

Transfer of Unit Form



Day	Month	Year

Portfolio No.:	
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I/We, am/are maintaining account with Pak-Qatar Asset Management Company Limited with the following details;

Transferor Details		
Principal Account Holder Name		
Contact Number		
Fund Name(s)	Fund Type	No. of Units

I/we would like to request Pak-Qatar Asset Management Company Limited to kindly transfer above stated units from my/our account to the following mentioned recipient in the form of gift as permissible under section 79 of Income Tax Ordinance.

Transferee Details		
Portfolio #	Title of Account	Relationship with Transferor

Signature of Transferor	Signature of Transferee
<p>_____</p> <p>Signature of Principal / Joint Account Holder(s)</p>	<p>_____</p> <p>Signature of Principal Account Holder</p>

FOR BRANCH USE ONLY	FOR HEAD OFFICE USE ONLY
<p>Receiving Branch: _____</p> <p>Receiving Person Name: _____</p> <p>Receiving Person Signature: _____</p>	<p>Required Documents: <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete</p> <p>Verification done through: <input type="checkbox"/> Call <input type="checkbox"/> Email</p> <p>Receiving Person Signature: _____</p> <p>CRM Ticket No: _____</p>
<p>Branch Manager Verification: I confirm that I have endorsed the request after physically verifying the customer.</p> <p>Branch Manager Name: _____</p> <p>Branch Manager Signature: _____ and Stamp</p>	<p>Time Stamp : _____</p>



FOR TRANSFER OF UNITS REQUESTS:

Following checkings have been performed with respect to the attached unit transfer request.

1. General Requirements

S. No.	Requirements	Please tick (✓)
1	Completely filled and signed Unit Transfer form has been received and attached	
2	Signed Request letter for unit transfer has been received and attached	
3	Copies of valid CNICs for transferor and transferee has been received and attached	

2. Requirement for Deceased Case

S. No.	Requirements (as per Deceased Policy)	Please tick (✓)
1	Joint written request from all legal heirs requesting redemption has been received and attached	
2	An attested copy of the death certificate (NADRA) of the deceased unit holder	
3	Affidavit-cum-indemnity from all the legal heirs	
4	Personal guarantee of two individuals	
5	Notice in Newspaper	
6	Succession Certificate (if amount is greater than Rs. 500,000/-)	
7	Attested CNIC copies of legal heirs	

3. Customer Account Verification (Please (✓) tick where appropriate)

S. No.	For Transferor		For Transferee	
1	Valid email address is updated in our records		Valid email address is updated in our records	
2	Valid cell # is updated in our records		Valid cell # is updated in our records	
3	Zakat declaration has been obtained		Zakat declaration has been obtained	
4	Valid updated bank account details are available in our records		Valid updated bank account details are available in our records	
5	Account is not marked unverified for any reason		Account is not marked unverified for any reason	
6	CIP Attached (if required)		CIP Attached (if required)	

Check list filled by		Checked by	
Name of Staff	Signature	Name of Line Manager	Signature