|  |
| --- |
| **FORMS IN RELATION TO UNIT TRUST FUND (UTF FORMS)** |

**Introduction & Instructions:**

***Introduction***

1. This document contains UTF Forms to be submitted to the Securities Commission Malaysia (SC) in relation to a unit trust fund that is seeking SC’s authorisation or is authorised by the SC and subject to the *Guidelines on Unit Trust Funds* (UTF Guidelines). These UTF Forms are as follows:

***Contents***

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[SECTION D: APPLICATION TO QUALIFY AS AN SRI FUND D-1](#_Toc96531966)

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[SECTION F: APPLICATION FOR EXEMPTION, VARIATION OR EXTENSION OF TIME F-1](#_Toc96531968)

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[SECTION K: LODGEMENT OF A PRODUCT HIGHLIGHTS SHEET (PHS) K-1](#_Toc96531978)

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[Part D: Documents required to be submitted to the SC N-6](#_Toc96531991)

***General instructions (apply to all submissions)***

1. Please read the instructions and questions carefully before completing the form.
2. The submission of the UTF Forms must be **accompanied by a cover letter that meets the following requirements**:
3. It is addressed to person as mentioned in item 8) of these Introduction & Instructions;
4. Contains –
   1. information as specified in the respective section(s) of these UTF Forms;
   2. a declaration that the information in the cover letter and in the UTF Forms being submitted to the SC is true, complete and accurate;
   3. a confirmation that the electronic copy of documents being submitted are the same as the physical copy of documents submitted/will be submitted\* to the SC;
   4. details of **at least two (2) contact persons**, as follows:
5. Name;
6. Designation;
7. Contact number; and
8. Email address;
   1. details on any pre-consultation with the SC in connection with the submission being submitted, as follows:
9. Date of consultation;
10. Details of consultation; and
11. Details of persons from the SC that the submitting party had consulted with;
    1. if there is any other outstanding applications relating to the fund or the management company with the SC, details of such application, as follows:
12. Date of application(s); and
13. Details of the application(s);
14. The cover letter must be dated and is signed by –
    1. at least one (1) of the directors of the management company;
    2. two (2) authorised signatories of the advisers (where an adviser is appointed to make the submission); or
    3. at least one (1) of the authorised signatories of the trustee (for submission by the trustee); and
15. If the submission file comprise of more than one (1) type of applications or submissions, please submit **only one (1) cover letter** specifying all the applications or submissions being submitted together with the information as required in item 3)(b)(i) of these Introduction & Instructions.

*\*To delete words that are not applicable*

1. Please **only submit** the section(s) or part(s) of the section(s) of these UTF Forms that applies/apply to the submission.
2. All applications and lodgements must be accompanied with the appropriate fee, where applicable. The details of fees payable to the SC for the various types of submissions are set out in the *Capital Markets and Services (Fees) Regulations 2012* as may be amended from time to time. A submission is deemed incomplete if the appropriate fee is not submitted.
3. All submission documents must be in hard copies and one electronic copy. The electronic copy must be in **text-searchable format (PDF-text)**.
4. The electronic copy of the submission documents must be submitted via e-mail, up to 10MB in size per e-mail. Applications under the expedited authorisation process must be submitted to [**eap@seccom.com.my**](mailto:eap@seccom.com.my). All other submissions must be submitted to [**MISsubmissions@seccom.com.my**](mailto:MISsubmissions@seccom.com.my).
5. Submission must be addressed to the SC as follows:
6. Where the submission file contains application for the SC’s authorisation, approval and registration:

Chairman

Securities Commission Malaysia

3 Persiaran Bukit Kiara

Bukit Kiara

50490 Kuala Lumpur

(Attention: Managed Investment Schemes, Corporate Finance and Investments)

1. Where the submission file only contains **lodgement of, or submission of** **documents or notification**:

Head of Department

Managed Investment Schemes

Corporate Finance and Investments

Securities Commission Malaysia

3 Persiaran Bukit Kiara

Bukit Kiara

50490 Kuala Lumpur

***Submission-specific instructions***

1. **Section A**:

Only applicable to an entity that is not an approved management company as listed in the *List of Unit Trust Funds and Approved Management Companies*[[1]](#footnote-1)and is seeking to apply to act as a management company for unit trust funds.

1. **Section C**:
2. Parts A and B:

* Prior to submitting an application for authorisation of a feeder fund or replacement of an existing target fund of a feeder fund, the management company must submit to the SC the target fund selection process (TFSP) documentation and the feeder fund risk management process (RMP) documentation (on a one-off basis).
* The management company must obtain the SC’s clearance on the TFSP documentation prior to submitting the application to establish a feeder fund or application to register a replacement/supplemental prospectus for the replacement of the existing target fund.

1. Parts C and D:

* For application for authorisation of a feeder fund, these Parts must be submitted together with Section B and other relevant sections of these UTF Forms.
* For application to replace an existing target fund, these Parts must be submitted together with Section G or Section I and other relevant sections of these UTF Forms.

1. The management company is expected to, at all times, maintain up to date documentation relating to TFSP and RMP. Should there be any material changes to the said documentation, the management company is required to submit Parts A and B of this Section to the SC.
2. **Section G – Part A**:
   1. Please state how the requirement has been complied with by referencing to the specific clause and page of the deed(s).
   2. Where the requirement is not applicable, please state the reason.
3. **Section I – Parts A and B**:
4. Where “Yes” is indicated, please state how the requirement has been complied with by reference to the specific page and paragraph of the prospectus.
5. Where “No” or “N/A” is indicated, please state the reason.
6. **Section N**:

If a fund, be it an existing fund or a proposed fund, intends to invest in new or higher risk investments as listed in **Part B of Section N**, the RMP documentation must be submitted as part of the fund application or in the case of existing fund, before any changes are to be effected to the fund documentation. Please refer to **Section N** for documents and information required to the submitted to the SC.

***Note:*** *Management company* ***should consult the SC prior to*** *making the submission of the RMP documentation.*

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# APPLICATION TO ACT AS A MANAGEMENT COMPANY

## Information on the management company

|  |  |  |
| --- | --- | --- |
|  | Name of management company:  Click or tap here to enter text. | |
|  | Date of incorporation: Click or tap to enter a date. | |
|  | Date of commencement of operation: Click or tap to enter a date. | |
|  | Type(s) of Capital Markets Services Licence and issuance date:  Click or tap here to enter text. | |
|  | Has the company been the subject of reprimand or disciplinary action by any other regulatory authority in the past three (3) years prior to the date of application? | |
|  | No |
|  | Yes - Please provide all relevant particulars including, but not limited to, the nature of transgression, name of authority, date and type of action taken. Click or tap to enter a date. |

## Documents required to be submitted to the SC

| **Documents** | | **SC’s**  **internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to act as a management company |  |
|  | Details of other approvals or clearance obtained or pending |  |
|  | Details of any departure from the relevant guidelines, together with relevant justifications and waiver or exemption sought for such departure. Where waiver or exemption has been obtained, to provide details of such waiver or exemption |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| Statutory declaration from the management company stating that it is independent of the trustee | |  |
| In the case of a multi-class fund, a declaration by the management company that it has the capabilities and capacity to manage and administer multiple classes of units for a fund | |  |

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# APPLICATION FOR AUTHORISATION OF A FUND

## Information on the fund

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of the fund:  Click or tap here to enter text. | | | |
|  | If the name of the fund is not self-explanatory, please provide an explanation on the fund’s name:  Click or tap here to enter text. | | | |
|  | Please select the applicable **fund category** of the fund from the list below:  Equity fund  Bond/fixed income (**FI**) fund\*  Balanced fund  Mixed assets fund  Money market fund  Fund-of-funds\*  Feeder fund\*  Index fund\*  Guaranteed fund\*  Others: Click or tap here to enter text. | | | |
|  | If the selected fund category in item 3 is marked with an asterisk (\*), please select the applicable sub-category of the fund from the list below:  Equity fund  Bond/FI fund  Country-specific government bond/FI fund  Balanced fund  Mixed assets fund  Money market fund  REITs *(only applicable to fund-of-funds)* | | | |
|  | Please select from the following, the applicable investment focus of the fund and the information relating to the investment strategy (if applicable):   1. Geographically focused   Global mandate  Regional-specific mandate (e.g. ASEAN, Asia-pacific, Europe) – Please state the name of the region(s):  Click or tap here to enter text.  Market-specific mandate (e.g. developed or emerging markets) – Please state the name of the country(s):  Click or tap here to enter text.  Country-specific mandate[[2]](#footnote-2) (this may be a single country or specific countries) – Please state the name of the country(s):  Click or tap here to enter text.   1. Sector or industry-specific focused   Click or tap here to enter text.   1. Theme-specific focused   Click or tap here to enter text.  ***Note:*** *The investment focus does not need to be restricted to just one (1) type of investment focus. If (a), (b) and (c) apply, please provide the information required for each of these items. An example of a fund where all three (3) types of investment focus apply is an Asia-pacific equity fund that will invest in equities of companies that manufacture solar panels or parts for clean energy providers. In this example, Asia-pacific will be provided in (a), manufacturing will be provided in (b) and clean or renewable energy can be provided in (c).* | | | |
|  | Please select from the following, information that may apply to the fund: | | | |
| 1. Investment in derivatives (other than for the sole purpose of hedging) | | |  |
| 1. Investment in warrants and convertibles other than those which are capable of being converted into new shares | | |  |
| 1. Investment in transferable securities or money market instruments with embedded derivatives | | |  |
| 1. Investment in investment accounts (other than investment accounts that are money market instruments) | | |  |
| 1. Investment in digital assets | | |  |
| 1. Investment in other securities as described in chapter 6 of the UTF Guidelines, but besides instruments mentioned in (d) and (e) of this item – Please state such other securities:   Click or tap here to enter text. | | |  |
| 1. Undertake securities lending activity | | |  |
| 1. Undertake sale and repurchase transactions | | |  |
| 1. Undertake reverse repurchase transactions | | |  |
| 1. The fund is a money market fund | | |  |
| 1. The above **do not** apply to the fund | | |  |
| If (a), (e), (g), (h) or (i) is ticked, please select the applicable statement from the following: | | | |
|  | Section N of the UTF Forms is submitted together with this application | | |
|  | RMP Documentation submitted on Click or tap to enter a date. still applicable and no update is required | | |
|  | If the fund may use or invest in derivatives (including embedded derivatives), please provide information on the following: | | | |
| 1. The purpose of using the derivatives (please tick all the applicable boxes) including the type of derivatives or embedded derivatives[[3]](#footnote-3) to be used: | | | |
|  | | Hedging – Please state the risk(s) to be hedged:  Click or tap here to enter text. | |
|  | | Others – Please provide details:  Click or tap here to enter text. | |
| 1. Information on exposure to derivatives: 2. The fund’s maximum % exposure to derivatives: Click or tap here to enter text. 3. If the method used to calculate the exposure is other than commitment approach, please indicate the section in the cover letter the information on the consultation with the SC   Click or tap here to enter text. | | | |
|  | If the management company is permitted to charge a performance fees to the fund, please select the method of computation for performance fee:  Fulcrum fee model  High-water mark  High-on-high  Other: Please state the method  ***Note:*** *If “Other” is selected, please provide details on pre-consultation with the SC in the cover letter* | | | |
|  | If the redemption payment period may exceed seven (7) business days, please answer the following questions:   1. The maximum redemption payment period for the fund or each class(es) of units of the fund:   Click or tap here to enter text.     1. The reason(s) for the extended redemption payment period to pay the fund’s unit holders (or in the case of a fund to be operated under a nominee system, the end-investor of the fund):   Click or tap here to enter text.  ***Note:*** *For the purpose of (b), please provide (in an attachment) the processing timeline (including the process flow) to support the reason for the extended redemption payment period.*   1. The section in the prospectus that discloses the information on the fund’s redemption payment policy. If the fund is a feeder fund, to also indicate the section which discloses the target fund’s redemption policy:  * Paragraph(s): Click or tap here to enter text. * Page number(s): Click or tap here to enter text. | | | |
|  | If the fund is a variable price fund that does not intend to provide daily dealing, please provide following information:   1. Reason(s) for non-daily dealing:   Click or tap here to enter text.   1. Frequency of dealing:   Click or tap here to enter text. | | | |
|  | If the fund will adopt historical pricing, please indicate the section in the cover letter the information on the consultation with the SC:  Click or tap here to enter text. | | | |
|  | If the variable price fund will utilise amortised cost accounting, please state the relevant section in the prospectus that discloses on the management company’s measures and safeguards to properly address relevant risks associated with the use of amortised cost accounting:  Click or tap here to enter text. | | | |
|  | If the fund will utilise liquidity risk management tool(s) for liquidity risk management purposes [please refer to the Guidance to paragraph 4.02(k) of the UTF Guidelines], please provide details on such risk management tools:  Click or tap here to enter text. | | | |
|  | Name of trustee:  Click or tap here to enter text. | | | |

