

September 17, 2021

Dear Sir/Madam,

Head Office: CDC House,
99-B, Block B, S.M.C.H.S.,
Main Shakra-e-Faisal,
Karachi – 74400
Tel: (92) 0800-23275
Fax: (92-21) 34326053
URL: www.cdcrsl.com
Email: info@cdcrsl.com

Sub: CONVERSION OF PHYSICAL SHARES INTO BOOK-ENTRY-FORM

This is with reference to the compliance of Section 72 of the Companies Act, 2017, regarding the conversion of all physical shares of the Companies in Book Entry Form, a copy of follow-up letter No. CSD/ED/Misc./2016- 639-640 dated March 26, 2021 written by the Securities and Exchange Commission of Pakistan (SECP) to all companies in this regard is enclosed herewith for your ready reference.

According to above directives, all physical shares are to be converted in book entry form and kept by the shareholders in their CDS Account.

The Key features/benefits for holding shares in Book-Entry form in CDS Account are as follows:

- Book-Entry shares cannot be lost, stolen or spoilt.
- No need for issuance of duplicate shares.
- Book-Entry shares can instantly be traded (Sell/Purchase) in Stock Market.
- No requirement of transfer deed for transfer/sale of Book-Entry shares.
- Book-Entry shares can be pledged for availing of any financing facility.
- Instant credit of Bonus and Right shares entitlements in Book-Entry form.
- 24/07 online access of CDS Accounts for reviewing portfolio information.
- Easy access of periodic Account statements of CDS Accounts.

The CDS account can be opened and maintained by any CDC Participant (Stock Broker or Financial Institution) or by any CDC Investor Account Services (CDC IAS) Department situated at Karachi, Lahore and Islamabad.

The following is the brief procedure for conversion of physical shares into Book-Entry Form:

- I. Fill the Transfer Deed (TD) form, sign, attach valid CNIC copies of transferor & witnessing persons and get it verified from respective Share Registrar of the company before submission of physical shares for conversion.
- II. If Transfer Deeds lying already verified by you, Lodge physical share certificates and verified transfer deeds to your respective CDC Participant or CDC IAS Department.
- III. Obtain the prescribed Securities Deposit Form (SDF) from respective CDC Participant (Stock Broker/CDC IAS) fill, sign and submit with them.
- IV. Inquire about the amount of share transfer stamps (as transfer duty) from respective CDC Participant (Stock Broker/CDC IAS) and provide required share transfer stamps to them.
- V. CDC Participant (Stock Broker/CDC IAS) will initiate deposit request in CDS and send all above mentioned documents along with the original physical share certificates and verified transfer deed(s) to the Share Registrar of the company.
- VI. Share Registrar of a company will check/process the lodged shares/documents and give approval of deposit request in CDS.
- VII. After approval by the Share Registrar, the deposited/converted shares will instantly reflect in CDS Account of shareholder maintained with respective CDC Participant (Stock Broker/CDC IAS)

Feel free to contact our share registrar in case you need any further assistance, at the following address:

CDC Share Registrar Services Limited
CDC House, 99-B, Block 'B', S.M.C.H.S.,
Main Shakra-e-Faisal, Karachi-74400.
Toll Free 0800-23275 /
Email: Info@cdcrsl.com / Website: www.cdcrsl.com

We look forward for your contacting any CDC Participant or CDC IAS Department for opening of CDS Account and conversion of your all physical shares in book-entry form at your earliest.

For GlaxoSmithKline Pakistan Limited

Note: The Letter is system generated and does not require any signature.

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