



**Date:** \_\_\_\_\_ **Please write in block letters using black ink**

**1) Principal Applicant's Details**

**Title of Account** \_\_\_\_\_

**Investor Registration Number** \_\_\_\_\_ **CNIC/NICOP/Passport No.** \_\_\_\_\_

**2) Conversion Details (Please refer instructions on the back side of this Form)**

Convert (Redeem) From The Scheme/Investment Plan		Amount in Rupees	OR	No. of Units		Convert (Invest) To The Scheme/Investment Plan	
(a)	Type of Units			All			Type of Units
	Class of Units			or			Class of Units
(b)	Type of Units			All			Type of Units
	Class of Units			or			Class of Units
(c)	Type of Units			All			Type of Units
	Class of Units			or			Class of Units

**COOLING-OFF RIGHT FOR INDIVIDUAL UNIT HOLDERS:**  
All Individual Unit Holders have a right to obtain a refund of their first time investment only (cooling-off right) in a Collective Investment Scheme (CIS) managed by MCB-Arif Habib Savings and Investments Limited (MCB-AH). The Unit Holder may exercise cooling-off right within three (3) business days commencing from the date of issuance of Investment report as per Circular No.26 of 2015 (cooling-off period). For this purpose, the Unit Holder shall send a written request to Investor Services Department of MCB-AH at one of its Registered Addresses. The refund pursuant to the exercise of a cooling-off right shall be paid to the Unit Holder within six (6) business days of receipt of written request from the Unit Holder in accordance with the Direction No. 31 of 2016 issued by Securities and Exchange Commission of Pakistan.

**RISK DISCLOSURE:**  
If you are converting into MCB Pakistan Stock Market Fund (MCB-PSM), Alhamra Islamic Stock Fund (ALHISF), MCB Pakistan Asset Allocation Fund (MCB-PAAF), Pakistan Capital Market Fund (PCMF) and Alhamra Islamic Asset Allocation Fund (ALHAA) then by signing this Conversion Form, you acknowledge that the Scheme in which you are converting, is "HIGH RISK" Scheme as its returns are directly linked with the performance of Pakistan Stock Exchange(PSX). Hence, your principal investment may be at risk when PSX performance goes into negative. Long-term holding duration is advised while investing in these schemes/plans.

**Certificates Issued**  No  Yes, Certificate No. \_\_\_\_\_ is/are attached with this Form.

**INCOME PAYMENT FREQUENCY (in case of Income Units / 365 Income Units only)** if Income Payment Frequency is not selected then the Management Company will assume Income Payment Frequency as "Annually".  
Monthly  Quarterly  Half-Yearly  Annually

**3) Declaration and Signature(s)**

1. I/We shall be solely responsible for my/our above-mentioned conversion transaction(s) if such transaction(s) is/are not in accordance with my/our risk profiling results already provided to the Management Company. I/We will not hold the Management Company liable or responsible for such transaction(s) in any manner.  
2. I/We, the undersigned, hereby declare that:  
(a) I/We have read and understood the terms and conditions of the Constitutive Documents of the Scheme(s), in particular the Investment Policies, Risk Factors, Taxation Policies and Warnings before converting into the Scheme(s);  
(b) I/We understand that conversion of Units will be made in accordance with the terms and conditions as mentioned in the Constitutive Documents of the Scheme(s);  
(c) I/We understand that all investments in the Scheme are subject to market risk and the price of the Scheme's Units may go down resulting in loss of principal investment;  
(d) I/We understand that the conversion price of Units will differ due to Front-end Load/Back-end Load where applicable;  
(e) I/We understand that in case of the Scheme(s) operating under forward pricing mechanism, the price of Units applicable for conversion will not be known at the time of conversion;  
(f) I/We understand that conversion of units transaction may be subject to deduction of Capital Gain Tax in accordance with the requirements of Income Tax Ordinance, 2001 and the directives issued by Federal Board of Revenue (FBR) from time to time;  
(g) I/We have been provided with the latest Fund Manager Report (FMR) of the Scheme(s);  
(h) I/We have reviewed the Total Expense Ratio, Management Fee percentage, Selling & Marketing expenses percentage, Front-end, Back-end and Contingent Load percentages of the Scheme as disclosed on the website link <https://www.mcbah.com/statutory-disclosures-for-unit-holders/>; and  
(i) I/We understand that once the conversion request has been received by the Investment Facilitator/ Distributor, it cannot be cancelled.  
(j) I/We understand that transaction request received within Cut-Off Timings of the Business Day will be processed at the price of the Scheme applicable on that Business Day. Transaction request received after Cut-Off Timings of the Business Day or on a non-business day, will be processed at the price of the Scheme applicable on the next Business Day. I/We have seen the Cut-Off Timings of the Scheme available at the download section of the website ([www.mcbah.com](http://www.mcbah.com)).  
**FOR INVESTMENT IN UNIT 365-GROWTH AND 365-INCOME UNITS**  
I/We hereby acknowledge and understand that Bank-End Load will be applicable if units are redeemed before completion of 365 days from the date of initial investment as defined in Offering Document of the respective fund.

