

PROSPECTUS
**HFAML-ACME
EMPLOYEES'
UNIT FUND**



Fund Manager

HF ASSET
MANAGEMENT LIMITED



1 > PROSPECTUS

If you have any queries about this document, you may consult your lawyer, professional accountant or other professional advisers.

PROSPECTUS

HFAML-ACME Employees' Unit Fund

Size of Issue

Initial Size BDT 200,000,000.00 (Twenty Crore) of 20,000,000 (Two Crore)
Units of BDT 10.00 (Ten) each

Initial/Opening Price

BDT 10.00 (Ten) per Unit

Sponsor

The ACME Laboratories Limited Employees' Provident Fund

Asset Manager

HF Asset Management Limited

Trustee

Investment Corporation of Bangladesh

Custodian

BRAC Bank Limited

Subscription Opens

October 07, 2018

Registered Office

138/1, Tejgaon Industrial Area, Dhaka - 1208, Bangladesh.

Phone: +88 02 887 8009;

E-mail: info@hfassetmanagement.com;

Website: www.hfassetmanagement.com

Date of publication of Prospectus

October 04, 2018

The investors are advised, in their own interest, to carefully read the contents of the Prospectus, in particular the Risk Factors in Clause 4.1 before making any investment decision.

FUND PROFILE

Registered Office:	HFAML-ACME Employees' Unit Fund 138/1, Tejgaon Industrial Area, Dhaka- 1208, Bangladesh.
Sponsor/ Initiator:	The ACME Laboratories Limited Employees' Provident Fund 1/4, Mirpur Road, Kallayanpur, Dhaka - 1207, Bangladesh.
Asset Manager/ Fund Manager	HF Asset Management Limited 138/1, Tejgaon Industrial Area, Dhaka- 1208, Bangladesh.
Trustee	Investment Corporation of Bangladesh BDBL Bhaban, 8 RAJUK Avenue, Dhaka-1000.
Custodian	BRAC Bank Limited Anik Tower, 220/B, Tejgaon Gulshan Link Road Tejgaon, Dhaka 1208, Bangladesh.
Auditor	ARTISAN Chartered Accountants 33 Shah Ali Tower (5th & 6th Floor) Kawran Bazar, Dhaka-1215, Bangladesh
Banker	IFIC Bank Limited Bashundhara Branch, House No. 160, Road no 08, Block – F, Bashundhara R/A, Dhaka
Selling Agents	: The Asset Manager may appoint and cancel selling Agent(s) in future subject to approval of the Trustee and with the information to the BSEC.

Definition and Elaboration of the abbreviated words and definitions used in the Prospectus

বিবিধ / Rules	: বিবিধ / Rules (বিবিধ / Rules)
Act	: বিবিধ / Rules (বিবিধ / Rules)
Allotment	: Letter of Allotment for units
Application Form	: A form meant to be used by an investor to purchase Units of the Scheme
Asset Manager / Asset Management Company / Fund Manager / AMC	: The Asset Management Company (AMC) refers to "HF Asset Management Limited (HFAML)", incorporated as a private limited company with the Registrar of Joint Stock Companies and Firms.
BDT	: Bangladeshi Taka
BO A/C	: Beneficiary Owner Account or Depository Account
Book Closer	: Sale and repurchase of unit certificates issued by Asset Management Company shall remain closed during the month of January unless the Commission decides otherwise.
BSEC	: Bangladesh Securities and Exchange Commission
Business Day	: A day not being: 1. A weekend; 2. A day on which purchase and repurchase of Units is suspended or a book closure period/ record date announced by the Trustee/ AMC; or

	3. A day on which normal business cannot be transacted due to unavoidable circumstances or such other events as the AMC may specify from time to time;
	4. A day on which banks are closed;
	5. Government holiday.
CDBL	: Central Depository Bangladesh Limited
CDS	: Central Depository System
Certificate	: Unit Certificate of the Fund
CIP	: Cumulative Investment Plan
Commission	: Bangladesh Securities and Exchange Commission
Companies Act	: 1994 <i>Kvúvb AvBb, 1994</i>
Confirmation of Unit Allocation	: Letter confirming allocation of Units
CSE	: Chittagong Stock Exchange Limited
Custodian	: BRAC Bank Limited
Dividend	: Income distributed by the Fund, when / where applicable.
DSE	: Dhaka Stock Exchange Limited
Effective Date	: The date of registration of the Trust Deed
EPS	: Earnings Per Share
FC Account	: Foreign Currency Account
FI	: Financial Institution
FIS	: Fixed Income Securities
Government	: The Government of the People's Republic of Bangladesh
Guardian	: The Trustee of the Fund
ICB	: Investment Corporation of Bangladesh
IDRA	: Insurance Development & Regulatory Authority
IFIC	: International Finance Investment and Commerce Bank Limited
IPO	: Initial Public Offering
Issue	: Public Issue
MD & CEO	: Managing Director & Chief Executive Officer
NAV	: Net Assets Value
NBFI	: Non-Banking Financial Institution
NBR	: National Board of Revenue

Net Asset Value	: Per unit value of the Fund arrived at by dividing the net assets by the number of unit outstanding of the Fund.
Net Assets	: The excess of assets over liabilities of the Fund
NRB	: Non-Resident Bangladeshi (NRB) means Bangladeshi citizens staying abroad including all those who have dual citizenship (provided they have a valid Bangladeshi passport) or those, whose foreign passport bear a stamp from the concerned Bangladesh Embassy / High Commission to the effect that no visa is required to travel to Bangladesh.
Offering Price	: Price of the Securities of the Fund being offered
Prospectus	: The advertisements or other documents (approved by the BSEC), which contain the investment and all other information in respect of the mutual fund, as required by the 1994 <i>1994</i> and is circulated to invite the public to invest in the mutual fund.
RJSC	: Registrar of Joint Stock Companies & Firms
Securities	: Instruments as defined in The Securities and Exchange Ordinance, 1969
Selling Agents	: AMC designated official points for accepting transaction/ service requests from Investors
SIP	: Systematic Investment Plan
Sponsor	: Sponsor of the Fund, i.e. The ACME Laboratories Limited Employees' Provident Fund
STD A/C	: Short Term Deposit Account
Subscription	: Application Money
The Fund / Unit Fund	: HFAML-ACME Employees' Unit Fund
The Scheme	: HFAML-ACME Employees' Unit Fund
Trustee	: Investment Corporation of Bangladesh
Unit	: One undivided share in the Fund

FUND HIGHLIGHTS

01. Name	HFAML-ACME Employees' Unit Fund
02. Nature	Open-end Growth Mutual Fund
03. Life and Size of the Fund	Perpetual life with unlimited size
04. Sponsor	The ACME Laboratories Limited Employees' Provident Fund
05. Trustee	Investment Corporation of Bangladesh
06. Custodian	BRAC Bank Limited
07. Asset Manager	HF Asset Management Limited
08. Initial Size of the Fund	BDT 200,000,000.00 (Twenty Crore) divided into 20,000,000 (Two Crore) units at par value of BDT 10.00 (Ten) each.
09. Face Value	BDT 10.00 (Ten) per unit
10. Minimum Application Amount	100 (one hundred) units for individuals and 500 (five hundred) units for institutions
11. Objective	The main objective of the Fund is to declare attractive dividend to the unit holders, help stabilize the Capital Market and provide liquidity in the market by investing the proceeds in the capital market and money market.
12. Prospective Investors	Individuals, institutions, Non-resident Bangladeshi (NRB), mutual funds and collective investment schemes, Registered Trust Fund, Pension Fund, Provident Fund, Super Annuation Fund are eligible to invest in this Fund.
13. Sale/ Surrender /Transfer of Units	Over the Counter (OTC) of the Asset Manager and designated Selling Agents
14. SIP (Systematic Investment Plan)	Under the Systematic Investment Plan (SIP), an investor can invest in the Fund a certain pre-determined amount at a regular interval (monthly, quarterly, yearly etc.). The SIP is a smart and hassle free mode for investing money in Mutual Funds.

