HBL

ASSET MANAGEMENT LTD. ایبىيىٹ میںچمنے لمیڈ

Account Opening Form (For Individuals Only)



(021)111-425-262 | www.hblasset.com



Account Opening Form

(For Individuals Only)

General Instructions 1. Please fill the form in block lette lead to errors in processing your 2. All fields are mandatory except f 3. Please tick in the appropriate box 4. It is the responsibility of the appl 5. All cheques should be made in fa 6. Redemption proceeds will be ma 7. Kindly fill the form yourself or g 8. WE DO NOT ACCEPT CASH.	application. or Official Use only. < where applicable, otherv icant to understand the g wor of CDC Trustee HBL (de to the bank or in bank	vise mark N/A (Not Applical eneral instructions, terms a Name of fund). accounts as updated by inve	ble). nd conditions in this service	orm.	Date Ilio Number		For Official Use Only - HBL AML	L
Personal Information - Prin	ncipal Applicant							
First Name		Middle Name			Last N	ame		
Account Title (as per CNIC)								
Preferred Title	1r. Mrs.	Ms. Dr.	Other	Mother's Mai	den Name	for ve		
Father/Husband Name			Date of Birtl	n D D M M		Nationality	/	
Town or City of Birth			C	ountry of Birth				
CNIC / NICOP No.				CNIC / NIC	OP Expiry		M M Y Y Y	
Passport No. (For Foreign I	Nationals Only)			Zakat Dedu	ction Ye	s No	(If 'No' please attach affid	lavit)
Mailing Address								
			City	C	ountry		Postal code	
Current Residence Address	;							
			City	(Country		Postal code	
Tel. (Res)		Tel. (Off)				Fax		
*Email(s) (IN BLOCK LETT	ER)				*Mo	bile		
*Please ensure email address and n or transmit financial statements of Incase Principal Applicant	of respective funds	nd active because it will be	used to contact you	or to facilitate you t	o access your acco	ount informatior	n through online portal	
Name of Guardian				Relation	with minor			
CNIC / NICOP No.				CNIC / N	NICOP Expiry		ΜΜΥΥΥ	Y
Bank Account Details								
Bank Name					Account num	ber		
Branch Name & Address					С	ity		
Other Instructions / Inform Frequency of Account Stat		hly Qu	ıarterly A	nnually*	Do not send	*Default Op	tion	
Dividend pay-out instructi	ON: (Please tick one)*	Cash Re	investment (Ne	t of applicable	taxes)		ption is selected, reinvestmer d as default option	nt
Account Operating Instruc	ction Principa	l Applicant/Self	Either or Survivo	or Joint (All) Jo	int (Any Two		
Nominee(s) - (not applicat	Guardian ole in case of joint a		Other Instructio	ns (Attached)				
Name				Relationshi	C		Share %	
CNIC / NICOP No.				CNIC / NIC	OP Expiry		ΜΜΥΥΥΥ	
Name				Relationshi	D		Share %	
CNIC / NICOP No.				CNIC / NIC	OP Expiry		ΜΜΥΥΥΥ	
Know Your Customer (KYC This section is meant and adop as per SECP Circular No.12 of 2	oted to establish the id			pendent source of	documents, da	ta and informa	ation,	
Residential Status	Resident	Non-Resident	Foreig	n National				
Occupation	Govt. Employee	Businessman	Private	e Service	Housewife	Student	Retired Profession	onal
Decignation	others (please specif	y)	D					
Designation			Dep	partment				
Organisation/Employer		al tao alfa d'alta e la						
Total Working Experience								
Age of Business in Years - F	or Business Individ	uals						

