

## Information Checklist for Application for Authorization of UK Funds under the Mutual Recognition of Funds Arrangement and the Revamped Process

***This Information Checklist should be used with effect from 1 March 2020 in support of any application for authorization of a UK fund and its Hong Kong offering document(s).***

### A. Introduction

An applicant seeking authorization of a UK UCITS which is authorised as a UK Undertaking for Collective Investment in Transferable Securities by the Financial Conduct Authority (“FCA”) for public offering in the UK under Part 17 of Financial Services and Markets Act (as amended) (“FSMA”) or under the Financial Services and Markets Act 2000 (Open Ended Investment Company) Regulations 2001 (SI 2001/1228) (as amended) and its Hong Kong offering document(s) under the Mutual Recognition of Funds between the UK and Hong Kong (“MRF”) arrangement and pursuant to sections 104 and 105 of the Securities and Futures Ordinance (“SFO”) respectively must complete this Information Checklist and submit it to the Investment Products Division of the Securities and Futures Commission (the “SFC”), together with relevant documents provided hereunder that are required for an application. 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<sup>1</sup>, this Information Checklist and/or the accompanying documents are not properly or fully completed, and/or where negative responses in this Information Checklist are not properly explained, and/or such application is accompanied by documents that do not meet the applicable requirements, not in good order or otherwise not suitable for clearance. The SFC reserves the right to request the applicant to submit updated and duly completed and properly executed checklist(s), confirmation(s) or undertaking(s) before authorization of a UK fund.**

This is a standard form document. Unless otherwise specified, when completing this Information Checklist, please do not make any deletion, addition or amendment to the forms or headings. The applicant is reminded to tick ALL boxes that are applicable to its application(s) in this Information Checklist.

**Structure of the UK fund(s)** : As stated under 3(a)(i) of the application form<sup>1</sup>

**UK fund(s) under application** : Name(s) of the UK fund(s) under application which is/are stated under 3(a)(ii), (iv) and (v) of the application form<sup>1</sup> is/are repeated below (or such other name(s) as may be approved by the SFC)<sup>2</sup>:

<sup>1</sup> Application form refers to the Application Form for Unit Trusts and Mutual Funds, Investment-Linked Assurance Schemes and Unlisted Structured Investment Products duly completed and executed by / for and on behalf of the applicant. References to the scheme(s) in the application form refer to the UK fund(s) under application in this Information Checklist.

<sup>2</sup> Please also provide the Chinese name of the UK fund(s) under application in the application form.

## B. Basic information relating to the UK fund(s)

Please fill in this sheet for each of the single funds / sub-funds of an umbrella fund under application (please use separate sheet(s), if necessary).

Name (or such other name as may be approved by the SFC) of the single fund / sub-fund (each, referred to as the “UK fund”)

: \_\_\_\_\_ (English name)

\_\_\_\_\_ (Chinese name)

Name (or such other name as may be approved by the SFC) of umbrella fund (if applicable)

: \_\_\_\_\_ (English name)

\_\_\_\_\_ (Chinese name)

- 1) Is the UK fund a sub-fund under an existing umbrella fund authorized by the SFC?  
 Yes     No
- 2) Is the UK fund managed by a management company currently managing other existing SFC-authorized fund(s)?  
 Yes     No
- 3) Is the trustee/ depository of the UK fund currently acting as the trustee/depository of other existing SFC-authorized fund(s)?  
 Yes     No
- 4)  Please tick if the UK fund does not have any investment delegate(s) and proceed to Q5. Otherwise, please answer the following question:  
 Is/Are the investment delegate(s) currently managing other existing SFC-authorized fund(s)?  
 Yes     No
- 5) Please indicate the fund type of the UK fund by ticking one or more than one of the following boxes:
 

<input type="checkbox"/> General equity fund	<input type="checkbox"/> General bond fund
<input type="checkbox"/> General mixed fund	<input type="checkbox"/> Fund that invests in other schemes
<input type="checkbox"/> Feeder fund, where the underlying fund falls within one of the other fund types described in Q5	<input type="checkbox"/> Unlisted index fund
<input type="checkbox"/> Passively managed index tracking exchange traded fund (“Passive ETF”)	
- 6)  Please tick if the UK fund is not an unlisted index fund or Passive ETF. Otherwise, please answer the following questions:
  - a) Is the UK fund using physical replication?  
 Yes  
 No

- b) Is the UK fund a futures based unlisted index fund or Passive ETF?  
 Yes  
 No
- c)  Please tick if the unlisted index fund or Passive ETF is tracking an index which is currently adopted by other existing SFC-authorized unlisted index fund(s) or Passive ETF(s).  
 Otherwise, please answer the following question:  
 Is the UK fund tracking a plain vanilla index<sup>3</sup>?  Yes  No
- 7) Please indicate the use of financial derivatives instruments (“derivatives”) / investment in derivatives of the UK fund by ticking one of the following boxes:  
 the net derivative exposure<sup>4</sup> of the UK fund is not more than 50% of the fund’s net asset value. Amended  
 the net derivative exposure<sup>4</sup> of the UK fund is more than 50% of the fund’s net asset value.
- 8)  Please tick if the UK fund may not invest in debt instruments with loss-absorption features (“LAP”)<sup>5</sup>. Otherwise, please answer the following questions: Newly added
- a) Will the UK fund invest more than 50% of its net asset value in LAP?  
 Yes, as last consulted with the SFC on (please specify the date)  
 No
- 9)  Please tick if the UK fund is a Passive ETF seeking to be listed in Hong Kong. If so, please also answer the following questions:
- a) Does the UK fund propose to appoint an overseas auditor to carry out a PIE engagement<sup>6</sup> (e.g. an auditor’s report on the UK fund’s annual financial statements) for it?  
 Yes  
 No, [please state the reason(s)]
- b) Has a statement of no objection (“SNO”) for the appointment of an overseas auditor been obtained from the SFC for the overseas auditor recognition application with the Financial Reporting Council (“FRC”)?  
 Yes, the SNO was issued by the SFC on [please specify the date of the SNO]  
 No
- c) Has an application been submitted to the FRC for the recognition of the overseas auditor to be appointed for the UK fund?  
 Yes, the application has been submitted to the FRC on [please specify the date of the application] [(please delete as appropriate)] and was subsequently granted by the FRC on [please specify the date on which FRC has granted the recognition]  
 No, the application will be submitted to the FRC by [please specify the date for the application]

**Please proceed to complete Section C and Section D.**

<sup>3</sup> Plain vanilla index will generally include free float market capitalization weighted equities index and will generally **exclude** strategy index, smart-beta / value-based index, equal weighted equities index, equities index with covered call and/or hedging elements, etc.

<sup>4</sup> The term “net derivative exposure” shall have the meaning as defined in 7.26 of the UT Code.

<sup>5</sup> Please refer to the section headed “Investments in debt instruments with loss-absorption features” of the Guide on Practices and Procedures for Application for Authorization of Unit Trusts and Mutual Funds regarding the disclosure and other requirements on schemes investing in LAP.

