

INSTRUCTIONS FOR USING OUR TEMPLATES

This document explains how you can use and amend our templates for your specific needs. We want to give you the tools you need to allow you to prepare the documents by yourself. However, if you encounter any difficulties, feel free to contact us and we will assist you in the best possible way.

Also we prepare and review our templates carefully in order to offer high quality documents. As you know though, typos are difficult to avoid. Should you find any typos or inconsistencies in any of the documents, please let us know and we will update the document as soon as possible.

1) Our added value to you

- **Easy:** Our documents are drafted in a comprehensive manner and contain clear instructions on how to adjust the documents to your needs.
- **Quick:** You will be able to get a document which is ready to use within minutes. Once you get to know our documents, you will be able to complete them very quickly. Some of our clients manage to have a complete document within 15 minutes (download included). Of course the time you will need may vary depending on what document you need. Also this is based on the assumption that you have read these instructions. Therefore the first time will naturally take a little bit longer. In any case it will be faster than asking your usual lawyer (who, by the way, also works with templates).
- **Quality:** You can rest assured that our templates are regularly updated and reviewed to ensure that you will have access to the best documents at all times.

2) Specific documents for specific types of funds

Certain documents are specific to:

- **UCITS** (undertakings for collective investment in transferable securities subject to Part I of the Luxembourg act of 17 December 2010 on undertakings for collective investment);
- **Part II UCI** (undertakings for collective investment subject to Part II of the Luxembourg act of 17 December 2010 on undertakings for collective investment);
- **SIF** (specialised investment funds subject to the Luxembourg act of 13 February 2007 on specialised investment funds);

If the title of the document does not contain any specific reference to UCITS, Part II UCI or SIF, the document can be used for any type of fund.

3) Our documents all follow the same standard:

1. Text between square brackets and written in red ([example]) needs to be adjusted with the relevant information which is specific to your company. This includes for example names and dates. Sometimes the brackets contain a potential answer (in which case we normally add another explanation (as described under point 2) right after that bracket.

Sometimes the brackets only contain a bullet point without text ([•]). Here you need to include the missing information.

2. Text written in black, bold, italics and highlighted in grey ([example]) is an explanation or an instruction on what to include in the document. Since this text includes only explanations and instructions, it means that this text needs to be deleted when finalising the document.
3. Text written in "normal" font, without brackets, not bold, not in italics, without colour, is text that normally does not need to be touched. This being said, please always remember that our documents are templates based on frequent needs of our clients. There may be specific situations where you need to amend text (other than text described under points 2 and 3 above) in order to align it with your specific needs or your specific situation.

It goes without saying that upon finalisation of the document, the entire text should be black and all the square brackets should be deleted. The red colour and the grey highlights are meant to guide you when drafting your document, but they are not meant to remain in the final version of the document. This will allow you to have a professionally looking and high quality final document.

For example, you will find the following text in most templates:

[Name of the Company]
 Registered office: [registered address of the Company]
 Grand Duchy of Luxembourg
 R.C.S. Luxembourg: B [number] [***Insert number under which the Company is registered with the Luxembourg Companies and Trade Register (Registre de Commerce et des Sociétés)***]

After you have included your input, the above section will look like this:

ABC Funds
 Registered office: 1, rue John F. Kennedy, L-1234 Luxembourg
 Grand Duchy of Luxembourg
 R.C.S. Luxembourg: B 123.456

4) Additional instructions to make the documents your own

Use the defined terms that are used in the fund's documentation. Using different terms for the same concepts can cause misunderstandings. Therefore it is important to be consistent with the terminology throughout the documents. We set out below, terms that are commonly used. Use capitalised terms whenever a term is defined in the document. Those are only examples and it may be the case that your fund documentation uses different terms.

When you refer to the fund documentation, use:

articles of incorporation, articles of association

prospectus, offering memorandum, offering document, private placement memorandum

When you refer to the fund, use:

Fund, company, SICAV

When you refer to the board, use:

board of directors or board of managers

When you refer to a sub-fund of the fund, use:

Sub-Fund, the Sub-fund, or the compartment

When you refer to a specific section in the prospectus relating to a specific sub-fund, use:

special section, the appendix, the fact sheet

When referring to the shares, use:

shares, units