Variable Capital Companies (VCC) Fund Doc Checklist

1#	Bizfile of the VCC (within 3 months)
2#	Memorandum & Articles of Association (M&AA) / Constitution
3#	Executed Private Placement Memorandum (PPM) / Term Sheet
4#	Executed Supplement to PPM indicating name of Sub Fund under VCC (if applying account for sub fund)
5#	Executed Investment Management / Advisory Agreement (IMA/IAA)
6#	Executed Fund Administration Agreement (FAA)
7#	Passport copies (or NRIC for Singaporeans) of ALL directors, declared UBO, authorised signatories, internet banking's approvers and self-administrators
8#	Address Proof of ALL authorised signatories, directors, UBO and IDEAL internet banking users (in English and not older than 3 months) (Exempted for NRIC holders) Acceptable proof includes: (i) NRIC for Singapore Citizen (ii) Utility/Phone Bill (iii) Bank Statement (iv) Correspondence from a Government Agency
9#	Bizfile / Certificate of Incorporation of the Fund Administrator (reflecting full name, registration number and date of incorporation)
10#	Bizfile / Certificate of Incorporation of the Investment Advisor / Fund Management company

Certification is required for these documents by an independent CPA / Lawyer / Notary Public / CS / Auditor practicing, registered, licensed or regulated in FATF member country (*http://www.fatf-gafi.org/pages/aboutus/membersandobservers/*). Certification should follow the format below:

CERTIFIED TRUE COPY (for CTC)

FULL NAME OF CERTIFIER:
CAPACITY/TITLE:
Company name of certifier's firm
Country of practicing:
License no#:
Signature: ________________
Date:

Note: the connected parties of the company CANNOT be the certifier, e.g., the directors, authorized signers, IDEAL users or beneficial owners

Others

1	Intermediary Certificate issued from the Regulated Fund Manager / Investment Advisor
2	Intermediary Certificate issued from the Fund Administrator
3	Questionnaire for Funds
4	Questionnaire for Fund Manager
5	AML Policy of the Fund Manager / Investment Advisor

May 2022