



NBP FUNDS

Managing Your Savings

NBP FUND MANAGEMENT LIMITED

Instructions & Guidelines

1. This form is for use by employers for making contributions in the Pension Fund accounts of their employees.
2. Payment can be made in the form of cheque, demand draft, pay order or online account transfer, Cash will not be accepted.
3. Payment shall be made in favor of 'CDC-Trustee (NAFA Pension Fund) or 'CDC Trustee (NAFA Islamic Pension Fund) and crossed "Account Payee" only.
4. Front-end fee (sales load) shall be applied to all contributions to individual pension accounts as per the Offering Document of the Fund. However no Front-end Load shall be charged to such participants who transfer their individual pension accounts, partially or wholly, from another pension fund, as per policies approved by the Commission and issued by Life Insurance Companies before June 30, 2005.
5. Minimum contribution amount as per details provided in the Offering Document of the Fund is Rs. 10,000 for new account an Rs. 1,000 for an existing account.
6. It should be the responsibility of the applicant to pay all charges and taxes in relation to the units purchased by him/her.
7. Application will be processed as per cut-off timings for the Fund.

Document Checklist

First time employer contribution would be accompanied by the following documents. If one or more of the documents are missing, the application may be declined or processed with a delay.

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| <input type="checkbox"/> Copy of Memorandum and Articles of Association/Bye Laws/Trust Deed | <input type="checkbox"/> Power of Attorney & Board Resolution or other Appropriate Resolution (Certified True copy) authorizing contribution in NAFA Pension Fund |
| <input type="checkbox"/> Copy of CNIC of the signatories, Directors & of primary contact dealing with contribution payments | <input type="checkbox"/> List of authorized signatories with specimen signatures |
| <input type="checkbox"/> Duly filled Account Opening Forms for each employee participating in Pension Fund (incase of 'Employer Contribution') | |