

## National Clearing Company of Pakistan Limited

### NCSS DESIGNATED TIME SCHEDULE (Monday to Friday)

No.	Activity	Start Time	End Time	Duration (hour)	Responsibility	
1	NCSS Day Timings	Monday to Thursday	9:00 AM	6:30 PM	9:30	All
		Friday	9:00 AM	7:00 PM	10:00	
<b>BALANCE ORDER DELIVERIES</b>						
2	Normal Delivery Timings	Monday to Friday	9:00 AM	3:30 PM	6:30	CM
	Extended Delivery Timings (Note 1)	Monday to Friday	3:45 PM	4:15 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	12:00 PM	3:00	SB
		Friday	9:00 AM	11:30 AM	2:30	
	Instructions to SBs to credit CMs' Bank Accounts based on <b>First Pay Report</b>	Monday to Thursday	By 12:15 PM			NCC
		Friday	By 11:45 AM			
	SBs to credit CMs' Bank Accounts through <b>First Pay Screen</b>	Monday to Thursday	12:15 PM	1:30 PM	1:15	SB
		Friday	11:45 AM	12:30 PM	0:45	
	SBs to confirm CM's additional collections (through Additional Collect Screen) by debiting CM's Bank Accounts based on <b>Additional Collect Report</b> which will also unblock Shares	Monday to Thursday	4:30 PM	5:00 PM	0:30	SB
		Friday	5:30 PM	6:00 PM	0:30	
	Instructions to SBs to credit CMs' Bank Accounts based on <b>Final Pay Report</b>	Monday to Thursday	By 4:40 PM			NCC
		Friday	By 5:30 PM			
	SBs to credit CMs' Bank Accounts through <b>Final Pay Screen</b>	Monday to Thursday	4:40 PM	5:20 PM	0:40	SB
		Friday	5:30 PM	6:00 PM	0:30	
SBs to provide Bank A/c statement of the current day		By Day End				

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4	<b>AUTO IDS / BTB INITIATION</b>					
	IDS / BTB Initiation - Auto	Monday to Thursday	9:30 AM	4:00 PM	6:30	NCC
		Friday	9:30 AM	5:00 PM	7:30	
	<b>IDS AFFIRMATION</b>					
	IDS Affirmation - Manual	Monday to Thursday	9:30 AM	4:30 PM	7:00	NBCM
		Friday	9:30 AM	5:30 PM	8:00	
	<b>BTB AFFIRMATION</b>					
	BTB Affirmation - Manual	Monday to Thursday	9:30 AM	4:45 PM	7:15	CM
		Friday	9:30 AM	5:45 PM	8:15	
	<b>IDSC INITIATION</b>					
	IDSC Initiation - Manual on Trade Date	Monday to Thursday	9:30 AM	5:00 PM	7:30	CM
		Friday	9:30 AM	6:00 PM	8:30	
	<b>IDSC AFFIRMATION</b>					
	IDSC Affirmation - Manual (for Regular Trades) on T+1	Monday to Thursday	9:30 AM	5:30 PM	8:00	CCM
Friday		9:30 AM	6:30 PM	9:00		
<b>MARGIN FINANCING TRANSACTIONS</b>						
5	Margin Financing (MF) - Initiation	Monday to Thursday	5:30 PM	6:00 PM	0:30	CM
		Friday	6:15 PM	6:45 PM	0:30	
	Margin Financing (MF) - Affirmation/Rejection	Monday to Thursday	5:30 PM	6:15 PM	0:45	CM
		Friday	6:15 PM	7:00 PM	0:45	
	MFR with Sale - Initiation	Monday to Thursday	5:30 PM	6:00 PM	0:30	CM
		Friday	6:15 PM	6:45 PM	0:30	
	MFR with Sale - Affirmation	Monday to Thursday	5:30 PM	6:15 PM	0:45	CM
		Friday	6:15 PM	7:00 PM	0:45	
	MFR without Sale - Initiation	Monday to Friday	9:00 AM	5:30 PM	8:30	CM
	MFR without Sale - Affirmation	Monday to Friday	9:00 AM	5:45 PM	8:45	CM
	MFR by Financier - Direct Affirmation	Monday to Friday	9:00 AM	5:45 PM	8:45	CM
	MF Close-Out Adjustment	Monday to Friday	9:00 AM	5:30 PM	8:30	NCC / CM
	CDS Delivery movement of MFR without sale & MFR direct affirmation	Monday to Friday	By 6:15 PM			NCC
	Credit Line Setup by Margin Financier	Monday to Thursday	9:00 AM	5:15 PM	8:15	CM
		Friday	9:00 AM	6:00 PM	9:00	
	FPR Setup by Margin Financing	Monday to Thursday	9:00 AM	6:15 PM	9:15	CM
Friday		9:00 AM	7:00 PM	10:00		

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No.	Activity	Start Time	End Time	Duration (hour)	Responsibility	
<b>COLLECTION &amp; RELEASE OF COLLATERAL FROM MARGIN FINANCIERS</b>						
6	Pledging of Eligible securities (through eCDS) in favor of NCC	Monday to Thursday	9:00 AM	6:30 PM	9:30	CM
		Friday	9:00 AM	7:30 PM	10:30	
	Release request of pledge securities (through eCDS)	Monday to Thursday	9:00 AM	6:30 PM	9:30	
		Friday	9:00 AM	7:30 PM	10:30	
<b>UNIQUE IDENTIFICATION NUMBER (UIN)</b>						
7	Addition/Closure Of UIN Including Joint Holder (Note 5)	Monday to Friday	9:00 AM	5:00 PM	8:00	CM
<b>PRE-SETTLEMENT DELIVERY ("PSD") SYSTEM</b>						
8	PSD Transactions - Initiation	Monday to Thursday	9:00 AM	4:30 PM	7:30	CM
		Friday	9:00 AM	5:15 PM	8:15	
	PSD Release Request - Initiation	Monday to Thursday	9:00 AM	4:00 PM	7:00	CM
		Friday	9:00 AM	4:30 PM	7:30	
	PSD Release Approval / Rejection	Monday to Thursday	9:00 AM	5:00 PM	8:00	NCC
		Friday	9:00 AM	5:30 PM	8:30	
<b>UN-LISTED TFC REPORTING SYSTEM</b>						
9	Un-Listed TFC Initiation	Monday to Thursday	9:00 AM	3:00 PM	6:00	CM
		Friday	9:00 AM	4:00 PM	7:00	
	Un-Listed TFC Affirmation / Rejection	Monday to Thursday	9:00 AM	3:15 PM	6:15	
		Friday	9:00 AM	4:15 PM	7:15	

