# 14. PROCEDURE FOR APPLICATION AND ALLOTMENT

The process for participating in this offering involves the key steps discussed below:

#### 1. APPLICATION FOR UNITS

- 1.1 Prospective investors to whom this prospectus has been addressed are hereby invited to apply for the units of the ETF Securities through Vetiva Fund Managers Limited.
- 1.2 Applications for the Index Securities must be made in accordance with the instructions set out at the back of the application form. Care must be taken to follow these instructions, as applications which do not comply will be rejected.
- 1.3 The Application List for the Index Securities will be open from 03 August, 2015 to 28 August, 2015. The minimum to be applied for is indicated on the relevant application form. The number of units for which an application is made and number of baskets of securities tendered should be entered in the boxes provided.
- 1.4 Applicants should sign the form; write their names, address, daytime telephone number and other information as indicated in the boxes provided. A corporate applicant should affix its seal and state its Incorporation (RC) Number in the boxes provided.

#### 2. ALLOTMENT OF UNITS

Vetiva Fund Managers Limited reserves the right to accept or reject any application in whole or in part for not meeting the conditions of the Offer. The allotment proposal will be subject to the clearance of the Board of Vetiva Fund Managers Limited. Please note that the Directors reserve the right to allot the units on a "first come first serve" basis. The basis of allotment will be subject to the approval of the Commission.



# 15. RECEIVING AGENTS

All capital market operators with current SEC registration as at the date of this Prospectus are eligible to act as Receiving Agents to the Issue. A brokerage commission of 0.20% will be paid on the value of allotted Units in respect of applications bearing the Receiving Agent's official stamp.

The Issuing House/Fund Manager cannot accept responsibility for the conduct of any Receiving Agent. Investors are therefore advised to conduct their own independent enquiries before choosing an agent to act on their behalf. Evidence of deposit of securities with any Receiving Agent, in the absence of corresponding evidence of receipt by the Issuing House/Fund Manager, cannot give rise to a liability on the part of the Issuing House/Fund Manager under any circumstances.

AAA Stockbrokers Limited Adamawa Securities Limited Adonai Stockbrokers Limited Afrinyest (West Africa) Limited AIL Securities Limited Alangrange Securities Limited Alliance Capital Management Limited AMYN Investments Limited

Anchoria Investment & Securities Limited Apel Asset & Trust Limited

APT Securities & Fund Limited Aquila Capital Limited

Asset Resource & Management Limited Associated Asset Managers Limited

Atlast Portfolio Limited Belfry Invest, & Sec. Limited Best Link Investment Limited Bestworth Assets & Trust Limited BFCL Assets & Securities Limited

BIC Securities Limited BSD Securities Limited

Bytofel Trust & Securities Limited

C & I Heritage Limited Calvx Securities Limited Camry Securities Limited Capital Assets Limited Capital Bancorp Limited Capital Express Sec. Limited Capital Trust Brokers Limited

Cash Craft Asset Management Limited Centre-Point Investment Limited Century Securities Limited

Chapel Hill Advisory Partners Limited Citi Investment Capital Limited City Investment Management. Limited Clearview Investment Company Limited Compass Investment & Sec. Limited Core Trust & Investment Limited

Cowry Asset Management Limited Cradle Trust Finance & Sec. Limited Crownwealth Assets Management Limited CSL Stockbrokers Limited

De-Canon Investments Limited Deep Trust Investment Limited De-Lords Securities Limited Denham Management Limited Dependable Securities Limited Diamond Securities Limited EBN Securities Limited **Emerging Capital Limited** EMI Capital Resources Limited Empire Securities Limited Enterprise Stockbrokers Plc Epic Investment & Trust Limited Equity Capital Solutions Limited ESL Securities Limited Eurocomm Securities Limited

Excel Securities Limited Express Discount Asset Mgt. Limited Express Portfolio Services Limited F& C Securities Limited

Falcon Securities Limited FBC Trust and Securities Limited FBN Securities Limited FCMB Capital Markets Limited Fidelity Finance Co. Plc

