

# ICBC ASSET MANAGEMENT (GLOBAL)

## ICBC ASSET MANAGEMENT (GLOBAL) INVESTMENT FUNDS

### Application Form

Please return this form to the Trustee/Registrar by post or by fax.

**Please return this form to Trustee/Registrar**

**Trustee/Registrar:**

**ICBC (Asia) Trustee Company Limited**  
Hong Kong Room 1205-1213, 12/F  
Tower One, The Harbourfront  
18 Tak Fung Street, Hung Hom, Kowloon, Hong Kong

Attention: CUD-Transfer Agent ("ICBC TA")  
Fax No.: +852 2267 1780  
Email: transferagent@icbcasia.com

**Further information can be obtained from the Manager**

**Manager:**

**ICBC Asset Management (Global) Company**  
Unit 2507-2510, 25/F, ICBC Tower  
3 Garden Road, Central  
Hong Kong

Telephone No.: +852 3510 0800  
Fax No.: +852 2537 3433  
Email: enquiry@icbcamg.com

**By completing and signing this form, I/we hereby irrevocably apply to subscribe for units in the sub-fund as set out in this application ("Sub-Fund").**

1. Please read the Explanatory Memorandum ("**Explanatory Memorandum**") of ICBC Asset Management (Global) Investment Funds ("**Fund**") and the Product Key Facts Statement of the Sub-Fund before completing this form.
2. Complete this form in **BLOCK CAPITAL LETTERS** by typing it, or by handwriting it in blue or black pen ink. Do not use correction fluid/tape or pencil. Please initial all corrections you make to this form. Complete one form for each investor (other than in the case of joint investors). Your application will not be processed if this form is completed incorrectly.
3. Please keep a copy of this form for your records.
4. The Manager and/or the Trustee/Registrar may require additional information or documentation in relation to this form to be provided upon request before this subscription for units in the Sub-Fund is approved.
5. **Completed forms must be sent to the Trustee/Registrar by post to its business address, or by fax to its fax number shown above.** Please note that the Manager or the Trustee may, in its absolute discretion, determine whether or not duly signed original applications are also required in respect of applications for subscriptions sent by fax or by electronic means.
6. This form must be accompanied by the documents listed in **Appendix 1** for the relevant investor category.
7. Completed forms should be received by the Registrar prior to the Dealing Deadline (i.e. 1:00 p.m. (Hong Kong time) on each Dealing Day). Subscription applications received before the Dealing Deadline of that Dealing Day will be dealt with on that Dealing Day. Applications received after the Dealing Deadline will be dealt with on the next Dealing Day.
8. Please contact the Manager if you require assistance in completing this form.
9. The Chinese translation of this form is for reference only. If there are inconsistencies between the English version and the Chinese translation, the English version shall prevail to the extent of inconsistencies.
10. Unless otherwise specified, definitions in this form have the meanings given in the latest version of the Explanatory Memorandum of the Fund.
11. Where the investor is a financial institution, broker or other person applying to acquire units in the Fund on behalf of its individual client(s) the investors represents and warrants by signing this form that it has full power and authority on behalf of its individual client(s) to subscribe for units in the Fund and to execute any necessary subscription documentation, including this form on behalf of such client(s).

**Section 1**
**Investor details (For Initial Subscription Only)**

SINGLE APPLICANT	JOINT APPLICANTS
Name (in full): Investor Account No.:	Name (in full): Investor Account No.:
Residential Address:  (No P.O. Boxes accepted for registration purposes)	Residential Address:  (Only the first-named applicant's address will be used for registration purposes)
Occupation: _____ Position: _____ Number of years spent in the occupation: _____	Occupation: _____ Position: _____ Number of years spent in the occupation: _____
I.D./Passport No.:	I.D./Passport No.:
Date of Birth:	Date of Birth:
Place of Birth:	Place of Birth:
Nationality:	Nationality:
Telephone No.:	Telephone No.:
Fax No.:	Fax No.:
Email Address:	Email Address:
Source of Subscription Funds: <input type="checkbox"/> Earnings/ Employment income <input type="checkbox"/> Business profits <input type="checkbox"/> Trust/Inheritance <input type="checkbox"/> Investment income <input type="checkbox"/> Savings <input type="checkbox"/> Client money (i.e. investing on behalf of nominee account or funds) <input type="checkbox"/> Retirement/ pension income <input type="checkbox"/> Sale of assets <input type="checkbox"/> Other, please specify: _____	Source of Subscription Funds: <input type="checkbox"/> Earnings/ Employment income <input type="checkbox"/> Business profits <input type="checkbox"/> Trust/Inheritance <input type="checkbox"/> Investment income <input type="checkbox"/> Savings/investment income <input type="checkbox"/> Client money (i.e. investing on behalf of nominee account or funds) <input type="checkbox"/> Retirement/ pension income <input type="checkbox"/> Sale of assets <input type="checkbox"/> Other, please specify: _____