15. Dividend Policy	The Fund shall as soon as may be, after the closing of the annual accounts, declare and distribute dividend if any, to the unit holders in accordance with the <i>1984/11</i> . Being a "Growth Scheme" in nature, the Fund shall distribute at least 50 (fifty) percent of the total net profit earned in the respective year or as determined by the Commission from time to time. The Fund shall create a dividend equalization reserve fund by suitable appropriation from the income of the Fund to ensure consistency in dividend.
16. Mode of Distribution of Dividend	The dividend shall be distributed within 45 (forty five) days from the date of declaration of dividend.
17. Transferability	The unit certificates of the Fund shall be freely transferable by way of inheritance/gift and/or by specific operation of the law.
18. Encashment	The unit holders can surrender their unit certificates during the business hour as specified by the Asset Management Company or through selling agents. The Asset Management Company or selling agent shall be liable to re-purchase the units on behalf of the Fund.
19. Tax Benefit	Income shall be tax free up to certain level, which is permitted as per Finance Act. Investment in the Fund would qualify for investment tax credit under section 44(2) of the Income Tax Ordinance 1984. All incomes of the Fund will be exempted from Tax. Dividend is fully Tax free for Recognized Provident Funds, Pension Funds, Super Annuation Funds, and Charity Organizations.
20. Report & Accounts	Every unit holder is entitled to receive Annual Report together with the yearly and half-yearly statements of accounts as and when published.

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1. <i>bɪg</i>	GBPGdGGGj - GKɪg BgcɪqR BDɪbU dɪŮ
2. <i>aɪY</i>	ʔeʔqɪv˘ x eɪəðyðPɪqɪj dɪŮ
3. <i>dɪʔŮi AvKɪi I ʔgqɪ˘</i>	mɪqɪnɪb AvKɪi I AvRɪeb ʔgqɪv˘ x
4. <i>Dɪ˘˘v˘ 3v</i>	ɪ˘ GKɪg j˘˘eʔiŮiR ɪjɪgʔŮW BgcɪqR cɪfʔWɪU dɪŮ
5. <i>Ům ÷</i>	Bbʔf ÷ ʔgɪU Kɪcɪʔɪkb Ae eɪsɪvʔ˘ k
6. <i>ʔndɪRZKɪx</i>	e˘˘K e˘sK ɪjɪgʔŮW
7. <i>məŮ˘ e˘e˘ ɪcK</i>	GBPGd G˘vʔmU g˘ʔbʔgɪU ɪjɪgʔŮW
8. <i>dɪʔŮi cɪ˘ɪgK AvKɪi</i>	20,00,00,000 (ɪek ʔKɪmU) ŮɪKɪ hv 2,00,00,000 (˘ ʔKɪmU) BDɪbʔŮ ɪef˘ 3 Ges hvɪ cɪZɪŮi AvfɪnZ gʔ˘ 10 ŮɪKɪ
9. <i>AvfɪnZ gʔ˘</i>	cɪZ ʔkqʔiɪ gʔ˘ 10 (˘ k) ŮɪKɪ
10. <i>bb˘Zg ɪebʔqɪM</i>	e˘˘3: 100 (GKKZ) BDɪbU cɪZŮɪb: 500 (cɪBkZ) BDɪbU
11. <i>Dɪʔɪk˘</i>	cɪRɪvRɪiK ɪ˘ kɪj ɪvLʔZ mɪnɪZɪv Kɪv, eɪRɪʔi Zɪjɪ˘ mieɪn Kɪv Ges cɪRɪvRɪi I gɪyɪRɪʔi msMɪxZ A˘ ɪebʔqɪMɪ gɪa˘ʔg BDɪbUʔmɪvɪʔi ɪʔK AvKɪYɪq jf˘vsk c˘˘b KɪvB dɪŮŮi gʔDɪʔk˘
12. <i>məve˘˘ ɪebʔqɪMKɪvix</i>	e˘˘3, cɪZŮɪb, Aɪbeɪmɪx eɪsɪvʔ˘ kɪ, ɪgDPɪqɪj dɪŮ, mɪsɪZ ɪebʔqɪM ɪ˘ gmɪgɪ, ʔɪiR ÷ W Ů ÷ dɪŮ, ʔcbkb dɪŮ, cɪfʔWɪU dɪŮ, mɪvɪ Gbʔqkb dɪŮ Ges Ab˘˘b˘ Dchɪv ɪebʔqɪMKɪvix GB dɪŮ ɪebʔqɪM KɪʔZ cɪʔeɪ
13. <i>BDɪbU ɪeμq/mʔiŮi/n˘ ɪsɪ</i>	məŮ˘ e˘e˘ ɪcʔKɪ Kɪhɪj q Ges gʔbɪbɪZ ɪeμq cɪZɪbɪmʔYɪ gɪa˘ʔg BDɪbU ɪeμq/mʔiŮi/n˘ ɪsɪ Kɪv hɪeɪ
14. <i>ɪbbɪqɪZ ɪebʔqɪM</i>	GmAvBɪc Gɪ AvɪZɪq ɪebʔqɪMKɪvixMY GKɪŮ ɪbɪ˘ ɔ
<i>cɪiKɪbɪv eɪ ɪmʔ ÷ ʔgɪUK</i>	mɪgɪ (gɪmɪK, ɪʔgɪmK, eɪvK) Aʔi Aʔi cɪɪbɪmɪZ
<i>Bbʔf ÷ ʔgɪU c˘˘b</i>	A˘ ɪebʔqɪMɪ gɪa˘ʔg BDɪbU μʔɪgɪ mʔhɪM cɪʔeb
<i>(Gm AvB ɪc)</i>	GB Kɪhμʔɪ gɪa˘ʔg ɪgDPɪqɪj dɪŮ ɪebʔqɪM mɪnR Ges Sɪʔgɪgɪʔ

15. j f'vsk b mZ	11eIagv jv Abv n i dU0 Zvi evr m i K i n mve t k l K i v i c i h Z "Z m a e B D i b U t n i v i t i R b" j f'vsk, h i _v t K, t N v I Y v I e e Z i Y K i t e e i a o z t g i t t i m s i k - o e Q t i d U0 Z v i A i R z b i U g b d v i K g c t t 50 k Z i s k A _ e v K i g k b G i i b t k t g v Z i t e K m g t q m g t q i b a v i Z n i t i j f'vsk e e Z i Y K i t e j f'v s t k i a v i e m n K Z v e R i q i v L v i j t t d U0 Z v i A v t q i m y e a i R b K G K i U A s k o v i v i W i f t W U B K g v j v B t R k b i i R v f d U0 m o K i t e
16. j f'vsk e e Z i Y	j f'vsk t N v I Y v i Z v i L t t K 45 i t b i g t a j f'vsk e e Z i Y K i v n t e
17. n v s i t h v m Z v	D E i m a K v i D c n i A _ e v A v B b o v i v A b t g m Z f v t e G B d t i U i B D i b U m g n A e t a n v s i K i v h t e
18. b m v q b	B D i b U t n i v i m Y i b a v i Z K g n e t m m a u e e v c k t K v o u b x A _ e v e m u q c i Z i b i a m t Y i g v a t g Z v t i B D i b U m t i U v i K i t Z c i t e b m a u e e v c k t K v o u b x e v e m u q c i Z i b i a m Y d t i U i c t t t K B D i b U c b t m u q K i t Z e v a _ v K t e b
19. K i t i q Z R i b Z m y e a v	Finance Act A b t q m e v i t e i b t q m i t t t t G K i U i b i o m g v c h S A v q K i g v _ v K t e B D i b U d t i U i e i b t q m I n c o m e T a x O r d i n a n c e , 1984 G i t m K k b 44 (2) A b t q m i e i b t q m K i t i q Z (I n v e s t m e n t T a x C r e d i t) m y e a v c i t e B D i b U d t i U i m K j A v q K i g v _ v K t e t i i R v v c i f t W v U d v U , t c b k b d v U , m v i G b t q k b d v U , G e s v Z e c i Z o i b m g n i t t t d v U n t Z c i b j f'vsk A v q K i g v _ v K t e
20. e w I K c i Z t e b I i n m m e m g r	c t Z K B D i b U t n i v i m a u e e v c k K Z K . c K w k Z e w I K I A e w I K i n m m e m e w I K c i Z t e b c i t e b

