

## VIPB BALANCED FUND TRANSFER FORM

(Please Read Instructions Overleaf; Fill up the Form in Block Letters)

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

Transfer no.: \_\_\_\_\_

To  
 Chief Executive Officer  
 VIPB Asset Management Company Limited  
 Suite 11(H), Police Plaza Concord Tower 1, Level 11,  
 Road 144, Gulshan 1, Dhaka 1212

I/We \_\_\_\_\_  
 having the registration no. \_\_\_\_\_, hereinafter referred as Transferor, is/are the holder(s) of \_\_\_\_\_ units of VIPB  
 Balanced Fund. I/We would like to transfer unit allocation confirmation no. \_\_\_\_\_ having \_\_\_\_\_ units to the  
 following person, hereinafter referred as Transferee:

Name: \_\_\_\_\_

Father's/Husband's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

BO A/C: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship with Transferor: \_\_\_\_\_

Nationality: \_\_\_\_\_ National ID no. (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Bank: \_\_\_\_\_

Branch: \_\_\_\_\_ A/C No.: \_\_\_\_\_

Bank Routing No.: \_\_\_\_\_ eTIN No.: \_\_\_\_\_

Dividend option: Cash ☐ CIP ☐

Registration No. (for existing unit holder only) \_\_\_\_\_

Means of transfer: Inheritance ☐ Gift ☐ Operation of law ☐

### Witnesses

### Signature of Unit Holder(s)

1. Signature

Name:

Father's/Husband's Name:

1.

Address:

2. Signature

Name:

2.

Father's /Husband's Name:

Address:

### VERIFICATION (OFFICIAL USE ONLY)

Checked and verified by \_\_\_\_\_ on \_\_\_\_\_

## TERMS AND CONDITIONS

1. The units of **VIPB Balanced Fund**, hereinafter referred to as the Fund, may be bought /surrendered through **VIPB Asset Management Company Limited (VIPB AMCL)** and authorized selling agents appointed by **VIPB AMCL** from time to time. Surrender of units is allowed only through **VIPB AMCL** or the selling agent from which the units were originally purchased.
2. Units may be surrendered on all working days except last working day of the week and during the book closure period of the Fund.
3. Minimum surrender quantity is 2,000 (Two Thousand) units for individual and 5,000 (Five Thousand) units for institutions.
4. Partial surrender (fraction of total units held under a unit allocation confirmation) is allowed without any additional cost subject to minimum surrender quantity of 2,000 (Two Thousand) units for individuals and 5,000 (Five Thousand) units for institutions. Upon partial surrender, the unit holder will be issued with a new unit allocation confirmation representing the balance of his/her unit holding.
5. Unit holder is required to attach all the unit allocation confirmation he/she/the institution wants to surrender along with Surrender Form.
6. After verification of authenticity of certificate(s), account payee cheque for surrender amount will be issued in favour of unit holder within maximum of seven working days. In case of joint holding, account payee cheque will be issued in favour of principal holder.

## FOR OFFICIAL USE ONLY

Date of issuance of cheque \_\_\_\_\_

Cheque no. \_\_\_\_\_ amount Tk \_\_\_\_\_ (Taka \_\_\_\_\_)

in favour of \_\_\_\_\_

For balance unit, if any,

Date of issuance of Unit Allocation Confirmation: \_\_\_\_\_ Sale no. \_\_\_\_\_

No. Units \_\_\_\_\_ Unit Allocation Confirmation no. \_\_\_\_\_

Sign and Seal of Issuing Office



Received cheque and/or Unit Allocation Confirmation(s) mentioned above.

\_\_\_\_\_

Date \_\_\_\_\_

Signature of Unit holders