Education	Undergraduate	Graduate	Post Graduate	Professional	Others	
Marital Status	Single	Married	No. of Dependants			
Public Figure	No	Yes (includes Ser	nior Government Officials,	Senior Office Beare	rs of Public Sector Entities	, Politicians)
Source of Funds	Salary	Self-Owned/Fam	ily Business (Please specify	/) Hom	e Remittance	
	Inheritance	Stock/Investmer	other (Ple	ase Specify)		
Average Annual Income	Less t	than 250k 25	0-500k 500k-1mn	1-10mn	10mn-100mn	Above 100mn
	Has any Financial	l Institution ever refus	ed to open your account?		No Yes(specify)	
	Do you deal high	value items such as p	recious metal and real esta	te?	No Yes(specify)	
Ultimately Beneficiary of	f the Investments	Name of Ulti	mate Beneficiary			
(if different from the investor)	Relationshi	p of Ultimate Benefici	ary with Investor			
		assport No. of the Ulti	mate Beneficiary			
Personal Information - Jo	int Applicant One					
Name			Rel	ation with primary a	applicant	
Current Address						
Mailing Address						
Town or City of Birth			Countr	y of Birth		
CNIC No./NICOP			CN	IC No./NICOP E>	kpiry D D M	
Tel. (Res)		Tel. (Off)			Fax	
Email(s) (IN BLOCK LETTE	R)				Mobile	
Residential Status	Resident	Non-Resident	Foreign Natio	nal		
Profession	Govt. Employee	Businessman	Private Servic	e Housewi	ife Student	Retired
	Professional (please	specify)				
Designation			Departme	ent		
Organisation/Employer						
Public Figure	No	Yes (includes Ser	ior Government Officials,	Senior Office Bearer	rs of Public Sector Entities,	Politicians)
Source of Funds	Salary	Self-Owned/Fam	ily Business (Please specify	r) Home	e Remittance	
	Inheritance	Stock/Investmen	ts Other (Ple	ase Specify)		
	Has any Financial	l Institution ever refus	ed to open your account?		No Yes(specify)	
	, ,	value items such as p	recious metal and real esta	te?	No Yes(specify)	
Personal Information - Join	nt Applicant Two					
Name			Rel	ation with primary a	applicant	
Current Address						
Mailing Address						
Town or City of Birth			Countr	y of Birth		
CNIC No./NICOP			CN	IC No./NICOP E>	cpiry D D M	ΜΥΥΥΥΥ
Tel. (Res)		Tel. (Off)			Fax	
Email(s) (IN BLOCK LETTE	D)	ier. (OII)			Mobile	
					MODILE	
Residential Status Profession	Resident	Non-Resident			ifa Ctudant	Retired
PIOTESSION	Govt. Employee Professional (please	Businessman	Private Servic	e Housew	ife Student	Retired
Designation	i Toressionar (prease	specify)	Departme	ont		
Organisation/Employer			Departing			
Public Figure	No	Vos (includos Sor	ior Government Officials,	Sonior Offico Boaro	rs of Dublic Soctor Entitios	Politicians)
Source of Funds	Salary		ily Business (Please specify		e Remittance	roaticians)
	Inheritance	Stock/Investmen		ase Specify)		
				,	No Yes(specify)	
	-		ed to open your account? recious metal and real esta	te?	No Yes(specify) No Yes(specify)	
	,					

Personal Information - Joint Applicant Three

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Name	Relation with primary applicant
Current Address	
Mailing Address	
Town or City of Birth	Country of Birth
CNIC No./NICOP	CNIC No./NICOP Expiry D D M M Y Y Y Y
Tel. (Res)	Tel. (Off) Fax
Email(s) (IN BLOCK LETTE	R) Mobile
Residential Status	Resident Non-Resident Foreign National
Profession	Govt. Employee Businessman Private Service Housewife Student Retired
	Professional (please specify)
Designation	Department
Organisation/Employer	
Public Figure	No Yes (includes Senior Government Officials, Senior Office Bearers of Public Sector Entities, Politicians)
Source of Funds	Salary Self-Owned/Family Business (Please specify) Home Remittance
	Inheritance Stock/Investments Other (Please Specify)
	Has any Financial Institution ever refused to open your account?NoYes(specify)Do you deal high value items such as precious metal and real estate?NoYes(specify)
Risk Profiling Questionna Please answer the follow	aire ing questions as candidly as you can. Your answers will help us determine the most suitable products for you. (Please select only ONE option for each question)
1) Please mention the ag	e bracket you fall in:
a Above 61 years	b 55 - 60 years c 40 - 54 years d 25 - 39 years e Less than 25 years
2) I plan to keep my inve	stment for:
a Less than a year	b1 - 3 yearsC3 - 5 yearsd5 - 10 yearseMore than 10 years
3) I have enough savings	to support my lifestyle for:
a Up to 3 months	bUp to 6 monthsCUp to 1 yeard1 - 3 yearseOver 3 years
4) I would like my financia	al goals to be attained in:
a Less than a year	b 1 - 3 years C 3 - 5 years d 5 - 10 years e
	st to the following statement:
a I cannot bear any cap	
b I will redeem my ent	tire investment amount if I incur 5% loss.

