

## UNIT TRUST TRANSACTION FORM

CPFIS-OA   
  ASPFIS-OA   
  CPFIS-SA   
  ASPFIS-SA   
  SRS

Name of Fund: \_\_\_\_\_

### PARTICULARS OF CLIENT

Name (Dr/Mr/Mrs/Mdm/Miss)\*: \_\_\_\_\_

NRIC/Passport no.\*: \_\_\_\_\_ Occupation: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact No. : \_\_\_\_\_ (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Others)

Tax Status:     Singapore Tax Resident     Non-Singapore Tax Resident

### SUBSCRIPTION

Investment Amount (S\$) : \_\_\_\_\_

### REDEMPTION

No. of Units : \_\_\_\_\_

### DETAILS OF CPF/ASPF APPROVED BANK/SRS OPERATOR

**Payment Mode :**

CPF/ASPF Invest. A/c No.: \_\_\_\_\_ CPF/ASPF Ord. A/c No.: \_\_\_\_\_

CPF/ASPF Approved Bank: \_\_\_\_\_

CPF/ASPF SA No.: \_\_\_\_\_ SA Operator: \_\_\_\_\_

SRS A/c No.: \_\_\_\_\_ SRS Operator: \_\_\_\_\_

### DIVIDEND INSTRUCTIONS

Please reinvest my dividends

Please pay any dividends to my CPF/ASPF Investment Account / Special Account / SRS Account

### MONTHLY INVESTMENT PLAN

In addition to the above initial/subsequent investment, I would like to make monthly investment of \$ \_\_\_\_\_, with effect from month \_\_\_\_\_.

I wish to terminate my monthly investment in the above-mentioned Fund with effect from month \_\_\_\_\_.

### SWITCHING

From Name of Fund: \_\_\_\_\_ No. of Units to be Switched: \_\_\_\_\_

To Name of Fund: \_\_\_\_\_

**DECLARATION (APPLICABLE WHERE USING FUNDS IN CPFIS-ORDINARY A/C/ASPF-ORDINARY A/C CPFIS-Ordinary A/c/ASPFIS-Ordinary A/c Funds Settlement Authorisation)**

To: CPF/ASPF Approved Bank I hereby authorise you to withdraw from my CPF/ASPF Ordinary Account for the credit of my CPF/ASPF Investment Account the sum of monies (to be rounded up to the nearest ten dollars) specified by the Fund Manager(s) or the amount determined by the CPF/ASPF Board for the purchase of the above specified Fund(s), including the fees, expenses and bank charges related to the investments and other bank charges as allowed under the CPF Investment Scheme.

**APPLICATION FOR WITHDRAWAL OF CPF/ASPF FUNDS**

To: Central Provident Fund Board/Academic Staff Provident Fund Board ("CPF/ASPF Board") I hereby authorise you to withdraw from my CPF/ASPF Ordinary Account for the credit of my CPF/ASPF Investment Account the sum of monies (to be rounded up to the nearest ten dollars) specified by the Fund Manager(s) or the amount determined by the CPF/ASPF Board for the purchase of the above specified Fund(s) including the fees, expenses and bank charges related to the investments and other bank charges as allowed under the CPF Investment Scheme.

I unequivocally and irrevocably consent to and authorise the CPF/ASPF Board or its appointed agents to have access to and to request for any information regarding my account with the Fund Manager(s) for the purchase relating to and in connection with this application.

**Declaration by CPF member:**

I consent that if any of my transactions cannot be settled due to data discrepancies or insufficient funds/investment holdings, the CPF / ASPF Board is authorised to disclose details of the discrepancies or insufficiencies to the respective Fund Manager(s).

This authorisation shall continue to be in force until expressly revoked by notice in writing by me and received by DBS Asset Management Ltd or upon the closure of my CPF / ASPF Investment Account.

I hereby agree to absolve from any liability whatsoever in respect of any errors or omissions in the settlement and/or withdrawal of funds and hold the CPF / ASPF Board harmless and indemnified against all actions, proceedings, liability claims, damages and expenses including legal costs on an indemnity basis howsoever arising out of or in connection with the CPF / ASPF Board accepting and acting upon this authorisation provided that such errors or omissions do not arise out of the CPF / ASPF Board or its employees' negligence or wilful default.

