



PAKISTAN  
STOCK EXCHANGE  
LIMITED

# **Book Building System**

(Debt Securities)

## **User Manual**

(Book Runner – Client)

# Pakistan Stock Exchange Limited

## Document Change Log

Refer to this table to make sure you haven't missed the latest information

Date (yy/mm/dd)	Changed By	Description of Change	Reason for Change
2009/12/07	Karachi Stock Exchange (I.T Division)	Book Building System, Book Runner Client User Manual Initial Document	N/A
2020/04/08	Pakistan Stock Exchange (I.T. Division) Version 1.2	Changes in Document for Debt Securities Book Building	Changes in Document for Debt Securities Book Building
2020/04/15	Pakistan Stock Exchange (I.T. Division) Version 1.2	Changes in Document for Debt Securities Book Building	Changes in Document for Debt Securities Book Building as per Process Specification
2020/04/24	Pakistan Stock Exchange (I.T. Division) Version 1.3	Changes in Document for Debt Securities Book Building	Changes in Document for Debt Securities Book Building addition of Client Consent Screen

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## 1.0 Introduction

The Book Building (BKB) System aims at providing a tool for participating in a Book Building process, making the whole system fully automated and transparent. It allows a participant to input bids for them. The system also provides the additional functionality of issues management, querying for cash deposits, submitted and allocated bids data and taking necessary reports. The system entertains different levels of user namely:

- Book Runner Administrator
- Book Runner Branch Administrator
- Book Runner Clients (Corporate & High Net Worth Clients)

## 2.0 Book Runner Client User Functions

Being Book Runner client this user can perform following operations:

- View Bids Screen
- Perform Bids Order Operations, like
  - ❖ Enter New Order
  - ❖ Change Former Order

Beside above mentioned reports user can also Download Offer Prospectus and Bid Application form

## 3.0 How to Use BKB Application

Please follow step wise below for the usage of **Book Runner Client** section of Book Building System.

### 3.1 Login BKB Application

The first step for controlling the admin section, a book runner client has to provide the credentials on the login page to enter the secure area.

PAKISTAN STOCK EXCHANGE LIMITED  
(formerly Karachi Stock Exchange Limited)

April 16, 2020 10:39:12

PHL  
POWER HOUSE PAKISTAN  
TAURUS  
TAURUS INVESTMENT  
NBP  
NATIONAL BANK OF PAKISTAN

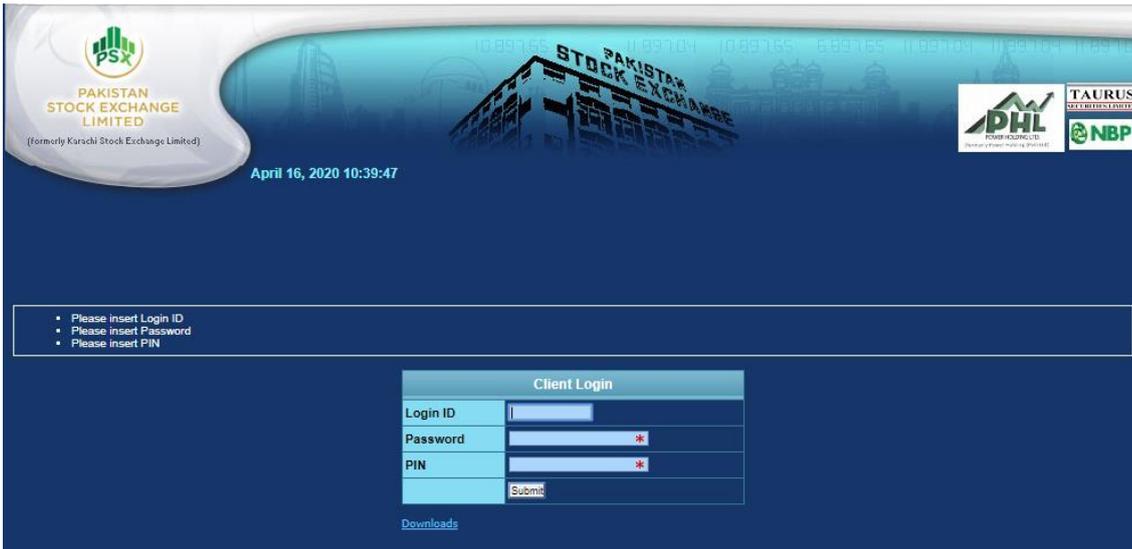
Client Login

Login ID	<input type="text"/>
Password	<input type="password"/>
PIN	<input type="text"/>
	<input type="submit" value="Submit"/>

[Downloads](#)

All fields are mandatory, if not provided it will pop up a window asking to provide the valid information.

