

**NBP FUND MANAGEMENT LIMITED****Account Update Form****Form: NBP Funds VPF-05 (Please see guidelines overleaf before completing this form)**

NBP Funds Account No.							-							
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**1. INFORMATION ABOUT THE PRINCIPAL ACCOUNT HOLDER (FILL IN BLOCK LETTER)**
DATE: 

D	D	-	M	M	-	Y	Y	Y	Y
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Title of Account (EXISTING)			
Mailing Address (to be changed to)			
Permanent Address / as per CNIC (to be changed to)			
Tel No. & Fax No. (to be changed to)	Off:	Res:	Fax:
Mobile / Email (to be changed to)	Mobile:	Email:	
Occupation / Profession : (to be changed to)	Job Title / Nature of Business : (to be changed to)		
Zakat Exemption	Yes <input type="checkbox"/> No <input type="checkbox"/>	Tax Exemption	Yes <input type="checkbox"/> No <input type="checkbox"/>

**2. CHANGE NEXT OF KIN - Please see instructions on back page for filing out next of kin information.**

ADD	DELETE	EDIT	Name (as per CNIC)	CNIC No.	Relationship with Principal Account Holder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

**3. CHANGE IN ALLOCATION SCHEMES DETAILS**

Please select (any one) of the Allocation Schemes given below and specify the percentage (%) in the respective sub-funds. Please ensure that the percentage total adds up to 100%.

	Tick One	Allocation Scheme	Equity Sub-Fund	Debt Sub-Fund	Money Market Sub-Fund	Total
1	<input type="checkbox"/>	High Volatility	Allocation _____ % (Minimum Allocation: 65%)	Allocation _____ % (Minimum Allocation: 20%)	Nil or Allocation 0%	100%
2	<input type="checkbox"/>	Medium Volatility	Allocation _____ % (Minimum Allocation: 35%)	Allocation _____ % (Minimum Allocation: 40%)	Allocation _____ % (Minimum Allocation: 10%)	100%
3	<input type="checkbox"/>	Low Volatility	Allocation _____ % (Minimum Allocation: 10%)	Allocation _____ % (Minimum Allocation: 60%)	Allocation _____ % (Minimum Allocation: 15%)	100%
4	<input type="checkbox"/>	Lower Volatility	Nil or Allocation 0%	Allocation _____ % (Minimum Allocation: 40%)	Allocation _____ % (Minimum Allocation: 40%)	100%
5	<input type="checkbox"/>	Customized Allocation	Allocation _____ % (between 0% - 100%)	Allocation _____ % (between 0% - 100%)	Allocation _____ % (between 0% - 100%)	100%
6	<input type="checkbox"/>	Lifecycle Allocation	Starting with a higher equity investment allocation for an individual aged 18 years, the equity allocation is gradually reduced and transferred to Debt and Money Market Funds as an individual reaches the age 60 years.			
		Age: 18 – 30 years	Allocation 75%	Allocation 20%	Allocation 5%	100%
		Age: 31 – 40 years	Allocation 70%	Allocation 25%	Allocation 5%	100%
		Age: 41 – 50 years	Allocation 60%	Allocation 30%	Allocation 10%	100%
		Age: 51 – 60 years	Allocation 50%	Allocation 30%	Allocation 20%	100%
		Age: 61 years and above	Nil or Allocation 0%	Allocation 50%	Allocation 50%	100%

**4. CHANGE IN BANK ACCOUNT DETAILS**

Account Title: _____	Account Number: _____
Name of Bank and Branch: _____	

**5. CHANGE IN DELIVERY OF ACCOUNT STATEMENTS**

Correspondence to be sent to ☐ Permanent Address ☐ Employer/Business Address

☐ Email Notification\* ☐ Email & Post Notification\* (Minimum Investment value of Rs. 100,000 statement by Post)

\* If valid email address is not provided, the account statement will be sent through post.

**6. SMS SERVICE**

I would like to receive SMS alerts: Yes ☐ No ☐

**7. CHANGE OF REGULAR CONTRIBUTION (INVESTMENT DETAILS)**

I would like to make regular contributions as per the instructions given below.

Frequency of Regular Contribution ☐ Monthly ☐ Quarterly ☐ Semi Annual ☐ Annual

Contribution Amount (Rs.) \_\_\_\_\_ Expected Annual Contribution Amount (Rs.) \_\_\_\_\_

Start Date 

		-			-				
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 (dd - mm - yyyy) End Date 

		-			-				
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 (dd - mm - yyyy)

Debit Authority (tick one) ☐ Post-dated cheque(s) (12 for monthly, 4 for quarterly, 2 for semi-annual and 1 for annual frequency)

☐ Standing Instructions to the Bank to debit contribution amount from bank account and credit in favor of Fund(s) / Plan(s)

☐ Standing Instructions to the Employer to debit contribution amount from salary and credit in favor of Fund(s) / Plan(s)

☐ Contribution may be made by a third party on my behalf

**8. CHANGE OF RETIREMENT AGE**

Please specify expected retirement age \_\_\_\_\_ or expected date of retirement 

		-			-				
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 (dd - mm - yyyy)

Note: You can choose any age between 60 to 70 years or 25 years from the date of the first contribution (whichever is earlier).

Participant's Signature \_\_\_\_\_

Please provide documentary evidence of the changes requested through this document

**9. FOR REGISTRAR USE ONLY**

Form received on (Date & Time)	Date and attachments verified by	Data Input by



# **NBP FUNDS**

*Managing Your Savings*

## **NBP FUND MANAGEMENT LIMITED**

### **Guidelines for Completing Account Update Form**

In respect of any change(s) desired by the Participant, in their particulars, a facility through this form is being provided to the Participants to incorporate such change(s) within the Register of Participants. However, such change will be permissible, provided it is authenticated by the required Authorized Signatories.

#### **1. INFORMATION ABOUT THE PARTICIPANT**

The Participant would need to state his/ her Name, NBP Funds A/c No. allotted at account opening stage.

- a. The Participant can change their Address/ Contact Details provided at the time of account opening.
- b. The Participant can change the status of Zakat by ticking of the available option as provided. It is also mandatory for the Participant to provide certified true copy of said declaration.
- c. The Participant can change the retirement age.

#### **2. Next of Kin**

- a. The Participant can Delete/Add/Change the 'Next of Kin' as registered at the time of account opening. The 'Next of Kin' shall only be Blood Relative i.e. (Spouse, Father, Mother, Sister, Son or Daughter').
- b. Nominated next of Kin could only be one.

#### **3. BANK ACCOUNT**

The Participant can change the Bank details as were provided in Account Opening Form.

#### **4. DELIVERY OF STATEMENTS**

The Participant may change the mode of delivery of account statements.

#### **5. REGULAR CONTRIBUTION**

The Participant can change his/her Regular Contribution amount and frequency.