|  |  |
| --- | --- |
|  | **Investment Funds:****ANNUAL REVIEW****(Primary listed)** |

**Name of issuer: …………………………………………………………………**

**Date of first listing: …………………………………………………………………**

**Listed Security Classes: …………………………………………………………………**

**Closed/Open ended: …………………………………………………………………**

**Financial Year End: …………………………………………………………………**

**Confirmation of contact …………………………………………………………………**

**Name for continuing obligation …………………………………………………………………**

**Queries and email: …………………………………………………………………**

**SUBMITTED BY ………………………………………………(ISSUER/LISTING AGENT)**

**SIGNED BY…………………………………………………………………………..**

**DATE: …………………………………………………………………………………**

|  |
| --- |
| ***Note: A full and complete copy of the annual accounts should be attached to this annual review checklist.***  |
| **Annual Review:**  | **Answer**  | **Comments**  |
| Announcements on CSX webpage Have all required announcements been made on the CSX’s webpage?  | **YES/NO** |  |
| Notification of net asset value (LR9.85) Issuer must notify the CSX without delay, for dissemination by the CSX, whenever is calculated, of the net asset value of its listed securities. Frequency of NAV calculation: ………………………………………..Confirm timely submission of NAV: ……………………………………….Confirm who is submitting NAV: ………………………………………..Confirm who is inputting NAV: ………………………………………..Confirm that Administrator User Agreement has been signed and submitted to the CSX:  | **YES/NO****YES/NO**  |  |
| New developments and matters requiring prior consultation (LR9.82 and LR9.95) Has the issuer notified the CSX of any new developments which are not public knowledge and which may reasonably be expected to affect materially the financial position or general course of business of the listed fund or the market activity in and the price of its listed securities? Has the issue or its listing agent consulted with the CSX in advance of any matter which, in the reasonable opinion of the issuer, may affect the suitability of the issuer for listing or may materially adversely affect the interests of security holders. | **YES/NO****YES/NO**  |  |
| Equality of treatment (LR9.83) Has the issuer ensured equal treatment of all holders of its listed securities of the same class? | **YES/NO**  |  |
| Exercise of rights (LR9.84) Has the issuer ensured that all the necessary information and facilities are made available to holders of its listed securities in order to enable them to exercise their rights in relation to such securities?  | **YES/NO**  |  |
| General obligation of disclosure (LR2.39) Confirm that all notifications been filed with the CSX, holders of the shares and public and all respective announcements been made to the CSX of all information which: (i) is necessary to enable them and the public to appraise the financial position of the issuer and its group;(ii) is necessary to avoid the establishment of a false market in its securities; and(iii) might reasonably be expected materially to affect market activity in and the price of its securities.  | **YES/NO**  |  |
| Trading Are the securities traded? | **YES/NO**  |  |
| Annual listing fee (LR9.117) Confirm that the annual listing fee has been paid.  | **YES/NO** |  |
| Capital related matters and Dividends (LR9.91) Has there has been: 1. any decision to declare or pay any dividend or to make any other distribution on its listed securities and amount of the dividend, record date and payment date.
2. any preliminary announcement of profits or losses for any year, or other period?
3. any proposed change in the capital structure, including any redemption of its listed securities?
4. any purchase of own securities?
 |  |  |
| Suspensions (LR9.86-9.90)Was there any suspension in the calculation of net asset value or of subscriptions or redemptions? If yes, what are the actions to resume the operations and is the issuer sending regular updates to the CSX? Note: the CSX may also consider suspension of listing. Has the issuer also suspended subscriptions or the price of the listed securities based on net asset value is still capable of calculation through objective and reliable means? *NOTE: The decision to lift a suspension in the calculation of net asset value or of subscriptions or redemptions should be notified to the CSX without delay, for dissemination*.  | **YES/NO****YES/NO** |  |
| Directors’ Details (LR9.96 (f)) Have there have been and changes to the directors of the issuer or its investment manager? If yes, confirm any resignation/appointment of directors has been notified to the CSX and that the Appendix 3A (Director’s Declaration) has been completed and submitted to the CSX? Have announcements been made of change of directors on the CSX’s webpage?  | **YES/NO/NA****YES/NO/NA****YES/NO/NA** |  |
| Custodian/auditor/administrator/ registrar and transfer agent/ registered address Have there have been and changes to any of the above during the review period? If yes, has the issuer notified the CSX of any such changes?  | **YES/NO/NA** |  |
| Other Disclosures (LR9.96) Have the issuer notified the CSX about any of the following changes: 1. any material change in the investment fund’s constitution;
2. any change in the rights of any class of listed securities.
3. any change in the general character or nature of the investment fund (including if the fund becomes an umbrella or feeder fund).
4. the creation of any additional classes of security in the investment fund (whether such classes are listed or not).
5. any material change in the investment policies or objectives, investment restrictions or borrowing restrictions of the issuer;