<sup>6</sup> Please refer to Part 1 of Schedule 1A of the Financial Reporting Council Ordinance (“FRCO”) for the meaning of PIE engagement. Please also refer to FAQs 17 and 18 in the Frequently Asked Questions on the Exchange Traded Funds and Listed Funds which can be downloaded at: <https://www.sfc.hk/web/EN/faqs/publicly-offered-investment-product/exchange-traded-funds-and-listed-funds.html>.



### C. Confirmation from the applicant

The UK fund(s) under application: As stated in Section A of this Information Checklist

We, in respect of this application and the UK fund(s) thereunder, hereby confirm and undertake that:

Eligibility under the MRF arrangement

- a) the UK fund(s) is/are established, domiciled and managed in accordance with UK laws and regulations and its/their constitutive documents; and
- b) the UK fund(s) is/are UK UCITS(s) authorised as such by the FCA for public offering in the UK under Part 17 of FSMA or under the Financial Services and Markets Act 2000 (Open Ended Investment Company) Regulations 2001 (SI 2001/1228) (as amended); and
- c) the UK fund(s) falls/fall within one or more than one of the eligible types of funds under the MRF arrangement; and
- d) the UK fund(s) does/do not use leverage (arising from derivatives) exceeding 100% of the fund's net asset value as calculated under the commitment approach provided under Collective Investment Schemes sourcebook 5.3.8R; and
- e) the UK fund(s) does/do not invest in real estate; and
- f) the UK fund(s) does/do not have share classes with hedging arrangements other than currency hedging.

Management company and investment delegates

- g) the management company has fulfilled and will at all times fulfil the requirements under paragraphs 5 to 7 of Annex B to the SFC Circular on "Mutual Recognition of Funds (MRF) between the United Kingdom (UK) and Hong Kong" dated 8 October 2018 (the "Circular") as amended from time to time and the related guidance as may be issued by the SFC from time to time; and
- h)  (please tick if applicable) the details of the regulatory or enforcement action(s)/proceeding(s) by the FCA concerning the management company in the past three years or since the date of establishment if it has been established for less than three years that we wish to bring to the SFC's attention are set out below; and none of these action(s)/proceeding(s) will materially affect its financial condition, status as a licensed or regulated entity, or ability to perform its licensed or regulated activities and the justification is also set out below; and

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

- i)  (please tick if applicable) the investment management functions are delegated to the following investment delegate(s) who is/are subject to supervision in an overseas jurisdiction with an inspection regime under the list of acceptable inspection regime (AIR) published on the SFC's website; and

Name(s) of AIR delegate(s)	Name(s) of relevant UK fund(s) under application

(For the avoidance of doubt, please list out all the investment delegate(s) (including sub-delegate(s)) of the management company. Please use separate sheet(s), if necessary)



- j) (applicable only to new management company) (please tick one of the following boxes)
- there is no restriction attached to the management company's licence;
  - the details of the restriction(s) attached to the management company's licence are attached in separate sheet(s); and
- k)  (applicable only to new investment delegate(s)) the following investment delegate(s) is/are not currently managing other existing SFC-authorized fund(s); and

Name(s) of new investment delegate(s)	Home regulator(s) of the new investment delegate(s)

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

Trustee/ depositary

- l) the trustee/ depositary qualifies to act as trustee/ depositary for UK UCITS pursuant to UK laws and regulations; and
- m) (please tick one of the following):
- the trustee/ depositary of the UK fund(s) is currently acting as trustee/ depositary of other existing SFC-authorized fund(s);
  - the trustee/ depositary of the UK fund(s) is not currently acting as trustee/ depositary of other existing SFC-authorized fund(s); and the information relating to the trustee/ depositary is set out below; and

Name of trustee/ depositary	
Registered/business address	
Name of primary supervisory authority	

Hong Kong representative

- n) we [(please delete as appropriate) have appointed / will appoint] the following entity as the Hong Kong representative of the UK fund(s) and the requirements set out in Chapter 9 of the Code on Unit Trusts and Mutual Funds ("UT Code") in respect of the appointment of the Hong Kong representative [(please delete as appropriate) have been fulfilled / will be fulfilled before the authorization of the UK fund(s) (if granted by the SFC) becomes effective]; and

Name of Hong Kong representative	
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- o) we have submitted the required undertaking from the [(please delete as appropriate) appointed / proposed] Hong Kong representative as set out in Annex A; and

Compliance with Guidance on Internal Product Approval Process

- p) all requirements set out in the Circular to product providers of SFC-authorized unit trusts and mutual funds, SFC-authorized investment-linked assurance schemes and SFC-authorized unlisted structured investment products entitled "Guidance on Internal Product Approval Process", as amended from time to time, have been and will be complied with in respect of the UK fund(s) under this application; and



Waivers / Special Requirements / Conditions granted by FCA

q) *(please tick one of the following):*

- there are no waivers granted or special requirements and/or conditions imposed on the UK fund(s) by the FCA;
- there is/are waiver(s) granted or special requirement(s) and/or condition(s) imposed on the UK fund(s) by the FCA; and the details are set out below; and

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*(please use separate sheet(s), if necessary)*

Material breach/investigation/disciplinary matters

r) *(please tick one of the following):*

- there is no material breach of the UK laws and regulations and/or its/their constitutive documents by the UK fund(s);
- there is/are material breach(es) of the UK laws and regulations and/or its/their constitutive documents by the UK fund(s); and the details are set out below;

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*(please use separate sheet(s), if necessary)*

s) *(please tick one of the following):*

- there is no current or pending investigation/disciplinary matter(s) against the UK fund(s);
- there is current or pending investigation/disciplinary matter(s) against the UK fund(s); and the details are set out below; and

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*(please use separate sheet(s), if necessary)*

Compliance with the Circular and the related guidance

- t) all documents required to be submitted to the SFC for the purposes of application for authorization of the UK fund(s) have been submitted and are in compliance with the Circular as amended from time to time and the related guidance as may be issued by the SFC from time to time; and
- u) all requirements in the Circular as amended from time to time and the related guidance as may be issued by the SFC from time to time applicable to this application and the UK fund(s) under this application have been and will be complied with in respect of the UK fund(s) under this application; and
- v) the UK fund(s) adopt(s) a forward pricing method; and



#### Hong Kong offering document(s)<sup>7</sup>

- w) the product key facts statement(s) (“KFS”) of the UK fund(s) is/are consistent with the Hong Kong offering document(s) of the UK fund(s); and
- x) the Hong Kong offering document(s) of the UK fund(s) is/are consistent with the latest offering document(s) which is/are made available to UK investors; and such latest offering document(s) has/have obtained the necessary approval from/completed the required notification to/filing with the FCA; and

#### Constitutive documents<sup>8</sup>

- y) the constitutive documents of the UK fund(s) have complied with all applicable UK laws and regulations, the FCA’s requirements and the requirements in the Circular as amended from time to time and the related guidance as may be issued by the SFC from time to time and such constitutive documents are the latest version that have been submitted to/filed with the FCA; and

