

**Principal Account Holder's Information**

Form Number:

Name  Mr. / Mrs. / Ms. / M/s.  Investor Account No.

CNIC / Passport No.

**Certificate Details**

Please note that Transfer / Conversion cannot be made unless original certificate(s) are surrendered or Units have been withdrawn from the Central Depository System

**Certificate(s) Issued**  Yes  No If you selected yes, then please indicate if the Certificate(s) are surrendered  Yes  No

Distinctive Number of Certificate(s) Surrendered (Please separate using commas for multiple listings)

**Conversion of Scheme/Unit Types**

Convert From			Convert to	
Name of Scheme	Type of Units	Amount / No. of Units	Name of Scheme	Type of Units
<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"/>

**Transfer Details**

Name of Transferee	Account Number	Name of Fund	Type of Unit/Class	Units / Amount in PKR
<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"/>

**Transfer Declaration - Transferor(s)**

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Signature	Signature	Signature	Rubber Stamp (Institutional Client only)
CNIC / Passport No. <input type="text"/>				

**Transfer Declaration - Transferee**

I/We hereby acknowledge having read in full and understood the relevant Trust Deed(s), Offering Document(s) and guidelines stated at the back of this form that govern this transaction and further acknowledge having understood the risks involved and I/We agree to abide by the terms and conditions therein. I/We the undersigned Transferee(s), do and hereby agree to accept and take the stated Units above subject to the same condition on which they were held by the above stated Transferor(s)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Signature	Signature	Signature	Rubber Stamp (Institutional Client only)

**Transmission Details**

I/We undersigned being the beneficiaries / successors request you to register me / us as Holder(s) of the Units as per details attached, now registered under above Account Number in the name of the above deceased / insolvent. I/We do hereby agree to accept and take the said Units subject to the same conditions on which they were held herein before. I/We do hereby authorize you to recover the fees and changes by encashing the Units of the equivalent value.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Signature	Signature	Signature	Rubber Stamp (Institutional Client only)
CNIC / Passport No. <input type="text"/>				

**Deletion**

- I/We the undersigned being the Holder(s) of the Units registered under above Account Number do hereby inform that Mr. / Mrs. / Ms.  has expired on;  and request you to delete his / her name from the above Account Number. I/We do hereby authorize you to recover the charges by encashing the Units of the equivalent value.
- I/We undersigned being the beneficiaries / successors request you to register me / us as Holder(s) of the Units as per details attached, now registered under above Account Number in the name of the above deceased / insolvent. I/We do hereby agree to accept and take the said Units subject to the same terms and conditions on which they were held herein before. I/We do hereby authorize you to recover the fees and changes by encashing the Units of the equivalent value.

**Declaration**

I/We hereby acknowledge having read in full and understood the relevant Trust Deeds, Offering Documents and Supplementary Offering Documents if any that govern this transaction and further acknowledge having understood in full the risks involved.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Signature	Signature	Signature	Rubber Stamp (Institutional Client only)

**For Official Use Only**

**Distributor / Sub-Distributor / Facilitator**  
Code  Form No.  Date  Time  am/pm

**Transfer Agent**  
Date  Time  am/pm   
Form Received  dd/mm/yy  hh/mm  Authorized Person's Name  Signature and Stamp

Form and Attachment Verified By  Data Input By  Data Verified By  Investor Account No

**Client Receipt**

Date <input type="text"/>	Received By <input type="text"/>	Form Number <input type="text"/>
Time <input type="text"/>	Signature of Authorized Person <input type="text"/>	Stamp of Authorized Branch <input type="text"/>

## Conversion / Transfer / Transmission Form Guidelines

Please read the guidelines below before completing this form

### General Instructions

- Please fill this form in BLOCK LETTERS.
- In case of Institutional clients, company stamp is required.
- Upon completion and submission of this form you will be provided a receipt, please retain your receipt and ensure that it is signed and stamped by the authorized TL (Transaction Location) representative.
- It is the responsibility of the client(s) to pay any and all stamp duties, taxes and processing charges (if any) upon submission of this form.
- For additional details please refer to the Offering Document of funds or call us at 021.111-LAKSON (111-525-766)
- In the event of a Transfer / Transmission this form will need to be complimented by an Account Opening Form.

### Detailed Instructions

#### Principal Account Holder Information

- Please provide either (a) your CNIC number or (b) your Passport number.

#### Certificate (s) Details

- Conversion and Transfer cannot be initiated unless original certificate(s) are surrendered or Units are withdrawn from Central Depository System (CDS).
- Specify if you have taken possession of the certificate(s) against Units requested for Conversion / Transfer.
- If you have selected Yes in the Units held check box please specify distinctive certificate(s) number surrendered.
- If Units are lying in an account with Central Depository System (CDS) please submit copies of Redemption request in Central Depository System (CDS).

#### Conversion Details

- Unit Holder(s) can request Conversion from one or more Fund(s) to another Fund(s) under management by Lakson Investments Limited.
- Specify the name of the Fund(s) you wish to Redeem from and also specify the amount you wish to Redeem to another Fund(s).
- Please check Entire Amount if you wish to Redeem / Invest entire amount into another Fund.

#### Transfer Details

- The Unit Holder(s) can Transfer Unit(s) in the name of the Transferee(s) subject to the same terms and conditions under which they were held by the Unit Holder(s).
- The Transferor is required to provide either a) CNIC number or b) Passport number and a company stamp if institutional client.
- If the Account Holder wishes to Transfer the Units, both the Transferor (along with the Joint Account Holder(s), if any) and the Transferee(s) (along with the Joint Account Holder(s), if any) are required to read the declaration and sign.
- The Transferee is required to stamp in the space provided if institutional client.

#### Deletion

- In the event of a deletion of the Account Holder(s), the name and deletion date of the Account Holder is required.
- In the event of a deletion of the Account Holder the Nominee(s) (as stated in the Account Opening Form) will be the beneficiaries of part or all the Units. This is not applicable to institutions and joint account holders.