- C I will wait for my investment to appreciate if I incur 10% loss.
- d I have other sources of income to maintain my lifestyle
- e I will invest on long term basis and will make additional investments when the price falls.

6) For further investment I intend to take:

- a No risk
- b Slight risk with reasonable return and principal protection
- C Moderate risk with higher than average return
- d Moderate to high risk for potential greater returns
- e High risk for superior returns

7) If I incur substantial initial loss I would:

- a Redeem my investment
- b Switch to safer and secure investment option
- C Hold my investment and decide later
- d Observe economic situation and market outlook
- e Continue with my investment plan

8) I usually invest/keep my money in:

- a Current Account
- b PLS/Savings/TDR's
- C Fixed Income Mutual Fund/National Savings Schemes/Prize Bond
- d Stock/Share/Equity based mutual fund
- e Real Estate

SCORING	a= -2	2 b)= -1	C=	: 0	d= ′	1	e= 2		
Questions	1	2	3	4	5	6	7	8	Total	
Score										

Recommended Strategy

Options	Score	Risk LevelFu	nd Type
A	(-20 to -6)	Low	Money Market Fund or Income Fund (Conventional / Islamic)
В	(-5 to 6)	Medium	Balanced Fund or Asset Allocation (Conventional / Islamic)
С	(7 to 20)	High	Equity / Stock Fund (Conventional / Islamic)

Consent:

I understand and agree disagree with the strategies proposed by the HBL AML advisor to achieve my investment goals. Further, I will notify the adviser of any changes in my information, risk tolerance, goals or investments. I further declare that my financial needs may change over time and I shall be solely responsible for all my current and future investment, conversion and transfer transactions if these transactions are not in accordance with my above mentioned risk profiling results.

FATCA Checklist

For Individual & Joint Account Holders (Please write clearly using BLOCK LETTERS)

*If any of the below is selected as "YES" then kindly provide country specific supporting documents with details

S#	Particulars	Primary Applicant	Joint Applicant 1	Joint Applicant 2	Joint Applicant 3
1	Full Name First Middle Last				
2	Country of Birth				
3	Do you have Multiple Nationalities/Passports?	Yes No Nat 1: Nat 2: Nat 3:			
4	Do you currently hold US green card or US permanent Residency?	Yes No Card#	Yes No Card#	Yes No Card#	Yes No Card#
5	Are you a Tax Resident in the US?	Yes No	Yes No	Yes No	Yes No
6	Overseas/Care-of mailing address & Phone No				
7	Have you renounced your foreign citizenship or residency?	Yes No	Yes No	Yes No	Yes No
8	Have you given Power of Attorney to any Person residing overseas? Please provide Attorney's Address:	Yes No	Yes No	Yes No	Yes No
9	Have you given any standing instruction to transfer funds to an account in US?	Yes No	Yes No	Yes No	Yes No
10	W8BEN /W9 Forms submitteds with date of Submission.	Yes No	Yes No	Yes No	Yes No

- a. If you are a US National or hold a Green Card, please submit W9 Form in original.
- b. If you are not a US resident and were born in the US but have renounced your citizenship, please provide W-8BEN Form in original.
- c. For Entities please submit W-8BEN-E Form in original
- d. If you have stayed in US for more than 183 days in a US tax year, please submit W9 Form in original

"Note: S.No. 5 & 6 apply if customer holds a DualNationality or a permanent Residence card.

Declaration

I/We hereby confirm that all information provided in this form is correct to the best of my knowledge and the documents submitted along with this application are genuine. I / We also confirm having read and understood the Trust Deeds and Offering Documents that govern the transactions and in particular the risks disclosures. I confirm that I /We have understood the details of Sales Load to be deducted including taxes thereon as well as the advice given in the Risk Profile section.