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PRELIMINARY

1.1 Publication of Prospectus for Public Offering

HF Asset Management Limited (HFAML) has received Registration Certificate from the Bangladesh Securities and Exchange Commission (BSEC) under the ঐমিKDঐঐUR I G · ঃPÄ Kigkb AvBb, 1993 and the ঐমিKDঐঐUR I G · ঃPÄ Kigkb (igDPÿqij dvÛ) ঐঐagvjv, 2001 made there under and also received consent for issuing prospectus for public offering. A complete copy of the Prospectus of the public offering is available for public inspection at the Registered Office of the Fund.

1.2 Consent of the Bangladesh Securities and Exchange Commission (BSEC)

“APPROVAL OF THE BANGLADESH SECURITIES AND EXCHANGE COMMISSION HAS BEEN OBTAINED TO THE ISSUE/OFFER OF THE FUND UNDER THE SECURITIES AND EXCHANGE ORDINANCE, 1969 AND THE ঐমিKDঐঐUR I G · ঃPÄ Kigkb (igDPÿqij dvÛ) ঐঐagvjv, 2001. IT MUST BE DISTINCTLY UNDERSTOOD THAT IN GIVING THIS APPROVAL THE COMMISSION DOES NOT TAKE ANY RESPONSIBILITY FOR THE FINANCIAL SOUNDNESS OF THE FUND, ANY OF ITS SCHEMES OR THE ISSUE PRICE OF ITS UNITS OR FOR THE CORRECTNESS OF ANY OF THE STATEMENTS MADE OR OPINION EXPRESSED WITH REGARD TO THEM. SUCH RESPONSIBILITY LIES WITH THE ASSET MANAGER, TRUSTEE, SPONSOR AND/OR CUSTODIAN.”

1.3 Listing of Fund

The Fund, being an open-ended, will not be listed with any stock exchanges of the country. Hence the units of the Fund shall not be traded on the bourses. Unit

C H A P T E R

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certificates shall always be available for sale and surrender/re-purchase on all working days except Thursday and during book closure period of the Fund at the head office of the HFAML and designated Selling Agents. The HFAML shall disclose weekly sale and surrender/ re-purchase prices of units as per the *regavi*.

1.4 Documents available for inspection

- (01) Copy of this Prospectus shall be available at the head office of the HFAML and with the Offices of authorized Selling Agents and also available at the website of Bangladesh Securities and Exchange Commission (www.sec.gov.bd or www.sec.gov.bd) and HF Asset Management Limited (www.hfassetmanagement.com).
- (02) Copy of the Trust Deed, the Investment Management Agreement and the Prospectus may be inspected during the business hours at the head office of the Asset Management Company of the Fund during the period 10 (ten) days from the publication date of this prospectus.

1.5 Conditions under Section-2CC of the Securities and Exchange Ordinance, 1969

Part-A

- 01) The Fund shall not account for any upward revaluation of its assets creating reserve without clearance from the Bangladesh Securities and Exchange Commission;
- 02) The fund shall not be involved in option trading, short selling or carry forward transactions;
- 03) A confirmation of Unit allocation shall be issued at the cost of the Fund at par value of Tk. 10.00 each within 90 (ninety) days from the date of sales of such units,
- 04) Money receipt/acknowledgement slip issues at the time of sale of units will be treated as allotment letter, which shall not be redeemable/transferable;

- 05) The annual report of the Fund/or its abridged version will be published within 45 (forty-five) days of the closure of each accounting year of the Fund;
- 06) An annual report and details of investment and saving of the Fund shall be submitted to the Commission, Trustee and Custodian of the Fund within 90 (ninety) days from the closure of the accounts;
- 07) Half-yearly accounts/financial results of the Fund will be published in at least one English and another Bangla National daily newspapers within 30 (thirty) days from end of the period;
- 08) Dividend shall be paid within 45 (forty five) days of its declaration, and a report shall be submitted to BSEC, Trustee and Custodian within 7 days of dividend distribution.
- 09) Net Asset Value (NAV) of the fund shall be calculated and disclosed publicly at least once a week;
- 10) The script wise detail portfolio statement consisting of capital market and other than capital market holdings of the fund shall be disclosed in the website of the AMC on quarterly basis within thirty (30) days of each quarter end;
- 11) After initial public subscription, the sale and repurchase/surrender price of units will be determined by the Asset Management Company, NAV at market price calculated on a date shall form the sale price of units by rounding up the amount and shall be effective up to next calculation of NAV of the Fund. Difference between sale and repurchase price shall primarily be TK. 0.30, which may be changed in future, but not be over 5% of the sale price of the unit. The Asset Manager may reduce the above difference for systematic investment plan (SIP) of any other ground with the approval of the Trustee;
- 12) BSEC may appoint auditors for special audit/investigation on the affairs of the Fund, if it so desires;
- 13) The Fund shall maintain separate bank account (s) to keep the sale proceeds of units and to meet up day-to-day

transaction including payment against repurchase of units. All transactions of the accounts shall be made through banking channel and shall be properly documented;

- 14) The prospectus/abridged version of the prospectus shall be published in one widely circulated Bengali nation daily newspaper. Provided that information relating to publication of the prospectus be published in 2 national daily newspapers (Bengali and English)and one online newspaper;
- 15) If abridged version of the prospectus is published in the newspaper, complete prospectus shall be made available to the applicants;
- 16) If the Asset Manager fails to collect the minimum 40% of the initial target amount under *ৱেব ৪৬* of the *মিউনিসিপাল কর্পোরেশন আইন, ২০০১*, will refund the subscription money within 30 days without any deduction. In case of failure, the Fund Manager will refund the same with an interest @ 18 per cent per annum from its own account within the next month;
- 17) On achievement of 40% of the initial target amount, the fund is allowed to transfer the money from Escrow Account to Operational Account and to commence investment activities of the fund with permission of the Trustee;
- 18) The AMC should ensure compliance of *ৱেব ৪৬* of the *মিউনিসিপাল কর্পোরেশন আইন, ২০০১*.
- 19) The size of the fund will be increased from time to time by the AMC subject to approval of the Trustee and with intimation to the Commission;
- 20) Confirmation of Unit allocation of the Sponsor's contribution amounting to Tk. 5,00,00,000/- (Tk. Five Crore) only shall be subject to a lock in period of minimum three years from the date of formation of the fund and after that period entire holding may be transferred to any eligible institution who has the

qualification to be a sponsor of a mutual fund with prior permission of BSEC.

