



# Habib Asset Management Limited

Conversion Form  
INDIVIDUALS & INSTITUTIONS

For office Use Only:

Sale No. \_\_\_\_\_

### WE DO NOT ACCEPT CASH

#### INFORMATION ABOUT THE PRINCIPAL ACCOUNT HOLDER (PLEASE USE BLOCK LETTERS)

Name:			Date	
Folio Number (if already allotted):		CNIC/ NTN* No.		

#### Conversion of Units Details

From			To		
Name of Fund / Plan	Amount PKR / No. of Units %	Type of Units	Name of Fund / Plan	Type of Units	Volatility (for Plans only)
1					<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High
2					<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High

1 Total Conversion Amount (PKR)/Units \_\_\_\_\_ In words \_\_\_\_\_

2 Total Conversion Amount (PKR)/Units \_\_\_\_\_ In words \_\_\_\_\_

I/ We hereby acknowledge having read and understood the relevant Trust Deed and Offering Document that govern this transaction including applicable sales load @ \_\_\_ % of NAV which will be charged to the investor. I/ We further acknowledge having understood the risk involved as per Trust Deed and Offering Document.

SIGNATURE(S) \_\_\_\_\_  
(Principal Holder) (Joint Holder 1) (Joint Holder 2) (Joint Holder 3) Stamp (Institutional Clients Only)

Note : In case of Institutional Investors please affix company stamp.

#### COOLING OFF RIGHTS

- (a). The unit holders have the right to obtain a refund of their First time investment (Cooling off) in a particular open end mutual fund.
- (b). This right is available to individual unit holder only.
- (c). The cooling off period shall comprise of three business days commencing from the date of issuance of initial Account Statement to the unit holder.
- (d). The cooling off right shall be exercised by the unit holder upon written request (referred to the concerned clause of redemption) to the AMC within the time specified in point # (c).
- (e). The refund of every unit held by the unit holder pursuant to the exercise of a cooling off right should be an amount equal to NAV per unit applicable on the date the cooling off right is exercised which is payable within six business days from the receipt of written request.
- (f). 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.

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Sale No. \_\_\_\_\_ Date: \_\_\_\_\_  
Form Received

Form Received By : \_\_\_\_\_ Signature : \_\_\_\_\_

Form Verified By : \_\_\_\_\_ Signature : \_\_\_\_\_

Stamp : \_\_\_\_\_

#### Client Copy

Sale No. \_\_\_\_\_ Date: \_\_\_\_\_  
Form Received

Title of Investor Account \_\_\_\_\_ Investment Amount (PKR) \_\_\_\_\_

Folio Number :

Distributor's Name \_\_\_\_\_ Signature and Stamp : \_\_\_\_\_

Code :  FEL Applicable Yes  No  Sales Load \_\_\_\_\_ %

Authorized Person's Name \_\_\_\_\_ Signature and Stamp : \_\_\_\_\_

**Risk Profiling Questionnaire (For Conversion to Equity Funds only)**

Please answer the following questions as candidly as you can. Your answers will help us determine the most suitable products for you.  
(Please select only ONE option for each question)

1. Your age at the time of investment

A. Over 50 Years  B. 40-50 Years

C. 31-40 Years  D. Under 30 Years

2. What is your Marital Status ?

A. Widowed/Divorced  B. Married

C. Single

3. How secure is your current and future Income from sources such as salary, pension or other Income sources ?

A. Not Secure  B. Fairly Secure

C. Very Secure

4. How long have you been Investing ?

A. First time investment  B. up to 3 Years

C. More than 3 Years

5. How familiar are you with investment products ?

A. Not familiar at all  B. Have little experience about investment products

C. Completely understands the investment classes and factors that may influence performance

6. What is your Qualification ?

A. Under-Graduate  B. Graduate

C. Post-Graduate

8. Your Investment Horizon Is

A. Short-Term (Less than a year)  B. Medium-Term (1-5 years)

C. Long-Term (over 5 years)

7. The primary objective of your investment is

A. To earn regular income to meet expenses  B. To get some income and some capital growth

C. To get capital growth only

9. What type of investor are you ?

A. Risk Avoider, I don't take risk with my money  B. Risk Neutral, I can take some risk to increase the overall return on my investment

C. Risk Seeker, I can take highest level of risk to maximize the overall return on my investment

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Risk Profiling Result - Investor's Score	
Question	Applicable Score
Q1	
Q2	
Q3	
Q4	
Q5	
Q6	
Q7	
Q8	
Q9	
Your Total Score	

Suitable Funds Categories	Total Score
Money Market	1-10
Income Category Islamic/Conventional	11-20
Asset Allocation Category	21-25
Equity Category- Islamic / Conventional	26-33

\* A =1, B=2 C=3, D=4

Authorized Representative (Name and Signature)

According to your Risk Assessment, you may invest in \_\_\_\_\_

or Intend to Invest in \_\_\_\_\_

**Declaration**

I have waived the results of my risk assessment and have decided to invest in another CIS which has a risk level higher/lower than what is recommended. I fully understand that I am taking more/lesser risks in exchange for possible higher/stable returns. I expressly agree to assume such risks.

Name of Applicant \_\_\_\_\_ Signature with date \_\_\_\_\_

**Client Copy**

According to your Risk Assessment, you may invest in \_\_\_\_\_

or Intend to Invest in \_\_\_\_\_

**Declaration**

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Name of Applicant \_\_\_\_\_ Signature with date \_\_\_\_\_