*[The rest of this page is intentionally left blank]*

## Information on the management company

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of management company:  Click or tap here to enter text. | | |
|  | Please state the shareholders’ funds:  RM Click or tap here to enter text. (as at Click or tap to enter a date.) | | |
|  | Please indicate whether the management company is in compliance with the minimum independent board composition as prescribed in paragraph 3.03 of the UTF Guidelines? | | |
|  | Yes | |
|  | No – Please indicate the date when the 3-month leeway is triggered:  Click or tap to enter a date. | |
|  | Please indicate whether the management company is in compliance with paragraph 3.05 of the UTF Guidelines? | | |
|  | Yes | |
|  | No – Please provide details in the cover letter if relief from this requirement has been obtained: Click or tap here to enter text. | |
|  | Not applicable – Please tick (✓) the applicable checkbox from the list below as well as indicate the name of the other management company: | |
|  | The management company is an ultimate holding company which wholly-owns the other management company |
|  | The management company is a wholly-owned subsidiary of the other management company |
|  | The management companies concerned are wholly-owned subsidiaries of the same ultimate holding company |
| Name of the other management company:  Click or tap here to enter text. | |
|  | With regard to paragraphs 3.07(g) and (h) of the UTF Guidelines i.e. on fund management function for the fund, please tick (✓) the statement that applies to the fund[[4]](#footnote-4): | | |
|  | The fund management function for the fund will be undertaken internally within the management company and the name of the designated person(s) is provided below:  Click or tap here to enter text. | |
|  | The fund management function for the fund will be undertaken externally   1. Is the notification in Part C, Section M of the UTF Form enclosed in this submission file?   Yes  No – Please explain why: Click or tap here to enter text.   1. Please confirm that a designated person has been appointed by the fund management company for the fund **and** such person is licensed, registered, approved or authorised to carry on the activity of fund management by the relevant regulator in his home jurisdiction:   Yes  No – Please provide details if relief from this requirement has been obtained: Click or tap here to enter text. | |
|  | Please state the website address of the management company:  Click or tap here to enter text. | | |

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## Compliance with Investment Restrictions and Limits in Schedule B of the UTF Guidelines

| **Requirements under the UTF Guidelines** | **Complied with?** | | | * **If Yes, please indicate the relevant section and page in the prospectus the disclosure is made** * **If No or N/A, please explain the reason** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| ***Exposure Limit*** | | | | |
| Paragraph (3) |  |  |  | Click or tap here to enter text. |
| ***Investment Spread Limits*** | | | | |
| Paragraph (4) |  |  |  | Click or tap here to enter text. |
| Paragraph (5) |  |  |  | Click or tap here to enter text. |
| Paragraph (6) |  |  |  | Click or tap here to enter text. |
| Paragraph (7) |  |  |  | Click or tap here to enter text. |
| Paragraph (8) |  |  |  | Click or tap here to enter text. |
| Paragraph (9) |  |  |  | Click or tap here to enter text. |
| Paragraph (10) |  |  |  | Click or tap here to enter text. |
| ***Exceptions to Investment Spread Limits*** | | | | |
| ***Government and other public securities or money market instruments*** | | | | |
| Paragraph (11) |  |  |  | Click or tap here to enter text. |
| Paragraph (12) |  |  |  | Click or tap here to enter text. |
| ***Deposits*** | | | | |
| Paragraph (13) |  |  |  | Click or tap here to enter text. |
| ***Investment Concentration Limits*** | | | | |
| Paragraph (14) |  |  |  | Click or tap here to enter text. |
| Paragraph (15) |  |  |  | Click or tap here to enter text. |
| Paragraph (16) |  |  |  | Click or tap here to enter text. |
| Paragraph (17) |  |  |  | Click or tap here to enter text. |
| ***Permissible investments for Islamic unit trust fund*** | | | | |
| Paragraph 12.09 |  |  |  | Click or tap here to enter text. |
| Paragraph 12.11(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.11(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.11(c) |  |  |  | Click or tap here to enter text. |
| ***Requirements for an Islamic unit trust fund with waqf feature*** | | | | |
| Paragraph 12.17(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.17(b) |  |  |  | Click or tap here to enter text. |

If the fund is a specialised fund, please also submit the applicable Appendix to Part C of Section B.

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#### Part C – Appendix I: Additional Requirements for a Money Market Fund

| **Requirements under the UTF Guidelines** | **Complied with?** | | | * **If Yes, please indicate the relevant section and page in the prospectus the disclosure is made** * **If No or N/A, please explain the reason** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Schedule B – Appendix I: Money Market Funds** | | | | |
| ***Permissible investments*** | | | | |
| Paragraph (4) |  |  |  | Click or tap here to enter text. |
| Paragraph (5) |  |  |  | Click or tap here to enter text. |
| ***Exposure Limits*** | | | | |
| Paragraph (6) |  |  |  | Click or tap here to enter text. |
| Paragraph (7) |  |  |  | Click or tap here to enter text. |
| Paragraph (8) |  |  |  | Click or tap here to enter text. |
| ***Investment Spread Limits*** | | | | |
| Paragraph (9) |  |  |  | Click or tap here to enter text. |
| Paragraph (10) |  |  |  | Click or tap here to enter text. |
| Paragraph (11) |  |  |  | Click or tap here to enter text. |
| ***Investment Concentration Limits*** | | | | |
| Paragraph (12) |  |  |  | Click or tap here to enter text. |
| ***Repurchase transactions*** | | | | |
| Paragraph (13)(a) |  |  |  | Click or tap here to enter text. |
| Paragraph (13)(b) |  |  |  | Click or tap here to enter text. |
| Paragraph (13)(c) |  |  |  | Click or tap here to enter text. |
| Paragraph (13)(d) |  |  |  | Click or tap here to enter text. |
| Paragraph (14) |  |  |  | Click or tap here to enter text. |

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#### Part C – Appendix II: Additional Requirements for a Bond or Fixed Income Fund

| **Requirements under the UTF Guidelines** | **Complied with?** | | | * **If Yes, please indicate the relevant section and page in the prospectus the disclosure is made** * **If No or N/A, please explain the reason** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Schedule B – Appendix II, Part 1: Bond or Fixed Income Funds (General)** | | | | |
| ***Investment Spread Limits*** | | | | |
| Paragraph (2) |  |  |  | Click or tap here to enter text. |
| Paragraph (4) |  |  |  | Click or tap here to enter text. |
| Paragraph (5) |  |  |  | Click or tap here to enter text. |
| Paragraph (6) |  |  |  | Click or tap here to enter text. |
| Paragraph (7) |  |  |  | Click or tap here to enter text. |

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#### Part C – Appendix III: Additional Requirements for a Country-Specific Government Bond or Fixed Income Fund

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of foreign government, government agency, or supranational  Click or tap here to enter text. | | |
|  | Information on rating: | | |
| 1. Latest sovereign or issuer rating | : | Click or tap here to enter text. |
| 1. Date of rating assignment | : | Click or tap to enter a date. |
| 1. Name of credit rating agency(ies) | : | Click or tap here to enter text. |
|  | If paragraph (8)(b), Part 2, Schedule B – Appendix II of the UTF Guidelines applies to the fund, please provide the following information:   1. If the foreign government, government agency or supranational is not listed on the list of acceptable issuers or guarantors, please indicate the section in the cover letter the information on the consultation with the SC:   Click or tap here to enter text.   1. Please demonstrate compliance with paragraph (9)(b), Part 2, Schedule B – Appendix II of the UTF Guidelines by stating the relevant section in the prospectus where the disclosure is made:  * Paragraph(s): Click or tap here to enter text. * Page number(s): Click or tap here to enter text. | | |

