

Transaction Form For Conversion of Unit



TS2 # (for office use only)

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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 and Instructions provided in this form and the terms and conditions in the Offering Document(s) of the relevant schemes prior to submitting the form. 6) Please obtain acknowledgement receipt against your payment. Application will be processed as per cut-off timings for the Fund(s) / Plan(s). For cut-off timings sms CT to 8258.

1 Principal Unit Holder Information (Mandatory)

Customer ID	CNIC Number																											
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Principal Unit Holder's Name (Mr/Ms/Mrs/Messrs) _____																												

2 Joint Unit Holder Information (If Applicable)

1. Name _____ 2. Name _____

3 Transaction Type - Conversion between schemes

	From				To																															
	Name of Scheme (s) <small>Short Name of Fund/Plan (s)</small>	Type of Units	Perform on (tick one) <input type="radio"/> Amount (Rs.) <input type="radio"/> No. of Units <input type="radio"/> %		Name of Scheme (s) <small>Short Name of Fund/Plan (s)</small>	Type of Units																														
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1. Conversion amount (Rs. / Units) in words _____																																				
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2. Conversion amount (Rs. / Units) in words _____																																				

Guidelines & Instructions 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/Takaful Coverage (if offered) will be altered accordingly. 6) In case of conversion from an investment plan, Insurance/Takaful 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.

4 Cooling-off Right

The unit holders have the right to obtain a refund of their first time investment (cooling-off right) in a particular Collective 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 unit 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 unit holder within six business days of receipt of written request from the unit holder. The AMC shall also refund any sales load paid by the unit holder. However, contingent load (Back end load) shall be payable by the unit holder where applicable.

For UBL Special Savings Plan-VI Only:

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

- Back End Load (Deferred Sales Load) & Contingent Load (both 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)
- The amount of conversion(s) is net of CGT.

For information regarding the investment policy of the respective allocation plan, please refer to the Annexure 'B' of the offering document & thereto supplementals of 'UBL Special Savings Fund'

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 UBL Special Savings Plan-VI (USSP-VI) 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 - -
(DD - MM - YYYY)

Principle Unit Holder's Signature

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 _____