

**Risk Disclaimer: All Investments in Mutual Funds are subject to market risks. The NAV of Units may go down or up based on the market conditions. The investors are advised in their own interest to carefully read the contents of the Offering Document, in particular the Investment Policy mentioned in Clause 2.1.1, Risk Disclosures mentioned in Clause 2.4, Disclaimer mentioned in Clause 2.5, Taxation mentioned in Clause 7 and Warnings Disclaimer in Clause 9 before making any investment decision.**

## **REPLACEMENT**

## **OFFERING DOCUMENT OF**

### **Meezan Balanced Fund**

**(Open End Shariah Compliant (Islamic) Balanced Scheme)**

### **MANAGED BY**

**Al Meezan Investments Management Limited**

[Last updated on November 19, 2018 through SOD-IV](#)

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**REPLACEMENT OFFERING DOCUMENT OF**

**Meezan Balanced Fund**

**Meezan Balanced Fund (MBF) is an Open end Shariah Compliant (Islamic) Balanced Fund (constituted by conversion from closed-end scheme to open-end scheme)**

**MANAGED BY**

**Al Meezan Investment Management Limited**

**[An Asset Management Company Registered under the Non-Banking Finance Companies (Establishment and Regulation) Rules, 2003]**

**Date of Publication of Replacement Offering Document Dated <date of publication>**

**Effective Date of conversion from closed-end fund to open-end fund from  
\_July 1, 2013**

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The **Meezan Balanced Fund** (the Fund/the Scheme/the Trust/the Unit Trust/MBF) was initially established as a closed-end fund vide a registered Trust Deed dated June 15, 2004 and has been converted into an open-end scheme by a Amended and Restated Trust Deed dated..... ("the Deed" or "the Trust Deed") under the Trusts Act, 1882 entered into and between **Al Meezan Investments Management Limited**, the Management Company, and **Central Depository Company of Pakistan Limited**, the Trustee.

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**REGULATORY APPROVAL AND CONSENT**

**Approval of the Securities and Exchange Commission of Pakistan**

The Securities and Exchange Commission of Pakistan ("SECP" or "the Commission") has authorized the conversion of **Meezan Balanced Fund from a closed end scheme to an open end scheme, and** has registered MBF as a notified entity under the Non-Banking Finance Companies and Notified Entities Regulations 2008 ("Regulations"). The SECP has further vide letter No SCD/ AMCW/ MBF/ \_\_\_\_/ 2013 dated June 20, 2013 approved this Replacement Offering Document under the Regulations vide No..... dated ..... in substitution of the previous Offering Document published on \_\_\_\_\_.

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**It must be clearly understood that in giving this approval, SECP does not take any responsibility for the financial soundness of the Fund nor for the accuracy of any statement made or any opinion expressed in this Offering Document.**

### **Offering Document**

This Replacement Offering Document ("the Offering Document") sets out the arrangements covering the basic structure of the **Meezan Balanced Fund** (the "Fund" or the "Scheme" or "the Trust"), which was a closed-end scheme and has been converted to an open-end scheme with effect from July 1, 2013 ("the Effective Date"), pursuant to Regulation 65 of the Regulations, as amended by SECP's Notification S.R.O.1492(1)/2012 dated December 26, 2012. It sets forth information about the Fund that a prospective investor should know before investing in any class of Unit of the Fund. The provisions of the Trust Deed, the Non-Banking Finance Companies (Establishment and Regulation) Rules, 2003 ("the Rules"), the Regulations (*and the Shariah guidelines*), circulars, directives, etc., as specified hereafter govern this Offering Document.

If prospective investor has any doubt about the contents of this Offering Document, he/she/it should consult one or more from amongst their investment advisers, legal advisers, bank managers, stockbrokers, or financial advisers **to seek independent professional advice.**

**Investors must recognize that the investments involve varying levels of risk. The portfolio of the Fund consists of investments, listed as well as unlisted (other than equity funds) that are subject to market fluctuations and risks inherent in all such investments. Neither the value of the Units in the Fund, nor the dividend declared by the Fund is or can be assured. Investors are requested to read the Risk Disclosure and Warnings statement contained in Clause 2.4 and Clause 9 respectively in this Offering Document.**

**All Investments of the Fund shall be in adherence to the Islamic Shariah, as advised by the Shariah Advisor of the Fund. It is possible that adherence to the Islamic Shariah will cause the Fund to perform differently from Funds with similar objectives, but do not adhere to the requirement of Islamic Shariah.**

### **Filing of the Offering Document**

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The Management Company has filed a copy of the Offering Document signed by the Chief Executive along with the Trust Deed with SECP. Copies of the following documents can be inspected at the registered office of the Management Company or the place of business of the Trustee:

- (1) License No. NBFC-II/24/AMIM/AMS/13/2011 dated June 30, 2011 granted by SECP to Al Meezan Investment Management Limited to carry out Asset Management Services (as renewed upto \_\_\_\_\_ 20\_\_);
- (2) Certified copy of the Resolution for conversion of Meezan Balanced Fund as the closed-end fund to an open-end scheme passed unanimously (100%) by the certificate holders;
- (3) SECP's Letter No. \_\_\_\_\_ a dated \_\_\_\_\_ approving the appointment of Central Depository Company of Pakistan Limited as the Trustee of the Fund as an open-end scheme;
- (4) Amended and Restated Trust Deed dated \_\_\_\_\_ 2013 of the Fund;
- (5) SECP's Letter No. \_\_\_\_\_ dated \_\_\_\_\_ registering the Fund as an open-end scheme in terms of Regulation 44 of the Regulations;
- (6) Letter No. \_\_\_\_\_ dated \_\_\_\_\_ from <name of Auditor>, Auditors of the Fund , consenting to the issue of statements and reports;
- (7) Letter No. \_\_\_\_\_ dated \_\_\_\_\_ from Messrs Bawaney & Partners Legal Advisers of the Fund , consenting to act as legal adviser;
- (8) Letter No. \_\_\_\_\_ dated \_\_\_\_\_ from \_\_\_\_\_, Shariah Advisor of the Fund , consenting to act as Shariah advisor of the Meezan Balanced Fund as an open end scheme and consenting on the contents of the offering document;
- (9) SECP's letter No. SCD/ AMCW/ MBF/ \_\_\_\_\_/ 2013 dated June 20, 2013 approving this Offering Document.

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## 1. CONSTITUTION OF THE SCHEME

### 1.1 Constitution

The Fund was constituted as a closed-end Fund by a Trust Deed dated \_\_\_\_\_ and has been converted to an open-end scheme by the Deed (Amended and Restated Trust Deed) entered into at Karachi on <dated>between:

**Al Meezan Investment Management Limited**, a Non-Banking Finance Company incorporated under the Companies Ordinance 1984 and licensed by SECP to undertake asset management services, with its principal place of business at Ground Floor, Block B, Finance and Trade Centre (FTC), Shahrah-e-Faisal, Karachi, as the Management Company; and

**Central Depository Company of Pakistan Limited**, incorporated in Pakistan under the Companies Ordinance, 1984, and registered by SECP to act as a Trustee of the Fund, having its registered office at CDC House, 99-B Block 'B' S.M.C.H.S., Main Shahrah-e-Faisal, Karachi, as the Trustee.

### 1.2 Trust Deed (the "Deed")

The Deed is subject to and governed by the Non-Banking Finance Companies (Establishment and Regulations) Rules, 2003 and Non-Banking Finance Companies and Notified Entities Regulations, 2008, Securities and Exchange Ordinance 1969, Companies Ordinance 1984 and all other applicable laws and regulations including Shariah Advisor's directives and guidelines. The terms and conditions in the Deed and any supplemental deed(s) shall be binding on each Unit Holder. In the event of any conflict between the Offering Document and the Deed the latter shall supersede and prevail over the provisions contained in this Offering Document. In the event of any conflict between the Deed and the Rules or Regulations and Circulars issued by SECP, the latter shall supersede so far the same doesn't conflict with the Islamic Shariah and prevail over the provisions contained in the Deed.

Furthermore, all Investments of the Fund Property shall be in accordance with the Islamic Shariah as advised by the Shariah Advisor. The Fund shall also be subject to the rules and the regulations framed by the State Bank of Pakistan with regard to the foreign investments made by the

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Fund and investments made in the Fund from outside Pakistan in foreign currency.

### **1.3 Modification of Trust Deed**

The Trustee and the Management Company, acting together and with the approval of SECP and the Shariah Advisor, shall be entitled by supplemental deed(s) to modify, alter or add to the provisions of the Deed to such extent as may be required to ensure compliance with any applicable laws, Rules and Regulations.

Where the Deed has been altered or supplemented, the Management Company shall duly notify to the Unit Holders and posted on their official website.

### **1.4 Duration**

The duration of the Fund is perpetual. However, SECP or the Management Company may wind it up or revoke, on the occurrence of certain events as specified in Clause 10.4 and the Regulations.

### **1.5 Effect of Conversion and Status of Unit Holder(s)**

From the Effective Date of the conversion of the Fund's status from *closed-end scheme* to *open end scheme*, all the certificates of the closed-end fund stood cancelled and the status of certificate holders stood changed to that of Initial Units Holders, who have become entitled to be issued Initial Units of the open end scheme in lieu of the certificates held by the certificate holders of the closed end scheme, for which purpose a book closure was announced by the Management Company on \_\_\_\_\_, 2013 in in at least two widely circulated newspapers in Pakistan, one in English and one in Urdu, which shall also declare the Effective Date.

Each certificate holder, holding certificates under the closed end scheme as at the date of the book closure will be issued Initial Units of the open end scheme in the ratio of 1:1 i.e. each Unit Holder (formerly certificate holder) will be issued 1 (one) Unit of the par value of Rs:10/- for each certificate of the closed-end scheme of the par value of Rs:10/- that was held by him on the date of book closure, without any payment.

A statement of account shall be issued by the Registrar to the Initial Unit Holders within ten (10) business days from the effective date as to their



entitlements of the number of Units, which shall be credited to their respective accounts with CDC or alternatively, upon their request, the Initial Unit Holders will be issued physical certificates of the Units of the open end scheme in lieu of the certificates of the closed end scheme upon payment of Rs 100/- as fee.

Redemption of Initial Units shall be subject to Back End Load at the following rates:-

<b><u>Period of Redemption</u></b>	<b><u>Back-end Load</u></b>
<i>Redemption of Initial Units within six months of conversion into open end scheme from the Effective Date</i>	<i>10% of Net Asset Value per Unit</i>
<i>Redemption of Initial Units after six months, but within one year of conversion into open end scheme from the Effective Date</i>	<i>5% of Net Asset Value per Unit</i>
<i>Redemption of Initial Units after one year of conversion into open end scheme from the Effective Date</i>	<i>Nil</i>

The Back End Load charged as above shall form part of the Trust Property.

The Management Company shall now offer and redeem Units of the Fund to the general public, including banks and financial institutions based on Offer Prices and Redemption Prices, as mentioned in Clauses 4.5.6 and 4.8 respectively through this Offering Document.

## **1.6 Trust property**

The Trust Property of the Fund presently consists of the underlying assets that were held by the closed-end scheme, subject to levies and charges, if any. Additionally, from the date of the publication of this Offering Document, the aggregate proceeds of all Units issued from time to time (other than Initial Units which shall be issued without any

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payments), after deducting Duties and Charges, Transactions Costs and any applicable Sales Load, shall constitute part of the Trust Property and include the Investment and all income, profit and other benefits arising therefrom and all cash, bank balances and other assets and property of every description for the time being held or deemed to be held upon trust by the Trustee for the benefit of the Unit Holder(s) pursuant to the Deed, but does not include any amount payable to the Unit Holders, as distribution. However any profit earned on the amount payable to the Unit Holders as distribution shall become part of the Trust Property.

### **1.7 Transaction in Units after Initial Offering Period**

The Management Company will fix the Offer (Purchase) and Redemption (Repurchase) Prices for every Dealing Day on the basis of the Net Asset Value (NAV). The NAV based price shall be fixed after adjusting for the Sales Load as the case may be and any Transaction Costs that may be applicable. Except for circumstances elaborated in Clauses 4.11.2 and 4.11.3 of this Offering Document, such prices shall be applicable to Purchase and Redemption requests, complete in all respects, received during the business hours on the Dealing Day.

### **1.8 Offering Document**

The provisions of the Trust Deed, the Rules, the Regulations, circulars and the Directive issued by the Commission and the Shariah Advisor govern this Offering Document. It sets forth information about the Fund that a prospective investor should know before investing in any Unit. Prospective investors in their own interest are advised to carefully read this Offering Document to understand the Investment Policy, Risk Factors and Warning and Disclaimer and should also consult their legal, financial and/or other professional adviser before investing.

### **1.9 Modification of Offering Document**

This Offering Document will be updated to take account of any relevant material changes relating to the Fund. Such changes shall be subject to prior consent of the Trustee and approval from the Securities and Exchange Commission of Pakistan (SECP), the Shariah Advisor and shall be circulated to all Unit Holders and/ or publicly notified by advertisements in the newspapers subject to the provisions of the Rules and the Regulations and duly posted on official website of the Management Company

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## 1.10 Responsibility of the Management Company for information given in this Document

Management Company accepts the responsibility for the information contained in this Offering Document as being accurate at the date of its publication.

## 2. INVESTMENT OBJECTIVES, INVESTMENT POLICY, RESTRICTIONS, RISK DISCLOSURE AND DISCLAIMER

### 2.1 Investment Objective

Meezan Balanced Fund (MBF) aims to generate long term capital appreciation as well as current income by creating a balanced portfolio that is invested both in high quality Shariah Compliant equity securities and Islamic Income Instruments such as TFCs, Islamic Sukuks COIs, Certificates of Musharika, government securities, cash in bank accounts, money market placements, deposits, Certificate of Deposits, TDRs, commercial papers, reverse repos, spread transactions as long as they fulfill the requirements of Shariah, and any other such Shariah compliant asset classes and instruments as indicated by the Commission for this category.

#### 2.1.1 Investment Policy

Description	Minimum Instrument rating	Issuer/	Maximum Exposure	Minimum Exposure
Shares of Shariah Compliant companies listed on the stock exchanges or for whose listing application has been approved by the stock exchanges	N/A		60%	40%
Shariah Compliant fixed income-securities (including Islamic Government securities, Sukuks and commercial papers)	<del>N/A</del> <u>A<sup>1</sup></u>		50%	0%
Cash in Bank Accounts of Islamic Banks and licensed Islamic	A-		60%	10%

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<sup>1</sup> Amended through SOD-IV dated Nov 19, 2018

Banking windows of conventional Banks (Excluding TDR)			
Shariah Compliant Spread transactions in Government securities	N/A	25%	0%
Bank deposits in licenced Islamic Banks and licenced Islamic windows of conventional banks	A-	50%	0%
Any other Shariah compliant money market placement or security including but not limited to Certificate of Deposit (CoD), Certificate of Musharaka (CoM), Musharaka, Modaraba, Ijarah, Murabaha (including commodity Murabaha), Salam, Istisna, , reverse repos, etc, with financial institutions, as long as they fulfill the requirements of Shariah.	<del>N/A</del> <u>A-<sup>2</sup></u>	50%	0%
Shariah Compliant investments outside Pakistan, with prior approval of SECP and SBP	N/A	30% (subject to a cap of USD 15 million)	0%
Any other Shariah compliant investment approved by the Shariah Advisor, <del>which may not be restricted by the Commission or are authorized by the Commission through Rules, Regulations or any other directive issued from time to time.</del> <sup>3</sup>	<u>A-<sup>4</sup></u>	50%	0%

Note: All minimum and maximum exposure in securities defined above shall be based on quarterly average investments calculated on a daily basis or as per directives provided by the Commission from time to time.

Meezan Balanced Fund, in line with its Investment Objective, will invest in Authorized Investments and any such Investment permissible as per guidelines issued by the SECP and Shariah Advisor, from time to time.

Meezan Balanced Fund will make use of triggers such as earnings growth and dividend yields to achieve its balanced growth strategy. The levels of dividend yield and earnings growth specified for stocks will be continuously monitored through financial models so that stocks above the defined thresholds are added whereas stocks falling below the thresholds are removed from the portfolio.

<sup>2</sup> Amended through SOD-IV dated Nov 19, 2018

<sup>3</sup> Amended through SOD-II

<sup>4</sup> Amended through SOD-IV dated Nov 19, 2018

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The Fund will exclusively invest in Islamic instruments approved by the Shariah Advisor, such as Islamic Sukuk (bonds), certificates of Islamic investments, and similar instruments/ avenues . The Fund will also make substantial use of the hedging mechanism between the ready market and the futures market for the investors in a completely Shariah Compliant manner.

The Meezan Balanced Fund will switch between equity and such instruments depending upon the market conditions. 40% to 60% of the Net Assets shall remain allocated to equity investments and the remaining Net Assets will be invested in Islamic income instruments.

At least 10% of the net assets of the Fund shall be invested at all times in cash and near cash instruments which include cash in bank accounts (excluding TDRs), not exceeding 90 days maturity

Subject to approval of the Commission, the Fund may invest in any other Shariah compliant asset classes and instruments as indicated by the Commission for this category under circular 7 of 2009 and any subsequent directive issued by it from time to time and as allowed by the Shariah Advisor.

~~Some modes of investments to be utilized by MBF are given below:~~

~~**Equities**— Shariah Compliant investments in equities would meet the criteria which has been researched upon and approved by the Shariah Advisor.~~

~~**Modaraba**— Modarabas are a well established Shariah compatible activity that the Fund may undertake. The term refers to a form of business contract in which one party brings capital and the other personal effort. The proportionate share in profit is determined by mutual agreement, whereas, the loss, if any, is borne only by the owner of the capital, in which case the entrepreneur gets nothing for his labour. The financier is known as "rab-al-maal" and the entrepreneur as "mudarib". As a financing technique adopted by Islamic institutions, it is a contract in which all the capital is provided by the Islamic institution while the business is managed by the other party. The profit is shared in pre-agreed ratios, and loss, if any, unless caused by negligence or violation of terms of the contract by the "mudarib" is borne by the Islamic institution. The institution passes on this loss to the depositors.~~

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**Sale on Cost plus Profit (Murabaha)**— Murabaha is a Shariah compliant activity also known as sale on profit whereby the seller discloses its cost and profit to the buyer, sale at stated cost price and profit. The term is, however, now used to refer to a sale contract whereby the seller purchases the goods desired by the buyer and sells them at an agreed price while explicitly mentioning the cost and profit to the buyer, the payment being settled within an agreed time frame, either in installments or lump sum. The seller/institution undertakes all the management needed for the purchase and also bears the risk for the goods until they have been sold to the buyer. This has been adopted as a mode of financing by a number of Islamic institutions. As a financing technique, it involves a request by the client to the institution to purchase a certain item for him. The institution does that for a definite profit over the cost.

