

Conversion Form

Please read the "Guidelines" overleaf before filling this form.

Date: _____ Registration No _____

PRINCIPAL ACCOUNT HOLDER DETAIL

Account Title _____ CNIC/NICOP/NTN

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DETAILS OF CONVERSION

Convert From Fund / Plan					Convert To Fund / Plan		
No.	Name of Fund / Plan	Type of Units*	Rs./Units / %	Contingent/Back End Load	Name of Fund / Plan	Type of Units*	FEL (% of Nav)**
1.							
2.							
3.							
1.	Conversion amount (Rs./Units / %) in words: _____						
2.	Conversion amount (Rs./Units / %) in words: _____						
3.	Conversion amount (Rs./Units / %) in words: _____						
*Type A - Growth, Type B - Fixed, Type B - Flexible							
**Front End Load							

In case units are converted to Type B Fixed units, Please mention the amount (PKR) : _____	Frequency of Payment (If applicable) :
	Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/>

Certificates Issued No Yes Certificate No: _____ is/are attached with this Form.

COOLING - OFF RIGHT FOR INDIVIDUAL UNIT HOLDERS

All Individual Investors have a right to obtain a refund of their first time investment (cooling-off right) in a Collective Investment Scheme (CIS) managed by Faysal Asset Management Limited (FAML). The Unit Holder may exercise cooling-off right within three (3) business days commencing from the date of issuance of initial Statement of Account (cooling-off period). The cooling-off right shall be exercised by the unit holder upon written request to the FAML within the time specified. The refund pursuant to the exercise of a cooling-off right shall be paid to the Unit Holder by an amount equal to NAV per unit applicable on the date the cooling-off right exercise which is payable within six (6) business days of receipt of written request from the Unit Holder. AMC shall refund the Front end load (Sales Load) paid by the unit holder, however contingent load (Back end load) will be payable by the unit holder where applicable, in accordance with the Direction No. 31 of 2016 issued by Securities and Exchange Commission of Pakistan.

DECLARATION AND SPECIMEN SIGNATURE OF ACCOUNT HOLDER(S)

I/We confirm having filed & signed this application form after having read and understood the relevant Trust Deed(s), Offering Document(s) and all supplemental of the respective underlying Fund(s)/ Plan and further acknowledge the risk involved in mutual funds.
 I/ we confirm that I have understood the details of Sales Load to be deducted including taxes & all investment in mutual fund are subject to market risk which could result in loss of principle investment.
 I/ we have understand that conversion (either in part or full) is liable to capital gain tax / Zakat, if any

Applicant / Guardian's Signature _____

Joint Applicants / Authorized Signature(s) 1. _____ 2. _____ 3. _____ 4. _____

Date: _____ *Rubber stamp required in case of Institutional Clients

DISTRIBUTOR DETAILS (FOR OFFICE USE ONLY)

Distributor / Facilitator name _____ Conversion date _____
 Distributor / Facilitator code _____ Authorized signature _____

REGISTRAR DETAILS (FOR OFFICE USE ONLY)

Particulars verified by (Name & Signature) _____ Conversion date _____
 Data input by _____ Form No _____ Certificates verified and defaced by _____
 Name of Authorized Person _____ Authorized Signature _____

INVESTOR RECEIPT (TO BE FILLED BY DISTRIBUTOR / FACILITATOR)

Date _____ Account Title _____
 Conversion From _____ Conversion To _____ Amount in PKR _____
 Authorized Name & Signature _____

GUIDELINES FOR COMPLETING THE CONVERSION FORM

This form is required to be filled when the units are converted from one fund to other fund managed by Faysal Asset Management Limited. Please complete the application form in **BLOCK** letters.