#### Tax-related

- z) competent tax advice and opinion on the US Foreign Account Tax Compliance Act (“FATCA”) status of the UK fund(s) has/have been received; and
  - aa) there is no indemnification relating to FATCA imposed on the unitholders of the UK fund(s); and
  - bb) all tax related disclosure in the KFS and Hong Kong Covering Document(s) of the UK fund(s), including FATCA related disclosures, are true and accurate and have been cleared by professional tax advisors; and if the tax related disclosure(s) is/are subsequently amended, such amendment(s) will be cleared by professional tax advisors before the authorization of the UK fund(s) (if granted by the SFC) become(s) effective; and

#### Approved person

- cc) *(please tick one of the following):*

- (please insert the name of the approved person)* \_\_\_\_\_ has been approved as the approved person of the UK fund(s) and the approval letter previously issued by the SFC is attached in separate sheet;
- the nomination of the approved person of the UK fund(s) and the corresponding duly completed and properly executed confirmation from the nominated approved person as set out in Annex B has been submitted; and

#### General

We confirm that all information contained in this Information Checklist (including all confirmations and undertakings) and the documents submitted relating thereto are true and accurate; and unless otherwise specifically allowed for in this Information Checklist, no deletion, addition or amendment has been made to the standard templates of these current prescribed documents as published on the SFC’s website.

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<sup>7</sup> References to Hong Kong offering document(s) in this Information Checklist refer to offering document(s) of the UK fund(s) seeking SFC authorization under the MRF arrangement and pursuant to section 105 of the SFO, which generally consist(s) of (i) the latest offering document(s) of the UK fund(s) which is/are made available to UK investors and has/have obtained the necessary approval from/completed the required notification to/filing with the FCA; (ii) a Hong Kong covering document complementing the UK offering document(s) (“Hong Kong Covering Document(s)”); and (iii) the KFS.

<sup>8</sup> “Constitutive documents” means the principal documents governing the formation of a UK fund, and includes the instrument of incorporation in the case of an investment company with variable capital; the trust deed in the case of a unit trust scheme and the contractual scheme deed in the case of a contractual scheme.



**We further undertake to notify the SFC immediately if there are any changes to the information and/or confirmations provided to the SFC 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 SFC's assessment of this application.**

Signed for and on behalf of:

Applicant : \_\_\_\_\_  
*(Please state the name of the management company of the UK fund(s))*

Name of authorised signatory : \_\_\_\_\_  
*(Insert name of at least one executive director<sup>9</sup> (or above) of the management company of the UK fund(s))*

Signature : \_\_\_\_\_

Title / Position : \_\_\_\_\_

Date (date / month / year) : \_\_\_\_\_

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<sup>9</sup> Equivalent include, for example, CEO, managing director etc. Essentially, the signatory is expected to be a senior-ranking executive with overall responsibility over the new fund application.



## D. Documents required to be submitted to the SFC

The list below is not exhaustive. The SFC may require additional information.

On application, please submit 3 sets of the following documents except for the financial reports, where only a soft copy of which is required to be submitted. Please also provide soft copies of these documents in text-searchable format.

### I. Mandatory documents

- 1) Duly completed and properly executed application form<sup>1</sup>
- 2) Application fee<sup>10</sup> (in the form of cheque payable to the "Securities and Futures Commission" for the correct amount of total application fee)
- 3) Duly and properly completed Information Checklist, including the duly completed and properly executed confirmation from the applicant under Section C of the Information Checklist
- 4) Duly and properly completed information sheet on use of derivatives/ investment in derivatives of the UK fund(s) (see [Annex D](#))
- 5) (i) A copy of the letter of approval on the approved person previously issued by the SFC (for UK fund(s) with approved person previously approved by the SFC); or (ii) duly completed and properly executed nomination letter from the management company of the UK fund(s) nominating an individual as the approved person for the UK fund(s) and the duly completed and properly executed confirmation from the nominated approved person (see [Annex B](#))
- 6) English version of the latest offering document(s) of the UK fund(s)<sup>11</sup>
- 7) Advanced draft of the English Hong Kong Covering Document(s) of the UK fund(s)
- 8) Advanced draft of the English KFS of the UK fund(s)
- 9) Constitutive documents<sup>12</sup> of the UK fund(s)
- 10) Latest audited financial report (if any) and if more recent, the latest unaudited financial report of the UK fund(s)<sup>13</sup>
- 11) Duly completed and properly executed letters from the management company and the approved person regarding non-fulfilment of authorization condition(s) (see [Annex E](#))
- 12) Duly completed and properly executed Chinese translation confirmation<sup>14</sup> (see [Annex F](#))
- 13) Duly completed and properly executed undertaking from the Hong Kong Representative (see [Annex A](#))

### II. Additional documents (to the extent applicable)

- 14) For UK fund(s) constituted in corporate form
  - (i) Application for one-off authorization of advertisements of the UK fund(s) (see [Annex C](#))
  - (ii) (applicable only to UK Passive ETF(s)) Application for exemption under section 309(2) of the Securities and Futures Ordinance

Applicable? (please tick)	
Yes (and submitted)	No

<sup>10</sup> Please refer to the latest fee schedule posted on the SFC website.

<sup>11</sup> The latest offering document(s) of the UK fund(s) refer(s) to the latest offering document(s) which is/are currently made available to UK investors and has/have obtained the necessary approval from/completed the required notification to/filing with the FCA.

<sup>12</sup> "Constitutive documents" means the principal documents governing the formation of a UK fund, and includes the instrument of incorporation in the case of an investment company with variable capital; the trust deed in the case of a unit trust scheme and the contractual scheme deed in the case of a contractual scheme. The constitutive documents should be submitted and made available to Hong Kong investors in either Chinese or English. The constitutive documents should be the latest version that have been submitted to/filed with the FCA.

<sup>13</sup> The financial report(s) should be submitted and made available to Hong Kong investors in either Chinese or English.

<sup>14</sup> The Chinese translation confirmation(s) is/are not required to be submitted upon the application. However, the Chinese translation confirmation(s) (together with the Hong Kong offering document(s) of the UK fund(s) in Chinese and English with proper annotations against Annex H of this Information Checklist for the English version) must be executed and submitted before the authorization (if granted by the SFC) becomes effective.

- 15) For UK unlisted index fund(s) or Passive ETF(s) with new index not currently adopted by other existing SFC-authorized index fund(s) or Passive ETF(s)  
Submission to demonstrate compliance with 8.6(e) of the UT Code on the index acceptability (please use separate sheet(s))
  
- 16) For UK Passive ETF(s)  
Confirmation on the impact of the Volcker Rule in the US for UK Passive ETF(s) under application
  
- 17) For UK Passive ETF(s) that is seeking to be listed in Hong Kong with an overseas auditor proposed to be appointed  
Evidence that the overseas auditor has been recognized by the FRC to carry out a PIE engagement (as defined in the FRCO)<sup>6</sup> for the UK Passive ETF(s) (if available)
  
- 18) For UK unlisted index fund(s) or Passive ETF(s) with net derivative exposure<sup>4</sup> exceeding 50% of its(their) net asset value
  - (i) Detailed contingency plans regarding credit events like significant downgrading of credit and the collapse of the issuer of the derivatives and where applicable indicate whether such plans have previously been adopted by other SFC-authorized unlisted index fund(s) or Passive ETF(s) managed by the management company.
  
