

Date Folio No.

Account Title

Mr./Mrs./Ms./Messrs

CNIC No. / NTN No.

Physical Certificate (if issued) Whether or not Physical Certificates (if any) surrendered
 Yes (Please attach Certificate No(s)) _____ No
 Please note that conversion cannot be processed unless original certificate(s) are surrendered.

Details (if any) Participant ID/IAS ID Client/House/Investor Account ID

Conversion Information

From Name of Fund **To** Name of Fund
 Unit(s) or Rs. or %
 Class/Type of Units Class/Type of Units

Please tick the appropriate box or mention percentage (%) - Mandatory (Not required in case of MMF or IMMF as no sales load is applicable)

Fund Name	HBL Islamic Stock Fund	HBL Income Fund	HBL Multi Asset Fund	HBL Stock Fund	HBL Islamic Asset Allocation Fund	HBL Cash Fund (F: PICIC CF)	HBL Government Securities Fund (F: PICIC IF)	HBL Islamic Income Fund (F: PICIC IIF)	HBL Equity Fund (F: PICIC SF)	HBL Islamic Equity Fund (F: PICIC ISF)	HBL Energy Fund (F: PICIC EF)		
Sales Load*	2%	1.5%	2%	2.5%	2%	1%	1.5%	1.5%	2%	2%	2%		

* all taxes as levied under Government Regulations will be applicable.

Declaration & Signature I/We acknowledge the disclosure of applicable sales load on above fund and also understand that a Sales Load as % of NAV will be charged on this investment.

I/We as undersigned am/are registered holder(s) of the units and would like to purchase the units as per the details mentioned above. I/We have read and understood the relevant Trust Deed, Offering Document and Associated Risks. I/We confirm that the information furnished herein is true, correct and complete in all respects. I/We confirm that I have understood the details of the sales load to be deducted including taxes. I understand that I can take refund of my first investment (cooling-off right*) within six working days in any collective investment scheme (CIS) managed by HBL AML on applicable NAV along with charged Front-end Load, if I send a written request within three (3) business days from Account Statement issuance date. I have also received and reviewed Fund Manager Report and / or basic fund information as applicable in respect of related fund(s). (*Kindly note this Cooling Off Right is only available to Individual Investors after deduction of charged Back-end Load or Contingent Load.) (If Applicable)

Official Stamp (incase of Institution)

Authorised Signatory Authorised Signatory Authorised Signatory Authorised Signatory

Important

- Exchange of units from one Fund to another will be made in accordance with the policy made by the Management Company in this regard.
- All transaction amounts and Unit(s) are subject to levies, duties, charges, sales load etc. as applicable in accordance with the relevant statutes enforced for the time being in Pakistan.

For Official Use Only

Form duly completed Relevant copies and documents attached Applicable NAV date Signature & Stamp
 Distributor / Agent Code Distributor / Agent Name For Distributor Mandatory
 Application Processed by IT Update on Transaction ID

Provisional Receipt

Received from Mr./Mrs./Ms/Messrs:
 Signature & Stamp

GUIDELINES

General Instructions:

1. Please complete the Fund Conversion Form in BLOCK LETTERS and write with a ball pen.
2. This form is required at the time of conversion of units of the respective fund(s).
3. Units will be converted on the basis of applicable Net Asset Value (NAV) for the business day on which correctly filled Fund Conversion Form has been received (within cutoff times) at Distributor Offices or Authorized Branches or at Head Office of HBL AML.
4. It shall be the responsibility of the applicant to pay all stamp & other duties, taxes and processing charges (if applicable) upon submission of this form. The fund shall withhold / deduct taxes (if any) as made applicable by regulation from time to time.
5. All conversion will be made in the respective class of units of the funds e.g., Conversion from Growth Units of HBL Income fund to Growth Units of HBL Cash fund.
6. For change in type of units, unit holder(s) may please fill the Service Request Form.

Principal Account Holder Information

7. Applicant Name, Investor ID No. and CNIC/Passport No. should be clearly mentioned in the form.

Physical Certificate Detail

8. In case of Physical Certificate(s) (if issued), then original Physical Certificate(s) must be attached with the Fund Conversion Form alongwith certificate number(s) clearly mentioned in the form.

CDS Account Details

9. In case of holding in CDS Units (if any), CDC Withdrawal Request (duly signed and stamp) must be attached with the Conversion Form along with complete CDS details.

Fund Conversion Detail

10. The Unit Holder may choose to specify the conversion in terms of entire amount or specific amount. For conversion of all units please simply tick the box in the amount column.

Only for HBL Energy Fund formerly PICIC Energy Fund the following documents or information must be submitted

11. (a) Account Opening Form for inactive accounts
(b) Broker Bill / 4 years CDC Account Activity Report for calculation of Capital Gain Tax (CGT)

Other Instructions

12. In case the Unit Holder(s) signature(s) vary from the specimen signature provided in the Account Opening Form, the transaction will be treated as "Cancelled".
13. In case the form has been filled in by the guardian on behalf of the minor, the name of the guardian should be written clearly in the form. Note that the payment shall be made in the name of the Guardian only.
14. If Account Statement is not received within 7 to 10 working days, the Unit Holder should immediately contact HBL AML