- 21) Initial target size of the fund is Tk. 20.00 (twenty) crore. A confirmation of Unit allocation amounting Tk. 5,00,00,000/- (Tk. Five Crore i.e. 25% of the Fund) will be issued in favor of the Sponsor. The said confirmation letter shall be in the custody of Trustee. No splitting of the Unit of Sponsor shall be made without prior approval of the Commission.
- 22) Annual fee of the fund shall be submitted to the Commission on the fund size i.e. year end Net Asset Value at market price of the fund on advance basis as per Rule; and may adjust the fee in the next year if necessary.
- 23) Subscription period of the fund will be 45(forty five) days which will be started on October 7, 2018 and be ended November 20, 2018 as per Rule of 47 of the Securities and Exchange Commission, 2010.

Please ensure that following are adhered to:

Part -B

01. As per provisions contained in the *Investment and Securities Act, 2001* regarding limitation of time on closure of subscription, the initial public subscription will remain open for forty five days or for a period up to achievement of the initial target amount, whichever is earlier;
02. The paper cutting of the published prospectus and all other published documents/notices regarding the Unit Fund shall be submitted to the Commission within 24 hours of publication thereof;
03. The asset management company shall submit 10 (ten) copies of printed prospectus to the Commission for official record;
04. The asset management company shall ensure in writing to the Commission that the prospectus/abridged version is published correctly and is a verbatim copy of the prospectus/abridged version vetted by the Commission;

05. The expiry date of the sponsor's locked-in portion shall be specifically mentioned on the body of the jumbo confirmation of Unit allocation;
06. The AMC shall apply the spot buying rate (TT clean) of Sonali Bank prevalent on the date of opening of subscription for conversation of foreign currencies;
07. The AMC shall submit to the Commission a diskette containing the vetted prospectus and it's abridged version;
08. All conditions imposed under Section 2CC of the Securities and Exchange Ordinance, 1969 must be complied with and be incorporated in the body of the prospectus and in it's abridged version.
09. After due approval by the Trustee regarding issue and formation expenses, the AMC shall submit in details along with supporting documents to the Commission regarding issue and formation expenses within 15 days of operation of the Fund. The Auditor of the fund shall also put opinion about the above expenses in the initial financial statements of the fund.
10. The investment policy and guideline and information on constituents of Investment Committee of the fund approved by the Board shall be submitted to the Commission within 30 (thirty) days from the receipt of the Consent Letter. The investment policy and guideline shall include among other issues, the investment delegation power of Chief Executive Officer and the Committee separately and also the meeting resolution presentation process.
11. After due approval of the Trustee, the Asset Manager shall submit the Systematic investment Plan (SIP) brochure to the Commission complying the Rules within 30(thirty) days of issuance of consent letter.

1.6 General Information

- (01) This Prospectus has been prepared by HFAML based on the Trust Deed executed between the

Trustee and the Sponsor/Initiator of the Fund which is approved by the Commission and is available publicly. The information contained herein is true and correct in all material aspects and there are no other material facts, the omission of which, would make any statement herein misleading.

- (02) No person is authorized to give any information to make any representation not contained in this Prospectus and if given or made, any such information or representation must not be relied upon as having been authorized by the HFAML.
- (03) The issue as contemplated in this document is applicable in Bangladesh and is subject to the exclusive jurisdiction of the court of Bangladesh. Forwarding this Prospectus to any person residing outside Bangladesh in no way implies that the issue is made in accordance with the laws of that country or is subject to the jurisdiction of the laws of that country.

1.7 Sale and Re-purchase of Units

Sale and Re-purchase of Units of HFAML-ACME Employees' Unit Fund shall commence at the counter of Registered Office of HFAML and designated Selling Agent(s) Branch Offices at the opening of banking business hours on October 07, 2018 and shall continue until winding up of the Fund except book closer period as per Rules.

HFAML will maintain BO account with BRAC Bank Limited, the custodian of HFAML-ACME Employees' Unit Fund for creation and redemption of units of HFAML-ACME Employees' Unit Fund. In the case of sale/purchase of unit funds by the investors, units will be transferred to the unit holders BO accounts as per instruction of HFAML after the acceptance of demat set up by the Custodian. In the case of redemption /repurchase of units by the Asset Manager, Units will be

taken out from the central depository system after setting up remat request by the Custodian and acceptance of remat request by the asset manager.

1.8 Systematic Investment Plan (SIP)

A Systematic Investment Plan or SIP is a smart and hassle free mode for investing money in mutual funds. SIP allows an investor to invest a certain pre-determined amount at a regular interval (monthly, quarterly, yearly etc.). An SIP is a planned approach towards investments and helps to inculcate the habit of saving and building wealth for the future.

Buy and Surrender SIP Process:

An investor can invest through SIP either by auto debit system provided against investor's Bank Account or by providing monthly predetermined cheques via selling agents at a regular interval (monthly, quarterly, yearly etc.). Investor must have a BO Account. Investor will get SIP units in their BO Accounts based on a discount from ongoing Weekly Sale price of the fund as decided by AMC.

It is advisable to continue SIP investments with a long-term perspective, there is no compulsion. Investors can discontinue the plan at any time. If an investor wants to terminate the SIP before two (2) years, 1% deduction from the repurchase/surrender price will be applicable on total accumulated invested amount on the date of cancellation of the scheme. This deduction policy will not be applicable for the units to be sold in first 3 years of operation of the Fund. After maturity of SIP, the investor can easily surrender through AMC or Selling Agents.

Benefits may be offered for Investors as such:

SIP encourages a disciplined investment. While invested through SIP, investor commits himself/herself to save regularly. Different benefits may be offered as follows:

- **Flexibility:** Investor can start SIP with a very small amount that is 1000/2000/3000/4000/5000 or multiple of 1000/500. One can also increase/decrease the amount being to be invested in regular fashion.
- **Flexible SIP Tenor:** The scheme will be offered for at least 2 years or any other period set by AMC. However, investor can set SIP scheme for 3 years/ 5 years/ 10 years. After this time period the individual scheme will be matured and may surrender or continue after maturity. If surrendered, no fees/charges will be charged on such surrender.
- **No Minimum lot size:** Under SIP, there will be no minimum lot size as like normal investors. Based on a discount from declared sales price per unit available, units will be credited to investor's account. However, any fraction amount remaining will be converted when it sums up to one unit. The fractional amount will be kept as liability of the fund in a separate account head.
- **Discount at Purchase and premium at Surrender:** SIP investor may buy units at a discount from weekly Sales Price offered to normal investor. In addition to that SIP investor can surrender at a premium of repurchase price offered to normal unit holders at maturity as per SIP brochure.
- **CIP option for the SIP investors:** SIP investors can choose either option of cash dividend or cumulative investment plan (CIP) or mix of both. If a SIP investor chooses CIP (i.e. Dividend reinvestment process) instead of cash dividend, they will also enjoy CIP units at a discount of prevailing Sales price used for CIP conversion. After CIP conversion, they will get dividend on total number of unit in the next year.

Details of SIP Scheme, Scheme information will be provided in the Scheme Brochure in future.

1.9 Declarations

Declarations about the responsibility of the Sponsor (Initiator)

The Sponsor, whose name appears in this Prospectus, accepts full responsibility for his Trust's contribution / portion the authenticity and accuracy of the information contained in this Prospectus and other documents regarding the Fund. To the best of the knowledge and belief of the Sponsor, who has taken all reasonable care to ensure that all conditions and requirements concerning this public offer and all the information contained in this document, drawn up by virtue of the Trust Deed of the Fund by the entrusted Asset Management Company, have been met and there is no other information or documents, the omission of which may make any information or statements therein misleading.

The Sponsor also confirms that full and fair disclosures have been made in this Prospectus to enable the investors to make a uniformed decision for investment.

