120 (one hundred twenty) days of the end of the period for which the said financial statements is prepared, namely:- (a) certified copy of memorandum and articles of association or such certified documents, as the case may be; (b) certified copy of certificate of incorporation and certificate of commencement of business, where applicable; (c) certified copy of particulars of directors or particulars of owners, as the case may be; (d) certified copy of return of allotment of shares and annual summary of share capital, where applicable; (e) original auditors' report with the related audited financial statements of the issuer; (f) purpose of issuance of securities and plan to use of proceeds thereof; (g) resolution of the board of directors or promoters resolution deciding to issue debt securities; (h) minutes of the general meeting approving the issue, in case the issuer is a listed company; (i) copy of disclosures of Price Sensitive Information, in case the issuer is a listed company; (j) banker's certificate, or bank statement showing deposit of an amount equivalent to the owners' stake in the issuer, or auditor's certificate in this regard attested by the Managing Director, or Chief Executive Officer; (k) certified copy of vendor's agreement in case of capital raised in other than cash; (l) short description of business; (m)credit rating report of the issue; (n) no objection certificate, or clearance from regulatory authority(s) concerned, if required; (o) draft Information Memorandum prepared as per Schedule _B' of Securities and Exchange Commission (Private Placement of				

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			Debt Securities) Rules, 2012; (p) draft Deed of Trust prepared as per Schedule ``C' of Securities and Exchange Commission (Private Placement of Debt Securities) Rules, 2012; (q) copy of registration certificate issued by the Commission to the trustee to act as trustee to the issue of debt securities, where applicable; (r) Due diligence certificate of the Trustee as per Schedule ``D' of Securities and Exchange Commission (Private Placement of Debt Securities) Rules, 2012; (s) Repayment schedule of the debt securities in hard and electronic forms.						
4.	গনপ্রস্তাবের (IPO) মাধ্যমে কোম্পানীর শেয়ার ইস্যু বা বন্ড, ডিবেঞ্চার ইস্যুর মাধ্যমে অর্থ উত্তোলনের অনুমোদন	Company and Issue Manager	**Requirements for filing application for a public offer.-** (1) Application for consent under these Rules may be made on any of the following methods:- (a) fixed price method, when offered at par value; or (b) book-building method, when offered above par value. (2) **General requirements:** An issuer may make an application for public offer of its securities, if - (a) it has not made any material change including raising of paid-up capital after the date of audited financial statements as included in the prospectus; (b) the issue manager or any of its connected persons is in no way connected with the issuer or any of its connected person nor does hold any securities thereof; (c) it has prepared its financial statements in accordance with the requirements of the Securities and Exchange Rules, 1987, the provisions of IFRS /IAS as adopted in Bangladesh and audited the same as per Bangladesh Standards on	offline	Type of fees Issue Management fee Underwriting fee Application fee for the	Fixed Price Method Maximum 2% (two percent) of the public offer amount. Maximum 1% (one percent) on 35% (thirty five percent) of the public offer amount. Tk. 50,000.00 (non-	Book Building Method Maximum 2% (two percent) of the public offer amount (including premium). Maximum 1% (one percent) on 35% (thirty five percent) of the public offer amount (including premium). Tk. 50,000.00 (non-refundable)	60	Desk Officer → Director → Departmental head → Commissioner → Chairman Application and prospectus examination →Issuance of deficiency letter →Reply received → deficiency met up → CIB sent to BB → CIB status received →Draft working paper prepared → Working paper approved →Placed to the Commission Meeting →Approved →Consent awarded

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			Auditing (BSA) as well as the Companies Act, 1994 and other applicable legal requirements; (d) it has got cost audit by professional accountants as per the Companies Act, 1994, if applicable; (e) it has got its latest financial statements audited by the panel auditors as declared by the Commission from time to time; (f) it has been regular in holding annual general meeting (AGM); (g) it has complied with the provisions of Corporate Governance Guidelines as published by the Commission from time to time; (h) it has complied with all the requirements of these Rules in preparing prospectus; (i) it has no accumulated retained loss at the time of application; (a) it has complied with the provisions of guidelines regarding valuation of assets, if any, as published by the Commission from time to time; and (j) The issuer or any of its directors and shareholders holding 10% or more shares is not loan defaulter as per the latest CIB report of Bangladesh Bank. **Additional requirements for fixed price method:** (a) if it has been in commercial operation at least for preceding 3 (three) years, it has positive net profit after tax and net operating cash flow for the latest 1 (one) financial year; if it has been in commercial operation for a period less than 3		Commission refundable) Consent fee for the Commission: 0.40% on the public offer amount. / 0.40% on the public offer amount (including premium). Fees for debt securities, funds, ABS and others: As per relevant Rules Fees for Exchange(s): As per the relevant listing Regulations Other fees: As per relevant contracts and as approved by the Commission		→consent fees received →Prospectus vetted The Commission Meeting approves the application. In case of Book Building system, working paper preparation and approval are to be done two times (one for bidding consent and another for public offer).

