

Information about the Principal Account Holder (Please use BLOCK LETTERS)

Name: Mr./ Mrs./ Ms./ M/s.	Reg No.
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Details of Certificate(s)

Please note that Transfer/ Conversion cannot be made unless original certificate(s) are surrendered or units have been withdrawn from Central Depository System.

Certificate(s) Issued Yes No If yes, than certificate(s) surrendered Yes No

Distinctive number of Certificate(s) surrendered

Units held in CDS Yes No If yes, than CDS statement attached Yes No

Detail of Conversion

Name of Fund	Redemption	Investment
	Entire <input type="checkbox"/> or Rs. _____	Entire <input type="checkbox"/> or Rs. _____
	Entire <input type="checkbox"/> or Rs. _____	Entire <input type="checkbox"/> or Rs. _____
	Entire <input type="checkbox"/> or Rs. _____	Entire <input type="checkbox"/> or Rs. _____
	Entire <input type="checkbox"/> or Rs. _____	Entire <input type="checkbox"/> or Rs. _____
	Entire <input type="checkbox"/> or Rs. _____	Entire <input type="checkbox"/> or Rs. _____
	Entire <input type="checkbox"/> or Rs. _____	Entire <input type="checkbox"/> or Rs. _____

Declaration

I/ we hereby acknowledge having read and understood the relevant Trust Deed(s), Offering Document(s) and guidelines (on the back of this Form) that govern this transaction and further acknowledge having understood the risks involved and I/ we agree to abide by the terms and conditions therein.

Signature of applicant(s) (with Rubber Stamp in case of Institutional Client)

Detail of Transfer

Name of Transferee	Reg. No.	Name of Fund	Units

Declaration

I/ we hereby acknowledge having read and understood the relevant Trust Deed(s), Offering Document(s) and guidelines (on the back of this Form) that governs this transaction and further acknowledge having understood the risks involved and I/ we agree to abide by the terms and conditions therein. I/ we the undersigned being the holder(s) of the mentioned Units, apply for transfer of Units as indicated above to the above named Transferee(s) to hold subject to the same conditions on which I/ we hold them at this date.

Signature of transferor(s) (with Rubber Stamp in case of Institutional Client)

I/ we hereby acknowledge having read and understood the relevant Trust Deed(s), Offering Document(s) and guidelines (on the back of this Form) that governs this transaction and further acknowledge having understood the risks involved and I/ we agree to abide by the terms and conditions therein. I/ we the said Transferee(s) do hereby agree to accept and take the said Units subject to the same condition on which they were held by the said Transferor(s).

Signature of transferee(s) (with Rubber Stamp in case of Institutional Client)

For Official use only

Distributor									
D	D	M	M	Y	Y	H	H	M	M
Form Received on Date/ Time									
Code					Remarks				
No of Certificates attached			Total No. of Units of attached Certificates			Authorised Person's Name		Signature & Stamp	

Registrar									
D	D	M	M	Y	Y	H	H	M	M
Form Received on Date/ Time									
Form & Attachment Verified by					Data Input by		Data Verified by		Remarks

Guidelines for filling out KASB Funds Limited Conversion/Transfer Form – KFL 04

This form is common for all categories of investors. Make sure that you have read the relevant Trust Deed(s) and Offering Document(s) before filling this form.

Information about the Principal Account Holder

- i) The Name of the Principal Account Holder goes under this section.
- ii) In case of an Application form being filled by the guardian, on behalf of a minor(s), the name of the minor(s) as well as of the guardian should be written clearly on the Form and the guardian's signature should be recorded in the specified section.

Detail of Certificates

- iii) Conversion and Transfer cannot be made unless original certificate(s) are surrendered or Units are withdrawn from Central Depository System.
- iv) The Account Holder needs to specify whether he/ she has taken physical possession of the certificate(s) against Units requested for conversion/ transfer.
- v) If the Account Holder ticks in the "Yes" option, he/ she need to disclose the distinctive certificate(s) number surrendered.
- vi) In case the Units are lying in an account with Central Depository System, the Account Holder is required to submit the copies of the print-out of the posting of redemption request in Central Depository System.

Details of Conversion

- vii) The Unit Holder(s) can request for the Conversion of Unit(s) from one or more Fund(s) to another Fund(s) under the Management of KASB Funds Limited.
- viii) The Account Holder needs to specify the name of the Fund(s) he/ she wishes to Redeem from, along with the detail of amount to be redeemed.
- ix) The Account Holder also needs to specify the name of the Fund(s) he/ she wishes to Invest in, along with the amount to be invested.
- x) There is an option of 'Entire' if the Account Holder wishes to redeem/ invest the entire amount in any other Fund under the management of KASB Funds Limited.

Details of Transfer

- xi) The Unit Holder(s) can request for the Transfer of Unit(s) in the name of Transferee(s) subject to the same conditions in which they hold them
- xii) If the Account Holder wishes to transfer the Units, both the transferor (along with Joint Holder(s), if any) and the transferee (along with Joint Holder(s), if any) would need to sign in the assigned sections.
- xiii) In case the transferee is not a registered Unit Holder then a **Registration Form KFL-01** is to be filled and attached together with the relevant documents.

Declaration

- xiv) For the purpose of operating joint accounts please make sure the Joint Holder(s) sign this Form as per the options selected in **Registration Form KFL-01**.
- xv) In case of institutions this section shall be used for authorised signatories and rubber stamp should be fixed for each signatory of the institution.
- xvi) In case the Account Holder is illiterate and cannot sign, then he/ she must be required to submit a clear copy of CNIC with his/ her thumb impression on it and same would be affixed in the form as well. The form should be authenticated by his/ her banker.
- xvii) In case redemption arising from conversion/ transfer, the amount indicated is the net amount of redemption after adjusting the back end load if any.
- xviii) It is the responsibility of the applicant to pay all stamp duties, taxes and processing charges in relation to this transaction.
- xix) If an acknowledgement of the investment is not received within 10 working days, the investor should contact KASB Funds Limited.
- xx) The Registrar will send directly to each Account Holder, an account statement upon every transaction in the account.

For further information or any other queries you are requested to contact our representatives.

KASB FUNDS LIMITED.

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I. I. Chundrigar Road,

Karachi-74200,

Pakistan.

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Email: funds@kasb.com

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