

REDEMPTION FORM

In accordance with the requirements of the Capital Markets and Services Act 2007 (“CMSA”), this application form should not be circulated unless accompanied by the relevant Prospectus(es) and its Supplemental Prospectus(es) (if any)/Information Memorandum(s) and its Supplemental Information Memorandum(s) (if any) collectively known as the Disclosure Documents. The Account Holder(s) should read and understand the content of the Disclosure Documents before completing this application form. All duly signed written instructions must reach the business office of Areca Capital Sdn. Bhd. (“ACSB”) **before 2.30pm** for them to take effect on the same Business Day.

Please complete in **BLOCK LETTERS** and tick (v) where applicable.

A. PARTICULARS OF ACCOUNT HOLDER(S)

Principal Holder/Company Name

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Joint Holder(s) Name (for Individual Account, where applicable)

Account Number

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B. REDEMPTION DETAILS

Fund Name	Partial/ All	Currency	Redemption Amount	Units

C. PAYMENT DETAILS

Make payment to: Registered Account

Other account: Principal Holder Joint Holder Name: _____

Direct Credit To Bank Account	Bank	
	Branch	
	Account No.	

IMPORTANT NOTES:

- Third-party payment is strictly not allowed.

D. CLIENT INFORMATION REVIEW

INDIVIDUAL			
No	Information Update Items	Changed	No Change
1.	Any change to address, contact details, email, identification particulars, nationality or tax residency status?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Any change to PEP status (including family member/ close associate of a PEP)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Any material change to source of funds and/or source of wealth?	<input type="checkbox"/>	<input type="checkbox"/>

INDIVIDUAL			
No	Information Update Items	Changed	No Change
4.	Any material change to financial position, investment objective, liquidity needs or risk profile?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Any other material change to client information previously provided, e.g. employment status, occupation, employer, designation or principal business activity	<input type="checkbox"/>	<input type="checkbox"/>

Note: If any item above is marked “Changed”, the latest CDD 7 and/or relevant update form is required before processing the application of transaction.

CORPORATE			
No	Information Update Items	Changed	No Change
1.	Any change to shareholders, board of directors, beneficial owners, senior management, authorised signatories or contact person?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Any change to PEP status, including where any director, shareholder, beneficial owner or senior management is a PEP or closely associated with a PEP?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Any change to the principal business activity, source of funds or purpose of investment?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Any material change to the company’s financial position, risk profile, tax residency, FATCA/CRS classification or Sophisticated Investor status?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Any other material change to client information previously provided?	<input type="checkbox"/>	<input type="checkbox"/>

Note: If any item above is marked “Changed”, the latest CDD 7 and/or relevant update form is required before processing the application of transaction.

E. ACCOUNT TERMS AND CONDITIONS

1. Rights of ACSB

- 1.1 The Terms and Conditions herein are not exhaustive and ACSB reserves the right to add, delete, vary or amend these Terms and Conditions at any time and from time to time at its sole and absolute discretion and the Account Holder(s) hereby agree to any such additions, deletions, variations or amendments to the Terms and Conditions. Where there are conflicting terms, the terms in ACSB’s forms and/or Disclosure Documents shall prevail.
- 1.2 Account Holder(s) is/are informed and has/have expressly agreed to be serviced by any assigned employee of ACSB in addition to the servicing Unit Trust Scheme Consultant (“UTSC”), including but not limited to any appointed Unit Trust Management Company (“UTMC”), personnel, business partner and distributor of ACSB, only when such service is conducted together with any assigned employee of ACSB. In performing their role, information of the Account Holder(s), including profile, financial and investment records will be made available to assigned employees in addition to the servicing UTSC.
- 1.3 Authorised or assigned employees of ACSB including but not limited to any appointed fund houses, personnel, business partner and distributor of ACSB, must advise and inform Account Holder(s) of their capacity in providing service and general advice. Account Holder(s) is/are advised to make their independent decision, which includes the option to seek other professional advice. Account Holder(s) must be well informed on the above in order to continue the business relationship with ACSB. Such information shall also be made available to ArecaCapital Trustees Berhad (“ACTB”), being a part of the ACSB group, for the purpose of estate planning and/or setting up of private trust only.
- 1.4 For any enquiries on the services and the rights of ACSB, the Account Holder(s) may email to invest@arecacapital.com or visit www.arecacapital.com.

2. Personal Data Protection and Privacy Policy

- 2.1 The protection of personal data and privacy is an important concern to ACSB. Any personal data collected on this form will be treated in accordance with ACSB’s Personal Data Protection and Privacy Policy (“PDPA Policy”). Kindly visit www.arecacapital.com to view the contents of the ACSB’s PDPA Policy.
- 2.2 Account Holder(s) has/have ensured that they have read and understood the PDPA Policy and, where they have provided ACSB with the personal data of any other person, the said person has also read and understood the PDPA Policy. By executing this **Redemption Form**, Account Holder(s) represent(s) that:
 - (a) they have read and understood the PDPA Policy and consent is given to ACSB to process their personal data; and
 - (b) where they have provided the personal data of any other person, the said person has read and understood the PDPA Policy and he/she consents to ACSB processing of his/her personal data.

