



# National Clearing Company of Pakistan Limited

8th Floor, Karachi Stock Exchange Building, Stock Exchange Road, Karachi

NCCPL/CM/July-12/02

July 19, 2012

## **Designated Time Schedule ("DTS") of NCC Systems for the Holy Month of Ramadan 2012**

Dear Clearing Member / Settling Banks,

Please note the following Designated Time Schedule ("DTS") to be followed during the Holy Month of Ramadan 2012 for the NCC Systems:

Designated Time Schedule ("DTS") of NCC Systems		
	Monday to Thursday	Friday
NCSS Timings	9:00 a.m. to 4:00 p.m.	8:30 a.m. to 4:00 p.m.
MTS Market	9:15 a.m. to 2:45 p.m.	
MTS Release Session	9:00 a.m. to 2:30 p.m.	
SLB Market	9:15 a.m. to 1:45 p.m.	9:15 a.m. to 12:15 p.m.
SLB Release Session	9:00 a.m. to 2:15 p.m.	9:00 a.m. to 12:45 p.m.

Detail Designated Time Schedule ("DTS") are enclosed herewith as Annexure.

For any further queries or concerns, please feel free to contact the **Customer Support Department** of your respective locations:

City	Telephone Number	Fax Number	Email
Karachi	021-32460811-19	021-32460827	<a href="mailto:helpdesk@nccpl.pk">helpdesk@nccpl.pk</a>
Lahore	042-36280815-7	042-36280818	<a href="mailto:helpdesk@nccpl.pk">helpdesk@nccpl.pk</a>
Islamabad	051-2895460-2	051-2895463	<a href="mailto:helpdesk@nccpl.pk">helpdesk@nccpl.pk</a>

Regards,

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**Badiuddin Akber**  
Head of Operations  
Cc:

1. Director (PRDD) Securities and Exchange Commission of Pakistan - Islamabad
2. Director (MSCID) Securities and Exchange Commission of Pakistan - Islamabad
3. Managing Director - The Karachi Stock Exchange (Guarantee) Limited
4. Managing Director - The Lahore Stock Exchange (Guarantee) Limited
5. Managing Director - The Islamabad Stock Exchange (Guarantee) Limited
6. Chief Executive Officer - Central Depository Company of Pakistan Limited
7. Chief Executive Officer - Mutual Fund Association of Pakistan
8. Chairman - Pakistan Banking Association

