

TRINIDAD AND TOBAGO SECURITIES AND EXCHANGE COMMISSION



Checklist for Prospectuses of Collective Investment Schemes

10-Apr-06



*Trinidad & Tobago Securities & Exchange Commission
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PROPOSED CHECKLISTS FOR COLLECTIVE INVESTMENT SCHEMES

In addition to Form 1, Schedule 1, to the Collective Investment Scheme Guidelines, this checklist is being issued as a guide for the preparation of prospectuses for Collective Investment Schemes (CISs). Its issuance does not limit the power of the Trinidad and Tobago Securities and Exchange Commission to request disclosure in a CIS prospectus that is additional to the items listed in the checklist. Rather, this checklist represents the minimum level of disclosure that ought to obtain in a CIS prospectus. Any information pertaining to the CIS that is not mentioned herein the checklist, but may be considered material to an investor's decision to invest in the CIS, must be included in the prospectus.

Sponsor Name:.....

Name of Collective Investment Scheme:.....

Country of Incorporation.....

Signature.....

Date.....



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Name of Fund:

SECTIONS REQUIRED IN PROSPECTUS	Page Number on Prospectus	Checked by TTSEC
Cover Page		
Full name of CIS		<input type="checkbox"/>
Name of any sub funds covered by Prospectus		<input type="checkbox"/>
Name of Investment Manager		<input type="checkbox"/>
Country of Incorporation of the CIS		<input type="checkbox"/>
Date of the Prospectus		<input type="checkbox"/>
A disclaimer which states the following: <i>“The Trinidad and Tobago Securities and Exchange Commission has not in any way evaluated the merits of the securities distributed hereunder and any representation to the contrary is an offence”</i> .		<input type="checkbox"/>
First Page		
Responsibility Statement signed by all members of the Board of Directors approving the issuance of the prospectus		<input type="checkbox"/>
Table of Contents		
The table of contents should list all the chapters, sections and subsections contained in the prospectus		<input type="checkbox"/>
Investor Warning		
The following statement must appear after the Table of Contents. <i>“This prospectus contains information to help you make an informed investment decision and to help you understand your rights. It contains information about the collective investment scheme, as well as the names of persons responsible for its organization and management. You are encouraged to read this prospectus in its entirety, prior to making any investment decision.”</i>		<input type="checkbox"/>
Corporate Directory		
State the names and addresses of the following persons connected to the CIS:		<input type="checkbox"/>



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<ul style="list-style-type: none"> ➤ Sponsor ➤ Manager ➤ Investment Adviser ➤ Trustee ➤ Custodian ➤ Auditor ➤ Lawyer ➤ Banker 		
Glossary		
All technical terms used in the prospectus must be defined here.		<input type="checkbox"/>
Information Summary		
<p>A CIS may choose to include a summary of all the information contained in the prospectus. If an Information Summary is included, it must be preceded by the following statement:</p> <p><i><u>“The following section contains a summary of the information in the prospectus. You are encouraged to read this prospectus in its entirety, prior to making any investment decision.”</u></i></p> <p>The Information Summary should contain a summary of all information contained in the Prospectus, without omitting reference to material information in the prospectus that may affect the decision to invest.</p>		<input type="checkbox"/>
Investment Objective and Policy		
Statement of Investment Objective and Policy of the fund, including a detailed statement on the Investment Strategy.		<input type="checkbox"/>
Statement of Responsibilities of the different parties to the CIS, e.g. Trustee, Investment Manager.		<input type="checkbox"/>
If the name of the fund suggests a particular strategy, an undertaking must be included that the fund will invest at least 80% of its total assets in investments consistent with the particular strategy.		<input type="checkbox"/>



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Concentration Restriction. This represents an undertaking that a security would not be purchased if after the purchase, more than 10% of the net asset value of the fund would be invested in the security. This is relaxed to 20% for sector specific funds.		<input type="checkbox"/>
Control Restriction. This represents an undertaking that a security would not be purchased if after the purchase, the Fund would control more than 10% of the voting securities of the issuer of the securities.		<input type="checkbox"/>
Comprehensive statement on the risks involved in pursuing a particular investment strategy, as well as on the generic risks in investing in CISs.		<input type="checkbox"/>
Description of the units being offered, including the offer price, the procedure for purchasing and redemption of units, and any restrictions on transfers of units.		<input type="checkbox"/>
A statement indicating which investors are eligible to invest in the CIS		
A statement indicating the suitability of the CIS to different classes of investors.		
Valuation & Calculation of Performance Data		
Procedure for calculating the Net Asset Value of units.		<input type="checkbox"/>
Frequency of publication of the Net Asset Value.		<input type="checkbox"/>
Procedure for valuation of all securities in which the collective investment scheme is invested and in particular the procedure for the valuation of securities with no public market.		
Formula for calculating the Performance Data for the CIS.		<input type="checkbox"/>
Frequency and location of published performance data for the CIS.		
Disclosure of Conflicts of Interest		
Statement of any conflicts of interests among parties to the CIS		<input type="checkbox"/>
Changes to & Termination of Collective Investment Scheme		
Procedure for Amendments to the Trust Deed of the CIS		<input type="checkbox"/>
Procedure for Termination of the CIS		<input type="checkbox"/>



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Charges, Fees & Expenses		
Any charges that are incurred by investors when purchasing or selling units in the CIS.		<input type="checkbox"/>
List of fees to be paid to parties of the CIS. This must include the following: <ul style="list-style-type: none"> • Annual Management Fee • Annual Administration Fee • Annual Trustee Fee 	<input type="checkbox"/>	
Any other fees or expenses that are either directly or indirectly borne by investors in the CIS		<input type="checkbox"/>
Location Information and Viewing of Constituent Documents		
List of places where units can be purchased and redeemed.		<input type="checkbox"/>
Dates that units may be redeemed, if applicable, and the procedure for redemption of units.		<input type="checkbox"/>
List of constituent documents of the Fund available for inspection and all locations where they can be viewed.		<input type="checkbox"/>
Background Information on parties to the CIS		
Background information on the following parties to the CIS: <ul style="list-style-type: none"> • Investment Manager • Trustee • Custodian 		<input type="checkbox"/>
The background information on the Investment Manager should contain the following: <ul style="list-style-type: none"> ○ A brief description of the company ○ List of the directors of the company ○ The company's experience in the investment management or CIS industry ○ Information on the members of the investment committee of the company highlighting their academic and professional qualifications and their experience in the investment management industry. ○ The number of funds under management ○ Summary of the financial position of the company for the last three years 		<input type="checkbox"/>



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<ul style="list-style-type: none"> ○ Duties and responsibilities of the company in relation to the CIS 		
<p>The background information on the Trustee and Custodian should contain the following:</p> <ul style="list-style-type: none"> ○ A brief description of the company ○ List of the directors of the company ○ The company's experience in the CIS industry ○ The total number of funds under custodianship ○ Summary of the financial position of the company for the last three years ○ Duties and responsibilities of the company in relation to the CIS 		<input type="checkbox"/>
Financial Statements		
<p>Opening Balance Sheet for the Fund. This sponsor must submit an opening balance sheet evidencing that the fund meets the capital requirement of TT\$5.0 million.</p>		<input type="checkbox"/>
<p>Declaration of Financial Year End. The fund must provide a declaration of its financial year-end.</p>		<input type="checkbox"/>
<p>Location and Availability of Financial Information. The fund must indicate the periodicity with which it is expected to produce audited financial statements and the locations where these statements will be made available to interested parties.</p>		<input type="checkbox"/>

Internal Use by the TTSEC

Comments:.....	
Checked by:.....	Date:.....