Institutional Investor	Individual Investor	Attestation of Branch Manager and Witnesses shall be required only in case of Investor with unstable signature or thumb impression	
Company Stamp	Principal Applicant's Signature/ Left Hand Thumb Impression	Attestation of Branch Manager	Witnesses (Adult Male Persons only) Name: _____ CNIC: _____ Signature: _____ Name: _____ CNIC: _____ Signature: _____

Authorized Signatories/ Joint Holder(s)	Signature(s)
(a) Name:	
(b) Name:	
(c) Name:	
(d) Name:	

**4) Investment Facilitator / Distributor Details (For Official Use Only)**

Distributor/Facilitator Name	Code	Distributor's Stamp with date and time
Branch Name	City	

**5) Registrar Details (For Official Use Only)**

Date and Time Stamping	Form received by	Name and Signature
	Date, Form and attachments verified by	Name and Signature
	Data input by	Name and Signature

NOTE: To find out your Risk Profile Score via SMS, Type "RP<space>REG\_NO" and send it to 8622 from your registered mobile number

**MCB-Arif Habib Savings and Investments Limited**

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# RISK PROFILE AND LOAD DETAILS OF COLLECTIVE INVESTMENT SCHEMES/ADMINISTRATIVE PLAN

Name of Collective Investment Scheme	Category of Collective Investment Scheme	Risk Profile	Risk of Principal Erosion	Investor Eligible Score	Front-end Load	Contingent Load	Back-end Load
<b>CONVENTIONAL</b>							
MCB Cash Management Optimizer	Money Market	Low	Principal at low risk	=>11	Nil	Nil	Nil
Pakistan Cash Management Fund	Money Market	Very Low	Principal at very low risk	=>0	0% - 1%	Nil	Nil
MCB-DCF Income Fund	Income	Medium	Principal at medium risk	=>15	<b>Growth &amp; Income Units</b> Individual - 1.5% Corporate - Nil <b>Bachat Units/</b> <b>Unit 365 Growth &amp; Income</b> - Nil	Nil	<b>Growth &amp; Income Units</b> Nil <b>Bachat Units</b> 3% if redeemed before completion of two years from the date of initial investment. 0% if redemption after completion of two years from the date of initial investment. <b>Unit 365 Growth &amp; Income</b> 1.5% if redeemed before completion of 365 calendar days from the date of initial investment. 0% if redeemed on and after completion of 365 calendar days from the date of initial investment.
Pakistan Income Fund	Income	Medium	Principal at medium risk	=>15	Individual - 2% Corporate - Nil	Nil	Nil
MCB Pakistan Sovereign Fund	Income	Medium	Principal at medium risk	=>15	<b>Type A Units</b> Individual - 1.5% Corporate - Nil <b>Type B Bachat Units</b> - Nil	Nil	<b>Type A Units</b> Nil <b>Type B Bachat Units</b> 3% if redeemed before completion of two years from the date of initial investment. 0% if redemption after completion of two years from the date of initial investment.
Pakistan Income Enhancement Fund	Aggressive Fixed Income	Medium	Principal at medium risk	=>15	<b>Type A Units</b> Individual - 2% Corporate - Nil <b>Type B Units</b> Individual - 2% Corporate - Nil <b>Type C Bachat Units</b> - Nil	Nil	<b>Type A Units</b> Nil <b>Type B Units</b> Nil <b>Type C Bachat Units</b> 3% if redeemed before completion of two years from the date of initial investment. 0% if redemption after completion of two years from the date of initial investment.
MCB Pakistan Asset Allocation Fund	Asset Allocation	High	Principal at high risk	=>22	<b>Growth &amp; Cash Dividend Units</b> 3% <b>Bachat Units</b> - 2 Years Option - Nil <b>Bachat Units</b> - 3 Years Option - Nil	Nil	<b>Growth &amp; Cash Dividend Units</b> - Nil <b>Bachat Units</b> - 2 Years Option 3% if redeemed before completion of one year (12 months) from the date of initial investment. 2% if redeemed after completion of one year (12 months) but before two years (24 months) from the date of initial investment. 0% if redemption after completion of two years (24 months) from the date of initial investment. <b>Bachat Units</b> - 3 Years Option 3% if redeemed before completion of one and a half year (18 months) from the date of initial investment. 2% if redeemed after completion of one and a half year (18 months) but before three years (36 months) from the date of initial investment. 0% if redemption after completion of three years (36 months) from the date of initial investment.
