



# REDEMPTION FORM



**GENERAL TERMS AND CONDITIONS:** KINDLY READ BEFORE COMPLETING THE REDEMPTION FORM

\* All redemptions must be for at least GH¢10.00. \* A minimum of GH¢20.00 must be left on the First Fund Account. \* Cheques would usually be ready **within 24 hours**. \* Cheque amounts above GH¢3,000.00 cannot be opened. \* Conditions apply for redemptions in excess of 5% of the total number of shares and/or 3% of the Fund's Net Asset Value. \* Payment to another party other than the account owner must be accompanied by a letter of instruction **signed** by the account owner and the third party must bring an acceptable ID e.g. Voters ID, Driver's License, Passport etc.

**NAME:** .....

**ADDRESS:** .....

**ACCOUNT NUMBER:** ..... **PHONE NUMBER:** .....

**EMAIL:** ..... **REASON(S):** .....

**AMOUNT: GH¢**.....

**TICK ONE OPTION:**     **First Fund**             **Heritage Fund**             **Managed Account**

## MODE OF PAYMENT

**BANK TRANSFER**

**CHEQUE**

**NAME OF BANK** .....

**ACCOUNT NUMBER:** .....

**ACCOUNT NAME:**.....

**BRANCH:**.....

**SIGNATURE:** ..... **DATE:** .....

**IMPORTANT NOTICE:** CHEQUES ARE USUALLY READY WITHIN 24 HOURS FROM THE DATE WE RECEIVE YOUR REDEMPTION INSTRUCTION. PLEASE COME ALONG WITH AN ID E.G. PASSPORT, VOTERS ID CARD, DRIVERS LICENSE ETC. ALSO NOTE THAT PROCESSING OF REDEMPTIONS RECEIVED AFTER 4PM STARTS THE NEXT DAY. **KINDLY NOTE THAT THERE WILL BE A SERVICE CHARGE OF GH¢5.00 ON BANK TRANSFERS. REDEMPTION AMOUNT WILL BE PAID LESS GH¢5.00.**

## FOR OFFICE USE ONLY

### CLIENT SERVICES UNIT

**DATE RECEIVED FROM CLIENT:** .....

**TIME OF DAY RECEIVED:** .....

**RECEIVED BY:** .....

**CLIENT SIGNATURE VERIFIED:** .....

**PROCESSED BY:** .....

**VERIFIED BY:** .....

**DATE:** .....

**COMMENTS:** .....

.....

### FAMEL

**DATE RECEIVED FROM CSU:** ..... **RECEIVED BY:** .....

**TIME OF DAY RECEIVED:** ..... **PROCESSED BY:** .....

**CLIENT SIGNATURE VERIFIED:** ..... **VALUE DATE:** .....

**BALANCE ON CLIENT ACCOUNT B/F:** ..... **ADJUSTMENTS (IF ANY):** .....

**ADJUSTED VALUE:** ..... **BALANCE C/F:** .....

**PAYMENT INSTRUCTION TO ACCOUNTS:** Kindly raise an OPEN/CLOSED cheque in the amount of GH¢..... payable to the above-named client from the First Fund/ Asset Management Account to enable us pay the clients' withdrawal request.

**PORTFOLIO ACCOUNTANT**

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**CHIEF INVESTMENT OFFICER**

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