

# AKD Investment Management Ltd.



AKD Investment Management Ltd.

Ref # \_\_\_\_\_

(AKDIML - 01)

## INVESTOR ACCOUNT OPENING FORM (Individuals and Institutions)

Date \_\_\_\_\_

### Information about the Principal Account Holder (FULL NAME(s) AND ADDRESS IN BLOCK LETTERS)

Name: Mr./ Ms./ Mrs./ M/s.	NIC No.	Registration No.
Father's/ Husband's Name	Phone No. Off- _____ Res- _____	Zakat Deduction: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declaration Attached
Address	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	
City	Country	Email
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	Date of Birth
		Occupation

### FULL DETAILS OF BANK ACCOUNT OF THE PRINCIPAL ACCOUNT HOLDER

Bank Account No.	Bank Name and Branch	Bank Tel No.
Bank Address		

### FOR INSTITUTIONS ONLY

Type of Institution <input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> NGO <input type="checkbox"/> Trust <input type="checkbox"/> Others	Registration / Incorporation Number	NTN No.	or Non-Resident
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### ACCEPTANCE BY PRINCIPLE HOLDER / JOINT HOLDERS, (IF ANY)

### AUTHORIZED SIGNATORIES (For Institutional Clients)

Name: Mr./Ms./Mrs.	Specimen a) Signature	NIC No.
Name: Mr./Ms./Mrs.	Specimen b) Signature	NIC No.
Name: Mr./Ms./Mrs.	Specimen c) Signature	NIC No.
Name: Mr./Ms./Mrs.	Specimen d) Signature	NIC No.

### OPERATING INSTRUCTIONS:

Singly (either or survivor)  Jointly (all Account Holders)  Jointly (any two Authorized Signatories)

### INFORMATION ABOUT NOMINEE(S)

Name: Mr./Ms./Mrs.	1.	2.
Relationship with Principal Holder		
NIC Number		

### OTHER INSTRUCTIONS

No Statements  More Frequent Statements at additional charge  Monthly  Quarterly  Half-Yearly

Clearly indicate dividend mandate for both cash dividend and bonus dividend

Do not reinvest dividends and transfer to bank a/c above  Encash bonus units on the day following bonus issue and transfer to bank a/c above

Reinvest cash dividends  Do not en-cash bonus units

I / We hereby acknowledge having read and understood the relevant Trust Deeds, Offering Documents and Supplementary Offering Documents that govern this transaction and further acknowledge having understood the risks involved.

Signature of Applicant ( with Rubber Stamp in case of Institutional Clients )

### OPTIONAL INFORMATION (To help us serve you better)

Education			Monthly Income			Other Investments					
Basic	Grad	Higher	Over 10k	Over 25K	Over 50K	Bank Dep.	NSS	Stocks	Property	Mutual Funds	Others

### FOR OFFICIAL USE ONLY

#### Facilitator Information

Facilitator	Facilitator Code	Remarks / Instructions	Signature
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#### For Distributor / Sales Representative Use

Distributor	Distributor Code	Form Received on	Data & Attachments Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Signature & Stamp
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Remarks

### FOR REGISTRAR USE

Form Received on	Data Input Date	Data & Attachments Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Signature & Stamp
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Institutional clients shall attach 1) Articles and Memorandum of Association 2) Certificate of Incorporation 3) List of Directors with NIC Copies 4) Board Resolution 5) NTN of the Institution with Tax Status 6) Other incorporation document(s)

Registrar's Copy

**GUIDELINES FOR FILLING OUT INVESTOR ACCOUNT OPENING FORM (for Individuals, Institutions &/or Corporates)**  
**(FORM AKDIML - 01)**

This Form is a one-time requirement and is required from Individual / Institutional Investors only at the time of creation of account within Unit Holder Register. Please complete the Investor Account Opening Form in Block Letters and write with a ball pen.

**Information about the Investor**

i) The following information of the Investor is required under this section:

<b>For Institutions:</b> <ul style="list-style-type: none"><li>Name of the Institution / Corporate</li><li>Address/ Contact number(s) of the Investor.</li><li>Registration number of the Investor (Company/Corporation/Bank/Partnership/Sole Proprietor/Club etc.).</li><li>Declaration of whether or not Zakat is to be deducted is required. If the option is selected as 'NO', the Zakat Declaration CZ-50 under Zakat and Ushr Ordinance, 1980, needs to be attached</li><li>Type of Institution (Company/Corporation/Bank/Partnership/Sole Proprietor/Club etc.).</li><li>Details of Authorised Signatories including their name(s), their identification i.e. National Identity Card number and their specimen signatures. Copy of Memorandum &amp; Article of Association/Incorporation.</li></ul>	<b>For Individuals:</b> <ul style="list-style-type: none"><li>Name / Father's / Husband's name</li><li>Address / Nationality / Contact Number / Occupation</li><li>Details of identification i.e. National Identification Card (NIC) / Passport No. Foreign Nationals are required to submit a copy of passport.</li><li>Declaration of whether or not Zakat is to be deducted is required. If the option is selected as 'NO', the Zakat Declaration CZ-50 under Zakat and Ushr Ordinance, 1980, needs to be attached.</li><li>Details of Joint Holder(s), their name(s), their identification i.e. National Identity Card / Passport No., their specimen signatures. (Please note that Joint Holders can be introduced only in case when there is no Nominee available).</li></ul>
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ii) At any point in time, the maximum number of Authorized Signatories (for institutions) or Account Holder(s) (for individuals) allowed for the purpose of this Form will not exceed four (04) in number. Choose the desired option.

iii) For Individual accounts, nominee(s) can be nominated only by the Principal Account Holder when there are no Joint Holder(s). The maximum number of Nominee(s) can be two (02) in number with their respective share mentioned in percentage against their respective names. The required details about the nominee should also be provided.

