

# Service Request / Update Form

Customer ID

(For Office Use)



**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 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.

## Unit Holder Details

Name (Mr/Mrs/Ms) \_\_\_\_\_

Investment in \_\_\_\_\_

CNIC  -  -  The changes shall apply on CNIC level of Principal Unit holder in all accounts:  Yes  No

### Request change in

Mailing Address / Contact Details  Joint Applicant Details  Account Operation Instructions  Bank Account Details (For UBL Account Holders)   
Contact Instructions  Zakat Status  Payment Instructions  Systematic Investment Plan

## Mailing Address/Contact Details

Street Address: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_

Tel (Res): \_\_\_\_\_ Tel (Office): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

## Contact Instructions

Would you like to receive SMS alerts? Yes  No

All dividend / redemption payments should be mailed to my:

Street Address  Mailing Address  Hold Mail (will collect payment by hand)  Transfer (For UBL Account Holders Only)

I would like to receive the following documents through specified method:

	Account Statement	Fund Managers Report (Monthly)	Financial Statements	Subscribe to Fund prices
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Physical Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I do not wish to receive any correspondence through mail

## Contact Instructions

Name of Joint Applicant:

Specimen Signature

1. Mr/Mrs/Ms: \_\_\_\_\_ CNIC  -  -  \_\_\_\_\_

2. Mr/Mrs/Ms: \_\_\_\_\_ CNIC  -  -  \_\_\_\_\_

3. Mr/Mrs/Ms: \_\_\_\_\_ CNIC  -  -  \_\_\_\_\_

## Change in Zakat Status

Zakat exempt Yes  No  (If yes please provide Affidavit)

## Change in Account Operating Instructions:

First name joint holder only  All joint holders  Either or survivor  Others (Please Specify): \_\_\_\_\_

## Change in Payment Instructions:

Investment / Redemption and payment details:

I would like to receive my profit: Monthly  Quarterly  Semi Annually  Yearly  Automatic Re-investment

Change in mode of redemption / Payment: Cheque  Pay order  Demand Draft  Transfer (For UBL Account Holders Only)

Bank Account No: \_\_\_\_\_ Bank Name & Branch Code: \_\_\_\_\_

Bank Address: \_\_\_\_\_ Bank Tel No: \_\_\_\_\_

## Systematic Investment Plan

Frequency Monthly  Quarterly  Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Debit Authority 1. Through Post dated Cheques

Cheque submission date \_\_\_\_\_

2. In favor of Fund-(Standing instructions to Bank)

3. In favor of Fund-(Standing instructions to HR)

**Instructions:**

**In option 1**, you will have to submit 4 or 12 Post dated Cheques at the time of investment for a year if you tick the frequency as quarterly or monthly respectively

**In option 2**, you have to give standing instructions to your bank to debit the above mentioned amount from your account in favor of Fund

**In option 3**, you have to give standing instructions to the Human Resource (HR) Manager of your company to debit the above mentioned amount directly from your salary and credit in favor of Fund.(If arrangement has been made with UBLFM)

## Change in Maturity Instructions for Fixed Return Plans

**UBL Fixed Return Plan- \_\_\_\_\_**

Roll-over\*\*:  Yes  No **If No:**  UBL Money Market Fund (without load)  Transfer to Bank A/C

\*\*Roll-over will be made in Plan of same duration. The terms & conditions including fixed rate of return may vary for rolled over plans depending upon market conditions on the date of roll-over and will be published on website. In case of no instruction or no same duration plan being offered at maturity, the maturity proceeds (net-off tax) will be transferred to your registered Bank Account.

**Al-Ameen Islamic Fixed Return Plan- \_\_\_\_\_**

Roll-over\*\*:  Yes  No **If No:**  Al-Ameen Islamic Cash Fund (without load)  Transfer to Bank A/C

\*\*Roll-over will be made in Plan of same duration. The terms & conditions including fixed rate of return may vary for rolled over plans depending upon market conditions on the date of roll-over and will be published on website. In case of no instruction or no same duration plan being offered at maturity, the maturity proceeds (net-off tax) will be transferred to your registered Bank Account.

## Declaration

I / we confirm that I / we are the bonafide unit holders of the fund being managed by UBL Fund Managers Limited as mentioned above in the 'unit holder details' section of the form. I /we further confirm that we authorize UBL Fund Managers Limited to make the above changes to our account details as stated and to complete all the necessary alterations pertaining to the account.

Applicant Signature \_\_\_\_\_

Joint Applicant Signature \_\_\_\_\_