

## How to Add Executed Documents to an Umbrella or Standalone Fund Application

1. Login as per normal practice and select the relevant application. The user is taken to the Application Summary page

The following field sections are required to complete the submission to CBI. These sections and the questions contained in these sections are determined by the answers provided in the Application Structure section  
\* Information Section must be completed

Section Reference	Section	Status	Help	Checklist
(i)	Structure	Valid		
1	Information	Valid		
2	Prospectus	Valid		
3	Memorandum and Articles	Required		
3	Deed Of Constitution	Not Required		
3	Trust Deed	Not Required		
4	Depository Agreement	Required		
5	AIF Management Company Agreement	Optional		
5	AIFM Agreement	Required		
5	Investment Management Agreement	Required		
5	Administration/Transfer Agent Agreement	Not Required		
6	Distribution / Paying Agent / Representative Agent Agreement	Not Required		
7	Investment through Subsidiaries	Not Required		
8	Sub Fund (1 per sub fund)	Not Required		
9	Investment Limited Partnership Agreement	Not Required		
	Supplementary Documents	Required		
	PCF Directors	Valid		

Back Submit

2. In order to add an executed document, the user must select 'Supplementary Documents' from the list by hitting the 'Required' button

The following field sections are required to complete the submission to CBI. These sections and the questions contained in these sections are determined by the answers provided in the Application Structure section  
\* Information Section must be completed

Section Reference	Section	Status	Help	Checklist
(i)	Structure	Valid		
1	Information	Valid		
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6	Distribution / Paying Agent / Representative Agent Agreement	Not Required		
7	Investment through Subsidiaries	Not Required		
8	Sub Fund (1 per sub fund)	Not Required		
9	Investment Limited Partnership Agreement	Not Required		
	Supplementary Documents	Required		
	PCF Directors	Valid		

Back Submit

- User is taken to the Supplementary Documents list. The user should select the 'Other Supplementary Documents' from this list, by hitting the 'Optional' button and then 'New' from the box that appears

C-130419 Qualifying Investor AIF (QI) > Application Summary > Supplementary Documents > Case status: Fund Application in Progress CNumber: 130419 Case ID: 1242

<input type="checkbox"/>	Side Letter to the Administration Agreement			Optional
<input type="checkbox"/>	Side Letter to the Investment Advisory Agreement			Optional
<input type="checkbox"/>	Side Letter to the AIF Management Agreement			Optional
<input type="checkbox"/>	Side Letter to the AIFM Agreement			Optional
<input type="checkbox"/>	Side Letter to the Depositary Agreement			Optional
<input type="checkbox"/>	Global Distribution Agreement			Optional
<input type="checkbox"/>	Amendment Agreement			Optional
<input type="checkbox"/>	Customer Agreement			Optional
<input type="checkbox"/>	New Account Application and Agreement for Entities			Optional
<input type="checkbox"/>	Institutional Account Agreement			Optional
<input type="checkbox"/>	Any Other Documentation			Optional
<input type="checkbox"/>	Other Supplementary Documents			Optional
<input type="checkbox"/>	Other Supplementary Documents			Optional
<input type="checkbox"/>	Other Supplementary Documents			Optional
<input type="checkbox"/>	Other Supplementary Documents			Optional
<input type="checkbox"/>	Other Supplementary Documents			Optional
<input type="checkbox"/>	Other Supplementary Documents			Optional

Back To Summary

- 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

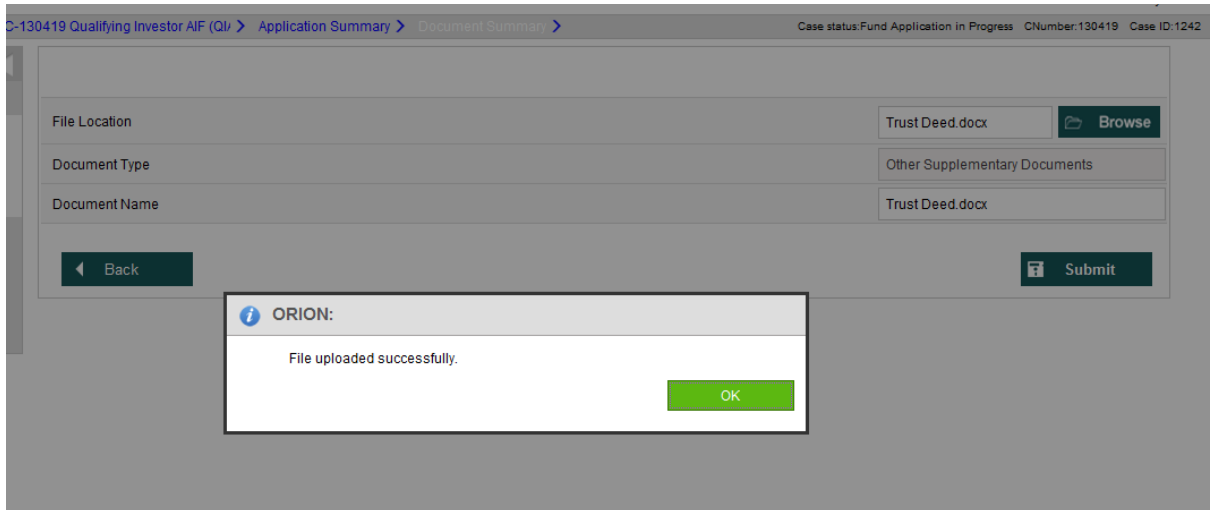
Document Upload Institution Name: Mason Hayes & C

C-130419 Qualifying Investor AIF (QI) > Application Summary > Document Summary > Case status: Fund Application in Progress CNumber: 130419 Case ID: 1242

File Location	Trust Deed.docx	<b>Browse</b>
Document Type	Other Supplementary Documents	
Document Name	Trust Deed.docx	

Back **Submit**

- A message will appear stating that the file has uploaded successfully



- Clicking 'OK' will take the user to the Supplementary Documents list, where the process can be repeated to add more executed documents as required. Once complete, the user should hit 'Back to Summary' in order to progress the application