**Bank Details (for Redemption/Dividend mandate)**

iv) In order to receive proceeds as a result of Redemption of Units and Dividend(s) from any open-end fund(s) under the management of AKDIML, bank details of the Investor is required which includes the following: • Bank Account Title and its Number. • Name/Address of the Bank along with its Branch. (Error in filing of this information can result in delay in fund transfer).

**Requirements of Dividend Distribution**

v) Choose the desired option of receiving respective payouts from the fund. By default cash dividends will always be reinvested and bonus units will not be en-cashed

vi) Choose instructions regarding Account Statement requirement. All correspondences will be addressed to Authorized Signatory(ies) (for Institutions) and Principal Account Holders (for Individuals) as specified in the Form.

**Declaration**

vii) All the required Authorized Signatories (including Joint Holder(s) incase of Joint investors) will have to sign this Form.

viii) In case the Unit Holder is unable to sign the Form, then he/she is required to submit a clear copy of NIC with his / her thumb impression on it and the same should be affixed along with a passport size photograph on the Form authenticated by his / her banker.

ix) The Investor should either mark all empty spaces in the Form "Void" or cross (X) out.

x) It shall be responsibility of the applicant to pay all stamp and other duties, taxes and processing charges

**Death of Unit Holder (For Individuals)**

xi) At the time of submission of this Form, clear instruction regarding the operation of the Account has to be specified by the Unit holder(s) by selecting any one option out of four options provided in the Form, under the heading of "Operating Instructions".

**Application Checklist (for Institutions)**

The Investor has to enclose copies as applicable of the following documents depending upon the requirements:

1. Certified copies of NIC(s) of Authorized Signatories.
2. List of Directors and Officers.
3. Documentary evidence for Tax exemption (if available).
4. Certificate of Incorporation/Registration (Certified true copy).
5. Certificate of Commencement of Business (certified true copy).
6. Certified true copy of Board Resolution (Authorizing Investment).
7. Membership Certificate (in case of Sole Proprietor).
8. Partnership Deed and Certificate of Registration (in case of registered partnership firm).
9. Power of Attorney's (Notarized & on stamp paper).
10. Memorandum & Articles of Association/Bye Laws/Trust Deed (Certified true copy).
11. Others (Please specify).

ix) In the event of any conflict between these Guidelines and the Trust Deed and/or the Offering Document, the provisions of the Trust Deed and/or the Offering Document, as the case may be, shall prevail.

**Recommended Format for Board Resolution (Authorizing Investment)**

RESOLVED that:

a) Investment be made by the Company in the Units of \_\_\_\_ (the fund being invested in) to the extent of Rs. \_\_\_\_;

b) An application be made on behalf of the Company to AKD Investment Management Limited (AKDIML) or the Distribution Company (name of the Distribution Company) for the purchase of Units of \_\_\_\_ (fund being invested in) under the joint\*/several\* Signatories of Mr. \_\_\_\_, \_\_\_\_ and \_\_\_\_;

c) Mr. \_\_\_\_, \_\_\_\_ and \_\_\_\_ are further hereby authorized singly\*/jointly\* to make applications/requests to AKDIML for Purchase of Units of \_\_\_\_ (fund being invested in) from time to time at their discretion within the overall maximum limit for total investments in the Units of \_\_\_\_ (fund being invested in) sanction by the Board and mentioned in para (a) above.

d) Mr. \_\_\_\_, \_\_\_\_ and \_\_\_\_ be and are hereby authorized singly\*/jointly\* for and on behalf of the Company to sign, execute and deliver the said application and other necessary documents in connection therewith and to do any other acts, deeds or things for and on behalf of the Company in respect of Company's application for the purchase of Units of \_\_\_\_ (fund being invested in); and

e) Mr. \_\_\_\_, \_\_\_\_ and \_\_\_\_ further be and are hereby authorized singly\*/jointly\* for and on behalf of the Company to redeem the fund's (fund being invested in) Units as and when they deem appropriate in the interest of the Company and for this purpose, to sign, execute and deliver redemption applications/forms and fulfill all other formalities as may be required by AKDIML for redeeming the Units.

f) Mr. \_\_\_\_, \_\_\_\_ and \_\_\_\_ be and are hereby authorized singly\*/jointly\* for and on behalf of the Company to represent to Company to deal, liaise and correspond with AKD Investment Management Limited (AKDIML) and or the Distribution Company (name of Distribution Company) and to fulfill the responsibilities and obligations of the Company from time to time and to do all other incidental and ancillary acts, things and deeds in connection with the purchase and redemption of \_\_\_\_ (fund being invested in) Units.

**CERTIFIED TRUE COPY:**

I hereby certify that the above Resolution was duly passed by the Board of Directors of the Company in its meeting held on (date of meeting) and the same has been entered in the minutes book of the Company in accordance with the Articles of Association of the Company.

\_\_\_\_\_  
Company Secretary

\*Please delete as applicable

If you need any assistance or require additional information, please e-mail to [info@akdinvestment.com](mailto:info@akdinvestment.com) or call the AKDIML - 92-21-5371305-7