INFORMATION ABOUT PRINCIPAL ACCOUNT HOLDER

1. Applicant name and Registration No. should be clearly mention in the form.

DETAILS OF CONVERSION

- The Account Holder needs to specify the name of the Fund(s) and Type he/she wishes to convert from, along with the detail of amount to be converted and also provide the name of the Fund(s) and Type he/she wishes to be converted in. For Conversion of all units please simply write the word "ALL" in the Conversion amount column.
- Units will be converted on the basis of applicable Net Asset Value (NAV) for the business day on which correctly filled Conversion Form has been received (within cutoff times) at Distributor Offices or Authorized Branches or at Head Office of FAML.
- Applicable Zakat/ CGT will be deducted from investor's account in addition to the Conversion amount, Conversion price of units will differ due to Front-end Load where applicable.
- The Account Holder needs to specify whether he/she had taken physical possession of the certificates against his/her investment. If the account holder ticks in the box provided against 'yes' option the certificates would need to be attached with the conversion form.

OTHER INSTRUCTION

- All Joint Holders as specified in the Account Opening Form under the section 'Operating instructions' will need to sign this form, and specify their Names
*In case of Corporate Clients, Company's Seal is required.
- In case the account holder is illiterate and cannot sign, then he/she will be required to submit either a clear copy of CNIC with photo or one recent passport size photograph authenticated by his/her banker His/her form would also need to be signed by a witness.
- If an acknowledgement of conversion is not received within 10 working days, the investor should contact Faysal Asset Management Limited.
- If Conversion requests on any single day exceeds 10% of the total number of Units in issues, the Trustee shall redeem only 10% on a first-come-first-serve-basis and defer the remaining Conversion requests to the next Business Day.

KINDLY PROVIDE YOUR FORM WITHIN CUT-OFF TIMINGS : 9:00 A.M TO 5:00 P.M AS PER BELOW PAYMENT INSTRUCTIONS:

Name of Fund	Front End Load
Faysal Money Market Fund (FMMF)	Up to 2% of NAV
Faysal Halal Amdani Fund (FHAF)	Up to 2% of NAV
Faysal Cash Fund (FCF)	Up to 2% of NAV
Faysal Islamic Cash Fund (FICF)	Up to 2% of NAV
Faysal Financial Sector Opportunity Fund (FFSOF)	Up to 2% of NAV
Faysal MTS Fund (FMTSF)	Up to 2% of NAV
Faysal Government Securities Fund (FGSF)	Up to 2% of NAV
Faysal Savings Growth Fund (FSGF)	Up to 2% of NAV
Faysal Islamic Savings Growth Fund (FISGF)	Up to 2% of NAV
Faysal Income & Growth Fund (FIGF)	Up to 2% of NAV
Faysal Financial Value Fund (FFVF)	Up to 3% of NAV
Faysal Asset Allocation Fund (FAAF)	Up to 3% of NAV
Faysal Islamic Asset Allocation Fund (FIAAF)	Up to 3% of NAV
Faysal Stock Fund (FSF)	Up to 3% of NAV
Faysal Islamic Stock Fund (FISF)	Up to 3% of NAV
Name of Fund	Back-End Load (as Deferred Sale Load)
Faysal Cash Fund (FCF)	Up to 1% of NAV
Faysal Islamic Cash Fund (FICF)	Up to 1% of NAV

Note: Faysal Halal Amdani Fund (FHAF) same day Conversion is available from 9:00 A.M to 10 A.M.

Name of Plan	Front End Load	Contingent Load
Faysal Special Savings Plan-I (FSSP-I)	Up to 2%	-
Faysal Special Savings Plan-II (FSSP-II)	Up to 2%	-
Faysal Islamic Special Income Plan - I (FISIP-I)	Up to 2%	-
Faysal Sharia Capital Preservation Plan (FSCPP)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-II (FSCPP-II)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-III (FSCPP-III)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-IV (FSCPP-IV)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-V (FSCPP-V)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-VI (FSCPP-VI)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-VII (FSCPP-VII)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-VIII (FSCPP-VIII)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-IX (FSCPP-IX)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-X (FSCPP-X)	Up to 3%	For First Year 2% For Second Year 1%
Faysal Active Principal Preservation Plan (FAPPP)	Up to 3%	For First Year 2% For Second Year 1%

Faysal Asset Management Limited

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Risk Disclosure: All investment in mutual funds are subject to market risks. The NAV of units may go up or down based on the market conditions. Past performance is not necessarily indicative of future results. Please read the offering documents of respective schemes for understanding the investment policies and the risk involved.