



SECURITIES AND  
FUTURES COMMISSION  
證券及期貨事務監察委員會

## Application Form for the Grant Scheme for Open-ended Fund Companies and Real Estate Investment Trusts

This Application Form should be used by an applicant for an application for approval of a grant under the Grant Scheme for Open-ended Fund Companies (“OFC”) and Real Estate Investment Trusts (“REIT”) (“Grant Scheme”).

Applications will be processed on a first-come-first-serve basis. The duly completed Application Form, together with the supporting documents, should be submitted to the Commission:

- (in the case of private open-ended fund companies (“OFC”)) within 3 months from the date on which the certificate of incorporation or certificate of redomiciliation was issued by the Companies Registry (“CR”);
- (in the case of public OFCs) within 3 months from the date on which the authorization of the public OFC becomes effective; or
- (in the case of real estate investment trusts (“REIT”)) within 3 months after the listing date of the REIT.

The SFC reserves the right to request for more information and/or documents in reviewing and considering each application.

The SFC reserves the right to return forthwith, without processing, an incomplete or non-compliant application to the extent the Application Form and/or the accompanying documents are not properly or fully completed, and/or where negative responses in this Application Form are not properly explained, and/or such application is accompanied by documents that do not meet the applicable requirements, are not in good order or are otherwise not suitable for clearance. The SFC also reserves the right to request the applicant to submit updated confirmation(s) or undertaking(s) before approval of a grant.

Please refer to the terms and conditions of the Grant Scheme (“Terms and Conditions”) and Frequently Asked Questions on the Grant Scheme as published on the SFC website for further information.

The applicant should note that the provision of any information to the Securities and Futures Commission (“Commission”) which is false or misleading in a material particular and the provision of any record or document which is false or misleading in a material particular constitute an offence under section 384(3) of the Securities and Futures Ordinance (“SFO”).

To: Investment Products Division  
Securities and Futures Commission  
Attention: [name of officer (if applicable)]

Dear Sirs,

**Re: Application for a grant under the Grant Scheme**

\*(Please tick if applicable)



1. We \_\_\_\_\_ (acting on the instructions of \_\_\_\_\_  
\_\_\_\_\_ [state the name of applicant] (please delete if the applicant  
is making the application directly)) hereby apply to the Commission for the following:-

- \* approval of a grant under the grant scheme for OFCs (“OFC Grant Scheme”) → go to paragraph 2(a)
- approval of a grant under the grant scheme for REITs (“REIT Grant Scheme”) → go to paragraph 2(b)

2. Basic information relating to our application is set out below:-

(a) OFC Grant Scheme

(i) Type of the OFC

- \* Single OFC                       Umbrella OFC (and its sub-fund(s))

(ii) Nature of the OFC

- \* Private OFC                       Public OFC

(iii) Name of the single OFC / the umbrella OFC

\_\_\_\_\_

(iv) (applicable where the OFC is an umbrella fund)

Name of the sub-fund(s)

Listed on The Stock  
Exchange of Hong  
Kong Limited

1. \_\_\_\_\_ \*

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

(Please use separate sheet(s), if necessary)

(v) Date of incorporation in / re-domiciliation to [delete as appropriate] Hong Kong

\_\_\_\_\_

(vi) (applicable only to a re-domiciled OFC) Previous place of incorporation of the OFC

\_\_\_\_\_

(vii) Name of the investment manager



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(viii) Name of the custodian

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(b) REIT Grant Scheme

(i) Name of the REIT

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(ii) Name of the management company

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(iii) Name of the trustee

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(iv) Name of the listing agent

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(v) Date of authorization of the REIT

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(vi) Date of listing on The Stock Exchange of Hong Kong ("SEHK")

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(vii) Offer size of the initial public offering of the REIT

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(viii) Market capitalisation of the REIT at the time of listing<sup>1</sup> *(please also provide HK\$ equivalent if applicable)*

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3. We, in respect of this application, hereby confirm that:-

(a) \* OFC Grant Scheme

(i) \* we have not been previously awarded a grant under the OFC Grant Scheme;

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<sup>1</sup> The grant is open to REITs that are successfully listed on the SEHK with a market capitalisation of at least HK\$1.5 billion (or its equivalent) at the time of listing.



- we have previously applied for<sup>2</sup> or have been awarded a grant under the OFC Grant Scheme, and have provided the relevant details as set out in Annex 1<sup>3</sup>;
- (ii) *(applicable only to public OFC)* we submitted the confirmation entitled “Public Open-ended Fund Companies – Confirmation of Intention to Apply for the Grant Scheme for Open-ended Fund Companies” to the Commission on (please specify the date) as part of our application for authorization of the OFC;
- (iii) *(applicable only to public OFC)* the application for authorization of the OFC was taken up by the Commission on (please specify the date) and the authorization date of the OFC was on (please specify the date);
- (iv) we have provided the details of all the expenses for which we would like to claim in respect of the OFC under the OFC Grant Scheme in Annex 2 and have submitted the relevant scanned copies of the invoice(s) and receipt(s) of payment. We confirm that all such expenses
- were incurred in relation to the incorporation / re-domiciliation [*delete as appropriate*] of the OFC;
  - do not include statutory fees such as fees paid to the SFC and the CR or listing fees paid to the SEHK; and
  - were paid to Hong Kong-based service providers;
- (v) *(applicable only when the expense item(s) is/are not denominated in Hong Kong dollar)* we have submitted the receipt(s) of payment or the exchange rate(s) used for conversion with supporting documents; and
- (vi) we have submitted the certificate of incorporation / re-domiciliation [*delete as appropriate*] of the OFC issued by the CR together with this Application Form.
- (b)  REIT Grant Scheme
- (i) we have provided the details of all the expenses for which we would like to claim in respect of the REIT under the REIT Grant Scheme in Annex 3 and have submitted the scanned copies of the invoice(s) and receipt(s) of payment. We confirm that all such expenses
- were incurred in relation to the listing of the REIT;
  - do not include statutory fees such as fees paid to the SFC or listing fees paid to the SEHK; and
  - were paid to Hong Kong-based service providers; and
- (ii) *(applicable only when the expense item(s) is/are not denominated in Hong Kong dollar)* we have submitted the receipt(s) of payment or the exchange rate(s) used for conversion with supporting documents.