**Musharika**— The literal meaning of Musharika is sharing. The root of the word "Musharika" in Arabic is Shirkah, which means being a partner. Under Islamic jurisprudence, Musharika means a joint enterprise formed for conducting some business in which all partners share the profit according to a specific ratio while the loss is shared according to the ratio of the contribution. It is an ideal alternative for the interest based financing with far reaching effects on both production and distribution. Partnership can be in the form of joint ownership of property, called "shirkat-ul-milk" or in the form of partners contributing a certain portion of capital or services for the purpose of earning profit, which is called "shirkat-ul-aqd".

**Bai' Salam**— This term refers to advance payment for goods which are to be delivered later. Normally, no sale can be affected unless the goods are in existence at the time of the sale. But this type of sale forms an exception to the general rule provided the goods are defined and the date of delivery is fixed. The objects of this type of sale are mainly tangible and homogenous goods but exclude gold or silver as these are regarded as monetary values. Barring these, Bai 'Salam covers almost all things which are capable of being specifically described as to quantity, quality and workmanship. It is also applied to a mode of financing adopted by Islamic financial institutions. It is usually applied in the agricultural sector where the institution advances money for various inputs to receive a share in the crop, which the institution sells in the market. This kind of sale (Salam) is also used nowadays as a mode of financing that is also called 'Parallel Salam'.

~~**Bai' Muajjal**— The term means sale on deferred payment basis or a credit sale. It is a contract in which the seller allows the buyer to pay the price of a commodity at a future date in a lump sum or in installments. The price fixed for the commodity in such a transaction can be the same as the spot price or higher or lower than the spot price.~~

~~**Ready-Future Hedges**— Ready future hedges make use of a buy transaction in the ready market and makes a simultaneous unilateral promise to sell the same scrip in future and at the future date the promise is fulfilled and actual sale is executed, hence locking in the difference between the two prices at the time of executing the two transactions. <sup>5</sup>~~

### **Others**

Investments shall be made as per the authorized investment limits given above and shall be made according to the following mode of Shariah Transaction such as; principles of Bai'-Mu'ajjal, Bai'-Mussawwama, Bai'-Salam, Istisna'a, Mudaraba, Murabaha and Musharika or any other structure as approved by the Shariah Advisor from time to time. <sup>6</sup>

The Fund may also invest in Shariah compliant government securities, cash in bank accounts, money market placements, deposits, TDRs, Islamic commercial paper, Islamic alternative for reverse repos , TFCs/Sukuks, Islamic CFS, spread transactions, and preference shares as permitted by the Shariah Advisor, and allowed by the Commission for the Fund's category from time to time.

### **Benchmark**

Weighted average return of KMI-30 Index and 6 months average deposit rates of three (3) A rated Scheduled Islamic Banks or Islamic windows of Conventional Banks as selected by MUFAP, based on the actual proportion of investment in Equity and Income asset classes made by the Fund. <sup>7</sup>~~The benchmark of MBF shall be 50% KMI-30 Index and 50% 6 month Average bank deposit rate of three Islamic banks.~~

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<sup>5</sup> Deleted through SOD-II

<sup>6</sup> Added through SOD-II

<sup>7</sup> Amended through SOD-I

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## **Authorized Investments**

MBF, in light of its investment objective and investment policy, shall exclusively invest in Shariah Compliant investments transacted, traded or listed in Pakistan including, but not necessarily limited to;

- i. Any Shariah Compliant investments such as securities, shares, stocks, bonds, debentures, debenture stocks, warrants, options, participation term certificates, Modaraba certificates, Musharika certificates, deposits, term finance certificates, convertible bonds and other asset backed and mortgage backed securities, or any other Shariah compliant investments, as may be determined by Shariah Advisor and permissible under the Rules. Such investments may include those for ready settlement as well as those for futures settlement.
- ii. Shariah compliant government securities.
- iii. Shariah compliant money market instruments, certificates of deposit and bankers' acceptances.
- iv. Deposits with Islamic banks or Islamic financial institutions or Islamic windows of conventional banks and Islamic windows of conventional financial institutions, including deposits in currencies other than the Pakistani Rupee.
- v.
- vi. Any other equity or debt security in respect of which permission to deal on a stock exchange is effective, and is approved by Shariah Advisor.
- vii. Unlisted Shariah Compliant government securities and secured debt securities having investment grade rating.

### **2.1.2 Management Company Can Alter Investment Mix**



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The Management Company can from time to time alter the weightings, subject to the specified limits as per Clause 2.1.1 above, between the various types of investments if it is of the view that market conditions so warrant. The Funds not invested in the foregoing avenues shall be placed as deposit with scheduled Islamic banks and Islamic windows of conventional banks.

## **2.2 Changes in Investment Policy**

The investment policy will be governed by the Regulations and/or SECP directives and Shariah Advisor's directives. Any Fundamental change in the Investment Policy will be implemented only after obtaining prior approval from SECP and the Shariah Advisor and giving 90 days prior notice to the Unit Holders as specified in the regulation.

## **2.3 Investment Restrictions**

- (a) The Trust Property shall be subject to such exposure limits or other prohibitions as are provided in the Regulations, Trust Deed, this Offering Document of the Fund, circulars and directives and shall also be subject to any exemptions that may be specifically given to the Fund by SECP and are explicitly mentioned under the heading Exceptions to Investment Restriction in this offering document or subsequently in writing . If and so long as the value of the holding in a particular company or sector shall exceed the limit imposed by the Regulations, the Management Company shall not purchase any further Investments in such company or sector. In the event Exposure limits are exceeded due to corporate actions including taking up rights or bonus issue and/or owing to appreciation or depreciation in value of any Investment, disposal of any Investment or Redemption of Units, the excess exposure shall be regularized in such manner and within such time as specified in the Regulations, circular or notification issued by SECP from time to time.
- (b) The Management Company, on behalf of the Fund, shall not enter into transactions with any broker that exceeds the limit provided in the Regulations and or circulars and notifications issued by the Commission from time to time.

Transactions relating to money market instruments and debt securities do not fall under this clause.

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(c) The Management Company on behalf of the Scheme shall not:

- i. Make Investments in any instrument whose Shariah Approval isn't in place.
- ii. Purchase or sell -
  - a. Bearer securities;
  - b. Securities on margin;
  - c. Real estate;
  - d. Securities which result in assumption of unlimited liability (actual or contingent);
  - e. Anything other than Authorized Investments as defined herein;
- iii. Participate in a joint account with others in any transaction;
- iv. Affect a short sale in a security whether listed or unlisted;
- v. Purchase any security in a forward contract.
- vi. Take Exposure in any other Collective Investment Scheme.
- vii. Lend, assume, guarantee, endorse or otherwise become directly or contingently liable for or in connection with any obligation or indebtedness of any person as specified in the Regulation;
- viii. Make any investment which will vest with the Management Company or its group the management or control of the affairs of the investee company.
- ix. invest in securities of the Management Company
- x. issue a senior security which is either stock or represents indebtedness, without the prior written approval of the Commission and the Shariah Advisor
- xi. apply for de-listing from stock exchange, unless it has obtained prior written approval of the Commission.
- xii. sell or issue Units for consideration other than cash unless permitted by the Commission and the Shariah Advisor on the basis of structure and investment policy of the Scheme.

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- xiii. Merge with, acquire or take over any scheme, unless it has obtained the prior approval of the SECP and the Shairah Advisor in writing to the scheme of such merger, acquisition or take over.
  - xiv. enter on behalf of the Scheme, into underwriting or sub-underwriting contracts.
  - xv. subscribe to an issue underwritten, co-underwritten or sub-underwritten by group companies of the Management Company.
  - xvi. pledge any of the securities held or beneficially owned by the Scheme except as allowed under the Regulations.
  - xvii. accept deposits
  - xviii. make a loan or advance money to any person from the assets of the Scheme
  - xix. invest more than thirty five per cent of Net Assets of Collective Investment Scheme in any single group
  - xx. invest in any one sector, as classified by the stock exchange, more than 35 % or index weight whichever is higher, subject to maximum of 40 %.
  - xxi. invest more than 15% of the Fund's Net Assets in any one company or more than 15% of the issued capital of the company, whichever is less.

~~(d) Rating of any banking security in the portfolio shall not be lower than A- (A minus) and of all other debt securities rating will not be lower than A- (A minus).<sup>8</sup>~~

~~(e)~~(d) Rating of any NBFC and Modaraba with which Funds are placed shall not be lower than AA. (as per applicable fund category)

~~(f)~~(e) Rating of any bank with which Funds are placed shall not be lower than A- (A minus), and rating of DFI shall not be lower than A- (A minus).

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<sup>8</sup> Deleted through SOD-IV dated Nov 19, 2018

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~~(g)~~(f) Weighted average time to maturity of non equity assets shall not exceed 2 years

~~(h)~~(g) In case of redemptions requests are pending due to constraint of liquidity in the Fund, for more than the period as stipulated in the Regulations, the Management Company shall not make any fresh investment or rollover of any investment.

~~(i)~~(h) The Management Company on behalf of MBF shall maintain minimum cash and near cash instruments subject to applicable Regulations, Circulars or Directives issued by the Commission.

### **Exemption to Investment Restrictions**

The SECP vide its letter No.SEC/NBFC-DD-I/476/2004 dated May 26 granted exemptions to Meezan Balanced Fund

#### **2.3.1 Financing Arrangements**

(a) Subject to any statutory requirements for the time being in force and to the terms and conditions herein contained, the Management Company may arrange financing for account of the Scheme, with the approval of the Trustee, from Banks, Financial Institutions, non-banking finance companies or such other companies as specified by the Commission from time to time. The financing however, shall not be resorted to, except for meeting the redemption requests and shall be repayable within a period of ninety days and such financing shall not exceed fifteen (15) percent of the Net Assets or such other limit as specified by the Commission. Financing arrangement will only be made under the Islamic modes of finance after approval from Shariah Advisor.

If subsequent to such financing, the Net Assets are reduced as a result of depreciation in the market value of the Trust Property or redemption of Units, the Management Company shall not be under any obligation to reduce such financing.

(b) Neither the Trustee, nor the Management Company shall be required to issue any guarantee or provide security over their own assets for securing such financings from Banks, Financial Institutions and non-banking

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finance companies. The Trustee or the Management Company shall not in any manner be liable in their personal capacities for payment of such financings.

- (c) For the purposes of securing any such financing, the Trustee may on the instruction of the Management Company mortgage, charge or pledge in any manner all or any part of the Trust Property provided that the aggregate amount secured by such mortgage, charge or pledge shall not exceed the limits provided under the Regulations and/or any law for the time being in force.
- (d) Neither the Trustee nor the Management Company shall incur any liability by reason of any loss to the Trust or any loss that a Unit Holder(s) may suffer by reason of any depletion in the Net Asset Value that may result from any financing arrangement made hereunder in good faith.

### **2.3.2 Restriction of Transactions with Connected Persons**

- (a) The Management Company in relation to the Scheme shall not invest in any security of a company if any director or officer of the Management Company owns more than five per cent of the total amount of securities issued, or, the directors and officers of the Management Company own more than ten per cent of those securities collectively subject to exemption provided in the Regulations.
- (b) The Management Company on behalf of the Scheme shall not without the approval of its Board of Directors in writing and consent of the Trustee, purchase or sell any security from or to any Connected Person or employee of the Management Company.
- (c) Provided that above shall not be applicable on sale or redemptions of Units.
- (d) For the purpose of sub-paragraphs (a) and (b) above the term director, officer and employee shall include spouse, lineal ascendants and descendants, brothers and sisters.
- (e) All transactions carried out by or on behalf of the Scheme with connected person(s) shall be made as provided in the Constitutive Documents, and shall be disclosed in the Scheme's annual reports.

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## 2.4 Risk Disclosure

Investors must realize that all investments in mutual Funds and securities are subject to market risks. Our target return / dividend range cannot be guaranteed and it should be clearly understood that the portfolio of the Fund is subject to market price fluctuations and other risks inherent in all such investments. The risks emanate from various factors that include, but are not limited to:

**(1) Equity Risk** - Companies issue equities, or stocks, to help finance their operations and future growth. The Company's performance outlook, market activity and the larger economic picture influence the price of a stock. Usually when the economy is expanding, the outlook for many companies is good and the stock prices may rise and vice versa.

**(2) Government Regulation Risk** - Government policies or regulations are more prevalent in some securities and financial instruments than in others. Funds that invest in such securities may be affected due to change in these regulations or policies, which directly or indirectly affect the structure of the security and/or in extreme cases a governmental or court order could restrain payment of capital, principal or income.

**(3) Credit Risk** - Credit Risk comprises Default Risk and Credit Spread Risk. Each can have negative impact on the value of the income and money market instruments including Sukuks etc:

- **Default Risk** - The risk that the issuer of the security will not be able to pay the obligation, either on time or at all;
- **Credit Spread Risk** - The risk that there may be an increase in the difference between the return/profit rate of any issuer's security and the return/profit rate of a risk free security. The difference between this return/ profit rates is called a "credit spread". Credit spreads are based on macroeconomic events in the domestic or global financial markets. An increase in credit spread will decrease the value of income and including money market instruments;

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- (4) **Price Risk** - The price risk is defined as when the value of the Fund, due to its holdings in such securities rises and falls as a result of change in benchmark / profit rates.
- (5) **Liquidity Risk** – Liquidity risk is the possibility of deterioration in the price of a security in the Fund when it is offered for sale in the secondary market.
- (6) **Settlement Risk** – At times, the Fund may encounter settlement risk in purchasing/investing and maturing / selling its investments which may affect the Fund’s performance etc.
- (7) **Reinvestment Rate Risk** –In a declining benchmark / profit rate economic environment, there is a risk that maturing securities or coupon payments will be reinvested at lower rates, which shall reduce the return of the Fund compared to return earned in the preceding quarters.
- (8) **Events Risk** - There may be adjustments to the performance of the Fund due to events including but not limited to, natural calamities, market disruptions, mergers, nationalization, insolvency and changes in tax law.
- (9) **Redemption Risk** - There may be special circumstances in which the redemption of Units may be suspended or the redemption payment may not occur within six working days of receiving a request for redemption from the investor.

2.4.1 There may be times when a portion of the investment portfolio of the Scheme is not compliant either with the investment policy or the minimum investment criteria of the assigned ‘category’. This non-compliance may be due to various reasons including, adverse market conditions, liquidity constraints or investment – specific issues. Investors are advised to study the latest Fund Manager Report specially portfolio composition and Financial Statements of the Scheme to determine what percentage of the assets of the Scheme, if any, is not in compliance with the minimum investment criteria of the assigned category. The latest monthly Fund Manager Report as per the format prescribed by Mutual Funds Association of Pakistan (MUFAP) and financial statements of the Scheme are available on the website of the

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Management Company and can be obtained by calling / writing to the Management Company.

## **2.5 Disclaimer**

The Units of the Trust are not bank deposits and are neither issued by, insured by, obligations of, nor otherwise supported by SECP, any Government agency, the Trustee (except to the extent specifically stated in this document and the Deed) or any of the shareholders of the Management Company or any other bank or financial institution.

## **3. OPERATORS AND PRINCIPALS**

### **3.1 Management Company**

#### **3.1.1 Organization**

Al Meezan Investment Management Limited ("Al Meezan Investments") is an Investment Advisory and Asset Management Company licensed under the Non Banking Finance Companies (Establishment and Regulation) Rules, 2003. Al Meezan Investments was formed in 1995 and has a successful track record of almost two decades of managing mutual funds.

As a Shariah Compliant investment solutions provider, Al Meezan Investments has kept up with expectations. Al Meezan Investments has been able to successfully launch and manage 10 mutual funds including a Pension Fund. The Mutual Funds currently under management include. Al Meezan Mutual Fund (AMMF), Meezan Islamic Fund (MIF), Meezan Balanced Fund (MBF), Meezan Islamic Income Fund (MIIF), Meezan Capital Protected Fund-II (MCPF-II), Meezan Cash Fund (MCF), Meezan Sovereign Fund (MSF) KSE Meezan Index Fund (KMIF), and Meezan Financial Planning Fund of Funds (MFPPF), while the Pension Fund is Meezan Tahaffuz Pension Fund (MTPF).). All these funds are among the best performing funds in their respective categories.

Al Meezan Investments has been assigned Management Quality Rating of AM2 by JCR (VIS) Credit Rating Agency which denotes 'High Management Quality' rating..



### 3.1.2 Principle Shareholders

The current shareholding structure of Al Meezan Investments is as follows:

<b>Shareholding of Al Meezan Investments</b>	<b>Shareholding (%)</b>	<b>Paid up capital (Rs mn)</b>
Meezan Bank Limited	65	325.00
Pakistan Kuwait Investment Company	30	150.00
Employees	5	25.00
<b>Total</b>	<b>100</b>	<b>500.00</b>

Al Meezan Investments enjoys a strong backing from its group companies i.e. Meezan Bank Limited, the premier Islamic bank of Pakistan, and Pakistan Kuwait Investment Company (Pvt.) Limited.

### 3.2 Board of Directors of the Management Company

<b>S.No.</b>	<b>Name of Director</b>	<b>Directorship in other Companies</b>
1.	Mr. Ariful Islam, Chairman	Meezan Bank Limited
2.	Mr. Mohammad Shoaib, CFA	Pakistan Institute of Corporate Governance Pakistan Institute of Capital Markets
3.	Mr. P. Ahmed	The Guidance Institute (Private) Limited
4.	Mr. Tasnimul Haq Farooqui	None
5.	Mr. Mazhar Sharif	The General Tyre & Rubber Co. of Pakistan Limited
6.	Syed Amir Ali	Pak Kuwait Takaful Limited

7.	Mr. Salman Sarwar Butt	None
8.	Syed Amir Ali Zaidi	None

#### **ARIFUL ISLAM – CHAIRMAN**

Mr. Ariful Islam is the Chief Operating Officer at Meezan Bank Limited. He is a Chartered Accountant from the Institute of Chartered Accountants of England and Wales. He is also a fellow member of the Institute of Chartered Accountants of Pakistan. Mr. Arif has held a number of senior positions prior to joining MBL. Previously, he has served as Executive Vice President and Head of Southern Region, Faysal Bank and Senior Executive Vice President - Head of Investment Banking Group, Muslim Commercial Bank. Before returning to Pakistan in 1985 he worked in the London office of KPMG where he had worked on special banking sector assignments. He was involved with the setting up of the first private sector open end fund in Pakistan and carries with him valuable asset management experience.