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No.	Activity	Start Time	End Time	Duration (hour)	Responsibility	
<b>OTHER ACTIVITIES</b>						
10	Report Generation (Note 2, 3 & 4)	Monday to Thursday	9:00 AM	6:30 PM	9:30	All
		Friday	9:00 AM	7:00 PM	10:00	
	<b>Midday Procedures</b>					NCC
	<b>- Unblocking of Shares for Clearing Members</b>	Monday to Friday	10:00 AM onwards			
	- 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 CMCs' Money Account on non-delivery during Normal Delivery Timings.</b>	Monday to Thursday	4:20 PM	4:30 PM	0:10	
		Friday	5:20 PM	5:30 PM	0:10	
	<b>- Final unblocking of Shares for CMCs having credit balance after Additional Debits</b>	Monday to Thursday	By 5:25 PM			
		Friday	By 6:25 PM			
	The Company to send instructions to respective Exchanges for squaring-up of failed deliveries, if any	Monday to Friday	By 10:00 AM on next working day			
	Processes for calculation of Exposure Margin & MTM Losses	Monday to Thursday	By 5:00 PM			
		Friday	By 5:45 PM			
	Re-Execution of processes for calculation of Exposure Margin & MTM Losses	Monday to Thursday	By 5:45 PM			
	Friday	By 6:30 PM				
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.	Monday to Thursday	5:15 PM to 6:30 PM				
	Friday	6:00 PM to 6:30 PM				
<b>DEMAND OF EXPOSURE MARGIN &amp; MTM LOSSES OF FIRMS</b>						
11	NBCM to view Demand Notice available in NCSS Reports Menu for Collateral Requirements of NCC	Monday to Thursday	By 5:15:00 PM			NBCM
		Friday	By 6:00:00 PM			

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<b>COLLATERAL MANAGEMENT SYSTEM (CMS) OF FIRMS</b>						
12	<b>Payment of deposit against Exposure / Concentration Margin &amp; MTM Losses:</b>					
	NBCM to Deposit Cash in favor of NCC (Note-6)	Monday to Thursday	9:00 AM	5:45 PM	8:45	NBCM /SB
		Friday	9:00 AM	6:30 PM	9:30	
	NBCM to Pledge Eligible Securities / TFCs through CDS in favor of NCCPL	Monday to Thursday	9:00 AM	5:45 PM	8:45	NBCM
		Friday	9:00 AM	6:30 PM	9:30	
	<b>Company to receive request for release of deposit against Exposure / Concentration Margin &amp; MTM Losses:</b>					
	Withdrawal request of Cash Deposit	Monday to Thursday	9:00 AM	5:45 PM	8:45	NBCM / NCC
		Friday	9:00 AM	6:15 PM	9:15	
	Release request of Pledged Securities / TFCs through CDS	Monday to Thursday	9:00 AM	5:45 PM	8:45	NBCM / NCC
		Friday	9:00 AM	6:15 PM	9:15	
	<b>Company to process request for release of deposit against Exposure / Concentration Margin &amp; MTM Losses:</b>					
	In case of Deposit in Cash - Company to issue credit instructions.	Monday to Thursday	9:00 AM	6:00 PM	9:00	NCC
Friday		9:00 AM	6:30 PM	9:30		
In case of Deposit in Eligible Securities / TFCs -Company to Release securities from pledge account of NCCPL (through CDS)	Monday to Thursday	By 6:00 PM				
	Friday	By 6:30 PM				
<b>PAY AND COLLECT ACTIVITIES FOR TRADE-FOR-TRADE SETTLEMENT (BATS)</b>						
13	Debt Market Cash Collection for Trad-for-Trade Settlement	Monday to Thursday	9:00 AM	12:00 PM	3:00	SB
		Friday	9:00 AM	11:30 AM	2:30	
	Debt Market Cash Payment for Trad-for-Trade Settlement	Monday to Friday	3:30 PM	4:00 PM	0:30	SB
<b>BALANCE ORDER SETTLEMENT ACTIVITIES FOR TRADE-FOR-TRADE SETTLEMENT (BATS)</b>						
14	Balance Order Delivery Transfer through CDS	Monday to Thursday	1:00 PM	2:30 PM	1:30	NCC / CM
		Friday	12:30 PM	2:30 PM	2:00	
<b>PARTIAL SETTLEMENT FOR MONEY AND DELIVERY OBLIGATIONS FOR TRADE-FOR-TRADE SETTLEMENT (BATS)</b>						
15	Clearing Members to send consent through written request, in case of non-payemnt or partial payment	Monday to Thursday	By 12: 30 PM			CM
		Friday	By 12: 00 PM			
	Clearing Members to send consent through written request, in case of non-delivery or partial delivery	Monday to Friday	By 3: 00 PM			CM

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*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 3:00 pm, shall be proceed on same day, However, any request submitted by the BCM after 3:00 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.*