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#### Part C – Appendix IV: Additional Requirements for a Fund-of-Funds

| **Requirements under the UTF Guidelines** | **Complied with?** | | * **If Yes, please indicate the relevant section and page in the prospectus the disclosure is made** * **If No, please explain the reason** |
| --- | --- | --- | --- |
| **Yes** | **No** |
| **Schedule B – Appendix III: Fund-of-funds** | | | |
| ***General*** | | | |
| Paragraph (1) |  |  | Click or tap here to enter text. |
| Paragraph (2) |  |  | Click or tap here to enter text. |
| Paragraph (5) |  |  | Click or tap here to enter text. |
| ***Investment Spread Limits*** | | | |
| Paragraph (7) |  |  | Click or tap here to enter text. |
| Paragraph (8) |  |  | Click or tap here to enter text. |

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#### Part C – Appendix V: Additional Requirements for a Feeder Fund

| **Requirements under the UTF Guidelines** | **Complied with?** | | | * **If Yes, please indicate the relevant section and page in the prospectus the disclosure is made** * **If No or N/A, please explain the reason** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Schedule B – Appendix IV: Feeder Funds** | | | | |
| Paragraph (1)(a) |  |  |  | Click or tap here to enter text. |
| Paragraph (1)(b) |  |  |  | Click or tap here to enter text. |
| Paragraph (1)(c) |  |  |  | Click or tap here to enter text. |
| Paragraph (2) |  |  |  | Click or tap here to enter text. |
| Paragraph (6) |  |  |  | Click or tap here to enter text. |
| Paragraph (7) |  |  |  | Click or tap here to enter text. |

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#### Part C – Appendix VI: Additional Requirements for an Index Fund

| **Requirements under the UTF Guidelines** | **Complied with?** | | | * **If Yes, please indicate the relevant section and page in the prospectus the disclosure is made** * **If No or N/A, please explain the reason** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Schedule B – Appendix V: Index Funds** | | | | |
| ***Name of Fund*** | | | | |
| Paragraph (2) |  |  |  | Click or tap here to enter text. |
| ***Index Tracking Strategies*** | | | | |
| Paragraph (3)(a) |  |  |  | Click or tap here to enter text. |
| Paragraph (3)(b) |  |  |  | Click or tap here to enter text. |
| Paragraph (3)(c) |  |  |  | Click or tap here to enter text. |
| Paragraph (3)(d) |  |  |  | Click or tap here to enter text. |
| Paragraph (4) |  |  |  | Click or tap here to enter text. |
| ***Acceptable Indices*** | | | | |
| Paragraph (5)(a) |  |  |  | Click or tap here to enter text. |
| Paragraph (5)(b) |  |  |  | Click or tap here to enter text. |
| Paragraph (5)(c) |  |  |  | Click or tap here to enter text. |
| Paragraph (5)(d) |  |  |  | Click or tap here to enter text. |
| Paragraph (5)(e) |  |  |  | Click or tap here to enter text. |
| Paragraph (5)(f) |  |  |  | Click or tap here to enter text. |
| **Chapter 12: Additional Requirements for an Islamic Unit Trust Fund** | | | | |
| ***Acceptable Indices for an Islamic Index Fund*** | | | | |
| Paragraph 12.10 |  |  |  | Click or tap here to enter text. |

*[The rest of this page is intentionally left blank]*

#### Part C – Appendix VII: Additional Requirements for an Umbrella Fund

| **Requirements under the UTF Guidelines** | **Complied with?** | | * **If Yes, please indicate the relevant section and page in the prospectus the disclosure is made** * **If No, please explain the reason** |
| --- | --- | --- | --- |
| **Yes** | **No** |
| **Schedule B – Appendix VI: Umbrella Funds** | | | |
| ***General*** | | | |
| Paragraph (3) |  |  | Click or tap here to enter text. |
| ***Investment Restrictions*** | | | |
| Paragraph (4) |  |  | Click or tap here to enter text. |
| Paragraph (5) |  |  | Click or tap here to enter text. |

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#### Part C – Appendix VIII: Additional Requirements for a Guaranteed Fund

| **Requirements under the UTF Guidelines** | **Complied with?** | | | * **If Yes, please indicate the relevant section and page in the prospectus the disclosure is made** * **If No or N/A, please explain the reason** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Schedule B – Appendix VII: Guaranteed Funds** | | | | |
| ***General*** | | | | |
| Paragraph (2) |  |  |  | Click or tap here to enter text. |
| ***Guarantor*** | | | | |
| Paragraph (3) |  |  |  | Click or tap here to enter text. |
| Paragraph (4) |  |  |  | Click or tap here to enter text. |
| Paragraph (5) |  |  |  | Click or tap here to enter text. |
| Paragraph (6) |  |  |  | Click or tap here to enter text. |
| ***Guarantee*** | | | | |
| Paragraph (7) |  |  |  | Click or tap here to enter text. |
| Paragraph (8) |  |  |  | Click or tap here to enter text. |
| Paragraph (9) |  |  |  | Click or tap here to enter text. |

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## Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The authorisation and approval sought, including particulars of the applications and which authorisation process the fund will come under |  |
|  | Details of other approvals or clearance obtained or pending |  |
|  | Details of any departure from the relevant guidelines, together with relevant justifications and waiver or exemption sought for such departure. Where waiver or exemption has been obtained, to provide details of such waiver or exemption |  |
|  | If the fund will be the management company’s first multi-class fund, a declaration that the management company has the capabilities and capacity to manage and administer multiple classes of units for a fund |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
|  | Application fee and Fee Computation Checklist |  |
| Deed | |  |
|  | Application to register a deed (see Section G) |  |
|  | Lodgement of a deed (see Section H) |  |
| Prospectus | |  |
|  | Application to register a prospectus (see Section I) |  |
| Other application(s) and submission  *(please ✓ the applicable application, if any)* | |  |
|  | Application to act as a management company (see Section A) |  |
|  | Application in relation to a feeder fund (see Section C) |  |
|  | Application to qualify as a SRI fund (see Section D) |  |
|  | Application to qualify as a Qualifying CIS (see Section E) |  |
|  | Application for exemption or variation from compliance with SC’s requirements (see Section F) |  |
|  | Notification on appointment of Shariah adviser (see Part B, Section M) |  |
|  | Notification on appointment of an external fund manager (see Part C, Section M) |  |
|  | Documentation on risk management policy and procedures of a fund (see Section N) |  |

# APPLICATION IN RELATION TO A FEEDER FUND

## Documents to be submitted to the SC prior to the application in relation to a feeder fund

|  |
| --- |
| Please indicate the applicable submission:  First-time submission of the documentation for target fund selection process (TFSP)  First-time submission of the documentation for risk management process (RMP)  Submission of updated documentation of TFSP  Date of when the last documentation was submitted: Click or tap to enter a date.  Submission of updated documentation of RMP  Date of when the last documentation was submitted: Click or tap to enter a date. |

|  |  |
| --- | --- |
| **Documents** | **SC’s internal use** |
| Cover letter, specifying the following:  The clearance sought for the Target Fund Selection Process  An acknowledgement that the receipt or acceptance of the TFSP or RMP documentation(s), by the SC does not represent that the SC endorses the TFSP or RMP documentation(s) |  |
| Information as required in item 3) of the General instructions in these UTF Forms |  |
| Documentation for TFSP |  |
| Documentation for RMP |  |
| Minimum content checklist for TFSP (see item 1 of Part B below) |  |
| Minimum content checklist for RMP (see item 2 of Part B below) |  |
| Submission of updated TFSP or RMP  List of changes made in the revised TFSP  List of changes made in the revised RMP |  |

## Minimum Content Checklist for Target Fund Selection Process and Feeder Fund Risk Management Process

* + 1. **Target Fund Selection Process**

| **No.** | **Information** | **Document** | |
| --- | --- | --- | --- |
| **Section** | **Page** |
|  | The roles and responsibilities of the parties involved in each of the stages identified in (2) to (5) below including details of committee composition | Click or tap here to enter text. | Click or tap here to enter text. |
|  | *Stage 1: Inception*  Process on the inception of feeder fund’s investment strategy | Click or tap here to enter text. | Click or tap here to enter text. |
|  | *Stage 2: Identification*  Process in identifying the target fund and target fund management company | Click or tap here to enter text. | Click or tap here to enter text. |
|  | *Stage 3: Internal approval*  Process on feeder fund’s internal approval | Click or tap here to enter text. | Click or tap here to enter text. |
|  | *Stage 4: Post launch of feeder fund*  Process on the monitoring and reporting of the feeder fund | Click or tap here to enter text. | Click or tap here to enter text. |

* + 1. **Feeder Fund Risk Management Process**

| **No.** | **Information** | **Document** | |
| --- | --- | --- | --- |
| **Section** | **Page** |
|  | Details of entities or units responsible for the risk management function, as well as the roles and responsibilities. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of the risk management techniques and tools to monitor, measure and manage the risks applicable to the feeder fund. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of all the risks applicable to the feeder fund including the risk applicable to the target fund. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of reporting procedures by the risk management function to the board of directors and senior management | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of the management company’s on-going review of the RMP to ensure it remains relevant and up-to-date at all times | Click or tap here to enter text. | Click or tap here to enter text. |

*[The rest of this page is intentionally left blank]*

## Documents to be submitted for application in relation to a feeder fund (post-SC’s clearance on the TFSP)

|  |  |
| --- | --- |
| **Documents** | **SC’s internal use** |
| Prospectus of the target fund |  |
| Information on the target fund (see Part D below) |  |

## Information of the target fund

|  |  |
| --- | --- |
|  | Name of target fund:  Click or tap here to enter text. |
|  | Name of investment manager (where applicable)[[5]](#footnote-5):  Click or tap here to enter text. |
|  | Name of the regulatory authority that approved, authorised or licensed the investment manager as a fund manager:  Click or tap here to enter text. |
|  | Name of management company or operator (where applicable):  Click or tap here to enter text. |
|  | Please state the rationale for investing in the target fund:  Click or tap here to enter text. |

**If the target fund is a CIS that is other than a ‘physically-backed metal ETF’ as defined in the UTF Guidelines, please answer questions 6 to 10. If the target fund is a physically-backed metal ETF’, please answer question 11.**

1. Please indicate if the target fund is from any of the following jurisdictions:

|  | **Jurisdiction** | **Applicable law** | **Type of fund** |
| --- | --- | --- | --- |
|  | Ireland | European Communities (UCITS) Regulations 2003 (as amended) | UCITS authorised by Central Bank of Ireland |
|  | Luxembourg | Law of 17 December 2010 on Undertakings for Collective Investment (as amended) | UCITS authorised by Commission de Surveillance du Secteur Financier, Luxembourg |
|  | Singapore | Securities and Futures Act of Singapore | CIS authorised by Monetary Authority of Singapore |
|  | Hong Kong | Securities and Futures Ordinance | Mutual fund or unit trust authorised by the Securities and Futures Commission of Hong Kong |
|  | Other (please indicate the name of jurisdiction): Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| *If the target fund is from any other jurisdictions, please provide details of the consultation with the SC in the cover letter* | |

1. Please indicate the fund category of the target fund:

Click or tap here to enter text.

