

Frequently Asked Questions (FAQs) Glossary

NBP Funds Co-branded Payment Book

April 2023

❖ **What is NBP Funds Payment book?**

It is a co-branded payment book with Bank Islami Pakistan and works like a banking account cheque book. It carries the names of both institutions i.e., NBP Funds and Bank Islami. NBP Funds customers can use it for payments and redemptions to a beneficiary bank account.

❖ **What is included in the NBP Funds Payment Book?**

Following slips are included in the Payment Book:

1. Payment Book order form / slip
2. Acknowledgement / activation slips
3. Payment Vouchers/ Slips

❖ **What are the features of NBP Funds Payment book?**

NBP Funds Payment Book:

1. is available for transactions in NBP Funds Islamic Savings Funds
2. can be deposited for clearing at any scheduled bank branch in Pakistan including Bank Islami Pakistan Limited.
3. is a secured stationary as those applicable on the cheque book of a bank account
4. can be used to transfer money from NBP Funds account to any beneficiary bank account

❖ **What are the eligibility criteria for NBP Funds Payment book?**

1. Payment Book is issued to individual/joint and corporate investors maintaining an active mutual fund account with NBP Funds
2. NBP Funds Payment Book shall be issued only against NBP Funds Islamic Savings Fund
3. Only investors with registered mailing addresses of cities where NBP funds regional offices / Saving Centers / Islamic Saving Centers exist, will be eligible to avail the Payment Book facility
4. In case of Individuals, payment book will only be issued on folios with PMD Verified numbers
5. Folio should have sufficient balance to deduct any charges associated with payment book
6. Payment Book will be issued against a specific folio and a single fund within that folio
7. Separate payment books will be issued for each fund in a folio (for folios with multiple funds)

❖ **How can an investor apply for a payment book?**

Investors will have to submit a duly filled and signed payment book requisition form to NBP Funds offices.

❖ **How to obtain the NBP Funds Payment Book Requisition Form?**

The Payment Book requisition form can be obtained from any of the following locations:

1. NBP Funds Head Office
2. NBP Funds Regional Offices
3. NBP Funds Islamic Saving Centers / Islamic Saving Centers
4. NBP Funds Website

❖ **Where can the NBP Funds Payment Book Requisition/Order Form be submitted?**

Investors can submit the duly filled & signed requisition form to any the following:

1. Authorized sales staff at NBP Funds Regional Offices;
2. Authorized sales staff at NBP Funds Saving Centers / Islamic Saving Centers; or
3. National Sales Coordinator at NBP Funds Head Office

❖ **Can the Payment book be used for cash withdrawals?**

Payment Slips are marked as “A/C Payee Only” and cannot be used for cash withdrawals or instant account transfers.

❖ **What are the transaction limits of payment vouchers?**

Transaction Type	Daily Transaction Limit in PKR Co-Branded Payment Book
Cash Withdrawal	Not Applicable
Account to Account Transfer	Not Applicable
Clearing	a) 95% of the net available balance in NBP Funds Islamic Money Market & Income Funds b) 90% of the available amount on forward pricing funds

❖ **What is the fee/charges associated with NBP Funds Payment Book?**

Type of Fee	Charges in PKR
Payment Book (10 Leaves)	PKR 200.00/-
Payment Book (25 Leaves)	PKR 500.00/-
Payment Book (50 Leaves)	PKR 700.00 /-
Payment Slip Inward Return Charges	PKR 500.00 per slip
Document Retrieval Charges	PKR 100.00 per slip
Courier Charges	At actual (if any)

The above charges are exclusive of Government applicable taxes & FED and are applicable till June 30, 2023.

❖ **Can a single payment book be linked with multiple funds?**

A single Payment Book is linked with only one folio and a single fund within that specific folio. For multiple funds, separate payment books will be issued for each fund.

❖ **Can multiple payment books be obtained?**

Investors, who have multiple folios and invest in multiple funds, can opt for separate payment books on different funds across multiple folios.

❖ **How will the payment book be delivered?**

NBP Funds Corporate Communications department will dispatch the payment book to investors at their registered mailing addresses through NBP Funds courier partner.

❖ **How to activate the Payment book?**

Upon receipt of the Payment Book, the investor shall submit the duly signed “Payment book activation request leaf” (available inside the payment book) to NBP Funds. After receiving of the activation request leaf, the investor will receive a call from NBP Funds Call Center for confirmation of delivery and activation of payment book.

❖ **Where can a Payment book Activation Request Leaf be submitted?**

Investors can submit the duly signed activation leaf to any the following:

4. Authorized sales staff at NBP Funds Regional Offices;
5. Authorized sales staff at NBP Funds Saving Centers / Islamic Saving Centers; or
6. National Sales Coordinator at NBP Funds Head Office

❖ **What can be the major reasons for the return of a Payment Book Voucher?**

- Insufficient Funds
- Signatures difference
- Undated Payment voucher
- Post-dated Payment voucher
- Over-writing on payment voucher
- Amount in words differs from the amount in numbers

❖ **How to block a Payment Book and/or Payment Voucher?**

- Investors may call the NBP Funds toll-free helpline on 0800-20002 from their registered numbers to block a Payment Book and/or Payment Voucher.
- International investors can call NBP Funds Call Center at +92-21-37132495 to block their Payment Book or Payment Voucher.

❖ **How will the customer know about the voucher clearing date?**

- Bank shall mark a clearing stamp on the deposit slip.

❖ **What is the collection time of Payment book from NBP Funds branches/regional offices?**

- 30 days. After this time, such Payment Book shall be returned to NBP Funds Head Office.