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			(three) years, it has positive net profit after tax and net operating cash flow at least for the latest financial year; if it has not started its commercial operation or not completed any financial period yet, it has positive projected net profit after tax and net operating cash flow; (b) thirty five percent (35%) of the issue has been underwritten on a firm commitment basis by the underwriter(s); (c) it offers at least an amount equivalent to 10% (ten percent) of its paid-up capital (including intended offer) or Tk. 15 (fifteen) crore at par value, whichever is higher; and (d) it has minimum existing paid up capital of Tk. 15 (fifteen) crore. **Additional requirements for book-building method:** (a) it has been in commercial operation at least for preceding 3 (three) years; (b) it has made net profit after tax at least for immediate preceding 2 (two) financial years; (c) it has positive net operating cash flow at least for immediate preceding 2 (two) financial years; (d) it has appointed separate persons as issue manager and registrar to the issue for managing the issue; (e) the issuer has been rated by a credit rating company registered with the Commission; (f) Thirty five percent (35%) of the issue has been underwritten on a firm commitment basis by the underwriter(s). (g) it intends to raise at least an amount of Tk. 50 (fifty) crore through the public offer; and				

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			(h) it has minimum existing paid up capital of Tk. 30 (thirty) crore. **General Requirements:** (a) an issuer shall submit the application, to the Commission for consent of issuance of securities through public offer and the exchanges for listing in the main boards thereof, as per requirements of these rules and relevant listing regulations of the exchanges, along with ten copies of the red-herring prospectus/prospectus/information memorandum, prepared as per requirements of these Rules, duly completed, together with all annexes thereto, duly signed on each page, by the issuer's chief executive officer or managing director, chief financial officer, company secretary and chief executive officer or managing director of the issue manager; (b) immediate after submission of the application, the issuer shall post the red-herring prospectus/prospectus/information memorandum in the websites of the issuer and the issue manager(s) which shall be updated with any change made thereof; (c) the audited financial statements of the issuer must be submitted along with the application and prospectus/red-herring prospectus/information memorandum, but the said financial statements shall not be older than 120 days at the time of submission to the Commission; (d) all the required documents as per Annexure - A, B, C, D and G shall be submitted with the application; (e) any amendment to the prospectus, signed by the said persons, shall also have to be filed with the Commission and the exchanges, in accordance with clause (a);				

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			(f) the Commission or the exchanges may require the issuer or its directors, officers, issue manager(s), auditors, valuer(s), to submit additional disclosure, information, documents, certification and clarification, as the case may be, to produce or to disclose, in the prospectus, red-herring prospectus or the information memorandum for sale of securities, within such time as may be stipulated; (g) the issuer or its directors, officers, issue manager(s), auditors, valuer(s) shall fulfill such requirements within such time; (h) the Commission, after examination of the information, documents, recommendations of the exchanges and considering all the factors, shall take decision to approve or reject the application for public offer of securities through issuance of prospectus **Stock Exchange** (a) after receiving the application, the exchange(s) shall submit its primary recommendation to the Commission along with checklist, within 20 (twenty) days of receipt of the application and public offer documents, after due examination of the same in line with the provisions of these rules; (b) the exchange(s) shall submit its final recommendation along with a declaration as prescribed in the listing regulations to the Commission on the issue within seven days of receiving such additional disclosure, information, documents, certification and clarification but not later than ninety days from the submission date of first application to the Exchange(s): Provided that for any fund, the exchange shall submit the aforementioned recommendation within seven days of receiving such additional disclosure, information,				

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			documents, certification and clarification but not later than thirty days from the submission date of first application to the Exchange(s): **Additional requirements for book building method:** **(a) Conducting road show and submission of application:** (i) The issuer/issue manager shall send invitation to the eligible investors, both in writing and through publication in at least 5 (five) widely circulated national dailies, giving at least 10 (ten) working days' time, to the road show indicating time and venue of such event. The invitation letter shall accompany a red-herring prospectus containing all relevant information covering the proposed size of the issue and at least 3 (three) years audited financial statements and valuation report, prepared by the issue manager without mentioning any indicative price, as per internationally accepted valuation methods. The red-herring prospectus shall be prepared without mentioning the issue price or number of securities to be offered; (ii) Representatives from the exchanges shall present in the road show as observers; (iii) Eligible investors shall submit their comments and observations, if any, to the issuer or issue manager within 03(three) working days of the road show; (iv) After completion of the road show, the red-herring prospectus shall be finalized on the basis of comments and observations of the EIs participated in the road show. The valuation report as finalized must be included in the red-herring prospectus including detail about the qualitative, quantitative factors and methods of valuation; (v) The application along with the red-herring prospectus and				