1. If the target fund may utilise leveraging as part of its investment strategy, please state the relevant sections and pages in the prospectus:

* Paragraph(s): Click or tap here to enter text.
* Page number(s): Click or tap here to enter text.

1. If the target fund may use or invest in derivatives, please provide the following details:

|  |  |  |
| --- | --- | --- |
|  | The purpose of use of derivatives[[6]](#footnote-6):  Click or tap here to enter text. | |
|  | The maximum global exposure to derivatives: Click or tap here to enter text. | |
|  | The method used to calculate the global exposure:  Click or tap here to enter text. | |
|  | In the case where the target fund is authorised as UCITS: | |
|  |  | Has the documentation of the target fund’s risk management process been filed with the regulatory authority stated in question 6?  Yes  No  If ‘No’ is ticked (✓), please explain how the feeder fund manager assess adequacy of the target fund’s risk management process:  Click or tap here to enter text. |
|  |  | Where available, is there evidence that the target fund’s risk management process has been approved by that regulatory authority (as named in question 6)?  Yes  No  Not applicable  If ‘No’ is ticked (✓), please explain why the management company (of the feeder fund) deems the target fund to be suitable and in compliance with the UTF Guidelines:  Click or tap here to enter text. |

1. If the target fund may undertake securities lending and repurchase transaction for the sole purpose of efficient portfolio management, please explain how the following requirements are complied with by including the reference to the applicable disclosure on the target fund in the feeder fund’s prospectus, save for item (c). If ‘No’ or ‘N/A’ is ticked (✓), please explain why:

|  | **Requirement from the UTF Guidelines** | **Complied with?** | | | **Remark** |
| --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
|  | The rules on investments, borrowing and lending that apply to the target fund are substantially similar to the requirements in UTF Guidelines[[7]](#footnote-7). |  |  |  | Click or tap here to enter text. |
|  | The target fund carries out securities lending and repurchase transactions for the purpose of efficient portfolio management which meets the criteria as prescribed in paragraph 6.29 of the UTF Guidelines. |  |  |  | Click or tap here to enter text. |
|  | The management company confirms that the fund manager of the target fund has the appropriate policies and practices for the lending of securities and repurchase transactions by the target fund, and the fund manager can ensure that the volume of securities lending or repurchase transactions is kept at an appropriate level. |  |  |  | Click or tap here to enter text. |
|  | The securities lending and repurchase transactions must be effected in accordance with good market practice. |  |  |  | Click or tap here to enter text. |
|  | The fund manager of the target fund must have at least 100% collateralisation in respect of the securities lending and repurchase transactions into which it enters and ensure there is no uncollateralised counterparty risk exposure arising from these transactions. |  |  |  | Click or tap here to enter text. |
|  | The counterparty to the securities lending and repurchase transactions must be a financial institution that has a minimum top three long-term credit rating (including gradation and subcategories) provided by any global rating agency[[8]](#footnote-8). |  |  |  | Click or tap here to enter text. |

1. If the target fund is a physically-backed metal ETF, please answer the following questions and indicate where the information is disclosed in the feeder fund’s prospectus:

|  | **Question** | **Applicant’s response** | **Paragraph and page number in the feeder fund’s prospectus** |
| --- | --- | --- | --- |
|  | Type of precious metal which the target fund is investing in | Choose an item.  If “Other physical metal” is selected, please state the type of metal:  Click or tap here to enter text. | Click or tap here to enter text. |
|  | The name of the index which the target fund is tracking | Click or tap here to enter text. | Click or tap here to enter text. |
|  | The regulatory authority that regulates the target fund | Click or tap here to enter text. | Click or tap here to enter text. |
|  | The primary exchange where the shares/units of the target fund are being listed | Click or tap here to enter text. | Click or tap here to enter text. |
|  | If the shares/ units of the target fund are listed on more than one (1) exchanges, please indicate where the fund manager may acquire the shares/units of the target fund | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Please confirm that the target fund fulfils the following criteria: |  |  |
|  | The assets of the target fund are held in trust and is segregated from the assets of the manager, sponsor, trustee or custodian of the target fund | Confirmed compliance  No  If ‘No’ is ticked (✓), please explain the non-compliance:  Click or tap here to enter text. | Click or tap here to enter text. |
|  | The target fund adopts a passive management strategy with the objective of tracking the price of the metal | Confirmed compliance  No  If ‘No’ is ticked (✓), please explain the non-compliance:  Click or tap here to enter text. | Click or tap here to enter text. |
|  | The maximum potential loss which the feeder fund may incur as a result of the investment is limited to the amount paid for it | Confirmed compliance  No  If ‘No’ is ticked (✓), please explain the non-compliance:  Click or tap here to enter text. | Click or tap here to enter text. |
|  | The target fund is liquid, and will not impair the feeder fund’s ability to satisfy its redemption and other payment commitments | Confirmed compliance  No  If ‘No’ is ticked (✓), please explain the non-compliance:  Click or tap here to enter text. | Click or tap here to enter text. |
|  | The target fund is subject to reliable and verifiable valuation on a daily basis | Confirmed compliance  No  If ‘No’ is ticked (✓), please explain the non-compliance:  Click or tap here to enter text. | Click or tap here to enter text. |
|  | There is appropriate information available to the fund manager of the feeder on the investment in the target fund | Confirmed compliance  No  If ‘No’ is ticked (✓), please explain the non-compliance:  Click or tap here to enter text. | Click or tap here to enter text. |

***Note:*** *If –*

* *the answer to* ***question 9(c)*** *is a method other than ‘commitment approach’; or*
* *the answer to* ***question 11(a)****, is “Other physical metal”,*

*please ensure that the cover letter of the submission provide details on pre-consultation with the SC where clearance is obtained on investment in the target fund.*

1. Please indicate if the feeder fund’s RMP is identical to the documentation previously submitted to the SC:

Yes, the documentation was submitted to the SC on: Click or tap to enter a date.

No. *Please highlight the differences in the documentation and attach the revised documentation.*

1. If the target fund or the class of shares/units of the target fund which the feeder fund will invest in has been in operation and there is disclosure relating to its performance, please provide the following information on the target fund:

|  |  |  |
| --- | --- | --- |
|  | The net asset value of the target fund | Click or tap here to enter text. |
|  | Average total return of the target fund against its benchmark (if any) over– | |
| 1. the most recent financial year or since establishment if it is less than one financial year | Click or tap here to enter text. |
| 1. recent three (3) financial years | Click or tap here to enter text. |
| 1. recent five (5) financial years | Click or tap here to enter text. |
| 1. recent 10 financial years | Click or tap here to enter text. |
|  | Annual total return of the target fund for each of the last 10 financial years (or since establishment if it is less than 10 years) | Click or tap here to enter text. |

1. If the target fund or the class of shares/units of the target fund which the feeder fund will invest in has yet to launch/commence operation, please indicate the target launch/commencement date of the target fund: Click or tap to enter a date.

*[The rest of this page is intentionally left blank]*

# APPLICATION TO QUALIFY AS AN SRI FUND

**Documents required to be submitted to the SC**

| **Documents** | **SC’s internal use** |
| --- | --- |
| Checklist of compliance with the relevant chapters of the *Guidelines on Sustainable and Responsible Investment Funds* (SRI Guidelines), including commentary on whether the requirements are met, not met or not applicable, detailed illustration, explanation and justifications thereof, with reference to the Guidance in the SRI Guidelines where appropriate |  |
| Draft product highlights sheet |  |
| For an existing fund  Cover letter –  as prescribed under chapter 4 of the SRI Guidelines; and  contains information as required in item 3) of the General instructions in these UTF Forms |  |

*[The rest of this page is intentionally left blank]*

# APPLICATION TO QUALIFY AS A QUALIFYING CIS

**Documents required to be submitted to the SC**

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The application to be assessed as a Qualifying CIS pursuant to the *Standards of Qualifying CIS* |  |
|  | A declaration from the management company that it has fulfilled the requirements as prescribed under the *Standards of Qualifying CIS* to be a Qualifying CIS Operator |  |
|  | An undertaking from the management company to ensure continuous compliance with the requirements of the *Standards of Qualifying CIS* |  |
|  | That the submission file includes the application by the fund’s trustee to act as a trustee of a Qualifying CIS |  |
|  | If the application is in relation to an existing fund, to provide the date of the deed and the clauses in the deed which contain provisions allowing the fund to be a Qualifying CIS  *If the above is not checked, please submit the application for registration of supplemental deed.* |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| Letter from the trustee, specifying the following: | |  |
|  | The application to act as a trustee of a Qualifying CIS |  |
|  | The declaration that it has fulfilled the requirements as prescribed under the *Standards of Qualifying CIS* to be a trustee |  |
|  | The undertaking that it will ensure continuous compliance with the requirements of the *Standards of Qualifying CIS* |  |
|  | Checklist of compliance with the *Standards of Qualifying CIS*, including the explanation demonstrating compliance with each of the requirements |  |

