



### Procedure for Online Investment Facility for Existing Investors

Individual Unit holder who are already registered for online access, will be required to login “**Online Web Access/Mobile App**” portal and click “**E-Transaction**” and then click “**Investment**” option for making subsequent investment in mutual fund.

Unit holders who are not registered for “**Online Web Access/ Mobile App**” can be registered by providing their email address through “**Special Instruction Form**” to AAML which can be downloaded by clicking the link:

[https://www.atlasfunds.com.pk/downloads/form/special\\_instruction\\_form.pdf](https://www.atlasfunds.com.pk/downloads/form/special_instruction_form.pdf)

After submitting the form, an email regarding procedure of registration for online access will be sent to your registered email address.

#### For Investment

Unit holder will be required to process “Online Investment Request” by following the steps;

1. Select Online Sale Request on the drop down of E-Transaction
  - a. Select **Investment** under **Type of Investment**
  - b. Select Fund/Plan Name and Unit Type
2. Enter Investment Details
  - a. Enter Investment Amount
  - b. Attach Investment proof \*
  - c. Enter IBAN Number
  - d. Select Investment Type and Deposit Date
  - e. Enter Instrument No./Reference Number and Select Bank Name
  - f. Select Branch City and Enter Branch Name

\* Investor can make the payment through IBFT/ Online Transfer / Cheque / Demand Draft / Pay Order in favour of “**CDC Trustee <Fund name>**” attach the relevant acknowledgement in the Investment proof. In case where client makes the payment via Cheque, then the client can deliver the payment instrument to AAML head office with system generated reference ID generated at the completion of the online submission. Moreover, NAV will be allotted after receiving of original instrument at AAML Head Office or any AAML Authorized Branches. If required, Investor may send the resultant instrument number / IBFT reference number /copy of Deposit Slip / payment confirmation from bank to [forms@atlasfunds.com.pk](mailto:forms@atlasfunds.com.pk).

3. **Enter Authorization Code:** 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 Investment request.
4. Read [Disclaimer](#), click on check box

5. Read [Terms & Conditions](#), click on check box, and then click “**Submit**”.
6. After submitting the online investment request a confirmation email will be sent to unit holder at his/her registered email address along with system generated reference ID.

### **For Investment via KuickPay**

Unit holder will be required to process “Online Investment Request” by following steps;

1. Select Online Sale Request on the drop down of E-Transaction
  - a. Select **KuickPay** under **Type of Investment**
  - b. Select Fund/Plan Name and Unit Type
2. Enter Investment Details
  - a. Enter Investment Amount\*
  - b. Bank Name
3. Record the system generated Consumer Reference No. and use it as a reference for payment via Kuickpay on Online Banking Portal

\*KuickPay charges will be applicable on Payment

4. **Enter Authorization Code:** 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 Investment request.
5. Read [Disclaimer](#), click on check box
6. Read [Terms & Conditions](#), click on check box, and then “**Submit**”.
7. After submitting the online investment request a confirmation email and SMS will be sent to unit holder at his/her registered email address stating the investment details along with guidelines on how to process payment via KuickPay.
8. Please follow these steps to proceed with payment with regards to KuickPay
  - a. Login to the Internet Banking of your bank or visit the bank's ATM or any other E-Wallet platform.
  - b. Proceed to the Utility Bill payment option/Bills and Top Ups/Bills Payment
  - c. Select Add Bills.
  - d. Select "KUICKPAY" option in billing company section.
  - e. Please enter your consumer reference number which was generated at the point 3 above, in the given field to proceed with payment.
  - f. Review transaction details
  - g. Submit the transaction to complete payment.
9. After submitting the payment via KuickPay, unit holder will receive a confirmation email and SMS stating the completion of the investment transaction.

**Cut-off timings for receiving applications for Investment**

- a) All business days- 9:00 a.m. to 4:00 p.m.
- b) Any investment 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.