**DECLARATION (APPLICABLE WHERE USING FUNDS IN CPFIS-SPECIAL A/C/ASPF-SPECIAL A/C)**

**CPFIS-Special A/c / ASPFIS-Special A/c Settlement Authorisation**

To: The Central Provident Fund Board / Academic Staff Provident Fund Board

I hereby irrevocably authorise the CPF / ASPF Board to:

1. Debit my CPF / ASPF Special Account the sum of monies specified by the Fund Manager(s) or the amount determined by the CPF / ASPF Board for the purchase/ placement of the above specified Fund(s) including any related fees, expenses and charges under the CPF Investment Scheme – Special Account (CPF-SA)/NUS Academic Staff Provident Fund Approved Investments Scheme- Special Account (ASPFIS-SA).
2. Credit my CPF / ASPF Special Account with any income or any proceeds from the liquidation of the above specified Funds(s) under the CPFIS-SA / ASPFIS-SA that are received from respective Fund Manager(s).
3. Disclose any particulars or information whatsoever relating to or in connection with this application to facilitate any transactions that cannot be settled due to data discrepancies, insufficient funds or any other reasons that the CPF / ASPF Board deems fit.

**Declaration by CPF member:**

I understand that the above transactions shall be made, subject to the provisions of the Central Provident Fund Act and the Central Provident Fund (Investment Schemes) Regulations as may be amended from time to time and also to all such conditions as may be imposed by the CPF Board from time to time.

I hereby agree to indemnify the CPF Board and shall keep the CPF Board indemnified against all actions, proceedings, liabilities, claims, damages, expenses or legal costs whatsoever arising out of or in connection with the CPF Board accepting and acting upon this authorisation.

**Declaration by ASPF member:**

I understand that the above transactions shall be made subject to the provisions of Clause 19E of Statute 18 made under the Constitution of the National University of Singapore (NUS) and the Rules and Regulations for Approved Fund Management Companies set up under the ASPFAIS as may be amended from time to time and also to all such terms and conditions as may be imposed by NUS and/or the ASPF Board from time to time.

I hereby agree to indemnify NUS and the ASPF Board and shall keep NUS and ASPF Board indemnified against all actions, proceedings, liabilities, claims, damages, expenses or legal costs whatsoever arising out of or in connection with the ASPF Board accepting and acting upon this authorisation.

**DECLARATION (APPLICABLE WHERE USING SRS A/C)**

**Supplementary Retirement Scheme Settlement Authorisation**

To: SRS Operator

I hereby authorise you to attend to the settlement of approved investment(s) bought / sold by me from my SRS Account held with you and to pay to/ receive monies from the respective Fund Manager(s) and other relevant parties. In settlement, please debit / credit the SRS Account maintained with you.

**SETTLEMENT UNDER THE SUPPLEMENTARY RETIREMENT SCHEME**

To: DBS Bank

I hereby authorise you to withdraw from my SRS Account all sums for the purchase of the above specified Fund(s) including fees, stamp duties and other expenses and bank charges related to the investments and your bank charges. I understand that in situations where the SRS Account has insufficient funds for the settlement of the purchase of the above specified Fund(s) and related expenses and your bank charges, it is at your discretion whether or not to settle or process the transaction.

**GENERAL DECLARATION (APPLICABLE TO ALL)**

By signing below, I hereby instruct, declare, agree with/to DBS Asset Management Ltd as follows:-

I hereby instruct DBS Asset Management Ltd to act in accordance with my instructions above.

I agree to observe and be bound by the prevailing terms and conditions imposed by DBS Asset Management Ltd, approved Agent Bank, the relevant SRS Operator or the CPF / ASPF Board, as the case may be, governing the relationship between such relevant entity and me.

If any of my transactions cannot be settled due to data discrepancies or insufficient funds/investment holdings, I authorise you to disclose details of the discrepancies or insufficiencies to the relevant Fund Manager(s) and other relevant parties;-

I hereby agree to absolve you from any liability whatsoever in respect of any error or omissions in the settlement of transactions and/or debiting of funds and to hold you harmless and fully indemnified against all proceedings, liabilities, claims, losses, damages and expenses including legal costs on an indemnity basis howsoever arising out of or in connection with your accepting and acting upon this authorisation or any other instructions from me from time to time provided that such errors or omissions do not arise out of your gross negligence or wilful default;-

I hereby agree that all and any of my transactions, instructions and investments in connection with this form shall be subject to & governed by the Trust Deed as the same may be supplemented from time to time and the Prospectus of the relevant fund and by the Terms and Conditions attached on this form.

