

**Know Your Customer Requirements Checklist**  
**Investor Version Oct 2016**

Investors are required to provide an original or original certified true copy\*\*\* of all documents outlined under the applicable category:

Category	Requirements
<b>Individuals</b>	<ol style="list-style-type: none"> <li>1. Valid passport with photograph, name, date of birth and nationality**** (and name change document if applicable).</li> <li>2. Residential and permanent (if different) address proof e.g. copy of utility bill or bank statement issued within the last three months and displays name as per registration. E-statements and P.O. Box mailing addresses are not acceptable.</li> <li>3. Information on occupation and source of funds for investment (a declaration on the subscription form or a signed letter will suffice)</li> </ol>
<b>Corporations</b>	<b>Corporation is listed or regulated in an approved country*</b>
	<ol style="list-style-type: none"> <li>1. Certificate of incorporation or equivalent (and certificate on change of name if applicable)</li> <li>2. Evidence of listing or regulated in an approved country* (e.g. extract from Bloomberg / Reuters / stock exchange / regulator website)</li> <li>3. List of directors</li> <li>4. Signed board resolution authorising the investment and conferring authority on those giving instructions</li> <li>5. Authorised signature list with specimen signatures</li> <li>6. Valid passport with photograph, name, date of birth and nationality**** (and name change document if applicable) of all authorised signers</li> </ol> <p><b>OR</b></p> <p>Written representation from an independent department within the company (e.g. compliance, audit, human resources) confirming the authorised signers have the authority to act and their identities are verified.</p> <p><b>Additional requirements:</b></p> <p>If the company invests for its own account:</p> <ul style="list-style-type: none"> <li>○ Confirmation that the investment is made for the company’s own account and not on behalf of any other party (a declaration on the subscription form or a signed letter will suffice)</li> <li>○ Confirmation on the source of funds for investment (a declaration on the subscription form or a signed letter will suffice)</li> </ul> <p>If the company invests in the capacity of a nominee:</p> <ul style="list-style-type: none"> <li>● Provide additional documents as outlined under the “nominee” section</li> </ul> <p>If the company is an investment vehicle:</p> <ul style="list-style-type: none"> <li>● Provide additional documents as outlined under the “investment vehicle” section</li> </ul>
	<b>Corporation is <u>not</u> listed or regulated in an approved country*</b>
<ol style="list-style-type: none"> <li>1. Certificate of incorporation or equivalent (and certificate on change of name if applicable)</li> <li>2. Memorandum &amp; articles of association</li> <li>3. Company search report issued within the last six months <ul style="list-style-type: none"> <li>● For companies incorporated in Hong Kong, provide full company search report issued by Hong Kong Company Registry</li> </ul> </li> </ol>	

- For companies incorporated outside of Hong Kong, provide company search report issued by the company registry in the place of incorporation **or** certificate of incumbency issued by lawyer/accountant/the registered agent of the company in the place of incorporation (within 6 months if the document is provided by the investor). In any case, the document must include the following details:

- Names of the directors
- Name of shareholders with percentage ownership
- Registered office address in the place of incorporation
- The company is still registered and has not been dissolved, wound up or struck off

4. Valid passport with photograph, name, date of birth and nationality\*\*\*\* (and name change document if applicable) of the following individuals

- At least 2 directors (including the managing/ executive director)
- All authorised signers

5. Residential and permanent (if different) address proof e.g. copy of utility bill or bank statement issued within the last three months and displays name as per registration of the following individuals. E-statements and P.O. Box mailing addresses are not acceptable.

