



## GUIDELINES FOR COMPLETING THE REDEMPTION FORM

This form would be used for disinvestment from the funds managed by Faysal Asset Management Limited for both Individual and Institutional Customers. 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.
2. The Unit Holder may choose to specify the redemption in terms of Rupees or Units. For redemption of all units please simply write the word "ALL" in the Redemption amount column.

### INSTRUCTIONS REGARDING CERTIFICATES

3. The Account Holder needs to specify whether he/she had taken physical possession of 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 redemption form. Redemption transaction shall not take place unless original certificates are surrendered at the time of redemption.
4. The Account Holder would also need to identify if he / she wishes to 'Cancel', 'Split and Reissue Certificates' or would not want the 'Issue of new Certificates'.

### INSTRUCTIONS REGARDING REDEMPTION PROCEEDS

5. Payment of redemption proceeds will be made by the Trustee within six Business days after the receipt of a properly documented request for redemption of units by relevant Distribution Company.
6. If redemption request 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 redemption requests to the next Business Day.
7. Applicable Zakat/ CGT will be deducted from investor's account in addition to the redemption amount.
8. In case available amount in a fund is less than the amount requested in this form, the entire amount will be redeemed.
9. In case the Unit Holder(s) signature(s) varies from the specimen signature(s) provided in the Account Opening Form, the redemption will be treated as "Cancelled".
10. Copy of the CNIC of the beneficiary along with the third party letter is required to be submitted if redemption proceeds are to be credited to the bank account of a third party. (Applicable for individuals only)
11. Redemption Payment to Unit Holder(s) shall be made either through cross cheque / pay order / online bank transfer. However, in case of online payment transfer, the bank account status should be "Online" for the said transfer. Any error in filling this information may cause delay in transfer of funds to the said Unit Holder(s) or in case of any discrepancy in the bank details, payment will be made through cross cheque / pay order in the name of principal unit holder.

### AUTHORIZATION BY JOINT ACCOUNT HOLDER SIGNATORIES

12. 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.

### OTHER INSTRUCTIONS

13. In case the applicant is illiterate and cannot sign, then he/she will submit either a clear copy of CNIC with photo or recent passport size photograph authenticated by his/her banker. Witness would also be required to authenticate the form. In the side case, redemption proceeds will be credited to the designated bank account; no proceeds will be sent to the registered address.
14. If redemption form is received by Faysal Asset Management and or Distributor/Facilitator after the Cut - off time (5:00 PM) on any business day , that transaction will be processed on the next working day and Faysal Asset Management will not be hold responsible for any loss consequent to such processing of redemption form on the next working 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 Plan	Contingent Load
Faysal Sharia Capital Preservation Plan (FSCPP)	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-II (FSCPP-II)	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-III (FSCPP-III)	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-IV (FSCPP-IV)	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-V (FSCPP-V)	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-VI (FSCPP-VI)	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-VII (FSCPP-VII)	For First Year 2% For Second Year 1%
Faysal Sharia Capital Preservation Plan-VIII (FSCPP-VIII)	For First Year 2% For Second Year 1%
Faysal Active Principal Preservation Plan (FAPPP)	For First Year 2% For Second Year 1%
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.

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.