I /We hereby permit HBL AML, subject to applicable local laws, to share my information with domestic or overseas regulators or tax authorities where necessary to establish my tax liability in any jurisdiction. Where required by domestic or overseas regulators or tax authorities, I / We further agree that HBL AML may withhold from my account(s) such amount as may be required according to applicable laws, regulation and directives. I / We will indemnify and hold harmless HBL AML from any loss, action, cost, expense (including, but not limited to sums paid in settlement of claims, reasonable attorneys' and consultant fees, and expert fees), claim, damages, or liability which arises or is incurred by HBL AML in discharging its obligations under FATCA/CRS as a result of disclosures to external tax authorities.

I undertake to notify HBL AML within 30 calendar days if there is a change in any information which I have provided to HBL AML. I /We understand and accept that HBL AML reserves the right to close or suspend my account, without prior notice, if required document/information is not submitted within a stipulated time.

Applicant's Signature as per CNIC

Applica	ant's Signature to operate th	is account			
	Primary Applicant	Jo	int Applicant One	Joint Applicant Two	Joint Applicant Three
Capacity				t Holder. Please indicate the CAPACITY for s CAPACITY of Power of Attorney. Please obta	0 0

Applicant's thumb impression is required in case the applicant is unable to sign or has a shaky signature. A latest photograph must also be submitted.

				Witnesse	S
			Branch Manager/Investment Advisor	Name 1	
				CNIC	
			Attestation	Signature	
Photograph	Photograph	Photograph	Attestation	Name 2	
				CNIC	
				Signature	
]	

DOCUMENT CHECKLIST (PLEASE TICK THE BOX)

Before submitting this form, make sure that following documents are attached. If one or more document are missing, your application may be declined or processed with a delay

- Copy of valid CNIC/Passport of the Principal Account Holder
- Copy of valid CNIC/Passport of the Joint Holder(s) / Guardian / Nominee(s) /ultimate beneficiary (if any)
- Zakat Affidavit (in case of Zakat Exemption)
- Child Registration Certificate (Form-B) (in case of minor only)
- IRS Form W9 (if investor is US National or a Green Card holder)/ IRS Form W8-BEN incase of US Indicia Observed
- Business/Employment Proof (Employer Certificate or Salary Slip or Employment Card or Business Letterhead or Pension book / employer letter in case of Retried or any other document justifying occupation and source of funds of the investor)

For Official Use Only

US person Non-US person Recalcitrant	
FATCA Status Low Risk Customer High Risk Customer	
Customer Risk Classification	
Form duly completed Relevant copies and documents attached User ID Signature & Stamp	
Distributor / Agent Code Distributor / Agent Name For Distributor Manda	atory
Application Processed by IT Update on Transaction ID	

Please read these instructions before completing the form

Under the CRS, you are required to determine where you are 'tax resident'. Each jurisdiction has its own rules for defining tax residency. In general, you will find that tax residency is the country/jurisdiction in which you live however this may not always be the case. Special circumstances may cause you to be resident elsewhere or resident in more than one country/jurisdiction at the same time (dual residency). If you are tax resident outside the country where your account is held we may need to give the national tax authority this information, along with information relating to your accounts. That your information may also be shared between different countries' tax authorities.

Who should complete this form?

HBL

This form is applicable for individual account holder, sole proprietor & Single Member Private Limited. For joint or multiple account holders, each individual is required to complete this form.

Where you need to self-certify on behalf of an entity account holder, do not use this form. Instead, you will need to fill the "Entity CRS Self Certification form." Similarly, if you are a controlling person of an entity, please fill in the "CRS Self Certification form - Controlling person" instead of this form.

Further Information

If you have any questions on defining your tax residency status, please consult your external adviser(s).

You can also find out more information on Common Reporting Standard on the website of Federal Board of Revenue, accessible at the following link: http://www.fbr.gov.pk

You can find summaries of defined terms, and other terms, in the Appendix available with branch.

Disclaimer: Nothing in this form shall be construed to mean provision of any legal or tax advice by HBL AML.

