

M I N F O R M A T I O N A B O U T T H E P R I N C I P A L A C C O U N T H O L D E R	Information about the Principal Account Holder (Please use BLOCK LETTERS)					
	Name: Mr./ Mrs./ Ms./ M/s.		Reg No.			
	(In case of initial investment please write the registration form number)					
	<input type="checkbox"/> Issue of Certificate(s) (Please issue certificate(s) as per the below details)					
	Name of Fund		Units	No. of Certificate(s)	Denomination	
	<input type="checkbox"/> Certificate(s) Processing Options					
<input type="checkbox"/> Cancellation of Certificate(s) (Please cancel the attached certificate(s) and issue statements in future.)						
<input type="checkbox"/> Mutilated or Defaced Certificate(s)		<input type="checkbox"/> Please issue new certificate(s) against the attached mutilated/ defaced certificate(s).				
		<input type="checkbox"/> Please cancel the attached mutilated/ defaced certificate(s).				
<input type="checkbox"/> Lost/ Stolen/ Destroyed Certificate(s)		<input type="checkbox"/> Please issue new certificate(s) against lost/ stolen/ destroyed certificates, as per the details below.				
		<input type="checkbox"/> Please cancel the lost/ stolen/ destroyed certificate(s) as per the details below.				
Name of Fund		Distinctive Certificate Numbers		Denomination		
<input type="checkbox"/> Splitting of Certificate(s) (Please issue new certificate(s) as per the details below against the certificate(s) surrendered.)						
<input type="checkbox"/> Consolidation of Certificate(s) (Please issue new certificate(s) as per the details below against the certificate(s) surrendered.)						
Name of Fund		Surrendered Certificate(s)		New Certificate(s)		
		Distinctive Certificate Numbers	Denomination	No. of Certificate(s)	Denomination	
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. I/ we agree to abide by the terms and conditions therein.						
Signature of applicant(s) (with Rubber Stamp in case of Institutional Client)						
For Official use only						
Distributor						
Form Received on Date /Time		Code	Remarks			
No of Certificates attached		Total No. of Units of attached Certificates		Authorized Person's Name		
				Signature & Stamp		
Registrar						
Form Received on Date /Time		Form & Attachment Verified by	Data Input by	Data Verified by	Remarks	

Guidelines for filling out KASB Funds Limited Certificate Processing Form – KFL 05

This form is common for all categories of investors. This form is designed to be used for issuance, cancellation, replacement, splitting or consolidation of certificates in all products of KASB Funds Limited. Make sure that you have read the relevant Trust Deed(s) and Offering Document(s) before completing 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.
- iii) In case you are making the investment for the first time, please mention the complete **Registration Form number** in place of Registration number.
- iv) Redemptions/ conversion/ transfer cannot be made unless original certificate(s) are surrendered or Units are withdrawn from Central Depository System.

Request For Issuance Of Certificates

- v) The Account Holder(s) should identify the Fund, number of units to be converted in certificate(s), number of certificate(s) and denomination of the certificate.

Request For Cancellation Or Issue Of Fresh Certificate Against Mutilated/ Defaced, Lost/ Stolen Or Destroyed Certificate(s)

- vi) Cancellation or Issue of fresh certificate(s), cannot be made unless original certificate(s) are surrendered or in case of Lost/ Stolen or Destroyed certificate(s) the investor has satisfied the registrar regarding the validity of his request.
- vii) In order to satisfy the registrar about the validity of the request in case of Lost/Stolen or Destroyed certificate(s), the following would need to be furnished:
 - a. A copy of the newspaper in which public notice have been issued.
 - b. Indemnity Bond/Surety Bond for issuance of duplicate certificate on a non-judicial Stamp Paper of appropriate value (signatures of the sureties are to be attested by their Banker).
 - c. Photocopy of the CNIC of the Units Holders and sureties.
 - d. A copy of the FIR lodged with the Police regarding loss of Units.

Request For Splitting Or Consolidation Of Certificate(S)

- viii) The Account Holder should identify the Fund, denomination and distinctive certificate number, of the surrendered certificate(s), as well as the denomination and number of new certificate(s) required.

Joint Account Holders

- ix) In case where Units held jointly, the Registrar **shall not** issue more than one certificate for the Units held by such joint Unit Holders and delivery of such certificate to the Unit Holder named first therein shall constitute sufficient delivery to all joint Unit Holders.

Declaration

- x) 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**;
- xi) 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.
- xii) It is the responsibility of the applicant to pay all stamp duties, taxes and processing charges in relation to this transaction.

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

KASB FUNDS LIMITED.

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