#### **P. AHMED**

Mr. P. Ahmed is the Head of Liabilities Product (Wealth Management & Insurance) of Qatar International Islamic Bank (QIIB). Before joining QIIB he was working as Director & Chief Executive Officer of Pak Qatar Family Takaful Limited. He launched Pakistan's first Family Takaful Company and was instrumental in establishing its infrastructure with the state of the art technology in Penta Takaful. He has vast experience of working in the Insurance Industry with leading institutions such as State Life Insurance Corporation of Pakistan, American Life Assurance Company Limited and NJI Life insurance Company Limited, besides these he has also worked with leading training and consultancy firms.

Mr. Ahmed did his MBA with major in Finance and Marketing and also holds a Post Graduate Diploma in Islamic Banking and Finance. He is also a fellow member of Life Management Institute and Associate Customer Services of Life Office Management Association (LOMA), USA.

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### **SALMAN SARWAR BUTT**

Mr. Salman Sarwar Butt is a founding member and partner of Green Cherry Solutions. He was previously associated with Royal Bank of Scotland, Hong Kong, where he served as the Senior Vice President. He has over 19 years of experience in the banking sector during which he has served both in Pakistan and abroad. He graduated from Oberlin College, Ohio with a Bachelors in Economics.

### **TASNIM UL HAQ FAROOQUI**

Mr. Farooqui is L.L.M. (1986) from Karachi University. He is also DAIBP, Member Sindh Bar Council, and Fellow of Institute of Corporate Secretaries of Pakistan.

Mr. Farooqui served in Habib Bank Limited for a period of around three years. Later he joined Pak Kuwait Investment Company (Pvt.) Ltd. in March 1980. His last designation with Pak Kuwait in 2009 was SVP/Head of Credit Administration Department. He is presently working with Meezan Bank Limited as Head of Legal and Company Secretary.

### **MAZHAR SHARIF**

Mr. Mazhar Sharif is a Fellow Member of the Institute of Chartered Accountants of Pakistan. He has more than 14 years of work experience in the financial sector. Currently he is associated with Pakistan Kuwait Investment Company Pvt. Ltd. as Executive Vice President & Head of Internal Audit. He has also worked with A.F. Ferguson & Co – Chartered Accountants –a member firm of the PwC network in the Audit section in various capacities. During his association with AFF & Co, he has worked on various assignments for some major clients like Faysal Bank Limited, Soneri bank Limited, Pakistan Petroleum Limited, Pak Suzuki Motor Company and Bank of Khyber. He is also a Trustee of the Pak Kuwait's Gratuity and Provident Funds.

### **SYED AMIR ALI**

Syed Amir Ali is a Chartered Accountant holding three gold medals from the Institute of Chartered Accountants of Pakistan. He also holds a charter from the Association of Chartered Certified Accountants (UK), the CFA Institute (USA) along with holding a Masters degree with a gold medal in Business Administration.

Syed Amir Ali joined Meezan Bank in late 2006 and it was under his vision that the Management decided to set up a dedicated Investment Banking department at Meezan Bank. As Head of Investment Banking,

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Syed Amir Ali has been the driving force in devising complex structures for Investment Banking transactions. His remarkable knowledge of accounting & financial concepts, corporate & tax laws and Shariah advisory are the core elements behind the Investment Banking department's landmark performance. It was under his vision that the first Islamic Project financing transaction was executed in the country.

Prior to joining Meezan Bank, he was serving as the Head of Treasury and then as Financial Controller at Pakistan Refinery Limited. He has also had the opportunity to work as a Business Control Analyst for Shell Companies Limited, Pacific Islands.

#### **SYED AMIR ALI ZAIDI**

Syed Amir Ali Zaidi is presently working at Pakistan Kuwait Investment Company as Senior Vice President in the Capital Markets Department. He brings more than 23 years of experience mostly related to capital markets. Mr. Amir has done MBA from College of Business Management "CBM" in Finance and Human Resources. In addition, he holds the bachelor's degree at law (LLB). Prior to joining Pakistan Kuwait Investment Company, Mr. Amir has worked at Taurus Securities Limited as a Group Chief and at A.F. Ferguson, Chartered Accountants as a Supervising Senior.

#### **MOHAMMAD SHOAB, CFA – CHIEF EXECUTIVE**

Mr. Mohammad Shoaib, CFA is the Chief Executive of Al Meezan Investment Management Ltd. He has played a key role in setting up the company and has been associated with it since inception. He is a highly qualified and seasoned professional with 20 years experience in capital markets. He has to his credit many accolades and awards, the most significant of them being the "Most Influential CFA charter holder" awarded by CFA Institute in 2006.

Mr. Shoaib holds an MBA degree from IBA besides being a Chartered Financial Analyst (CFA) charter holder. He has to his credit the honor of being the founder and first president of CFA Association of Pakistan, a member society of CFA Institute. In addition, he has been a past member of CFA Institute's Asia Pacific Advocacy Committee Global Corporate Governance Task Force which has developed a manual for investors on Corporate Governance. Mr. Shoaib is currently Presidents' Council Representative (PCR) for Asia Pacific region elected by 15 societies in the region. In this capacity he represents, over 12,000 CFA charter holders residing in countries including Japan, Korea, Singapore, Hong Kong, China, Pakistan, India, Sri Lanka, Indonesia, Malaysia, Thailand, Philippines, Taiwan, Australia and New Zealand.

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Prior to joining Al Meezan Investments, Mr. Shoaib was the Head of Department for Capital Markets Division at PKIC. He joined PKIC in 1990 as Deputy Manager and was instrumental in expanding PKIC equity portfolio from PKR 60 million to over PKR 3,000 million when he was deputed to Al Meezan Investments in 1995. Mr. Shoaib has also served as a non-member nominee director of SECP on the Board of Karachi Stock Exchange for the year 2002. He has also attended various courses, seminars and workshops on investment management in Asia, Australia, Europe and North America.

### 3.2.1 **Profile of the Management**

#### **MOHAMMAD SHOAB, CFA –CHIEF EXECUTIVE**

Please see background given above in particulars of Directors

#### **MUHAMMAD ASAD – CHIEF INVESTMENT OFFICER**

Mr. Asad is primarily responsible for active asset allocation and investment strategy for the funds managed by Al Meezan Investments. He has more than 16 years of work experience in the financial sector working with leading local and multinational companies like State Life Insurance Corporation of Pakistan, Metropolitan Bank Limited, ANZ Grindlays Bank, and A.F. Ferguson & Company. He plays a critical role in the execution of the company's investment strategy. Mr. Asad is required to use his expertise in management of mutual funds managed by Al Meezan Investments, which essentially requires continuous monitoring of investments.

Mr. Asad is an MBA in Finance & Banking from IBA as well as clearing CFA Level II. He is also a Fellow of Life Management, Life Insurance (FLMI). He has also been a visiting faculty member at IBA and Bahria University.

Mr. Asad also served as a nominee director on the board of Al Meezan Mutual Fund Limited. He is also a trustee of Al Meezan Investments' Provident Fund and Gratuity Fund. He is also an active member of Investment Committee.

#### **SYED OWAIS WASTI – CFO & COMPANY SECRETARY**

Mr. Owais is an associate member of Institute of Cost & Management Accountants of Pakistan (ICMA). Prior to joining Al Meezan Investments, Mr. Wasti also served at JS Investments Limited (formerly JS ABAMCO Limited) as Chief Financial Officer and Company Secretary. He also worked with Jahangir Siddiqui & Co. Limited in

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Equity Operations. He has an overall experience of over 18 years. At Al Meezan Investments, he is the Chief Financial Officer & Company Secretary..

**ABDUL RUB KHAN - HEAD OF HUMAN RESOURCES**

Mr. Abdul Rub is responsible for developing and implementing effective HR management strategies. He holds an MBA degree in the field and also possesses a Diploma in Management Sciences from the United Kingdom. He has over 9 years of experience in Human Resource management with leading local and multinational companies.

**JASEEM AHMED KHAN - HEAD OF COMPLIANCE & INTERNAL AUDIT**

Mr. Jaseem Ahmed Khan is a member of the Institute of Chartered Accountants of Pakistan (ICAP). He has over 12 years of diverse experience in the fields of Finance, Audit, Tax and Risk Management with leading institutions like A. F. Ferguson and Co., Pakistan State Oil Company and ORIX Leasing.

**MUHAMMAD FAISAL HAFEEZ – HEAD OF OPERATIONS**

Mr. Faisal Hafeez is our Head of Operations. He is a member of the Institute of Chartered Accountants of Pakistan (ICAP). He has over 9 years of diverse experience in the fields of Audit, Tax and Finance with leading institutions like A. F. Ferguson and Co. Pak Kuwait Takaful Company Limited and KPMG Taseer Hadi & Co.

**SANAM ALI ZAIB, – HEAD OF RESEARCH & PRODUCT DEVELOPMENT**

Mrs. Sanam heads the Research as a Senior Vice President at Al Meezan Investment Management Limited. She has over 7 years of experience in supervising equity research team and doing financial analysis of sectors assigned to her. Her area of expertise had been market strategy, energy, cement, and fertilizer sectors.

Mrs. Sanam holds an MBA degree from Institute of Business Administration Karachi. She has also cleared CFA level-II from CFA Institute of USA.

**SHAHID GUL MOTIWALA – NATIONAL SALES MANAGER**

Shahid Motiwala has over 8 years of experience in Sales and Business development and over 3 years in mutual fund industry. He has been associated in the past with UBL Fund managers and Gul Ahmed Group. He has been involved in overall Business development, Sales Planning and coordination with marketing and other departments for achievement

of sales targets for both Retail and institutional clients. He is also responsible for hiring retaining and managing sales team to help perform at their required levels. Mr. Gul holds an MBA degree from IBA.

#### **SYED KHURRAM ALI NAQVI – HEAD OF INFORMATION TECHNOLOGY**

Mr. Khurram holds a Masters Degree in Statistics and has internationally recognized certifications like CISA and MCSE. He has eight years’ experience of working in the financial sector at Systems Administration and Management levels. His last assignment was at PICIC as IT Auditor and he has also been associated with Meezan Bank and Pak Kuwait Investment Company in the past. At Al Meezan Investments he is responsible for overall management of IT department; he is also responsible for alignment of IT strategy with business direction, providing security architecture to maintain integrity of Al Meezan Investments’ data, and responsible for designing of systems of internal control that provide reasonable assurance that any undesired event will be prevented or detected and corrected in a timely manner.

### **Performance of Listed Associated Companies**

#### **MEEZAN BANK LIMITED**

	<b>CY12</b>	<b>CY11</b>	<b>CY10</b>	<b>CY09</b>	<b>CY 08</b>	<b>CY07</b>	<b>CY06</b>
<b>Paid-up Capital</b>	9,034	8,030	6,983	6,650	4,926	3,780	3,780
<b>Equity</b>	16,550	13,329	10,740	9,091	6,341	5,720	4,763
<b>Total Assets</b>	274,437	200,550	154,752	124,169	85,276	67,179	46,439
<b>Deposits</b>	230, 426	170,030	131,070	100,333	70,234	54,582	34,449
<b>Net Profit</b>	3,508	3,391	1,649	1,025	621	963	604
<b>Earnings per Share (PKR)</b>	3.89	3.75	2.05	1.62	1.22	1.96	1.88

#### **PAKISTAN KUWAIT INVESTMENT COMPANY (PVT.) LIMITED**

	<b>CY12</b>	<b>CY11</b>	<b>CY10</b>	<b>CY09</b>	<b>CY08</b>	<b>CY07</b>	<b>CY06</b>
<b>Paid-in-capital</b>	6,000	6,000	6,000	6,000	6,000	6,000	6,000
<b>Reserves</b>	4,170	3,675	3,422	2,885	2,369	6,951	5,865
<b>Total Equity</b>	10,170	9,675	9,422	8,885	8,369	12,951	11,865
<b>Total Assets</b>	26,626	20,807	22,898	24,206	15,468	24,406	28,638
<b>Net Profit After Tax</b>	856	613	537	516	(4,102)	1,449	1,210

### 3.3 Existing Schemes under Management and their performance

#### AL MEEZAN MUTUAL FUND (AMMF)

- (a) AMMF is the first mutual fund that was launched in May 1996 from the platform of Al Meezan Investments as a close ended fund with a paid up capital of PKR 250 million.
- (b) The Fund was successfully converted from closed end fund to open end fund on August 5<sup>th</sup> 2011.

The performance of AMMF is summarized as follows:

	9MFY13	FY12	FY11	FY10	FY09	FY08	FY07	FY06
<b>Investment Income (PKR Million)</b>	226	357	393.29	397.39	(543.56)	38.615	594.674	497.046
<b>Profit / (Loss) (PKR Million)</b>	354	315	359.73	356.11	(575.18)	(11.53)	546.76	440.20
<b>Earnings/ (Loss) Per Share (PKR)</b>	2.49	2.37	2.62	2.59	(4.18)	(0.08)	4.57	3.68
<b>Net Assets (PKR Million)</b>	1,982	1,681	1,707	1,403	1,174	1,906	2,219	2,029
<b>Total Return on AMMF (%)</b>	30.41	19	38	31.23	(31.67)	(0.59)	26.99	28.37
<b>Benchmark (%)</b>	32.90	13.57	43.66	36.87	-35.44	0.92	17.16	25.39
<b>Cash Dividend (%)</b>	-		21	18.5	-	10.00	25.00	30.00
<b>Stock Dividend (%)</b>	-	20	5	10	-	15	15.00	-

#### MEEZAN ISLAMIC FUND (MIF)

- (a) MIF is the largest open end equity fund in the private sector. It is a Shariah compliant equity fund.
- (b) It was started with seed capital of PKR 520 million in August 2003 and its public offering was in October 2003 with an offering price of PKR 50 per unit. NAV of MIF was 46.5 while net assets of MIF stood at PKR 6,159 million as on September 30, 2012.
- (c) Investors of MIF include pension, provident and gratuity funds, private sector and public sector companies, banks from private and public sector and individuals

The performance of MIF is summarized as follows:

	9MFY13	FY12	FY11	FY10	FY09	FY08	FY07	FY06
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<b>Investment Income (PKR Million)</b>	1,846	1148	1262	1,243	(1,675)	107	1,053	748
<b>Profit / (Loss) (PKR Million)</b>	1,737	1,015	1,077	1,212	(1,564)	528	880	868
<b>Net Assets (PKR Million)</b>	7,530	5,343	4,497	3,966	3,737	6,034	3,679	3,200
<b>Total Return on MIF (%)</b>	31	19	39	31	(30)	0	29	30
<b>Benchmark (%)</b>	32.90	14	44	37	-35	1	17	25
<b>Dividend – Bonus Units (%)</b>	-	16.5	20.00	18.00	-	20.00	31.20	35.00

### **KSE MEEZAN INDEX FUND (KMIF)**

(a) KMIF is the only Shariah compliant index tracker fund in Pakistan.

(b) It was started with Pre-IPO capital of PKR 201 million in May 2012 with an offering price of PKR 50 per unit. NAV of KMIF was PKR 56.11 while net assets of KMIF stood at PKR 324 million as on September 30, 2012.

(c) KMIF tracks the KSE Meezan Index 30 (KMI 30).

	<b>9MFY13</b>	<b>FY12</b>
<b>Investment Income/(Loss) (PKR Million)</b>	82	(5.5)
<b>Profit / (Loss) (PKR Million)</b>	69	(6.9)
<b>Net Assets (PKR Million)</b>	296	289
<b>Total Return on KMIF (%)</b>	30.40	-2.34
<b>Benchmark (%)*</b>	32.90	-2.45

\*Since KMIF inception

### **MEEZAN ISLAMIC INCOME FUND (MIIF)**

(a) MIIF was the first Shariah compliant Income fund in Pakistan. The Fund was launched in January 2007.

(b) MIIF was launched with a seed capital of PKR 115 million.

(c) MIIF invests in Sukuks, Islamic bank deposits and other certificates of Islamic investment based on various structures.

	<b>9MFY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>	<b>FY08</b>	<b>FY07</b>
<b>Investment Income (PKR Million)</b>	197	169	367	421	539	594	93
<b>Profit / (Loss) (PKR Million)</b>	199.03	91	308	289	493	558	135
<b>Net Assets (PKR Million)</b>	2,107	1,209	2,542	3,394	4,873	5,737	3,123
<b>Total Return on MIIF (%)</b>	15.47	7.81	11.8	7.31	10.15	9.28	10.07
<b>Benchmark (%)</b>	5.69	6	5.90	5.75	6.54	5.75	4.66

<b>Dividend – Bonus Units (%)</b>	6	7.94	12.50	6.27	9.54	9.20	4.40
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#### **MEEZAN CASH FUND (MCF)**

- MCF is the first Shariah compliant Money Market fund in Pakistan. The Fund was launched in June 2009.
- MCF was launched with a seed capital of PKR 100 million
- MCF invests in government securities and double A (AA) and above rated instruments with maximum maturity of 6 months.

	<b>9MFY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>
<b>Investment Income (PKR Million)</b>	529	826	720	373	2
<b>Profit / (Loss) (PKR Million)</b>	447	708	623	419	2
<b>Net Assets (PKR Million)</b>	6,811	7,419	5,956	5,224	624
<b>Total Return on MCF (%)</b>	9.07	10.55	11.03	10.10	8.08
<b>Benchmark (%)</b>	7.02	8.13	8.24	7.50	7.60
<b>Dividend – Bonus Units (%)</b>	6.54	10.14	10.51	9.88	0.30

#### **MEEZAN SOVEREIGN FUND (MSF)**

- MSF is a Shariah Compliant (Islamic) Income Fund. The Fund was launched in February 2010.
- MSF seeks maximum possible preservation of capital and a reasonable rate of return via investing primarily in Government Securities.
- MSF invests in high grade and liquid avenues with minimum 70% investment in government backed /issued AAA securities as well as placement in top rated banks.

	<b>9MFY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>
<b>Investment Income (PKR Million)</b>	1,558	2,090	784	24
<b>Profit / (Loss) (PKR Million)</b>	1,336	1,860	884	34
<b>Net Assets (PKR Million)</b>	20,188	19,710	12,546	971
<b>Total Return on MSF (%)</b>	9.43	11.18	11.50	9.94
<b>Benchmark (%)</b>	7.02	8.1	8.20	7.45
<b>Dividend – Bonus Units (%)</b>	7.16	10.72	11.03	3.6

#### **MEEZAN CAPITAL PROTECTED FUND –II (MCPF –II)**

- a) MCPF II is a Shariah Compliant Capital Protected Fund. It was launched on July 05, 2011 after the successful maturity of MCPF I.
- b) The Fund earned a return of 4.1% during 1QFY13.
- c) MCPF –II seeks to provide its investors 100% protection of their capital while offering competitive returns by participating in the equity market.

