



**General Instructions**

1. Original (physical) certificate(s) must be surrendered( if issued) along with this redemption form.
2. Redemption cheques will be dispatched to your address as it appears in our records.
3. Redemption proceeds will be made to the Bank Account as specified on this form.
4. Never give signed blank form. / پرکے بغیر فارم دستخط کر کے نہیں دینا۔

Date

\*Folio Number

Details of Unit Holder  Individual  Joint Holder  Institutional

Account Title  Guardian Name (if any)

CNIC No. (If Applicable)

Redemption:  Units OR  Amount (Please fill the appropriate field below only)

*Name of Fund (s)	*Type of Units Growth/Income	Units	OR	Amount in (Rs)	Amount in Words
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If physical certificates are held , please attach certificates with this form, and provide: Certificate No. \_\_\_\_\_ Number of units \_\_\_\_\_

Please note that redemption cannot be processed unless original certificate(s) are surrendered.

In case of CDC holding , please provide Participant ID/IAS ID  Client/House/Investor Account ID

**Payment Instructions**

Please provide redemption proceeds in the form of  Cheque  Pay Order  Online Transfer  RTGS

**Bank Account Details**

Bank Name  IBAN

Branch Name & Address  Account number

**Declaration and Signature**

I/We as undersigned am/are registered holder(s) of the units and would like to redeem the units as per the details mentioned above. I/We hereby acknowledge having 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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorised Signatory / Official Stamp	Authorised Signatory / Official Stamp	Authorised Signatory / Official Stamp	Authorised Signatory / Official Stamp

**For Individual Investor Only** (with photo account or shaky signature)

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.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Photograph	Thumb Impression	Attestation of Branch Manager

**Witnesses**

Name 1	<input type="text"/>
CNIC	<input type="text"/>
Signature	<input type="text"/>
Name 2	<input type="text"/>
CNIC	<input type="text"/>
Signature	<input type="text"/>

**For Official Use Only**

Form duly completed  Relevant copies and documents attached

Distributor / Agent Code  Distributor / Agent Name  Signature & Stamp

Application Processed by  Transaction ID  For Distributor Mandatory

\*Mandatory Fields

**Provisional Receipt**

Redeemed  Rs.  OR  Units Account Title  on

Signature and Stamp

## GUIDELINES

### General Instructions

1. Please complete the Redemption Form in BLOCK LETTERS and write with a ball pen.
2. This form is required at the time of redemption of units of the respective fund(s).
3. It shall be the responsibility of the applicant to pay all stamp and other duties, taxes and processing charges (if applicable) upon submission of this form.

#### Account Holder Information:

4. Applicant name, investor ID No. and CNIC / Passport No. should be clearly mentioned in the form.

#### Physical Certificate Details:

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

#### CDS Account Details

6. In case of holding in CDS (if any), CDS Redemption Request (duly signed and stamped) must be attached with Redemption Form along with complete CDS details.

7. Zakat will be deducted , in case Zakat affidavit has not been submitted. (CZ-50)
8. Back end load will be applicable as per constitutive documents of the funds / plan

#### Redemption Details:

9. The Unit Holder may choose to specify the redemption in terms of Rupees or Units. For redemption of all Units please simply write the word "All" in the number of units column.

#### Payment Instructions

10. Redemption Payment to Unit Holder(s) shall be made either through cross cheque / pay order / online bank transfer. However, in case of online payment transfer, the bank account status should be "Online" for the said transfer. Any error in filling this information may cause delay in transfer of funds to the said Unit Holder(s) or in case of any discrepancy in the bank details, payment will be made through cross cheque / pay order in the name of principal unit holder.
11. Payment of redemption proceeds shall be made within 06 business days after receipt of the form.

#### Queue System

12. If redemption request on any single day exceeds 10% of the total number of units in issue, the Trustee on the instruction of Management Company may redeem only 10% on first come first serve basis and defer the balance to the next business day.

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

13. (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

14. In case the Unit Holder(s) signature(s) varies from the specimen signature(s) provided in the Account Opening Form, the transaction will be treated as "Cancelled".
15. In case the form has been filled 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.
16. If acknowledgement is not received within six working days, the Unit Holder(s) should immediately contact HBL AML.