



## 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- Conversion and Transfer cannot be initiated unless original certificate(s) are surrendered or Units are withdrawn from Central Depository System (CDS).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.