  - (ii) (applicable only to UK unlisted index fund(s) or Passive ETF(s) which is/are linked to one or more indices)
    - a) For new index not currently adopted by other existing SFC-authorized unlisted index fund(s) or Passive ETF(s)  
Submission to demonstrate compliance with 8.6(e) of the UT Code on index acceptability (please use separate sheet(s))
  
    - b) For index which is bespoke / provided for the use of the UK unlisted index fund(s) or Passive ETF(s) only  
Justification to address questions as to the propriety of the fund seeking exposure to such index (see 8.8(a) Note (2) of the UT Code)
  
    - c) For UK unlisted index fund(s) or Passive ETF(s) with index provider not being an independent person  
A brief description of the connected relationship and demonstrate that the index provider is functionally and operationally independent from the swap counterparty in terms of personnel and reporting line
  
  - (iii) For a UK unlisted index fund(s) or Passive ETF(s) which is/are a mutual fund company  
Evidence that the majority of the board of directors of the UK unlisted index fund(s) or Passive ETF(s) are independent directors in compliance with 8.8(b) of the UT Code
  
  - (iv) Executed self-declarations by the management company and each of the investment delegate(s) in respect of its independence from the issuer(s) of the derivatives in accordance with 8.8(a) of the UT Code


Newly added



## **ANNEX A: Undertaking from Hong Kong Representative**

Name of UK fund(s) under application:

- a) Name (for umbrella fund only, or such other name as may be approved by the SFC) of the umbrella/single fund(s) \_\_\_\_\_
- b) Name (or such other name as may be approved by the SFC) of the relevant sub-fund(s) \_\_\_\_\_

We hereby confirm and undertake that, in respect of the UK fund(s) under application mentioned above,

- (i) *(please tick one of the following boxes)*
- we have been appointed as the Hong Kong representative;
  - we agree to be appointed as the Hong Kong representative before the authorization of the UK fund(s) (if granted by the SFC) becomes effective;
- (ii) we will perform the duties required of a Hong Kong representative under the Code on Unit Trusts and Mutual Funds (“**UT Code**”) upon the authorization of the UK fund(s) becoming effective.

We also confirm that:

- (iii) *(applicable only to Hong Kong representative which is a trust company)* we are an affiliate of an authorized financial institution defined under the Securities and Futures Ordinance (“**SFO**”); and
- (iv) *(please tick where applicable)*
- we have obtained the following licensing or registration status required for compliance with 9.4 of the UT Code:
    - licensing or registration status under the SFO;
    - registration status under Part VIII of the Trustee Ordinance (Chapter 29 of the laws of Hong Kong).
  - we are in the process of applying for the following licensing or registration status required for compliance with 9.4 of the UT Code:
    - licensing or registration status under the SFO;
    - registration status under Part VIII of the Trustee Ordinance (Chapter 29 of the laws of Hong Kong).

Signed for and on behalf of:

Name of the Hong Kong representative : \_\_\_\_\_

Name of authorized signatory : \_\_\_\_\_

Signature : \_\_\_\_\_

Title / Position : \_\_\_\_\_

Date (date / month / year) : \_\_\_\_\_



## **ANNEX B: Nomination of approved person**

### **Part 1: Nomination letter from the management company**

The UK fund(s) under application: As stated in Section A of this Information Checklist

We hereby nominate the following individual as the approved person for (a) the UK fund(s) under application [(*please delete if not applicable*)] and the sub-funds of the umbrella fund as authorized by the SFC from time to time] and (b) the issue of any related advertisement, invitation or document for the purpose of section 104(2) and section 105(2) respectively of the Securities and Futures Ordinance:

Name : \_\_\_\_\_  
Employer : \_\_\_\_\_  
Position : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone no. : \_\_\_\_\_  
Facsimile no. : \_\_\_\_\_  
Email address : \_\_\_\_\_

Signed for and on behalf of:

Name of the management company : \_\_\_\_\_  
Name of authorized signatory : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Title / Position : \_\_\_\_\_  
Date (date / month / year) : \_\_\_\_\_



**Part 2: Confirmation from the nominated approved person**

The UK fund(s) under application: As stated in Section A of this Information Checklist

I, as the nominated approved person for (a) the UK fund(s) under application [(please delete if not applicable) and the sub-funds of the umbrella fund as authorized by the SFC from time to time] and (b) the issue of any related advertisement, invitation or document for the purpose of section 104(2) and section 105(2) respectively of the Securities and Futures Ordinance, hereby confirm the following:

- (a) I have my ordinary residence in Hong Kong;
- (b) My contact details set out in Part 1 above are accurate and up-to-date;
- (c) I am capable of being contacted by the SFC by post, telephone, facsimile and electronic mail during business hours;
- (d) I will inform the SFC of any change in my contact details within 14 days after the change takes place; and
- (e) I will comply with any other requirements as the SFC considers appropriate.

I also confirm to the SFC that I have read and understood the Personal Information Collection Statement as set out at the Appendix (the "PICS") and consent to the use by the SFC of my Personal Data (as defined in the PICS) I have provided and may provide in the future, for the purposes described in the PICS.

Signed by:

Name of the nominated approved person : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date (date / month / year) : \_\_\_\_\_



**ANNEX C: Application for one-off authorization of the advertisements of the UK fund**

The UK fund(s) under application: As stated in Section A of this Information Checklist

I/We, as [(*please delete if not applicable*) management company / product issuer / approved person] of the UK fund(s) under application, write to apply for an one-off authorization of the issue of advertisements of the UK fund(s) under application from time to time pursuant to section 105(1) of the Securities and Futures Ordinance (the "SFO").

I/We confirm that:

- (a) the UK fund(s) is/are constituted in corporate form;
- (b) (*please insert the name of approved person*) \_\_\_\_\_ is the approved person for the advertisements of [each of] the UK fund(s) for the purpose of section 105(2)(a) of the SFO;
- (c) the advertisements of the UK fund(s) will at all times be issued by an intermediary licensed or registered for Types 1, 4 or 6 regulated activity as contemplated under section 103(2)(a) of the SFO; and
- (d) each advertisement will be in compliance with the advertising guidelines applicable to the UK fund(s) and any such regulations, rules and requirements issued from time to time by the SFC at the time when the advertisement is issued.

Signed for and on behalf of:

Name of [(*please delete if not applicable*)  
the management company / the product  
issuer / the approved person of the UK  
fund(s)] :

Name of authorized signatory :

Signature :

Title / Position :

Date (date / month/ year) :

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## **ANNEX D: Information on use of derivatives/ investment in derivatives of the UK fund(s)**

Please fill in this sheet for each UK fund(s) under application. (please use separate sheet(s), if necessary).