	<b>9MFY13</b>	<b>FY12</b>
<b>Investment Income (PKR Million)</b>	56	63
<b>Profit / (Loss) (PKR Million)</b>	47	53
<b>Net Assets (PKR Million)</b>	486	443
		3.3.1
<b>Total Return on MCPF (II) (%)</b>	10.69	13.52
<b>Dividend – Bonus Units (%)</b>	-	12.5

#### **MEEZAN TAHAFUZZ PENSION FUND (MTPF)**

- a) MTPF is a Shariah Compliant Pension Fund. The Fund was launched in June 2007.
- b) MTPF seeks to provide participants with a regular Halal income stream after retirement/disability when they can no longer earn regular income to support their living.

	<b>9MFY13</b>	<b>FY12</b>	<b>FY11</b>	<b>FY10</b>	<b>FY09</b>	<b>FY08</b>
<b>Investment Income (PKR Million)</b>	177	83	86	43	-5	15
<b>Profit / (Loss) (PKR Million)</b>	182	96	80	38	-8	11
<b>Net Assets (PKR Million)</b>	1,303	868	416	277	193	181
<b>Total Return on MTPF – Equity (%)</b>	33.50	16.8	36.0	31.66	-25.77	3.20
<b>MTPF – Debt (%)</b>	8.66	9.5	10.87	9.08	10.15	8.56
<b>MTPF – MMKT (%)</b>	8.18	10.9	10.73	8.22	11.11	7.94

### **3.4 Role and Responsibilities of the Management Company**

#### **3.4.1 Administration of the Scheme**

The Management Company shall manage, operate and administer the Scheme in accordance with the Rules, the

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Regulations, the Deed and this Offering Document and the conditions (if any), which may be imposed by the Commission and Shariah Advisor from time to time.

#### **3.4.2 Management of Fund Property**

The Management Company shall manage the Fund Property in the interest of the Unit Holders in good faith, to the best of its ability and without gaining any undue advantage for itself or any of its Connected Persons and group companies or its officers, and subject to the restrictions and limitations as provided in the Deed and the Rules and Regulations. Any purchase or sale of investments made under any of the provisions of the Deed shall be made by the Trustee according to the instructions of the Management Company in this respect, unless such instructions are in conflict with the provisions of the Deed or the Rules and Regulations. The Management Company shall not be liable for any loss caused to the Trust or to the value of the Fund Property due to elements or circumstances beyond its reasonable control.

The Management Company shall comply with the provisions of the Regulations, the Deed and this Offering Document of the Scheme for any act or matter to be done by it in the performance of its duties and such acts or matters may also be performed on behalf of the Management Company by any officer(s) or responsible official(s) of the Management Company or by any nominee or agent appointed by the Management Company and any act or matter so performed shall be deemed for all the purposes of the Deed to be the act of the Management Company. The Management Company shall be responsible for the acts and omissions of all persons to whom it may delegate any of its functions, as if these were its own acts and omissions and shall account to the Trustee for any loss in value of the Trust Property where such loss has been caused by willful act and / or omission or of its officers, officials or agents.

#### **3.4.3 Appointment of Distributors**

The Management Company, shall from time to time under intimation to the Trustee appoint, remove or replace one or more suitable persons, entities or parties as Distributor(s) for carrying on Distribution Function(s) at one or more location(s) locally or internationally. The Management Company may also itself act as a Distributor for carrying

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on Distribution Functions and updated list of distributors would be available on official website of the Management Company.

The Management Company shall ensure, where it delegates the Distribution Function, that:

- (a) the Distributors to whom it delegates, have acquired registration with the Mutual Funds Association of Pakistan (MUFAP) as registered service providers and are abiding by the code of conduct prescribed by the Association; and
- (b) the written contract with the Distributors clearly states the terms and conditions for avoidance of frauds and sales based upon misleading information

#### **3.4.4 Appointment of Investment Facilitator**

The Management Company may, at its own responsibility & cost, from time to time appoint Investment Facilitators to assist it in promoting sales of Units. An update list of investment facilitators appointed by the Management Company shall be made available at all times on the websites of the Management Company.

The Management Company shall ensure, where it appoints the investment facilitator, that:

- a. the investment facilitator have acquired registration with the Mutual Funds Association of Pakistan (MUFAP) as registered service providers and are abiding by the code of conduct prescribed by the Association; and
- b. the written contract with the Investment facilitator clearly states the terms and conditions for avoidance of frauds and sales based upon misleading information

#### **3.4.5 Maintenance of Accounts and Records**

The Management Company shall maintain at its principal office, complete and proper accounts and records to enable a complete and accurate view to be formed of the assets and liabilities and the income and expenditure of the Scheme, all transactions for the account of the

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Scheme, amounts received by the Scheme in respect of issue of Units, payments made from the Scheme on redemption of the Units and by way of distributions and payments made at the termination of the Scheme. The Management Company shall maintain the books of accounts and other records of the Scheme for a period of not less than ten years.

The Management Company shall ensure that no entry and exit from the Scheme (including redemption and re-issuance of Units to the same Unit Holders on different NAVs) shall be allowed other than the following manners, unless permitted otherwise by the Commission under the Regulations:

- (a) cash settled transaction based on the formal issuance and redemption requests
- (b) net off issuance and redemption transaction at same net asset value when redemption request is ready to disburse and rank at the top in the list of pending redemption requests (if any).

The Management Company shall clearly specify Cut-Off Timings (for acceptance of application forms of issuance, redemption, and conversion of Units of the Scheme) in this Offering Document, on its web site and at designated points. Such Cut-Off Timing shall uniformly apply on all Unit Holders.

The Management Company shall ensure all valid redemption request are paid based on ranking of the request in a queue.

### **3.5 Maintenance of Unit Holders Register**

3.5.1 A Register of Unit Holders may be maintained by the Management Company itself or such other company, as the Management Company may appoint after giving prior notice to the Unit Holders.

3.5.2 The office of the Transfer Agent is located at **Meezan House, C-25, Estate Avenue, SITE, Karachi**, where Register of Unit Holders will maintain.

3.5.3 Every Unit Holder will have a separate Registration Number. The Management Company shall use such Registration Number for recording Units held by the Unit Holder. Unit Holder's account identified by the registration number will reflect all the transactions in that account held by such Unit Holder.

#### **3.5.4 Disclaimer**

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The Management Company shall not be under any liability except such liability as may be expressly assumed by it under the Rules, Regulations and the Constitutive Documents, nor shall the Management Company (save as herein otherwise provided) be liable for any act or omission of the Trustee nor for anything except for its own gross negligence or willful breach of duty and the acts and omissions of all persons to whom it may delegate any of its functions as manager as if they were its own acts and omissions. If for any reason, it becomes impossible or impracticable to carry out the provisions of the Constitutive Documents, the Management Company shall not be under any liability therefore or thereby and it shall not incur any liability by reason of any error of law or any matter or thing done or suffered or omitted to be done in good faith hereunder.

### **3.6 Role of the Trustee**

- The trustee shall perform its role as specified in the Rules, Regulation and directives issued there under, this Deed and the Offering Document.
- The Trustee shall exercise all due diligence and vigilance in carrying out its duties and in protecting the interests of the Unit Holder(s). The Trustee shall not be under any liability on account of anything done or suffered by the Trust, if the Trustee had acted in good faith in performance of its duties under this Trust Deed or in accordance with or pursuant to any request of the Management Company provided it is not in conflict with the provisions of this Trust Deed or the Rules and Regulations. Whenever pursuant to any provision of this Trust Deed, any instruction, certificate, notice, direction or other communication is required to be given by the Management Company, the Trustee may accept as sufficient evidence thereof:
  - a document signed or purporting to be signed on behalf of the Management Company by any authorized representative(s) whose signature the Trustee is for the time being authorized in writing by the Management Committee to accept; and
  - any Instructions received online through the software solution adopted by the Management Company/Trustee in consultation with each other shall be deemed to be instructions from the authorized representative(s)

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- The Trustee shall not be liable for any loss caused to the Fund or to the value of the Trust Property due to any elements or circumstances of Force Majeure
  - In the event of any loss caused due to any gross negligence or willful act and/or omission, the Trustee shall have an obligation to replace the lost investment forthwith with similar investment of the same class and issue together with all rights and privileges pertaining thereto or compensate the Trust to the extent of such loss. However the trustee shall not be under any liability thereof or thereby and it shall not incur any liability by reason of any error of law or any matter or thing done or suffered or omitted to be done in good faith hereunder.

### **3.6.1 Obligations under Regulations and Constitutive Document**

The Trustee shall perform all the obligations entrusted to it under the Regulations, circulars, directives, the Deed and this Offering Document and discharge all its duties in accordance with the Rules, Regulations, the Trust Deed and this Offering Document. Such duties may also be performed on behalf of the Trustee by any officer or responsible official of the Trustee or by any nominee or agent appointed by the Trustee under intimation to the Management Company. Provided that the Trustee shall be responsible for the willful acts and omissions of all persons to whom it may delegate any of its duties, as if these were its own acts and omissions and shall account to the Trust for any loss in value of the Fund Property where such loss has been caused by negligence or any reckless willful act or omission of the Trustee or any of its attorney (ies), or agents.

### **3.6.2 Custody of Assets**

The Trustee has the responsibility for being the nominal owner and for the safe custody of the assets of the Fund on behalf of the beneficial owners (the Unit Holders), within the framework of the Regulations, the Trust Deed and Offering Document issued for the Fund.

### **3.6.3 Investment of Fund Property at direction of Management Company**

The Trustee shall invest the Fund Property from time to time at the direction of the Management Company strictly in terms of the provisions contained and the conditions stipulated in the Deed, this Offering



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Document(s), the Regulations, circulars, directives and the conditions (if any) which may be imposed by the Commission from time to time.

#### **3.6.4 Carrying out instructions of the Management Company**

The Trustee shall carry out the instructions of the Management Company in all matters including investment and disposition of the Fund Property unless such instructions are in conflict with the provisions of the Deed, this Offering Document(s), the Regulations, the Circulars and Directives of SECP, Shariah Advisor or any other applicable law.

#### **3.6.5 Liabilities of the Trustee**

The Trustee shall not be under any liability except such liability as may be expressly assumed by it under the Rules, the Regulations and/or the Deed, nor shall the Trustee (save as herein otherwise provided) be liable for any act or omission of the Management Company or for anything except for loss caused due to its willful acts or omissions or that of its agents in relation to any custody of assets of investments forming part of the Fund Property. If for any reason it becomes impossible or impracticable to carry out the provisions of the Deed the Trustee shall not be under any liability therefor or thereby and it shall not incur any liability by reason of any error of law or any matter or thing done or suffered or omitted, to be done in good faith hereunder. The Trustee shall not be liable for any loss caused to the Trust or to the value of the Fund Property due to any elements or circumstances beyond its reasonable control.

#### **3.6.6 Disclaimer**

The Trustee shall not be under any liability except such liability as may be expressly assumed by it under the Rules and Regulations and the Deed nor shall the Trustee be liable for any act or omission of the Management Company nor for anything except for loss caused due to its willful acts or omissions or that of its agents in relation to any custody of assets of investments forming part of the Trust Property. If for any reason it becomes impossible or impracticable to carry out the provisions of the Deed the Trustee shall not be under any liability therefore or thereby and it shall not incur any liability by reason of any error of law

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or any matter or thing done or suffered or omitted to be done in good faith hereunder.

### **3.7 Shariah Advisor**

Management Company, *on its own expense*, has appointed **Meezan Bank Limited** as the Shariah Advisor for the Fund.

The Shariah Advisor will be appointed under intimation to the Trustee for a period of five years, but may be reappointed on completion of the term. The Management Company may at any time, with prior notice to the Trustee and intimation to the Commission, terminate the Agreement with the Shariah Advisor by giving a notice as per the Agreement with the Shariah Advisor, before the completion of the term, and fill the vacancy under intimation to the Commission and the trustee. Furthermore, the agreement entered into for the appointment of the Shariah Advisor shall be furnished to the commission.

#### **3.7.1 Duties and Responsibilities of Shariah Advisor**

The Shariah Advisor shall advise the Management Company on matters relating to Shariah compliance and recommend general investment guidelines consistent with Shariah. Any verdict issued by the Shariah Advisor in respect of any Shariah related matter would be final and acceptable to the Trustee, the Management Company, the Unit Holders and other parties.

The Shariah Advisor shall do the research as appropriate on the criteria followed by Islamic Unit Trusts all over the world for the purpose of screening of investments. The Shariah Advisor will then decide as to which screening criteria are relevant to be used in the context of Pakistan's capital markets and the instruments available therein, and which need to be modified/added/deleted.

The Shariah Advisor shall provide technical guidance and support on various aspects of Shariah, so as to enable the Management Company to mould the Fund into a Shariah Compliant Investment.

The Shariah Advisor has certified that Investment Policy of the Trust is compliant with the requirements of Shariah. However, in case there is a requirement for any amendment, based on future research for purposes

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of increasing the Shariah acceptability of the Investment Policy, permission for necessary amendments of the Deed may be sought from the Commission and the Shariah Advisor.

The Shariah Advisor shall determine an appropriate percentage of income and cash flows included in the income and cash flow of the companies in which the Unit Trust has invested from activities not in accordance with the principles of the Shariah, and will recommend to the Management Company the criteria for selecting the Charities to whom such sums shall be donated, subject to the condition that such charity organization is not related to the Shariah Advisor, Management Company or any of their employees.

At the end of each Annual and Semi Annual Accounting Period or such other interval as the Commission may require, the Shariah Advisor shall issue a certificate to be included in the Annual reports or such other report in respect of the Shariah compliance of the preceding year's or past operations of the Fund.

### **3.8 Transfer Agent**

The Management Company has appointed Meezan Bank Limited ("MBL"), having its office at Meezan House, C-25, Estate Avenue, SITE, Karachi, as the Transfer Agent of the Fund until any further notice and intimation to the Trustee. The Management Company will be responsible for maintaining the Unit Holder's Register, preparing and issuing account statements, Unit Certificates and dividend warrants/ advice and providing related services to the Unit Holders.

### **3.9 Custodian**

Central Depository Company of Pakistan Limited will also be performing the functions of the custodian of the Trust Property. The salient features of the custodial function are:

- (a) Segregating all property of the Fund from Custodian's own property and that of its other clients.
- (b) Assuring the smooth inflow/outflow of dematerialized securities and such other instruments as required.
- (c) Ensuring that the benefits due on investments are received and

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credited to the Fund's account.

The Trustee may, in consultation with the Management Company, from time to time, appoint, remove or replace one or more Custodian(s) for performing the Custodian Function at one or more locations, on terms and conditions to be agreed between the Custodian and the Trustee and agreed by the Management Company for the safe keeping of any portion of the Trust Property.

### **3.10 Distributors/Facilitators**

3.10.1 Parties detailed in Annexure C of this Offering Document have each been appointed as Distributors to perform the Distribution Functions at their Authorized Branches. The addresses of these branches are given in Annexure C of this Offering Document; these branches may be increased or decreased by the Management Company from time to time. The Management Company may, from time to time, appoint additional Distributors (if they fulfill the requirement of regulations) or terminate the arrangement with any Distributor and intimate the Trustee and Commission accordingly. The Management Company may itself perform the functions of a Distributor either directly or through sub-distributors.

3.10.2 The Distributors will be responsible for receiving applications for Purchase, Redemption, Conversion or Transfer of Units etc. They will be interfacing with and providing services to Unit Holders, including receiving applications for change of address or other particulars or applications for issuance of duplicate certificates, requests for income tax exemption or Zakat exemption, etc. for immediate transmission to the Management Company or Transfer Agent as appropriate for further action. The Management Company shall remunerate the Distributors out of its resources and/or from Sales Load.

3.10.3 The Management Company may, at its sole discretion, from time to time, appoint Investment Facilitators (Facilitators). The Facilitators' function is to identify, solicit and assist investors in investing in the Fund. The Management Company shall remunerate the Facilitators out of its resources and/or from Front-end Load.

### **3.11 Auditors**

**KPMG Taseer Hadi & Co.**  
**Chartered Accountants**  
Sheikh Sultan Trust Building # 2

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Beaumont Road  
Karachi.

- 3.11.1 They will hold office until the transmission of the reports and accounts, which will cover the period from conversion of the Trust up to the end of the Accounting Period and will, afterwards, be eligible for reappointment by the Management Company with the concurrence of the Trustee. However, an auditor may be reappointed for such terms as stipulated by the Regulations and/or the Ordinance, as amended from time to time. The appointment of Auditor and contents of the Auditor's report shall be in accordance with the provisions of the Rules and Regulations.
- 3.11.2 The Auditors shall have access to the books, papers, accounts and vouchers of the Trust, whether kept at the office of the Management Company, Trustee, Custodian, Transfer Agent or elsewhere and shall be entitled to require from the Management Company, Trustee and their Directors, Officers and Agents such information and explanations as considered necessary for the performance of audit.
- 3.11.3 The Trustee shall be entitled to require the Auditors to provide such further reports as may be agreed between the Trustee and the Management Company as may be considered necessary to facilitate the Trustee in issuing the certification required under the Regulations.
- 3.11.4 The Auditors shall prepare a written report to the Unit Holders on the accounts and books of accounts of the Trust and the balance sheet, profit and loss account, cash flow statement and statement of movement in Unit Holders' Funds and on every other document forming part of the balance sheet and profit and loss account, including notes, statements or schedules appended thereto.
- 3.11.5 The contents of the Auditors report shall be as mentioned in the Regulations.

**3.12 Legal Advisors**

The Legal advisors of the Fund are:

**Bawaney & Partners**

404, 4th Floor, Beaumont Plaza,  
6-c1-10, Beaumont Road,  
Civil Lines, Karachi, Pakistan.

