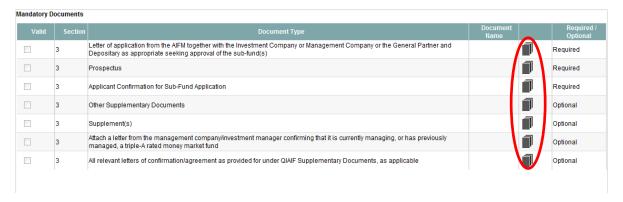**How to attach a document to a Sub Fund application:**

1. Once all relevant Sections have been completed, the option to add supporting documents will appear.

Section Reference	Section	Status	Help	Checklist
1	Structure	✔ Valid		
2	Information	✔ Valid		
3	Document	★ Required		

2. Select the Document Section (Required tab) and you will be brought to the below screen.

Click on the documents icon (highlighted in the screenshot below) of the document you wish to upload.

Mandatory Documents

Valid	Section	Document Type	Document Name		Required / Optional
☐	3	Letter of application from the AIFM together with the Investment Company or Management Company or the General Partner and Depositary as appropriate seeking approval of the sub-fund(s)		📄	Required
☐	3	Prospectus		📄	Required
☐	3	Applicant Confirmation for Sub-Fund Application		📄	Required
☐	3	Other Supplementary Documents		📄	Optional
☐	3	Supplement(s)		📄	Optional
☐	3	Attach a letter from the management company/investment manager confirming that it is currently managing, or has previously managed, a triple-A rated money market fund		📄	Optional
☐	3	All relevant letters of confirmation/agreement as provided for under QIAIF Supplementary Documents, as applicable		📄	Optional

3. The user is then taken to a document upload page, where the user can browse for the relevant document using the 'Browse' button, and then upload the selected document using the 'Submit' button

File Location		🗀 Browse
Document Type		Letter of application from the AIFM together wi
Document Name		

◀ Back   🖫 Submit

4. Once satisfied the correct document is selected click the Submit button and the attached document will be uploaded to the application.