

INFORMATION ABOUT THE ACCOUNT HOLDER

(Please use BLOCK LETTERS)

Folio / Account No: _____

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name: (Mr. / Mrs. / Ms. / M/s.) _____

CERTIFICATE DETAILS

Certificate(s) Issued: Yes No (If Yes, then provide Certificate Details)

Certificate(s) No: 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

Units Held in CDS: Yes No (If Yes, then provide CDS Details)

CDC Participant Account: _____ Sub Account: _____ IAS Account: _____

DETAILS OF CONVERSION

From	To	Quantity (Units)	OR	Amount in Rs.
Name of Fund	Name of Fund			

Total Quantity or Amount in Words: _____

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.

Signature of Applicant(s) (with rubber stamp in case of Institutional Clients)

DETAILS OF TRANSFER

Name of Fund				
Folio / Account No.	Transferee Name	Quantity (Units)	OR	Amount in Rs.

Total Quantity or Amount in Words: _____

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.

Transferor
Transferor
Transferee
Transferee

Signature of Applicant(s) (with rubber stamp in case of Institutional Clients)

FOR OFFICE USE ONLY

DISTRIBUTOR

Code	Remarks	Authorized Person's Name	Authorized Stamp & Signature

REGISTRAR

Form & Attachment Verified By	Data Input By	Data Verified By	Investor Reg. Allotted

Received From:	Received on:
Received By:	Authorized Stamp & Signature

GUIDELINES FOR FILLING OUT THE CONVERSION / TRANSFER FORM

This form is common for all categories of investors. Make sure that you have read the relevant Trust Deed(s) and Offering Document(s) before filling out this form.

Information about the Account Holder

- i) In case of a Conversion / Transfer Form being filled 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.

Details of Certificates:

- ii) If the Account Holder ticks in the "Yes" option, he/she needs to disclose the distinctive certificate(s) number, surrendered.
- iii) Conversions / Transfers cannot be made unless original certificate(s) are surrendered. (Only if they were issued to the investor).

Details of Conversion:

- iv) In this section, the details of the conversion from one fund to another is to be filled mentioning the Quantity (Units) or Amount in Rupees.

Details of Transfer:

- v) In this section, the details of the Transferor and Transferee is to be filled mentioning the Quantity (Units) or Amount in Rupees.

Other Instructions:

- vi) For the purpose of operating joint accounts please make sure the Joint Account Holder(s) sign this form as per the options selected in Account Opening Form.
- vii) In case of institutions this section shall be used for authorized signatory and rubber stamp should be affixed for each signatory of the institution.
- viii) In case the Account Holder / Joint Account Holder(s) is/are illiterate and cannot sign, then he/she/they must be required to submit clear copy of CNIC with his/her/their thumb impression on it and same would be affixed on the form as well. The form should be authenticated by his/her/their banker.
- ix) It is the responsibility of the Account Holder to pay all stamp duties, taxes, processing charges and CDC charges in relation to this transaction, where applicable.
- x) If an acknowledgment of the Conversion / Transfer is not received within 10 working days, the investor should contact BMA Asset Management Company Limited.

For further information or any other queries, you are requested to contact our representatives.

BMA ASSET MANAGEMENT COMPANY LIMITED.

- ☎ 0800 00262
- 🌐 www.bmafunds.com
- ✉ info@bmafunds.com
- 📍 801, Unitower, I.I. Chundrigar Road, Karachi-74000, Pakistan