Fidelity Union Securities Limited Financial Derivatives Company Limited Finmal Finance Securities Limited First Equities Securities Limited First Stockbrokers Limited

Foresight Securities & Investment Limited Forte Asset Management Limited Forthright Securities & Investment Limited

Fountain Securities Limited

FIS Securities Limited

Futureview Financial Services Limited Gidauniya Investment & Securities Limited Global Asset Management (Nigeria) Limited

Golden Securities Limited Greenwich Trust Limited GTB Asset Management Limited GTB Securities Limited GTI Capital Limited

Heartbeat Investments Limited

Hedge Securities & Investment Company Limited

Horizon Stockbrokers Limited

Stanbic IBTC Asset Management Limited

ICMG Securities Limited ICON Stockbrokers Limited Independent Securities Limited Intercontinental Securities Limited International Standard Securities Limited

Interstate Securities Limited Investment Centre Limited Investment Masters & Trust Limited Jamkol Investments Limited Kapital Care Trust & Securities Limited

Kundila Finance Services Limited

Lambeth Trust & Investment Company Limited

LB Securities Limited Lead Capital Limited

Lighthouse Asset Management Limited Maclaize Trust & Securities Limited

Mainland Trust Limited

Mainvest Asset Management Limited Marimpex Finance & Investment Limited Marina Securities Limited

Marriot Securities Limited Mayen Asset Management Limited Maxifund Invest & Securities Limited MBC Securities Limited MBL Financial Services Limited Mega Equities Limited Mercov Securities Limited

Meristem Securities Limited Metropolitan Trust Nigeria Limited Midland Capital Markets Limited Molten Trust Limited

Mountain Investment & Securities Limited Mutual Alliance Investment & Securities Limited

Networth Securities & Finance Limited Newdevco Investment & Securities Limited Nigerian International Securities Limited Nigerian Stockbrokers Limited

Oasis Capital Limited

Omas Investment & Trust Limited Options Securities Limited

Nova Finance & Securities Limited

Peninsula Asset Management Limited

P.S.I. Securities Limited Pilot Securities Limited

Pinefields Investment Services Limited

PML Securities Company Limited Professional Stockbrokers Limited Pivot Trust & Investment Limited Profund Securities Limited Prominent Securities Limited PSL Securities Limited PSI Securities Limited

Pyramid Securities Limited Quantum Securities Limited

Rainbow Securities & Investment Limited

Reading Investment Limited

Regency Assets Management Limited

Resano Securities Limited Resort Securities and Trust Limited Reward Investment & Securities Limited

Rivtrust Securities Limited Rolex Securities Limited

Rostrum Investment & Securities Limited

Royal Crest Finance Limited Santrust Securities Limited

Securities Trading & Investment Limited

Securities Solutions Limited Security Swaps Limited Shelong Investment Limited Sigma Securities Limited

Signet Investments & Securities Limited

Smadac Securities Limited Solid-Rock Securities & Investment Limited Spring Capital Markets Limited

Spring Trust & Securities Limited Springboard Trust & Investment Limited

Stanwal Securities Limited Sterling Capital Markets Limited Strategy and Arbitrage Limited

Summa Guaranty & Trust Company Limited Summit Finance Company Limited Supra Commercial Trust Limited

TFS Securities and Investment Company Limited

The Bridge Securities Limited Tiddo Securities Limited Tomil Trust Limited

Topmost Finance & Investment Limited Tower Asset Management Limited

Tower Securities & Investment Company Limited

Traders Trust & Inv. Co. Limited Trans Africa Fin. Services Limited

Transworld Investment & Finance Company Limited

Tropics Securities Limited Trust Yields Securities Limited Trusthouse Investment Limited TRW Stockbrokers Limited **UBA** Capital Limited UBA Stockbrokers Limited UIDC Securities Limited

UNEX Securities & Investment Limited Union Capital Markets Limited

Valmon Securities Limited

Valueline Securities & Investment Limited Vetiva Capital Management Limited Vision Trust and Investment Limited

