

3 / 7 / 2002**Circular No. (26)****Issued on 4/ 11/ 2002**

Chairman of the Board

Company:

Dear Sir:

Given the observations noticed, with the application of the new listing and delisting rules, as regards brokerage firms when they fill [orders] on account of members of the board of directors of the issuer company, officials and those who, based on their position, have access to inside information, and whereas such firms argue that they did not know the capacity and the position of the client in the issuer company,

Therefore, the company must put down in its sale/ purchase order forms the capacity and the position of the person who issued the order at the company of which the shares are transacted so that proper procedures are taken prior to filling the orders on their account. Companies that receive orders by phone or fax must observe this.

Dr. Ahmed Saad Abd Al-Latif**Head, Market Operations Sector**