

Account Update Form For UBL Retirement Savings Fund



□□ - □□ - □□□□
Date (dd - mm - yy)

General Instructions

1. This form is for use by participants to update the information related to their Retirement Savings account with UBL Fund Managers. Any changes highlighted in this form will permanently override any previous information held in the company records.
2. Fill the form in block letters and in legible handwriting to avoid errors in application processing. If any alteration is made, a countersign is mandatory
3. Please tick the appropriate box where applicable, incase any field is not relevant, please mark 'N/A' (Not Applicable). Strike out sections that you intend to leave blank
4. Incase this form is incomplete or not duly filled and there is any discrepancy, the entire form or the particular section(s) may not be processed.
5. It is the responsibility of the Participants to carefully read and understand the guidelines and instructions provided in this form before submission
6. Applications complete in all respects and carrying necessary documentary attachments should be submitted at UBL Fund Managers' Investment Centers, designated UBL Branches, distributor outlets, or at UBL Fund Managers - Operations Office: 4th Floor, STSM Building, Beaumont Road, Civil Lines, Karachi, Pakistan. A complete list of Investment Centers, UBL Branches and distributor outlets is available on www.UBLFunds.com. To find an Investment Center near you, SMS 'IC' to 8258
7. For assistance in filling this form call our nationwide help line at 0800-00026

1 Participant Information

Name (Mr/Ms/Mrs.) _____ Customer ID □□□□□□□□ - □□

2 Change of Participant Details

CNIC/NICOP No. □□□□□□ - □□□□□□ - □□ CNIC Expiry Date □□ - □□ - □□□□ (dd - mm - yyyy) NTN No. □□□□□□□□

Residential Status Resident Non-Resident Passport No. _____ Nationality _____
(Incase of Non-Resident Pakistani)

Occupation Service Self-employed Other _____ Employer/Business Name _____
(Please specify)

Employer/Business Address _____

3 Change of Mailing Address / Contact Details

New Mailing Address _____

City _____ Country _____ E-mail* _____

Residential Phone _____ Office Phone _____ Mobile _____

Correspondence to be sent to Residential Address Employer/Business Address

4 Apply / Withdraw Hold Mail Instructions

I would like to (tick one) Apply for the 'Hold Mail' facility
 Withdraw my current 'Hold Mail' facility

5 Change of Zakat Status

I would like to change my Zakat Status as follows (tick one) Applicable
 Not Applicable (Attach zakat declaration form)

Disclaimer: Make sure that provided email address is correct, active and pertinent (i.e email account being operated by you) as the same email address may be used by UBL Funds to contact you for update investment information and VAS (value added services). This email address may also be used to access your investment information and execute transaction including redemption, conversion & update profile infoaion etc.UBL Funds will not be held responsible for any potential misuse of the email.

6

Change of Retirement Age

Please specify expected retirement age _____ or expected date of retirement -------
(dd - mm - yyyy)

Note: Expected retirement age can be between 60 to 70 years or 25 years since the age of first contribution to a pension fund, whichever is earlier. In case no written intimation is received till the date of your retirement, your VPS allocation will automatically be changed to 'Lower Volatility' at the date of retirement in accordance with the VPS Rules, 2005.

7

Change of Bank Account Details

Bank Account No. _____ Bank Account Title _____ Bank Name _____
Branch Name & Code _____ Bank Address & Phone _____

8

Change of Allocation Scheme Details

Please select (any one) of the Allocation Schemes given below and specify the percentage (%) in the respective sub-funds. Please ensure that the percentage total adds up to 100%.

	Allocation Scheme (tick one)	Equity Sub-Fund	Debt Sub-Fund	Money Market Sub-Fund	Commodity Sub-Fund	Total
1	High Volatility <input type="checkbox"/>	Allocation _____% (Minimum Allocation: 40%)	Allocation _____% (Minimum Allocation: 20%)	Nil or Allocation 0%	Allocation _____% (Maximum Allocation: 25%)	100%
2	Medium Volatility <input type="checkbox"/>	Allocation _____% (Minimum Allocation: 20%)	Allocation _____% (Minimum Allocation: 40%)	Allocation _____% (Minimum Allocation: 10%)	Allocation _____% (Maximum Allocation: 15%)	100%
3	Low Volatility <input type="checkbox"/>	Allocation _____% (Minimum Allocation: 5%)	Allocation _____% (Minimum Allocation: 60%)	Allocation _____% (Minimum Allocation: 15%)	Allocation _____% (Maximum Allocation: 5%)	100%
4	Lower Volatility <input type="checkbox"/>	Nil or Allocation 0%	Allocation _____% (Minimum Allocation: 40%)	Allocation _____% (Minimum Allocation: 40%)	Nil or Allocation 0%	100%
5	Customized Allocation Scheme <input type="checkbox"/>	Allocation _____% (Minimum Allocation: 0-100%)	Allocation _____% (Minimum Allocation: 0-100%)	Allocation _____% (Minimum Allocation: 0-100%)	Allocation _____% (Minimum Allocation: 0-100%)	100%
6	Lifecycle Allocation <input type="checkbox"/>	Starting with a higher equity investment allocation for an individual aged 18 years, the equity allocation is gradually reduced and transferred to Debt and Money Market Funds as an individual reaches the age of 60 years.				
	Age: 18 - 30 years	Allocation 75%	Allocation 20%	Allocation 5%	n/a	100%
	Age: 31 - 40 years	Allocation 70%	Allocation 25%	Allocation 5%	n/a	100%
	Age: 41 - 50 years	Allocation 60%	Allocation 30%	Allocation 10%	n/a	100%
	Age: 51 - 60 years	Allocation 50%	Allocation 30%	Allocation 20%	n/a	100%
	Age: 60 years and above	No or Allocation 0%	Allocation 50%	Allocation 50%	n/a	100%

Note:

- Allocation Scheme can be changed twice in a financial year subject to the terms and conditions specified in the Offering Document of the Fund
- If an Allocation Scheme is not selected, the participant's contribution would be allocated in the Default Allocation Scheme, i.e. Lifecycle Allocation Scheme, until such time the participant selects an Allocation Scheme
- If sub-fund percentages are not specified within the selected Allocation Scheme, the Pension Fund Manager shall take minimum allocation in the participant's selected Allocation Scheme, while the remaining 15-20% (as the case may be) shall be allocated by the Pension Fund Manager at its discretion