COMPANIES / PARTNERSHIPS	TRUSTS
Name of Company/Partnership:	Name of Trustee and Trust:
Investor Account No.:	Investor Account No.:
Registered Address:	Registered Address:
(No P.O. Box is acceptable)	(No P.O. Box is acceptable)
Mailing Address:	Mailing Address:
Business Address:	Business Address:
Place of Incorporation/Establishment:	Place of Incorporation/Establishment:
Business Registration No. and Company No.:	Business Registration No. and Company No.:
Telephone No.:	Telephone No.:
Fax No.:	Fax No.:
E-mail Address:	E-mail Address:
Principal Contact Person:	Principal Contact Person:
Principal Business Activities:	Principal Business Activities:
Source of Subscription Funds:	Source of Subscription Funds:
<input type="checkbox"/> Earnings/ Employment income <input type="checkbox"/> Business profits	<input type="checkbox"/> Earnings/ Employment income <input type="checkbox"/> Business profits
<input type="checkbox"/> Trust/Inheritance <input type="checkbox"/> Investment income	<input type="checkbox"/> Trust/Inheritance <input type="checkbox"/> Investment income
<input type="checkbox"/> Savings <input type="checkbox"/> Client money (i.e. investing on behalf of nominee account or funds)	<input type="checkbox"/> Savings/investment income <input type="checkbox"/> Client money (i.e. investing on behalf of nominee account or funds)
<input type="checkbox"/> Retirement/ pension income <input type="checkbox"/> Sale of assets	<input type="checkbox"/> Retirement/ pension income <input type="checkbox"/> Sale of assets
<input type="checkbox"/> Other, please specify: _____	<input type="checkbox"/> Other, please specify: _____
Nature of Business:	Nature of Business:

## Section 2

### Joint Application Authorisation (For Initial Subscription Only)

If there are joint investors, details of the other investors should be provided above. Only the first registered address and the first mailing address stated above will be entered in the register of the Sub-Fund.

In case of a joint application, until further notice in writing, the Fund, the Manager and the Trustee/Registrar are

authorised to rely upon and act in accordance with the instructions, communications and requests and to deal with instruments purporting to be made, drawn, accepted, endorsed or given by post or facsimile from:

- ☐ one joint holder, \_\_\_\_\_, (the joint holder hereby undertakes that any instructions, communications, requests and instruments purporting to be made, drawn, accepted, endorsed or given by any one joint holder is binding on each joint holder)\*; or
- ☐ any of two joint holders\*; or
- ☐ all of the joint holders\*.

\* Please tick whichever box is applicable. Where no indication is made, all of the joint holders will be required to sign any instructions.

### Section 3

### Subscription details

Please indicate the amount you wish to invest in the Sub-Fund.

- ☐ Initial subscription ☐ Subsequent subscription

Name (in full):

Investor Account No.:

Name of Sub-Fund	Class of Units	Amount	Minimum Initial Subscription Amount
ICBC Asset Management (Global) HKD Money Market Fund	Class A		HKD1
	Class B		HKD1
	Class C		HKD1
	Class M		HKD10,000
	Class I		HKD1,000

**The Manager may charge a Subscription Fee in respect of issue of each Unit of up to 5% of the total subscription amount, as the Manager may at its absolute discretion determine. Please refer to the Explanatory Memorandum of the Fund and the Product Key Facts Statement of the Sub-Fund for the current level of Subscription Fee.**

### Section 4

### Payment details and instructions

**Payment for application monies may be made by direct transfer or telegraphic transfer.**

Please indicate your payment method: ☐ Direct transfer (via HK CHATS) ☐ Telegraphic transfer

Notes:

- No cash or third party payment will be accepted.
- If payment is made via Hong Kong Clearing House Automated Transfer System ("HK CHATS") or telegraphic transfer, the remitter must be the investor(s) and the investor(s)' name must be shown on the remittance advice.
- Proof of the aforementioned payment must be provided together with this form duly completed and signed to the Trustee/Registrar.

#### For payment in HKD:

Beneficiary Bank	ICBC (Asia) Ltd, Hong Kong
SWIFT/Bank Code	Swift Code: UBHKHKHH/ Bank Code: 072
Beneficiary A/C No	861532002582
Beneficiary Account Name	ICBCAT-ICBC AMG HKD MONEY MARKET FUND - SUBSCRIPTION ACCOUNT
Quoting reference	by order of [name of applicant] for subscription of <b>ICBC Asset Management (Global) Investment Funds</b> (ICBC Asset Management (Global) HKD Money Market Fund)

## Payment instructions for redemption proceeds (and dividend distributions, if applicable) (For Initial Subscription Only)

### Notes:

- The following details must be given in order to ensure timely processing of payments to you.
- If you subscribe for more than one Class of Unit with different currencies, details of the receiving bank are required for each currency. Changes in bank account details are only accepted upon receipt of original instructions.
- Payment of redemption proceeds will be made in accordance with the Redemption Form if payment information is provided in Redemption Form.
- Bank charges, if any, will be deducted from the payment proceeds.