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## 3.2 Client Consent

On first login by the client at Book Building System, client information entered by Book Runner is displayed and client consent is required. If any information is not correct kindly coordinate with book runner for correction before proceeding further into the system.

If information displayed are correct, client may proceed further by providing their consent for the endorsement of information entered by book runner by clicking the “submit” button.

Bidder Details			
Book Runner Code	0129	Branch Code	N02
Client Id	B0129473	Form No.	FRM-0129473
Category	HIGH_NET_WORTH_INDIVIDUAL	Name	Farukh Siraj
IBAN	PK-NBP-03432677038		
Login Id	B0129473	UIN	3534-3637-25-1
STRA Acct. No.		NTN	123456
Home Telephone	02136616467	Home Address	Postal Address
Home Email	anwar.iqbal@psx.com.pk	Cell Phone	923463278405
Business Telephone		Business Address	
Business Email		Business Fax	
Issuance Of Shares	CDC	Nationality	Pakistani
CDC Participant Name		CDC Participant ID	
CDC House A/C No		CDC Sub A/C No.	CDC SUB AC
CDC Investor A/C Id	CDC Investor AC	CDC Investor Service A/C Id.	
I have reviewed the above information and found correct.			
<input type="radio"/> Confirm <input checked="" type="radio"/> Deny			
<input type="button" value="Submit"/>			

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## 3.3 Bid Screen

After login into the book building system, a client can view the first page named Bid Screen.

The screenshot displays the Bid Screen interface. At the top, there are tabs for 'Bid Screen' and 'Downloads'. Below this, a header bar shows 'Pakistan Energy Sukuk-II Certificates' and the date range 'Apr 08, 2020 - Apr 15, 2020 9:00 am to 5:00 pm'. A navigation bar includes 'Scrips', 'Pakistan Energy Sukuk-II Certificates', 'B012927 - K01 > NBP Islamic Financing Bank', and links for 'Change Password' and 'Logout'. The main area is divided into two sections: 'Normal Bids' and 'Issue Details'. The 'Normal Bids' section contains a 'Normal Bid' form with fields for Client (FRM-012927 - B012927 - NBP Islamic Financing Bank), Certificates (10,000), Bid Rate (0 BPS), and Pin Code. It also shows account balances: Cash (50,000,000.000), Consumed (0.000), Available (50,000,000.000), and Margin% (100). The 'Issue Details' section shows a table with columns for Issue Description, Scrip Code, Bidding Start Date, Bidding End Date, Bidding Start Time, Bidding End Time, and Face Value. Below this, there are tabs for 'Client Bids' and 'Allocations', and a table for 'Client ( B012927 ) Bids' which currently shows 'No Record Found'.

### 3.3.1 Bid Window

This is the section where a client can place order providing different types of details as shown below:

### 3.3.2 Client Bid

This section show list of all bid(s) entered by the client.

Client Bids		Allocations				
Client ( B012927 ) Bids						
Date	Order No.	Type	Certificates	Rate	Value	
20200409	00017998	NORMAL	10,000	-5.000	50,000,000	
Change Bid: <a href="#">Change</a>						

### 3.3.3 Change Bid

This section show screen where client can change Rate as per defined process/limit of order entered by the client.

Client PIN code is mandatory while submitting Bid Change.

The screenshot shows the 'Change Bid' form. It has tabs for 'Client Bids' and 'Allocations'. The form title is 'Client ( B012927 ) Bids'. The form fields are: Scrip Code (PESC2), Order Number (00017998), Date (20200409), Rate(bps) (-5), Certificates (10000), and Pin Code (with an 'Ok' button).

## 3.4 Logout

Logout option is used to terminate the current session.