



## 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- iii) Conversion and Transfer cannot be made unless original certificate(s) are surrendered or Units are withdrawn from Central Depository System.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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