Name (or such other name as may be approved by the SFC) of single fund(s) / sub-fund(s) \_\_\_\_\_

### **Part 1 (Applicable to all single fund(s) / sub-fund(s) under application)**

We, in respect of the UK fund(s), hereby confirm, represent and undertake that:

1.  (please tick if the UK fund(s) will not use derivatives for any purposes) the UK fund(s) will not use derivatives for any purposes;
2.  (please tick if the UK fund(s) may use derivatives for hedging and/or investment purposes (i.e. non-hedging purposes))
  - (i) the net derivative exposure<sup>4</sup> of the UK fund(s) calculated in accordance with the Derivative Guide<sup>15</sup> (please tick one of the following boxes) is:
    - not more than 50% of its/their respective NAV
    - more than 50% and up to 100% of its/their respective NAV
    - more than 100% of its/their respective NAV
  - (ii) in relation to (2)(i) above, the UK fund(s) may use derivatives under the following circumstance(s) (please tick all the applicable boxes) and the net derivative exposure<sup>4</sup> stated in (2)(i) above and disclosed in the KFS has been calculated excluding these usage in accordance with the Derivative Guide<sup>15</sup>:
    - Netting, hedging or risk mitigation
    - Cash flow management
    - Market access or exposure replication (without incremental leverage at portfolio level of the UK fund(s))
    - Investment in conventional convertible bonds
  - (iii)  (please tick if the UK fund(s) will use derivatives not referenced to the same underlying assets for hedging or risk mitigation purposes) the use of derivatives by the UK fund(s) for hedging or risk mitigation purposes are in compliance with and will continue to comply with (i) the principles of hedging under 7.25 of the UT Code and (ii) the criteria as provided under paragraph 17 under Chapter 3 of the Derivative Guide<sup>15</sup>;
3. the UK fund(s) [is/are][is/are not] (please delete where appropriate) derivative fund(s):
4. all requirements and conditions set out in the Derivative Guide<sup>15</sup>, as amended from time to time, have been and will be complied with by the UK fund(s); and

Amended

<sup>15</sup> The Derivative Guide refers to the Guide on the Use of Financial Derivative Instruments for Unit Trusts and Mutual Funds published by the SFC dated 17 December 2018 (<https://www.sfc.hk/web/EN/faqs/publicly-offered-investment-product/guide-on-the-use-of-financial-derivative-instruments-for-unit-trusts-and-mutual-funds.html>), which may be updated from time to time.

5. we will notify the SFC immediately if there are any changes to the information and/or representations provided to the SFC from time to time in connection with this confirmation or where we have become aware of any matters or changes in circumstances that may change or affect the determination or classification provided under (3) of Part 1 of this Annex D in connection with the use of derivatives by the UK fund(s).

**Part 2 (Applicable only to UK fund(s) with net derivative exposure<sup>4</sup> of more than 50% of its NAV as disclosed in the KFS)**

1. We hereby confirm and undertake that, in respect of this application,
- the management company and the investment delegate(s) (if applicable) has/have put in place suitable and adequate risk management and control systems which are commensurate with the risk profile of the UK fund(s) to monitor, measure, and manage all the relevant risks in relation to the UK fund(s); and
  - the home regulator of the management company has either approved the risk management policy ("RMP") or has no comments on the RMP as duly filed.

2. Please fill in the information below.

Information as of : \_\_\_\_\_ (Insert reference date<sup>16</sup>)

Asset Class	Derivatives used	Notional Exposure (Maximum Level)	Netting / Hedging	Other Adjustments (e.g. Delta)	Net Derivative Exposure <sup>4</sup> (Maximum Level)
	<b>Total</b>				

**Part 3 - General**

We confirm that all information contained in this confirmation is true and accurate; and unless otherwise specifically allowed for in this confirmation, no deletion, addition or amendment has been made to the standard template of this confirmation as published on the SFC website.

We acknowledge that the information posted on the SFC website to indicate whether the UK fund(s) is/are or is not/are not derivative fund(s), where applicable, is based on the confirmations and representations we provided hereunder and it is not an endorsement of the suitability of the UK fund(s) for any particular investor or class of investors.

<sup>16</sup> The reference date should be the date on which the most up-to-date information is available and such information should be representative of the exposure arising from the use of derivatives by the UK fund under application and should be complete and not misleading.

**Illustrative Example: ABC Fund**

Asset Class	Derivatives used	Notional Exposure (Maximum Level)	Netting / Hedging	Other Adjustments (e.g. Delta)	Net Derivative Exposure (Maximum Level)
Currency	FX Forwards	200%	-120%		80%
Equity	Options	40%		-30%	10%
Interest Rate	IRS, bond futures	250%	-150%		100%
Credit	CDS	10%			10%
	<b>Total</b>	500%			200%





Signed for and on behalf of:

Name of the management company

:

Name of authorized signatory

:

Signature

:

Title / Position

:

Date (date / month / year)

:

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## **ANNEX E: Letters from the management company and the approved person regarding non-fulfilment of authorization condition(s)**

*(Note: Both Part A and Part B must be completed and submitted to the SFC at the time of application of the UK fund(s).)*

### **Part A – Acknowledgement from the management company**

To: Securities and Futures Commission (the “SFC”)

Name (or such other name as may be approved by the SFC) of UK fund(s)<sup>17</sup>:  
*[insert name of all UK fund(s) under application]*

(collectively, the “UK Funds” each, a “UK Fund”)

In connection with the application for authorization (“Authorization Application”) of the UK Fund(s) and the related Hong Kong offering document(s) (“Hong Kong Offering Document(s)”), we understand that under section 104(1) and section 105(1) of the Securities and Futures Ordinance (“SFO”), the SFC may, where it considers appropriate, authorise the UK Fund(s) and the issue of the Hong Kong Offering Document(s) respectively, subject to such conditions as the SFC considers appropriate.

We acknowledge that for the authorization (if granted by the SFC) of the UK Fund(s) and its/their Hong Kong Offering Document(s) (“Authorization”) to become effective, all relevant conditions (“Relevant Conditions”) imposed by the SFC as set out in the letter of authorization (“Authorization Letter”) are generally required to be fulfilled within 2 months from the date of the Authorization Letter (as may be extended by the SFC upon the submission of proper justifications by the applicant) (“Time Limit”). A confirmation for fulfilment is required to be submitted to the SFC<sup>18</sup> within the Time Limit.

In this connection, we hereby authorise *[insert name of the approved person / nominated approved person]* (“Approved Person”) in his/her capacity as the approved person (upon approval by the SFC) to submit the Withdrawal Application (as defined and set out in Part B below) herewith which is to take effect upon occurrence of the events set out therein.

We further agree and undertake to procure the Approved Person or his/her successor to do all such other acts and execute such other documents to give effect to the Withdrawal Application as and when required by the SFC.

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<sup>17</sup>As stated under 3(a)(ii), (iv) and (v) of the Application Form for Unit Trusts and Mutual Funds, Investment-Linked Assurance Schemes and Unlisted Structured Investment Products and in Section A of the Information Checklist for Application for Authorization of UK Funds under the Mutual Recognition of Funds Arrangement and the Revamped Process submitted to the SFC in respect of the application for seeking SFC’s authorization of the UK fund(s) and its/their Hong Kong offering document(s).

<sup>18</sup>For the Authorization to become effective, the applicant must submit to the SFC a duly completed and properly executed “Confirmation of fulfilment of authorization conditions”, as set out in Annex G of this Information Checklist as may be updated by the SFC from time to time.



