

## Transaction Form For Conversion of Unit

TS2 # (for office use only)

**For assistance in filling out this form, speak with our Customer Care Executive at 0800-00026 or sms HELP to 8258.**

You can submit the form at your nearest UBL Fund Managers Investment Center, designated UBL Branches or authorized distributor outlets. You can also courier the form to:  
UBL fund Managers - Operations Office, 4th Floor, STSM Building, Beaumont Road, Civil Lines, Karachi, Pakistan

## General Instructions & Guidelines

1) Fill the form in block letters and in legible handwriting to avoid errors in application processing. 2) Fill the form yourself or get it filled in your presence. Do not sign and/or submit blank forms. 3) If any alteration is made, a countersign is mandatory. 4) Applications incomplete in any respect and/or not accompanied by required documents are liable to be held or rejected until complete requirements are fulfilled. 5) It is the responsibility of the applicant to carefully read and understand the guidelines, instructions provided in this form and the terms/conditions in the offering Document(s) of the Funds/Investment Plan(s). For cut-off timings sms CT to 8258.

## 1 Principal Unit Holder Information (Mandatory)

<b>Customer ID</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> </div>	<b>CNIC Number</b> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 2px;"></div> </div>
<b>Principal Unit Holder's Name (Mr/Ms/Mrs/Messers)</b> _____	

## 2 Joint Unit Holder Information (If Applicable)

1. Name \_\_\_\_\_ 2. Name \_\_\_\_\_

### 3 Transaction Type - Conversion between schemes

From						To		
	Name of Scheme (s) Short Name of Fund/Plan (s)	Type of Units	Perform on (tick one) <input type="radio"/>	Amount (Rs.) <input type="radio"/>	No.of Units <input type="radio"/>	% <input type="radio"/>	Name of Scheme (s) Short Name of Fund/Plan (s)	Type of Units
1		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="checkbox"/> <input type="checkbox"/>
							Front End Load _____ % (One time cost*)	

1. Conversion amount (Rs. / Units) in words \_\_\_\_\_

From						To		
	Name of Scheme (s) Short Name of Fund/Plan (s)	Type of Units	Perform on (tick one) <input type="radio"/>	Amount (Rs.) <input type="radio"/>	No.of Units <input type="radio"/>	% <input type="radio"/>	Name of Scheme (s) Short Name of Fund/Plan (s)	Type of Units
2	_____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				_____	<input type="checkbox"/> <input type="checkbox"/>
							<b>Front End Load</b> _____ % (One time cost*)	

2. Conversion amount (Rs. / Units) in words \_\_\_\_\_

Guidelines & Instructure 1) Conversion can only be made from one fund to another fund and from one plan to another plan. Conversion from a fund to plan (and vice versa) is not allowed. 2) Front-end/Back-end load (charges) will be applicable as per constitutive documents of the Fund(s)/Investment Plan(s). 3) Conversion charges may be applied as per the Constitutive Documents of the Fund(s)/Investment Plan(s). 4) In case the amount available in a fund/plan is less than the requested amount, the entire amount will be converted. 5) In case of conversion between conventional and Islamic investment plans, Insurance/Takeful Coverage (if offered) will be altered accordingly. 6) In case of conversion from an investment plan, Insurance/Takeful Coverage (if offered) may be withdrawn if minimum amount required for coverage in that plan is not met. 7) If physical certificates are held, conversion will only be allowed if original (physical) certificates are surrendered/cancelled.

