

**SHARE DEALING FACILITY
&
PROCEDURE FOR PURCHASE OR SALE OF SHARES
(ELECTRONICALLY)**

Our recommended Brokers for share dealings :

- (a) For Certificated Shareholders; non-residents of Saudi Arabia, we recommend that you approach COLLINS STEWART; a leading independent financial advisory group, based in the United Kingdom. Their contacts & requirements are given as **ANNEXURE (A)**.

- (b) For Certificated Shareholders based in Saudi Arabia, we recommend that you approach SABB SECURITIES; a leading provider of brokerage & securities services for international trade. Their contacts & requirements are given in **ANEEXURE (B)**

Please be informed that Sabb Securities & Collins Stewart have been made aware of the Tejoori's arrangement of Depository Interest Service; hence they should be well able to support you.

Dealings with M/s Collins Stewart

1). CONTACT PERSON

If you wish to use their services, contact them on -

Michael Smith +44 207 523 4553 msmith@collinsstewart.com

Postal Address: Collins Stewart Europe Limited 88 Wood Street London EC2V 7QR
United Kingdom

2). STEPS TO BE FOLLOWED BY SHARE HOLDER :

2a Firstly to open an Account with Collin Stewart

- An email should be sent to both Michael and Richard, requesting for an account opening pack to be emailed to you.
- This request should be accompanied by a scanned copy of your certificate.
- You will then receive by reply, the relevant account opening forms which should be completed and scanned across to Collins Stewart.
- Once they have confirmed that the documents have been completed correctly, they will open the account. Please note until they receive the originals, you will not be able to trade.

2b Fulfill their Documentation Requirement

- Completed Client Investment Questionnaire (as supplied by Collins Stewart)
- Signed Crest Form (as supplied by Collins Stewart)
- Certified Copy of Passport
- Certified Proof of Address (ie/ utility bill/bank statement within 3months)
- Original Share Certificate

Please note all documents should be sent by registered courier.

2c Note :

- For the shareholders who had previously deposited their certificates with local brokers; please note that it would be the same process as above; except that you need to enclose an authorization letter, addressed to Collins Stewart, authorizing them to approach the Broker with whom your original certificate is being held.
- Accordingly, please instruct your existing broker to respond to the queries of Collins Stewart. The rest of the process would remain same as outlined above.

3). ELECTRONIC TRADING ((BUY OR SEL))

- Prior to trading, your shares must be converted from certificated format into your Collins Stewart account.
- Instructions can be placed by completing a dealing form and returning electronically to both Michael.
- The dealing form will be emailed to you upon request from Michael

4). ACCOUNT OPENING CHARGES :

There are no account opening or annual fees.

5). DEALING CHARGES (buying or selling) :

1.5% of the value of the trade subject to a minimum fee of GBP 50 per trade

6). HOW & WHEN WILL SHAREHOLDERS BE INFORMED OF THEIR TRADING COMPLETION ?

Within 24 hours of trading, you will receive an email, confirming all of the settlement details.

Dealings with M/s Sabb Securities Limited (SASL)

1). CONTACT PERSONS

Please refer attached sheet. Names & contacts of concerned persons in Brokerage unit have been listed there. You may kindly get in touch with them.

2). STEPS TO BE FOLLOWED BY SHARE HOLDER :

2a Firstly to open an Account with SASL

Tejoori shareholder will approach SASL to open a trading / investment account.

2b Fulfill their Documentation Requirement

Fill and return to them the following :

- Securities Trading Agreement – Attached
- Your Copy of ID card duly stamped as original sighted
- Specimen Signature Form – Attached

2c Your Share Certificate

Hand over your original share certificate to SASL.

- For the shareholders who had previously deposited their certificates with other brokers; please note that it would be the same process as above; except that you need to enclose an authorization letter, addressed to SASL, authorizing them to approach your previous Broker with whom your original certificate is being held.
- Accordingly, please intimate your existing broker to respond the queries of SASL. Rest, the process would remain same as outlines above.

2d Your share dealing

- SASL will deposit Tejoori certificate into their portfolio (time frame for this process might take 4-8 working days).
- The share holder can now trade his / her shares at any time through SASL International Desk.

3). SASL BROKERAGE FEES :

Please find attached the brokerage fees of SASL for all markets currently covered by them. These are the agreed rates of SASL for Tejoori Shareholders.

4). HOW SHAREHOLDERS WILL BE INFORMED OF THEIR TRADING COMPLETION ?

Trade confirmations will be sent via email, fax and mail to share holder

PROCEDURE FOR GETTING YOUR LOST CERTIFICATE

For the lost (or) never received certificate, share holder has to approach Tejoori's Registrars directly.

CONATCTS :

Company's Registrar is : "CAPITA REGISTRARS"

**Address : Capita Registrars, Erskine House,
4th Floor, 68-73 Queen Street,
Edinburgh, EH2 4NR**

Our Relationship Manager in CAPITA is :

Ms. Lynda J Watson

Senior Relationship Manager

lwatson@capitaregistrars.com

T: +44 (0)131 240 4834 | F: +44 (0)131 240 4884

- O Shareholder needs to write an email directly to Registrars, with all his details and request for replacement share certificate.**
- O Details like : your complete name along with number of share purchases and your identification documents like : passport copy.**
- O Any matter related to share certificate (or) number of shares, need to be addressed directly to the registrars and they will advise you accordingly.**