Sd/-

(MD. HASIBUR RAHMAN)

Secretary

Board of Trustees

The ACME Laboratories Limited Employees' Provident Fund

Declaration about the responsibility of the Asset Management Company

This Prospectus has been prepared by us based on the Trust Deed, the Investment Management Agreement, the *ৱিট্রিউর* *I G · #PÄ Kigkb (igDPjvj dÜ) ৱিagvj, 2001* and other related agreements and examination of other documents as relevant for adequate disclosure of the Fund's objectives and investment strategies to the investors. We also confirm that:

- (a) The Prospectus is in conformity with the documents, materials and papers related to the issue;
- (b) All the legal requirements of the issue have been duly fulfilled; and

- (c) The disclosures made are true, fair and adequate for investment decision.

Investors should be aware that the value of investments in the Fund could be volatile and as such no guarantee can be made about the returns from the investments that the Fund shall make. Like any other equity investment, only investors who are willing to accept a moderate amount of risk, should invest in the Fund. Investors are requested to pay careful attention to the "Risk Factors" as detailed in the Risk Factor section and to take proper cognizance of the risks associated with any investment in the Fund.

Sd/-

(Md. Fayekuzzaman)

Managing Director/CEO

HF Asset Management Limited

Declaration about the responsibility of the Trustee

We, as Trustee of HFAML-ACME Employees' Unit Fund, accept the responsibility and confirm that we shall:

- (a) be the guardian of the Fund, held in trust for the benefit of the unit holders in accordance with the Rules and Trust Deed;
- (b) always act in the interest of the unit holders;
- (c) take all reasonable care to ensure that the Fund floated and managed by the Asset Management Company are in accordance with the Trust Deed and the Rules;
- (d) make such disclosures by the Asset Management Company to the investors as are essential in order to keep them informed about any information, which may have any bearing on their investments; and
- (e) take such remedial steps as are necessary to rectify the situation where we have reason to believe that the conduct of business of the Fund is not in conformity with the relevant Rules.

Sd/-
(Md. Taleb Hossain)
Deputy General Manager
Investment Corporation of Bangladesh

Declaration about the responsibility of the Custodian

We, as Custodian of the HFAML – ACME Employees’ Unit Fund, accept the responsibility and confirm that we shall:

- i. Keep all the securities in safe custody and shall provide the highest security for the assets of the fund; and
- ii. Preserve necessary documents and record so as to ascertain movement of assets of the Fund as per ঐমিKDiiUR I G · #PÄ Kigkb (igDPÿqvj dvÜ) ঐeagvjv, 2001.

Sd/-
Tareq Refat Ullah Khan
Head of Corporate Banking
BRAC Bank Limited

1.10 Due Diligence Certificate

Due diligence certificate by Sponsor

The Chairman
Bangladesh Securities and Exchange Commission

Subject: HFAML-ACME EMPLOYEES’ UNIT FUND.

We, the sponsor of the above-mentioned forthcoming mutual fund, state as follows:

1. We, as the sponsor to the above mentioned fund, have examined the draft prospectus and other documents and materials as relevant to our decision; and
2. We warrant that we shall comply with the ঐমিKDiiUR I G · #PÄ Kigkb (igDPÿqvj dvÜ) ঐeagvjv, 2001, Bangladesh

Securities and Exchange Commission (Public Issue) Rules, 2015, Dhaka Stock Exchange (Listing) Regulations, 2015, Chittagong Stock Exchange (Listing) Regulations, 2015, Trust Deed of the Fund and the rules, orders, guidelines, directives, notifications and circulars that may be issued by Commission from time to time in this respect.

WE CONFIRM THAT:

- a) All information in the draft prospectus forwarded to the Commission is authentic and accurate;
- b) We as sponsor of the fund as mentioned above will act as per clauses of the trust deed executed with the trustee and shall assume the duties and responsibilities as described in the trust deed and other constitutive documents;
- c) We shall also abide by the ঐমিKDiiUR I G · #PÄ Kigkb (igDPÿqvj dvÜ) ঐeagvjv, 2001 and conditions imposed by the Commission as regards of the fund; and
- d) We shall act to our best for the benefit and interests of the unit holders of the fund.

For Sponsor

Sd/-
(MD. HASIBUR RAHMAN)
Secretary
Board of Trustees
The ACME Laboratories Limited Employees’ Provident Fund

Due diligence certificate by Trustee

The Chairman
Bangladesh Securities and Exchange Commission
Securities Commission Bhaban,
Plot: E-B/C, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207,
Bangladesh.

Subject: HFAML-ACME Employees' Unit Fund.

We, the under-noted trustee to the above-mentioned forthcoming mutual fund, state as follows:

1. We, while act as trustee to the above mentioned fund on behalf of the investors, have examined the draft prospectus and other documents and materials as relevant to our decision; and
2. We warrant that we shall comply with the ঐমিKDঐিUR I G · #PÄ Kigkb (igDPžvj dŮ) ঐঐagvj, 2001, Bangladesh Securities and Exchange Commission (Public Issue) Rules, 2015, Dhaka Stock Exchange (Listing) Regulations, 2015, Chittagong Stock Exchange (Listing) Regulations, 2015, Trust Deed of the Fund and the Rules, guidelines, circulars, orders and directions that may be issued by the Bangladesh Securities and Exchange Commission from time to time in this respect.

WE CONFIRM THAT:

- a) All information and documents as are relevant to the issue have been received and examined by us and the draft prospectus forwarded to the Commission have been approved by us;
- b) We have also collected and examined all other documents relating to the fund;
- c) While examining the above documents, we find that all the requirements of the ঐমিKDঐিUR I G · #PÄ Kigkb (igDPžvj dŮ) ঐঐagvj, 2001 have been complied with;
- d) We shall act as trustee of the fund as mentioned above as per provisions of the trust deed executed with the sponsor and shall assume the duties and responsibilities as described in the trust deed and other constitutive documents;

e) We shall also abide by the ঐমিKDঐিUR I G · #PÄ Kigkb (igDPžvj dŮ) ঐঐagvj, 2001 and conditions imposed by the Commission as regards of the fund; and

f) We shall act to our best for the benefit and sole interests of the unit holders of the fund;

For Trustee

Sd/-
Md. Taleb Hossain
Deputy General Manager
Trustee Department
Investment Corporation of Bangladesh

Due diligence certificate by Custodian

To
The Honorable Chairman
Bangladesh Securities and Exchange Commission
Securities Commission Bhaban
E-6/C, Agargaon,
Sher-e-Bangla Nagar Administrative Area
Dhaka-1207, Bangladesh.

Subject: HFAML – ACME Employees' Unit Fund.

We, the under-noted custodian to the above-mentioned forthcoming mutual fund, state as follows:

We, while acting as custodian to the above mentioned fund on behalf of the investors, shall comply with the ঐমিKDঐিUR I G · #PÄ Kigkb (igDPžvj dŮ) ঐঐagvj, 2001, Depository Act, 1999, Depository Regulation, 2000, Depository (User) Regulation, 2003, Trust Deed of the Fund and the Rules, guidelines, circulars, orders and directions that may be issued by the Bangladesh Securities and Exchange Commission from time to time in this respect.

WE CONFIRM THAT:

We will keep all the securities (both listed and Non-listed) and

Assets of the " HFAML – ACME Employees' Unit Fund" including FDR receipts in safe and separate custody as per 101a 41 of 101KD11UR I G : 1PÄ K1gkb (1GDP21j d1Ü) 101ag1jv, 2001 and will provide highest security for the assets of the Fund;

We shall act as custodian of the fund as mentioned above as per provisions of the custodian agreement executed with the asset management company and shall assume the duties and responsibilities as described in the trust deed of the mentioned fund and other constitutive documents;

We shall also abide by the *Modeling of the Impact of the 2001 and conditions imposed by the Commission as regards of the fund; and*

We shall act to our best for the benefit and sole interests of the unit holders of the fund.