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			required documents shall be simultaneously submitted to the Commission and the exchanges as per rule 4(1)(a). (b) **Consent** for bidding to determine the cut-off price: After examination of the prospectus and relevant documents, the Commission, if satisfied, shall issue consent to commence bidding by the eligible investors for determination of the cut-off price. **Eligible Investors:** **(c) Determination of the cut-off price:** (i) Eligible investors shall participate in the electronic bidding and submit their intended quantity and price: Provided that any connected person or related party of the issuer, issue manager or registrar to the issue shall not be eligible to participate in the bidding; (ii) No eligible investor shall quote for more than 2% (two percent) of the total amount offered against their respective quota; (iii) Eligible investors' bidding shall be opened for 72 (seventy two) hours round the clock; (iv) The bidding shall be conducted through an uniform and integrated automated system of the Exchange(s), especially developed for pubic issue subscription; (v) The value of bid at different prices will be displayed on the screen without identifying the bidders; (vi) The bidders shall deposit at least 20% (twenty percent) of the bid amount in advance in the designated bank account maintained by the exchange conducting the bidding; (vii) The bidders can revise their bids for once, within the				

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			bidding period, up to 10% (ten percent) variation of their first bid price; (viii) After completion of the bidding period, the cut-off price will be determined at nearest integer of the lowest bid price at which the total securities offered to eligible investors would be exhausted; (ix) All the eligible investors participating in the bidding shall be offered to subscribe the securities at the cut-off price. It is mandatory for EIs bidding at or above the cut-off price to subscribe up to their intended quantity but optional for EIs bidding below the cut-off price; (x) The EIs excluding mutual funds and CIS shall be allotted securities on pro-rata basis at the cut-off price. Mutual funds and CIS shall be allotted securities reserved for them on pro-rata basis; (xi) The securities shall be offered to general public for subscription at an issue price to be fixed at 10% discount (at nearest integer) from the cut-off price; (xii) The issuer and the issue manager shall prepare the draft prospectus including the status of bidding, cut-off price, list of eligible investors with number of securities subscribed for, price and number of securities for offering to the general public and submit with relevant documents, simultaneously to the Commission and the exchanges within 5 (five) working days from the closing day of bidding. **(d) Subscription by the eligible investors:** (i) After examination of the draft prospectus and relevant documents, the Commission, if satisfied, shall issue consent for raising of capital from the general public and approve the				

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			prospectus; (ii) The balance amount of subscription shall be paid by the eligible investors prior to the date of opening of subscription to the general public: provided that in case of failure to deposit the remaining amount by the eligible investors, advance bid money deposited by them shall be forfeited by the Commission and the unsubscribed securities shall be taken up by the underwriters. **(e) Application by eligible investors in fixed price method:** (i) Eligible investors shall submit application through the electronic subscription system of the exchange(s) and deposit the full amount intended to subscribe by the method as determined by the exchange(s); (ii) No eligible investor shall apply for more than 2% (two percent) of the total amount offered to the eligible investors; Provided that, the above condition shall not be applicable for the initial public offer (IPO) of any funds; (iii) All the eligible investors shall be allotted securities reserved for them on pro-rata basis; and (iv) Refund shall be made within the time as described in the public issue application process by the method as determined by the exchange(s). ***Annexure-G*** **Documents to be filed by the issuer** [See rule 4 (1)(d)]				

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			(1) Memorandum and Articles of Association- certified by the Registrar of Joint Stock Companies and Firms (RJSC); (2) Certificate of Incorporation and Certificate of Commencement of Business – certified by the Registrar of Joint Stock Companies and Firms; (3) Extract from the Minutes of Meeting of the Board of Directors for raising paid up capital; (4) Consent of the Directors to serve, in original, signed by all directors; (5) Land Title Deed with current rent receipts; (6) If plant & machinery is reconditioned or second-hand – PSI (Pre-Shipment Inspection) certificates along with the import documents; (7) Loan agreements, if any; (8) Banker's letter confirming opening of separate bank account for public issue purposes; (9) Due Diligence Certificate from Trustee of debt securities (as prescribed in the Securities and Exchange Commission (Private placement of Debt Securities) Rules, 2012), in original; (10) Agreement with (a) Investment Adviser, (b) Issue Manager along with a copy of inter-se allocation of responsibilities of each merchant banker, in case the issue is managed by more than one merchant banker, (c) Underwriter(s) and (d) Trustee of debt securities; (11) Joint venture agreement, if any;				