Viva Securities Limited

Wizatrade Capital Asset Management Limited

WSTC Financial Services Limited Yobe Investment and Sec. Limited Yuderb Investment & Securities Limited

Zenith Securities Limited Zuma Securities Limited



# APPLICATION LIST OPENS

3rd August 2015

### OFFER FOR SUBSCRIPTION

OF UNITS

# APPLICATION LIST CLOSES

28th August 2015

#### VETIVA SECTOR SERIES ETF

FUND	UNITS	BENCHMARK INDEX
Vetiva Banking ETF	100,000,000	NSE Banking Index
Vetiva Consumer Goods ETF	40,000,000	NSE Consumer Goods Index
Vetiva Industrial ETF	15,000,000	NSE Industrial Index

 $(Authorised\ and\ registered\ in\ Nigeria\ as\ Exchange\ Traded\ Funds)$ 

# Fund Manager



Applications must be made in accordance with the instructions set out on the reverse side of this Application Form. Care must be taken to follow these instructions as applications that  $% \left( 1\right) =\left( 1\right) \left( 1\right)$ do not comply may be rejected. If you are in doubt as to the action to take, please consult your Stockbroker, Accountant, Banker, Solicitor or any other professional adviser for

**Issuing House** 



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KNOW - YOUR - CI	USTOMER DOCU	MENTATION	(All Investors she	ould provide att	ested KYC doc	uments. Plea	ise see instructi	on for rec	uirements)	)	
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# APPLICATION FORM - VB ETF

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					I/we have read, understood and are bound by the Application Form, the contents of the Prospect	
	Offer, and am/are fully capable of assessing anons of the ETF.	d bearing the ri	sks involved in purcha	using the Units, and	agree to abide by the terms, conditions, rules a	nd
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# INSTRUCTIONS FOR COMPLETING THE APPLICATION

#### 1. GENERAL:

- a. Applications must be made only on this Application Form, or photocopy, downloaded or scanned copy of the Application Form.
- b. The Application List for the Units will be open to prospective investors for the duration specified in the Prospectus.
- c. Please refer to the Prospectus carefully before filling the Application Form. All Investors are deemed to have read and accepted the terms in this Offering Documents and instructions in this Application Form subject to which this offer is being made and bind themselves to the terms thereof upon signing the Application Form and tendering the payment.
- d. The Units of the Schemes may be bought / sold like any other stock on the NSE. Alternatively, the Authorised Dealer can directly buy/sell Units with the Fund in Creation Unit size. Please refer to the Prospectus for definitions of Authorised Dealer and details regarding Subscription / Redemption of Units of the Schemes on the NSE.
- e. All applications are subject to detailed scrutiny and verification. Applications which are incomplete, invalid or ambiguous in any respect are liable to be rejected after acceptance and verification. Application Form may be accepted or rejected at the sole and absolute discretion of the Trustees / Fund Manager. Please refer to the Prospectus for further details on rejection of applications.
- f. Investors shall ensure that any overwriting or correction shall be countersigned by the Investors, failing which the Fund Manager / Trustees may at its sole discretion reject such application.
- g. Irrespective of mode of holding, all communication and payments shall be made by the Fund only in the name of and favouring the main applicant, including all transaction advices, Dividend or Redemption payments, and all other relevant correspondence.

# 2. CSCS DETAILS:

- a. The Units of the Schemes are issued / repurchased and traded compulsorily in dematerialized form. As the Units of the Scheme will be issued in dematerialized form, relevant details of the Central Securities Clearing System (CSCS) and the beneficiary account should be provided in the "CSCS Account Details" section in the Application Form.
- b. Investors must ensure that the sequence of names as mentioned in the Application Form matches that of the account held by the Investor with the CSCS and are required to indicate in the application the relevant account numbers of the Investor.
- c. Only those applications where the details are matched with the CSCS data will be treated as valid applications. If the details mentioned in the application are incomplete, incorrect, and not matched with the CSCS data, the application shall be treated as invalid and shall be liable to be rejected.