CNIC/PP/NICOP/PO /SNIC/ARC		
Do you hold tax residency of any country / jurisdiction other than Pakistan and/or United States?	Yes	No

Authorised Signature

In case of Yes, you are required to complete this form. In case of No, you are no longer required to complete this form.

Part 1 – Identification of Accountholder

A. Name of Accountholder *			
Family Name or Surname(s) *			
Title			
First or Given Name *			
Middle Name(s)			
B. Current Residential Address			
House / Apartment / Suite			
Name, Number, Street			
Town / City / Province /			
County / State *			
Country *			
country			
Postal Code / Zip Code (if any)		P.O. Box (if any)	
C. Mailing Address	(please only complete if different to the address shown	n in Section B)	
House / Apartment / Suite Name, Number, Street			
Name, Number, Street			
Town / City / Province / County / State			
Country			
Postal Code / Zip Code (if any)		P.O. Box (if any)	

	D				Y			X		
E. Place of Birth * Town or City of Birth	D	D	М	М	Y	Y	Y	Ŷ		
Country of Birth										
Part 2 – Country of Tax Resi Please fill-in the country(ies)				yer Ide	entific	atior	n Nur	nber (TIN) *		

	Name of Country of Tax Residence	Tax Identification Number (TIN)	If no TIN is available mention Reason A, B or C						
1.									
2.									
3.									
	Note: Additional Country(ies) of Tax Residency (if any) to be listed in a separate sheet of paper. If your Taxpayer Identification Number (TIN) or equivalent number is unavailable, please provide the appropriate reason A, B or C where indicated below.								
eason A	The country where the Account Holder is resident does not issue TINs to its residents								
eason B	The Account Holder is otherwise unable to obtain a TIN (please explain why Account Holder is unable to obtain a TIN in the below table if you have selected this reason)								
eason C	No TIN is required (note: only select this entered above do not require the TIN to	(note: only select this reason if the authorities of the country of residence for tax purposes not require the TIN to be disclosed)							

Please explain in the following relevant number box, why you are unable to obtain a TIN if you mentioned "Reason B" above.



Part 3 – Declaration and Signature *

Re Rea

Rea

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with HBL AML setting out how HBL AML may use and share this information supplied by me.

I acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be provided either directly or indirectly to the tax authorities of the country/jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions pursuant to intergovernmental agreements to exchange financial account information.

I hereby declare and confirm that all information provided in this Self Certification Form is to the best of my/our knowledge and belief, correct, I certify that I am the Account Holder (or I am authorised to sign for the Account Holder) in respect of all the account(s) to which this form relates.

accurate and complete in all respects.

I/We hereby indemnify and hold HBL AML and its directors, officers, representatives and employees harmless from all costs, expenses, losses, damages, liability, penalties incurred, suffered and/or imposed on HBL AML as a result of any suits, proceedings and/or litigation arising out of or in any manner connected with this Self Certification Form and/or the information supplied hereby.

In case of change in any information provided through this form, I undertake to immediately notify HBL AML of the same and provide an updated Self-Certification Form to HBL AML within thirty (30) days.



Note: If you are not the account holder please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.