Signature of Client \_\_\_\_\_ Date \_\_\_\_\_

For Branch Use		For Fund Manager's Use	
Profit Centre:	Branch No.:	Transaction Date:	Bid / Offer Price:
Attended By:	User ID:	Initial Sales Charges:	Discount % / Switching Fee:
BOT:	Branch No:	No of Units:	Checked By:
Keyed By:	User ID:		

## IMPORTANT

*Clients are requested to read these Terms and Conditions before completing the Unit Trust Transaction Form*

### SUBSCRIPTION

- Units in the funds are sold only on the basis of information contained in the accompanying prospectus. All other information or representatives made by any dealer, representative or other persons must be regarded as unauthorised and must accordingly not be relied upon.
- Clients may submit their applications by mail to DBSAM or any of its authorised distributors. Such applications must be accompanied by a copy / copies of the applicants' identity card/passport/other identification.
- DBSAM must be notified immediately, in writing, of any change of address or tax status.
- Applications of units via subscription mode stated in the form received on a day on which DBSAM is open for business ("Business day"), if accepted, will be executed at the confirmed prices for that business day. Applications received after 5.00pm on a business day, if accepted, will be executed on the next business day. For subscription via ATM, kindly check with DBS Bank (distributor) on the cut-off time for acceptance of subscription on the same day.
- DBSAM reserves the right to add to, delete from, vary or otherwise amend at any time at its absolute discretion all or any of the terms and conditions herein and in the Unit Trust Transaction Form by notification to the unitholder(s) or publication thereof at customer service points and/or such other premises as may be determined by DBSAM. The continued holding of the units after the date of such notification shall be deemed to be acceptance by the unitholder(s) of such revised terms and conditions.
- All units are issued pursuant to the provisions of the Trust Deed (s) and any Deeds supplemental thereto.
- The Form may be faxed to DBSAM provided it is followed up by mailing the original copy to DBSAM as units will only be issued on receipt of the original copy. Notwithstanding this, the fax is an irrevocable instruction to DBSAM, and DBSAM reserves the right to issue units on receipt of the fax. Non-receipt of the original copy by DBSAM will not constitute a revocation of the fax instruction. The applicant(s) agree to indemnify DBSAM for all loss that DBSAM may suffer in relying upon such fax instruction.
- DBSAM reserves the right to allot lesser number of units or to refuse any application without assigning any reason. Duly completed Forms received by DBSAM are irrevocable by the applicant(s).
- The applicant shall be entitled to the units only after DBSAM has received for value the CPF/ASPF funds of the applicant from the CPF/ASPF Approved Bank although such units shall be deemed to have been issued on the transaction date stated.
- The applicant whose applications are accepted will receive a letter of confirmation from DBSAM indicating the number of units allotted and the confirmed offer price.
- If there is any dividend distributed, the dividend instruction on the current Form shall supersede all previous instructions and be applicable to the entire holding in the applicant(s) account.
- If no specific dividend instruction is given to DBSAM in this Form, dividends will be re-invested at the net asset value on the day the dividends are officially paid.
- DBSAM reserves the right to recover from the applicant for any loss incurred by DBSAM due to the non-availability of funds in the applicant's CPF/ASPF Investment account.
- For any applications requested to be withdraw by an applicant and agreed to by DBSAM, DBSAM reserves the right to charge the applicant a cancellation fee (the amount to be determined by DBSAM) and this cancellation fee may be deducted from any refund of application monies to the applicant.
- The acceptance of this application is conditional upon no Confiscation Order, Charging Order, Restraint Order, Production Order or Search Warrant under the Drug Trafficking (Confiscation of Benefits) Act having been issued or pending against the applicant(s). The applicants warrant and represent that no such Orders and Search Warrant are issued or pending against the applicant(s), and undertake to notify DBSAM immediately in the event that any such Order(s) or Search Warrant is issued or pending against the applicant(s) and/or the assets of the applicants(s).
- DBSAM may realise a unitholder's units without notice for any breach of warranty/undertaking contained in Clause 15. DBSAM will not be liable for any loss suffered by the unitholder upon such realisation.
- Investment Restrictions
  - the Fund has not been approved for offer, sale or purchase by any authority outside Singapore
  - this Agreement and all other documents relating to the Fund do not constitute an offer to sell or solicitation of any offer to buy or subscribe for any securities in any jurisdiction in which such distribution or offer is not authorised to any person; and
  - in particular, this Agreement and all other documents relating to the Fund do not constitute an offer to sell or the solicitation of any offer to buy or subscribe for any securities in the US or for the benefit of US persons (being residents of the US or partnerships of corporations organised under the laws of the US or any state, territory or possession thereof)
- For purposes of this Clause, US residents means:
  - any person who is a US citizen;
  - any person who is a lawful US permanent resident for immigration purposes; or
  - any person who meets a "substantial presence test" (i.e. present in the US for at least 183 days in the current year, or alternatively present in the US for at least 31 days in the current year and the sum of the number of days present in the US for the current year and the first 2 preceding years discounted at one-third for the first preceding year and one-sixth for the second preceding year, equals or exceeds 183 days.
- DBSAM's unit trusts and investment products are not obligations of, deposits in, or guaranteed by, its distributors or any of their affiliates. An investment in unit trusts, and/or other investment products is subject to investment risks, including the possible loss of the principal amount invested except for DBSAM Guaranteed or Protected Funds.