#### 3. APPLICANT INFORMATION:

- a. An application for a minor must include the full names and date of birth of the minor, as well as the full names and address of the adult (Parent or Guardian) making the application on such minor's behalf.
- b. An application from a corporate body must bear the corporate body's common seal and be completed under the hand of a duly authorised official.
- c. Name of the contact person with designation should be mentioned in case of investments by a company, body corporate, partnership, society, mutual fund, trust and other non-individual Investors. Further, a document providing evidence of the authority of the organisation to invest in the Fund, along with the updated specimen signature list of authorised signatories and a certified copy of memorandum and articles of association and / or bye-laws and / or trust deed and / or partnership deed and certificate of registration or any other documents as the case may be shall be furnished along with the Application Form. In case of a trust / fund, it shall submit a certified true copy of the resolution from trustee(s) authorising such Purchases. The officials should sign the application under their official designation and furnish the list of authorised signatories. Please refer to the 'Investor's Documentation and Particulars Grid', provided in this Prospectus and also available on our website <a href="www.vetiva.com/funds">www.vetiva.com/funds</a> for further details on supporting documents to be provided along with the Application Form.



- d. Joint applicants must all sign the Application Form.
- e. An application by an illiterate should bear his right thumbprint on the Application Form and be witnessed by an official of the Receiving Agent at which the application is lodged who must have first explained the meaning and effect of the Application Form to the illiterate in his own language. Above the thumb print of the illiterate, the witness must record in writing that he has given this explanation to the illiterate in a language understandable to him and that the illiterate appeared to have understood same before affixing his thumb impression. An applicant should not print his signature. If he is unable to sign in the normal manner he should be treated for the purpose of this Offer as an illiterate and his right thumbprint should be clearly impressed on the Application Form.

# 4. KNOW YOUR CUSTOMER ("KYC"):

- a. KYC is mandatory, under the Money Laundering (Prohibition) Act (MLPA), 2011, SEC Rules and Regulations and Anti-Money Laundering /Combating Financing of Terrorism (AML/CFT) Compliance Manual (developed by the SEC), for all applications/ investments in mutual funds (fresh Purchases / additional Purchases). Each Investor (including joint Unit holder, guardian, minor, institutional investors, other non-institutional investors) who wishes to invest any amount in the Schemes, needs to submit the relevant KYC documents as set out in the 'Investor's Documentation and Particulars Grid', provided in this Prospectus and also available on our website www.vetiva.com/funds.
- b. Applications where KYC is not completed will be rejected. All documents submitted should be in original along with a self-attested copy. The original will be returned after verification. Alternatively, Investors may submit copies duly attested by a manager of a scheduled commercial bank (the designation seal should be affixed), notary public or gazetted officer.
- c. In case the Investor/Unit holder is a minor, then the KYC documents of both the minor and the guardian shall be submitted.

#### 5. BANK ACCOUNT DETAILS

- a. Investors should provide the name of their bank, branch address, account type and account number. Applications without complete bank details shall be treated as incomplete and may be rejected.
- b. By default, all Dividend and Redemption proceeds will be electronically credited directly into your bank account. However, if we do not have the required information to do the credit electronically, we will make the payment by cheque. If you do not wish to receive your Dividend and Redemption payments electronically and would prefer to receive the same by cheque, please contact the Transfer Agent in this respect.

# 6. MINIMUM APPLICATION

Applications must be for a minimum of 100,000 Units. Applications for more than 100,000 Units must be in multiples as specified in the relevant application form. The number of Units for which an application is made and the applicable value should be entered in the boxes provided

#### 7. INVESTMENT DETAILS

## a) Portfolio Deposit

Portfolio Deposit means a pre-defined basket of Securities that represent the underlying index and will be defined and announced on a daily basis and can change from time to time. Please refer to our website, <a href="https://www.vetiva.com/funds">www.vetiva.com/funds</a>, for the latest underlying index before investing in the Scheme.

