

**Fund Management System - Designated Time Schedule (DTS)
Effective During Ramadan 1445, Year 2024**

Instruction / Activity Type	AMC Element		Trustee Element	
	Save / Post	System available by 24/7 except for EoD process from 10 p.m. to 12 a.m.	Affirmation/ Rejection	09:00 a.m. to 03:00 p.m. (Mon -Thurs)
				08:30 a.m. to 03:00 p.m. (Fri)
- Fund Details Instruction	- By 09:00 a.m. (Mon-Fri).	- After 09:00 a.m. (Mon-Fri) and within Business hours.	- By 9:15 a.m. (Mon-Fri).	- Within 15 minutes of verbal intimation of AMC on current system date.
- Sale of Unit Instruction	- After Business hours.	- After issuance of units in unit holder register.	- Next working day by By 9:15 a.m. (Mon-Fri).	- After posting of transaction by AMC subject to realization in bank.
- Redemption of Units instruction - Fund to Fund Unit Conversion Instruction - Re-Investment Instruction - Unit Transfer Instruction	- By 10:00 a.m. (Mon-Fri) for instructions having same payment date as that of system date. (Note: In the above mentioned timings, Trustee has the responsibility to get the transactions settled through bank however if transaction is received after DTS, Trustee will execute the transaction however its respective settlement with Bank will be on AMC)			- On "Instruction Initiation Date" or "Payment Date" provided complete supports (if any requested by the Trustee) are received and Payment Date is not a bank holiday.
- UM-Corporate Action Instruction	- By 10:00 a.m. (Mon-Fri) (Daily Dividend Funds)			- On "Instruction Initiation Date" or "Payment Date" provided complete supports (if any requested by the Trustee) are received and Payment Date is not a bank holiday.
- Sale Load Instruction - Payment to Broker Instruction - Other Expense Payment Instruction	- Any time within system timings.			- Within five working days after "Instruction Initiation Date" provided relevant supports are provided to the Trustee.
- Transfer of Fund Instruction	- Normal Clearing/RTGS: Up to 10:00 a.m. on SD (Mon-Fri) - Same Day Clearing: Up to 02:00 p.m. for next working day (Mon-Fri). (Note: In the above mentioned timings, Trustee has the responsibility to get the transactions settled through bank however if transaction is received after DTS, Trustee will execute the transaction however its respective settlement with Bank will be on AMC)			- On or before "Execution Date".
- Equity Instruction	- By 02:00 pm on SD-1			- On or before "Settlement Date" provided relevant supports are provided to the Trustee.
- Money Market Instruction with same day clearing cheque - Money Market & associated ToF Instruction with Same Bank Cheque/RTGS/SBP Cheque	- By 02:00 pm on SD-1 - Before and up to 11:00 a.m. on SD (Mon-Thrs) & - Before and up to 10:30 a.m. on SD (Fri). (Note 1: Including associated ToF via RTGS) (Note 2: In the above mentioned timings, Trustee has the responsibility to get the transactions settled through bank however if transaction is received after DTS, Trustee will execute the transaction however its respective settlement with Bank will be on AMC)			- On or before "Settlement / Maturity Date" provided relevant supports are provided to the Trustee.
- FI Margin Instruction -Security Margin & Cash Margin	- By 12:30 pm (Mon - Fri) for Online Cash Margin - By 02:30 pm (Mon - Fri) for Security Margin (Note: In the above mentioned timings, Trustee has the responsibility to get the transactions settled through bank however if transaction is received after DTS, Trustee will execute the transaction however its respective settlement with Bank will be on AMC)			- On or before "Execution Date".

Bank Element

Instruction / Activity Type	DTS	
Auto Arrangement		
Release of payment to beneficiary	Save & Post	Between 09:00 a.m. to 02:00 p.m. (Mon-Thu) Between 08:30 a.m. to 01:00 p.m. (Fri)
Bank to keep PO/DD ready		By 01:00 p.m. (Mon-Thu) & By 12:30 p.m. (Fri)
EPM Arrangement		
Cut-off time for CDC (except RTGS)	Between 09:00 a.m. to 01:00 p.m. (Mon-Thu) Between 08:30 a.m. to 12:00 p.m. (Fri)	Turnaround Time for bank is 1-Hour
Cut-off time for CDC (for RTGS)	Between 09:00 a.m. to 01:00 p.m. (Mon-Thu) Between 08:30 a.m. to 12:00 p.m. (Fri)	Turnaround Time for bank is 1-Hour
WS Arrangement		
Cut-off time for CDC (except RTGS)		24/7
Cut-off time for CDC (for RTGS)	Between 09:00 a.m. to 01:00 p.m. (Mon-Thu) Between 08:30 a.m. to 12:00 p.m. (Fri)	Turnaround Time for bank is 1-Hour

Reports

Reports are available to all the Elements as per the system timings.

Note: 1. Money Market & Transfer of Fund Instructions to be settled through CDC RTGS have separate DTS.

2. FMS Team member will also be available for system support during the office timings mentioned above. After office timings if system related support is required then user will directly coordinate on given extensions, in case the problem is of important nature and requires urgent attention. Ext.: 2109 & 2111.