

# ACCOUNT OPENING FORM - INDIVIDUAL



## INFORMATION ABOUT THE PRINCIPAL ACCOUNT HOLDER

(Please use BLOCK LETTERS)

Folio / Account No: \_\_\_\_\_

Date: 

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<b>Name:</b> (Mr. / Mrs. / Ms.)							
<b>Father / Husband / Guardian Name:</b>				<b>Tel. No:</b>		<b>Off. No:</b>	
<b>Address:</b>							
<b>Country:</b>		<b>City:</b>		<b>Cell No:</b>		<b>Fax No:</b>	
<b>Nationality:</b>		<b>Occupation:</b>		<b>Date of Birth:</b>		<input type="checkbox"/> *Zakat Exemption	
<b>Applicant Status:</b>		<input type="checkbox"/> Muslim	<input type="checkbox"/> Non-Muslim	<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Single	<input type="checkbox"/> Married
<b>Gender:</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female				
<b>Email Address:</b>							
<b>CNIC No:</b> (In case of a Resident Pakistani)				<b>Expiry Date of CNIC:</b>		D D M M Y Y Y Y	
<b>NICOP No:</b> (In case of a Non-Resident Pakistani)				<b>Expiry Date of NICOP:</b>		D D M M Y Y Y Y	
<b>Passport No:</b> (In case of a Foreigner or a Pakistani Origin)							
<b>Passport Expiry:</b>		Date of Issue:		Date of Expiry:		<b>Applicant Signature:</b> (Principal Account Holder Only)	
		D D M M Y Y Y Y		D D M M Y Y Y Y			

## BANK DETAILS (For Redemption / Dividend Mandate / Systematic Investment)

<b>Title of Account:</b>		<b>Bank Name:</b>	
<b>Branch Name:</b>		<b>Branch Address:</b>	
<b>Bank Account No:</b>		<b>Instruction For Delivery of Account Statement:</b>	
		<input type="checkbox"/> By Email <input type="checkbox"/> By Post	

## JOINT ACCOUNT HOLDER(S) INFORMATION

<b>Operating Instructions:</b>		<input type="checkbox"/> Account Holder Only	<input type="checkbox"/> Singly (Either or Survivor)	<input type="checkbox"/> Jointly (By Any Two)	<input type="checkbox"/> Jointly (By All)	
Acc No.	Name (Mr. / Mrs. / Ms.)	CNIC / NICOP / PASSPORT			Relationship	Signature

## NOMINEE(S) INFORMATION

Name (Mr. / Mrs. / Ms.)	CNIC / NICOP / PASSPORT			Relationship	Share %

## TYPES OF UNITS

FOR INVESTMENT	
<input type="checkbox"/> <b>Regular Units</b> (Initial Minimum Investment Amount is Rs. 5,000). <input type="checkbox"/> System Withdrawal (Optional) <input type="checkbox"/> Appreciation Option <input type="checkbox"/> Fixed Option System Withdrawal Amount Rs _____ Intervals <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly System Withdrawal Date: _____ (This date will be applicable for every interval)	<input type="checkbox"/> <b>Systematic Investment Units</b> (Minimum Investment Amount shall be Rs. 5,000) Systematic Investment Amount Rs _____ Intervals <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Half Yearly

## FOR DIVIDEND DISTRIBUTION

<input type="checkbox"/> <b>Type I</b> (Distribution will be made in the form of <b>Bonus Units</b> ) <input type="checkbox"/> <b>Type II</b> (Distribution will be made in the form of <b>Cash</b> )	<b>In Case of Type II Units, Dividend Payment Instructions:</b> <input type="checkbox"/> Re-Invest <input type="checkbox"/> Cash    ( <input type="checkbox"/> By Post <input type="checkbox"/> **Bank Transfer)
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## DECLARATION

I/We hereby acknowledge having read and understood the relevant Trust Deed(s), Offering Document(s) and guidelines that govern this transaction and further acknowledge having understood the risks involved and I/We agree to abide by the terms and conditions therein.

