

Dhaka Stock Exchange Limited
OTC Manual
OTC Trading Manual (paper shares)

1. At first selling stock-dealer/stock-broker will submit salable securities to the exchange along with a sale order mentioning Name of Securities, Quantity, Rate, Last Traded Price and Validity Time within 10:00 am to 12:00 pm on each trading day. (Sale Order enclosed).
2. After receiving the salable securities and sale order, OTC will record the order in the database and provide an official receipt to the respective stock broker/stock dealer.
3. Then OTC will show the sale order through printed copy that is open for all buyers.
4. OTC is seller oriented. It provides only pick and choose facilities for the buyers. The interested buyers (stock-dealer/stock-broker) can come to the OTC, check the log of sale orders and pick the securities of his choice. After that, the buying stock dealer/stock-broker will submit a buy order to the OTC. (Buy order enclosed)
5. Then the buying stock-dealer/stock-broker shall make full payment, including the commission or charges, to the exchange through bank pay order/demand draft on the day of buy of securities at OTC within 2:00 pm to 4:00 pm.
6. The OTC shall deliver the concerned securities to the buying stock-dealer/stockbroker on the working day following the day of crediting the amount of the pay order/demand draft in the exchange's bank account maintained for this purpose.
7. The buying stock-dealer/stock-broker shall deposit the securities with the issuer company for registering the securities in his name, or in the name of his customer within three working days of getting the securities. The buying stock-dealer and stock-broker must collect deposit receipt at the time of depositing the securities.
8. After that, the stock-dealer/stock-broker submits the deposit receipt copy of concerned securities to the OTC within next two working days of issuance of such receipts.
9. The issuer company shall transfer the deposited securities in the name of the applicants and keep ready for delivery of the securities to the depositor within five working days of receiving the securities providing acknowledged copy to the OTC and the stock-dealer/stock-broker.
10. After getting the acknowledged copy, both buying stock-dealer/stock-broker and selling stock-dealer/stock-broker will sign in the trade confirmation copy that is maintained by OTC. (Trade Confirmation enclosed).
11. The OTC shall make payment of the due amount to the selling stock-dealer/stockbroker by cheque on the first working day following the receipt of confirmation of shares from the issuer company unless any written objection arises. If no objection arises on the transactions then it will be considered that the settlement has been completed.