# APPLICATION FOR EXEMPTION, VARIATION OR EXTENSION OF TIME

**Documents required to be submitted to the SC**

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The requirement of the guidelines being sought for a relief or extension of time |  |
|  | Details of the relief or extension of time sought |  |
|  | Justifications for the relief or extension of time sought |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| Statement from the trustee that the relief or extension of time does not jeopardise unit holders’ interest *(not required in the case of an application seeking extension of time to launch a fund)* | |  |
| Approval or clearance letter from other authorities | |  |
| Registration fee and the Fee Computation Checklist | |  |

*[The rest of this page is intentionally left blank]*

# APPLICATION TO REGISTER A DEED

## Checklist for minimum contents for a deed of a fund

| **No.** | **Deed Content** | **Clause** | **Page** | **Remarks** |
| --- | --- | --- | --- | --- |
|  | Name of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Investment objective of the fund  **Note:** If the fund is an Islamic unit trust fund with *waqf* feature, the investment objective must be to primarily provide income and allow unit holders of the fund to channel all or part of the distribution of the income for *waqf* purposes | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | If the fund is a bond or fixed income fund referred to in Part 2,  Schedule B – Appendix II of the UTF Guidelines, the name of the  foreign country, foreign government, government agency or supranational issuing or guaranteeing the debt securities or money market instruments.  Please also indicate the section in the cover letter the information on the consultation with the SC. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | If the fund has a limited duration, a statement to that effect | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Distribution policy, including the basis for the distribution or  reinvestment of income  ***Note:*** *If the fund is an Islamic unit trust fund with waqf feature, The distribution policy of the fund must include the percentage of distribution to be channeled for waqf purposes* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Financial period of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Base currency of a fund (if classes of units are denominated in  different currencies) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Unit holders’ –   1. rights; 2. extent of their liability; and 3. ability to take any action against the management company and trustee for any breach of their duties as set out in the CMSA, the UTF Guidelines and the *Guidelines on the Registration and Conduct of Capital Market Services Providers* (CMSP Guidelines) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | The appointment of –   1. the trustee; and 2. the management company,   of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | If classes of units are issued, a provision specifying the classes,  differences between the classes and rights attached to each  class | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | A statement that the deed–   1. is binding on each unit holder as if it had been a party to it and that it is bound by its provisions; 2. authorises and requires the management company and the trustee to do things required or permitted of them by terms of the deed; and 3. is made and governed under the laws of Malaysia | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances, procedures and processes for retirement,  removal and replacement of management company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | The extent of the indemnity provided by the management company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances, procedures and processes for retirement, removal and replacement of trustee | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances, procedures and processes for the appointment, retirement, removal and replacement of the auditor of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Permitted investments of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Limits and restrictions, including limits on borrowings or financing facilities of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Full particulars on circumstances in which, and methods by which, all or any of the investments of the fund may be varied | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Basis for the valuation and the pricing policy for the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | The method of pricing and the circumstances under which it can change | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Particulars of the remuneration of the management company, including performance fee (if applicable) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Particulars of the remuneration of the trustee | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Other expenses payable out of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Any increase in the maximum rates in the deed may only be made by way of a supplementary deed and in accordance with the requirements of the CMSA | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances under which the meetings are to be held | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions on the manner in which meetings are conducted, including the manner in which votes may be given at a meeting of unit holders | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Circumstances under which the fund can be terminated | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Procedures and processes for termination of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions in relation to the creation of the fund or declaration of trust, which also sets out full particulars of the trust, including precise information as to the circumstances in which the money, securities, investments and properties subject to the fund are or will be vested in that trustee, and the duties and obligations of the trustee and the duties and obligations of the trustee towards the unit holders in regard to those properties | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions in relation to the creation and cancellation of units of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Full particulars on the provision to be made for investments in assets which depreciates in value, including the source from which the replacement is to be made or from which the cost of replacement is to be met. If no provision is made, a statement to that fact must be clearly stated | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Where the deed requires, or confers a right on, unit holders to enter into an agreement in connection with the unit trust fund, a provision incorporating, the terms and conditions of that agreement | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | A declaration that unless the conditions of issue of any unit expressly provide that a certificate not be issued, a certificate must be issued by the trustee to a purchaser of any unit purchased or subscribed for, not more than two months after the issue of the unit | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Specific provisions whereby the management company undertakes to keep and maintain an up-to-date register of unit holders and to make that register available for inspection, free of charge, to any unit holder at any time during ordinary business hours of the management company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions in relation to circumstances under which the dealing in units can be deferred or suspended | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions for the full particulars on the conditions governing the transfer of any unit to which the deed relates | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Provisions governing the modification of the deed | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | A statement to the effect that the provisions in the deed shall in no way be construed as derogating from or limiting any of the requirements of the CMSA, the UTF Guidelines and relevant laws | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | A statement to the effect that the requirements of the CMSA, the UTF Guidelines and relevant laws shall prevail in the event any conflict or inconsistencies between provisions in the deed and the requirements of the CMSA, the UTF Guidelines and relevant laws | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Instructions:**   * The deed content items from this point onwards are to be inserted by the submitting party. * Please list the duties prescribed in the requirements as stated below. * Each duty must be listed in individual row. Please insert new rows if the rows provided are insufficient. * Where a duty prescribed does not apply to the deed, please indicate “N/A” in the columns for ‘Clause’ and ‘Page’, and to state the reason in the column for ‘Remarks’. | | | | |
|  | **Duties of the management company under the CMSA** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Duties of the management company under the UTF Guidelines** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Duties of the trustee which are prescribed under the CMSA** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | **Duties of the trustee which are prescribed under the CMSP Guidelines** |  |  |  |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*[The rest of this page is intentionally left blank]*

## Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register a deed |  |
|  | A confirmation that the accompanying documents are complete, signed and dated |  |
|  | A declaration stating that the deed complies with the requirements of the *Capital Markets and Services Act 2007* (“CMSA”) and the minimum requirements for a deed prescribed in the UTF Guidelines |  |
|  | A declaration as follows:  “We hereby declare that we have inspected the deed and verified to the best of our knowledge and belief, that the contents of the deed are true, complete and accurate. We are aware of all our obligations under the relevant laws and guidelines.” |  |
|  | An acknowledgement as follows:  “We acknowledge the following:   1. The registration of this deed should not be taken to indicate that the Securities Commission Malaysia assumes responsibility for the accuracy, correctness or completeness of any provisions contained in this deed; 2. The Securities Commission Malaysia is not liable for any omission on the part of the management company, and expressly disclaims any liability whatsoever arising from, or in reliance upon, the whole part or any part of its contents.” |  |
|  | If the deed submitted for registration is not stamped, a confirmation as follows:  “We, [name of management company], confirm that we have on [date] submitted an application to Lembaga Hasil Dalam Negeri Malaysia vide the Stamp Assessment and Payment System (STAMPS) portal for stamping of a deed in relation to [name of fund]. We attach a printout from the STAMPS portal evidencing our application, for the SC’s reference.  We hereby undertake to pay the stamp duty required upon being notified by STAMPS and to submit to the SC a copy of the stamp certificate within 2 business days the certificate is generated by STAMPS.” |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
|  | If the submission is to register a supplemental deed to provide for multi-class fund and the fund that is subject of the deed will be the management company’s first multi-class fund, a declaration that the management company has the capabilities and capacity to manage and administer multiple classes of units for a fund. |  |
| Letter from the trustee[[9]](#footnote-9) | |  |
|  | A declaration as follows:  “We hereby declare that we have inspected the deed and verified to the best of our knowledge and belief, that the contents of the deed are true, complete and accurate. We are aware of all our obligations under the relevant laws and guidelines.” |  |
|  | An acknowledgment as follows:  “We acknowledge the following:   1. The registration of this deed should not be taken to indicate that the Securities Commission Malaysia assumes responsibility for the accuracy, correctness or completeness of any provisions contained in this deed; 2. The Securities Commission Malaysia is not liable for any omission on the part of the trustee, and expressly disclaims any liability whatsoever arising from, or in reliance upon, the whole part or any part of its contents.” |  |
|  | Checklist of minimum contents for deed (see Part A of this Section) |  |
|  | Registration fee and the Fee Computation Checklist |  |
|  | Two (2) copies of the executed and either (a) stamped deed; or (b) an unstamped deed accompanied with evidence of submission of an application for stamping of the deed to the Lembaga Hasil Dalam Negeri Malaysia[[10]](#footnote-10) |  |
| For supplemental or replacement deed | |  |
|  | Unit holders’ resolution sanctioning the modification of the deed |  |
|  | Statement from trustee as prescribed under section 295(4)(b) of the CMSA |  |
|  | Statement from management company as prescribed under section 295(4)(b) of the CMSA |  |
|  | A list highlighting the original provisions from the principal deed and the amended provision, and the rationale for such amendments |  |
|  | If the supplemental deed is to incorporate *waqf* feature, to indicate the date unit holders’ approval for the incorporation of *waqf* feature was obtained: Click or tap to enter a date. |  |

*[The rest of this page is intentionally left blank]*

# LODGEMENT OF A DEED

**Documents required to be submitted to the SC**

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | To lodge with the SC the deed of the fund |  |
|  | A declaration that the copy of the deed lodged with the SC is identical to the deed registered by the SC |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| Two (2) copies of the deed | |  |
| Lodgement fee and the Fee Computation Checklist | |  |

