



## **GUIDELINES FOR COMPLETING REDEMPTION FORM**

This form will be used for disinvestment from Meezan Islamic Fund / Meezan Islamic Income Fund / Meezan Cash Fund / Meezan Sovereign Fund and Investment Plans

### **INFORMATION ABOUT PRINCIPAL ACCOUNT HOLDER**

1. Please make sure that the information i.e., name of account holder, registration number, CNIC no, email address and recent contact number, provided in this section are correct.

### **REDEMPTION DETAILS**

2. Physical unit certificate issued must be attached with the redemption form in order to complete the redemption process.
3. In case of Meezan Islamic Fund, Meezan Islamic Income Fund, Meezan Cash Fund and Meezan Sovereign Fund, the account holder may choose to specify the redemption in terms of rupees or units, as per requirement.
4. For redemption of all units please simply write the word 'ALL' in the number of unit column.
5. In case both the amount and units are mentioned, the lower of the two will be processed.
6. In case of Meezan Plans, Investor may choose to specify the redemption in terms of rupees only. For complete redemption from the plan please simply write the word 'Entire amount'.
7. The minimum balance requirement is Rs. 50,000/- in order to maintain the plan.
8. If you want to redeem all units and close your account, please sign at the given place.

### **INSTRUCTIONS REGARDING REDEMPTION PROCEEDS**

9. Payment of redemption proceeds will be made by the trustee with in six business days after the receipt of a properly documented request for redemption of units by relevant distribution company.
10. If redemption request on any single day exceed 10% of the total number of units in issue, the trustee shall redeem only 10% on first come first serve basis and defer the balance to the next business day.
11. Please properly specify the mode of payment. In case of transfer of funds in other bank account, specify the details and sign in the given spaces. In case of any discrepancy in the bank detail, payment will be made through cross cheque / pay order.
12. Payment will be made in the name of Principal Account Holder.
13. In case of any signature difference over writing without counter signature, the transaction will be treated as cancelled.

### **OTHER INSTRUCTIONS**

14. Please ensure that the transaction date is mentioned on your copy.
15. Incase of Account Holder is illiterate and cannot sign, then he/she must be required to submit either a clear copy of CNICs with photo or one recent passport size photograph authenticated by the banker. His/her form would also need to be signed by two witnesses.
16. The account holder should either mark all empty spaces in the form "void" or cross(X) them out.
17. In case the Form is being filled in by the guardian, on behalf of minor(s), the name of the minor(s) as well as of the guardian should be written clearly on the form and guardian's signature should be recorded.
18. It shall be the responsibility of investor to pay all stamp and other duties, taxes and processing charges in relation to the units acquired by him/her.
19. For any change in unit holder's register such as address, phone number, bank detail, dividend option, Zakat option or payment option of plan, please fill and submit the respective form.

#### **Please Note:**

In order to take the financial market volatility into account, the prices of mutual funds investing in stocks and securities are determined after close of the market. Therefore, the NAV-based unit prices applicable for redemption having any element of investment in financial market will be unknown at the time of investment

#### **For more information**

**Please call: (92-21) 0800 – HALAL (42525) or e-mail: [info@almeezangroup.com](mailto:info@almeezangroup.com)**