Signed for and on behalf of:

Name of the management company : \_\_\_\_\_

Name of authorized signatory : \_\_\_\_\_

Signature : \_\_\_\_\_

Title / Position : \_\_\_\_\_

Date (date / month / year) : \_\_\_\_\_



**Part B – Application for withdrawal of authorization (in the event of non-fulfilment of all conditions required for an authorization to become effective) by the approved person of the UK fund(s)**

To: Securities and Futures Commission (the “SFC”)

Name (or such other name as may be approved by the SFC) of UK fund(s)<sup>19</sup>:  
[insert name of all UK fund(s) under application]

(collectively, the “UK Funds” and each, a “UK Fund”)

I, [insert name], in my capacity as the approved person (upon approval by the SFC) (“Approved Person”) of the UK Fund(s) for the purpose of section 104(2) and section 105(2) of the Securities and Futures Ordinance (“SFO”), write to submit that this letter be served as an application for withdrawal of authorization (if granted by the SFC) of the UK Fund(s) and its/their Hong Kong offering document(s) pursuant to section 106(2) of the SFO (“Withdrawal Application”) upon occurrence of the events set out below.

In respect to each UK Fund, this Withdrawal Application shall become effective in the event that: (i) authorization has been granted by the SFC under section 104(1) and section 105(1) of the SFO (“Authorization”); and (ii) if any of the conditions imposed by the SFC for the Authorization to become effective (“Relevant Conditions”) as stated in the letter of authorization letter issued by the SFC (“Authorization Letter”) has not been fulfilled and complied with within the prescribed time limit as stated in the Authorization Letter (as may be extended in writing by the SFC).

The Withdrawal Application herein will cease to have any effect and be lapsed with regard to each UK Fund once the respective Authorization (if granted by the SFC) has become effective in accordance with terms as stipulated under the Authorization Letter.

Name of the approved person of the UK fund(s) : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Title / Position : \_\_\_\_\_  
Date (date / month/ year) : \_\_\_\_\_

<sup>19</sup>As stated under 3(a)(ii), (iv) and (v) of the Application Form for Unit Trusts and Mutual Funds, Investment-Linked Assurance Schemes and Unlisted Structured Investment Products and in Section A of the Information Checklist for Application for Authorization of UK Funds under the Mutual Recognition of Funds Arrangement and the Revamped Process submitted to the SFC in respect of the application for seeking SFC’s authorization of the UK fund(s) and its/their Hong Kong offering document(s).

## **ANNEX F: Chinese translation confirmation**

### **Option 1: One Confirmation to be Issued**

Name of UK fund(s) under application (the “UK Fund”):

a) Name of the umbrella/single fund(s) : \_\_\_\_\_

b) Name of the relevant sub-fund(s) : \_\_\_\_\_

I hereby certify and confirm that:

(a) *(please tick one of the following boxes)*

I have appointed *(please insert the name of the person)* \_\_\_\_\_, who is fully conversant in the Chinese language and competent to review and ensure the truth and accuracy of the Chinese translation of *(please insert the name of relevant document(s))* \_\_\_\_\_ (the “Relevant Chinese Document(s)”) in respect of the UK Fund, to review and ensure the truth and accuracy of the Relevant Chinese Document(s);

I am fully conversant in the Chinese language and competent to review and ensure the truth and accuracy of the Chinese translation of *(please insert the name of relevant document(s))* \_\_\_\_\_ (the “Relevant Chinese Document(s)”) in respect of the UK Fund, and have reviewed and ensured the truth and accuracy of the Relevant Chinese Document(s); and

(b) the Relevant Chinese Document(s) is/are the true and accurate translation of the English version(s) of the same documentation.

Name of the party issuing confirmation<sup>20</sup> : \_\_\_\_\_

Name of authorized signatory : \_\_\_\_\_

Title / Position of authorized signatory : \_\_\_\_\_

Signature : \_\_\_\_\_

Date (date / month/ year) : \_\_\_\_\_

<sup>20</sup>Please refer to the SFC’s circular regarding streamlining of authorization process (30 December 2005) which can be downloaded at: <http://www.sfc.hk/edistributionWeb/gateway/EN/circular/openFile?refNo=H480> and the Frequently Asked Questions on the Application Procedures for Authorization of Unit Trusts and Mutual Funds under the Revamped Process which can be downloaded at: <http://www.sfc.hk/web/EN/faqs/product-authorization/application-procedures-for-authorization-of-unit-trusts-and-mutual-funds-revamped-process.html>



**Option 2: Two Confirmations to be Issued (Comprising the First Confirmation and Second Confirmation Below)**

**First Confirmation**

Name of UK fund(s) under application (the “UK Fund”):

a) Name of the umbrella/single fund(s) : \_\_\_\_\_

b) Name of the relevant sub-fund(s) : \_\_\_\_\_

I hereby certify and confirm that I have appointed (*please insert the name of the translation company*) \_\_\_\_\_, a company with qualified personnel who are fully conversant in the Chinese language and competent to review and ensure the truth and accuracy of the Chinese translation of (*please insert the name of relevant document(s)*) \_\_\_\_\_ (the “Relevant Chinese Document(s)”) in respect of the UK Fund, to review and ensure the truth and accuracy of the Relevant Chinese Document(s). .

Name of the party issuing confirmation<sup>21</sup> : \_\_\_\_\_

Name of authorized signatory : \_\_\_\_\_

Title / Position of authorized signatory : \_\_\_\_\_

Signature : \_\_\_\_\_

Date (date / month / year) : \_\_\_\_\_

<sup>21</sup> Please refer to the SFC’s circular regarding streamlining of authorization process (30 December 2005) which can be downloaded at: <http://www.sfc.hk/edistributionWeb/gateway/EN/circular/openFile?refNo=H480> and the Frequently Asked Questions on the Application Procedures for Authorization of Unit Trusts and Mutual Funds under the Revamped Process which can be downloaded at: <http://www.sfc.hk/web/EN/faqs/product-authorization/application-procedures-for-authorization-of-unit-trusts-and-mutual-funds-revamped-process.html>



## Second Confirmation

Name of UK fund(s) under application (the "UK Fund"):

- a) Name of the umbrella/single fund(s) : \_\_\_\_\_
- b) Name of the relevant sub-fund(s) : \_\_\_\_\_

I hereby certify and confirm that:

- (i) (please insert the name of the translation company) \_\_\_\_\_  
has been appointed by (please insert the name of the appointing party) \_\_\_\_\_  
to review the Chinese translation of (please insert the name of relevant document(s)) \_\_\_\_\_  
(the "Relevant Chinese Document(s)") in respect of the UK Fund;
- (ii) (please insert the name of the translator) \_\_\_\_\_  
of this office is fully conversant in the Chinese language and competent to review and ensure the truth and accuracy of the Relevant Chinese Document(s); and
- (iii) the Relevant Chinese Document(s) is/are the true and accurate translation of the English version(s) of the same documentation.