Pakistan Capital Market Fund	Balanced	High	Principal at high risk	=>22	Individual - 2% Corporate - Nil	Nil	Nil
MCB Pakistan Stock Market Fund	Equity	High	Principal at high risk	=>22	<b>Growth Units</b> Individual - 3% Corporate - Nil <b>Bachat Units</b> - Nil	Nil	<b>Growth Units</b> - Nil <b>Bachat Units</b> 3% if redeemed before completion of two years from the date of initial investment. 0% if redemption after completion of two years from the date of initial investment.

<b>SHARIAH COMPLIANT</b>							
Alhamra Islamic Money Market Fund <small>(Formerly: MCB Pakistan Frequent Payout Fund)</small>	Money Market	Very Low	Principal at very low risk	=>0	Upto 1%	Nil	Nil
Alhamra Islamic Income Fund	Shariah Compliant Islamic Income	Medium	Principal at medium risk	=>15	<b>Class A Units</b> Individual - 1.5% Corporate - Nil <b>Class B Units</b> Nil <b>Bachat Units</b> Nil"	Medium	<b>Class A Units</b> - Nil <b>Class B Units</b> 1.5 % on redemption in the first (1st) year from the date of investment 1.0% on redemption in the second (2nd) year from the date of investment 0.0 % on redemption after completion of two (2) years from the date of investment <b>Bachat Units</b> 3% if redeemed before completion of two years from the date of initial investment. 0% if redemption after completion of two years from the date of initial investment.
Alhamra Daily Dividend Fund	Shariah Compliant Islamic Income	Medium	Principal at medium risk	=>15	1%	Nil	Nil
Alhamra Islamic Asset Allocation Fund	Shariah Compliant Islamic Asset Allocation	High	Principal at high risk	=>22	<b>Type A Units</b> Individual - 3% Corporate - Nil <b>Type B Units</b> - Nil <b>Type C - Bachat Units</b> - Nil	Nil	<b>Type A Units</b> - Nil <b>Type B Units</b> 3.0% for first year after investment 2.0% for second year after investment 1.0% for third year after investment Nil for redemptions after completion of 3 years from investment <b>Type C - Bachat Units</b> - Two Years Option 3% if redeemed before completion of one year (12 months) from the date of initial investment. 2% if redeemed after completion of one year (12 months) but before two years (24 months) from the date of initial investment. 0% if redemption after completion of two years (24 months) from the date of initial investment. <b>Type C - Bachat Units</b> - Three Years Option 3% if redeemed before completion of one and a half year (18 months) from the date of initial investment. 2% if redeemed after completion of one and a half year (18 months) but before three years (36 months) from the date of initial investment. 0% if redemption after completion of three years (36 months) from the date of initial investment."
Alhamra Islamic Stock Fund	Shariah Compliant Islamic Equity	High	Principal at high risk	=>22	<b>Type B Units</b> Individual - 3% Corporate - Nil <b>Bachat Units</b> - Nil	Nil	<b>Type B Units</b> - Nil <b>Bachat Units</b> - 2 Years Option 3% if redeemed before completion of two years from the date of initial investment. 0% if redemption after completion of two years from the date of initial investment. <b>Bachat Units</b> - 3 Years Option 3% if redeemed before completion of three years from the date of initial investment. 0% if redemption after completion of three years from the date of initial investment.
Alhamra Smart Portfolio	Fund of Funds Scheme	Medium	Principal at medium risk	=>15	Upto 3%	Nil	Nil

