

Transaction Form For Conversion of Units (Mutual Funds)

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. Please save 021-111-825-262 in your smart-phone to avail smart Whatsapp self service. type HI and send. Please fill this form with Blue pen.
 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)

Customer ID	CNIC Number
<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> - <input style="width: 15px; height: 15px;" type="text"/>	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> - <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>
Principal Unit Holder's Name (Mr/Ms/Mrs/Messers) _____	

2 Joint Unit Holder Information (If Applicable)

1. Name _____	2. Name _____
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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) 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	Front End Load <small>(One time cost*)</small> _____ %
1	_____	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	_____	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	

1. Conversion amount (Rs. / Units) in words _____

Note: In case of Conversion To UBL Fixed Return Plans, Maturity instructions on next page are mandatory

	From				To	
	Name of Scheme (s) <small>Short Name of Fund/Plan (s)</small>	Type of Units	Perform on (tick one) 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	Front End Load <small>(One time cost*)</small> _____ %
2	_____	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	_____	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	

2. Conversion amount (Rs. / Units) in words _____

Note: In case of Conversion To UBL Fixed Return Plans, Maturity instructions on next page are mandatory

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

Scheme Category	Fund Name / CIS	Maximum Front End Load
Money Market <i>Risk Profile: Very low risk</i> <i>Risk of Principal Erosion: Very low risk</i>	UBL Liquidity Plus Fund UBL Cash Fund*	Nil Nil
Money Market <i>Risk Profile: Low</i> <i>Risk of Principal Erosion: low risk</i>	UBL Money Market Fund	1%
Shariah Compliant Money Market <i>Risk Profile: Low</i> <i>Risk of Principal Erosion: low risk</i>	Al-Ameen Islamic Cash Fund	Nil
Capital Protected (Non Equity) <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 _____	Up to 2% Up to 1.5%
Shariah Compliant Capital Protected (Non Equity) <i>Risk Profile: Low</i> <i>Risk of Principal Erosion: Low risk</i>	Al-Ameen Islamic Special Savings Fund* Plan Name _____	Nil
Income <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	UBL Income Opportunity Fund UBL Government Securities Fund	1.5% 1%
Aggressive Income <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	UBL Growth and Income Fund	1.5%
Fixed Return <i>Risk Profile Low</i> <i>Risk of Principal Erosion: Low</i>	<p>Note: At the time of investment, Unit Holder is required to provide maturity instructions in the form of either getting amount at maturity or transfer to UBL Money Market Fund (without any Front End load).</p> UBL Fixed Return Plan-1(a)* Instruction to convert amount (net-off tax) into UBL Money Market Fund (without load) on maturity by default. Yes <input type="checkbox"/> No <input type="checkbox"/>	Nil
	UBL Fixed Return Plan-_____ Instruction to convert amount (net-off tax) into UBL Money Market Fund (without load) on maturity by default. Yes <input type="checkbox"/> No <input type="checkbox"/>	Nil
Asset Allocation <i>Risk Profile Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	UBL Asset Allocation Fund	1.5%
Shariah Compliant Income <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	Al-Ameen Islamic Sovereign Fund	1%
Shariah Compliant Aggressive Income <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	Al-Ameen Islamic Aggressive Income Fund	Up to 1%
Shariah Compliant Asset Allocation <i>Risk Profile: Medium</i> <i>Risk of Principal Erosion: Medium risk</i>	Al-Ameen Islamic Asset Allocation Fund	3%

Equity <i>Risk Profile: High</i> <i>Risk of Principal Erosion: High risk</i>	UBL Stock Advantage Fund UBL Financial Sector Fund	2.5% 3%
Shariah Complaint Equity <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

6 Declaration & Signature(s)

I/We, hereby authorize UBL Funds to share profile information with any third party(ies) for due diligence, Mobile CNIC pairing verification and for improvement in customer services. I/We hereby acknowledge having read and understood the Consolidated Offering Document(s) as amended from time to time, latest Fund Manager Report and/or Fact Sheet of the relevant CIS(s)/VPS(s)/Plan(s). I declare that I am the Ultimate Beneficial Owner of the amount invested and the funds are legitimate and not generated from Money Laundering Activities. I/We am/are fully informed and understand that investment in units of CIS(s)/VPS(s)/Plan(s) are not bank deposit, not guaranteed and not issued by any person. Shareholder of UBL Funds are not responsible for any loss to investor resulting from the operations of any CIS(s)/VPS(s)/Plan(s) launched by UBL Funds unless otherwise mentioned. Under the Cooling-off Right Investor can claim, first time investment in a CIS(s)/Plan(s)/VPS(s), through a written request at the applicable NAV on the date of the application within three business days of the said investment.

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 '

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.

For UBL Special Savings Plan-IX Only:

I/We confirm that I/We have understood the details mentioned below at the time of investments.

- Back-end load referred to as Exit Charges to be deducted including taxes upon redemption of units before completion of twelve (12) months from commencement of Life of the Plan (excluding units redeemed during Subscription Period & Cash Dividends)

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

Profit Re-Investment Disclaimer:

- I/We hereby authorize UBL Funds Managers through this one time standing instructions to re-invest the profit/cash dividend (net of any applicable taxes) as and when disbursed for UBL Special Savings Plan – IX (USSP-IX) in _____(Name of Fund) managed by UBL Fund Managers.

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

Use of name and logo of UBL Bank / UBL Ameen as given above does not mean that it is responsible for the liabilities/obligations of UBL Fund Managers & Al-Ameen Funds or any investment scheme managed by it.

Date

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(DD - MM - YYYY)

1. _____ 2. _____ 3. _____

Signature: Principal Unit holder

Joint Unit Holder'(s) Signature(s)

For Office Use Only

Distributor _____

Name of Agent _____ Sub-Agent _____

Refrence/Agent No. _____ IC / Location _____

Remarks _____