**Applicant Signature:** \_\_\_\_\_  
(Principal Account Holder Only)

## FOR OFFICE USE ONLY

DISTRIBUTOR			
Code	Remarks	Authorized Person's Name	Authorized Stamp & Signature
REGISTRAR			
<b>Form &amp; Attachment Verified By</b>	<b>Data Input By</b>	<b>Data Verified By</b>	<b>Investor Reg. Allotted</b>

\*Please provide certified true copies

\*\*For Bank Transfer Option, Please provide full Bank Details

BMA Asset Management Co. Ltd. 801, Unitower, I.I. Chundrigar Road, Karachi - 74000 Pakistan

## GUIDELINES FOR FILLING OUT THE ACCOUNT OPENING FORM - INDIVIDUAL

This form is a one time requirement for individuals, and is required to be filled out when the Account is opened. Please complete the form in Block Letters with a ball point pen. Make sure that you have read the relevant Trust Deed(s) and Offering Document(s) before filling out this form.

### Information About The Principal Account Holder:

- i) This section requires all the information of the Principal Account Holder. In case of an Account Opening Form being filled in by the guardian on behalf of a minor(s), the name of the minor(s) as well as of the guardian should be written clearly on the form and the guardian's signature should be recorded in the specified section.
- ii) All Non-Residents need to tick in the box assigned for the purpose.

### Bank Details:

- iii) In this section, the details of the bank account of the Principal Account Holder is to be recorded in full. Any error in filling this information may cause delay in transfer of funds to the Principal Account Holder.
- iv) These details shall be used for auto debit redemptions and dividend mandates, where applicable.

### Information About The Joint Account Holder(s):

- v) This section requires the Name, CNIC / NICOP / Passport No. of the Joint Account Holder(s) (if any), their signatures and their relationship with the Principal Account Holder.

### Information About The Nominee(s):

- vi) This section is not applicable in case of Joint Account Holder(s).
- vii) In case of death or lunacy of the Principal Account Holder, the title of the Account shall be transferred to the nominee(s) upon provision of sufficient evidence of the title to the satisfaction of the Management Company.

### Types of Units:

- viii) In this section, the Investor is given an option of receiving dividend in cash; however by default the dividend will always be reinvested.
- ix) All Investors shall select the Type of Units for Investment:
  - a. **Regular Units:** Means all except units purchased under systematic investments.  
**Systematic Withdrawal Option for Regular Units:** This allows Unit Holder(s) to redeem from their accounts at specified periodic intervals with two options.  
**Fixed Option:** Enables the Unit Holder(s) to redeem a fixed amount on a monthly, quarterly and half yearly basis.  
**Appreciation Option:** Enables the Unit Holder(s) to redeem an amount equal to a specific % of the periodic appreciation or NAV growth, if any.
  - b. **Systematic Investment Units:** Allows a client to invest small amount of money on a monthly, quarterly or on any other regular basis.
- (x) All investors shall select the Type of Units for dividend distribution:
  - a. **Type 1:** Units or fractional units which shall receive dividend distribution in the form of bonus units only.
  - b. **Type 2:** Units or fractional units which shall receive dividend distribution in the form of cash only.

### Other Instructions:

- (xi) In case the Principal Account Holder / Joint Account Holder(s) is/are illiterate and cannot sign, then he/she/they must be required to submit a clear copy of CNIC with his/her/their thumb impression on it and same would be affixed on the form along with one recent passport size photo graph authenticated by his/her/their banker. His/her/their form would also need to be signed by two witnesses.
- (xii) It is the responsibility of the Principal Account Holder to pay all stamp duties, taxes, processing charges and CDC charges in relation to the registration process, where applicable.
- (xiii) If an acknowledgement of the investment is not received within 10 working days, the Investor should contact BMA Asset Management Company Limited.
- (xiv) Changes in the particulars provided in this form can and only be updated by filling out another Account Opening Form provided by BMA Asset Management Company Limited.

### DOCUMENTS REQUIRED:

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| <input type="checkbox"/> 1. Copy of CNIC / NICOP of the Principal Account Holder.<br><input type="checkbox"/> 2. Copy of Passport in case of Non Resident.<br><input type="checkbox"/> 3. Copy of CNIC / NICOP / Passport of Joint Account Holder(s).<br><input type="checkbox"/> 4. Copy of CNIC / NICOP / Passport of Nominee(s).<br><input type="checkbox"/> 5. Zakat Declaration Certificate.<br><input type="checkbox"/> 6. Form-B (Registration Certificate) in case of minor.<br><input type="checkbox"/> 7. Plain paper Declaration for Non-Muslims.<br><input type="checkbox"/> 8. FATCA Form.<br><input type="checkbox"/> 9. Business / Employment Proof. |
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For further information or any other queries, you are requested to contact our representatives.

### BMA ASSET MANAGEMENT COMPANY LIMITED.

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