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 balance of GH¢20.00 must be maintained in First Fund and Heritage Fund Account *Redemptions will normally be processed within two business days, but it may take up to ten business days to pay the redemption proceeds if making immediate payment would adversely affect the Fund. *Conditions apply for redemptions in excess of 5% of the total number of shares and/or 3% of the Fund's Net Asset Value. There is a service charge of gh¢5.00 on bank transfers, therefore redemption amount paid will be less gh¢5.00. * Payment to another party other than the account owner must be accompanied by a letter of instruction signed by the account owner * Pay-outs to a third party must be accompanied with any valid National ID**

ACCOUNT NAME.....

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

CONTACT: ..... **EMAIL:** .....

REASON(S): ..... **AMOUNT: GH¢**.....

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

MODE OF PAYMENT

☐ **CHEQUE**	**PICK-UP BRANCH:**	
☐ **BANK TRANSFER**	**ACCOUNT NAME:**	**ACCOUNT NUMBER:** .....
	BANK NAME:	**BANK BRANCH:** .....
☐ **MOBILE MONEY**	**WALLET NUMBER**	**WALLET NAME**.....
☐ **GT Bank TOKEN/CASH**	**SECURITY QUESTION**.....	**SECURITY ANSWER**.....

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

IMPORTANT NOTICE: PROCESSING OF REDEMPTIONS RECEIVED AFTER 4PM STARTS THE NEXT DAY

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 **CHIEF INVESTMENT OFFICER**

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