For Custodian,

Sd/-

Tareq Refat Ullah Khan
Head of Corporate Banking
BRAC Bank Limited

Due diligence certificate by Asset Manager

The Chairman
Bangladesh Securities and Exchange Commission
Securities Commission Bhavan,
Plot: E-B/C, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh.
Subject: HFAML-ACME Employees' Unit Fund.

We, the under-noted Asset Manager to the above mentioned forthcoming mutual fund, state as follows:

1. We, while act as asset manager to the above mentioned mutual fund, declare and certify that the information provided in the prospectus, is complete and true in all respects;
2. We further certify that we shall inform the Bangladesh Securities and Exchange Commission

immediately of any change in the information of the fund; and

3. We warrant that we shall comply with the Securities and Exchange Ordinance, 1969, the Securities and Exchange Commission (Public Issue) Rules, 2015 and the Rules, guidelines, circulars, orders and directions that may be issued by the Bangladesh Securities and Exchange Commission from time to time in this respect.

WE CONFIRM THAT:

- a) The draft prospectus forwarded to the Commission is in conformity with the documents, materials and papers relevant to the fund;
- b) All the legal requirements connected with the said fund have been duly complied with; and
- c) The disclosures made in the draft prospectus are true, fair and adequate to enable the investors to make a well-informed decision for investment in the proposed fund.

For the Asset Manager

Sd/-

(Md. Fayekuzzaman)
Managing Director/CEO
HF Asset Management Limited



CHAPTER

2

BACKGROUND

2.1 Preamble to Formation of an Open-end Mutual Fund

Since 1990s, with few exceptions, Mutual Fund Industry all over the world expanded significantly.

Unit Fund, formally known as open-end Mutual Fund, is one of the most common and widely accepted investment vehicles, which is also considered as a hedging instrument against inflation. Mutual Funds have proved to be a safe intermediary for investment in capital market and money market. It helps in industrialization of a country including infrastructure development by arranging equity and debt support. Safety of funds, mitigation of risks and satisfactory yield are the essential elements of Mutual Funds.

2.1.1 The Global Growth of Mutual Funds

With few exceptions, mutual funds grew explosively in most countries around the world since 1990s. The advanced countries, particularly the United States, countries of the European Union and some Asian countries witnessed a significant increase in their total mutual fund assets. In some developing countries including India and Brazil, growth of mutual fund industry was phenomenal during this time.

The global growth of mutual funds was fueled by the increasing globalization of finance and expanding presence of large multinational financial groups in a large number of countries and by the strong performance of equity and bond markets. A third factor was probably the demographic aging that characterizes the populations of most high and middle-income countries and the search of financial instruments that are safe and liquid but also promise high long-term returns by growing numbers of investors.

Throughout the world Mutual funds offer investors the

advantages of portfolio diversification and professional management at low cost. The tax incentives and regulatory factors have also played a big part in stimulating the development of mutual funds. One of the distinguishing features of mutual funds is a high level of operational transparency relative to other financial institutions. Unlike banks, mutual funds do not assume credit risks and thus do not need to make subjective provisions against non-performing loans.

Accounting and auditing rules as well as information disclosure and transparency requirements are of paramount importance. Therefore, the countries which had well-developed securities markets with a high level of market integrity and liquidity did well in development of mutual fund industry in those countries.

In many countries, Mutual funds have been created to serve the financial needs of households. In some countries, non-household sector accounts for a large share of mutual fund shares. Demand for mutual funds in these sectors was dependent on their cost efficiency in offering portfolio diversification and professional management. The demand for mutual funds is also independent on the differences in the level and volatility of real returns on mutual funds and alternative instruments. The challenge here lies in constructing good indicators of rates of return and their volatility and allowing for differences in the time horizons and responses of mutual fund investors. Return differentials are also affected by tax policies and financial regulations.

A factor of major importance that would be of universal relevance and would explain the growth of mutual funds in many countries is the advent of electronic technology and the concomitant large reduction in the cost of operating a large number of accounts and an even larger volume of transactions. This has made

mutual funds, especially money market funds, more competitive vis-à-vis banks. Higher market returns and liquidity and lower volatility have also contributed to mutual fund growth in the world.

2.1.2 Bangladesh Mutual Fund Industry

The Bangladesh mutual fund industry finds itself in an economic landscape which has undergone rapid changes over the past decades. The industry achieved a high growth since 1990s. Particularly, phenomenal growth has taken place from 2007 to June 2018, when AUM of MFs has increased from BDT 7.82 Billion to BDT 140.18 Billion clocking an impressive growth per year. Bangladesh economy has been observed an average GDP growth rate of 6-6.5% during the last decade, which is expected to go up 8-10% within next decade, will create some great opportunities for investment. There is strong reason to believe that the Bangladesh mutual fund industry has not yet seen its peak and if proper measures are taken, the industry could generate hefty return compare to other developing nations of the world.

2.2 Present condition of the Capital Market regarding formation of an open-end Mutual Fund

At present there are 76 mutual funds available in the Mutual Fund industry. Of these Mutual funds, 37 Mutual Funds are close-end and 39 Mutual Funds are open-end in nature involving approximately Tk. 140.18 billion market size which constitutes only 3.64% of the total market capitalization of the stock exchanges of Bangladesh. This amount is very meager compared to most of the other capital markets in the world. Therefore, for the development and stabilization of the capital market, launching of more mutual funds in the country is essential. The proposed HFAML-ACME Employees' Unit Fund will not only help the investors to make worthwhile investment of their funds, it will

also help socio-economic development of the country, particularly the capital market.

One of the biggest challenges that the mutual fund industry in Bangladesh faces is the lack of healthy participation from a large part of the country. One of the major reasons behind the under-penetration of mutual funds is the lack of understanding about mutual funds. Most Bangladeshi households tend to be extremely risk averse and wary where they invest their hard-earned savings. As a result, they are conservative with their savings and tend to invest their savings in tangible assets such as gold, jewelry, real estate or fixed deposits in banks.

But, the Mutual fund industry offers something for everyone. Mutual Fund schemes are offered by AMCs and offering are made to suit the investor's risk appetite, desired returns or period of investment. As, there are several mutual funds of different characters across AMCs, investors can choose the schemes according to the structure: Open-ended Funds or Close-ended Funds or by the objective of their investment: Growth Funds, Income Funds, and Balanced Funds.

Open end mutual funds like the HFAML-ACME Employees' Unit Fund, have emerged as the best in terms of variety, flexibility, diversification, liquidity, and tax benefits. Besides, through investment in this mutual fund investors can gain access to wide range of investment opportunities that would otherwise be unavailable to them due to limited knowledge and resources. Mutual funds have the capability to provide solutions to most investors'/unit holders' needs, however, the key is to do proper selection and have a process for monitoring and controlling.

For broadening the depth of the capital market, it is necessary to float more mutual funds, since these are good instruments of mobilizing savings and providing

investment opportunities to small savers including household savers in urban and rural areas. Although still small in size, mutual funds have contributed toward broadening the base of the country's capital market and help the investors to gain high and relatively secure returns. Despite enormous prospects of mobilizing savings and providing investment opportunities to small savers and the ability to meet different risk profiles through providing a wide range of products, one major factor as to why the mutual funds have not emerged as a preferred saving mode is the lack of availability of quality securities and the underdeveloped state of the capital market. HFAML, through its Advisory Window, is striving to promote good scrips to increase supply of securities in the market that will also help develop the efficient portfolio of the proposed fund.