- At least 2 directors (including the managing/ executive director)
- All authorised signers

6. Signed board resolution authorising the investment and conferring authority on those giving instructions

7. Authorised signature list with specimen signatures

**Additional requirements:**

If (i) the company does not incorporate in a country which issuance of bearer share is prohibited by law and

(ii) issuance of share in bearer form is allowed as specified on Memorandum & Articles of Association:

- Proof that the company is majority owned by an entity listed in approved country; or
- Bearer share declaration

If the company invests for its own account:

- Proof of business/ principle operating address (if different from registered address and corporate is not an investment vehicle or invest in the capacity of a nominee)
- Confirmation that the investment is made for the company's own account and not on behalf of any other party (a declaration on the subscription form or a signed letter will suffice)
- Confirmation on the source of funds for investment (a declaration on the subscription form or a signed letter will suffice)
- Organisation chart certified by a lawyer/ accountant/ company secretary to be correct and accurate. Where a company has ownership structure which is made up of several layers, the organisation chart should include the following details of each intermediate company:
  - Name of companies/ individuals
  - Ownership percentage
  - Place of incorporation
  - Country of business address

- Valid passport with photograph, name, date of birth and nationality \*\*\*\* (and name change document if applicable) of the following individuals

- Each beneficial owner owning or controlling 10% or more of the company

- Residential and permanent (if different) address proof e.g. copy of utility bill or bank statement issued within the last three months and displays name as per registration of the following individuals. E-statements and P.O. Box mailing addresses are not acceptable.

- Each beneficial owner owning or controlling 10% or more of the company

If the company invests in the capacity of a nominee:

- Provide additional documents as outlined under the “nominee” section

If the company is an investment vehicle:

	<ul style="list-style-type: none"> <li>• Provide additional documents as outlined under the “investment vehicle” section</li> </ul>
<b>Partnerships</b>	<ol style="list-style-type: none"> <li>1. Certificate of partnership/ business registration (and name change document if applicable)</li> <li>2. Executed partnership agreement</li> <li>3. Written representation on the following information: <ul style="list-style-type: none"> <li>• Full name of all partners and individuals who exercise control over the management of the partnership.</li> <li>• Full name of all partners who are empowered to give instructions (or the GP in the context of a limited partnership)</li> <li>• Number of individuals owning or controlling 10% or more of the partnership’s capital or profit or voting rights.</li> <li>• Full name of individuals owning or controlling 10% or more of the partnership’s capital or profits or voting rights</li> </ul> </li> <li>4. Identification evidence of the following parties in line with the requirements of the applicable category: <ul style="list-style-type: none"> <li>• All partners who are empowered to give instructions or exercise control over the management of the partnership (or the GP in the context of a limited partnership)</li> <li>• All authorised signers</li> </ul> </li> <li>5. Confirmation on the source of funds for investment (a declaration on the subscription form or a signed letter will suffice)</li> <li>6. Mandate/ deed/ resolution from the partnership authorising the transactions and conferring authority on those who will undertake transactions</li> <li>7. Authorised signature list with specimen signatures</li> </ol> <p><b>Additional requirements:</b></p> <p>If the partnership is an investment vehicle:</p> <ul style="list-style-type: none"> <li>• Extract from commercial register</li> <li>• Provide additional documents as outlined under the “investment vehicle” section</li> </ul> <p>If the partnership is not an investment vehicle:</p> <ul style="list-style-type: none"> <li>• Proof of business/ principle operating address</li> <li>• Valid passport with photograph, name, date of birth and nationality**** (and name change document if applicable) of the following individuals <ul style="list-style-type: none"> <li>➤ Each beneficial owner owning or controlling 10% or more of the partnership’s capital or profits or voting rights</li> </ul> </li> <li>• Residential and permanent (if different) address proof e.g. copy of utility bill or bank statement issued within the last three months and displays name as per registration of the following individuals. E-statements and P.O. Box mailing addresses are not acceptable. <ul style="list-style-type: none"> <li>➤ Each beneficial owner owning or controlling 10% or more of the partnership’s capital or profits or voting rights</li> </ul> </li> </ul> <p><b>Note:</b> Where the partners are entities, e.g. the partner is a limited liability company, please provide the identification documents as required under the “corporations” section. For entities that are made up of several layers, please follow the chain of ownership and provide identification documents of the individuals who are the ultimate beneficial owners in line with the requirements under the “Individuals” section. In the context of a limited liability company, documents required of the directors refer to that of the managing members.</p>