Capacity *



General Instructions

1. WE DO NOT ACCEPT CASH OR BLANK/BEARER CHEQUE.

Investment Form

Date

 2. Investors 3. All fields a 			eques in fav	ivor of CDC Trustee HBL (Name of Fund) only.					Folio	Folio Number					
												(fc	or existing inve	stor)	
Account T	itle														
CNIC No															
This Invest	tment														
HBL Fund na	ame				Amount (Rs	5)	Amount in	words						Class or Type	of Units
														*Growth	Income
														*Growth	Income
														*Growth	Income
				available fo		-	Market Fun	ids only and	l is sul	bject to	minimun	n balance	requiremen	t	
	le Income P ncome Plan	lncom	ne based or	l on performa n requiremen	ts of the inv	estor , ple					· ·		nat in case c	of Fixed	
Payment Fre	equency: (F			come require *	ed exceeds ir Monthly		ned on the uarterly			oal inve Annual		deplete o Annua		*Default Op	tion
rayment in			'		2		-				2		2	bove instructio	
Instrumer	nt Details														
Bank Nam										Aco	count nu				
Branch Na												City			
Cheque/O			or montio		(0/) The fe	llouing fu	nde have fi	ront and los	. d						
Please tick	✓ the appr	opriate box	or mention	n percentage		HBL	HBL HBL	HBL HBL	аа. Н ні	RI	HBL	HBL	HBL	HBL	
Fund Name	HBL Islamic Stock Fund	HBL Income Fund	HBL Multi Asset Fund	HBL Stock Fund	HBL Islamic Asset Allocation Fund	Cash Fund (F: PICIC CF)	Government Securities Fund (F: PICIC IF)	Islamic Income Fund (F: PICIC IIF)		/ Fund	slamic Equity Fund (F: PICIC ISF)	Energy Fund	Islamic Financ	al Financial	
Sales Load [*]	2%	1.5%	2%	2.5%	2%	1%	2%	1.5%	2%		2%	2%	2%	2%	
* all taxes as levied under Government Regulations will also be applicable.															
Declaration & Signature										at Dooda					
I/We, the undersigned, would like to purchase the units of the investment scheme as per the details mentioned above. I/We have read and understood the relevant Trust Deeds, Offering Documents (including any supplemental documents) and understand the associated risks. I have also received and reviewed Fund Manager Report and / or basic fund information as applicable in respect of related investment scheme(s). 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/we confirm that I/we have understood the details of Sales Load to be deducted including taxes, as % of NAV.															
*Kindly note this Cooling Off Right is only available to Individual Investors after deduction of any Back-end Load or Contingent Load.															
Were you facilitated by our investment advisor/distributor? Yes No															
Au	thorised Sigr	natory		Aut	horised Signa	atory		Aut	thorise	d Signa	tory		Au	Ithorised Signat	ory
For Officia	0	-			0	2				0	2			0	5
	uly complet		Relevant	copies and c	documents a	ttached	Applica	ble NAV d	late			Si	gnature &		
Distributo	r / Agent (ode			Dist	ributor /	Agent Na					St	amp		
Applicatio	-						IT Update					Tra	ansaction I	For Distributor	Mandatory
Applicatio		laby					n opdate	. 011					insuction		
Provisiona	Receipt														
Received	Rs.			from			for s	ale of							
Name of B	ank						В	ranch							
				Units will be allocated on realization of funds											
Date				Signature & Stamp											

GUIDELINES

- 1. Please complete the Investment Request Form in BLOCK LETTERS and write with a ball pen.
- 2. This form is required at the time of purchasing units of the respective fund(s).
- 3. Subject to realization of payment instrument; units will be allocated on the basis of applicable Net Asset Value (NAV) for the business day on which correctly filled Investment Form has been received (within cutoff times) at Distributor Offices or Authorized Branches or at Head Office of HBL AML.
- 4. Upon completion and submission of this form you will be provided a customer's copy duly signed and stamped by the authorized representative.
- 5. 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 6. If investment form is received by HBL AML and / or its distributor after the cut off time, that transaction will be processed on the next working day and HBL AML will
- not be responsible for any loss consequent to processing of investment form on the next working day.
- 7. If cheque is returned unpaid the application will be rejected.
- 8. Investor should contact HBL AML if acknowledgment of investment is not received within7 working days from investment date.

Account Holder Information

9. In case of existing Unit Holders please specify the Investor ID No. as allotted at the time of account creation.

Investment & Payment Detail

- 10. All Investment amount to be accepted only in PKR currency
- 11. Investor must properly tick mark the option for Type of Units in the form.
- 12. Minimum Investment
- 13. Payment shall be made through, payee account cheque, pay order, demand draft in favor of "CDC -Trustee [HBL (Name of Fund)]".

Units - Mode of Holding

14. For issuance of Physical Unit Certificate(s), please fill the Service Request Form and enclose it along with investment Form. Please note that Physical Unit Certificate(s) shall be used upon payment of Rs.100/-per certificate. Unless indicated by the applicant only Jumbo Certificate shall be issued.



ASSET MANAGEMENT LTD. ايسيب مينجمنت لميند



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