|  |
| --- |
| **FORMS IN RELATION TO WHOLESALE FUND (WF FORMS)** |

**Introduction & Instructions:**

***Introduction***

1. This document contains WF Forms to be submitted to the Securities Commission Malaysia (SC) in relation to a wholesale fund seeking qualification as a sustainable and responsible investment (SRI) fund or relief from complying with the requirements of the *Guidelines on Unlisted Capital Market Products under the Lodge and Launch Framework* (UCMP Guidelines) or submission of annual report of a wholesale fund or submission of risk management policy and procedures of a wholesale fund. These WF Forms are as follows:

***Contents***

[SECTION A: APPLICATION TO QUALIFY AS AN SRI FUND A-1](#_Toc138236283)

[SECTION B: APPLICATION FOR RELIEF FROM COMPLYING WITH REQUIREMENTS B-1](#_Toc138236284)

[SECTION C: SUBMISSION OF ANNUAL REPORT OF A FUND C-1](#_Toc138236285)

[SECTION D: RISK MANAGEMENT POLICY AND PROCEDURES FOR DIGITAL ASSETS D-1](#_Toc138236286)

[Part A: Information on submission D-1](#_Toc138236287)

[Part B: Information on the fund D-1](#_Toc138236288)

[Part C: Guidance and minimum content of RMP Documentation D-2](#_Toc138236289)

[Part D: Documents required to be submitted to the SC D-8](#_Toc138236290)

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

1. Please read the instructions and questions carefully before completing the form.
2. The submission of the WF Forms must be **accompanied by a cover letter that meets the following requirements**:
3. It is addressed to person as mentioned in item 9) of these Introduction & Instructions;
4. Contains –
   1. information as specified in the respective section(s) of these WF Forms;
   2. a declaration that the information in the cover letter and in the WF Forms being submitted to the SC is true, complete and accurate;
   3. 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 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 fund management company; or
    2. two (2) authorised signatories of the advisers (where an adviser is appointed to make the submission); 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.
16. Please **only submit** the section(s) or part(s) of the section(s) of these WF Forms that applies/apply to the submission.
17. The requirements of the *Capital Markets & Services Act 2007*, the SC’s guidelines and relevant laws should prevail in the event of any inconsistency in the forms.
18. All applications 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.
19. All submission documents must be **text-searchable format (PDF-text)**.
20. The submission documents must be submitted via e-mail to [**MISsubmissions@seccom.com.my**](mailto:MISsubmissions@seccom.com.my), up to 30MB in size per e-mail.
21. Submission must be addressed to the SC as follows:
22. Where the submission file contains **application for the SC’s approval**:

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 **submission of** **annual report of a fund or submission of documents**:

Head of Department

Managed Investment Schemes

Corporate Finance and Investments

Securities Commission Malaysia

3 Persiaran Bukit Kiara

Bukit Kiara

50490 Kuala Lumpur

*[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 information memorandum or disclosure document |  |
| Draft product highlights sheet (where applicable) |  |
| 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 WF Forms |  |

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

# APPLICATION FOR RELIEF FROM COMPLYING WITH REQUIREMENTS

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

*Please note any relief must be obtained prior to lodgement.*

| **Documents** | | **SC’s internal use** |
| --- | --- | --- |
| Cover letter, specifying the following: | |  |
|  | The requirement of the guidelines being sought for a relief |  |
|  | Details of the relief sought |  |
|  | Justifications for the relief sought |  |
|  | Information as required in item 3) of the General instructions in these WF Forms |  |
| Where applicable, statement from the trustee that the relief does not jeopardise unit holders’ interest | |  |
| Approval or clearance letter from other authorities | |  |
| Application fee and the Fee Computation Checklist | |  |

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

# SUBMISSION OF ANNUAL REPORT OF A FUND

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

|  |  |  |
| --- | --- | --- |
| **Documents** | | **SC’s internal use** |
| Cover letter, specifying the following: | |  |
|  | The submission of an annual report of a fund with the SC |  |
|  | Information as required in item 3) of the General instructions in these WF Forms |  |

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

# RISK MANAGEMENT POLICY AND PROCEDURES FOR DIGITAL ASSETS

## Information on submission

1. Name of fund / proposed fund : Click or tap here to enter text.
2. The submission of the documentation on risk management policy and procedures (RMP Documentation) is in relation to –

|  |  |
| --- | --- |
|  | a proposed new wholesale fund |
|  | an existing wholesale fund |

1. Please indicate the applicable submission:

|  |  |
| --- | --- |
|  | First-time submission of the RMP Documentation, the date of clearance for the pre-consultation of the RMP Documentation: Click or tap to enter a date. |
|  | 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. |

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

## 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 the fund’s investment.
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 an 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 digital assets** | | | | |
|  | Details of the fund management company’s policies on expertise required to trade digital assets as well as manage the 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 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 process 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 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 risk management process in assessing the digital assets 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. |
|  | Details on liquidity risk management policies and procedures, which should –  (a) cover the entire life cycle of the fund; and  (b) be reviewed regularly and updated as and when there are material changes | 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 wholesale fund |  |
|  | Details of pre-consultation with the SC |  |
|  | 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 D of these WSF Forms |  |
|  | For a submission of an update to RMP Documentation, the list of amendments highlighting the original provisions and the amended provision as well as the rationale for such amendments |  |

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