6. any changes in directors of the investment fund and in directors of the investment manager.
7. any changes in the service providers or auditors of the investment fund.
8. any change in the way in which net asset value or issue or redemption prices are calculated.
9. any change in the frequency of calculation of the net asset value or the frequency of subscriptions or redemptions.
10. any intention of the investment fund to extend the life of or terminate the investment fund or to compulsorily redeem all of its securities;
11. the redemption of all of its securities;
12. any change in the status of the investment fund for taxation purposes;
13. the investment fund agreeing to acquire from or dispose of an investment to a member of the investment fund family, unless such transaction has been fully disclosed in the listing document;
14. the investment fund agreeing to acquire or dispose of an asset in which a director or member of the investment fund family is materially interested, unless such transaction has been fully disclosed in the listing document;
15. unless otherwise disclosed as an investment objective or policy of the investment fund, the incurring of any material debt;
16. so far as is known to any director of the investment fund, there occurs any material change in the holdings or identity of any persons who, directly or indirectly, jointly or severally, exercise or could exercise control over the investment fund;
17. any involvement in material litigation proceedings (where the amount involved is equal to or greater than twenty per cent. of the book value of the existing net assets of the investment fund);
18. if its securities cease to be listed on another stock exchange or if it is the subject of disciplinary action by another stock exchange or any other securities regulatory body; and
19. any change in the fund’s registered or principal office.
 |  |  |
| Financial Information (LR9.94)\_ Annual accountsHave the annual accounts been sent to the CSX within nine (9) months of the end of the period of which they relate? Confirm that the announcement has been made on the CSX website to include a copy of the annual accounts? Have the annual accounts been sent to every holder of its listed securities as soon as they have been published and copies available to investors or prospective investors upon request?Are annual financial statements include the following:1. a detailed analysis of the fund’s portfolio of investments by type of security (equity securities, convertible securities, fixed income securities, types or categories of derivative products, currencies and other investments) and by broad industrial or commercial sector and, where appropriate, geographical area, giving the market value of each category so analysed or such other portfolio details as may be agreed by the Exchange;
2. a statement as at the end of the relevant financial year showing:
	* 1. the interests of any director, investment manager or investment adviser in the securities of the investment fund or any subsidiary, distinguishing between beneficial and non-beneficial interests;
		2. details of any right to subscribe for securities of the fund granted to any director, investment manager or investment adviser of the fund, and of the exercise of any such right;
		3. the interests of each director of the fund in any entity which receives fees or other compensation from the fund; and
		4. details of any material transaction with the fund’s directors, investment manager, investment adviser, other service provider or any of their affiliates or any other party that may exert significant influence over the fund.
3. in the event the operating results shown by the financial statements for the period under review differ materially from any published forecast made by the fund, an explanation for the difference;
4. details of any emoluments or other income payable by the fund to the directors, service providers or any of their associates during the period under review; and
5. details of any arrangements whereby a director or any service provider has waived or agreed to waive any emoluments from the fund or any subsidiary undertaking.

  |  |  |
| Interim accounts Does the issuer prepare the interim accounts? If yes, has a copy of the interim accounts been submitted to the CSX?  | **YES/NO****YES/NO** |  |
| Audit and audit opinion (LR9.92(a),(b),(c) and(g)) Confirm that the annual financial statements were: 1. prepared in accordance with International Accounting Standards, United States, United Kingdom or Canadian generally accepted accounting principles or other standards acceptable to the Exchange;
2. independently audited and reported on in accordance with International Standards on Auditing or other standards acceptable to the Exchange;
3. prepared in consolidated form if the issuer has subsidiaries.

Confirm that, if the financial statements are qualified a matter affecting the issuer has been adequately explained so as to enable the investors to make properly informed assessment of the significance of the matter.  | **YES/NO****YES/NO****YES/NO****YES/NO** |  |
| Closed – ended funds (LR9.99-9.100) Has there has been:1. any material change in the holdings or identity of any substantial shareholder[[1]](#endnote-1), stating the name of the person and the amount of the person’s interest.
2. The free float percentage of listed securities which are in hands of public fall below the minimum levels required.
 |  |  |

1. *Substantial shareholder means any member who holds 10% or more of the securities.* [↑](#endnote-ref-1)