**National Clearing Company of Pakistan Limited**

**NCCS DESIGNATED TIME SCHEDULE (Monday to Friday)**

**(During the Holy month of Ramzan-1433)**

No.	Activity	Start Time	End Time	Duration (hour)	Responsibility	
1	NCCS Day Timings	Monday to Thursday	9:00 AM	4:00 PM	7:00	All
		Friday	8:30 AM	4:00 PM	7:30	
<b>BALANCE ORDER DELIVERIES</b>						
2	Normal Delivery Timings	Monday to Thursday	9:00 AM	2:00 PM	5:00	CM
		Friday	8:30 AM	2:00 PM	5:30	
	Extended Delivery Timings (Note-1)		2:15 PM	2:45 PM	0:30	
<b>PAY AND COLLECT ACTIVITIES</b>						
3	SBs to confirm CMs' provisional collection (through Provisional Collect Screen) by debiting CM's Bank Accounts based on <b>Provisional Collect Report</b>	Monday to Thursday	9:00 AM	11:00 AM	2:00	SB
		Friday	8:30 AM	11:00 AM	2:30	
	Instructions to SBs to credit CMs' Bank Accounts based on <b>First Pay Report</b>			By 11:15 AM		NCC
	SBs to credit CMs' Bank Accounts through <b>First Pay Screen</b>		11:15 AM	12:00 NOON	0:45	SB
	SBs to confirm CMs' additional collections (through Additional Collect Screen) by debiting CM's Bank Accounts based on <b>Additional Collect Report</b> which will also unblock Shares		3:00 PM	3:30 PM	0:30	
	Instructions to SBs to credit CMs' Bank Accounts based on <b>Final Pay Report</b>			By 3:00 PM		NCC
	SBs to credit CMs' Bank Accounts through <b>Final Pay Screen</b>		3:00 PM	3:30 PM	0:30	SB
	SBs to provide Bank A/c statement of the current day			By Day End		
	<b>BTB / IDS AFFIRMATION</b>					
	4	For Regular /MTS/SLB Market trades & transaction		9:15 AM	3:00 PM	5:45
<b>IDSC INITIATION</b>						
For Regular /DFC/IPO/SLB/Debt Market trades & transaction			9:00 AM	3:15 PM	6:15	CM
<b>IDSC AFFIRMATION</b>						
For Regular /DFC/SLB/IPO/Debt Market trades & transaction		9:00 AM	3:30 PM	6:30	CM	
<b>NON - EXCHANGE TRANSACTIONS (MARGIN FINANCING)</b>						
5	Margin Financing (MF) Initiation		3:00 PM	3:30 PM	0:30	NCC / CM
	Margin Financing (MF) Affirmation/Rejection		3:00 PM	3:45 PM	0:45	CM
	MFR with Sale-Initiation		3:00 PM	3:30 PM	0:30	NCC / CM
	MFR with Sale-Affirmation		3:00 PM	3:45 PM	0:45	NCC / CM
	MFR Initiation without Sale		9:00 AM	3:30 PM	6:30	NCC / CM
	MFR Affirmation without Sale		9:00 AM	3:45 PM	6:45	NCC / CM
	MFR by Financier-Direct Affirmation		9:00 AM	3:45 PM	6:45	NCC / CM
	MF Close-Out Adjustment		9:00 AM	3:30 PM	6:30	NCC / CM
	CDS Delivery movement of MFR without sale & MFR direct affirmation			By 4:00 PM		NCC / CM
	Credit Line Setup by Margin Financier		9:00 AM	2:45 PM	5:45	NCC / CM
	FPR Setup by Margin Financing		9:00 AM	3:45 PM	6:45	NCC / CM
	<b>COLLECTION &amp; RELEASE OF COLLATERAL FROM MARGIN FINANCIERS</b>					
	6	<b>Pledging of Eligible securities (through eCDS) in favor of NCC</b>		9:00 AM	4:00 PM	7:00
<b>Release request of pledge securities (through eCDS)</b>			9:00 AM	3:45 PM	6:45	
<b>UNIQUE IDENTIFICATION NUMBER (UIN)</b>						
7	Addition/Closure Of UIN Including Joint Holder(Note 5)	Monday to Thursday	9:00 AM	2:30 PM	5:30	CM
		Friday	8:30 AM	2:30 PM	6:00	
<b>OTHER ACTIVITIES</b>						
8	Report Generation (Note- 2.3 & 4)	Monday to Thursday	9:00 AM	4:00 PM	7:00	All
		Friday	8:30 AM	4:00 PM	7:30	
	<b>Midday Procedures</b>					
	<b>- Unlocking of Shares for Clearing Members</b>				9:45 AM onwards	NCC
	- Having credit balance and either they tendered all their deliveries or values of their undelivered shares are less than or equal to their credit balances					
	- Having debit balance, has paid Provisional Collect Amount and tendered all deliveries					
	<b>- Additional Debit Procedure to debit CMs' Money Account on non-delivery during Normal Delivery Timings.</b>		2:50 PM	3:00 PM	0:10	
	<b>- Final unlocking of Shares for CMs having credit balance after Additional Debits</b>				By 3:45 PM	
	The Company to send instructions to respective Exchanges for squaring-up of failed deliveries , if any.				By 10:00 AM on next working day	
	Processes for calculation of Exposure Margin & MTM Losses				By 3:15 PM	NCC
	Re-Execution of processes for calculation of Exposure Margin & MTM Losses				By 4:00 PM	NCC
	NCC to send affirmed IDS Transactions to SE's for those NBCM's who has fulfilled their entire collateral requirement with the NCC for the purpose of exposure drop-out of concerned brokers of respective SE's.				9:00 AM to 4:00 PM	NCC
Processes for calculation of Exposure Margin & MTM Losses (for debt market)				10:30 AM onwards	NCC	
Exposure drop-out process for CMs Who have settled their current day's settlement obligations. (For debt market)					NCC	