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### 3.13 Bankers

1. Al Barakah Islamic Bank
2. Askari Commercial Bank
3. Bank Al Falah Limited –Islamic Banking
4. Dubai Islamic Bank
5. Habib Metropolitan Bank Limited
6. Meezan Bank Limited
7. National Bank of Pakistan
8. UBL Ameen
9. Bank of Khyber

#### 3.13.1 Bank Accounts

- (a) The Trustee, at the request of the Management Company, shall open Bank Account(s) titled **CDC-Trustee Meezan Balanced Fund** for the Unit Trust at designated Bank(s) inside or outside Pakistan, subject to the relevant laws, Trust Deed, Rules and Regulations, for collection, investment, redemption or any other use of the Trust's Funds.
- (b) The Management Company may also require the Trustee to open Bank Account(s) as Distribution Account(s) for dividend distribution out of the Unit Trust. Notwithstanding anything in the Deed, the beneficial ownership of the balances in the Accounts shall vest in the Unit Holders.
- (c) All bank charges for opening and maintaining Bank Accounts for the Trust shall be charged to the Fund.
- (d) All income, profit etc. earned in the Distribution Account(s), including those accruing on unclaimed dividends, shall form part of the Trust Property for the benefit of the Unit Holders and shall be transferred periodically from the Distribution Account(s) to the main Bank Account of the Trust.
- (e) The Trustee shall, if requested by the Management Company at its discretion also open a separate Account designated by the Management Company. These account(s) may be used for the purpose of collection of sale proceeds, where collections received on account of subscription

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of Units by investors of various unit trusts and the administrative plans that are managed by the Management Company shall be held prior to their being allocated and transferred to pertinent unit trust(s). Such account(s) may also be used for temporary parking for the purpose of redemption. Provided however, in relation to the other unit trusts managed by the Management Company mentioned above, there are similar provisions in the trust deeds of such Funds and have Trustee as common between them. such accounts shall be in the title of **CDC-Trustee Meezan Balanced Fund**.

### **3.14 Rating of the Scheme**

The Management Company will be obliged to obtain a rating of the Scheme, once the Scheme becomes eligible for rating as per the criteria of the rating agency, and such rating shall be updated at least once every Financial Year and also published in the annual and quarterly reports of the Scheme as well as on the Management Company's website.

### **3.15 Minimum Fund Size**

The minimum size of an open end scheme shall be one hundred million rupees at all times during the life of the scheme. If at any time if the size of open end scheme falls below that minimum size of one hundred million rupees, the asset management company shall ensure compliance with the minimum fund size within three (3) months of its breach and if the fund size remains below the minimum fund size limit for consecutive ninety (90) days, the asset management company shall immediately intimate the grounds to the commission upon which it believes that the scheme is still commercially viable and its objective can still be achieved.

## **4. CHARACTERISTICS OF UNITS**

### **4.1 Units**

All Units and fractions thereof represent an undivided share in the Fund and rank pari passu as to their rights in the net assets, earnings, and the receipt of the dividends and distributions. Each Unit Holder has a beneficial interest in the Fund proportionate to the Units held by such Unit Holder. For the convenience of investors, the Management Company may issue Units with different options for different arrangements as chosen by the investor from time to time, after seeking prior approval of the Commission, the Shariah Advisor and amending the Offering document.

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## 4.2 Classes of Units

- (a) Class "A" Units which shall be issued after Effective Date and may be charged with Front-end Load
- (b) Class "B" Units, which shall be Initial Units with Back end Load
- (c) Class "C" Units may be issued through a Supplementary Offering Document and charged with a Contingent Load.

## 4.3 Types of Units

An investor shall, at the time of opening an account, select the types(s) of Unit(s) in which the investor wishes to invest, i.e. Growth Unit and/or Income Unit.

- 4.3.1 Growth Units: The Unit value grows in line with the growth in the NAV, and the Unit Holders shall receive distribution income in the form of bonus units if any distribution is announced by the Fund. Bonus Units issued shall be growth Units.
- 4.3.2 Income Units: The Unit value grows in line with the growth in the NAV, and the Unit Holders shall receive distribution income in the form of cash, if any distribution announced by the Fund.
- 4.3.3 Unit Holders can switch from one type of Units to other at any time by filling out the required application form available at all distribution points.

## 4.4 Administrative Plan

- 4.4.1 **The Management Company may offer any Administrative Arrangement** over MBF which **shall be** governed by the Rules, the Regulations, the Deed and this Offering Document or any supplemental Deed or supplemental Offering Document.
- 4.4.2 Details of any Administrative arrangement launched under this Fund shall be disclosed through a supplementary offering document.

## 4.5 Purchase and Redemption of Units



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- (a) Units are purchased at the Offer Price and redeemed at the Redemption Price at any of the Authorized Distribution Offices during Business Hours on any Dealing Day in accordance with the procedure set out in of this Offering Document.
  - (b) Units are issued after realization of subscription money.
  - (c) During the period the register is closed, the sale, redemption and conversion of Units will be suspended.
  - (d) The Management Company may decline an applicant for issue of units if it is of the opinion that it will not be possible to invest the substantial inflow of Funds or to meet any regulatory requirements.

#### **4.5 Procedure for Purchase of Units**

##### **4.5.1 Who Can Apply?**

Any investor or any related group of investors qualified or authorized to purchase the Units may make applications for the Purchase of Units in the Fund. . Application may be made pursuant to the procedures described in Clauses 4.5.2 to 4.5.5 below by any qualified or authorized investor(s) including, but not limited to, the following:

- (a) Citizens of Pakistan resident in Pakistan. In respect of minors below 18 years of age, applications may only be made by their guardians.
- (b) Companies, corporate bodies, financial institutions, banks, partners of a firm and societies incorporated in Pakistan provided such investment is permitted under their respective memorandum and articles of association and/or bye-laws.
- (c) Pakistanis resident abroad, foreign nationals and companies incorporated outside Pakistan can apply for Units subject to the regulations of the State Bank of Pakistan and the Government of Pakistan and any such regulations and laws that may apply to their place of residence, domicile and citizenship. The payment of dividends and redemption proceeds to such investors shall be subject to the relevant taxation and exchange regulations / laws. Any person making an application for the Purchase of Units in the Fund shall warrant that he/she is duly authorized to purchase such Units.

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- (d) Provident Funds constituted by companies registered under the Companies Ordinance, 1984, subject to conditions and investment limits as laid down in Employees Provident Fund (Investment in Listed Securities) Rules, 1996, as amended from time to time, including by SROs.
  - (e) Provident, Pension and Gratuity Funds constituted by organizations other than companies under Section 20 (h) of the Trusts Act 1882, (11 of 1882).
  - (f) Non Profit Organization under Rule 213 (i) of the Income Tax Rules, 2002.
  - (g) Fund of Funds.

### **How can Units be purchased?**

#### **4.5.2 Account Opening Procedure**

The procedure given below is designed for paper-based transactions. The Management Company at a later date after seeking approval of the Commission may introduce electronic/Internet based options for the transactions.

- (a) Before purchasing Units of the Fund an investor must open an account with Management Company using the Account Opening Form (Form 01) attached to this Offering Document.
- (b) In case of individuals, a photocopy of the Computerized National Identity Card (CNIC), NICOP or Passport etc of the applicant or any other form of identification acceptable to the Management Company needs to be furnished
- (c) In case of a body corporate or a registered society or a trust the following documents would be required,
  - (i) Duly certified copy of the memorandum and articles of association/ Charter/ Byelaws or rules and regulations;
  - (ii) Duly certified copy of power of attorney and/or relevant resolution of the board of directors delegating any of its officers to invest the Funds and/ or to realize the Investment and;

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- (iii) Duly certified copy of the Computerized National Identity Card (CNIC) of the officer to whom the authority has been delegated.
  - (d) In case of existing Unit Holders, if any of the documents (in a-c above) have previously been submitted with the Management Company and/or Transfer Agent, fresh submission of documents will not be required provided that submitted documents are acceptable to Management Company. However, the account number must be provided to facilitate linking.

Any change of name or address of any unit holder as entered in the Register shall forthwith notified in writing by relevant unit holder to the distributor company or transfer agent.

- (e) The Distribution Company and/or Management Company will be entitled to verify the particulars given in the Account Opening Form. In case of any incorrect information, the application may be rejected if the applicant fails to rectify the discrepancy.
- (f) If subsequent to receipt of the application by the Distributor, but prior to issue of the Units, the application is found by the Registrar or the Distributor to be incomplete or incorrect in any material manner, the Registrar or the Distributor will advise the applicant in writing to remove the discrepancy, in the meanwhile the application will be held in abeyance for fifteen days and in the event the discrepancy is not removed in the said fifteen days, the amount will be refunded without any interest or mark-up. However, in the event Units have been issued and a material discrepancy is discovered subsequent to that, the Registrar or the Distributor will advise the applicant in writing to remove the discrepancy within fifteen days and if the investor, in the opinion of the Registrar, fails to remove the discrepancy without good cause, the Units shall be redeemed at the Redemption Price fixed on the date the Units are so redeemed. The Unit Holder shall not be entitled to any payment beyond the redemption value so determined.
- (g) The Investor Account Opening Form can be lodged with any Distributor or directly lodged with the Management Company. No other person (including Investment Facilitators) is authorized to accept the forms or payment.
- (h) The Management Company will make arrangements, from time to time, for receiving Account Opening Forms from outside Pakistan and will

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disclose these arrangements through its website and its Distributors and agents outside Pakistan.

#### 4.5.3 **Joint Application**

- (a) Joint application can be made by up to four applicants. Such persons shall be deemed to hold Units on first holder basis. However, each person must sign the Account Opening Form and submit a copy of Computerized National Identity Card, NICOP, Passport and other identification document.
- (b) The first named Holder shall receive all notices and correspondence with respect to the account, as well as proceeds of any redemption, or dividend payments. Such person's receipt or payment into the person's designated bank account shall be considered as a valid discharge of obligation by the Trustee and the Management Company.
- (c) In the event of death of the first Holder, the person first in the order of survivor(s) as stated in the Account Opening Form, shall be the only person recognized by the Trustee and the Management Company to receive all notices and correspondences with regard to the accounts, as well as proceeds of any redemption requests or dividend. Such person's acknowledgement of receipt of proceeds shall be considered as the valid discharge of obligation by the Trustee and the Management Company.

Provided however the Trustee and/or the Management Company may at their discretion request the production of a Succession Certificate from an appropriate Court before releasing of redemption requests or dividends in cases of doubts or disputes among the Joint Unit Holders and/or the legal heirs or legal representatives of the deceased.

#### 4.5.4 **Purchase of Units**

- (a) After opening an account an account holder may purchase Units of the Fund using the Investment Application Form attached to this Offering Document. Payment for the Units must accompany the form.
- (b) Application for Purchase of Units shall be made by completing the prescribed Investment Application Form and submitting it to the authorized branches of the Distributor or to the Management Company together with the payment by cheque, bank draft, pay order or online

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transfer as the case may be in favor of Trustee Bank Account and crossed “Account Payee only” as specified below;

- Demand draft or Pay order in favor of **CDC-Trustee Meezan Balanced Fund**
  - Online transfer to Bank Account(s) of **CDC-Trustee Meezan Balanced Fund**
  - Cheque (account payee only marked in favor of **CDC-Trustee Meezan Balanced Fund**)
- (c) The Management Company may also notify, from time to time, arrangements or other forms of payment within such limits and restrictions considered fit by it with the prior approval of Commission.
- (d) Applicants must indicate their account number in the Investment Application Form except in cases where the Investor Account Opening Form is sent with the Investment Application Form.
- (e) The applicant must obtain a copy of the application signed and stamped by an authorized officer of the Distributor acknowledging the receipt of the application, copies of other documents prescribed herein and the demand-draft, pay-order, cheque or deposit slip as the case may be. Acknowledgement for applications and payment instruments can only be validly issued by Distributors.
- (f) The Distribution Company and/or Management Company will be entitled to verify the detail given in the Investment Form. In case of any incorrect information, the application may be rejected if the applicant fails to rectify the discrepancy (except for discrepancy in payment instrument, in which case application will be rejected immediately).
- (g) The Management Company will make arrangements, from time to time, for receiving Investment Request Forms and payments from outside Pakistan and will disclose these arrangements through its website and its Distributors and agents outside Pakistan.

#### 4.5.5 **Minimum Amount of Investment**

Initially Units shall be issued at Par Value of **Rs.10/-** with a minimum investment size of **Rs.5,000/-** (Rupees Five Thousand only) and thereafter the minimum amount for subsequent investment by the same

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Unit Holder(s) would be of **Rs.1,000** (Rupees one thousand only) per transaction, at applicable NAV or Purchase Price, other than reinvestment of Dividend and Bonus Units. The Management Company reserves the right to alter the minimum amounts stated hereinabove after giving thirty days prior notice to the Unit Holders. However, enhancement in current minimum monetary investments shall not take effect retrospectively.

#### 4.5.6 **Determination of Purchase (Public Offer) Price**

- (a) The Purchase (Offer) Price for the Unit offered through Public Offering, shall be determined from time to time pursuant to the Sub clause (b) hereafter and shall be announced by the Fund for Dealing Days during the period when the Fund is open for subscription.
- (b) The Purchase (Offer) Price shall be equal to the sum of:
  - (i) The Net Asset Value as of the close of the Business Day;
  - (ii) Any Front-end Load as disclosed in this Offering Document.
  - (iii) Such amount as the Management Company may consider an appropriate provision for Duties and Charges; and
  - (iv) Such amount as the Management Company may consider an appropriate provision for Transaction Costs.
  - (v) Such sum shall be adjusted upward to the nearest paisa.

If such price exceed or falls short of the current value of the underlying assets by more than five percent based on information available, the assets Management Company shall defer dealing and calculate a new price and this new price would be applicable for dealing of units.

- (c) The Purchase (Offer) Price so determined shall apply to purchase requests, received by the Distributor or the Management Company during the Business Hours on the Dealing Day on which the completely and correctly filled purchase of Units application form is received.

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- (d) The Purchase (Offer) Price determined by the Management Company shall be made available to the public at the office and branches of the Distributors and will also be published daily on the Management Company's and MUFAP's website.

#### **4.5.7 Allocation/ Issue of Units**

- (a) The Purchase Price determined shall apply to all Investment Request Forms, complete in all respects, received by the Management Company at its registered address or by the Distributor at its Authorized Branch(s) during Business Hours on that Dealing Day. Any Investment Request Forms received after Business Hours will be transferred to the next Dealing Day.
- (b) Units will be allocated at the Purchase Price as determined in clause 4.5.6 above. and issued after realization of Funds in the bank account of the Fund.
- (c) The Transfer Agent shall send an account statement or report to the Unit Holder each time there is an activity in the account. Such statements or report shall be sent by electronic means or ordinary mail to the Unit Holder's address recorded in the Register of Unit Holders.
- (d) In case the Management Company announces a suspension of further issue of Units of Fund, it may allow existing Unit Holder to continue acquiring Units out of any dividend declared on the Units held.

#### **4.5.8 Issuance of Physical Certificates**

- (a) Unit Certificates will be issued only if requested by the Unit Holder.
- (b) Unit Holder can apply for the issue of Certificate by completing the prescribed application form and submitting it to the relevant Distribution Company together with a fee as may be determined by the Management Company from time to time.
- (c) The Certificate will be posted at the applicant's risk within 21 Business Days after the request for the Certificate has been made to the address of the Unit Holder or to the address of the first named Joint Unit Holder, if the relevant Unit or Units are jointly held.

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- (d) The Certificate will be available in such denomination as Management Company and the Trustee decide from time to time. Unless, the Unit Holder has instructed to the contrary, the minimum number of Certificates will be issued.
  - (e) A Unit or any fraction thereof shall not be represented by more than one Certificate at any one time.

#### 4.5.9 **Replacement of Certificates**

- (a) The Transfer Agent or Management Company may replace Certificates, which are defaced, mutilated, lost or destroyed on application received by them from the Unit Holder on the prescribed form on the payment of all costs and on such terms as to evidence, indemnity and security as may be required. Any defaced or mutilated Certificate must be surrendered before a new Certificate is issued.
- (b) The Unit Holder shall on application on prescribed form be entitled to consolidate the entire holding in the Fund into one (01) Certificate upon surrender of existing Certificates.
- (c) Each new issue of Certificates will require **payment** of fee from time to time as may be determined by the Management Company.

#### 4.5.10 **Issuance of Units in Book Entry form in CDS**

Unit Holder may obtain Units in Book Entry form in CDS. The Issuance of Units in CDS shall be made in accordance with the procedure laid down in CDCPL Regulations.

### 4.6 **Procedure for Redemption of Units**

#### 4.6.1 **Who Can Apply?**

All Unit Holders shall be eligible for redemption.



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#### 4.6.2 **Redemption Application Procedure**

- 4.6.3 Request for Redemption of Units shall be made by completing the prescribed redemption form and the same is received at the Authorized Branch or office of the Distributor on a Dealing Day during the Business Hours as may be announced by the Management Company from time to time. The Distributor may retain a copy of the Redemption Form and a copy may also be supplied to the Registrar, if so required by the Management Company.
- 4.6.4 The Management Company may redeem only part of the Units comprised in a Certificate and reissue a new Certificate for the remaining Units, however, in the case where Certificate is not issued any number of Units may be redeemed by the Unit Holder thereof. The relevant Certificate shall accompany the application for Redemption of Units, if issued. At the discretion of the Management Company certificate charges may apply for the reissued Certificate.
- 4.6.5 The Registrar with the consent of the Trustee may dispense with the production of any Certificate that shall have become lost, stolen or destroyed upon compliance by the Unit Holder(s) with the like requirements to those arising in the case of an application by him for the replacement thereof.
- 4.6.6 In case of application for redemption by joint Unit Holders, unless otherwise specified by the joint holders, such application should be signed by all the joint Holders as per their specimen signatures provided at the time of opening of the account within the Unit Holder Register, through the investor account opening Form.
- 4.6.7 The Distribution Company or the Registrar shall verify the particulars given in the application for Redemption of Units. The signature of any Unit Holder or joint Unit Holder on any document required to be signed by him under or in connection with the application for redemption of Units may be verified by Management Company or the Registrar or otherwise authenticated to their reasonable satisfaction. In case of submission of electronic on-line redemptions the Unit Holder's

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user ID and password will authenticate his identity.