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<sup>2</sup> This refers to outstanding application(s) for another grant(s) under the OFC Grant Scheme or application(s) for another grant(s) under the OFC Grant Scheme submitted concurrently with this application. For the avoidance of doubt, applicants are not required to provide details of the applications previously submitted to and refused by the SFC.

<sup>3</sup> An investment manager may apply for up to a maximum of 3 OFCs that have been successfully incorporated or re-domiciled under the OFC Grant Scheme.



4. \* Our primary contact in relation to this application is \_\_\_\_\_ ,  
whose details are as follows:-

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

We have instructed \_\_\_\_\_ [*Please state name of law firm*] to act on our behalf in relation to this application. The contact details of the lawyer(s) handling the matter are as follows:-

Name of lawyer-in-charge: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

5. Information for payment of grant amount awarded through bank transfer:-

Full name of account holder: \_\_\_\_\_

Bank Name : \_\_\_\_\_

Bank No. 

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Branch No. 

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Bank Account No. 

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6. We confirm and undertake that:-

(a) all information contained in this Application Form (including all confirmations and undertakings) and the documents submitted relating thereto are true and accurate and not misleading or deceptive; and unless otherwise specifically allowed for in this Application Form, no deletion, addition or amendment has been made to the standard template of the current prescribed application form as published on the SFC website; and

(b) we will notify the Commission immediately if there are any changes to the information and/or confirmations provided to the Commission from time to time in connection with the application or where we have become aware of any matters or changes in



circumstance that may affect the eligibility of this application.

- (c) we, and the OFC / REIT [*delete as appropriate*] under this Application, have complied and will comply with all applicable laws and regulatory requirements of Hong Kong.
- (d) we acknowledge the grant awarded may be clawed back under the circumstances set out in the Terms and Conditions, including where the OFC commences winding-up or applies for termination of registration within two years from the date of its incorporation or re-domiciliation or the REIT is delisted or suspended from trading within two years of its listing date (as the case may be).



Yours faithfully,

\_\_\_\_\_  
Name:

Position:

Duly authorized<sup>4</sup>

For and on behalf of

[*Applicant's name*<sup>5</sup>]

Date: \_\_\_\_\_

\_\_\_\_\_  
<sup>4</sup> The signatory is expected to be a senior-ranking executive of the management company of the scheme (or an appropriate person designated by the senior-ranking executive of the management company of the scheme) with overall responsibility for the Grant Scheme application.

<sup>5</sup> The applicant should be the management company of the scheme.



**Annex 1: Details of grant(s) previously applied by or awarded to the applicant under the OFC Grant Scheme**

*Please provide the details of any grant(s) previously applied by<sup>6</sup> or awarded to the applicant under the OFC Grant Scheme.*

	Name of applicant	Name of OFC (and its sub-fund(s))	Grant approval date (if applicable)	Grant amount applied for or awarded (HK\$)
1				
2				

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<sup>6</sup> This refers to outstanding application(s) for another grant(s) under the OFC Grant Scheme or application(s) for another grant(s) under the OFC Grant Scheme submitted concurrently with this application. For the avoidance of doubt, applicants are not required to provide details of the applications previously submitted to and refused by the SFC.





## **Annex 2: Details of the expenses to be claimed under the OFC Grant Scheme**

Notes:

- (a) *Please provide the details of the expenses for which the applicant would like to claim under the OFC Grant Scheme in Microsoft Excel format by submitting Annex 2 together with this Application Form. You may download a soft copy of [Annex 2](#) for completion from the SFC website.*
- (b) *Please submit a scanned copy of the invoice and receipt of payment for each of the expense items. The applicant shall assign an invoice and a receipt number for each of the expense items, starting at “1”, if such number is absent in the invoice/receipt. The invoice(s) and receipt(s) of payment shall be in PDF format and the document shall be named in the format of: [Applicant Name][OFC Name][Invoice/Receipt Number].*
- (c) *Please refer to the Terms and Conditions and Frequently Asked Questions on the Grant Scheme for more information on the eligibility details and examples of eligible expenses under the Grant Scheme.*
- (d) *Please note that the expenses set out in Annex 2 should not include statutory fees such as fees paid to the SFC and the CR or listing fees paid to the SEHK.*



### **Annex 3: Details of the expenses to be claimed under the REIT Grant Scheme**

Notes:

- (a) *Please provide the details of the expenses for which the applicant would like to claim under the REIT Grant Scheme in Microsoft Excel format by submitting Annex 3 together with this Application Form. You may download a soft copy of [Annex 3](#) for completion from the SFC website.*
- (b) *Please submit a scanned copy of the invoice and receipt of payment for each of the expense items. The applicant shall assign an invoice and a receipt number for each of the expense items, starting at "1", if such number is absent in the invoice/receipt. The invoice(s) and receipt(s) of payment shall be in PDF format and the document shall be named in the format of: [Applicant Name][REIT Name][Invoice/Receipt Number].*
- (c) *Please refer to the Terms and Conditions and Frequently Asked Questions on the Grant Scheme for more information on the eligibility details and examples of eligible expenses under the Grant Scheme.*
- (d) *Please note that the expenses set out in Annex 3 should not include statutory fees such as fees paid to the SFC or listing fees paid to the SEHK.*