<b>Trusts</b>	<b>Trustee is a regulated financial institution in an approved country*</b>
	<ol style="list-style-type: none"> <li>1. Trust deed</li> <li>2. Certificate of incorporation or equivalent of the trustee (and certificate on change of name if applicable)</li> <li>3. List of directors of the trustee</li> <li>4. Extract of authorisation from the relevant regulator confirming that the trustee is regulated in an approved country*</li> <li>5. Written confirmation that the trustee has undertaken identity and anti-money laundering checks on settlors and main beneficiaries to FATF** standards (Please request a standard letter template from the Administrator’s Delegate for this purpose)</li> <li>6. Confirmation on the source of funds for investment (a declaration on the subscription form or a signed letter will suffice)</li> <li>7. Signed trustee resolution/ confirmation authorising the investment and conferring authority on those giving instructions</li> <li>8. Authorised signature list with specimen signatures</li> <li>9. Valid passport with photograph, name, date of birth and nationality**** (and name change document if applicable) of all authorised signers</li> </ol> <p><b>OR</b></p> <p>Written representation from an independent department within the company (e.g. compliance, audit, human resources) confirming the authorised signers have the authority to act and their identities are verified.</p> <p><b>Additional requirements:</b></p> <p>If the trust is an investment vehicle:</p> <ul style="list-style-type: none"> <li>• Extract from commercial register</li> <li>• Provide additional documents as outlined under the “investment vehicle” section</li> </ul>
	<b>Trustee is <u>not</u> a regulated financial institution in an approved country*</b>
	<ol style="list-style-type: none"> <li>1. Trust deed</li> <li>2. Identification evidence of <u>all trustees and authorised signers</u> in line with the requirements of the applicable category, i.e. corporations, individuals etc.</li> <li>3. Confirmation on the source of funds for investment (a declaration on the subscription form or a signed letter will suffice)</li> <li>4. General nature of the trust, e.g. family trust, pension trust, charitable trust etc</li> <li>5. Signed trustee resolution/ confirmation authorising the investment and conferring authority on those giving instructions</li> <li>6. Authorised signature list with specimen signatures</li> </ol> <p><b>Additional requirements:</b></p> <p>If the trust is an investment vehicle:</p> <ul style="list-style-type: none"> <li>○ Extract from commercial register</li> <li>○ Provide additional documents as outlined under the “investment vehicle” section</li> </ul> <p>If the trust is not an investment vehicle:</p> <ul style="list-style-type: none"> <li>• identification evidence of all settlors, protectors/enforcers, beneficial owners who entitled to a vested interest in not less than 10% of the capital of the trust property in line with the requirements of the applicable category, i.e. corporations, trust, partnership, etc</li> </ul>

