



# FCIL First Capital Investments Limited

## REDEMPTION FORM (INDIVIDUALS AND INSTITUTIONS)

(FORM: FCIL – 03) (Please see guidelines overleaf before completing this form)

FCIL Account No.									
Folio No.									

Date: \_\_\_\_\_

I/We request you to redeem my/our Units according to the provisions of the Trust Deed and the Offering Document of the respective fund.

Principle Account Holder's Name: \_\_\_\_\_

### REDEMPTION DETAILS

Name of Fund: \_\_\_\_\_ Fund Code: \_\_\_\_\_ Fund # \_\_\_\_\_

No. of Units: \_\_\_\_\_ OR Amount in Words: \_\_\_\_\_

Certificates Issued:  No  Yes, Certificate No. (s) \_\_\_\_\_

Please note that this redemption cannot be processed unless original Certificates, if issued to you, are returned to us. In case the Certificates are lost, stolen or misplaced, Please contact the Registrar/ Transfer Agent or The Management Company.

### PAYMENT INSTRUCTIONS (IF CHANGED FROM ORIGINAL PAYMENT INSTRUCTIONS)

Please note that **Redemption Payment** proceeds shall only be made as per the instruction details provided by the investor in the Account Opening Form. In case of permanent change of address or Bank details for future encashment, Please fill the **Service Request Form** and enclose it with this form.

In case the investor requires redemption payment proceeds in form other than the original instructions given in the **Account Opening Form**, please specify the details in the below mentioned fields.

Cheque  Pay Order  Demand Draft  Bank Transfer (please fill the appropriate field below only)

Account Title: \_\_\_\_\_ Account No. \_\_\_\_\_ Bank Name: \_\_\_\_\_

Branch Name & Address: \_\_\_\_\_

Note: The above payment instructions shall be valid for this redemption transaction only.

### REASON OF REDEMPTION

Profitability  Services of FCIL  Cash Requirement  Others \_\_\_\_\_

**DECLARATION**

- I/We have read and understand the guidelines as stated the Trust Deeds and Offering Documents of the fund and the risks involved.
- Redemption Rates and conditions would be in accordance with the terms set in the Trust Deed.
- I/We acknowledge that the above information is correct to the best of my/our knowledge.
- I/We understand that if redemption form is received by FCIL and or Distributor/Facilitator after the cut off time, that transaction will be processed on the next working day and that I/We would not hold FCIL responsible for any loss consequent to such processing of redemption form on the next working day.

\_\_\_\_\_  
Signature                      Signature                      Signature                      Signature                      Signature

In case of Corporate clients, company's seal is required to be affixed along with the signatures of authorized signatories.

DISTRIBUTOR/FACILITATOR INFORMATION (For Office Use only)					
Distributor/Facilitator Name/code	Signature of Distributor/Facilitator	Form No.	Date and Time	Details of Certificates & Units received from Unit Holder	
				Certificate(s) #	Unit(s)

FOR REGISTRAR USE ONLY				
Form Received on (Date & Time)	Particulars Verified By Name & Signatures	Certificates Verified & Defaced By	Redemption Rate	Data Input By



**GUIDELINES**

**General Instructions:**

This form would be used for disinvestment of unit from FCIL Funds.

1. The Account Holder would need to state his/her name, and most importantly, the FCIL Account Number.
2. The Account Holder needs to specify whether he/she had taken physical possession of the certificates against his/her investment. If the subscriber ticks on the “yes” option, the certificates would need to be attached with the redemption form.

**REDEMPTION DETAILS**

3. In this section, the Account Holder may choose to specify the disinvestments in terms of Rupees or Units, as per convenience.
4. The Unit Holder may choose to specify the redemption in terms of Rupees or Units. For redemption of all units please simply write the word “**ALL**” in the number of Units column.

**INSTRUCTIONS REGARDING REDEMPTION PROCEEDS**

5. Payment of redemption proceeds will be made by the Trustee within six Business days, after receipt of a properly documented request for Redemption of Units by the Company.
6. If redemption requests on any single day exceed 10% of the total number of units issued, the Trustee shall redeem only 10% on a first come served basis and defer the balance to the next business day.
7. Copy of CNIC of the beneficiary is required to be submitted if redemption proceeds are to be credited to the bank account of the third party.  
(applicable for individuals only).

**INFORMATION ABOUT OPERATING INSTRUCTIONS**

8. All authorized individuals/signatories as specified in the **Account Opening Form (FCIL – 01)** under the section “Account Operating Instructions” will have to sign this form, as per given instruction and specify their names.
9. In case of corporate clients, company’s seal is required to be affixed along with the signatures of authorized signatories.

**OTHER INSTRUCTIONS**

10. Please note that Partial Redemption of Certificate(s) will not be entertained.
11. In case the Unit Holder(s) signature(s) varies from the specimen signature(s) provided in the **Account Opening Form (FCIL – 01)**, the transaction will be treated as “**Cancelled**”.
12. In case the form has been filled in by the guardian on behalf of the minor, the name of the guardian should be written clearly in the form. Note that the payment shall be made in the name of the **Guardian** only.
13. If acknowledgement is not received within six working days, the Unit Holder should immediately contact FCIL, the Asset Management Company.

**If you need any assistance or require additional information, Please contact our representative:**

First Capital Investments Limited

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