

# HFAML-ACME EMPLOYEES' UNIT FUND

## Asset Manager: HF Asset Management Limited REPURCHASE/SURRENDER FORM

(Please read Terms and Conditions on reverse carefully)

(Please fill up the Form in BLOCK LETTERS)

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

For Office use only  
Registration No. ACMEUF/ .....  
B.O. Account No. ....  
Surrender No: .....

Dear Sir,

Date: ...../...../.....

I/We .....

address .....

am/are the holder(s) of ..... Units of HFAML-ACME Employees' Unit Fund. I/ We, would like to  
surrender ..... Units (in word .....

Units) at the repurchase price of TK. .... per unit as declared by the Asset Manager on ...../...../.....

My/our surrender request is summarized below:

| Sl. No. | Confirmation of Unit<br>allocation No | Number of<br>Units Held | Units to be Surrendered |                                    |                               |
|---------|---------------------------------------|-------------------------|-------------------------|------------------------------------|-------------------------------|
|         |                                       |                         | No. of Units            | Repurchase Price<br>Tk. (Per Unit) | Total Surrender value<br>Taka |
|         |                                       |                         |                         |                                    |                               |
|         |                                       |                         |                         |                                    |                               |

I/ We, attach herewith the above-mentioned Confirmation of Unit Allocation(s). Please issue an account payee cheque in favor of me / us for total surrender amount and issue a Confirmation for balance units, if any.

\_\_\_\_\_  
Signature of Principal Holder/  
Authorized Person

\_\_\_\_\_  
Signature of Joint Holder/  
Authorized Person

### Witness:

1. Signature: ..... Date: ...../...../.....

Name: .....

Father's/Spouse Name: .....

Address: .....

NID No: .....

2. Signature: ..... Date: ...../...../.....

Name: .....

Father's/Spouse Name: .....

Address: .....

NID No: .....

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Checked and Verified by (Name): .....

Signature: ..... Date: ...../...../.....

## Terms & Conditions

1. The Units of HFAML-ACME Employees' 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 from time to time.
2. Any number of Units may be surrendered on all working days except last working day of the week and during the book closure period / record date of the Fund.
3. Surrender of any quantity of units is allowed without any additional cost 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 his/her Unit Holding.
4. Unit holder is required to attach the Confirmation of Unit Allocation Letter(s) he /she / the institution wants to surrender along with this surrender form. For institution, authentic paper to be submitted along with surrender form.
5. After verification of authenticity of Confirmation of Unit Allocation Letter(s), account payee cheque for surrender amount will be issued in favor of unit holder within maximum of seven (7) working days. In case of joint holding, account payee cheque will be issued in favor of principal holder.

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Cheque No: ..... Date: ...../...../..... Tk.: .....

(in words: .....)

Bank: ..... Branch: .....

issued in favor of Mr./Mrs./Ms./M/S. ....

For balance Units (if any). ....

Registration No. : ACMEUF/ ..... Surrender No.: .....

No. of Units. : ..... Confirmation of Unit Allocation No.: .....

\_\_\_\_\_  
Seal and Signature of Issuing Officer

Received cheque and/or Confirmation of Unit Allocation (if any) as mentioned above.

\_\_\_\_\_  
Signature of Principal Holder/  
Authorized Person

Date: ...../...../.....