

# ACCOUNT SERVICES FORM



P.O. Box 9836

Providence, RI 02940-8036

Please complete all applicable sections. Sections 1, 2, and 12 must be completed. Sections 3 through 11 only need to be completed as they are applicable to the changes that you wish to make to your account(s). Requested changes will not be made unless all registered owners have signed in section 12. If changes are made to bank information/wire instructions (section 8), a signature guarantee will be required in section 12. If you add the ACH privilege to your account (section 10), a signature guarantee will be required in section 12.

## 1 - Service Selection (required)

Please check the service(s) you would like to change or add to your account:

- Address or telephone number (section 3)
- E-mail address (section 4)
- Financial advisor/duplicate statement (section 5)
- Telephone exchange/redemption privilege (section 6)
- Distribution options (section 7)
- Bank information/wire instructions (section 8)
- Automatic investment plan (section 9)
- Electronic funds transfer (ACH) privilege (section 10)
- Cost basis election (section 11)

## 2 - Applicable Account(s) (required)

Fund No.	Fund Name	Account Number
40	Firsthand Alternative Energy Fund (ALTEX)	_____
39	Firsthand Technology Leaders Fund (TLFQX)	_____
41	Firsthand Technology Opportunities Fund (TEFQX)	_____

## 3 - Change of Address or Telephone Number (please print in CAPITAL letters and complete both sections)

### OLD information

\_\_\_\_\_  
Name on account

\_\_\_\_\_  
Address line 1

\_\_\_\_\_  
Address line 2

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Daytime telephone number

\_\_\_\_\_  
Evening telephone number

### NEW Information

\_\_\_\_\_  
Name on account

\_\_\_\_\_  
Address line 1

\_\_\_\_\_  
Address line 2

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Daytime telephone number

\_\_\_\_\_  
Evening telephone number

**NOTE:** If you wish to redeem shares within 30 days of making a name or address change, a signature guarantee will be required.

## 4 - Change of e-Mail Address

OLD e-mail address

NEW e-mail address

## 5 - Add/Delete Financial Adviser/Duplicate Statement

Please **ADD** duplicate statements to:

\_\_\_\_\_  
Name on account

\_\_\_\_\_  
Address line 1

\_\_\_\_\_  
Address line 2

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Daytime telephone number

\_\_\_\_\_  
Evening telephone number

Please **CANCEL** duplicate statements to:

\_\_\_\_\_  
Name on account

\_\_\_\_\_  
Address line 1

\_\_\_\_\_  
Address line 2

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Daytime telephone number

\_\_\_\_\_  
Evening telephone number

## 6 - Change Telephone Exchange/Redemption Privilege

All accounts set up by Firsthand Funds automatically have telephone exchange/redemption privileges unless you specifically elected not to accept the privilege on your new account application; see the prospectus for limitations in this option. If you wish to change your original election, please check the applicable box below.

- I/We **DO** want the telephone exchange/redemption privilege  
 I/We **DO NOT** want the telephone exchange/redemption privilege

## 7 - Change in Distribution Options

### DIVIDENDS

- Reinvest all dividends into the Fund(s) from which they are paid.  
 Pay all dividends by check to the account holder

### CAPITAL GAINS

- Reinvest all capital gains into the Fund(s) from which they are paid.  
 Pay all capital gains by check to the account holder.

## 8 - Add/Change Bank Information/Wire Instructions

**IMPORTANT:** If you are making changes to your bank information/wire instructions on an account that includes a person who is not a registered shareholder of that account, you **MUST** provide a signature guarantee in section 12 of this form. Without a signature guarantee, no changes to bank information/wire instructions on that account will be made. A signature guarantee is required to **ADD** bank information/wire instructions to any account. In order to send redemption proceeds by wire, we must have wire instructions in writing. If you would like the option of having redemption proceeds wired to you, but you did not provide wire instructions on your original account application, or would like to change the wire instructions that you currently have on file with us, please provide the new wire instruction below. Note: the indicated bank should be a commercial bank. **Please attach a voided check or preprinted deposit slip for the account.** Please include all information requested below. If this is a brokerage account, you may want to call your brokerage firm to confirm your wire instructions.

I/We authorize the use of automated cash transfers (wires) to:

\_\_\_\_\_  
Name of financial institution

\_\_\_\_\_  
City State ZIP

 \_\_\_\_\_   
Financial institution's ABA routing number

This account is a:  Checking Account  Savings Account

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Name(s) on account

\_\_\_\_\_  
Address line 2

Brokerage Account



## 10 - Add Automated Clearing House Network Privilege

By completing this section, you are requesting to add the Automated Clearing House (ACH) option to your Firsthand Funds account. This option allows you to make purchases or redemptions via electronic transfers between your bank account and Firsthand Funds. Note: IRA accounts are not eligible for ACH redemptions.

