Company Name Company Address

 XXXXX

 XXXXX

 Email

TA Name and Address

XXXXX

XXXXX

XXXXX

Dear Sir/Madam

Please action the below request to convert between the following share classes and return the confirmation marked 'FAO: XXXXX' either by fax to XXXXX, to the address or email above or update via your secure portal where applicable:

|  |  |
| --- | --- |
| Trade date |  |
| Account name |  |
| Account number |  |
| Designation |  |
| Fund Name |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From Share Class | Product Name | From Units | To Share Class | Product Name |
| ISIN A | xxx |  | ISIN B | xxx |
| ISIN A | xxx |  | ISIN B | xxx |

|  |  |
| --- | --- |
| Platform Ref |  |
| Transfer Ref |  |

*Authorised Signatories:*

1. ………………………………………………………………………………………………………………Authorised Signatory
2. ………………………………………………………………………………………………………………Authorised Signatory

Please ensure that the XXXXX reference number is quoted on any future correspondence.

If you have any questions regarding this matter, please don’t hesitate to contact us by calling on XXXXX XXXXXX.

Yours sincerely,

XXXX