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			(12) Tax holiday approval letter from NBR, if any; (13) Copy of return of allotment and particulars of directors certified by the Registrar of Joint Stock Companies and Firms; (14) Banker's certificate/bank statement showing deposit of the amount of paid up capital/ auditor's certificate in this regard; (15) Undertakings of the issuer and its directors and shareholders having more than 10% of share for obtaining CIB Report from Bangladesh Bank; (16) Copies of valid license from the regulatory authority, where applicable; (17) Deed of Trust (in case of debt securities); (18) Credit rating report, if applicable; (19) Proper documents in support of information disclosed in prospectus regarding income tax, VAT status etc. (20) Revaluation Report as prepared according to Commission's guidelines; (21) Audited financial statements for last 5 years or shorter period for which the issuer is in commercial operation; (22) Auditors certificate in pursuance to section 135 of the Companies Act; (23) Feasibility report prepared by professional people in case the issue proceeds are to be used in new projects; (24) Copies of contract/agreement/ loan section letter from bank/financial institutions to meet the additional funds				

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			required beyond the issue proceeds to complete the project; (25) Documents regarding the following for the last five years or any shorter period of commercial operation certified by the auditors: (a) Statement of long term and short term borrowings including borrowing from related party or connected persons with rate of interest and interest paid/accrued; (b) Statement of principal terms of secured loans and assets on which charge have been created against those loans with names of lenders, purpose, sanctioned amount, rate of interest, primary security, collateral/other security, re-payment schedule and status; (c) Statement of unsecured loans with terms & conditions; (d) Statement of inventories showing amount of raw material, packing material, stock-in-process and finished goods, consumable items, store & spares parts, inventory of trading goods etc.; (e) Statement of trade receivables showing receivable from related party and connected persons; (f) Statement of any loan given by the issuer including loans to related party or connected persons with rate of interest and interest realized/accrued; (g) Statement of other income showing interest income, dividend income, discount received, other non operating income;				

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			(h) Statement of turnover showing separately in cash and through banking channel; (i) Statement of related party transaction; (j) Reconciliation of business income shown in tax return with net income shown in audited financial statements; (k) Confirmation that all receipts and payments of the issuer above Tk.5,00,000/- (five lac) were made through banking channel; (l) Confirmation that Bank Statements of the issuer are in conformity with its books of accounts; (m) Statement of payment status of TAX, VAT and other taxes/duties; and **(n)** Any other statement as may be required by the Commission. **13. Approval, rejection and review. –** (1) On receipt of an application of consent for public offer from an issuer, the Commission shall review the said application to ascertain whether it is complete and acceptable; (2) In case the said application is incomplete, the Commission shall inform the issuer in writing, to remove the incompleteness/deficiencies, within 40 (forty) working days, after examination of the said application; (3) If the issuer fails to remove the incompleteness within the stipulated time, it shall have to file a fresh application;				

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			(4) The Commission shall issue letter of consent, subject to such conditions as it may deem fit to specify, within 60 (sixty) working days of receipt of a complete application, if such application is acceptable to the Commission; (5) If the application is not acceptable to the Commission, it shall issue a rejection letter, stating the reasons for such rejection, within 60 (sixty) working days of receipt of the last correspondence; (6) The issuer, whose application has been rejected by the Commission, may apply for review to the Commission within 60 (sixty) working days from the date of such rejection, and the decision of the Commission thereon shall be final; (7) The Commission reserves the right to accept or reject any public issue proposal in its own discretion in the greater interest of the investors and the capital market as well; (8) An issuer may submit application to the Commission along with the decision of its Board of Directors to withdraw the application for public issue at any time before the date of public subscription, mentioning specific reasons thereof; the issuer shall comply with method and conditions of withdrawal as determined by the Commission. **In case of Bond, further documents as mentioned at Bond private place to be submitted.**				

** প্রস্তাবিত ওয়ান স্টপ সার্ভিস (বাংলাদেশ হাই-টেক পার্ক কর্তৃপক্ষ) বিধিমালা, ২০১৯ এর তফসিল অনুযায়ী

* প্রয়োজনে আলাদা কাগজ ব্যবহার করা যাবে।

বি.দ্র.: ভুল ব্যাখ্যা এড়ানোর নিমিত্তে বর্ণিত সেবাসমূহের নির্ভরযোগ্য ইংরেজি অনুবাদ সন্নিবেশন করা হলো।