Name of the translator<sup>22</sup> : \_\_\_\_\_

Name of authorized signatory : \_\_\_\_\_

Position / Title of authorized signatory : \_\_\_\_\_

Signature : \_\_\_\_\_

Date (date / month / year) : \_\_\_\_\_

<sup>22</sup>Please refer to the SFC's circular regarding streamlining of authorization process (30 December 2005) which can be downloaded at: <http://www.sfc.hk/edistributionWeb/gateway/EN/circular/openFile?refNo=H480> and the Frequently Asked Questions on the Application Procedures for Authorization of Unit Trusts and Mutual Funds under the Revamped Process which can be downloaded at: <http://www.sfc.hk/web/EN/faqs/product-authorization/application-procedures-for-authorization-of-unit-trusts-and-mutual-funds-revamped-process.html>



## **Annex G: Confirmation of fulfilment of authorization conditions**

Dated: \_\_\_\_\_ (Note\*)

To: Securities and Futures Commission (“SFC”)

Name of the UK fund(s): \_\_\_\_\_ (the “UK Fund(s)”)

We refer to the letter from the SFC dated \_\_\_\_\_ (insert date) granting authorization of the UK Fund(s) and its/their Hong Kong offering document(s) (the “Authorization Letter”).

### **Confirmations/undertakings**

We hereby confirm our agreement to all the conditions for the authorization of the UK Fund(s) as set out in the Authorization Letter (“Authorization Conditions”). We further confirm and undertake that the Authorization Conditions have been fulfilled and will be complied with in respect of the UK Fund(s).

*(Please tick if applicable)* In particular:

- (Applicable only to UK fund(s) whose HKOD are subject to comments of the SFC)* We confirm that the finalised draft of the Hong Kong offering document(s) of the UK Fund(s) (“HKOD”) has/have properly addressed all the comments of the SFC on the HKOD as set out in the Authorization Letter.
- We confirm that the finalised draft of the HKOD is consistent with the latest offering document(s) which is/are currently made available to UK investors and has/have obtained the necessary approval from/completed the required notification to/filing with the Financial Conduct Authority.
- We confirm that a Hong Kong representative which complies with 9.4 of the Code on Unit Trusts and Mutual Funds (the “UT Code”) has been duly appointed in respect of the UK Fund(s) in accordance with Chapter 9 of the UT Code.
- (Applicable only to UK Passive ETF(s) that seek to be listed in Hong Kong and propose to appoint an overseas auditor) [(Applicable in the case that the overseas auditor has not been recognized by the FRC prior to the date of the authorization letter)]* We confirm that the overseas auditor proposed to be appointed for the UK Fund(s) has been recognized by the Financial Reporting Council (“FRC”) to carry out a PIE engagement (as defined under Part 1 of Schedule 1A of the Financial Reporting Council Ordinance (“FRCO”)) for the UK Fund(s) on [date].] We [further] confirm that we shall inform the SFC promptly if (1) the recognition of the overseas auditor of the UK Fund(s) has expired (and not renewed) or been [subsequently] revoked or suspended by the FRC or (2) an overseas auditor is no longer appointed by the UK Fund(s).
- All other confirmations and/or undertakings that are required to be submitted in accordance with the Authorization Letter are set out below: *(use separate sheet(s) if necessary)*

Newly added

\_\_\_\_\_  
\_\_\_\_\_

\* Please refer to “Chapter 7 – Documentation requirements following SFC authorization and prior to the authorization becoming effective” of the Guide on Practices and Procedures for Application for Authorization of Unit Trusts and Mutual Funds, including the timeframe within which the applicant is required to submit this confirmation to the SFC.





**Supporting documentation**

We confirm that a hard copy of all the documents as required to be submitted pursuant to the Authorization Letter is enclosed and listed below:

- A cheque in the total sum of \_\_\_\_\_ (*insert amount*) made payable to the “Securities and Futures Commission” in payment of the authorization fees and annual fees in respect of the UK Fund(s)
- Finalised draft of the English HKOD, with (i) changes (shown in mark-ups against previously submitted version) properly addressing all the comments of the SFC on the HKOD (if any) as set out in the Authorization Letter and (ii) annotations against Annex H to the Information Checklist for Application for Authorization of UK Funds under the Mutual Recognition of Funds Arrangement and the Revamped Process
- Chinese version of the HKOD and the executed Chinese translation confirmation(s)
- Copy of duly executed constitutive documents
- (*Applicable only to UK Passive ETFs*) Listing approval granted to the UK Fund(s) by The Stock Exchange of Hong Kong Limited
- (*Applicable only to UK Passive ETFs that seek to be listed in Hong Kong and propose to appoint an overseas auditor*) Recognition application granted by the FRC to the UK Fund(s) for the appointment of the overseas auditor to carry out a PIE engagement (as defined under Part 1 of Schedule 1A of the FRCO) for the UK Fund(s)
- Please list out such other documents that are required to be submitted pursuant to the Authorization Letter: (use separate sheet(s) if necessary)*

Newly added

\_\_\_\_\_  
\_\_\_\_\_

Signed for and on behalf of:

Name of Applicant : \_\_\_\_\_  
*(Please state the name of the management company of the UK Fund(s))*

Name of authorized signatory : \_\_\_\_\_  
*(Insert name of at least one executive director<sup>23</sup> (or above) of the management company of the UK Fund(s))*

Signature : \_\_\_\_\_

Title / Position : \_\_\_\_\_

Date (date / month / year) : \_\_\_\_\_

<sup>23</sup> Equivalent include, for example, CEO, managing director etc. Essentially, the signatory is expected to be a senior-ranking executive with overall responsibility over the new fund application.

## **Annex H: Reference on annotations for the Hong Kong offering documents of UK funds**

1. The Hong Kong offering documents (“HKOD”) of a UK fund as annotated are required to be submitted to the SFC before the authorization of the UK fund may become effective. This document aims to assist applicants of new fund applications in annotating the finalised English draft of the HKOD of a UK fund under application against the required disclosure requirements.
2. The management company is obliged to disclose any information which may be necessary for investors to make an informed judgment.

<b>SFC Circular on “Mutual Recognition of Funds (MRF) between the United Kingdom (UK) and Hong Kong” dated 8 October 2018, as amended from time to time</b>	
<b>TABLE 1 – Basic disclosure requirements</b>	
	<b>Hong Kong offering documents</b>
	5.6 of Overarching Principles Section (“OPS”) of SFC Handbook for Unit Trusts and Mutual Funds, Investment-Linked Assurance Schemes and Unlisted Structured Investment Products (“SFC Handbook”)
	6.11 of the Code on Unit Trusts and Mutual Funds (the “UT Code”)
	6.11B of the UT Code
	6.16 of the UT Code
	6.17 of the UT Code
	8.9(j) of the UT Code
	<b>KFS</b>
	6.5 of the OPS of the SFC Handbook
	6.6 of the OPS of the SFC Handbook
	6.7 of the OPS of the SFC Handbook
	6.8 of the OPS of the SFC Handbook
	6.2A of the UT Code
	<b>Use of disclaimers</b>
	6.12 of the OPS of the SFC Handbook
	<b>Enquiries and complaints handling</b>
	7.4 of OPS of the SFC Handbook
	<b>Mention of SFC authorization</b>
	1.10 of OPS of the SFC Handbook
	<b>Other disclosure</b>
	Appendix C1 to the UT Code
	Appendix C2 (except for disclosures regarding securities financing transactions) to the UT Code
	Appendix C2B to the UT Code
	Appendix C2C to the UT Code
	Appendix C3 to the UT Code

