

(For Individual Unit Holders Only)

Procedure for Online Conversion Request Facilities between Atlas Income Fund, Atlas Stock Market Fund, Atlas Islamic Income Fund, Atlas Islamic Stock Fund, Atlas Money Market Fund, Atlas Sovereign Liquid Fund, Atlas Gold Fund, Administrative Plans and Islamic Administrative Plans.

1. Online Conversion Request Facility

- a) Each individual unit holder opening a new account shall be sent a system generated email to set their login password for registration to **“Online Web Access”** portal by clicking the link: [http://www.atlasfunds.com.pk/downloads/online account statement](http://www.atlasfunds.com.pk/downloads/online%20account%20statement). Individual unit holders who are not registered for **“Online Web Access”** can be registered by providing their email address through **“Special Instruction Form”** which can be downloaded by clicking the link: [http://www.atlasfunds.com.pk/downloads/forms/special instruction form.pdf](http://www.atlasfunds.com.pk/downloads/forms/special%20instruction%20form.pdf). Individual unit holders who are already registered to access Online Account Statement shall be able to use **“Online Web Access”** portal with use of the same credentials. **Online Web Access** portal can be used by clicking E-Transaction for submitting the Online Conversion Request.
- b) The individual unit holder will be required to process “Online Conversion Request” in **four** steps;
 - i. **Out Detail (Conversion From Fund):**

Which includes:

 - Selection of Scheme Option i.e. “Mutual Funds or Admin Plan”
 - Selection of “Folio Number”
 - Choice of “From Fund/Plan Name”
 - Selection of “Unit Type/Class”
 - Choice of Conversion in Terms of “Amount” or “Units” or Percentage” and entering an “Amount” or “Units” or “Percentage” or select “All” in case of conversion is made in terms of Units.
 - ii. **In Detail (Conversion to Fund):**
 - Choice of “To Fund/Plan Name”
 - Selection of “To Unit Type/Class”
 - iii. **Authorization Code by email (One Time Password)**
 - Code can be generated by clicking on a link provided **“CLICK HERE”** which will be emailed to individual unit holder’s registered email address that should be retrieved and entered before submission of online conversion request.
 - iv. **Terms and Conditions**
 - Once online conversion request form is completed, the individual unit holder should click on “Terms & Conditions”, a hyperlink provided next to the authorization code for reading the “Terms & Conditions” that should be accepted by selecting the checkbox, situated before the “I accept” statement, in order to proceed.
- c) After submitting the online conversion request a confirmation email will be sent to individual unit holder at his/her registered email address.

2. Cut-off timings for receiving applications for conversion

- a) All business days- 9:00 a.m. to 4:00 p.m.
- b) Any conversion request submitted after the cut-off timing shall be processed on next business day and applicable price for next day shall apply.
- c) Any change in the Cut-Off Timings/Business Hours including for the month of Ramadan shall be notified to investors/Individual unit holders via the Company’s website.

3. General Terms & Conditions

- a)** In case of any discrepancy in the conversion request, the individual unit holder shall be informed accordingly with the reason. Upon removal of the discrepancy, the request for conversion will be processed as per applicable NAV.
- b)** The individual unit holder whose account operating instruction is "Jointly" will not be eligible to use the online conversion request facility.
- c)** Special Instruction Form (duly signed) will be required from the individual unit holder, if he/she requires any change in his/her account.
- d)** Individual Unit holder who are holding physical certificates will be required to surrender any such certificates before submitting online conversion request. In case of CDS Units, individual unit holder will be required to convert these units into electronic units before submitting online conversion request.
- e)** AAML and CDC Trustee shall not be responsible for any and all consequences, if the Transactions involving the use of AAML's website are not honored or operative for any reason or if there is any malfunctioning and / or due to any other reasons or elements beyond the control of AAML.
- f)** AAML is authorized to block any transaction(s) or any other Service(s) linked with this service at any time, with prior notice to the individual unit holder(s) through the website of AAML without assigning reasons.
- g)** In case of admin plan or multi funded plan, transaction shall be executed once NAV announced/available for all respective funds.