How to Submit a Sub-Fund Application for an Existing Fund

1. Login as per normal procedure, user is taken to the sector page. Select 'View' adjacent to the Funds option

2. User is taken to Application page. Select 'New' on this page

3. Select 'Funds Authorisation' on the next page

4. Then select 'Qualifying Investor AIF Sub-Fund – Application for Approval' and hit 'Submit

5. On the next page, enter the name of the sub-fund in the 'State the name of the sub-fund' field.
   Then select the legal structure of the umbrella fund in the next field and hit 'Submit'

6. On the next section -Information, the user can link the sub-fund to the existing approved umbrella fund by hitting 'search legal entity' for 8.1.1 – Name of QIAIF

7. This takes the user to a search page where they can search for the relevant QIAIF umbrella. Once the relevant QIAIF umbrella has been located then click 'Add to Application' and 'Accept' as displayed below.

8. Complete the remaining sections as required in order to finalise submission