### REALISATION

- This Form must be submitted either by post or in person to any of our authorised distributors or DBSAM.
- All units are realised pursuant to the provisions of the relevant Trust Deed and any Supplemental Deeds thereto.
- Applications for realisation of units, which are received before or at 5.00pm on any business day, if accepted, will be executed at the confirmed price calculated at the end of that business day. Applications received after 5.00pm on any business day, if accepted, will be transacted on the next business day. For DBSAM Guaranteed or Protected Funds, the Form must be reached us by 5.00pm Tuesday, as the valuation is done on weekly basis.
- Unitholders may realise their units in full or partially. In the case of partial realisations, there is a minimum number of units to be realised and a minimum number of units to be maintained after realisation. Kindly refer to the prospectus for partial redemption.
- Please note that there is 1% Realisation Charge for early redemption on DBSAM Guaranteed or Protected Funds. Please refer to prospectus.
- Unitholders whose realisation applications are accepted will receive a letter of confirmation from DBSAM indicating the confirmed bid price and the amount of sales proceeds due.

### MONTHLY INVESTMENT PLAN

- MIP will only be accepted, if the initial investment amount required for the Fund is fulfilled.
- The first monthly deduction is expected in about 1 month time from the date of receipt of this form.
- Subject to the above, unitholders may vary their monthly contributions or terminate the monthly contributions by writing to the Fund Manager or by completing relevant form, which are available at the branches or distributors, **one month in advance.**
- The applicant shall be entitled to the units only after DBSAM has received for value the monthly CPF/ASPF funds of the applicant although such units shall be deemed to have been issued on the deduction/ transaction date.
- Units accumulated from the monthly investment sum will be reflected in the unitholder's Quarterly Statement of Unitholding.
- Dividend will be automatically re-invested, unless indicated otherwise in the Form by you.

## NOTICE ON RIGHT TO CANCEL

### THE RIGHT TO CANCEL AND THE CANCELLATION PERIOD

1. The Client shall have the right to cancel the purchase agreement in respect of any Fund within 7 calendar days from the date the Client signs the agreement to purchase units in the respective Fund (referred to as "cancellation period").
2. Where the last day of the cancellation period falls on a Sunday or a public holiday, the cancellation period shall be extended to the next calendar day, not being a Sunday or a public holiday.

### WHERE THE RIGHT TO CANCEL DOES NOT ARISE

3. Not with standing anything stated herein, the Client shall not have the right to cancel the purchase agreement in respect of any Fund Investment in any of the following circumstances:-
  - a. the Client is not a natural person;
  - b. the Client is an existing participant in a unit trust, and the purchase agreement is the Client's second or any subsequent purchase agreement, unless such purchase agreement (other than one which results from a switch of units in the unit trust referred to in paragraph 9) was entered into by the Client within the cancellation period of his first purchase agreement in respect of the unit trust;
  - c. where the Client switches units in accordance with paragraph 9; or
  - d. where the Client participates in a Regular Savings Plan, the second and any subsequent payment.

### HOW TO EXERCISE THE RIGHT TO CANCEL

4. The Client shall exercise his right to cancel by submitting his cancellation request on DBS Asset Management Ltd ("DBSAM")'s prescribed form (a copy of which is enclosed):-
  - a. by mail (ordinary post) to DBSAM at the following address: 8 Cross Street, #08-01, PWC Building, Singapore 048424; or
  - b. in person to a staff at DBSAM office.