## National Clearing Company of Pakistan Limited

NCSS DESIGNATED TIME SCHEDULE (Monday to Friday)							
(During the Holy month of Ramzan-1433)							
No.	Activity	Start Time	End Time	Duration (hour)	Responsibility		
<b>DEMAND OF EXPOSURE MARGIN &amp; MTM LOSSES OF FIRMS</b>							
9	NBCM to view Demand Notice available in NCSS Reports Menu for Collateral Requirements of NCC		By 3:30 PM		NBCM		
<b>COLLATERAL MANAGEMENT SYSTEM (CMS) OF FIRMS</b>							
Payment of deposit against Exposure / Concentration / Additional Margin & MTM Losses :							
10	NBCM to Deposit Cash in favor of NCC. (Note-6)	Monday to Thursday Friday	9:00 AM 8:30 AM	3:45 PM	6:45 7:15	NBCM /SB	
	Automated Cash collection through NCSS (Only for DFC/IPO market)	Monday to Friday	3:15 PM	3:45 PM	0:30	NBCM /SB	
	NBCM to Pledge Eligible Securities / TFCs through CDS in favor of NCC (only for Ready Market)	Monday to Thursday Friday	9:00 AM 8:30 AM	4:00 PM 4:00 PM	7:00 7:30	NBCM	
	<b>Company to receive request for release of deposit against Exposure / Concentration / Additional Margin &amp; MTM Losses:</b>						
	Withdrawal request of Cash Deposit	Monday to Friday	9:00 AM	3:45 PM	6:45	NBCM / NCC	
	Release request of Pledged Securities / TFCs through CDS (only for Ready Market)		9:00 AM	3:45 PM	6:45	NBCM / NCC	
	<b>Company to process request for release of deposit against Exposure/Concentration/Additional Margin &amp; MTM Losses:</b>						
	In case of Deposit in Cash - Company to issue credit instructions.		9:00 AM	4:00 PM	7:00	NCC	
	In case of Deposit in Eligible Securities / TFCs -Company to Release securities from pledge account of NCCPL (through CDS)		Within eCDS Time				
	<b>Pledging of Shares for Delivery against Sale - only for DFC Market</b>						
Pledging of securities in favour of NCC		By 3:15 PM			NBCM / NCC		
Release of Pledged shares from NCC					NBCM / NCC		
<b>COLLATERAL MANAGEMENT SYSTEM (CMS) DEBT MARKET</b>							
Payment of deposit against Exposure Margin & MTM Losses :							
Automated Cash collection through NCSS for debt market							
11	1st Demand	Monday to Thursday Friday	11:00 AM 10:30 AM	11:30 AM 11:00 AM	0:30 0:30	CM / NBCM / SB	
	2nd Demand	Monday to Thursday Friday	1:00 PM 12:00 PM	1:30 PM 12:30 PM	0:30 0:30		
	Final Demand	Monday to Friday	3:00 PM	3:30 PM	0:30		
	Company to receive request for release of cash deposit against Exposure Margin & MTM Losses		Monday to Friday	9:00 AM	3:45 PM	6:45	NBCM / NCC
	Company to process request for release of deposit against Exposure Margin & MTM Losses		Monday to Friday	9:00 AM	4:00 PM	7:00	
	<b>PAY AND COLLECT ACTIVITIES FOR TRADE-FOR-TRADE SETTLEMENT (BATS / NDM)</b>						
12	Cash Collection for Trad-for-Trade Settlement	Monday to Thursday Friday	9:00 AM 8:30 AM	11:00 AM 11:00 AM	2:00 2:30	SB	
	Cash Payment for Trad-for-Trade Settlement	Monday to Friday	2:00 PM	2:30 PM	0:30	SB	
	<b>BALANCE ORDER SETTLEMENT ACTIVITIES FOR TRADE-FOR-TRADE SETTLEMENT (BATS / NDM)</b>						
	Balance Order Delivery/Transfer through CDS		Monday to Friday	11:00 AM	1:00 PM	2:00	NCC / CM
	<b>PARTIAL SETTLEMENT FOR MONEY AND DELIVERY OBLIGATIONS FOR TRADE-FOR-TRADE SETTLEMENT</b>						
Clearing Members to send consent through written request, in case of non-payment or partial payment		Monday to Friday	By 11:30 AM		CM		
Clearing Members to send consent through written request, in case of non-delivery or partial delivery		Monday to Thursday Friday	By 01:30 PM By 02:00 PM		CM		
<b>PRE-SETTLEMENT DELIVERY ("PSD") SYSTEM</b>							
13	PSD Transactions -Initiation		9:00 AM	3:00 PM	6:00	CM	
	PSD Release Request - Initiation		9:00 AM	2:45 PM	5:45	CM	
	PSD Release Approval / Rejection		9:00 AM	3:15 PM	6:15	NCC	
<b>UN-LISTED TFC REPORTING SYSTEM</b>							
14	Un-Listed TFC Initiation	Monday to Thursday Friday	9:00 AM 9:00 AM	1:30 PM 12:00 PM	4:30 3:00	CM	
		Monday to Thursday Friday	9:00 AM 9:00 AM	1:45 PM 12:15 PM	4:45 3:15		