Currency  
Beneficiary Bank  
Bank address  
SWIFT Code  
Beneficiary A/C No  
(must be in the name of investor(s))  
Beneficiary Name  
Reference  
Name of Correspondent Bank  
Address of Correspondent Bank  
SWIFT Code of Correspondent Bank  
Correspondent Bank A/C no

## Section 5

## Acknowledgements and undertakings

### 1. General

By signing this form, the investor(s) (whose particulars are set out in Section 1 above) ("**Investor**") acknowledge and agree that:

- the acknowledgements and declarations made in this form submitted by the Investor apply to each and every subscription or request made by the Investor in respect of the Sub-Fund;
- the Investor has read and understood the Explanatory Memorandum, the Product Key Facts Statement relating to the Sub-Fund, and financial reports, if any. By subscribing for Units in the Sub-Fund, the Investor agrees to be bound by the Explanatory Memorandum of the Fund (including without limitation the fees and charges payable to the Manager) and the trust deed or other constitutive documents of the Fund, as amended from time to time. The Investor further confirms that it has read and fully understand the risks in relation to the Trust and the Sub-Fund as set out in the Explanatory Memorandum, and have obtained professional advice prior to submitting this form;
- by subscribing for Units in the Sub-Fund and signing this form, the Investor unconditionally agrees to abide by the provisions of this form submitted by the Investor;
- the Manager reserves the right to reject any application for Units in whole or in part in which case the application monies will be returned (without interest) by telegraphic transfer to the bank account from which the monies originated at the cost and risk of the Investor, or in such other manner determined by the Manager;
- the Investor is eligible and qualified to invest in the Sub-Fund without violating any applicable laws;
- in the event that the Trustee/Registrar agrees to act on the Investor's instructions given by facsimile or other electronic means without requiring the original signed instructions to be received, the Investor confirms and acknowledges that:
  - instructions given by facsimile or other electronic means are not secure means of communication, and internet communications are capable of being delayed or intercepted by third parties and their confidentiality, security and integrity cannot be guaranteed, and that the Investor is aware of the risk involved, and that its request to the Trustee/Registrar to accept

such facsimile or other electronic instructions is for its convenience;

- (ii) the Trustee/Registrar is hereby authorised to act on such facsimile or other electronic instruction which the Trustee/Registrar, at its sole discretion, believes to be provided by the Investor, the Trustee or Registrar shall not be required to act upon any facsimile or other electronic instruction which is received from unauthorised persons;
  - (iii) any transaction made pursuant to a facsimile or other electronic instruction acted upon in good faith and in the absence of negligence or fraud shall be binding upon the Investor, whether made with or without its authority, knowledge or consent; and
  - (iv) the Investor undertakes to keep the Trustee/Registrar indemnified at all times against, and to save the Trustee/Registrar harmless from, except to the extent of any fraud or negligence on the part of the Trustee/Registrar, all actions, proceedings, claims, losses, damages, costs and expenses which may be brought against the Trustee/Registrar or suffered or incurred by the Trustee/Registrar and which shall have arisen either directly or indirectly out of or in connection with the Trustee/Registrar's accepting such instructions which is purported to be given by the Investor and acting thereon, whether or not the same are confirmed in writing by the Investor;
- (g) the Trustee/Registrar and the Manager may take any action which the Trustee/Registrar and the Manager, in their respective sole and absolute discretion, consider appropriate for the prevention of money laundering or terrorism, or to comply with any other applicable law. In certain circumstances, such action may delay or prevent the processing of instructions, and none of the Manager and the Trustee/Registrar shall be liable to the Investor for any loss caused as a result;
- (h) the Investor confirms that (i) the Investor is not a US Person nor does the Investor hold or intend to hold Units for the benefit of any such person(s); (ii) the Investor is not a US resident nor does the Investor hold or intend to hold Units for the benefit of any such person(s); (iii) the Investor will not sell, offer to sell, transfer or deliver, directly or indirectly, the Units or shares to a US Person; and (iv) the Investor was offered the Units outside of the United States and executed and sent this form from outside of the United States; and
- (i) the Investor shall promptly notify the Trustee/Registrar and the Manager in the event of any material change to information provided in this form and other information provided by the Investor from time to time and understand that the Investor may be obliged to redeem all of its Units in the Fund due to such change.

## **2. The US Foreign Account Tax Compliance Act ("FATCA")**

The Investor also acknowledges, confirms and consents that:

- (a) the information provided herein and any further information as may relate to the Investor's account(s) from time to time or any information deemed to be necessary by the Manager and the Trustee/Registrar (including but not limited to the Investor's name, address, tax identification number (if any) and social security number (if any)) may be disclosed by the Manager, the Trustee/Registrar or their respective affiliates or authorised agents to any government agency, regulatory authority or tax or fiscal authority in any jurisdictions (including but not limited to the US Internal Revenue Service ("IRS")), in order to enable the Manager and the Trustee/Registrar to comply with any applicable law or regulation or any agreement with a tax authority (including, but not limited to, any applicable law, regulation or agreement under the FATCA or its obligations to observe legal, government or regulatory requirements of Hong Kong or other relevant jurisdiction(s));
- (b) at any time upon request by the Manager, the Trustee/Registrar or their respective affiliates or authorised agents, (i) to promptly provide any form, certification or other information reasonably requested by the Manager, the Trustee/Registrar or their respective affiliates or authorised agents that is necessary (A) to prevent withholding (including, without limitation, any withholding taxes required under the US Internal Revenue Code of 1986, as amended ("**Code**")), or qualify for a reduced rate of withholding or backup withholding in any jurisdiction from or through which the Manager receives payments; and/or (B) to satisfy reporting or other obligations under the Code and the US Treasury Regulations promulgated under the Code, or to satisfy any obligations relating to any applicable laws and regulations or any agreement with any tax or fiscal authority in any jurisdiction; and (ii) to comply with any reporting obligations imposed by the US, Hong Kong or any other jurisdiction;
- (c) the Investor is not currently resident in the US for tax/ IRS purposes or a US person (within the meaning of the Code) or currently liable to pay any taxes payable to the IRS, and confirm that should