The performance of the funds, especially funds which have been liquidated/converted in the past, found very lucrative. The average return of these converted closed end mutual funds and long term unit funds ranges from 10% to 700% per annum, outperformed all the saving/investment instruments in the country, implying that the future of this industry is very bright and promising.

As the proposed mutual fund will be formed as trust that pools money from many investors and invests the money in stocks, bonds, short-term money-market instruments, other securities or assets, or some combination of these investments, risk of investment in this fund will be lower due to portfolio diversification.

Given the attractive market situation and considering the earnings of the companies which are being traded at a reasonable acceptable prices, particularly in fundamentally strong scrips it would be the best time to invest in this potential stocks through open-end mutual fund. The proposed fund, expected to be launched at the mid of the year 2018, would be a preferred option to

capitalize the potentials of capital market and economic growth of the forthcoming period. In this conducive capital market scenario and the efficient management of HFAML, the fund would be able to disburse an attractive dividend to the investors/unit holders of the fund.

The HFAML-ACME Employees' Unit Fund, a milestone

This is the first time in Bangladesh that The ACME Laboratories Limited Employees' Provident Fund Trust, a Trust Fund registered with National Board of Revenue (NBR) has come forward to sponsor a mutual fund. HFAML will be the first in the country to manage such fund. The target investors of this fund, primarily, will be the Provident Funds of large, medium and small enterprises who seek professionally managed mutual funds for investment of their employees' provident fund for diversified portfolio and high risk adjusted return, Other eligible investors will also be encouraged to invest in this fund. If the fund could be managed efficiently and effectively, it will open up a new vista and ample opportunities to invest for the provident funds. Capital Market of Bangladesh will also be benefitted as there will be huge inflow of liquidity from the provident funds in the market to create demand for securities. At present a major portion of provident funds of billions of taka in private and public sectors of Bangladesh are not managing through professional people and investment are largely concentrated on bank deposits and Government Savings Certificate. These approaches are not seen in other countries of the world. On the one hand, through this process Government is taking huge burden of debt servicing obligations, and on the other hand, the provident funds having large investment in banks may also bear high risk if rates of bank deposits and return on savings certificates are

reduced in future. Therefore, the present initiative to launch a mutual fund by a Provident Fund Trust, will be beneficial for both the investors and the country as a whole.

2.3 Advantages of investing in HFAML-ACME Employees' Unit Fund

Generally, investment in mutual funds enjoys some special advantages compared to investment made directly in other securities of the capital market. Investors of this mutual fund shall be able to enjoy the following advantages:

- (01) Diversified portfolio to be developed for the Fund shall help in lowering investment risk of the small investors.
- (02) Diversified portfolio of the Fund shall help the small investor to access to the whole market, which is difficult at individual level.
- (03) By channelizing small investors' saving both in local currency and foreign currency shall add liquidity to the market.
- (04) As the Fund shall be professionally managed, investors shall be relieved from the emotional stress associated with day-to-day management of individual investment portfolio.
- (05) The mutual fund industry gives investors more and better information than any other investment industry.
- (06) Expertise in stock selection and timing is made available to investors by generating higher return to them.
- (07) The investors shall be able to save a great deal in transaction/operating cost as they shall have access to a larger number of securities by purchasing a single unit of the Fund.

- (08) The unit holders can surrender their unit certificates to enable them to enjoy liquidity of their investment as well as to realize appreciation available as a result of improving the NAV of the Fund.
- (09) Investment in mutual funds may relieve investors from various rules and regulations applicable to individual investment parameters, which will be looked into by the Asset Manager.
- (10) According to the rules of BSEC, the mutual funds and collective investment schemes registered with the Commission enjoy a ten percent reserve quota in all Initial Public Offerings (IPOs). Therefore, investors in mutual funds by default enjoy the benefit of acquiring lucrative stocks at the Primary Market.
- (11) Tax exemption is available for investors of mutual fund. Dividend income from the Fund shall be tax free up-to certain level, which is permitted as per Finance Act.
- (12) Investment in the Fund would qualify for investment tax credit under section 44(2) of the Income Tax Ordinance, 1984.
- (13) Management and operation of mutual funds are subject to prudential guidelines. BSEC regularly monitors the performance of such Funds. The laws governing mutual funds require exhaustive disclosure to the regulator and general public. As a result, the investors shall be able to know the performance of the Fund and accordingly they can be able to take convenient entry and exit options.



THE FUND

3.1 Formation of the Fund

The Trust Deed of the Fund was registered under the Trust Act, 1882 and Registration Act, 1908. The Fund was registered by the BSEC under the *ৱিকিডিউর / গ · প্যা কিকব (গিডিপজি দিউ) ৱিএগিবি, 2001*. The Fund received consent for issuing Prospectus for public offer from BSEC on October 02, 2018 vide letter no. BSEC/MF & SPV/MF-176/2017/1099.

3.2 Life and size of the Fund

The Fund shall be an open-end growth mutual fund with a perpetual life established to broaden the base of investment and develop the capital market. Provident Fund, Gratuity Fund, Institutional, local and foreign, and individual investors, resident and non-resident, are eligible to invest in this Fund. The initial target size of the Fund shall be of BDT 200,000,000.00 (Twenty crore) only divided into 20,000,000 (Two crore) units of BDT 10.00 (ten) each. Size of the Fund may be increased from time to time by the Asset Management Company subject to approval of the Trustee and with due intimation to the BSEC.

3.3 Face Value, Market Lot and Denomination

Face value of each Unit will be BDT 10.00 (Taka Ten) only. Initially, unit holders of the Fund shall be issued with a confirmation of unit allocation letter by the Asset Manager at the cost of the Fund in any denomination but not less than 100 (one hundred) units for individuals and 500 (five hundred) units for institutions.

3.4 Investment Objective

The objective of the Fund is to achieve superior risk adjusted return in forms of capital appreciation and dividend income. The fund will provide attractive dividend to the unit holders by investing the proceeds in the capital market and money market. Moreover, it will also help to develop and maintain capital market stability.

3.5 Investment Policies of the Fund

- (01) The Fund shall invest subject to the *ৱিএগিবি* and only in those securities, deposits and investments approved by the BSEC and/or the Bangladesh Bank and/or the Insurance Development & Regulatory Authority (IDRA) or any other competent authority of Bangladesh in this regard.
- (02) Not less than 60% of the total assets of the Fund shall be invested in capital market instruments out of which at least 50% shall be invested in listed securities or as determined by the Commission from time to time.
- (03) All money collected under the Fund shall be invested in en-cashable/transferable instruments, securities whether in money market or capital market or privately placed pre-IPO equity, preference shares, debentures or securitized debts.
- (04) The Fund shall get the securities purchased or transferred in the name of the Fund.
- (05) Only the Asset Management Company shall make the investment decisions and place orders for securities to be purchased or sold for the Fund's portfolio based on best judgment supported by documents and analyses whenever possible.
- (06) The Asset Management Company shall choose broker(s) for the purpose of purchase and sale of securities for the Fund's portfolio.
- (07) Settlement of transaction shall take place as per the customs and practice of the relevant laws.

3.6 Investment Restrictions

In making investment decision the following restrictions should be taken due consideration:

- (01) The Fund shall not invest more than 10% of its total assets in any one particular company.