Note-1: The money credit for deliveries tendered during Extended Delivery Timings will be given in next Business Days Pay & Collect.

Note-2: CMs to verify the Exchange trades, Exchange transactions and Non-Exchange transactions and in case of any discrepancy / error, notify the details to the Company atleast one Business Day before the Settlement Date of the said trades / transactions

Note-3: CMs to verify all incoming and outgoing deliveries and payment obligations and in case of any discrepancy / error, notify the details to the Company atleast one Business Day after the Settlement Date.

Note-4: CM to verify the details of UIN records and in case of any discrepancy/error, notify the detail to the company immediately.

Note-5: The UIN records (for client type Individual & Foreigner) either newly created or resubmission of previously rejected records by 1:30 pm, shall be proceed on same day. However, any request submitted by the BCM after 1:30 pm shall be processed on the next business day.

Note-6: NBCM's are required to deposit cash in favor of NCCPL, in the designated branch of Settling Bank.

General: In case of abnormal situation (which may arise due to technical problems) all the elements will be required to follow the revised activity timing upon notification.

**NATIONAL CLEARING COMPANY OF PAKISTAN LIMITED**  
**MARGIN TRADING SYSTEM (MTS)**  
**DESIGNATED TIME SCHEDULE (DTS)**  
**During the Holy Month of Ramazan-1433**

