AMANAHRAYA INVESTMENT MANAGEMENT
Level 7 & 8, Wisma AmanahRaya No. 2, Jalan Ampang 50508 Kuala Lumpur
Tel: +603-26875200 / +603-26875378 , Fax: +603-26875399 / +603-26875300

TRANSACTION FORM (CORPORATE)

Account No

☐ **Additional Investment** *(Complete Section A, B, D & G)*
☐ **Redemption** *(Complete Section A, B, C, E & G)*
☐ **Switching** *(Complete Section A, B, F & G)*

Please read the Terms and Conditions as specified overleaf before completing this form. Kindly complete this form in **BLOCK LETTERS**. Please tick (√) in the box where appropriate.

A. PARTICULARS OF COMPANY

Registration No. -

Name of Company

Mailing Address

Telephone No. (Home) - **H/P** -

B. AUTHORISED PERSON DETAILS

Name of Authorised Person (1)

Designation **Tel Off** - **Fax** -

E-mail

Name of Authorised Person (2)

Designation **Tel Off** - **Fax** -

E-mail

C. BANK ACCOUNT DETAILS *Please deposit my proceeds or withdrawals into my bank account below. (All payment will be made to the main account holder only. No payment to third party will be made.)*

Name of Bank Account Holder

Name of Bank

Bank Account Number

D. ADDITIONAL INVESTMENT

FUND CODE	FUND NAME	INVESTMENT AMOUNT / UNITS	PAYMENT METHOD (√)	
			Cheque	Bank Transfer

CHEQUE DETAILS

Name of Bank

Cheque No. **RM**

INVESTOR SHOULD AWARE OF THE FEES AND CHARGES THAT HE WILL INCUR DIRECTLY OR INDIRECTLY WHEN INVESTING IN THE FUND

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E. REDEMPTION

FUND CODE	FUND NAME	AMOUNT (RM)	UNITS	REDEMPTION METHOD (√)	
				Cheque	Bank Transfer

a) Redemption monies made payable to the following Unit Holders (s) :-

☐ **Principal Holder** ☐ **Joint Holder** ☐ **Both Unit Holders**

b) Principal Mode

☐ **Credit into my / our No. _____Bank:_____**
☐ **Send Cheque to the above address.**
☐ **Collect Cheque at ARIM's Office**

Remarks: For EPF Unit Holders, the net redemption proceeds will be remitted to EPF for crediting into your provident accounts.

F. SWITCHING

SWITCH FROM				SWITCH TO	
FUND CODE	FUND NAME	AMOUNT (RM)	UNITS	FUND CODE	FUND NAME

Remarks: Generally, no fee will be charged on switching between funds that charge the same amount of fees unless the fund being switched to have different Service Charges. The fee charged will be based on the difference of the Service Charges between the fund to be switched from and the fund to be switched to. Switching from a Shariah-compliant fund to a conventional fund is prohibited.

G. GENERAL DECLARATION AND SIGNATURE(S)

I/We Agree and Understand the 'Terms and Conditions' specified overleaf in accordance with Deeds.

Authorised Person (1)	Authorised Person (2)	Company Rubber Stamp
Name:	Name:	
Designation:	Designation:	
Date:	Date:	

AmanahRaya Investment Management (ARIM) Office / Distributors Use Only

Agent Name _____ Agent Code _____

Agent's Signature	Branch Stamp	Branch Code	Date of Payment
			__ - __ - ____

For Head Office / Branch use

Received by/Date/Time	Verified by Compliance/Date	Entered by/Date	Checked by/Date	Approved by/Date
(ESM/ SESM)	*(HOC)*	*(EOF/ SEOF)*	*(AMOF / MOF)*	*(MOF/COO/CEO)*

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TERMS AND CONDITIONS

ADDITIONAL INVESTMENT

1. Unit for additional investment will be valued at the Manager's Buying Price determined at the end of the Business Day on which the additional investment request is received by ARIM.
2. Application must be received by ARIM by **4.00pm (Retail Funds)** and **10.30am (Wholesale Funds)** where it will be processed using the NAV per unit at the end of the same Business Day.
3. Any application made after **4.00pm (Retail Funds)** and **10.30am (Wholesale Funds)** will be calculated using the NAV per unit at the end of the following Business Day.