### CALCULATION OF AMOUNT TO BE REPAYED

5. To compute the amount to be refunded, the relevant price for calculating the said amount will be the dealing price following the receipt of the cancellation request by DBSAM, as determined by DBSAM's time stamp or any other reasonable means. Subject to the foregoing and paragraphs 6 and 7 below, DBSAM shall:-
  - a. in a case where the amount the Client has paid to DBSAM has not yet been invested, refund the Client the amount the Client has paid to DBSAM in connection with the purchase agreement (without any interest) within 2 business days after receiving a valid cancellation request. In the case where the subscription is made using CPF/SRS funds, if the process to withdraw funds from the CPF/SRS account(s) of the Client has been initiated, the refund can only be completed upon receipt of subscription proceeds; and
  - b. in any other case, pay the Client in compliance with the requirements under the Code of Collective Investment Schemes (issued by the MAS) in respect of payment of redemption proceeds as modified by any exemption granted to the relevant unit trust, as if the cancellation was a redemption. In respect of bid-offer pricing, the units will be sold at the market bid price and the front-end load (if any) will be refunded. In respect of single pricing, the units will be sold at NAV and the sales charge will be refunded.

### EFFECT OF CANCELLATION (INCLUDING DEDUCTION FOR EXPENSES)

6. Where the market value of the units held by the Client is greater than the original amount paid, DBSAM is not obliged to pay the excess amount to the Client. The excess amount will be retained by the Fund. Where the market value of the units held by the Client is lower than the original amount of investment, the Client will only receive the market value of the units and a refund of initial sales charge or front end load fee. In this instance, the Client will not be entitled to recover his original amount of investment.

7. DBSAM shall be entitled to recover any expense it has incurred by reducing the amount to be repaid to the Client. However, any sales charge, front-end load fee or realisation charge will not be chargeable to the Client. The amount refunded is subjected to DBSAM's confirmation.

### IMPLICATIONS OF REDEMPTION/SWITCHING INSTEAD OF CANCELLING

8. During the cancellation period, the Client may choose to redeem his units instead of exercising his right to cancel. The Client acknowledges:-
  - a. that he will not be able to enjoy the benefits of cancellation in the event that he chooses to redeem his units (i.e. no refund of initial sales charge will be given for redemption and levy of realisation charge is allowed) and that the redemption proceeds that the Client will receive may be lower than the amount being refunded had he exercised his cancellation right if the appreciation in the value of units in the unit trust is less than the initial sales charge; and
  - b. the published prices are indicative in nature and can change during the period between the submission and processing of the redemption request.
9. Switching during the cancellation period may be allowed subject to the Terms and Conditions (as defined below) and/or Trust Deed of the other unit trust. To switch units pursuant to the purchase agreement in respect of the original unit trust, the Client acknowledges that -
  - a. the Client shall not receive any refund of initial sales charge in relation to the purchase agreement in respect of the original unit trust;
  - b. it is not certain whether the Client would be in better or worse position if he switches unit trusts;
  - c. there may be a charge or fee involved in switching from the original unit trust to the other unit trust. Such charge or fee, if any, would be disclosed to the Client upon receipt of the switching request; and
  - d. the Client shall not be entitled to the right to cancel the units in the other unit trust.

### ADDITIONAL TERMS

10. The right to cancel must be exercised in relation to the entire purchase agreement. Partial cancellations are not permitted.
11. The cancellation request is valid only when it is served on and received by DBSAM as stated above. Any cancellation request submitted by the Client to DBSAM is irrevocable.
12. In the case where the cancellation request is sent by post, the relevant day for determining whether the right to cancel has been exercised within the cancellation period is the date on which such request is posted by the Client (as determined by the postmark). If the postmark is absent, unclear or does not indicate the date of posting, the Client shall upon DBSAM's request, furnish such evidence of the date of posting of the cancellation request as may be required by DBSAM. In the event where the evidence furnished by the Client does not, based on DBSAM's absolute discretion, satisfactorily demonstrate that the Client had exercised his right to cancel during the cancellation period, DBSAM shall have the right to reject the Client's cancellation request and Client shall have no further recourse against DBSAM.
13. These terms are in addition to DBSAM's standard terms and conditions relating to unit trusts ("Terms and Conditions"), which govern the Client's relationship with DBSAM in respect of the Client's investments in unit trusts. To the extent that the subject-matter relates to the Client's right to cancel prescribed under the prevailing "Notice On Cancellation Period For Collective Investment Schemes Constituted as Unit Trusts" issued by the MAS pursuant to the Securities and Futures Act 2001, these terms shall prevail in the event of any inconsistency between these terms and the Terms and Conditions. Except to the extent that the context otherwise requires, all capitalised words and expressions in the terms herein shall have the same meaning as defined in the Terms and Conditions.