S. No.	Activity	Monday to Friday		
		Start Time	End Time	Duration Hrs.
1	Margin Trading System Market	9:15 AM	2:45 PM	5:30
2	MTS Release Session	9:00 AM	2:30 PM	5:30
3	Day End Force Release	By 3:00 PM		
4	<b>DEMAND OF EXPOSURE MARGIN, CONCENTRATION MARGIN &amp; MTM LOSSES</b>			
	Demand Notice available in Release System for Collateral Requirements of NCC	By 3:15 PM		
5	<b>COLLECTION &amp; RELEASE OF COLLATERALS</b>			
	<b>Payment of deposit against Exposure Margin, Concentration Margin &amp; MTM Losses :</b>			
	Automated collection of MTM through NCSS for Financee.	3:15 PM	3:45 PM	0:30
	Pledge Eligible Securities (through eCDS) in favor of NCC	9:00 AM	4:00 PM	7:00
	Deposit of cash by Financier into NCCPL Bank Account.	9:00 AM	3:45 PM	6:45
	<b>Company to receive request for release of deposit against Exposure Margin, Concentration Margin &amp; MTM Losses:</b>			
	Withdrawal request of Cash Deposit	9:00 AM	3:45 PM	6:45
	Release request of Pledged Securities through eCDS	9:00 AM	3:45 PM	6:45
	<b>Company to process request for release of deposit against Exposure Margin, concentrationMargin &amp; MTM Losses:</b>			
	In case of Deposit in Cash - Company to issue cheque marked "A/c Payee Only" in favor of CMs	9:00 AM	4:00 PM	7:00
	In case of Deposit in Eligible Securities -Company to Release securities from pledge account of NCCPL (through eCDS)	By 4:00 PM		
6	<b>OTHER ACTIVITIES</b>			
	Data available for Download on TWS terminals	9:15 AM	3:15 PM	6:00
	Data available for Download on Release system	3:00 PM	4:00 PM	1:00

**Note :** Non collection of cash against Exposure Margin, Concentration Margin & MTM Losses within the DTS shall be treated as money default in term of NCCPL Regulations.



**NATIONAL CLEARING COMPANY OF PAKISTAN LIMITED**  
**SECURITY LENDING & BORROWING (SLB)**  
*DESIGNATED TIME SCHEDULE (DTs)*  
*During the Holy Month of Ramazan - 1433*

S. No.	Activity	Monday to Thursday			Friday		
		Start Time	End Time	Duration Hrs.	Start Time	End Time	Duration Hrs.
1	SLB Market	9:15 AM	1:45 PM	4:30	9:15 AM	12:15 PM	3:00
2	SLB Release Session	9:00 AM	2:15 PM	5:15	9:00 AM	12:45 PM	3:45
3	SLB Spot Market	3:00 PM	3:15 PM	0:15	3:00 PM	3:15 PM	0:15
4	<b>DEMAND OF EXPOSURE MARGIN, SPECIAL MARGIN &amp; MTM LOSSES</b>						
	Demand Notice available in Release System for Collateral Requirements of NCC	By 3:15 PM					
	<b>COLLECTION &amp; RELEASE OF COLLATERALS</b>						
	<b>Payment of deposit against Exposure Margin, Special Margin &amp; MTM Losses :</b>						
	Automated collection of MTM from SLB Participants through NCSS	3:15 PM	3:45 PM	0:30	3:15 PM	3:45 PM	0:30
5	Deposit of cash by SLB Participant into NCCPL Bank Account.	9:00 AM	3:45 PM	6:45	9:00 AM	3:45 PM	6:45
	<b>Company to receive request for release of deposit against Exposure Margin, Special Margin &amp; MTM Losses:</b>						
	Withdrawal request of Cash Deposit	9:00 AM	3:30 PM	6:30	9:00 AM	3:30 PM	6:30
	<b>Company to process request for release of deposit against Exposure Margin, Special Margin &amp; MTM Losses:</b>						
	In case of Deposit in Cash - Company to issue cheque marked "A/c Payee Only" in favor of CMs	9:00 AM	4:00 PM	7:00	9:00 AM	4:00 PM	7:00
	<b>OTHER ACTIVITIES</b>						
6	CMs to submit written request to NCCPL for borrowing of un-delivered securities (if any) on settlement day through SLB Spot Market	2:30 PM	3:00 PM	0:30	2:30 PM	3:00 PM	0:30
	Data available for Download on TWS terminals	9:15 AM	3:15 PM	6:00	9:15 AM	3:15 PM	6:00
	Data available for Download on Ultra Reporting System	9:00 AM	4:00 PM	7:00	9:00 AM	4:00 PM	7:00