the Investor become resident in the US for tax/ IRS purposes or a US person (within the meaning of the Code) or liable to pay taxes to the IRS, the Investor will immediately notify the Manager and the Trustee/Registrar;

- (d) the Investor, as a person that is not a US person (within the meaning of the Code), could be subject to US withholding tax on a portion of the Investor's distributive share of the income of the Fund (i.e. US source income);
- (e) in the event the Investor does not provide the requested information and/or documentation, whether or not that actually leads to compliance failures or to the Manager and the Trustee/Registrar being subject to withholding tax under any applicable laws and regulations, fiscal or tax requirements, including but not limited to FATCA, the party reserves the right to take any applicable action and/or pursue any applicable remedy at its disposal; and
- (f) the Manager and the Trustee/Registrar are currently subject to certain tax requirements introduced under the FATCA. As such, the Manager and the Trustee/Registrar are subject to requirements in respect of providing information to the IRS, and/or to local tax or other government authorities, in respect of matters that relate to tax payable under the US tax. In respect of the information that may be required to be provided, this may include information that identifies the investor, as well as further account information such as, but not limited to, financial information.

### 3. Personal Data (for individual investors' initial subscription only)

- (a) I/We acknowledges receipt of the Personal Information Collection Statement set out in **Appendix 2** which explains the manner in which the Trustee/Registrar and/or the Manager will collect and maintain personal information about me/us, and agrees to my/our personal data being disclosed to, held and processed by the Manager or any data processor (as defined under the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) and/or any judicial, governmental, taxation, administrative or regulatory bodies for each of the purposes as set out in the Personal Information Collection Statement.
- (b) I/We understand and agree that my/our personal data may be used by the Trustee/Registrar, the Manager, and their respective subsidiaries and affiliates for direct marketing purposes.

Please tick ("✓") the box below if you **do not wish** your personal data to be used in direct marketing:

- ☐ I/We do not wish my/our personal data to be used by the Manager, the Trustee/Registrar, and their respective subsidiaries and affiliates for direct marketing purposes.

### 4. For companies and other legal entities

The Investor who is a company or other legal entities agrees and acknowledges that:

- (a) the information supplied in this form and otherwise from time to time in connection with the subscription for Units may also be used to provide a marketing database for product and market research or to provide information for the dispatch of information on other products or services from the Manager, the Trustee/Registrar and/or their subsidiaries and/or affiliates and that the such parties may contact the Investor by post, telephone, facsimile, email or other available method for such purposes;
- (b) the Investor hereby acknowledges that the Manager, the Trustee/Registrar and/or their subsidiaries and/or affiliates may collect and use information (including personal data) relating to the Investor or persons connected with the Investor, including (without limitation), its officers, authorised representatives, beneficial owners and contacts (each, a "**Relevant Person**"). By signing of this form, the Investor represents and warrants that any such information provided in this form and otherwise from time to time has been provided with the consent of each Relevant Person to be used in accordance with the Personal Information Collection Statement in **Appendix 2**, a copy of which the Investor will make available to each such person at or before the time it provides the information to the Manager or the Trustee/Registrar; and
- (c) the Investor is aware that the Investor has the right to revoke any consent to the use of information for the purposes set out in paragraphs (a) and (b) above by notice in writing to such parties, as the case may be.

Section 6

Signature(s)

I/We confirm that:

- (a) I/we have read all of this form, and have the capacity, power and authority to enter into and perform my/our obligations under this form, the latest Explanatory Memorandum of the Fund and the Product Key Facts Statement of the Sub-Fund;
- (b) the representations, warranties and acknowledgements made by me/us in this form are true and accurate;
- (c) the Manager and Trustee are entitled to rely on my/our signature(s) in this form without further verification; and
- (d) I/we have completed all relevant sections and enclose the documents required in accordance with **Appendix 1**.

**First investor**

Print name:

\_\_\_\_\_

/ /

Signature of investor, investor's agent, investor's authorised representative or person acting on behalf of a minor

Date (day/month/year)

**Joint investor**

Print name:

\_\_\_\_\_

/ /

Signature of joint investor, joint investor's agent, joint investor's authorised representative or person acting on behalf of a minor

Date (day/month/year)

**Notes:**

- In the case of joint Unitholders, all Unitholders must sign.
- In the case of a corporation, a duly authorised officer must sign.
- In the case of partnership, a duly authorised partner must sign.
- In the case of a trust, all trustees must sign.



