

Employer /Third Party Contributor Form

For Al-Ameen Islamic Retirement Savings Fund



For assistance in filling out this form, speak with our customer care executive at 0800-00026 or sms HELP to 8258. Please Save 0340-8253863 in your smartphone to avail Smart Whatsapp self-services, type HI and send.

You can submit the form to 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) This form is for use by employers and third party contributors who want to make contributions toward employees/participants' retirement account with UBL Fund Managers.
- 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) Fill the form yourself or get it filled in your presence. Do not sign and/or submit blank forms.
- 4) Please tick in the appropriate box wherever applicable, in case any field is not relevant, please mark 'N/A' (Not Applicable).
- 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, especially risk disclosure, disclaimer, warning statement, investment objective in the Offering Document of UBL Retirement Savings Fund (URSF).
- 6) Applications incomplete in any respect and/or not accompanied by required documents are liable to be held or rejected until complete requirements are fulfilled.
- 7) 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.
- 8) For assistance in filling this form or information about our products and services call our nationwide help line at 0800-00026

1 Employer / Corporate Contributor Details

Company Name _____ Company Registration No. _____

Registered Address _____ NTN No. _____

Office Phone _____ Fax No. _____ Company Website _____

Industry category ☐ Commercial Bank ☐ Government ☐ Education ☐ Insurance ☐ FMCG ☐ Other _____

Total Number of Employees _____ Total Number of Employees joining UBL Retirement Savings Fund _____

Primary Contact Person Name _____ Designation _____

Contact Number _____ Email _____

Alternate Contact Person Name _____ Designation _____

Contact Number _____ Email _____

Declaration & Signature(s)

I/We hereby acknowledge that I/We have fully understood all the notes; and the provisions of the trust Deed and Offering Document of the Fund along with details of Sales Load to be deducted (if any) including taxes. Further, I/We hereby ratify that the information provided in this form is correct. I/We understand that I/we shall have no claim/entitlement to the contributions made on behalf of the Individual Pension Fund Account Holders. I/we agree to update UBL Fund Managers on any changes in contribution amount or any addition and deletion in employees participating in Al Ameen Islamic Retirement savings Fund within seven (7) days of such change or with the subsequent contribution payment. I/We will not hold UBL Fund Managers responsible due to any delay in notifying any changes. I/We agree to update UBL Fund Managers on any changes in particulars/circumstances including change in primary contact person or person dealing with contribution payments or any authorized signatories details one timely basis

I acknowledge that I have read the Key Fact Statement at the time of investment, and I have read and understood the terms and conditions to the best of my knowledge and have retained copy of the same.

Authorized Signature _____

Date

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 (dd - mm - yy)

Authorized Signature _____

Authorized Signature _____

Authorized Signature _____

Note: Official company stamp is required

2 Contribution Details (Employer/Corporate)

Frequency Of Regular Contribution ☐ Monthly ☐ Quarterly ☐ Semi Annually ☐ Annually

Employer's Total Contribution (Rs.) _____ Employee's Total Contribution (Rs.) _____

If any other arrangement please specify _____

Preferred Mode of Payment ☐ Cheque ☐ Pay Order ☐ Demand Draft ☐ Online Account Transfer

(Drawn On) Bank Name _____ Branch Name & Code _____

Note:

- 1) For each participant attach a sheet with the following details in the format given below.
- 2) This format should be used for both initial and regular contributions.
- 3) Please update UBL Fund Managers on any changes in contribution amount or any additions and deletions in employees participating in UBL Retirement Savings Fund within seven (7) days of such change or with the subsequent contribution payment.
- 4) Please update UBL Fund Managers on any changes in particulars/circumstances including changes in primary contact person or person dealing with contribution payments or any authorized signatories details on a timely basis.
- 5) For new induction, please also attach duly filled registration form for each participant.

Serial No.	Participant Name	CNIC #	Name of Pension Fund	Contribution Amount (Rs.)	Contribution Amount Breakup	
					Employer	Employee

	Mode of Payment	Instrument No.	(Drawn on) Bank Name	Branch Name & Code
1	<input type="checkbox"/> Cheque <input type="checkbox"/> Pay Order <input type="checkbox"/> Demand Draft <input type="checkbox"/> Online Transfer			
2	<input type="checkbox"/> Cheque <input type="checkbox"/> Pay Order <input type="checkbox"/> Demand Draft <input type="checkbox"/> Online Transfer			

I, (the participant), hereby authorize third party contributor (mentioned above) to make contributions in my individual Pension Fund Account on my behalf.

Declaration & Signature(s)

Date --

(dd-mm-yy)

Instructions & Guidelines

- 1) Cash will not be accepted.
- 2) Payment can be made in the form of cheque, demand draft, pay order or online account transfer.
- 3) Payment shall be made in favor of 'CDC Trustee Al Ameen Islamic Retirement Savings Fund' and crossed "Account Payee" only
- 4) Front-end fee(sales load) shall be applied to all contributions to individual pension accounts as per the Offering Document of the Fund. However no Front-end Load shall be charged to such participants who transfer their individual pension accounts, partially or wholly, maintained with another pension fund managers, to ot transfer from pension policies approved by the Commission under Section 63 of the Income Tax Ordinance, 2001 and issued by Life Insurance Companies before June 30, 2005.
- 5) Minimum contribution amount as per details provided in the Offering Document of the Fund.
- 6) It should be responsibility of the applicant to pay all charges and taxes in relation to the units purchased by him/her
- 7) Application will be processed as per cut-off timings for the Fund.
- 8) In case of partnership firm, application shall be made in the name id partner(s)

Document Checklist

<input type="checkbox"/> Memorandum and Articles of Association/Bye Laws/ Trust Deed	<input type="checkbox"/> Power of Attorney & Board Resolution (Certified True copy) authorizing contribution in UBL Retirement Savings Fund
<input type="checkbox"/> Copy of CNIC of the signatories & of primary contact dealing with contribution payments	<input type="checkbox"/> List of authorized signatories with specimen signatures
<input type="checkbox"/> Dully filled Registration Forms for each employee participating in UBL Retirement Savings Fund (incase of 'Employer Contributor')	

For Office Use Only

Processing Checklist

<input type="checkbox"/> Customer ID	<input type="checkbox"/> Title	<input type="checkbox"/> Fund Plan / Product Name	<input type="checkbox"/> Amount (in figure and in word)
<input type="checkbox"/> TS2 Number	<input type="checkbox"/> Time stamp (affixed)	<input type="checkbox"/> Document (as per compliance guidelines)	<input type="checkbox"/> Signature of investor
<input type="checkbox"/> Payment Instrument	<input type="checkbox"/> CMT / Slip / CMT Number		