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### PROSPECTUS REGISTRATION CHECKLIST

### - UF

REGISTRATION OF PROSPECTUS/SUPPLEMENTARY PROSPECTUS/REPLACEMENT PROSPECTUS\*

(Unlisted Fund)

|  |  |  |
| --- | --- | --- |
| Management Company/Operator\* | : |  |
| Fund(s) | : |  |
| Adviser (where applicable) | : |  |
| Date of Submission | : |  |

| Requirements | | Compliance Check | | SC’s Remarks |
| --- | --- | --- | --- | --- |
|  |  | Check | Remarks |  |
| 1. | Cover letter, setting out -   * Application to register a prospectus; and * Confirmation that–   1. a due diligence review has been conducted and verified that the prospectus complies with the minimum disclosure requirements as laid down in the *Capital Markets and Services Act 2007* and the *Prospectus Guidelines for Collective Investment Schemes*;   2. the accompanying documents in the registration file are complete, duly signed and dated; and   3. where applicable, all relevant conditions of approval, to be complied with before issuance of prospectus, have been met.   *Cover letter signed by at least one of the directors of the management company or two authorised signatories of the adviser.* |  |  |  |
| 2. | Two (2) registrable copies of the prospectus (printer’s proof) (where applicable, in each language). |  |  |  |
| 3. | A copy of the prospectus which is properly annotated against the applicable requirements of the prospectus minimum content checklist. |  |  |  |
| 4. | * Fee Computation Checklist * Payment made to ‘Suruhanjaya Sekuriti’ or ‘Securities Commission’ |  |  |  |
| 5. | Prospectus minimum content checklist |  |  |  |
| 6. | Director’s/Promoter’s\* responsibility statement.  Note:   * If an alternate director signs on behalf of a director, the original written authorisation by the director must be submitted. * For promoters which are corporations, a board resolution authorising the signatory who signed on behalf of the corporation must be submitted. |  |  |  |
| 7. | Copies of all letters of consent from person(s) named in the prospectus as having made a statement that is included in the prospectus or on which a statement made in the prospectus is based. |  |  |  |
| 8. | Copy of letter of approval from any other relevant authority (where applicable). |  |  |  |
| 9. | Copies of all material contracts referred to in the prospectus, or in the case of a contract not reduced into writing, a memorandum giving full particulars of that contract. |  |  |  |
| 10. | Copies of reports or letters from experts disclosed in the prospectus (e.g. tax advisers). Where an expert does not possess the capability to prepare a report in the same language as the prospectus, the applicant must provide a translation of the expert’s report. Such translated report submitted and as incorporated in the prospectus must contain a statement that it is a translation of the original expert’s report. |  |  |  |
| 11. | Letter from the applicant confirming the true and accurate translation of the prospectus (where applicable). |  |  |  |
| 12. | Where applicable, letter from the management company or operator-   1. confirming that the electronic copy of the prospectus will be identical to the printed prospectus registered with the SC; 2. stating the address of the internet sites on which the electronic prospectus and electronic application form will be made available; and 3. stating the date on which the electronic prospectus will first be posted on the relevant internet sites, or will first be issued, circulated or distributed via an electronic storage medium# (where applicable).   *#a copy of the electronic storage medium containing the electronic prospectus and electronic application form must be provided to the SC.* |  |  |  |
| 13. | Copy of the application form |  |  |  |
| 14. | For renewal of registration/supplementary prospectus/replacement prospectus\*:   * A list highlighting the amendments from the current registered prospectus; and * Where applicable, copies of additional, amended or new material contracts disclosed in the prospectus. In the case of contracts not reduced into writing, a memorandum which gives full particulars of the contracts. |  |  |  |

*\* To delete whichever is not applicable*

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| --- | --- |
| **…………………………………….** | **……………………………………….** |
| Chief Executive Officer[[1]](#footnote-1) of the Management Company  Name: | Authorised Signatory of the Adviser[[2]](#footnote-2)  Name: |
| Management Company: Date: | Designation:  Company: |
|  | Date : |

|  |
| --- |
| For SC’s Internal Use: |

**Submission of Documents**

Please tick relevant box:

Complete

Not complete

### If not complete, please state missing documents:

### ……………………………………………………………..…………………………………………………………………………………………………………………………………………

Date applicant is informed of missing documents - ……………………..

Date of receipt of missing documents - ……………………..

………………………………

Name: *(Supervisor)*

Date:

……………………..

Name: *(Officer)*

Date:

#### Registration

Please tick relevant box:

Approval

Refusal

If prospectus is refused for registration, please state reasons:-

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Name: *(Head of Department)*

Date:

1. Where there is no Chief Executive Officer, the person who assumes the role and function of a Chief Executive Officer. [↑](#footnote-ref-1)
2. Where the application is submitted through an adviser. [↑](#footnote-ref-2)