<b>Investment Vehicles</b>	<b>Category A</b> <b>Entity appointed to carry out due diligence on underlying investors is a regulated financial institution in an approved country*</b>
	<ol style="list-style-type: none"> <li>1. Provide documents of the applicable category based on the legal structure of the investment vehicle, i.e. corporations, partnerships or trusts</li> <li>2. Prospectus (offering document) or equivalent</li> <li>3. Written confirmation that underlying investors have been identified and anti-money laundering checks on the underlying investors in the investment vehicle have been carried out to FATF** standards (Please request a standard letter template from the Administrator’s Delegate for this purpose)</li> </ol>
	<b>Category B</b> <b>Investment vehicle has <u>4 or more investors</u>, and</b> <b>Entity appointed to carry out due diligence on underlying investors is <u>not</u> a regulated financial institution in an approved country*</b>
	<ol style="list-style-type: none"> <li>1. Provide documents of the applicable category based on the legal structure of the investment vehicle, i.e. corporations, partnerships or trusts</li> <li>2. Prospectus (offering document) or equivalent</li> <li>3. Written representation on the following information: <ul style="list-style-type: none"> <li>• Total number of investors</li> <li>• Number of investors holding 10% or more of the investment vehicle</li> <li>• Full name of investors holding 10% or more of the investment vehicle</li> <li>• Full name of beneficial owners owning or controlling 25% or more of the investment vehicle</li> </ul> </li> <li>4. Valid passport with photograph, name, date of birth and nationality**** (and name change document if applicable) of the following individuals: <ul style="list-style-type: none"> <li>• Each beneficial owner owning or controlling 25% or more of the investment vehicle</li> </ul> </li> <li>5. Residential and permanent (if different) address proof e.g. copy of utility bill or bank statement issued within the last three months and displays name as per registration of the following individuals. E-statements and P.O. Box mailing addresses are not acceptable. <ul style="list-style-type: none"> <li>• Each beneficial owner owning or controlling 25% or more of the investment vehicle</li> </ul> </li> </ol> <p><b>Note:</b> For institutional investors, please follow the chain of ownership and provide details and documentation of the individuals who are the ultimate beneficial owners.</p>
<b>Category C</b> <b>Investment vehicle has <u>less than 4 investors</u>, and</b> <b>Entity appointed to carry out due diligence on underlying investors is not a regulated financial institution in an approved country*</b>	
<ol style="list-style-type: none"> <li>1. Provide documents of the applicable category based on the legal structure of the investment vehicle, i.e. corporations, partnerships or trusts</li> <li>2. Prospectus (offering document) or equivalent</li> <li>3. Written representation on the following information: <ul style="list-style-type: none"> <li>• Total number of investors</li> <li>• Number of investors holding 10% or more of the investment vehicle. For investors with 10% or more ownership of the investment vehicle, also include</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>➤ Full name</li> <li>➤ Date of birth</li> <li>➤ Nationality</li> <li>➤ Identity document type and number</li> </ul> <ul style="list-style-type: none"> <li>• Full name of beneficial owners owning or controlling 25% or more of the investment vehicle</li> </ul> <p>4. Valid passport with photograph, name, date of birth and nationality**** (and name change document if applicable) of the following individuals:</p> <ul style="list-style-type: none"> <li>• Each beneficial owner owning or controlling 25% or more of the investment vehicle</li> </ul> <p>5. Residential and permanent (if different) address proof e.g. copy of utility bill or bank statement issued within the last three months and displays name as per registration of the following individuals. E-statements and P.O. Box mailing addresses are not acceptable.</p> <ul style="list-style-type: none"> <li>• Each beneficial owner owning or controlling 25% or more of the investment vehicle</li> </ul> <p><b>Note:</b> For institutional investors, please follow the chain of ownership and provide details and documentation of the individuals who are the ultimate beneficial owners.</p>
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<p><b>Un-Incorporated body</b></p> <p>e.g. Associations, Foundation, clubs and societies</p>	<ol style="list-style-type: none"> <li>1. Copy of certificate of registration/ Application for Charges of Particulars of Registered and Exempted Societies/ Constitution/ By-Laws or equivalent documents</li> <li>2. Written representation on the following information <ul style="list-style-type: none"> <li>• Full name of organization</li> <li>• Business address</li> <li>• Full name of all individuals who exercise ultimate control over the management of the organization</li> <li>• Full name of all beneficial owners (if any) that own or control not less than 10% of its capital or profits or of its voting rights</li> </ul> </li> <li>3. Certification letter issued by a professional independent third party (i.e. lawyer, accountant, notary public in a FATF member country) to confirm the information on written representation is correct and accurate</li> <li>4. Proof of business/ principle operating address (if it is not an investment vehicle)</li> <li>5. Confirmation on the source of funds for the investment (a declaration on the subscription form or a signed letter will suffice)</li> <li>6. Mandate/ deed/ resolution from the organization authorizing the transaction and conferring authority on those who will undertake transactions</li> <li>7. Authorized signature list with specimen signatures</li> <li>8. Valid passport with photograph, name, date of birth and nationality of following individuals: <ul style="list-style-type: none"> <li>• All authorized signors</li> <li>• Individuals who exercise ultimate control over the management of the organization</li> <li>• Beneficial owners (if any) that own or control not less than 10% of its capital or profits or of its voting rights</li> </ul> </li> <li>9. Residential and permanent (if different) address proof of following individuals <ul style="list-style-type: none"> <li>• Individuals who exercise ultimate control over the management of the organization</li> <li>• Beneficial owners (if any) that own or control not less than 10% of its capital or profits or of its voting rights</li> </ul> </li> </ol> <p>Additional requirements for charitable organization:</p> <p>For charitable institution or trust exempt from tax under section 88 of the Inland Revenue Ordinance in Hong Kong or registered with regulated by a governing body in a FATF country:</p>