## **APPENDIX 1**

### **(For Initial Subscription Only)**

ICBC TRANSFER AGENT TEAM - KYC Checklist for:  
ICBC ASSET MANAGEMENT (GLOBAL) HKD MONEY MARKET FUND

Investor Name & No.: \_\_\_\_\_

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

In addition, please ensure the CRS self certification form and W8 form are submitted with the subscription form/application form, if require.

#### **Individual**

- ☐ 1. Original certified true copy of Photo Identity Document.
- ☐ 2. Original / original certified true copy of Residential and Permanent Address Proof (within three months)
- ☐ 3. For Non HK resident, a valid Photo Travel Document (Passport or, a relevant national (government or state issued) photo identity card are required)

#### **Listed Company**

- ☐ 1. Evidence of listing (e.g. extract from Bloomberg/ Reuters/Stock Exchange).
- ☐ 2. Original certified true copy of the List of Directors.
- ☐ 3. Original / original certified true copy of the Board Resolution authorizing the persons purporting to act on behalf of the investor.
- ☐ 4. Original certified true copy of Identity Document of all Authorised Signatories  
OR  
Written representation from an independent department within the company (e.g. compliance, audit, human resources) confirming the Authorised Signatories have the authority to act and their identities are verified. The particular letter should contain of the Full Name, Date of Birth, Nationality, Identity Document Type and Identity Document Number of all Authorised Signatories.
- ☐ 5. Authorised signature list with specimen signatures.

#### **Non-Listed Company**

- ☐ 1. Original certified true copy of Certificate of Incorporation.
- ☐ 2. Original certified true copy of Certificate of Change of Name, if applicable
- ☐ 3. Original certified true copy of Business Registration.
- ☐ 4. Original certified true copy of Memorandum and articles of Association.
- ☐ 5a. Hong Kong incorporated company  
Original / original certified true copy of Company Search Report issued by the Hong Kong Company Registry within 6 months prior to the account opening.
- ☐ 5b. Company incorporated overseas  
Original / original certified true copy of Company Search Report issued by the company registry in the place of incorporation OR certificate of incumbency issued by the company's registered agent in the place of incorporation or equivalent document issued within 6 months prior to the account opening. The document must include the follow details:
  - Name of the directors
  - Name of investors with percentage ownership
  - Registered office address in the place of incorporation
  - The company is still registered and has not been dissolved, wound up of struck off
- ☐ 6. An Organization Chart certified as "True and correct"/ "True and accurate" by the company's director issued within 6 months prior to the account opening (This is only required for investor with multiple layers of shareholder structure):
  - Following information of all intermediate layers should be include in the chart: full company name, place of incorporation, percentage of shareholding.

- For company with complex structure (i.e. more than 3 layers), rationale behind the particular structure should be provided. A simple response of “tax planning” (or similar) is not constituting a sufficient explanation and
  - The chart should unwrap the shareholding structure to all ultimate beneficial owners who own 25% or above of the share capital/ voting right/exercise ultimate control over the management of the corporation. In addition, the ultimate beneficial ownership threshold for Cayman funds under Cayman’s regulation is 10%.
- ☐ 7. Original / original certified true copy of the Board Resolution authorizing the persons purporting to act on behalf of the investor
  - ☐ 8. Original certified true copy of identity document of directors, all authorized signers and Ultimate beneficial Owner.
  - ☐ 9. Original certified true copy of the List of Directors.
  - ☐ 10. Authorised signature list with specimen signatures.

## Partnerships

- ☐ 1. Original certified true copy of Certificate of Partnership/ Business Registration
- ☐ 2. Original certified true copy of Certificate of Change of Name, if applicable
- ☐ 3. Original certified true copy of Partnership Agreement
- ☐ 4. An Organization Chart certified as “True and correct”/ “True and accurate” by the partner issued within 6 months prior to the account opening (This is only required for investor with multiple layers of Shareholder structure):
  - Following information of all intermediate layers should be include in the chart: full company name, place of incorporation, percentage of shareholding
  - For company with complex structure (i.e. more than 3 layers), rationale behind the particular structure should be provided. A simple response of “tax planning” (or similar) is not constituting a sufficient explanation and
  - The chart should unwrap the shareholding structure to all ultimate beneficial owners who own 25% or above of the share capital/ voting right/exercise ultimate control over the management of the corporation. In addition, the ultimate beneficial ownership threshold for Cayman funds under Cayman’s regulation is 10%.
- ☐ 5. Original /original certified true copy of the Mandate/Deed/Resolution from the partnership authorizing the persons purporting to act on behalf of the investor
- ☐ 6. Original certified true copy of identity document of all authorized signers and Ultimate beneficial Owner
- ☐ 7. Authorised signature list with specimen signatures

## Financial Institutions

- ☐ 1. Evidence of regulated (e.g. extract from regulator website)
- ☐ 2. Original certified true copy of List of Directors
- ☐ 3. Information of the ownership structure
- ☐ 4. Original / original certified true copy of the Board of Resolution or equivalent document, authorizing the persons purporting to act on behalf of the investor, if applicable
- ☐ 5. Original certified true copy of Identity Document of all Authorised Signatories  
OR  
Written representation from an independent department within the company (e.g. compliance, audit, human resources) confirming the Authorised Signatories have the authority to act and their identities are verified. The particular letter should contain of the Full Name, Date of Birth, Nationality, Identity Document Type and Identity Document Number of all Authorised Signatories.
- ☐ 6. Authorised signature list with specimen signatures

## Nominee

Required CDD Documents for Nominee acts as agent / nominee of a Regulated Financial Institutions

- ☐ 1. Provide documents in line with the requirements of the applicable legal formation, i.e. corporate, partnership and etc.