**SFC Circular on “Mutual Recognition of Funds (MRF) between the United Kingdom (UK) and Hong Kong” dated 8 October 2018, as amended from time to time**
**TABLE 1 – Basic disclosure requirements**

Appendix C4 to the UT Code
Appendix C5 to the UT Code
Appendix C6 to the UT Code
Appendix C7 to the UT Code
Appendix C8 to the UT Code
Appendix C9 to the UT Code
Appendix C10 to the UT Code
Appendix C11 to the UT Code
Appendix C12 to the UT Code
Appendix C13 to the UT Code <i>(if applicable)</i>
Appendix C14 to the UT Code
Appendix C15 to the UT Code
Appendix C16 to the UT Code
Appendix C17 to the UT Code
Appendix C18 to the UT Code
Appendix C18A to the UT Code
Appendix C19 to the UT Code
Appendix C19A to the UT Code
Appendix C20 to the UT Code
Appendix C21 to the UT Code
Appendix C22 to the UT Code
Appendix C22A to the UT Code
Appendix C23 to the UT Code
Appendix C24 to the UT Code
Appendix C25 to the UT Code
Appendix C26 to the UT Code
Paragraph 30 of the Circular
Disclosure requirements in the relevant Frequently Asked Questions (FAQs) issued by the SFC from time to time, including, FAQs on the Code on Unit Trusts and Mutual Funds, FAQs on Exchange Traded Funds and Listed Funds, FAQs on Post Authorization Compliance Issues of SFC-authorized Unit Trusts and Mutual Funds, FAQs on SFC Authorization of UCITS Funds and FAQs on the United Kingdom-Hong Kong Mutual Recognition of Funds.
Other information which may have a significant impact on the investors in Hong Kong

<b>TABLE 2 – Additional disclosure requirements for each specific type of UK funds</b>	
<b><i>Applicable only to feeder funds</i></b>	
	UT Code – 7.12
<b><i>Applicable only to unlisted index funds</i></b>	
	UT Code – 8.6(j) and 8.8(h)(if the unlisted index fund's net derivative exposure <sup>4</sup> exceeds 50% of its net asset value)
<b><i>Applicable only to index tracking ETFs</i></b>	
	UT Code – 8.6(j), 8.6(u), 8.6(v), 8.6(w) and 8.8h (if the Passive ETF's net derivative exposure <sup>4</sup> exceeds 50% of its net asset value)

## APPENDIX

### Personal Information Collection Statement

1. This Personal Information Collection Statement (“**PICS**”) is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data. The PICS sets out the policies and practices of the Securities and Futures Commission (“**SFC**”) with regard to your Personal Data<sup>24</sup> and what you are agreeing to with respect to the SFC’s use of your Personal Data for the purposes identified below.

#### Purpose of Collection

2. The Personal Data provided in any application, filing, submission (including any related form, checklist, confirmation, documentation or correspondence), enquiry, survey or any other form of request for information (as the case may be) will be used by the SFC for one or more of the following purposes:
  - to administer the Securities and Futures Ordinance (“**SFO**”) and other relevant Ordinances (including the Companies (Winding Up and Miscellaneous Provisions) Ordinance, the Companies Ordinance, the Anti-Money Laundering and Counter-Terrorist Financing (Financial Institutions) Ordinance, Financial Institutions (Resolution) Ordinance), rules, regulations, codes and guidelines made or promulgated pursuant to the powers vested in the SFC as in force at the relevant time, including:
    - *SFC Handbook for Unit Trusts and Mutual Funds, Investment-Linked Assurance Schemes and Unlisted Structured Investment Products and the various Product Codes therein;*
    - *Code on Real Estate Investment Trusts;*
    - *SFC Code on MPF Products;*
    - *Code on Open-ended Fund Companies;*
    - *Code on Pooled Retirement Funds;*
    - *Advertising Guidelines Applicable to Collective Investment Schemes Authorized under the Product Codes;*
    - *Guidance Note for Persons Advertising or Offering Collective Investment Schemes on the Internet;*(collectively, the “**Relevant Ordinances and Regulatory Requirements**”)
  - to process any application made under the Relevant Ordinances and Regulatory Requirements where you may have a connection;
  - to monitor the ongoing compliance of SFC-authorized investment products, open-ended fund companies and their key operators with the Relevant Ordinances and Regulatory Requirements;
  - for the purposes of inviting attendees to events or industry briefings organised by the SFC;
  - for the purposes of performing the SFC’s statutory functions under the relevant Ordinances, including surveillance, investigation, inspection or enforcement / disciplinary action;

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<sup>24</sup> Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap 486 (“**PDPO**”).



- for research or statistical purposes;
  - other purposes directly relating to any of the above; and
  - other purposes as permitted by law.
3. Failure to provide the requested Personal Data may result in the SFC being unable to process your application or request, or perform its statutory functions under the relevant Ordinances.

#### **Transfer / Matching of Personal Data**

4. Personal Data may be disclosed by the SFC to (i) other financial regulators in Hong Kong (including the Hong Kong Exchanges and Clearing Limited, the Hong Kong Monetary Authority, the Insurance Authority and the Mandatory Provident Funds Schemes Authority), (ii) government bodies (including the Hong Kong Police Force, the Customs and Excise Department, the Independent Commission Against Corruption, and the Companies Registry), (iii) relevant courts, panels, tribunals and committees, (iv) overseas regulatory / government / judicial bodies as permitted or required under the law, or pursuant to any regulatory / supervisory / investigatory assistance arrangements between the SFC and other regulators (local / overseas), and/or (iv) persons engaged by the SFC to assist the SFC in the performance of its statutory functions.
5. Personal Data may be used by the SFC and/or disclosed by the SFC to the above organizations / bodies / persons in Hong Kong or elsewhere for the purposes of verifying / matching<sup>25</sup> those data. You consent to the use of your Personal Data for carrying out a matching procedure (as defined in the PDPO).
6. Your Personal Data may be transferred to place(s) outside of Hong Kong for the purposes stated herein (such places may or may not offer the same or a similar level of personal data protection as in Hong Kong).

#### **Access to Data**

7. You have the right to request access to and correction of your Personal Data held by the SFC about you in accordance with the provisions of the PDPO. Your right of access includes the right to request a copy of your Personal Data held by the SFC. The SFC has the right to charge a fee for processing of any data access request.

#### **Enquiries**

8. Any enquiries regarding the Personal Data provided, or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

The Data Privacy Officer  
Securities and Futures Commission  
54/F, One Island East  
18 Westlands Road, Quarry Bay, Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available on the SFC's website at [www.sfc.hk](http://www.sfc.hk).

May 2019

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<sup>25</sup> "matching procedure" is defined in section 2 of the PDPO.