	<ul style="list-style-type: none"> <li>Letter from Hong Kong Inland Revenue Department as a proof of tax exemption and charitable institution status, or</li> <li>Search for Tax-Exempt Charities in Hong Kong Inland Revenue Department, or equivalent documents to proof registration status of the organization.</li> </ul> <p>For charitable organization that not registered with and regulated by a governing body in a FATF country, please obtain the following information for further review.</p> <ul style="list-style-type: none"> <li>legitimate purpose</li> <li>Years of providing charitable services</li> <li>Countries where significant portion of funds are raised and disbursed</li> <li>Any affiliation with other charitable/ non-profitable/ non-governmental organization, government or state body</li> </ul>
<b>Nominees</b> (Private Bank, Investment Adviser or Nominee Company)	<b>Category A</b> <b>Nominee is a regulated financial institution in an approved country*, or</b> <b>Nominee acts as agent and nominee of a regulated financial institution in an approved country* for the purpose of registering securities beneficially owned by the customers of this regulated financial institution</b>
	<ol style="list-style-type: none"> <li>Provide documents of the applicable category based on the legal structure of the nominee, i.e. corporations</li> <li>Written confirmation that the nominee has undertaken identity and anti-money laundering checks on the underlying investors to FATF** standards (Please request a standard letter template from the Administrator's Delegate for this purpose)</li> <li>Confirmation on the source of funds for investment (a declaration on the subscription form or a signed letter will suffice)</li> </ol>
	<b>Category B</b> <b>Nominees not in Category A</b>
	<ol style="list-style-type: none"> <li>Provide documents of the applicable category based on the legal structure of the nominee, i.e. corporations</li> <li>List of all named underlying investors</li> <li>Identification documentation for all named underlying investors in line with the requirements of the applicable investor category</li> <li>Confirmation on the source of funds for investment (a declaration on the subscription form or a signed letter will suffice)</li> </ol>

The Fund, Investment Manager, Manager or the Administrator (including its delegate or agent) may require other documentation in addition to the items in the above checklist.

In accordance with the anti-money laundering (AML) obligations applicable to the Fund, requests for transfer or payment of redemption proceeds will not be effected until receipt of all outstanding identification documents and information pertaining to AML obligations. None of the Fund, the Investment Manager, the Investment Advisor, the Administrator or their agents or affiliates accepts any responsibility for any loss caused as a result of any such delay or refusal to process transfer requests or effect payment of redemption proceeds (as the case may be) and claims for payment of interest due to such delays will not be accepted.

#### General Instructions

\* Approved country refers to Bermuda and members of FATF\*\* (subject to change from time to time)

\*\* FATF – Financial Action Task Force ([www.fatf-gafi.org](http://www.fatf-gafi.org))

\*\*\* Certified true copy is accepted from an independent suitable certifier, such as lawyer, accountant, notary public, member of the judiciary or director or manager of a regulated credit or financial institution in a jurisdiction that is a FATF\*\* member. The certifier should sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position or capacity. The certifier must indicate that the document is a true copy of the original and that the photo is a true likeness of the individual. Where documents are not in English, a notarised translation is required.

\*\*\*\* Acceptable photo identification must contain an individual's name, date of birth and nationality. If an investor submits a photo identification that does not contain all of his/her name, date of birth and nationality e.g. driver's license, the investor is required to provide additional government-issued identification documents, e.g. certified true copy of birth certificate, citizenship card, etc. For Hong Kong Permanent Residents, Hong Kong Identity Card will be accepted.