

### INSTRUCTION FORM

\*All Sections must be completed in full using BLOCK LETTERS

TYPE OF ACCOUNT DATE  
 Individual  Company

TRANSACTION TYPE DD/MM/YYYY  
 Subscription  Redemption  Switch

CLIENT NUMBER: \_\_\_\_\_

NAME(S) OF BUYER/SELLER: \_\_\_\_\_

**SUPPORTING DOCUMENTATION REQUIREMENTS**

Buying and selling units require at least one proof of identity (e.g. Driver's Licence/Passport/National ID) unless we have current documents on record. Instructions to buy or sell units may also be communicated by email provided that an Authority & Indemnity Form for Fax & Email instructions is in place.

**Client instruction:** I/We wish to buy/sell the number of units indicated in the following accounts below:

Unit Trust S-Subscription (Buy)/R-Redemption (Sell) (Subject to minimum portfolio holding amount)				
Portfolio Name	Account no.	Sell/Buy	# of Units/Amount	\$ Value
Capital Growth Fund				
Money Market Fund				
Income Portfolio				
FX Bond Portfolio				
FX Growth Portfolio				
Real Estate Portfolio				
FX Income Accumulator				

\*All funds require a minimum initial purchase of 100 units, except Income Portfolio which requires initial minimum purchase of 1,000 units. Income Portfolio, accounts require a minimum remaining balance of J\$100,000 after encashment; all other funds require minimum remaining balance of the equivalent of 100 units.

**REDEMPTION OF UNITS - PAYMENT METHODS**

1. Cheque - Provide name of payee \_\_\_\_\_

2. Electronic Transfer - Complete below:

Banking Details		
Bank Name:	Account Name:	Account Number:
Branch:	Account Type: Current <input type="checkbox"/> Savings <input type="checkbox"/>	

3. Internal Transfer - Internal Account Name & Number: \_\_\_\_\_

\_\_\_\_\_  
 Authorised Signature Date Witness Signature

CLIENT NAME	SIGNATURE	WITNESS

Joint Type: Primary Only  And  And/or

**Dishonoured payment (s)**  
 I/We understand that by signing this Instruction Form, I/we agree that in the event payment tendered to Barita Investments Limited ("Barita") and/or Barita Unit Trusts Management Company Limited ("BUTMC") is dishonoured by my/our bank or otherwise fails to clear for any reason whatsoever and howsoever arising, I/we shall immediately replace same with good and cleared funds, without any deductions and/or withholdings, and I/we hereby indemnify the trustees and managers of the applicable Fund, Barita, and BUTMC and their employees, agents, and representatives, in full against any and all liabilities, damages, costs, penalties, and losses incurred by them, or any of them, (including, without limitation, overdraft or other finance charges) together with interest thereon at the overdraft rate of Barita's or BUTMC's bankers (as the case may be) from the date such payment was made or was due until I/we make full payment to Barita or BUTMC (as the case may be). Notwithstanding the foregoing, I/we hereby agree that the trustees and managers of the applicable Fund, Barita, and/or BUTMC (as the case may be) may at any time without further notice and/or my further authority or consent redeem for the account of the applicable Fund whatsoever units as may be necessary to replace the dishonoured payment(s) and pay the said liabilities, damages, costs, penalties, and losses connected therewith.

FOR INTERNAL USE ONLY

\$ \_\_\_\_\_ (Cash/Cheque)  
 Amount Invested Branch \_\_\_\_\_

\_\_\_\_\_  
 Cheque Number & Date & Time Processed By: Signature

Agent comments: **(Indicate here if client was offered a loan alternative \*for ENCASHMENT\*)**  
 \_\_\_\_\_  
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