\*Excluding taxes

Category	Fund Name / CIS	Maximum Front end load
<b>Money Market</b> <i>Risk Profile: Very Low</i> <i>Risk of Principal Erosion: Very low risk</i>	UBL Liquidity Plus Fund UBL Money Market Fund UBL Cash Fund*	Nil 1% Nil
<b>Shariah Compliant Money Market</b> <i>Risk Profile: Very Low</i> <i>Risk of Principal Erosion: Very low risk</i>	Al-Ameen Islamic Cash Fund	Nil
<b>Capital Protected (Non Equity)</b> <i>Risk Profile Low</i> <i>Risk of Principal Erosion: Low risk</i>	UBL Special Savings Fund Plan* Name _____ UBL Special Savings Fund - II Plan* Name _____	Upto 2% Nil
<b>Shariah Compliant Capital Protected (Non Equity)</b> <i>Risk Profile: Low</i> <i>Risk of Principal Erosion: Low risk</i>	Al-Ameen Islamic Special Savings Fund* Plan Name _____	Nil
<b>Income</b> <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	UBL Income Opportunity Fund UBL Government Securities Fund	1.5% 1%
<b>Aggressive Income</b> <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	UBL Growth and Income Fund	1.5%
<b>Asset Allocation</b> <i>Risk Profile Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	UBL Asset Allocation Fund	1.5%
<b>Shariah Compliant Income</b> <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	Al-Ameen Islamic Sovereign Fund	1%
<b>Shariah Compliant Aggressive Income</b> <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	Al-Ameen Islamic Aggressive Income Fund	Upto 1%
<b>Shariah Compliant Asset Allocation</b> <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	Al-Ameen Islamic Asset Allocation Fund	3%
<b>Equity</b> <i>Risk Profile: High</i> <i>Risk of Principal Erosion: High risk</i>	UBL Stock Advantage Fund UBL Financial Sector Fund	2.5% 3%
<b>Shariah Complaint Equity</b> <i>Risk Profile: High</i> <i>Risk of Principal Erosion: High risk</i>	Al-Ameen Shariah Stock Fund Al-Ameen Islamic Energy Fund	2.5% 3%

\*Backend/contingent load applies where applicable .Please refer to OD of the fund/plan for details

The unit holders Have the right to obtain a refund of their first time investment (cooling-off-right) in a particular Collection Investment scheme. The cooling-off right shall be available to the individual unit holders only. The cooling-off period shall comprise of three business days commencing from the date of issuance of investment report (transaction statement) to the holder. The cooling-off right shall be exercised by the unit holder upon written request to the AMC. The investment amount is being refunded at the applicable NAV on the date the cooling-off right is exercised which shall be paid to the holder either in six business days of receipt of written request from the unit holder. The AMC also refund any sales load paid the unit holder. However, contingent load (back end load) shall be payable by the unit holder where applicable.

I/We hereby acknowledge having read and understood the Consolidated Offering Document(s) of the Fund(s)/Plan(s) and agree to abide by the terms, conditions, rules, and regulations applicable on the Fund(s) and Plan(s). I/We hereby confirm that I/We have received and read the latest Fund Manager Report and/or Fact Sheet of the relevant fund. I/We understand that investments in mutual funds are subject to market risks and fund prices may go up or down based market conditions. I/We understand that past performance is not necessarily an indicator of future results and there is no fixed or guaranteed return. I/We declare that the amount so invested is legitimate and not generated from money laundering activities. I/We hereby also acknowledge that I/We have reviewed and understood the Total Expense Ratio, Management Fee, Selling & Marketing expenses, Front-end, Back-end and Contingent Load percentages including taxes of the Scheme as disclosed on the UBL Fund Managers website link <https://www.ublfunds.com.pk/individual/resources-tools/-fund-performance-tools/latest-fund-prices>

For Al-Ameen Islamic Special Savings Plan-II Only:

I/We confirm that I/We have understood the details mentioned below at the time of investment:

- Back End Load (Deferred Sales Load) referred as Exit Charges to be deducted including taxes upon redemption of units before completion of twenty-four (24) months from commencement of Life of the Plan (excluding units redeemed during Subscription Period & Cash Dividend) For information regarding the investment policy of the respective allocation plan, please refer to the Annexure 'B' of the offering document & thereto supplemental of ' Al-Ameen Islamic Special Savings Plan-II ' maximum % of Back-end load 1.50% during 1st year, 1.00% during 2nd year, NIL after 2nd year

Profit Re-Investment Disclaimer:

- I/we hereby authorize UBL Fund Managers through this one time standing instruction to re-invest the profit/cash dividend (net of any applicable taxes) as and when disbursed for Al-Ameen Islamic Special Savings Plan-II (AISSP-II) in \_\_\_\_\_ (Name of Fund) managed by UBL Fund Managers.

- I/We hereby also confirm to inform UBL Fund Managers (in writing) in specified format in case of any change in this standing instruction.

Date

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(DD - MM - YYYY)

Signature: Principal Unitholder

Joint Unit Holder'(s) Signature(s)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

#### For Office Use Only

Distributor \_\_\_\_\_

Name of Agent \_\_\_\_\_ Sub-Agent \_\_\_\_\_

Reference/Agent No. \_\_\_\_\_ IC / Location \_\_\_\_\_

Remarks \_\_\_\_\_