- 4.6.8 The Unit Holder will receive a note confirming the receipt of the application for redemption from the relevant Distribution Office.
- 4.6.9 If subsequent to receipt of the redemption application by the Distributor, but prior to the redemption of the Units, the application is found by the Management Company or the Registrar or the Distributor to be incomplete or incorrect in any material manner, the Management Company or Registrar or the Distributor will advise the applicant to remove the discrepancy. In the meanwhile, the application will be held in abeyance for fifteen days. In the event the discrepancy is not removed in the said fifteen days, the application for redemption will be cancelled treating the same as null and void. The Unit Holder will then have to submit a fresh application for Redemption of Units.
- 4.6.10 The Management Company shall ensure all valid redemption request are paid based on ranking of the request in a queue.
- 4.6.11 The amount payable on redemption shall be paid to the Unit Holder or first named joint Unit Holder by dispatching a cheque/ bank draft/ pay order for the amount to the registered address of the Unit Holder or may be paid to the Unit Holder through Electronic Bank transfer to the Unit Holder's designated bank account as mentioned in the Investor Account Opening Form or Redemption form within six Business Days from the date of presentation of the duly completed Redemption form, electronic or otherwise, at the Authorized Branch or office of the Distributor or the Management Company.
- 4.6.12 The amount can also be paid to the third party upon instruction of the Unit Holder through **Electronic** Bank transfer to the Unit Holder's designated bank account as mentioned in the **Investor** Account Opening Form or Redemption **form**.
- 4.6.13 No Money shall be paid to any intermediary except the Unit Holder or his authorized representative.
- 4.6.14 The Management Company may make arrangements through branches of banks to facilitate redemption of Units of the Unit Trust. A request for redemption of Units may also be made through the use of electronic means such as Internet or ATM facilities under prior arrangement with

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the Trustee and seeking prior approval of the Commission.

- 4.6.15 The receipt of the Unit Holders for any amount payable in respect of the Units shall be a good discharge to the Trustee and the Management Company. In case of joint Unit Holders, any one of them may give effectual receipt for any such moneys.
- 4.6.16 Application for Redemption of Units will be received at the authorized offices or branches of the Distributor on all Dealing Days. Where redemption requests on any one Dealing Day exceed ten (10) percent of either the total number of Units outstanding, such redemption requests in excess of ten (10) percent may be deferred in accordance with the procedure elaborated in the **Clause 4.11.4**.
- 4.6.17 On the occurrence of any circumstance specified in the Regulation or the Deed that may require the Fund should be suspended, the Management Company shall suspend transaction in the Units and the intimation of suspension shall be made to the Unit Holders, the Trustee and the Commission according to the procedure laid down in the Regulation.

**4.6.18 Redemption of Units in Book Entry form in CDS**

Unit Holder may redeem their Units held in Book Entry form in CDS. The Redemption of Units in CDS shall be made in accordance with the procedure laid down in CDCPL Regulations.

**4.7 Purchase (Public Offer) and Redemption (Repurchase) of Units outside Pakistan**

- 4.7.1 Subject to exchange control, SECP prior approval and other applicable laws, Rules and Regulations, in the event of arrangements being made by the Management Company for the Purchase (Public Offer) of Units to persons not residing in Pakistan or for delivery in any country outside Pakistan, the price at which such Units may be issued may include in addition to the Purchase (Public Offer) Price as hereinbefore provided a further amount sufficient to cover any exchange risk takaful, any additional stamp duty or taxation whether national, local or otherwise leviable in that country in respect of such issue or of the delivery or issue of Certificates, or any additional costs relating to the delivery of

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certificates or the remittance of money to Pakistan or any other cost in general incurred in providing this facility.

4.7.2 In the event that the Redemption Price for Units shall be paid in any country outside Pakistan, the price at which such Units may be redeemed may include as a deduction to the Redemption Price as hereinbefore provided a further amount sufficient to cover any exchange risk takaful and any additional stamp duty or taxation whether national, local or otherwise leviable in that country in respect of such payment or redemption or any bank or other charges incurred in arranging the payment or any other cost in general incurred in providing this facility. Provided however, neither the Management Company, nor the Trustee give any assurance or make any representation that remittance would be allowed by the State Bank of Pakistan at the relevant time.

4.7.3 The currency of transaction of the Trust is the Pakistan Rupee and the Management Company, Trustee or any Distributor are not obliged to transact the purchase or redemption of the Units in any other currency and shall not be held liable, save as may be specifically undertaken by the Management Company, for receipt or payment in any other currency or for any obligations arising therefrom.

#### **4.8 Determination of Redemption (Repurchase) Price**

4.8.1 The Redemption (Repurchase) Price shall be equal to the Net Asset Value as of the close of Business Day (forward pricing) ~~/the previous day~~ ~~(known pricing)~~ less:

- (a) Any Back-end Load. Contingent Load as per the details in this Offering Document; and;
- (b) Such amount as the Management Company may consider an appropriate provision for Duties and Charges and other levies etc; and
- (c) Such amount as the Management Company may consider an appropriate provision for Transaction Costs;
- (d) Such sum shall be adjusted downward to the nearest paisa

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Level of all back end loads shall be disclosed in the Offering Document. An increase in Back End load will require 90 days prior notice to the Unit Holder or any other period as specified in the Regulations.

4.8.2 The Repurchase (Redemption) Price so determined shall apply to redemption requests, complete in all respects, received by the Distributor or the Management Company during the Business Hours on the Dealing Day on which a correctly and properly filled redemption application is received.

4.8.3 The Redemption Price determined by the Management Company shall be made available for every Dealing day to the public at the office and branches of the Distributors and at the discretion of the Management Company may also be published in any daily newspaper widely circulated in Pakistan and will be published at Management Company's and MUFAP's website.

#### **4.9 Procedure for Requesting Change in Unit Holder Particulars**

##### **4.9.1 Who Can Request Change?**

All Unit Holders are eligible to change their Unit Holder details if they so desire. For such change in particulars, a request shall be made via the Change in Profile Information Form. These Forms may be obtained from Distributors or Investment Facilitators or from the Management Company or through its website. However, if Units are held in CDS account then request should be made through CDS Participant or the Investor Account Service (IAS) with which the account is maintained, according to the procedure laid down in CDC Regulations.

##### **4.9.2 Application Procedure for Change in Particulars**

(a) Some of the key information which the Unit Holder can change is as follows:

- i. Change in address
- ii. Nominee detail
- iii. Change in Bank Account details
- iv. Account Operating instructions

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- v. Frequency of profit payments
  - vi. Systemic Conversion Option

Change will not be allowed in Title of account, CNIC and Joint holders details.

- (b) Fully completed Special Instructions Form has to be submitted by both Individuals and/or Institutional Investor(s). This Form should be delivered to any of the Authorized Branches of the Distribution Companies or may be submitted to the Management Company through an Investment Facilitator within Business Hours on a Dealing Day.
- (c) The applicant must obtain a copy of the Special Instructions Form signed and duly verified by an Authorized Officer of the Distributor or Management Company.
- (d) The Distribution Company and /or Management Company will be entitled to verify the particulars given in the Special Instructions Form. In case of any incorrect information the application may be rejected if the applicant does not rectify the discrepancy.
- (e) The Unit Holder will be liable for any taxes, charges or duties that may be levied on any of the above changes. These taxes, charges or duties may either be recovered by redemption of Unit Holder equivalent Units at the time of the service request or the Management Company may require separate payment for such services.
- (f) Unless the Joint Unit Holder(s) of Units have specified otherwise, all the Joint Unit Holder(s) shall sign the Special Instructions Form for such Units.

#### **4.9.3 Transfer, Nomination, Transmission and Systemic Conversion Procedure**

- 4.9.4 Unit Holder may, subject to the law, transfer any Units held by them to any other person. The transfer shall be carried out after the Management Company/Transfer Agent has been satisfied that all the requisite

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formalities including the payment of any taxes and duties have been complied with.

- 4.9.5 Both the transferor and the transferee must sign every instrument of transfer and the transferor shall be deemed to remain the Holder of the Units transferred until the name of the transferee is entered in the register. Every instrument of transfer must be duly completed in all respects including affixation of transfer stamps of the requisite value.
- 4.9.6 Where Certificates have been issued, the Management Company / Transfer Agent with the consent of the Trustee may dispense with the production of any Certificate that shall have become lost, stolen or destroyed upon compliance by the Unit Holder(s) with the like requirements to those arising in the case of an application by him for the replacement thereof as provided in this Offering Document. The Management Company or the Transfer Agent shall retain all instruments of transfer.
- 4.9.7 The Transfer Agent shall, with the prior approval of the Management Company or the Management Company itself be entitled to destroy all instruments of transfer or the copies thereof, as the case may be, which have been registered at any time after the expiration of twelve years from the date of registration thereof and all the Certificates which have been cancelled at any time after the expiration of ten years from the date of cancellation thereof and all registers, statements and other records and documents relating to the Trust at any time after the expiration of ten years from transmission to the Trust. The Trustee or the Management Company or the Transfer Agent shall be under no liability, whatsoever, in consequence thereof and it shall conclusively be presumed in favor of the Trustee or the Management Company or the Transfer Agent that every Unit of Transfer so destroyed was a valid and effective instrument duly and properly registered by the Trustee or the Management Company or the Transfer Agent and that every Certificate so destroyed was a valid Certificate duly and properly cancelled, provided that (i) this provision shall apply only to the destruction of a document in good faith and without notice of any claim (regardless of the parties thereto) to which the document may be relevant; (ii) nothing in this sub-clause shall impose upon the Trustee or the Management Company or the Transfer Agent any liability in respect of the destruction of any document earlier than as aforesaid or in any case where the conditions of provision (i) above are not fulfilled. Reference herein to the destruction of any document includes reference to the disposal thereof in any manner.

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Complete list of unclaimed dividends will be maintained by AMCs and shall not be destroyed.

4.9.8 Unit Holder may nominate any successor/ nominee for transmission, subject to all legal requirements, in case of the demise of Unit Holder.

4.9.9 Transmission of Units to successors in case of inheritance or distribution of the estate of a deceased Unit Holder shall be processed by the Transfer Agent or the Management Company itself as Registrar after satisfying as to all legal requirements such as intimation of death of deceased Unit Holder along-with certified copy of death certificate, indemnity from nominee along-with copy of CNIC of nominee and deceased Unit Holder, original unit certificate (in case of physical certificate) etc. The legal costs and taxes, if any, shall be borne and paid by the transferees. However, the processing fee shall not be payable by successors or the beneficiaries of the estate in the case of transmission. The Management Company shall pay the relevant processing fee to the Transfer Agent.

4.9.10A Unit Holder may convert the Units in a Unit Trust Scheme managed by the Management Company into Units of another Unit Trust Scheme managed by the Management Company by redeeming the Units of first Scheme and issuance of Units of later Scheme (s) at the relevant price applicable for the day. The Transfer Agent or Management Company itself shall carry out the conversion after satisfying that all the requisite formalities have been fulfilled and payment of the applicable taxes, fees and/or load, if any, has been received. The Management Company may impose a time limit before which conversion may not be allowed.

4.9.11 A Unit Holder may merge the Units which he/she has invested with two folio/registration numbers into one folio/ registration number. The Transfer Agent shall carry out the merger after satisfying that all the requisite formalities have been completed and payment of applicable taxes and fee, if any, has been received.

#### 4.9.12 **Partial Transfer**

Partial transfer of Units covered by a single Certificate is permitted provided that in case of physical certificates issued, the Unit Holder must apply for splitting of the unit certificate representing the partial amount and then the new certificate shall be applied for transfer.

#### 4.9.13 **Systematic Conversion**



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The Management Company may at a later date, offer Systematic Conversion Plan facility to Unit Holders, details of which shall be provided through a Supplemental Offering Document:

#### **4.10 Procedure for Pledge / Lien / Charge of Units**

##### **4.10.1 Who Can Apply?**

- (a) All Unit Holders are eligible to apply for pledge / lien / charge of Units if they so desire. Such Pledge / Lien / Charge can be made via the Registration of Units Under Lien as attached in Annexure “D” of this Offering Document. This form may be obtained from Distributors or Investment Facilitators or from the Management Company or through its website. However, if Units are held in CDS account then request should be made to the CDS Participant or the Investor Account Service (IAS) with which the account is maintained, according to the procedure laid down in CDC Regulations.
- (b) Any Unit Holder either singly or with Joint Unit Holder(s) (where required) may request the Management Company or Transfer Agent to record a pledge / lien of all or any of his / her/ their Units in favor of any third party legally entitled to invest in such Units in its own right. The Management Company or Transfer Agent shall register a lien on any Unit in favor of any third party with the consent of the Management Company. However, the lien shall be valid only if evidenced by an account statement or letter issued by the Management Company or Transfer Agent with the Units marked in favor of the Pledgee. The onus for due process having been followed in registering a pledge/lien shall lie with the party claiming the lien. The pledge / lien / charge shall not be issued to facilitate the Unit Holder(s) for obtaining any interest bearing loan or debt.
- (c) The lien once registered shall be removed by the authority of the party in whose favor the lien has been registered or through an order of a competent court. Neither the Trustee, nor the Management Company, nor the Transfer Agent, shall be liable for ensuring the validity of any such pledge / charge / lien. The disbursement of any loan or undertaking of any obligation against the constitution of such pledge/charge/lien by any party shall be at the entire discretion of such party and neither the Trustee nor the Management Company and the Transfer Agent shall take any responsibility in this matter.

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- (d) Payments of cash dividends or the issue of bonus Units and redemption proceeds of the Units or any benefits arising from the said Units that are kept under lien / charge / pledge shall be retained in the lien / charge / pledge holder's bank account to reduce the liability or increase the security or posted to the registered address of Pledgee mentioned in the Pledge Form and/or Investor Account Opening Form submitted. In case of Units are pledged through Central Depository System, payments of cash dividends or the issuance of bonus Units goes to the Pledgor as per Central Depositories Act.
- (e) The Distribution Company and/or Management Company will be entitled to verify the particulars given in the Pledge Form. In case of any incorrect information the application may be rejected if the applicant does not rectify the discrepancy.
- (f) Fully completed Pledge of Units Form has to be submitted by both Individuals and/or non-individuals Unit Holders. This Form should be delivered to any of the Authorized Branches of the Distribution Companies or may be submitted to the Management Company directly or through an Investment Facilitator within Business Hours on a Dealing Day.
- (g) All risks and rewards, including the right to redeem such Units and operate such account, shall vest with the pledge / lien / charge holder. This will remain the case until such time as the pledge/lien/charge holder in writing to the Management Company instructs otherwise.

#### **4.11 Temporary Change in Method of Dealing, Suspension of Dealing and Queue System**

##### **4.11.1 Temporary Change in the Method of Dealing**

Under the circumstances mentioned in Clauses 4.11.2 and 4.11.3, Subject to compliance with Regulation (having regard to the interests of Unit Holders), the Management Company may request the Trustee to approve a temporary change in the method of dealing in Units.

A permanent change in the method of dealing shall be made after expiry of at least one month's notice to Unit Holders and with the approval of Trustee.

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#### **4.11.2 Suspension of Fresh Issue of Units**

The Management Company may, under the following circumstances, suspend issue of fresh Units.

- The situation of Force Majeure as defined in this Offering Document;
- A situation in which it is not possible to invest the amount received against issuance of fresh Units or
- Any other situation in which issuance of fresh Units is, in Management Company's opinion, against the interests of the existing/remaining Unit Holders.

Such suspension may however not affect existing Unit Holders for the issue of bonus Units as a result of profit distribution. The Management Company shall announce the details of circumstances at the time a suspension of fresh issue is announced. The Management Company shall immediately notify SECP and Trustee if issuance of Units is suspended and shall also have the fact published, immediately following such decision, in the newspapers in which the Fund's prices are normally published.

In case of suspension of redemption of Units due to extraordinary circumstances the issuance of Units shall also be kept suspended until and unless redemption of Units is resumed.

Investment application form received on the day of suspension will not be processed and the amount received shall be returned to the investor.

#### **4.11.3 Suspension of Redemption of Units**

The Redemption of Units may be suspended during extraordinary circumstances/Force Majeure.

Redemption requests received on the day of the suspension shall be rejected.

#### **4.11.4 Queue System**

In the event redemption requests on any day exceed ten percent (10%)

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of the Units in issue, the Management Company may invoke a Queue System whereby requests for redemption shall be processed on a first come first served basis for up to ten percent (10%) of the Units in issue. The Management Company shall proceed to sell adequate assets of the Fund and / or arrange financing as it deems fit in the best interest of all Unit Holders and shall determine the redemption price to be applied to the redemption requests based on such action. Where it is not practical to determine the chronological ranking of any requests in comparison to others received on the same Dealing Day, such requests shall be processed on basis proportionate to the size of the requests. The Management Company shall provide all redemption requests duly timed and date stamped to the Trustee within 24 hours of receipt of any such request following the queue system. The requests in excess of ten percent (10%) shall be treated as redemption requests qualifying for being processed on the next Dealing Day at the price to be determined for such redemption requests. However, if the carried over requests and the fresh requests received on the next Dealing Day still exceed ten percent (10%) of the Units in issue, these shall once again be treated on first come first served basis and the process for generating liquidity and determining the redemption price shall be repeated and such procedure shall continue till such time the outstanding redemption requests come down to a level below ten percent (10%) of the Units then in issue.

#### **4.11.5 Winding up in view of Major Redemptions**

In the event the Management Company is of the view that the quantum of redemption requests that have built up are likely to result in the Fund being run down to an unsustainable level or it is of the view that the selloff of assets is likely to result in a significant loss in value for the Unit Holders who are not redeeming, it may announce winding up of the Fund. In such an event, the Queue System, if already invoked, shall cease to apply and all Unit Holders shall be paid after selling the assets and determining the final Redemption Price. However, interim distributions of the proceeds may be made if the Management Company finds it feasible. In case of shortfall, neither the Trustee nor the Management Company shall be liable to pay the same.

## **5. DISTRIBUTION POLICY**

### **5.1 Declaration of Dividend**

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The Management Company shall decide as soon as possible but not later than forty-five days after the Accounting Date/interim period whether to distribute among Unit Holders, profits, either in form of bonus Units or cash dividend, if any, available for the distribution at the end of the Accounting Period and shall advise the Trustee of the amount of such distribution per Unit. The Fund will comply with regulatory and taxation requirements and the distribution policy may be amended accordingly.

The Management Company on behalf of the Scheme shall, for every accounting year, distribute by way of dividend to the Unit Holders, not less than ninety per cent of the accounting income of the Collective Investment Scheme received or derived from sources other than unrealized capital gains as reduced by such expenses as are chargeable to a Collective Investment Scheme under the Regulations.

For the purpose of this Clause the expression "*accounting income*" means income calculated in accordance with the requirements of International Accounting Standards (IAS) as are notified under the Companies Ordinance, 1984, the Regulations and the directives issued by SECP. Wherever the requirement of Regulations or the directives issued by SECP differs with the requirement of IAS, the Regulations and the said directives shall prevail.

## **5.2 Determination of Distributable Income**

The amount available for distribution in respect of any Accounting Period shall be the sum of all income and net realized appreciation, from which shall be deducted:

- the expenses, as stated in Clause 6.2 to 6.4 of this Offering Document; and
- any taxes of the Fund

All the receipts deemed by the Management Company to be in the nature of capital accruing from Investments shall not be regarded as available for distribution but shall be retained as part of the Fund Property, provided that such amounts out of the sale proceeds of the Investments and all other receipts as deemed by the Management Company to be in the nature of the net realized appreciation may be distributable to the Unit Holders by the Trustee upon instructions of the Management Company and shall thereafter cease to form part of the Fund Property..

