

Conversion Form (Institutions)



General Instructions

1. Never give signed blank form / پُرکے بغیر فارم دستخط کر کے نہ دیں
2. Mandatory fields*

Date

Folio No.*

Account Title*

Mr./Mrs./Ms./Messrs

CNIC 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/Type of Unit)

Amount / Units
(in Rs./Units)

To
(Name of Fund/Type of Unit)

Front-end Load Percentage charged: _____

Signature: _____

Note: All taxes as levied under Government Regulations will also be applicable.

Declaration & Signature

I/We, the undersigned, would like to convert the units of the investment scheme as per the details mentioned above. I/We, hereby indemnify that the decision to make investment in Low/Medium/High Risk Funds has solely undertaken at my/our own discretion, and none of the employees or representatives of HBL AMC has convinced/forced to undertake the aforesaid investment. I/We have read and understood the relevant Trust Deeds, Offering Documents (including any supplemental documents), Risk Profile table* and understand the associated risks. I/We have understood that past performance is not necessarily indicative of future results and HBL AMC, its officer, representative and employee does not provide any guaranteed return or assurance of minimum profit/return. Except where expressly stated in offering document, HBL AMC does not promise capital protection in any fund/plan. I/We fully understand that gain/loss on investment is completely dependent on market fluctuation/movement of price/yield of underlying instruments. I/We am/are entirely responsible and able to bear loss (if any) incurred as a result of above investment decision. I/We agree that HBL AMC is not liable to compensate in the event of loss or dilution in actual investment. I/We have also received and understand Fund Manager Report and/or basic fund information as applicable in respect of related investment scheme(s). I/We understand that I/we can take refund of my/our first investment (Cooling-Off Right for individuals only) within six working days in any collective investment scheme (CIS) managed by HBL AMC on applicable NAV along with charged Front-end Load (after deduction of any Back-end Load or Contingent Load), if I/we 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. I/We confirm that in case of investment in riskier fund, risk profile of the account to be assumed accordingly.

"I acknowledge that I have read the Key Fact Statement at the time of investment, and I have read and understood the terms and conditions to the best of my knowledge and have retained copy of the same."

Official Stamp (In case of Institution)

Authorized Signatory/Official Stamp

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Authorized Signatory/Official Stamp

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

Distributor/Agent Code

Distributor/Agent Name

Signature &
Stamp

Application Processed by

Transaction ID

For Distributor Mandatory

Ver. 3/24

*Fund Type & Risk Level

Category of CIS/Plans	Risk Profile	Risk of Principal Erosion
HBL Mehfooz Munafa Fund	Very Low	Principal at very low risk
HBL Cash Fund, HBL Money Market Fund, HBL Islamic Money Market Fund, HBL Islamic Savings Fund	Low	Principal at low risk
HBL Islamic Fixed Term Fund	Moderate	Principal at moderate risk
HBL Income fund, HBL Islamic Income Fund, HBL Financial Sector Income Fund, HBL Government Securities Fund	Medium	Principal at medium risk
HBL Stock Fund, HBL Multi Asset Fund, HBL Islamic Stock Fund, HBL Equity Fund, HBL Islamic Equity Fund, HBL Energy Fund, HBL Growth Fund, HBL Investment Fund, HBL Islamic Asset Allocation Fund	High	Principal at high risk

"The above Risk Profile table is given as per the requirement of SECP Circular 6 of 2022 dated June 09th, 2022 "Requirements for assessing Suitability and risk categorization of collective investment schemes"

GUIDELINES

General Instructions:

1. Please complete the Fund Conversion Form in BLOCK LETTERS and write with a ball point 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 Authorised 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 along with 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 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.

S. No.	Fund Name	Funds Category	Risk Profile	Risk of Principal Erosion
1	HBL Mehfooz Munafa Fund	Fixed Rate/Return	Very Low	Principal at very low risk
2	HBL Cash Fund	Money Market	Low	Principal at low risk
3	HBL Money Market Fund	Money Market	Low	Principal at low risk
4	HBL Islamic Money Market Fund	Shariah Compliant Money Market	Low	Principal at low risk
5	HBL Islamic Savings Fund	Shariah Compliant Money Market	Low	Principal at low risk
6	HBL Income Fund	Income	Medium	Principal at medium risk
7	HBL Financial Sector Income Fund	Income	Medium	Principal at medium risk
8	HBL Islamic Income Fund	Shariah Compliant Income	Medium	Principal at medium risk
9	HBL Government Securities Fund	Income	Medium	Principal at medium risk
10	HBL Stock Fund	Equity	High	Principal at high risk
11	HBL Islamic Stock Fund	Shariah Compliant Equity	High	Principal at high risk
12	HBL Equity Fund	Equity	High	Principal at high risk
13	HBL Islamic Equity Fund	Shariah Compliant Equity	High	Principal at high risk
14	HBL Energy Fund	Equity	High	Principal at high risk
15	HBL Growth Fund	Equity	High	Principal at high risk
16	HBL Investment Fund	Equity	High	Principal at high risk
17	HBL Multi Asset Fund	Balanced Scheme	High	Principal at high risk
18	HBL Islamic Asset Allocation Fund	Shariah Complaint Asset Allocation Scheme	High	Principal at high risk
19	HBL Islamic Fixed Term Fund	Shariah Complaint Fixed Rate/Return	Moderate	Principal at Moderate risk

"The above Risk Profile table is given as per the requirement of SECP Circular 6 of 2022 dated June 09th, 2022 "Requirements for assessing Suitability and risk categorization of collective investment schemes"

Provisional Receipt

Date

Amount or Unit(s) Fund In Fund Out

Received from Mr./Mrs./Ms./Messrs

Signature & Stamp