- ☐ 2. Undertaking Letter to warrant that the underlying investors have been identified and anti-money laundering checks on underlying investors in the investment vehicle have been carried out to FATF standards and/or Hong Kong AML requirements.
- ☐ 3. Original certified true copy of incorporation, business registration certificate and change of name (If applicable)
- ☐ 4. Original certified true copy of register of Director
- ☐ 5. Original / original certified true copy of authorized signature with specimen signatures
- ☐ 6. Original / original certified true copy of HKD Permanent ID Card or official ID documents of ALL Authorized Signer
- ☐ 7. An Organization Chart certified as "True and correct"/ "True and accurate" by the nominee issued within 6 months prior to the account opening (This is only required for investor with multiple layers of Shareholder structure):
  - Following information of all intermediate layers should be include in the chart: full company name, place of incorporation, percentage of shareholding
  - For company with complex structure (i.e. more than 3 layers), rationale behind the particular structure should be provided. A simple response of "tax planning" (or similar) is not constituting a sufficient explanation and
  - The chart should unwrap the shareholding structure to all ultimate beneficial owners who own 25% or above of the share capital/ voting right/exercise ultimate control over the management of the corporation. In addition, the ultimate beneficial ownership threshold for Cayman funds under Cayman's regulation is 10%.
- ☐ 8. Authorised signature list with specimen signatures
- ☐ 9. Written representation with the following information:  
 Total number of investors.  
 Number and Full Name of underlying investors holding more than 25% of the investment vehicle (more than 10% of the investment vehicle for Cayman fund), and  
 Number and Full Name of underlying investors owning or controlling more than 25% of the investment vehicle (more than 10% of the investment vehicle for Cayman fund).

## Trust

- ☐ 1. Original certified true copy of Trust Deed OR  
 Written confirmation from a Trustee / Lawyer / Trust Company with the following information:
  - Name of the trust;
  - Date of establishment;
  - Jurisdiction whose laws govern the arrangement;
  - Identification number of the trust,
  - Identification information of the Trustee, Settlor, Protector and Beneficiaries
- ☐ 2. Original certified true copy of the list of directors of trustee
- ☐ 3. Evidence of regulated – extract from relevant regulator to confirm the Trustee is regulated in an equivalent jurisdiction
- ☐ 4. Undertaking Letter to warrant that the Trustee has underlying identity and anti-money laundering checks on settlors, protectors and beneficiaries to FATF standards and/or Hong Kong AML requirements.
- ☐ 5. Original / original certified true copy of the Resolution/ Confirmation authorizing the persons purporting to act on behalf of the Investor
- ☐ 6. An Organization Chart certified as "True and correct" / "True and accurate" by the trustee issued within 6 months prior to the account opening (only required for investor with multiple layers of Shareholder structure):
  - Following information of all intermediate layers should be included in the chart: full company name, place of incorporation, percentage of shareholding;
  - For company with complex structure (i.e. more than 3 layers), rationale behind the particular structure should be provided. A simple response of 'tax planning' (or similar) is not constituting a sufficient explanation;
  - The chart should unwrap the shareholding structure to all ultimate beneficial owners who own more than 25% or above of the share capital / voting right / exercise ultimate control over the management of the corporation. In addition, the ultimate beneficial ownership threshold for Cayman funds under Cayman's regulation is 10%.
- ☐ 7. Provide original certified true copy Identity documents of all Authorized Signatories of the Trustee.
- ☐ 8. Authorised signature list with specimen signatures

## Mutual Fund

- ☐ 1. Original certified true copy of evidence of formation/incorporation (e.g. Certified certificate of incorporation, extract from regulators website or other appropriate documentation) Extract from the commercial register
- ☐ 2. Original certified true copy of recent audited financial statements
- ☐ 3. Original certified true copy of prospectus (offering documents) or equivalent
- ☐ 4. Original certified true copy of Signed board resolution authorizing the investment and conferring authority on those giving instructions (with specimen signature)
- ☐ 5. Original certified true copy of Certificate of Incorporation
- ☐ 6. Original certified true copy of Business Registration
- ☐ 7. Original / original certified true copy of Memorandum and articles of Association
- ☐ 8. Original certified true copy of incumbency for Cayman companies (within 6 months)
- ☐ 9. Original certified true copy of register of Directors and Authorized Signers
- ☐ 10. Undertaking Letter to warrant that the underlying investors have been identified and anti-money laundering checks on underlying investors have been carried out to FATF standards and/or Hong Kong AML requirements.
- ☐ 11. Original certified true copy of HK Permanent ID Card or official ID documents of all Authorized Signers and Directors
- ☐ 12. An Organization Chart certified as "True and correct" / "True and accurate" by the mutual fund issued within 6 months prior to the account opening (only required for investor with multiple layers of Shareholder structure)
  - Following information of all intermediate layers should be included in the chart: full company name, place of incorporation, percentage of shareholding;
  - For company with complex structure (i.e. more than 3 layers), rationale behind the particular structure should be provided. A simple response of 'tax planning' (or similar) is not constituting a sufficient explanation;
  - The chart should unwrap the shareholding structure to all ultimate beneficial owners who own more than 25% or above of the share capital / voting right / exercise ultimate control over the management of the corporation. In addition, the ultimate beneficial ownership threshold for Cayman funds under Cayman's regulation is 10%.
- ☐ 13. Authorised signature list with specimen signatures
- ☐ 14. Written representation with the following information:

Total number of investors.  
Number and Full Name of underlying investors holding more than 25% of the investment vehicle (more than 10% of the investment vehicle for Cayman fund), and  
Number and Full Name of underlying investors owning or controlling more than 25% of the investment vehicle (more than 10% of the investment vehicle for Cayman fund).

## Unit Trust

- ☐ 1. Evidence of regulated – extract from relevant regulator to confirm the Trustee is regulated in an equivalent jurisdiction
- ☐ 2. Original certified true copy of recent audited financial statements
- ☐ 3. Original certified true copy of prospectus (offering documents) or equivalent
- ☐ 4. Original certified true copy of Signed resolution authorizing the investment and conferring authority on those giving instructions (with specimen signature)
- ☐ 5. Original / original certified true copy of Trust Deed OR  
Written confirmation from a Trustee / Lawyer / Trust Company with the following information:
  - Name of the trust;
  - Date of establishment;
  - Jurisdiction whose laws govern the arrangement;
  - Identification number of the trust,
  - Identification information of the Trustee
- ☐ 6. Original certified true copy of list of directors of trustee and Authorized Signers
- ☐ 7. Undertaking Letter to warrant that the underlying investors have been identified and anti-money laundering checks on underlying investors have been carried out to FATF standards and/or Hong Kong AML requirements.
- ☐ 8. Original certified true copy of HK Permanent ID Card or official ID documents of all Directors and Authorized Signers of the Trustee

- 9. An Organization Chart certified as "True and correct" / "True and accurate" by the Suitable Certifier issued within 6 months prior to the account opening (only required for investor with multiple layers of Shareholder structure)
  - Following information of all intermediate layers should be included in the chart: full company name, place of incorporation, percentage of shareholding;
  - For company with complex structure (i.e. more than 3 layers), rationale behind the particular structure should be provided. A simple response of 'tax planning' (or similar) is not constituting a sufficient explanation;
  - The chart should unwrap the shareholding structure to all ultimate beneficial owners who own more than 25% or above of the share capital / voting right / exercise ultimate control over the management of the corporation. In addition, the ultimate beneficial ownership threshold for Cayman funds under Cayman's regulation is 10%.
- 10. Authorised signature list with specimen signatures
- 11. Written representation with the following information:
  - Total number of investors.
  - Number and Full Name of underlying investors holding more than 25% of the investment vehicle (more than 10% of the investment vehicle for Cayman fund), and
  - Number and Full Name of underlying investors owning or controlling more than 25% of the investment vehicle (more than 10% of the investment vehicle for Cayman fund).

Note:

Subject to above document checklists, ICBC TA may request investors to provide additional information, and certain supplemental documentation if necessary.

The investor account will be opened & effective within three business days when completed set of KYC documents and all the requested original or original certified true copy documents are received by ICBC TA.

If there is no shareholding / unitholding for a continuous of six months, the existing investor account will be closed and investors are required to re-submit the relevant KYC documents to reopen the investor account.

General Instructions

\*Certified true copy is accepted from an independent suitable certifier. Suitable Certifier is defined as:

- Current member of the Hong Kong Institute of Chartered Secretaries practicing in Hong Kong;
- Lawyer / notary public practicing in Hong Kong or an Equivalent Jurisdiction;
- Auditor / professional accountant / tax advisor practicing in Hong Kong or an Equivalent Jurisdiction;
- Member of the judiciary in Hong Kong or an Equivalent Jurisdiction;
- Officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity;
- Justice of the Peace; and
- Trust company registered under Part VIII of the Trustee Ordinance carrying on trust business in Hong Kong
- 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, together with a contact address and phone number. 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.

## **APPENDIX 2**

### **PERSONAL INFORMATION COLLECTION STATEMENT**

#### **Introduction**

This Personal Information Collection Statement ("**PICS**") sets out the manner and purposes of the collection of your personal data in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) of the laws of Hong Kong ("**PDPO**").

#### **Definitions**

Terms used herein unless otherwise defined shall have the same meaning as in this application form.

The term "**Personal Data**" used in this PICS shall mean the information supplied in this form and otherwise from time to time in connection with your application for subscription including personal information such as name and address, occupation, contact details, date and country of birth, nationality, identity card, social security or national insurance numbers, country of tax residence, passport numbers, and details of financial status.