*[The rest of this page is intentionally left blank]*

# APPLICATION TO REGISTER A PROSPECTUS

## Prospectus minimum content checklist for a fund

| **Requirements under the Part II, Prospectus Guidelines for CIS** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Chapter 1: Cover Page** | | | | |
| Paragraph 1.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.01(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 1.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03:  **“INVESTORS ARE ADVISED TO READ AND UNDERSTAND THE CONTENTS OF THE PROSPECTUS. IF IN DOUBT, PLEASE CONSULT A PROFESSIONAL ADVISER.”** |  |  |  | Click or tap here to enter text. |
| Paragraph 1.03:  **“FOR INFORMATION CONCERNING CERTAIN RISK FACTORS WHICH SHOULD BE CONSIDERED BY PROSPECTIVE INVESTORS, SEE “RISK FACTORS” COMMENCING ON PAGE [XX].”** |  |  |  | Click or tap here to enter text. |
| Paragraph 1.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 1.05 |  |  |  | Click or tap here to enter text. |
| **Chapter 2: Inside Cover/First Page** | | | | |
| Paragraph 2.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.01(b)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 2.03 |  |  |  | Click or tap here to enter text. |
| **Chapter 3: Table of Contents, Definitions and Directory** | | | | |
|  |  |  |  |  |
| Paragraph 3.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 3.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.04(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05 | If the information as required in this paragraph is disclosed on the management company’s website instead of in the prospectus, please indicate in the ‘Comments’ column for the respective sub-paragraphs, the location on the management company’s website where the information can be found | | | |
| Paragraph 3.05(a) – management company |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(a) – trustee |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(a) – Shariah adviser |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(b) – management company |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(b) – trustee |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(b) – Shariah adviser |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(c) – management company |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(c) – trustee |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(c) – Shariah adviser |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(d) – management company |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(d) – trustee |  |  |  | Click or tap here to enter text. |
| Paragraph 3.05(d) – Shariah adviser |  |  |  | Click or tap here to enter text. |
| **Chapter 4: The Fund** | | | | |
| Paragraph 4.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(f)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(f)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(f)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(g)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(g)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(g)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(g)(iv) |  |  |  | Click or tap here to enter text. |
| ***Securities lending and repurchase transactions*** | | | | |
| Paragraph 4.02(h)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(h)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(h)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(h)(iv) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(h)(v) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(h)(vi) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(i)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(i)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(i)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(i)(iv) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(i)(v) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(i)(vi) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(i)(vii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(i)(viii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(j)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(j)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(j)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(k) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(l) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(m) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(n) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(o) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(p) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(q)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(q)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(q)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(r)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(r)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(r)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(s) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(t) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(u) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(v) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(w)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.02(w)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 4.03 |  |  |  | If “Yes” is ticked, please indicate which chapter in Part II of the Prospectus Guidelines for CIS that apply to the fund:  Chapter Click or tap here to enter text. |
| **Chapter 5: Fees, Charges and Expenses** | | | | |
| Paragraph 5.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.02(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 5.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.05 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.06 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.07 |  |  |  | Click or tap here to enter text. |
| Paragraph 5.08 |  |  |  | Click or tap here to enter text. |
| **Chapter 6: Transaction Information** | | | | |
| Paragraph 6.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.05 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.06 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.08(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.08(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.09 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.10 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.11 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.12 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.13 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.14 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.15 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.16 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.17 |  |  |  | Click or tap here to enter text. |
| Paragraph 6.18(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.18(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.18(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 6.19 |  |  |  | Click or tap here to enter text. |
| **Chapter 7: The Management Company** | | | | |
| Paragraph 7.07 (on incorporation by reference to management company’s website) | If the information as required in the following paragraphs is disclosed on the management company’s website instead of in the prospectus, please indicate in the ‘Comments’ column for the respective paragraphs, the location on the management company’s website where the information can be found:   1. Paragraph 7.01; 2. Sub-paragraph 7.02(b); 3. Sub-paragraph 7.03(a); 4. Paragraph 7.04; and 5. Sub-paragraphs 7.05(c) and (d) | | | |
| Paragraph 7.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.03(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 7.05(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.05(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.05(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.05(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 7.06 |  |  |  | Click or tap here to enter text. |
| **Chapter 8: The Trustee** | | | | |
| Paragraph 8.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 8.02(b) |  |  |  | Click or tap here to enter text. |
| **Chapter 9: Salient Terms of Deed** | | | | |
| Paragraph 9.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 9.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 9.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 9.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 9.01(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 9.01(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 9.01(g) |  |  |  | Click or tap here to enter text. |
| **Chapter 10: Approvals and Conditions** | | | | |
| Paragraph 10.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 10.02 |  |  |  | Click or tap here to enter text. |
| **Chapter 11: Related-party Transactions and Conflict of Interest** | | | | |
| Paragraph 11.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 11.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 11.03 |  |  |  | Click or tap here to enter text. |
| **Chapter 12: Taxation of the Fund** | | | | |
| Paragraph 12.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.01(b) |  |  |  | Click or tap here to enter text. |
| **Chapter 13: Experts’ Reports** | | | | |
| Paragraph 13.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 13.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 13.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 13.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 13.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 13.03 |  |  |  | Click or tap here to enter text. |
| **Chapter 14: Additional Information** | | | | |
| Paragraph 14.01 |  |  |  | Click or tap here to enter text. |
| Paragraph 14.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 14.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 14.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 14.05 |  |  |  | Click or tap here to enter text. |
| **Chapter 15: Documents Available for Inspection** | | | | |
| Paragraph 15.01(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 15.01(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 15.01(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 15.01(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 15.01(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 15.01(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 15.01(g) |  |  |  | Click or tap here to enter text. |
| Paragraph 15.01(h) |  |  |  | Click or tap here to enter text. |
| **Capital Markets and Services Act 2007** | | | | |
| Section 244(1)(b) |  |  |  | Click or tap here to enter text. |
| **UTF Guidelines, Chapter 12**  ***(apply only to Islamic unit trust fund with waqf feature)*** | | | | |
| Paragraph 12.15: Investment objective, which is primarily to provide income and allow unit holders of the fund to channel all or part of the distribution of the income for *waqf* purposes |  |  |  | Click or tap here to enter text. |
| Paragraph 12.15: Distribution policy, which must include the percentage of distribution to be channeled for *waqf* purposes |  |  |  | Click or tap here to enter text. |
| Paragraph 12.18(a): Information relating to the *waqf* arrangement |  |  |  | Click or tap here to enter text. |
| Paragraph 12.18(a): Name of the *waqf* recipient(s) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.18(a): Details on *waqf* initiative(s) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.18(a): Details on where investors can obtain more information on the *waqf* recipient(s) and the progress of the *waqf* initiative(s) |  |  |  | Click or tap here to enter text. |
| Paragraph 12.18(b): Policies and processes relating to the selection of the *waqf* recipient and *waqf* initiative |  |  |  | Click or tap here to enter text. |
| Paragraph 12.18(b): Circumstances where the fund will replace the *waqf* recipient, or add additional waqf recipient |  |  |  | Click or tap here to enter text. |
| **Prospectus Guidelines for CIS: Part VI – Registration and Lodgement of Prospectus**  ***(apply only to prospectus for prospectus exposure)*** | | | | |
| Paragraph 2.04 |  |  |  | Click or tap here to enter text. |

If the fund is a specialised fund, please submit the applicable Appendix to Part B of Section I

#### Part B – Appendix I: Additional Requirements for an Index Fund

| **Requirements under the Part II, Prospectus Guidelines for CIS** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Chapter 16: Specific Requirements for Index Funds** | | | | |
| Paragraph 16.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(g) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(h) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(j) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.02(k) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.03(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 16.03(c) |  |  |  | Click or tap here to enter text. |

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#### Part B – Appendix II: Additional Requirements for a Money Market Fund

| **Requirements under the Part II, Prospectus Guidelines for CIS** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Chapter 17: Specific Requirements for Money Market Funds** | | | | |
| Paragraph 17.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 17.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 17.03 |  |  |  | Click or tap here to enter text. |

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#### Part B – Appendix III: Additional Requirements for a Guaranteed Fund

| **Requirements under the Part II, Prospectus Guidelines for CIS** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Chapter 18: Specific Requirements for Guaranteed Funds** | | | | |
| Paragraph 18.02 |  |  |  | Click or tap here to enter text. |
| Paragraph 18.03(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.03(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.03(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.03(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.04(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.04(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.04(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(d)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(d)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(d)(iii) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(d)(iv) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(d)(v) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(d)(vi) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.05(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.06(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.06(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.07(a)(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.07(a)(ii) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.07(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 18.07(c) |  |  |  | Click or tap here to enter text. |

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#### Part B – Appendix IV: Additional Requirements for a Feeder Fund

| **Requirements under the Part II, Prospectus Guidelines for CIS** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **Chapter 19: Specific Requirements for Feeder Funds** | | | | |
| Paragraph 19.02(a) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(b) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(c) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(d) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(e) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(f) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(g) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(h) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(i) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(j) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.02(k) |  |  |  | Click or tap here to enter text. |
| Paragraph 19.03 |  |  |  | Click or tap here to enter text. |
| Paragraph 19.04 |  |  |  | Click or tap here to enter text. |
| Paragraph 19.05 |  |  |  | Click or tap here to enter text. |
| Paragraph 19.06 |  |  |  | Click or tap here to enter text. |
| **UTF Guidelines, Chapter 12**  ***(apply only to feeder fund invest in an ETF)*** | | | | |
| Paragraph (7), Schedule B – Appendix IV of the UTF Guidelines: Difference between the feeder fund structure and direct investment in the ETF, with particular attention to the fee structure and real-time trading |  |  |  | Click or tap here to enter text. |

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## Supplementary Prospectus Minimum Content Checklist for a Fund

| **Requirements under the Part V, Prospectus Guidelines for CIS** | **Complied with?** | | | **Comments** |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| 2.02(a) |  |  |  | Click or tap here to enter text. |
| 2.02(b) |  |  |  | Click or tap here to enter text. |
| 2.02(c) |  |  |  | Click or tap here to enter text. |
| 2.02(d) |  |  |  | Click or tap here to enter text. |
| 2.02(e) |  |  |  | Click or tap here to enter text. |
| 2.02(f) |  |  |  | Click or tap here to enter text. |
| 2.02(g) |  |  |  | Click or tap here to enter text. |
| 2.03 |  |  |  | Click or tap here to enter text. |
| 2.04(a) |  |  |  | Click or tap here to enter text. |
| 2.04(b) |  |  |  | Click or tap here to enter text. |

