

# TRANSACTION FORM (INDIVIDUAL)

Account No

Face to face  Non face to face : \_\_\_\_\_

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 APPLICANT (Principal Holder)

NRIC No. (New)  -  -

Other ID Type   Old NRIC  Army ID  Birth Certificate  Passport  Police ID

Name (as per NRIC)

Mailing Address

Telephone No. (Home)  -  H/P  -

## B. PARTICULARS OF APPLICANT (Joint Holder) (if any)

NRIC No. (New)  -  -

Other ID Type   Old NRIC  Army ID  Birth Certificate  Passport  Police ID

Name (as per NRIC)

Telephone No. (Home)  -  H/P  -

## 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 / Banker's Cheque	Cash Deposit Machine (CDM)	Online Transfer	Third Party Transfer	Telegraphic Transfer (TT)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Third Party Deposit (if any)

Name of depositor: \_\_\_\_\_ Relationship: Husband / Wife  Parent / Child

Purpose of depositor: \_\_\_\_\_ Sources of income of depositor: \_\_\_\_\_

## CHEQUE DETAILS

Name of Bank

Cheque No.  RM

## E. REDEMPTION

FUND CODE	FUND NAME	AMOUNT (RM)	UNITS	REDEMPTION METHOD (√)	
				Cheque	Online Transfer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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. \_\_\_\_\_  
 Send Cheque to the above address.  
 Collect Cheque at ARIM's Office

Bank: \_\_\_\_\_

c) Purpose of Redemption:

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**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.

\_\_\_\_\_  
Signature of Principal Holder

\_\_\_\_\_  
Signature of Joint Holder (if applicable)

\_\_\_\_\_  
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

\_\_\_\_\_  
(ESMD / SESMD / AMSMD)      (Compliance)      (EOF/ SEOF)      (AMOF/MOF)      (MOF/COO/CEO)

**TERMS AND CONDITIONS****PAYMENT TO THE MANAGER**

Payment may be in the form of Cheque / Banker's Cheque / Telegraphic Transfer (TT) / Online Transfer / Cash Deposit Machine (CDM) made payable to AmanahRaya Investment Management Sdn Bhd.

<b>Account Holder</b>	<b>AMANAH RAYA INVESTMENT MANAGEMENT SDN BHD-A/C 1 (CONVENTIONAL)</b>
<b>Bank</b>	<b>Malayan Banking Berhad</b>
<b>Account Number</b>	<b>514598-221822</b>

<b>Account Holder</b>	<b>AMANAH RAYA INVESTMENT MANAGEMENT SDN BHD-A/C 2 (SYARIAH)</b>
<b>Bank</b>	<b>Malayan Banking Berhad</b>
<b>Account Number</b>	<b>564593-221837</b>

**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** 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** will be calculated using the NAV per unit at the end of the following Business Day.

**REDEMPTION REQUEST**

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 100 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.

**SWITCHING REQUEST**

1. The unit holder who request for switching must be unit holder of an existing fund with a minimum balance of at least 100 units.
2. The minimum switching amount is 100 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 joint 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.

**COOLING –OFF PERIOD**

1. Only applicable to any person investing for the first time in any unit trust fund managed by the Manager and excludes corporations / institutions, staff of the Manager, Amanah Raya Berhad and its group of companies and persons registered to deal in unit trust fund.
2. Unit holder has the right, within six (6) business day of the receipts by the Manager of their application for units, to call for a withdrawal of their investment. A full refund of the money initially invested will be refunded to unit holder (upon bank clearance of payment) within 10 calendar days of receipt of the application for cooling-off by the Manager.

**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 master prospectus/prospectus 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.

**PAYMENT METHOD THROUGH NON FACE TO FACE**

- i) Any 3rd party deposit, will require proof of relationship between the depositor and the client such as marriage certificates, birth certificates, IC of the depositor and etc. The Depositor shall also fill up the KYC form for depositor. Due Diligence form for 3<sup>rd</sup> party depositor from Compliance is also to be completed by Sales & Marketing Department.
- ii) For any payment via banker's cheque, transaction slip or application form from the issuance bank is required.
- iii) For any online transfer, the full name of client is required in the transaction slip.
- iv) For any cash deposit payment method, the limit is cap up to RM1k ONLY and transaction slip should be signed by the client for verification.
- v) For any cheque deposit machine method, the snapshot of physical cheque should be required to verify the signature with the account opening form.