The term "**Relevant Parties**" used in this PICS shall mean the Trustee/Registrar, the Manager or any of their employees, officers, directors, service providers, affiliates or delegates.

The terms "**we**", "**us**" and "**our**" used in this PICS shall mean the Relevant Parties.

The terms "**you**" or "**your**" used in this PICS shall mean you, the Investor, and shall also include any individual connected to you which could include any person owning or controlling the Investor, having a beneficial interest in the Investor, any person for whom the Investor is acting as agent or nominee, any trustee, settlor or protector of a trust, and the directors, managers, members, officers and employees of all such person.

#### **Use of Personal Data**

- (a) Your Personal Data supplied in this form and otherwise from time to time may be used for the following purposes: (i) processing your subscription and investment in the Sub-Fund and completion of information on the register of Unitholders of the Sub-Fund, (ii) carrying out your instructions or responding to any enquiry purporting to be given by you or on your behalf, (iii) complying with legal obligations including legal, governmental, compliance or regulatory obligations and requirements under the laws of Hong Kong and anti-money laundering or countering-financing of terrorism legislation; (iv) fulfilling a judgment or order of court or of any other tribunal within Hong Kong; (v) advising and consulting you on matters relating to your investment in the Sub-Fund; (vi) providing client-related services, including customer support services, responding to queries or feedback given by you or persons acting on behalf of you; (vii) communicating with and disseminating notices and reports to you or persons acting on behalf of you; (viii) verifying the identity of you or persons acting on behalf of you; (ix) dealing in other matters relating to your holding of Units; (x) enabling each of the Relevant Parties to form a database to evaluate the suitability of other products and services offered by the Relevant Parties for you and dispatching relevant information or documents on such other products and services through any medium (including telephone calls or instant messages) to you; and (xi) all purposes directly related to one or more of the foregoing.
- (b) Provision of the Personal Data is voluntary. However, failure to supply the Personal Data may result in us or the service providers of the Fund being unable to accept and/or process your application for subscription or to provide the related services in connection with your subscription.
- (c) We anticipate that we will share your personal data with the Relevant Parties for the purposes set out in paragraph (a) above as well as advisers (e.g. auditors, legal counsel and tax advisers) to the Fund, the Manager and/or the Trustee/Registrar relating to or in connection with subscriptions to the Fund. We may also share relevant Personal Data where it is lawful to do so and necessary to comply with our contractual obligations or your instructions, or where it is necessary or desirable to do so in connection with any regulatory reporting obligations. In exceptional circumstances, we will share your Personal Data with regulatory, prosecuting and other governmental agencies or departments, and parties to litigation (whether pending or threatened), in any country or territory including to any other person where we have a public or legal duty to do so (e.g. to assist with detecting and preventing fraud, tax evasion and financial crime or compliance with a court order). At times, it may also be necessary to share relevant Personal Data with (i) a prospective service provider of the Fund, the Manager and/or the Trustee/Registrar including one which is replacing an existing service provider or (ii) people or companies where required in connection with a potential or actual corporate restructuring, merger, acquisition or takeover of the Fund, the Manager and/or

the Trustee/Registrar.

### **Retention and Security**

Your Personal Data collected may be maintained for such period of time required under applicable law and as otherwise necessary to fulfill the purposes set out above.

Your Personal Data is kept confidential and we will take all reasonable measures to ensure that your Personal Data is kept secure against unauthorised access, loss, disclosure and destruction.

### **Provision of Personal Data for Use in Direct Marketing**

We may use your Personal Data in direct marketing of one or more of the following products / services: (i) collective investment schemes managed, advised, distributed or promoted by us, (ii) asset management, investment advisory, wealth management or any other investment related services, (iii) other investment opportunities, and (iv) any other financial or investment products or services.

You have the right to object to the use of your Personal Data for direct marketing purposes. We may not use your Personal Data in direct marketing or provide your Personal Data to third parties for use by such third parties in direct marketing if you have indicated your objection above in this form.

In any event, you may, at any time and without charge, request that we cease using your Personal Data for direct marketing purposes by writing to us and the request should be addressed to [gyzglcd@icbcamg.com](mailto:gyzglcd@icbcamg.com).

### **Access to Personal Data**

Under the PDPO, you are entitled to:

- (a) be informed about the purposes for which your Personal Data are processed;
- (b) request that we respond to you as to whether we hold any of your Personal Data and provide access to such data;
- (c) request that we correct any Personal Data relating to you which is inaccurate;
- (d) request that we stop processing your Personal Data or restrict its processing;
- (e) request that we describe our policies and practices in relation to Personal Data and inform you of the kinds of Personal Data held by us; and
- (f) object to the use of your Personal Data for direct marketing purposes, after which such objection is communicated to us, we shall not use your Personal Data for direct marketing purposes.

In accordance with the provisions of the PDPO, we have the right to charge a reasonable fee for the processing of any data access request.

Requests for access to and/or correction of the Personal Data and/or for information concerning our policies and practices and the kinds of Personal Data held by us are to be addressed in writing to [gyzglcd@icbcamg.com](mailto:gyzglcd@icbcamg.com).