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## Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | Application to register the prospectus |  |
|  | A confirmation that a due diligence review has been conducted and verified that the prospectus complies with the minimum disclosure requirements as laid down in the CMSA and the *Prospectus Guidelines for Collective Investment Schemes* (“Prospectus Guidelines for CIS”) |  |
|  | A confirmation that the accompanying documents in the registration file are complete, duly signed and dated, where applicable |  |
|  | Where applicable, a confirmation that all relevant conditions of approval, to be complied with before the issuance of the prospectus, have been met |  |
|  | The address of the online sites on which the electronic prospectus and electronic application form will be made available |  |
|  | The date on which the electronic prospectus will first be posted on the relevant internet sites, or will first be issued, circulated or, if applicable, distributed via an electronic storage medium |  |
|  | Where the prospectus is in a language other than Bahasa Malaysia or English, a confirmation that such prospectus is an accurate translation of the Bahasa Malaysia or English prospectus |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| Two (2) copies of prospectus in each language | |  |
| Prospectus minimum content checklist (see Part B of this Section) | |  |
| A copy of the prospectus which is properly annotated against the applicable requirements required by the SC | |  |
| Registration fee and the Fee Computation Checklist | |  |
|  | Director’s responsibility statement for the prospectus signed by all the directors. If an alternate director signs the responsibility statement, there must be clear reference made in the responsibility statement of such a fact and the original written authorisation by directors, appointing an alternate director to sign the responsibility statement on their behalf must be submitted. |  |
|  | Promoter’s responsibility statement. In the case of a promoter which is a corporation, a board resolution authorising the signatory who signed on behalf of the corporation, must be submitted together with the promoter’s responsibility statement. |  |
| Copies of all consents required under subsection 244(1) of the CMSA | |  |
| Copy of letter of approval from any other relevant authority | |  |
|  | Copies of all material contracts referred to in the prospectus or, in the case of contracts not reduced into writing, a memorandum which gives full particulars of the contracts |  |
|  | Copies of reports or letters from experts disclosed in the prospectus and where applicable, translated report |  |
| Copy of the application form | |  |
| For supplementary or replacement prospectus | |  |
|  | A list highlighting the original statements from the previously registered prospectus and the amended statements, reasons for such amendment and how paragraphs 9.70 to 9.72 of the UTF Guidelines have been or will be complied with |  |
|  | For a supplementary prospectus, supplementary prospectus minimum content checklist (see Part C of this Section) and where applicable, prospectus minimum content checklist in Part B of this Checklist |  |
|  | If the supplementary or replacement prospectus is to incorporate *waqf* feature, to indicate the date the supplementary deed is registered with the SC: Click or tap to enter a date. |  |

# LODGEMENT OF A PROSPECTUS

**Documents required to be submitted to the SC**

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | To lodge with the SC the prospectus of the fund |  |
|  | A declaration that the printed copy of the prospectus lodged with the SC is the same as the prospectus registered with the SC |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| Two (2) copies of the prospectus in each language together with its application form | |  |
| Registration fee and the Fee Computation Checklist | |  |

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# LODGEMENT OF A PRODUCT HIGHLIGHTS SHEET (PHS)

**Documents required to be submitted to the SC**

|  |  |
| --- | --- |
| **Documents** | **SC’s internal use** |
| Cover letter, specifying the following:  The lodgement of PHS of a fund with the SC    Information as required in item 3) of the General instructions in these UTF Forms |  |
| Three (3) copies of the PHS in each language |  |
| Lodgement fee and the Fee Computation Checklist |  |

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# LODGEMENT OF AN ANNUAL REPORT/SUBMISSION OF A SEMI-ANNUAL REPORT OF A FUND

## Minimum Content Checklist of Fund Report

|  | **Fund Report Content** | **Section/Item No.** | **Page** | **Remark** |
| --- | --- | --- | --- | --- |
|  | Name of the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Type of report | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Financial year/period end | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Name of auditor | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Requirements under Section E of the UTF Guidelines** | | | | |
| ***Fund Information*** | | | | |
|  | Paragraph (6)(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (6)(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (6)(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (6)(d) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (6)(e) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Fund Performance*** | | | | |
|  | Paragraph (7)(a)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(iii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(iv) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(v) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(vi) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(vii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(viii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(ix)(A) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(ix)(B) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(a)(x) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(b)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(b)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(b)(iii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (7)(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (12) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Manager’s Report*** | | | | |
|  | Paragraph (13) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(d) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(e) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(f) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(g) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(h) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(j)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(j)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(k) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(l) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(m)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(m)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(n) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(o) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(p) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(q) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (15)(r) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Trustee’s Report – Prepared in accordance with paragraph (18) and Appendix I of Schedule E of the UTF Guidelines*** | | | | |
|  | Paragraphs (16) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (17) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (19) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Shariah Adviser’s Report – Prepared in accordance with paragraph (21) and Appendix II of Schedule E of the UTF Guidelines*** | | | | |
|  | Paragraph (20) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Financial Statements*** | | | | |
|  | Paragraph (22) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (23) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (24) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***A***(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***A***(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***A***(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***A***(d) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***B*** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***C***(a)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***C***(a)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***C***(a)(iii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***C***(a)(iv) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***C***(a)(v) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (25)***C***(b)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (25)***C***(b)(v) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (25)***C***(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (25)***D*** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (25)***F***(e)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***F***(e)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***F***(f) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***F***(g) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***F***(h) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***F***(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***F***(j)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (25)***F***(j)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| ***Additional contents of a fund’s annual or semi-annual report*** | | | | |
|  | Paragraph (27) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (28) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (29)(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (29)(h) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (30)(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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|  | Paragraph (30)(c) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (30)(d) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (30)(e) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (30)(f)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (30)(f)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (30)(g)(i) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph (30)(g)(ii) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Additional requirements on Islamic fund with *waqf* feature under Chapter 12 of the UTF Guidelines** | | | | |
|  | Paragraph 12.20(a) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Paragraph 12.20(b) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Documents required to be submitted to the SC

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | 1. The lodgement of an annual report; or 2. The submission of a semi-annual report,   of a fund with the SC |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| Three (3) copies of the annual report/semi-annual report (Fund Report) | |  |
| Minimum content checklist of the Fund Report (see Part B of this Section) | |  |
| Lodgement fee and the Fee Computation Checklist  *(apply only to lodgement of annual report)* | |  |

*[The rest of this page is intentionally left blank]*

# NOTIFICATION TO THE SC

## General – Documents required to be submitted to the SC

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The notification being submitted including details |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
| Supporting information/document | |  |
|  | For notification on appointment or resignation of Shariah adviser, please provide information required in Part B of this Section |  |
|  | For notification on appointment of an external fund manager, please provide information required in Part C of this Section |  |
|  | For notification on passing a resolution during a unit holders’ meeting, a copy of minute of the meeting |  |
|  | For notification on the court confirming the unit holders’ resolution to terminate the fund, a copy of the court order |  |
|  | For notification on commencement of termination of a fund/class of units of a fund, please provide information required in Part D of this Section |  |
|  | For notification on completion of termination of a fund/class of units of a fund, confirmation from the trustee of the terminated fund on the following:   1. The assets of the fund have been realised and distributed to unit holders; and 2. The management company has managed the fund as prescribed by the deed and relevant laws. |  |
|  | For notification on unit split exercise, the cover letter must state the date of current exercise and date of previous exercise (if any) and to provide a copy of trustee’s verification on compliance with paragraph 9.16 of the UTF Guidelines |  |
|  | For notification on the change to the timing of issuance of the annual report or semi-annual report of a fund (that is being terminated), the cover letter must also state the expected date of the issuance of the said report |  |
|  | For notification on the change of a fund’s annual or semi-annual financial period (other than a fund being terminated), the cover letter must also state the reasons for the change and any other matters that need to be brought to the attention of unit holders |  |
|  | For notification on suspension of dealing in units of a fund, the cover letter must state this fact, including –   1. the period of suspension or any extension of suspension 2. the reason(s) for the suspension or extended suspension,   as the case may be |  |
|  | For notification on resumption of dealing in units (after any suspension), the cover letter must state the proposed resumption and the date of the proposed resumption |  |
|  | Where a fund is to be marketed or distributed outside Malaysia, the cover letter must contain information as required in chapter 6.0 of the SC’s *Guidelines on Marketing and Distribution of Unit Trust Funds* |  |
|  | For other notifications, please provide details below:  Click or tap here to enter text. |  |

*[The rest of this page is intentionally left blank]*

## Notification of appointment/resignation of Shariah adviser

|  |  |  |
| --- | --- | --- |
| Name of management company | : | Click or tap here to enter text. |
| Name of fund(s) | : | Click or tap here to enter text. |

**Appointment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Effective date of appointment | | : | Click or tap here to enter text. |
|  | If Shariah Adviser is a corporation, please state the name of the corporation and tick (✓) where applicable – | | | |
| Name of corporation: Click or tap here to enter text. | | | |
|  | A corporation registered with the SC which is independent from the management company and does not hold officer as a member of oversight arrangement of the same fund or any other funds managed or administered by the management company –   * Date of registration: Click or tap to enter a date. * Date of expiry of registration: Click or tap to enter a date. | | |
|  | A licensed Islamic bank | | |
|  | A licensed bank or investment bank approved to carry on Islamic banking business | | |
|  | If Shariah adviser comprise of individuals, please state the name of the individuals and indicate if the person is independent from the management company and does not hold officer as a member of oversight arrangement of the same fund or any other funds managed or administered by the management company:   | **No.** | **Name** | **Independent?**  **(Y/N)** | | --- | --- | --- | |  | Click or tap here to enter text. | Click or tap here to enter text. | |  | Click or tap here to enter text. | Click or tap here to enter text. | |  | Click or tap here to enter text. | Click or tap here to enter text. | |  | Click or tap here to enter text. | Click or tap here to enter text. | |  | Click or tap here to enter text. | Click or tap here to enter text. | | | | |

***Note****: Please use the add row function if the rows provided are insufficient*

**Resignation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Effective date of resignation | : | Click or tap here to enter text. |
|  | If Shariah Adviser is a corporation, state the name of the corporation and tick (✓) where applicable – | | |
| Name of corporation: Click or tap here to enter text. | | |
| corporation registered with SC  licensed Islamic bank  licensed bank or investment bank approved to carry on Islamic banking business | | |
|  | If Shariah Advisers are individuals, state the name of the individuals below:   | **No.** | **Name** | | --- | --- | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. | |  | Click or tap here to enter text. | | | |
|  | Reasons for resignation: Click or tap here to enter text. | | |