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### **5.3 Payment of Dividend**

All payments for dividend shall be made through payment instruments or transfer of Funds to the Unit Holder's designated bank account or through any other mode of payment with the approval of Commission and such payment shall be subject to the Regulations and any other applicable laws.

### **5.4 Dispatch of Dividend Warrants/Advice**

Dividend warrants/advice/payment instruments and/or Account Statements shall be dispatched to the Unit Holders at their registered addresses.

### **5.5 Reinvestment of Dividend**

The Management Company shall give the Unit Holders the option at the time of opening of Unit Holder Account (via the Investor Account Opening Form) within the Unit Holder Register to receive new Units instead of cash dividend. The Unit Holders shall be entitled to change such option.

### **5.6 Bonus Units**

The Management Company may decide to distribute, wholly or in part, the distributable income in the form of stock dividend (which would comprise of the Bonus Units of the Trust) if it is in the interest of Unit Holders. After the fixing of the rate of bonus distribution per Unit, in case of distribution in the form of Bonus Units, the Management Company shall, under intimation to the Trustee, issue additional Units issued in the name of the Unit Holders as per the bonus ratio. The Bonus Units would rank pari passu as to their rights in the Net Assets, earnings and receipt of dividend and distribution with the existing Units from the date of issue of these Bonus Units. The account statement or Unit Certificate shall be dispatched to the Unit Holder within fifteen days of the issue of Bonus Units.

### **5.7 Encashment of Bonus Units**

The Management Company shall give the Unit Holder(s) the option at the time of opening of Unit Holder Account (via the Investor Account Opening Form) within the Unit Holder Register to encash bonus Units. In such case the bonus Units issued to the credit of such Unit Holder(s) shall be redeemed at the ex-dividend NAV as calculated on the Business

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Day immediately preceding the first day of the book closure announced for such purpose and proceeds shall be credited in accordance with the normal procedure already detailed above for Redemption of Units.

## **5.8 Closure of Register**

The Management Company may close the Register by giving at least seven (7) days notice to Unit Holder provided that the time period for closure of register shall not exceed six (6) working days at a time and whole forty five days in a Financial Year. During the closure period, the sale, redemption, conversion of Units or transfer of Units will be suspended. Notice for closure of register should be published in two newspapers (Urdu and English language) having circulated all over Pakistan.

## **6. FEE AND CHARGES**

### **6.1 Fees and Charges Payable by an Investor**

The following fees and charges shall be borne by the Investor:

#### **6.1.1 Front-end Load**

Front end Load is a part of Sales Load which may be included in the offer price of the Units. The remuneration of Distributors shall be paid from such Load and if the Front-end Load is insufficient to pay the remuneration of the Distributors, the Management Company shall pay the amount necessary to pay in full such remuneration and no charges shall be made against the Fund Property or the Distribution Account in this respect. Such payments may be made to the Distributors by the Management Company upon the receipt from the Trustee.

The Management Company may at its discretion charge different levels of Load as per Annexure A. Any change in Front-end Load shall be done through an addendum to the Offering Document after seeking prior approval of the Commission.

A Distributor located outside Pakistan may if so authorized by the Management Company and the Trustee retain such portion of the Front-end Load as is authorized by the Management Company and transfer the net amount to the Trustee, subject to the law for the time being in force.

The issue price applicable to Bonus Units issued by way of dividend distribution or issue of Units in lieu of cash distribution shall not include any sales or processing charge.

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### 6.1.2 **Back-end Load**

Back end Load deducted from the Net Asset Value in determining the Redemption Price; provided however that different levels of Back-end Load may be applied to different classes of Units, but Unit Holders within a class shall be charged same level of back end load. Management Company may change the current level of Back-end Load after giving 90 days prior notice to the Unit Holder through newspaper (either Urdu or English Newspaper) and via post and the unit holders shall be given an option to exit at the applicable NAV without charge of back end load as specified in the Regulation..

The current level of Back-end Load is indicated in Annexure A.

### 6.1.3 **Other Charges**

Transfer of Units from one owner to another shall be subject to a Processing charge of an amount not exceeding one percent of the Net Asset Value at the date the request is lodged, which shall be recovered from the transferee. However, the processing charge shall not be payable by successors in the case of inheritance or distribution of the estate of a deceased Unit Holder.

Units issued to an Account holder through conversion from another scheme run by the Management Company shall be issued at a price based on the Net Asset Value on that date.

### 6.1.4 **Expenses borne by the Management Company and the Trustee**

The Management Company and Trustee shall bear all expenditures in respect of their respective secretarial and office space and professional management services provided in accordance with the provisions of the Deed. Neither the Management Company nor the Trustee shall make any charge against the Unit Holders nor against the Trust Property nor against the Distribution Account for their services nor for expenses, except such expenses or fees as are expressly authorized under the provisions of the Regulations and the Deed to be payable out of Trust Property.

Any cost associated with sales, marketing and advertisement of collective investments schemes shall not be charged to the collective investment schemes.



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### 6.1.5 **Remuneration of Distribution Company/Investment Agent/ Investment Facilitator**

The Distribution Company employed by the Management Company will be entitled to a remuneration payable by the Management Company out of its own resources and/or from Front End Load on terms to be agreed between the Management Company and the Distribution Company. The Investment Facilitator/Investment Adviser/Sales Agent employed by the Management Company will be entitled to a remuneration payable by the Management Company out of its own resources.

Distributors located outside Pakistan may, if so authorized by Trustee and the Management Company, be entitled to remuneration (from Management Company's own resources) on terms to be agreed between them and the Management Company, subject to the law for the time being in force.

## 6.2 **Fees and Charges Payable by the Fund**

The following expenses shall be borne by the Fund:

### 6.2.1 **Remuneration of the Management Company**

The remuneration shall begin to accrue from the Effective Date. However, upto the period prior to the Effective Date, the Management Company continued to receive its remuneration pertaining to the Fund as a closed end scheme.

In respect of any period other than an Annual Accounting Period, such remuneration shall be prorated on the basis of the actual number of days for which such remuneration has accrued in proportion to the total number of days in the Annual Accounting Period concerned.

Current level Management Fee is disclosed in **Annexure "A"**. Any increase in the current level of Management Fee, provided it is within the maximum limit prescribed in the Regulations shall be subject to giving a ninety (90) days prior notice to the unit holders and the unit holders shall be given an option to exit at the applicable NAV without charge of any exit load.

### 6.2.2 **Remuneration of the Trustee**

The Trustee shall be entitled to a monthly remuneration out of the Trust Property determined in accordance with Annexure **"B"**.

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The remuneration shall begin to accrue from the Effective Date. However, upto the period prior to the Effective Date, the Trustee continued to receive its remuneration pertaining to the Fund as a closed end scheme.

For any period other than an Annual Accounting Period, such remuneration will be prorated on the basis of the actual number of days for which such remuneration has accrued in proportion to the total number of days in an Annual Accounting Period concerned. Any upward change in the remuneration of trustee from the existing level shall require prior approval of the Commisison.

### **6.3 Conversion Cost and its Treatment**

- 6.3.1 All expenses related to conversion of the Fund from Closed-end into an Open-ended Scheme as defined in clause 11 shall be reimbursable by the Fund to the Management Company on the effective date.
- 6.3.2 Conversion Cost shall be reported by the Management Company to the SECP and the Trustee giving their break-up under separate heads within seven (7) days of effective date.

### **6.4 Other costs and expenses**

The following charges shall also be payable out of the Fund Property

- (i) Custody, Brokerage, Transaction Costs of investing and disinvesting of the Fund Property.
- (ii) All expenses incurred by the Trustee in effecting the registration of all registerable property in the Trustee's name.
- (iii) Legal and related costs incurred in protecting or enhancing the interests of the Unit Holders.
- (iv) Bank charges, financing and financial costs;
- (v) Auditors' Fees and out of pocket expenses.

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- (vi) printing costs and related expenses for issuing Fund's quarterly, half yearly and annual reports
  - (vii) Fund rating fee payable to approved rating agency.
  - (viii) Listing Fee including renewals payable to the Stock Exchange(s) on which Units may be listed
  - (ix) fee pertaining to the Fund payable to the Commission.
  - (x) Taxes, fees, duties if any, applicable to the Fund and on its income, turnover and/or its properties including the Sales Tax levied on Services offered by Asset Management Company (for management of Fund
  - (xi) Charges and levies of stock exchanges, national clearing and settlement company, CDC charges.
  - (xii) Any amount which the Shariah Advisor may declare to be Haram and to be paid to Charity.
  - (xiii) Any other expenses as permissible under the Rules and Regulations from time to time and / or permitted by the Commission and the Shariah Advisor.

## **7. TAXATION**

### **7.1 Taxation on the Income of the Fund**

#### **7.1.1 Liability for Income Tax**

The following is a brief description of the Income Tax Ordinance, 2001, applicable in respect of the Fund. This section is for advice only and potential investors should consult their tax experts for their liability with respect to taxation on income from investment in the Fund. This part does not cover tax liability of non-Pakistani resident investors with respect to taxes in their own jurisdiction.

Under the Tax Law in Pakistan, the definition of a public company includes a trust formed under any law for the time being in force. The Fund will be regarded as a public company liable to a tax rate applicable to a public company.

The income of the Fund will accordingly be taxed at the following rates:

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1. Dividend income at 10%;
  2. Capital Gains Tax as applicable according to the relevant law
  3. Return from all other sources / instruments are taxable at the rate applicable to a public company.

### **7.3 Liability for Income Tax if *Ninety Percent* of Income is distributed**

Notwithstanding the tax rate given above, the income from the Fund will be exempted from tax if not less than 90% of the income for the year as reduced by capital gains whether realized or unrealized is distributed amongst the Unit Holders as dividend.

The Fund will distribute not less than 90% of its income received or derived from sources other than unrealized capital gains as reduced by such expenses as are chargeable to the Fund.

### **7.4 Withholding tax**

Under the provision of Clouse 47(B) of part (IV) of second schedule of the income Tax Ordinance 2001, the Fund's income from dividend from (Shariah compliant term finance certificates, Sukuks, return on (Riba free) deposits with banks/financial institutions, return from contracts, securities or instruments of companies, organizations and establishments will not be subject to any withholding tax.

### **7.5 Zakat on Fund**

The Fund is Saheb-e-Nisab under the Zakat and Ushr Ordinance, 1980. The balance in the credit of savings bank account, or similar account with a bank standing on the first day of Ramzan-ul-Mubarak will be subjected to Zakat deduction @ 2.5%.

### **7.6 Taxation and Zakat on Unit Holders**

The information set forth below is included for general information purposes only. In view of individual nature of tax consequences, each investor is advised to consult with his tax advisor with respect to the specific tax consequences to him of investing in MBF.

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## 7.7 Withholding Tax on Dividends

Unless exempt from such taxation by applicable law or international agreement, the withholding tax on dividend payment by MBF will be as under:

- Public Companies & Takaful companies 10%
- Others 10%

In terms of **the** provisions of the Income Tax Ordinance, 2001, the withholding tax shall deem to be full and final liability in respect of such distribution for individuals.

## 7.8 Capital Gains

Capital Gains on disposition of Units in the MBF will be subject to capital gains tax at the applicable tax rates.

Any person, if not satisfied with the computation of capital gain or tax thereon or both made by Management Company in accordance with applicable tax laws, such person may re-compute the capital gain and lodge claim of refund, if any, with the Commissioner of income tax and the Management Company is not liable for any refund of the amount of tax.

## 7.9 Tax Credit

Unit holders shall be entitled to a tax credit under section 62(1) and (2) of the Income Tax Ordinance 2001. The amount on which tax credit will be allowed shall be lower of (a) amount invested; (b) twenty percent of the taxable income of the Unit Holder or (c) Rupees one million and will be calculated by applying the rate of tax determined by dividing the amount of tax assessed to the unit holder for the tax year before allowance of any tax credit under part X of chapter III of Income Tax Ordinance 2001 by the unit holder's taxable income for the tax year. If the Units so acquired are disposed within twenty four months, the amount of tax payable for the tax year shall be increased by the amount of credit allowed.

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***Disclaimer: The above information is based on the current tax laws as at the date of the issuance of this Offering Document and may change from time to time.***

## **8. REPORTS TO UNIT HOLDERS**

### **8.1 Account Statement**

The Management Company/Transfer Agent shall send directly to each Unit Holder an account statement each time there is a transaction in the account.

The Management Company/Transfer Agent shall provide account balance and/or account activities through electronic mode to Unit Holder, who opted for such service.

The Unit Holder will be entitled to ask for copies of his account statement on any Dealing Day within Business Hours by applying to the Management Company/Transfer Agent in writing and providing such fee as specified in Annexure \_\_ that the Management Company may notify from time to time.

### **8.2 Financial Reporting**

- (a) The Management Company shall prepare and transmit the annual report physically in such form and manner as set out in Regulations as amended or substituted from time to time.
- (b) The Management Company shall prepare and transmit quarterly reports physically (or through electronic means or on the web subject to SECP approval) in such form and manner as set out in Regulations as amended or substituted from time to time.

### **8.3 Trustee Report**

The Trustee shall report to the Unit Holder, to be included in the annual and second quarter Financial Reports issued by the Management Company to the Unit Holders, as to whether in its opinion the Management Company has in all material respects managed the Fund in accordance with the provisions of the Regulations, the Constitutive Documents and if the Management Company has not done so, the respect in which it has not done so and the steps the Trustee has taken in respect thereof.

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## **8.4 Fund Manager Report**

The Management Company shall prepare Fund Manager report each month as per guideline issued by MUFAP and transmit the same to the Unit Holders and also made available at their web site latest by 7<sup>th</sup> of each month.

## **9. WARNING AND DISCLAIMER**

### **9.1 Warning**

9.1.1 If you are in any doubt about the contents of this Offering Document, you should consult your bank manager, Legal advisor, or other financial advisor. The price of the Units of this Fund and the income of this Fund (from which distributions to Unit Holders is made) may increase or decrease.

9.1.2 Investment in this Fund is suitable for investors who have the ability to take the risks associated with financial market investments. Capital invested in the financial markets could in extreme circumstances lose its entire value. The historical performance of this Fund, other Funds managed by the Management Company, the financial markets, or that of any one security or transaction included in the Fund's portfolio will not necessarily indicate future performance.

### **9.2 Disclaimer**

9.2.1 The Units of the Fund are not bank deposits and are neither issued by, insured by, obligation of, nor otherwise supported by SECP, any Government Agency, Trustee (except to the extent specifically stated in this document and the Trust Deed) or any of the shareholders of the Management Company or any of the Pre-IPO Investors or any other bank or financial institution. The portfolio of the Fund is subject to market risks and risks inherent in all such investments.

9.2.2 Fund's target return/dividend range cannot be guaranteed. Fund's Unit price is neither guaranteed nor administered/ managed; it is based on the NAV that may go up or down depending upon the factors and forces affecting the capital markets and profit rates.

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## **10. GENERAL INFORMATION**

### **10.1 Accounting Period / Financial Year of the Fund**

Accounting Period means a period ending on and including an accounting date and commencing (in case of the first such period) on the date on which the Trust Property is first paid or transferred to the Trustee and (in any other case) from the next day of the preceding accounting period.

Annual Accounting Period means the period commence on 1<sup>st</sup> July and shall end on 30<sup>th</sup> June of the succeeding calendar year.

### **10.2 Inspection of Constitutive Documents**

The copies of constitutive documents, such as the Deed and the Offering Document, can be inspected free of charge at the addresses given below, however such documents shall also be available on the web site of the Management Company:

Ground Floor, Block B, Finance and Trade Centre (FTC) Shahrah-e-Faisal Karachi

### **10.3 Transfer of Management Rights of the Fund**

The management rights of the Fund may be transferred to another Management Company upon the occurrence of any of the following events in accordance with the procedure laid down in the Regulation, the Deed and the Directive issued by the Commission;-

- (i) the Management Company goes into liquidation, becomes bankrupt or has a liquidator appointed over its assets, or its license has been cancelled or does not hold valid license;
- (ii) where the Management Company is unable to remove the suspension of redemption of Units of the Fund within the fifteen business days of suspension and the Unit Holders representing at least three fourth in value of total outstanding Units of the concerned scheme pass a resolution or have given consent in writing that the scheme be transferred to another Management Company;



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(iii) if in the opinion of the Commission further management of the Fund by the existing Management Company is detrimental to the interest of the Unit Holders, the Commission may direct the Trustee to transfer the Fund to another Management Company.

(iv) If the Management Company may retire voluntarily with the prior written consent of the Commission.

#### **10.4 Extinguishment/Revocation of the Fund**

The Fund may be extinguished by the occurrence of any of the following events in accordance with the procedure laid down in the Regulation, the Deed and the Directive issued by the Commission;-

(i) where the Management Company is unable to remove the suspension of redemption of Units of the Fund within the fifteen business days of suspension and the Unit Holders representing at least three fourth in value of total outstanding Units of the concerned scheme pass a resolution or have given consent in writing that the scheme be revoked;

(ii) where the Management Company goes into liquidation, becomes bankrupt or has a liquidator appointed over its assets, or its license has been cancelled or does not hold valid license;

(iii) in the opinion of the Management Company the scheme is not commercially viable or purpose of the scheme cannot be accomplished subject to the consent of Trustee;

(iv) The Management Company subject to regulatory approval, may announce winding up of the Trust in the event redemption requests build up to a level where the Management Company is of the view that the disposal of the Trust Property to meet such redemptions would jeopardize the interests of the remaining Unit Holder(s) and that it would be in the best interest of all the Unit Holder(s) that the Trust be wound up.

(v) on occurrence of any event or circumstances which, in the opinion of the Trustee, requires the Fund to be revoked; and

(vi) where the Commission deems it necessary to revoke the Fund so directs either Trustee or the Management Company in the interest of Unit Holders;

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## 10.5 Procedure and manner of Revocation of the Fund

Revocation of the Fund shall be done in accordance with the procedures and in the manner as mentioned in the Regulations or through circulars / guidelines issued by the SECP from time to time.

## 10.6 Distribution of proceeds on Revocation

In case of **Revocation** of the Fund the Trustee shall according to the procedure laid down in Regulations refund the net proceeds to the Unit Holders in proportion to the number of units held by them.