The Portfolio Deposit will only be accepted in electronic form (dematerialised mode) and the stocks will have to be credited to the CSCS account of the relevant Fund with the Custodian. Details of the Portfolio Deposit to be submitted are available at our website, <a href="www.vetiva.com/funds">www.vetiva.com/funds</a>. The CSCS account details of the Funds are as follows:

EIF	VB EIF	VCGETF	VIEIF
Account Name:	UBA NOM/VETV .BANKING EXCH.TRADED FD	UBA NOM/VETV.CONS.GOODS. EXCH.TRAD.FD.	UBA NOM/VETV.INDUSTRIAL EXCH.TRAD.FD
CSCS Account No:	4857412	54676775	55265516
CHN No:	C5594894UB	C5594893UB	C5594895UB



### b) Cash Component

The Cash Component represents the difference between the Applicable NAV of a Creation Unit and the market value of the Portfolio Deposit (the cash component will be nil during the initial offer). The Cash Component for creation will vary from time to time and will be decided and announced by the Fund Manager on its website and other data providers and media at large. Please refer to our website (www.vetiva.com) for details on the Cash Component.

For Cash Component all cheques and bank drafts should be drawn in favour of the relevant Fund's account name with the Custodian and marked "Account Payee only". Please also refer to the table below for details of the respective Fund A/C names and account numbers, for direct transfers:

EIF	VB EIF	VCGEIF	VI EIF
Bank Name:	UBA PLC	UBA PLC	UBA PLC
	UBA NOMINEE / VETIVA	UBA NOMINEE/VETIVA	UBA NOMINEE/VETIVA
Account Name:	BANKING EXCHANGE	CONSUMER GOODS EXCHANGE	INDUSTRIAL EXCHANGE
	TRADED FUND	TRADED FUND	TRADED FUND
Account Number:	1019092499	1019092815	1019092482

c) The Investor is required to transfer the requisite Securities constituting the Portfolio Deposit to the relevant Fund's CSCS account while the Cash Component has to be paid to the Custodian. On confirmation of the same by the Custodian, the Fund Manager will transfer the respective number of Units of the relevant Scheme into the Investor's CSCS account.

#### 8. CANCELLATION

Please note that application once submitted cannot be cancelled under any circumstances. Once an application for Subscription is submitted, the Investor will have to submit a Redemption request for redeeming the Units.



# INVESTOR DOCUMENTATION AND PARTICULARS GRID

	Reference	Yes/No	N/A
	The following documents / information are required in addition to executing the duly completed application/subscription forms		
A	Individuals		
1	Personal Identity (e.g. International Passport, National ID Card, Drivers' Licence, INEC Voters Card or any other Government issued ID bearing the Unitholders name and photograph		
2	Public Utility Receipt -PHCN, NITEL, Bank Statement etc		
3	One Passport sized photograph of the signatory (ies)		
В	Corporate Bodies/Institutional Investors		
1	Copy of Certificate of Incorporation or its equivalent		
2	Copy of Memorandum and Articles of Association or its equivalent		
3	Copy of Certified True Copy of Form C07 (Particulars of Directors) or its equivalent		
4	Copy of Certified True Copy of Form C02 or its equivalent		
5	A document providing evidence of the authority of the organisation to invest in the Schemes		
6	A specimen signature list of authorised signatories		
C			
1	Copy of Trust Deed or any other documents creating the Trust		
2	Valid Personal Identification of the each of the trustees/authorised signatories		
3	Signature mandate duly executed by the trustees/signatories		
D	D		
<b>D</b>	Deceased/Executorship Accounts  Copy of Grant of probate/ letter of administration (whichever is applicable)		
2	Valid Personal Identification of the executor/administrator=		
3	Public Utility Receipt -NEPA, NITEL, Tax Clearance etc issued within the last three months of		
)	the executor/administrator		
4	One passport sized photographs of the executor/administrator		
	one passiport sizes photographs of the checked animals and		
	Please list any additional information/documentation submitted  1  2		
	The Investor Name:		
	(Signature)		
	(Date)		
	FOR OFFICIAL USE ONLY		
	Verified by & signed off by:		
	Comments (if any):		
	Signed off by Vetiva Fund Managers Limited:		
	Comments (if any):		



APPLICATION FORM

VETIVA SECTOR SERIES ETFS