3. Issuance of Official Receipt and Statement of Accounts

- 3.1 A confirmation note will be issued to the Principal Holder within 10 Business Days from the date of transaction under normal circumstances.
- 3.2 Statement of Accounts detailing all active accounts will be issued to the Principal Holder periodically.
- 3.3 All items and balances shown in the confirmation notes and Statement of Accounts will be considered correct unless ACSB is notified in writing of any discrepancy within 14 days from the date of the confirmation notes and Statement of Accounts.
- 3.4 All notices, statements, vouchers, correspondence and other communications will be addressed to the Principal Holder only at the address herein.

4. Redemption of Units

- 4.1 Account Holder(s) may redeem units by filling up the relevant **Redemption Form** and forwarding the duly signed form to ACSB.
- 4.2 Units shall be redeemed based on the Net Asset Value (“NAV”) calculated at the end of the Business Day upon receipt of a duly completed **Redemption Form**.
- 4.3 For partial redemption, the Account Holder(s) must leave a minimum balance of units required as stated in the respective unit trust fund(s)’s Disclosure Documents. In the event any request for partial redemption results in the Account Holder(s) holding less than the minimum balance of units required, ACSB reserves the right to fully redeem all the units held by the Account Holder(s).
- 4.4 To protect the interests of the Account Holder(s), ACSB is unable to make payments to third parties. Unless otherwise specified, all redeemed proceeds will be made to the Principal Holder only.
- 4.5 ACSB shall be entitled to rely upon the Account Holder(s)’s instruction stated herein to proceed with the application. It will be deemed irrevocable and the Account Holder(s) will not be able to cancel, stop or perform any changes to the application upon submission.

5. Fees, Charges and Expenses

- 5.1 The Account Holder(s) shall be responsible for the payment of any charges, fees, costs, expenses, taxes (if any) and other liabilities properly payable or incurred by ACSB and in holding or executing transaction in respect of any of the units. All fees/charges may be subject to tax or taxes which may be imposed by the relevant Authority from time to time.

F. SIGNATURE(S)

I/We hereby confirm, acknowledge and agree:-

- that I/we have read and fully understood the Terms and Conditions in this **Redemption Form** accompanied by the relevant Disclosure Documents of the respective unit trust fund(s) and agree to be bound by them.
- that the information provided above is accurate and complete and that I/we am/are the Account Holder(s) or Authorised Signatory(ies) to the account. I/We agree to indemnify ACSB, its directors, officers, employees, agents and representatives against all actions, suits, proceedings, claims, damages and losses which may be suffered by ACSB as a result of any inaccuracy in the information provided herein.

Please do not pre-sign or sign an incomplete form. For corporate, please affix company's stamp here.

Signature	Signature	Signature
Name:	Name:	Name:
Date:	Date:	Date:

FOR ARECA AUTHORISED UTSC USE ONLY

ARECA AUTHORISED UTSC DETAILS

Signature:	Name:	FIMM Code:

Declaration:

- I hereby confirm that I have witnessed the signature(s) of the Account Holder(s) and I confirm that the particulars of the Account Holder(s) stated herein to be true and correct.
- I hereby confirm and declare that all the information I have access to pursuant to my role as the UTSC shall be strictly for ACSB's use only and I undertake that I shall not under any circumstances use or utilise any part of the information I have access to in my professional capacity as UTSC for my personal use. I agree that ACSB reserves the right to pursue whatever remedies it deems fit and proper if I am discovered to have misused or abused any information I have access to pursuant to my role as the UTSC.
- I hereby confirm that I have exercised reasonable care, skill, and due diligence in providing all services and performing all duties including but not limited to managing affairs of the client(s) in accordance with the applicable regulatory guidelines, regardless of whether the client is identified, discloses, or is reasonably assessed as a Vulnerable Client or otherwise.

MEETING NOTES

Date:	Time:	Location:

Other Information:

OTHER SUPPORTING DOCUMENTS / CLIENT DUE DILIGENCE

- CDD 3 - Enhanced due diligence e.g.: fund source, PEP, complex legal arrangement, sophisticated status due to joint qualification etc.
- CDD 5 - Transaction review e.g.: transactions above threshold.
- CDD 7 - Profile Update Form (if applicable)

FOR OFFICE USE BY ACSB

FOR AUTHORISED OFFICER USE ONLY

Processed by:	Transaction Date:
Notes:	