REDEMPTION REQUEST (For Retail Funds)

1. Redemption payment to third party or request for open cheque is strictly not allowed for security reason.
2. Unit redemption will be valued at the Manager's Buying Price determined at the end of the Business Day on which the redemption request is received by the Manager.
3. For **PARTIAL** redemption, please indicate the number of units for redemption, leaving a minimum balance of 500 units. In the event this redemption results in the unit holder holding less than the minimum amount mentioned by each Fund, the Manager may:-
   - Advise the unit holder of the minimum holding required under the Fund; or
   - Advise the unit holder to withdraw the entire holding in their account.

REDEMPTION REQUEST (For Wholesale Funds)

1. Redemption payment to third party or request for open cheque is strictly not allowed for security reason.
2. Redemption cheque will be sent by normal mail to the unit holder's last known mailing address. Charge will be imposed for any request other than the normal mail by deducting the redemption amount and it will not be refunded. Any changes to the release mode after processing will not be entertained by the Manager.
3. If the redemption cheque is not received by the unit holder within 14 days from the date of mailing, the unit holder can request for a replacement cheque by writing to the Manager.
4. For joint account, the redemption cheque will be made payable to both name unless indicated otherwise in section E (a). In such case, the redemption form must be signed by both joint holders regardless of the instruction mentioned in the Application Form earlier.
5. Application for redemption must be received by ARIM by **4.00pm (Retail Funds)** and **10.30am (Wholesale Funds)**.
6. Any application for redemption made after **4.00pm (Retail Funds)** and **10.30am (Wholesale Funds)** will be calculated using the NAV per unit at the end of the following Business day.
7. Any incomplete application will not be processed pending receipt of all necessary information.
8. Any redemption proceeds payable to you upon request for redemption for your investment in the fund that remain unclaimed after twelve (12) months as prescribed by the Unclaimed Monies Act 1965, shall be paid to the Register of Unclaimed Monies in accordance with the provision of the Act.

SWITCHING REQUEST (For Retail Fund)

1. The unit holder who request for switching must be unit holder of an existing fund with a minimum balance of at least 500 units.
2. The minimum switching amount is 500 units or such amounts as the Manager may from time to time decide. For switching mechanism and fees, please refer to the Prospectus for details.
3. For **PARTIAL** switching please indicate the number of units for switching. In the event this switching results in the unit holder holding less than the minimum amount, the Manager may:
   - Advise the unit holder of the minimum holding required under the Fund; or
   - Advise the unit holder to switch the entire holding in their account
4. For a join account, both joint holders are required to sign the switching form.
5. Unit holders are advised to inform the Manager in writing or by completing the new application form of any changes in their static data, otherwise the date will remain the same as per the unit holders register held Manager.
6. Switching from Shariah fund to Conventional fund is discouraged, especially for muslim unit holders.

SWITCHING REQUEST (For Wholesale Funds)

1. Switching for the wholesale fund is at the Manager discretion.
2. Switching from Shariah fund to Conventional fund is discouraged, especially for muslim unit holders.

RIGHTS TO REPURCHASE

1. The Manager has the right to repurchase all units of a unit holder in the event such repurchase is necessary to ensure that the Manager is in compliance with relevant laws.
2. The Manager shall provide prior notification to the unit holders of such repurchase.

GENERAL

1. Cancellation of request to additional investment/redeem/switch is not allowed if the request has been processed.
2. For full redemption / switching, your account will be inactive. You need to make additional investment as per prospectus / information memorandum in order to activate your account.
3. The signature(s) on the redemption / switching request form must be the same as per the Manager record.
4. The Manager has the right to deduct any amount incurred such as Redemption / Switching Fee by deducting from the redemption or switching amount that is owing by the unit holder(s) to the Manager.
5. The unit holders shall indemnify and shall keep the Manager fully indemnified against all losses, damages, fees, costs, charges and expenses which the Manager may sustain or incur and which shall have arisen either directly or indirectly out of or in connection with carrying out this request.
6. The creation / cancellation of NAV is only be made upon received the completed form from clients.