



APPLICATION CHECKLIST (To be filled by Sales Officer)

Physical Unit Certificate	Redemption Request Report of CDC/Broker	List of Signatories	Other
Form Received By	Name and Signature of Reporting Agent		Signature and Stamp of Distributor
Order Number			
Reporting Date	Trade Authorized by	Signature and Stamp of Transfer Agent	
Order Authorized by			

REMARKS:

GUIDELINES

General Instructions

- Please complete the Redemption Form in **BLOCK LETTERS** and write with a ball pen.
- This form is required at the time of redemption of units of the respective fund(s).
- 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:**
Applicant name, investor ID No. and CNIC / Passport No. should be clearly mentioned in the form. **Physical Certificate Details:**
- In case of Physical Certificate(s) (if issued), then original Physical Certificate(s) must be attached with the Fund Redemption Form along with certificate number(s) clearly mentioned in the form.
CDS Account Details:
- 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.
- Zakat will be deducted, in case Zakat affidavit has not been submitted. (CZ-50)
- Back end load will be applicable as per constitutive documents of the funds / plan
Redemption Details:
- 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:
- 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.
- Payment of redemption proceeds shall be made within 06 business days after receipt of the form.
Queue System:
- If redemption request on any single day exceeds 10% of the total number of units issued, 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.
- Account opening form for inactive accounts
Other Instructions
- 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".
- 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.
- If acknowledgement is not received within six working days, the Unit Holder(s) should immediately contact LIL.