***Note on item 3****: Please use the add row function if the rows provided are insufficient*

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## Notification of appointment of an external fund manager

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of fund(s)  Click or tap here to enter text. | | |
|  | Name of fund management company (FMC)  Click or tap here to enter text. | | |
|  | Date of incorporation of FMC  Click or tap to enter a date. | | |
|  | Name of securities regulator regulating the FMC  Click or tap here to enter text. | | |
|  | Describe the portfolio being delegated, e.g. entire fund portfolio, equity portfolio  Click or tap here to enter text. | | |
|  | Please indicate whether the officer of the FMC is in compliance with paragraph 4.09(a) of the UTF Guidelines in relation to holding office as a member of the oversight function of any fund for which the FMC is appointed to manage: | | | |
|  | Yes | | |
|  | No – please indicate where in the cover letter the information on the relief from the UTF Guidelines (either being sought or have obtained) is provided –  Click or tap here to enter text. | | |
|  | Not applicable – Please tick (✓) where applicable - | | |
|  | The FMC is an ultimate holding company which wholly-owns the management company | |
|  | The FMC is a wholly-owned subsidiary of the management company | |
|  | The FMC and the management company are wholly-owned subsidiaries of the same ultimate holding company | |
|  | Please indicate whether the officer of the FMC is in compliance with paragraph 4.09(b) of the UTF Guidelines in relation to holding office as a member of the Shariah adviser of any fund for which the FMC is appointed to manage: | | | |
|  | Yes | | |
|  | No – please indicate where in the cover letter the information on the relief from the UTF Guidelines (either being sought or have obtained) is provided –  Click or tap here to enter text. | | |

## Notification on commencement of termination of a fund/class of units of a fund

|  |  |
| --- | --- |
|  | Name of fund, or for termination of class of units of a fund, the name of the class(es) of units of the fund:  Click or tap here to enter text. |
|  | Date of Termination Notice[[11]](#footnote-11): Click or tap to enter a date. |
|  | Reason for termination[[12]](#footnote-12):  Click or tap here to enter text. |
|  | Where applicable, select the item below and provide the date –  unit holders’ meeting where approval to terminate is obtained;  maturity date of the fund;  transfer scheme is to come into effect; or  court’s confirmation on unit holders’ resolution to terminate the fund.  Click or tap to enter a date. |
|  | Size of the fund (as at the latest practicable date prior to the Termination Notice)  Click or tap here to enter text. |
|  | Number of unit holders remaining in the fund (as at the latest practicable date prior to the Termination Notice)  Click or tap here to enter text. |
|  | Last date of sale of units: Click or tap to enter a date. |
|  | The copy of the Termination Notice is enclosed: |

*[The rest of this page is intentionally left blank]*

# RISK MANAGEMENT POLICY AND PROCEDURES OF A FUND

## Information on submission

1. The submission of the documentation on risk management policy and procedures (RMP Documentation) is in relation to –

|  |  |
| --- | --- |
|  | a proposed new unit trust fund |
|  | an existing unit trust fund |

1. Please indicate the applicable submission:

|  |  |
| --- | --- |
|  | First-time submission of the RMP Documentation |
|  | Submission of updated RMP Documentation   1. Date of initial submission: Click or tap to enter a date. 2. If the RMP Documentation has been updated prior to this submission, the date of submission of the last update: Click or tap to enter a date. |

## Information on the fund

1. Name of fund/proposed fund: Click or tap here to enter text.
2. If the fund is an authorised fund, the date of unit holders’ approval to allow investment in new or higher risk investments: Click or tap to enter a date.

***Note:*** *Please ensure the necessary notification is submitted to the SC*

1. Types of new or higher risk investments. Please select the applicable investment(s) or activity(ies) that apply/ies to the fund:

|  |  |
| --- | --- |
|  | Investment in derivatives (other than for the sole purpose of hedging) |
|  | Investment in digital assets |
|  | Undertake securities lending activity |
|  | Undertake sale and repurchase transactions |
|  | Undertake reverse repurchase transactions |

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## Guidance and minimum content of RMP Documentation

1. Overview on preparation of the RMP Documentation
2. The RMP Documentation should be a stand-alone document that includes all relevant information with appendices that are clear and understandable.
3. Management company must comprehensively document the processes to identify, monitor, measure and manage the various risks associated with investments or activities in Part B of this Section.
4. The primary components of a sound risk management process are follows:
5. A comprehensive risk measurement approach;
6. A detailed structure of limits, guidelines and other parameters used to govern risk taking; and
7. A strong management information system for controlling, monitoring and reporting risks.
8. Guidance for a RMP Documentation

***Note:*** *The items below are not exhaustive and should not be relied upon solely. Further, the SC may require further details be included when deem necessary.*

|  | **Content Item** | **Section/ Item No.** | **Page** | **Remark** |
| --- | --- | --- | --- | --- |
| **Investment in derivatives (FDI)** | | | | |
|  | Details of all FDI to be used by the fund, the purpose of the use and the risks the FDI might pose to the fund | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the valuation and pricing methodology for FDI | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the risk management processes and systems used in relation to FDI | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of the units and personnel responsible for risk management | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of systems and technology used, including description of stress testing and back testing methodologies | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of the contingency plans regarding credit events of the counterparty | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details on management company’s policies on expertise required to trade FDI as well as manage their related risks including how they are monitored and validated | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description on how the relevant requirements in the UTF Guidelines are adhered to including ensuring the fund is able to meet its payment and delivery obligations incurred resulting from the transactions in FDI, whether for hedging or for investment purposes | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Securities lending, sale and repurchase transactions and reverse repurchase transactions (collectively referred to as “securities financing transaction”)** | | | | |
|  | Parties involved: Borrower’s agent, borrower, and lending agent | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Purpose of the transaction(s) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Term of the securities financing transaction arrangement: borrowing tenure, rate, amount in monetary value, securities details (units and code) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the collateral received from borrower including type, issuer rating, amount, fair value method to price the collateral | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the method in determining the borrowing rate | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of how the collateral is custodised | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of risk assessment process including the analysis of risk on the securities financing transaction arrangement (credit risk, liquidity risk, interest rate risk, maturity risk profile) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of how the company’s policies adhere to the relevant guidelines relating to securities financing transaction | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Risk Management policy and process in executing securities financing transaction | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Investment in digital assets** | | | | |
|  | Description of the valuation and pricing methodology for digital assets, and the basis in selecting the valuation method | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the risk management processes and systems used in relation to digital assets, including the type of system (whether it is investment management system, valuation system, accounting system and etc.) being used | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of the units and personnel responsible for risk management | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details of the management company’s policies on expertise required to trade digital assets as well as manage their related risks including how they are monitored and validated | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the risk management process in assessing the digital asset exchanges in which the digital assets will be traded. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of how the digital assets are custodised | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Description of the company’s policies in complying with the relevant guidelines on digital assets | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Risk Management policy and process in executing investment in digital assets | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Others** | | | | |
|  | Details on liquidity risk management policies and procedures, which should –   1. cover the entire life cycle of the fund; 2. be reviewed regularly and updated as and when there are material changes.   *Examples of material changes are investments into new asset class, substantial change of liquidity profile of a fund, etc.* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  | Details on credit risk management | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*[The rest of this page is intentionally left blank]*

## Documents required to be submitted to the SC

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | The submission of a RMP Documentation for a fund |  |
|  | Details of pre-consultation with the SC (see Introduction & Instructions) |  |
|  | An acknowledgement that the receipt or acceptance of the RMP documentation by the SC does not represent that the SC endorses the document |  |
|  | Information as required in item 3) of the General instructions in these UTF Forms |  |
|  | RMP Documentation |  |
|  | Section N of these UTF Forms |  |
|  | For a submission of an update to RMP Documentation, the list of amendments |  |

*[The rest of this page is intentionally left blank]*

1. Available at [www.sc.com.my](http://www.sc.com.my) [↑](#footnote-ref-1)
2. For Country-specific Government Bond or Fixed Income Fund, please also provide details in Part C – Appendix III of this Section. [↑](#footnote-ref-2)
3. If the fund may invest in warrants or convertible securities, question 7 apply [↑](#footnote-ref-3)
4. If the fund management function may be undertaken internally and by an external fund manager (e.g. investments for liquid assets will be carried out internally but investment of other investment instruments will be carried out externally), please tick both checkboxes. [↑](#footnote-ref-4)
5. Exception to this question is only provided for target fund that is a ‘physically-backed metal ETF’ as defined in the UTF Guidelines. [↑](#footnote-ref-5)
6. If the use of derivatives is for more than one (1) purposes, please indicate all the purposes. [↑](#footnote-ref-6)
7. Paragraph 6.11(b)(ii) and to refer to the accompanying guidance to this requirement [↑](#footnote-ref-7)
8. Please refer to the Guidance to the UTF Guidelines for the rating [↑](#footnote-ref-8)
9. The letter from the trustee must be prepared in accordance with item 3) of the General instructions [↑](#footnote-ref-9)
10. Once the deed is stamped, the submission of the stamped deed must be accompanied by a cover letter that is prepared in accordance with item 3) of the General instructions [↑](#footnote-ref-10)
11. ‘Termination Notice’ has the meaning assigned to it in the UTF Guidelines [↑](#footnote-ref-11)
12. Please explain the reason for terminating the fund or class of units of the fund, for example:

    The fund has reached its maturity

    The class or fund has left with no assets and/or no unit holders, and to explain the reason that led to the fund/class to have no assets and/or no unit holders

    Non-commencement of the fund, and to explain on what is the reason for the non-commencement of the fund

    Unit holders’ approval have been obtained to terminate the fund/class, and to explain the background which led to the decision to seek for unit holders’ approval to terminate the fund

    Small fund size and no unit holders’ approval need to be obtained for terminating the fund/class, and to explain the reason that resulted in the small fund size and under which provisions in the deed of the fund that a management company can terminate the fund/class [↑](#footnote-ref-12)