Enable electronic funds transfers

Transfers occur only when you initiate them (\$50 minimum) and are made through the Automated Clearing House (ACH) network. Please provide information for the bank account you would like associated with ACH:

Name of financial institution			Account number
City	State	ZIP	Name(s) on account
Financial institution's ABA routing number			Address line 2

This account is a:  Checking Account  Savings Account  Brokerage Account

### Signature(s)

Joint signatures are required when bank account is in joint names.

Signature of Depositor  
EXACTLY as it appears on Financial Institution records

Signature of Depositor  
EXACTLY as it appears on Financial Institution records

You must obtain a signature guarantee (see section 11) to add the ACH or bank wiring privileges to your account.

**A notary public cannot provide a signature guarantee.**

**Please attach a voided check with your name and address or a preprinted deposit slip** for the account if you are adding the ACH or bank wiring privileges to your account.

## 11 - Cost Basis Election

Firsthand Funds are responsible for tracking and reporting to the IRS your realized gains and losses on covered shares. In general, these are shares acquired on or after Jan. 1, 2012. The Funds' default tax lot identification method is FIFO (first-in, first-out), which means the first Fund shares you acquire are the first Fund shares sold. If you wish, you may choose another method from the options below. For more information about selecting a cost basis method, please see the Cost Basis link at [www.firsthandfunds.com/costbasis](http://www.firsthandfunds.com/costbasis). Note: IRS Regulations do not permit you to change your tax lot identification method on a settled trade.

I choose the Fund's default method of FIFO

I choose a method other than FIFO:

LIFO – Last in, First Out

(Shares most recently acquired are sold first.)

Specific Identification

(The specific shares you choose are sold first.)

Average Cost

(Cost Basis is the average cost of all shares.)

**Note:** If you do not select an option, your account will use the Fund's default method of FIFO (first-in, first-out).

12 - Signature(s) (required)

- I authorize Firsthand Funds, Firsthand Technology Leaders Fund, Firsthand Technology Opportunities Fund, Firsthand Alternative Energy Fund, and their affiliates and agents to act on any instructions believed to be genuine for any service authorized on this form and hereby release Firsthand Capital Management, Inc., Firsthand Funds, BNY Mellon Investment Servicing, and their respective officers, employees, agents, and affiliates from any and all liability in the performance of the acts instructed herein, provided that such entities have exercised due care to determine that the instructions are genuine.
- If I am signing on behalf of a Trust, Corporation, or Other Entity, I am properly authorized to do so, and I acknowledge that, at the discretion of the Trust or Transfer Agent, corporate investors and other associations may be required to furnish an appropriate certification authorizing redemptions to ensure proper authorization.

\_\_\_\_\_  
Signature of Owner, Custodian, Trustee, or Corporate Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
If Trustee or Corporate Officer, Please Print Name and Title

\_\_\_\_\_  
Signature of Joint Owner, Corporate Officer, Etc.

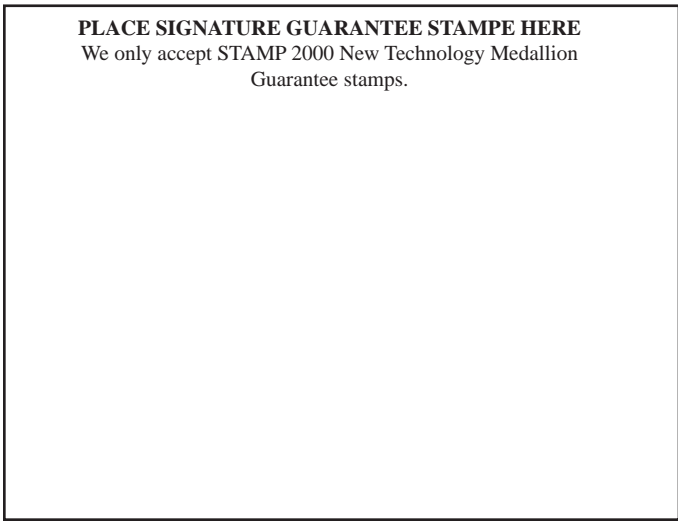
\_\_\_\_\_  
Date

\_\_\_\_\_  
If Trustee or Corporate Officer, Please Print Name and Title

**SIGNATURE GUARANTEE (if applicable)**

If you made changes in section 8 and/or completed section 10 of this form, you must obtain a signature guarantee. A signature by a notary public will NOT be accepted.

Signature guaranteed by:



\_\_\_\_\_  
Name of Bank or Dealer Firm

\_\_\_\_\_  
Signature of Officer and Title

Return your completed and signed form to:

**Firsthand Funds**  
P.O. Box 9836  
Providence, RI 02940-8036

**Must be preceded or accompanied by a prospectus. Please read the prospectus carefully before you invest.**

Firsthand Funds are distributed by ALPS Distributors, Inc.