## 11. GLOSSARY

Unless the context requires otherwise the following words or expressions shall have the meaning respectively assigned to them:

**“Accounting Date”** means the thirtieth day of June in each year and any interim date on which the financial statements of the Trust are drawn up. Provided that the Management Company may, with the written consent of the Trustee and after obtaining approval from the Commission and the Commissioner of Income Tax may change such date to any other date and such change shall be intimated to the Commission.

**“Account Opening/Investment Account Opening Form”** means standardized form prescribed by the Management Company to be duly filled by the investors at the time of opening an account with the Fund.

**“Accounting Period”** means a period ending on and including an accounting date and commencing (in case of the first such period) on the date on which the Trust Property is first paid or transferred to the Trustee and (in any other case) from the next day of the preceding accounting period.

**“Administrative Plans”** means investment plans offered by the Management Company and approved by the Commission, where such plans allow investors a specific investment strategy in any one or a combination of Schemes managed by the Management Company in accordance with the conditions specified by SECP.

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**“Annual Accounting Period” or “Financial Year”** means the period commence on 1st July and shall end on 30th June of the succeeding calendar year.

**“Asset Management Company”** means an asset Management Company as defined in the Rules and Regulations.

**“Auditor”** means the Auditor of the Trust appointed by the Management Company, with the consent of the Trustee, as per the Regulations.

**“Authorized Branches”** means those Branches of Distributors or Distribution Companies which are allowed by the Management Company to deal in Units of the Funds managed by the Management Company.

**“Authorized Broker”** means those Brokers which are authorized to deal in Government Securities.

**“Authorized Investments”**

Authorized Investments are those as defined in the clause 2.1.1 of this Offering Document

**“Back-end Load”** means charge deducted from the Net Asset Value in determining the Redemption Price; provided however that different levels of Back-end Load (according to holding period of units) may be applied to different classes of Units, as specified in this document.

**“Bank”** means institution(s) providing banking services under the Banking Companies Ordinance, 1962, or any other regulation in force for the time being in Pakistan, or if operating outside Pakistan, under the banking laws of the jurisdiction of its operation outside Pakistan.

**“Bank Accounts”** means those account(s) opened and maintained for the Trust by the Trustee at Banks, the beneficial ownerships in which shall vest in the Unit Holder(s).

**“Broker”** means any person engaged in the business of effecting transactions in securities for the account of others.

**“Business Day”** means any day on which scheduled banks/stock exchanges are open for business in Pakistan.

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**“Certificate”** means the definitive certificate acknowledging the number of Units registered in the name of the Unit Holder issued at the request of the Unit Holder pursuant to the provisions of the Trust Deed.

**"Certificate Holder"** means the investor whose name was entered in the Register as owner of Certificate(s) of the closed end scheme including investors jointly so registered pursuant to the provisions of the Deed

**“Connected Person”** shall have the same meaning as assigned in the Rules and Regulations.

**“Constitutive Documents”** means the Trust Deed or such other documents as defined in the Regulations.

**“Contingent Load”** means Load payable by the Unit Holder at actual basis to the extent of loss incurred by fund due to disinvestments if Units are redeemed by any major Unit Holder in such period of time that the Management Company believes may adversely affect the interest of other Unit Holder(s). Any Contingent Load received will form part of the Trust Property.

**"Conversion Cost"** means all cost and expenses relating to the conversion of Meezan Balanced Fund into an Open-end Scheme, including but not limited to expenses in connection with the authorization for conversion of the Scheme, execution and registration of Supplemental Constitutive Document, issue, printing, publication of Replacement Offering Document, announcements or advertisement (for notices) to the public, the Unit Holders, banks and other concerned parties, charges of CDC and stock exchanges for delisting and enlistment, legal expenses incurred up to the period of effectuating and implementing the conversion of MBF into an Open-end Scheme.

**“Custodian”** means a Bank, a Depository or an Investment Finance Company licensed under the Regulations, which may be appointed by the Trustee in consultation with the Management Company to hold and protect the Trust Property or any part thereof as custodian on behalf of the Trustee, and shall also include the Trustee itself if it provides custodial services for the Fund.

**“Cut-Off Time” / “Business Hours”** means the day time for dealing in Units of the Fund. The current Cut-Off Timing/Business Hours are mentioned in Annexure “A” of this Offering Document.

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**“Dealing Day”** means every Business Day from Monday to Friday of every week. Units will be available for dealing (purchase, redemption, transfer, switching etc) on Dealing Days during Cut-off Time. Provided that the Management Company may with the prior written consent of the Trustee and upon giving not less than seven days notice in two widely circulated English or Urdu newspapers in Pakistan declare any particular Business Day(s) not to be a Dealing Day(s).

**“DFI”** means Development Financial Institution and includes the Pakistan Industrial Credit and Investment Corporation (PICIC), the Saudi Pak Industrial and Agricultural Investment Company Limited, the Pak Kuwait Investment Company Limited, the Pak Libya Holding Company Limited, the Pak Oman Investment Company (Pvt.) Limited, Investment Corporation of Pakistan, House Building Finance Corporation, Pak Brunei Investment Company Limited, Pak-Iran Joint Investment Company Limited, Pak-China Investment Company Limited, and any other financial institution notified under Section 3-A of the Banking Companies Ordinance, 1962.

**“Distribution Account”** means the Bank Account (which may be a current, saving or deposit account) maintained by the Trustee with a Bank as directed by the Management Company in which the amount required for distribution of income to the Unit Holder(s) shall be transferred. Income or profit, if any, including those accruing on unclaimed dividends, in this account shall be transferred to the main account of the Fund from time to time, as part of the Trust Property for the benefit of the Unit Holder(s).

**“Distributor / Distribution Company”** means Company(ies), Firm(s), Sole Proprietorship concern(s), individual(s), Banks or any other Financial Institution appointed by the Management Company under intimation to the Trustee for performing any or all of the Distribution Functions and who are registered with MUFAP as Registered Service Providers. The Management Company may itself also performs the Distribution Function.

**“Distribution Function”** means the functions with regard to:

- a. receiving applications for issue of Units together with the aggregate Offer Price for Units applied for by the applicants;
- b. issuing receipts in respect of (a) above;

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- c. interfacing with and providing services to the Holders including receiving redemption/transfer applications, conversion notices and applications for change of address or issue of duplicate Certificates for immediate transmission to the Management Company or the Transfer Agent as appropriate;
  - d. accounting to the Management Company for all: (i) payment instruments received from the applicants for issuance of Units; (ii) payments instruments to the Holders on redemption of Units; and (iii) expenses incurred in relation to the Distribution Function.
  - e. the above functions may be performed electronically, if appropriate systems are in place.

**“Duties and Charges”** means in relation to any particular transaction or dealing all stamp and other duties, taxes, Government charges, bank charges, transfer fees, registration fees and other duties and charges in connection with the increase or decrease of the Trust Property or the creation, issue, sale, transfer, redemption or purchase of Units or the sale or purchase of Investment or in respect of the issue, transfer, cancellation or replacement of a Certificate or otherwise which may have become or may be payable in respect of or prior to or upon the occasion of the transaction or dealing in respect of which such duties and charges are payable, but do not include the remuneration payable to the Distribution Company or any Commission payable to agents on sales and redemption of Units or any Commission charges or costs which may have been taken into account in ascertaining the Net Asset Value.

**"Effective Date"** means the date on which the Fund has been converted from a *"closed end scheme"* to an *"open end scheme"*, which was the first Business Day after the expiry of the book closure announced by the Management Company for the purpose of determining the entitlement of the Certificate Holders converted into the Initial Units of the open end scheme, in lieu of the Certificates of the Closed-end Scheme held by them, after the grant of authorization by the SECP under Regulation 65 of the Regulations.

**"Exit Load"** means Back end Load and any other charges as may be applied by Management Company.

**“Exposure”** shall have same meanings as provided in the Regulations.

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**“Federal Government”** means the Federal Government of Islamic Republic of Pakistan.

**“Financial Institution”** means a Bank, Development Finance Institution, Non Banking Finance Company, Modaraba or an institution registered under relevant laws to provide financial services within or outside Pakistan.

**“Financial Sector”** shall comprise of the savings and term deposits / certificates/ securities/ instruments issued by the entities of Banking Sector, Financial Services Sector, Life Insurance Sector and Non- Life Insurance Sector as classified by Karachi Stock Exchange and DFIs.

**“Force Majeure”** means any occurrence or circumstance or element which delays or prevents performance of any of the terms and conditions of this Deed or any obligations of the Management Company or the Trustee and shall include but not limited to any circumstance or element that cannot be reasonably controlled, predicted, avoided or overcome by any party hereto and which occurs after the execution of this Deed and makes the performance of the Deed in whole or in part impossible or impracticable or delays the performance, including but not limited to any situation where performance is impossible without unreasonable expenditure. Such circumstances include but are not limited to floods, fires, droughts, typhoons, earthquakes and other acts of God and other unavoidable or unpredictable elements beyond reasonable control, such as war (declared or undeclared), insurrection, civil war, acts of terrorism, accidents, strikes, riots, turmoil, civil commotion, any act or omission of a governmental authority, failure of communication system, hacking of computer system and transmissions by unscrupulous persons, closure of stock exchanges, banks or financial institutions, freezing of economic activities and other macro-economic factors, etc.

**“Front-end Load”** means charges which may be included in the Offer Price of the Units, as defined in the Offering Document

**“Government Securities”** includes monetary obligations of the Government or a Provincial Government or a corporation wholly owned or controlled, directly or indirectly, by the Federal Government or a Provincial Government and guaranteed by the Federal Government and any other security as the Federal Government may, by notification in the official Gazette, declare, to the extent determined from time to time, to be a Government Security.

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**“Holder or Unit Holder”** means the investor for the time being entered in the Register as owner of a Unit including investors jointly so registered pursuant to the provisions of the Trust Deed.

**“Holding Certificate”** means the definitive certificate stating the number of Units registered in the name of the Unit Holder and acknowledging ownership of the Unit Holder of an undivided share in the open-end Scheme issued pursuant to the provisions of the Trust Deed.

**"Initial Units"** mean the unit(s), in lieu of Certificate(s) of Closed-end Scheme, issued to the Initial Unit Holders in the ratio of 1:1 i.e. each Initial Unit Holder (formerly Certificate Holder) shall be issued one (1) Unit of Par Value of PKR:10/- for each Certificate of par value of PKR:10/- each.

- 25.1 **"Initial Unit Holders"** mean(s) the Certificate Holder(s), whose status shall change to that of Unit Holder(s) pursuant to the issuance of the Initial Unit(s) to them in lieu of their investments in the Closed End Scheme.

**“Investment”** means any Authorized Investment forming part of the Trust Property.

**“Investment Facilitators/Advisors”** means an individual, firm, corporate or other entity appointed by the Management Company to identify, solicit and assist investors in investing in the Scheme. The investment facilitator/advisor is not authorized to perform the Distribution Functions. The Management Company shall compensate the Investment Facilitators..

**“Investment Form”** means a standardized form prescribed by the Management Company to be duly filled by the investor to purchase Units and will be stated in this Offering Document.

**“Local Governments”** mean all the local / city governments in Pakistan.

**“Management Company”** is defined in the preamble hereto;

**"MUFAP"** means Mutual Funds Association of Pakistan

**“Net Assets”**, in relation to the Trust, means, the excess of assets over liabilities of the Scheme as calculated in accordance with the Regulations.



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**“Net Asset Value” or “NAV”** means per Unit value of the Trust arrived at by dividing the Net Assets by the number of Units outstanding.

**“Offer Price or Purchase (Public Offer) Price”** means the sum to be paid by the investor for purchase of one Unit, such price to be determined pursuant to this document.

**“Offering Document”** means the prospectus or other document (issued by the Management Company with written consent of the Trustee and approved by the Commission) which contains the investments and distribution policy, unit structure(s) and all other information in respect of the Unit Trust, as required by the Rules and Regulations and is circulated to invite offers by the public to invest in the Scheme.

**“Online”** means transactions through electronic data-interchange whether real time transactions or otherwise, which may be through the internet, intranet networks and the like.

**“Ordinance”** means the Companies Ordinance, 1984.

**“Par Value”** means the face value of **Rs.10** for a Unit of the Fund.

**“Personal Law”** means the law of inheritance and succession as applicable to the individual Unit Holder.

**“Pledge Form”** means a standardized form prescribed by the Management Company to be duly filled by the investor to Pledge his/her Units and will be stated in this Offering Document.

**“Profit Distribution Date”** means the date on which the Management Company decides to distribute the profits (if any).

**“Provincial Governments”** mean the Provincial Governments of all four provinces of Pakistan.

**“Redemption Form”** means a standardized form prescribed by the Management Company to be duly filled by the investor to redeem Units and will be stated in this Offering Document.

**“Redemption Price or Repurchase Price”** means the amount to be paid to the relevant Holder upon redemption of that Unit, such amount to be determined pursuant to this document.

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**“Register Function”** means the functions with regard to:

- a. Maintaining the Register, including keeping a record of change of addresses/other particulars of the Holders;
- b. Issuing account statements to the Holders;
- c. Issuing Certificate, including Certificates in lieu of undistributed income to Holders;
- d. Cancelling old Certificates on redemption or replacement thereof;
- e. Processing of applications for issue, redemption, transfer and transmission of Units, recording of pledges, liens and changes in the data with regard to the Holders;
- f. Issuing and dispatching of Certificates;
- g. Dispatching income distribution warrants, and bank transfer intimation and distributing bonus Units or partly both and allocating Units to Holders on re-investment of dividends;
- h. Receiving applications for redemption and transfer/transmission of Units directly from Holder or legal representatives or through Distributor;
- i. Maintaining record of lien/pledge/charge; and
- j. Keeping record of change of addresses/other particulars of the Holders.

**“Regular Interval”** means monthly, quarterly, half yearly or annual periods.

**“Rules”** mean Non-Banking Finance Companies (Establishment and Regulation) Rules 2003 as amended from time to time.

**“Regulations”** mean Non--Banking Finance Companies and Notified Entities Regulations, 2008 and the Schedules and Forms attached to it as amended/replaced from time to time.

**“Sales Load”** includes the Front-end and Back-end Loads and any processing charge or commission (excluding Duties and Charges) not exceeding five percent (except ten percent Back-end Load applicable only on redemption of Initial Units) of the Net Asset Value or as may be allowed under the Regulations, which may be included in the Offer Price of all or certain class of Units or deducted from the Net Asset Value in order to determine the Redemption Price of certain classes of units...

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**“SECP” or “Commission”** means Securities and Exchange Commission of Pakistan established under Securities and Exchange Commission of Pakistan Act, 1997 and shall include its successor.

**“Special Instruction Form”** means a standardized form prescribed by the Management Company to be duly filled by the investor to change his/her particulars and will be stated in this Offering Document.

**“Stock Exchange”** means Stock Exchanges registered under the Securities and Exchange Ordinance, 1969.

**“Sukuk”** means a type of Islamic bond that is backed by assets of the issuer that earn profit or rent.

**“Transaction Costs”** means the costs incurred or estimated by the Management Company to cover the costs (such as, but not restricted to, brokerage, Trustee charges, taxes or levies on transactions, etc.) related to the investing or disinvesting activity of the Trust’s portfolio, *inter alia*, necessitated by creation or cancellation of Units, which costs may be added to the NAV for determining the Offer Price of Units or to be deducted from the NAV in determining the Redemption Price.

**“Transfer Agent”** means a company including a Bank that the Management Company shall appoint for performing the Registrar Functions. The Management Company may itself perform the Registrar Function.

**“Transfer Form”** means a standardized form prescribed by the Management Company to be duly filed by the investor to transfer Units and will be stated in this Offering Document.

**“Trust Deed” or “Deed”** means the Trust Deed of the Fund executed between the Management Company and the Trustee along with all the exhibits appended hereto.

**“Trust” or “Unit Trust” or “Fund” or “Scheme”** means the Unit Trust constituted by the Trust Deed for continuous offers for sale of Units.

Words and expressions used but not defined herein shall have the meanings assigned to them in the Act and Rules and Regulations, words importing persons include corporations, words importing the masculine gender include the feminine gender, words importing singular include

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plural and words “written” or “in writing” include printing, engraving lithography, or other means of visible reproduction. The headings and table of contents are for convenience only and shall not affect the construction of the Trust Deed.

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## ANNEXURE A<sup>9</sup>

### Current Level of Front-end, Back-end Load and Management Fee

A maximum of 53% of NAV can be charged as Front-end Load plus Back-end Load. Current level of Front-end and Back-end Load as decided by the Management Company is as follows:

#### Class “A” Units

Front-end Load: 0% - 2%;  
Back-end Load; 0%

#### Class “B” Units

Redemption of Initial Units shall be subject to Back End Load at the following rates:-

<i><u>Period of Redemption</u></i>	<i><u>Back-end Load</u></i>
<i>Redemption of Initial Units within six months of conversion into open end scheme from the Effective Date</i>	<i>10% of Net Asset Value per Unit</i>
<i>Redemption of Initial Units after six months, but within one year of conversion into open end scheme from the Effective Date</i>	<i>5% of Net Asset Value per Unit</i>
<i>Redemption of Initial Units after one year of conversion into open end scheme from the Effective Date</i>	<i>No Back end Load</i>

The Back End Load charged as above shall form part of the Trust Property.

#### Note:

Where transactions are done online or through a website, sales load would be maximum of 1.5% or as Commission may direct from time to time. No Front-end Load will be charged if the investor approaches directly for investment or where transactions are done online, through the relevant website.<sup>10</sup>

**Current Level of Management Fee:** 2% of average annual net assets calculated on a daily basis

#### Business Hours & Cut-Off Timing

The day time on a Dealing Day for dealing in Units is from 9:00AM till 34:00PM

Any change in the Business Hours/Cut-off Time shall be notified through website of the Management Company, under intimation to the trustee.

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<sup>9</sup> Amended through SOD-II

<sup>10</sup> Amended through SOD-III

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Further, Cut-Off Timings/Business Hours for the month of Ramadan shall be notified to Unit-Holders via the Company's website.

However, any increase in Management Fee, Front End Load or Back end Load shall be implemented with prior approval of the SECP.

Further, any increase in management fee and back end load shall be subject to giving a ninety (90) days prior notice to the unit holders and the unit holders shall be given an option to exit at the applicable NAV without charge of any exit load.

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**ANNEXURE 'B'**

**REMUNERATION OF TRUSTEE AND ITS AGENT**

The trustee remuneration shall consist of reimbursement of actual custodial expenses / charges plus the following tariff:

Net Assets (Rs.)	Trustee Tariff
Up to 1 billion	Rs. 0.7 million or 0.20% p.a. of net assets, whichever is higher.
Over 1 billion	Rs. 2.0 million plus 0.10% p.a. of net assets exceeding Rs. 1 billion.