Name of Administrative Plan	Risk Profile	Risk of Principal Erosion	Investor Eligible Score
<b>CONVENTIONAL</b>			
Gulluck Plan (MCB-PSM)	High	Principal at high risk	=>22
Smart Portfolio	Medium	Principal at medium risk	=>15
<b>SHARIAH COMPLIANT</b>			
Gulluck Plan (ALHISF)	High	Principal at high risk	=>22



### RISK DISCLOSURE STATEMENT FOR INVESTOR

If you are investing in MCB Pakistan Stock Market Fund (MCB-PSM), Alhamra Islamic Stock Fund (ALHISF), MCB Pakistan Asset Allocation Fund (MCB-PAAF), Pakistan Capital Market Fund (PCMF), Alhamra Islamic Asset Allocation Fund (ALHAA) and/or Gulluck Plan then by signing this document, you acknowledge that the Scheme/Plan in which you are investing, is "HIGH RISK" Scheme as its returns are directly linked with the performance of Pakistan Stock Exchange (PSX). Hence, your principal investment may be at risk when PSX performance goes into negative. Holding for long-term duration is advised while investing in these schemes/plans.

Name of Investor

CNIC/ Registration Number

Date of Investment

Name of the Scheme/ Plan

- (a) I am aware of the Risk Profile of the Scheme/Plan in which I am investing. Sales Agent has adequately explained the Risk of the Scheme/Plan to me.
- (b) I shall be solely responsible for my investment transaction if it is not in accordance with my risk profiling results already provided to the Management Company and I will not hold the Management Company liable or responsible for this transaction in any manner.
- (c) My Sales Agent has not made or implied any guarantee with respect to return or investment amount.
- (d) My Sales Agent has not quoted any fixed return percentage or amount to me.

Investor's Signature: \_\_\_\_\_



### UNDERTAKING BY SALES AGENT

I, \_\_\_\_\_ bearing CNIC No. \_\_\_\_\_,  
hereby confirm the following to the Management Company that:

- (a) I have explained the Risk Profiling Questionnaire to the Investor.
- (b) I have also explained to the Investor about the Risk Profile of the Scheme/Plan in which he/she is investing.
- (c) I have explained to the Investor that returns of High Risk Scheme/Plan are directly linked with the performance of Pakistan Stock Exchange (PSX). Hence, his/her principal investment may be at risk when PSX performance goes into negative. Holding for long-term duration is advised while investing in the Scheme/Plan.
- (d) I have not made or implied any guarantee with respect to return or investment amount to the Investor.
- (e) I have not quoted any fixed return percentage or amount to the Investor.
- (f) I have explained to the Investor about the Sales Load (if any) of the Scheme/Plan in which he/she is investing.

\_\_\_\_\_  
Signature of Sales

Agent:  
Name:  
CNIC:  
Date:

\_\_\_\_\_  
Signature of Immediate

Supervisor  
Name:  
CNIC:  
Date: