

# HFAML UNIT FUND

Asset Manager: HF Asset Management Limited

## APPLICATION FORM TO PURCHASE UNITS

(Please read The Terms and Conditions hereinafter carefully)

**To be filled in by the applicant(s)**  
**(Please write clearly and delete words if not applicable)**

<b>For Office use only.</b>
Sale Day:
Sale Number:
Date of Issue:
Registration No.: HFUF/
B.O. No:
Nominee Control Number:

Date: .....

The Managing Director & CEO  
 HF Asset Management Limited  
 138/1, Tejgaon Industrial Area  
 Dhaka-1208

Dear Sir,

I/We enclose herewith Tk. .... (in words) .....  
 ..... in Cheque/P.O./D.D.No. .... Date .....  
 Bank ..... Branch .....  
 and request you to sell to me/us ..... Units of **HFAML Unit Fund** at the price  
 of Tk. .... per unit (Prevailing on the Sale Date). I/We do not hold/already hold .....  
 ..... Units and my/our Registration No. is HFUF/ ..... and  
 BO No. ....

I/We am/are not minor(s). I/We have read and understood the terms and conditions of the Deed of Trust and Prospectus of the Fund and agreed to be bound and governed by the same on availing/using any facility. I/we further agree not to hold the Fund liable for any consequences in case of any of the below mentioned particulars being false, incorrect or incomplete. I/we hereby undertake to inform the Asset Manager of any changes to the information provided herein below and agree and accept that the Fund and its Asset Manager is not liable or responsible for any loss.

We understand that all payments in connection with or arising out of the Units hereby applied for shall be payable in Bangladeshi Taka only including income distribution and/or re-purchase price. I/We the undersigned do hereby declare that the money which is being invested for the purchase of unit certificates of **HFAML Unit Fund** has been earned /collected from the source(s) declared herein.

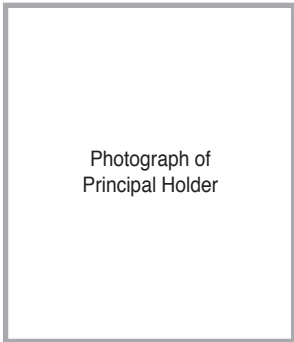
The completed application forms are enclosed for your kind perusal and necessary action.

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

\_\_\_\_\_  
 Signature of Joint Holder

\* For occupation classification please see Page 4  
 \*\* Read Terms & Conditions on Page 4

**HFAML UNIT FUND**  
Asset Manager: HF Asset Management Limited



Photograph of  
Principal Holder

**PLEASE FILL UP THE FORM IN BLOCK LETTERS**

**PRINCIPAL HOLDER**

Name (Individual/Institution) : .....

Father's Name : .....

Mother's Name : .....

Spouse's Name : .....

\* Occupation : .....

Designation : .....

Nationality : .....

Date of Birth/Date of incorporation : .....

National ID No/Registration No. (Ins) : .....

Passport No. : .....

e-TIN Certificate No. : .....

Birth Certificate No. : .....

Correspondence/Present Address : .....

Permanent Address/Registered Address(Ins.) : .....

B. O. Account No. : .....

Telephone No. : .....

Cell No. : .....

Email : .....

Source of Fund : .....

Bank Details :

A/C No. .... Routing No. ....

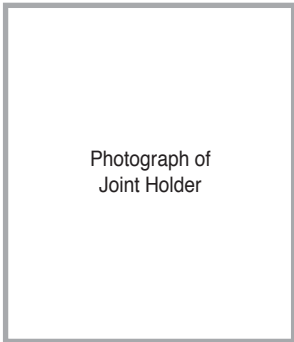
Bank Name ..... Branch .....

Address .....

**Dividend Option:**  Cash  CIP

\_\_\_\_\_  
Specimen signature of Principal Holder

**HFAML UNIT FUND**  
Asset Manager: HF Asset Management Limited



Photograph of  
Joint Holder

**PLEASE FILL UP THE FORM IN BLOCK LETTERS**

**JOINT HOLDER**

Name (Individual/Institution) : .....

Father's Name : .....

Mother's Name : .....

Spouse's Name : .....

\* Occupation : .....

Designation : .....

Nationality : .....

Date of Birth/Date of incorporation : .....

National ID No/Registration No. (Ins) : .....

Passport No. : .....

e-TIN Certificate No. : .....

Birth Certificate No. : .....

Correspondence/Present Address : .....

Permanent Address/Registered Address(Ins.) : .....

B. O. Account No. : .....

Telephone No. : .....

Cell No. : .....

Email : .....

Specimen signature of Joint Holder

# HFAML UNIT FUND

Asset Manager: HF Asset Management Limited

**\*\* TERMS & CONDITIONS**

1. The Units of HFAML Unit Fund, hereinafter referred to as the Fund, may be bought and surrendered through HF Asset Management Limited (HFAML) and authorized selling agents appointed by HFAML on all business days except Thursday and book closer period as declared by HFAML.
2. Application may be made by an individual (both resident and non-resident), other Eligible Investors (both local and foreign), a trust or a society (registered in or outside of Bangladesh) and not by minor or person of unsound mind.
3. Joint application by two persons is acceptable. Registration and Unit allocation will be in favor of principal applicant while dividend and other benefits, if any, will be addressed to the bank account of principal applicant mentioned in the application form. In case of the death of any of the joint holders, only the survivor shall be recognized as having any title of the Units. On death of both the joint holder, the Units will bestow upon the nominee(s) if any mentioned in the Nominee Form [.....HFUP-N(1)].
4. Minimum purchase amount for the individual investor is 100 (one hundred) Units and for institutional investor is 2,500 (Two thousand five hundred) Units.
5. Application for purchase of Units should be accompanied by a crossed Cheque/ pay order/ bank draft in favor of "HFAML Unit Fund".
6. After clearance/encashment of Cheque/draft/pay order, the applicant will be allocated Units of the Fund against every purchase with a denomination of number of units he/she/the institutional investor applies for. The balance of units will also be credited to the unit holder's BO A/C in demat form.
7. Surrender of any quantity of units is allowed both for individuals and institutions. Upon partial surrender, the unit holder will be issued with a new Confirmation of Unit Allocation representing the balance of Unit Holding.
8. The units may be transferred by way of inheritance/gift and/or by specific operation of the law. In case of transfer the fund will charge a nominal fee as decided by the Asset Manager from time to time except in the case of transfer by way of inheritance.
9. Unit holders may split their Unit Certificates subject to minimum denomination of 100 (One hundred) units. In case of split, the fund will charge a nominal fee as decided by HFAML from time to time.
10. Dividend may be delivered in cash or by way of Units under Cumulative Investment Plan (CIP) as the applicant has mentioned in the application form.
11. All payments/receipts in connection with or arising out of transactions in the Units hereby applied for shall be in Bangladeshi Taka.
12. Application by Charitable Organization/Provident Fund/Trust must be accompanied by the relevant documents as mentioned in the application form and the power of Attorney in favor of the person(s) signing the application should be attached.
13. Occupation may be classified as under
 

<input type="checkbox"/> a. Civilian <input type="checkbox"/> b. Govt. Salaried <input type="checkbox"/> c. Non-Govt. Servant <input type="checkbox"/> d. Defense Person <input type="checkbox"/> e. Professions-Legal, Medical and Engineering etc. <input type="checkbox"/> f. Retired Person <input type="checkbox"/> g. Businessman <input type="checkbox"/> h. Agriculturist	<input type="checkbox"/> i. House-Wife <input type="checkbox"/> j. Working Woman <input type="checkbox"/> k. Worker <input type="checkbox"/> l. Student <input type="checkbox"/> m. Bangladeshi Residing Abroad <input type="checkbox"/> n. Foreign National <input type="checkbox"/> o. Scientist <input type="checkbox"/> p. Miscellaneous.
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14. Type of Institution:     Local Company     Foreign Company     Trust     Society     Other
15. Documents enclosed
  - (i) For Individual:
 

<input type="checkbox"/> a. e-TIN Certificate <input type="checkbox"/> b. Passport <input type="checkbox"/> c. National ID <input type="checkbox"/> d. Birth Certificate <input type="checkbox"/> e. Letter of Authority issued in favor of authorized person/signatory	<input type="checkbox"/> f. Water Bill <input type="checkbox"/> g. Telephone Bill <input type="checkbox"/> h. Electricity Bill <input type="checkbox"/> i. Gas Bill
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  - (ii) For others (as applicable):
 

<input type="checkbox"/> a. Incorporation Certificate <input type="checkbox"/> b. Society Registration Certificate <input type="checkbox"/> c. Extract of the Board Resolution <input type="checkbox"/> d. Letter of Authority issued in favor of authorized person/signatory	<input type="checkbox"/> e. e-TIN Certificate <input type="checkbox"/> f. Trust deed <input type="checkbox"/> g. Memorandum and Articles of Association <input type="checkbox"/> h. Relevant Document if Board Resolution is not required
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\_\_\_\_\_  
Signature of Principal Holder with date

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Signature of Joint Holder (if any) with date

Received Certificates for ..... Units as mentioned overleaf

(Sign of Applicant/Authorized Agent with date)