- (02) The Fund shall not invest in more than 15% of any company's paid up capital.
- (03) The Fund shall not invest more than 20% of its total assets in shares, debentures or other securities of a single company or group.
- (04) The Fund shall not invest more than 25% of its total assets in shares, debentures or other securities in any one industry.
- (05) The Fund shall not invest in, or lend to, any scheme under the same Asset Management Company.
- (06) The Fund shall not acquire any asset out of the Trust property, which involves the assumption of any liability that is unlimited or shall result in encumbrance of the Trust property in any way.
- (07) The Fund or the Asset Management Company on behalf of the Fund shall not give or guarantee term loans for any purpose or take up any activity in contravention of the *1956 Act*.
- (08) The Fund shall buy and sell securities on the basis of deliveries and shall, in all cases of purchases, take delivery of securities and in all cases of sale, deliver the securities on the respective settlement dates as per the custom and practice of the stock exchanges and shall in no case put itself in a position whereby it has to make short sale or carry forward transaction.
- (09) The Fund shall not involve in option trading or short selling or carry forward transaction.
- (10) The Fund shall not buy its own unit.

3.7 Limitation of Expenses

- (01) The initial issue expenses in respect of the Fund shall not exceed 5% of the collected amount of the Fund raised under the Scheme or any ceiling as

determined by the AMC which is approved by the Commission and the Trustee and shall be amortized within 7 (seven) years on a straight-line method.

- (02) The total expenses charged to the Fund, except the amortization of initial issue expenses and including transaction cost in the form of stock brokerage against buy and sale of securities forming a part of acquisition or disposal cost of such securities, transaction fees payable to the Custodian against acquisition or disposal of securities, AMC fees, Trustee fees, the annual registration fees payable to the Commission, audit fees, cost for publication of reports and periodicals, bank charge, commission of selling agents etc., shall not exceed 4% of the weekly average net assets outstanding of the Fund during any accounting year.

3.8 Valuation Policy

The Fund intends to determine its NAV per Unit on the last business day of each week by dividing the value of the net asset of the Fund (the value of total assets less total liabilities by the total number of units outstanding) as per *1956 Act* 60 of the *1956 Act*. As per *1956 Act* 58 of the *1956 Act*, valuation policy of investment of the Fund needs to be approved earlier by the BSEC. Valuation criteria so far approved by the Commission in the Trust Deed is as follows:

- (01) For listed securities, the average quoted market price on the stock exchanges on the date of valuation shall form the basis of any calculation of NAV of such securities in the portfolio of the Fund.
- (02) For securitized debts, debentures, margin or fixed deposits, the accrued interest on such instruments on the date of valuation shall be taken into account in any calculation of NAV of such securities in the portfolio of the Fund.

- (03) The valuation of listed securities not traded within previous one month shall be made based on their reasonable value by the Asset Management Company and approved by the Trustee and commented upon by the Auditors in the Annual Report of the Fund but shall not be more than the intrinsic value of the securities.
- (04) The valuation of non-listed securities shall be made by the Asset Management Company with their reasonable value and approved by the Trustee and commented upon by the Auditors in the Annual Report of the Fund.
- (05) Once non-listed securities are valued, the valued amount shall be considered for purpose of valuing the Fund's assets in any interval of time until the securities are further revalued by the Asset Management Company.
- (06) Asset Management Company and Trustee shall value the non-listed securities at least once in every three months.
- (07) In case of deferred expenses, accrued expenses for the period shall be taken into account for determining total liabilities.
- (08) Net Asset Value (NAV) calculation:

The Fund shall use the following formula to derive NAV per unit:

$$\text{Total NAV} = V_A - L_T$$

$$\text{NAV per unit} = \text{Total NAV} / \text{No. of units outstanding}$$

V_A = Value of all securities in vault + Value of all securities placed in lien + Cash in hand and at bank + Value of all securities receivables + Receivables of proceeds of sale of investments + Dividend receivables net of tax + Interest receivables net of tax + Issue

expenses amortized as on date + Printing, publication and stationery expenses amortized as on date

L_T = Value of all securities payable + Payable against purchase of investments + Payable as brokerage and custodial charges + Payable as Trustee fees + All other payable related to printing, publication and stationery + Accrued deferred expenses with regard to management fee, annual fee, audit fee and safe keeping fee

3.9 Price Fixation Policy and Sale & Re-purchase Procedure

After initial public subscription, the sale and repurchase/surrender price of units will be determined by the Asset Management Company. NAV per unit shall be determined as per formula prescribed in the *Regulation* and Sales Price and Repurchase/Surrender Price per unit will be determined on the basis of NAV and shall be effective up to next calculation of NAV of the Fund. The Asset Manager shall disclose sales price and repurchase/surrender price per unit determined on the basis of NAV through at least one national daily, the website of the Asset Management Company and the authorized selling agents of the fund. Difference between sale and repurchase price per unit shall not be over 5% of the sale price of the unit. The Asset Manager may reduce the above difference with the approval of the Board of Directors of AMC and with intimation to Trustee.

Units of the Fund could be purchased from the counter of the Asset Management Company and designated Selling Agents by submitting properly filled in prescribed Unit Sale Form along with necessary payment for the units to be purchased at the prevailing sale price. Money receipt/acknowledgement slip issued at the time of sale of units shall be treated as allotment letter, which shall not be redeemable/transferable. Certificate shall be issued within 90 (ninety) days from the date of sale of units or be processed under dematerialized form with the depository, which is applicable.

Unit certificates could be surrendered at the counter of the Asset Management Company and designated Selling Agents by submitting properly filled in prescribed Unit Surrender Form at the prevailing repurchase price. Payment shall be made on the same or next day through account payee cheque after receiving the units in the Fund's BO Account. The redemption shall be made on first come first serve basis. In the event the redemption request on a particular day exceed 1% of the unit outstanding, the Asset Manager may defer, if required, the redemption request over 1% for a maximum period of 7 (seven) working days. The Asset Manager shall proceed to sell adequate assets and/or arrange loan as it deems fit to pay the surrender money within the stipulated time in the best interest of the unit holders.

3.10 Procedure of Winding up

- (01) If the total number of outstanding unit certificates held by the unit holders after re-purchase at any point of time falls below 25% of the actual certificate issued, the Fund shall be subject to wound up.
- (02) The Fund may be wound up on the happening of any event, which, in the opinion of the Trustee with approval from the Commission, requires the Scheme to be wound up.
- (03) The Fund may also be wound up if the Commission so directs in the interest of the unit holders.
- (04) Where a Fund is to be wound up in pursuance to the above, the Trustee and the Asset Management Company shall give simultaneously separate notice of the circumstances leading to the winding up of the Fund to the Commission and if winding up is permitted by the Commission, shall publish in two national daily newspapers including a Bangla newspaper having circulation all over Bangladesh.

3.11 Manner of Winding up

- (01) The Trustee shall call a meeting within 30 (thirty) days from the notice date of the unit holders of a Scheme to consider and pass necessary resolutions by three-fourth majority of the unit holders present and voting at the meeting for authorizing the Trustee to take steps for winding up of the Fund. If it fails to have three-fourth majority mandate, the Commission shall have the power to supersede the mandate if situation demands such.
- (02) The Trustee shall dispose of the assets of the Fund in the best interest of the unit holders. Provided that the proceeds of sale made in pursuance of the Rules, shall in the first instance be utilized towards discharge of such liabilities as are properly due under the Scheme and after making appropriate provision for meeting the expenses connected with such winding up, the balance shall be paid to the unit holders in proportion to their respective interest in the assets of the Scheme as on the date when the decision for winding up was taken.
- (03) Within 30 (thirty) days from the completion of the winding up, the Trustee shall forward to the Commission and the unit holders a report on the winding up containing particulars, such as circumstances leading to the winding up, the steps taken for disposal of assets of the Scheme before winding up, expenses of the Fund for winding up, net assets available for distribution to the unit holders and a certificate from the auditors of the Scheme of the Fund.

3.12 Effect of Winding up

On and from the date of the notice of the winding up of the Fund, the Trustee or the Asset Management Company,

RISK MANAGEMENT

4.1 Risk Factors

Investment in securities market always bears some risks. Investment in this Fund also involves certain risk factors. The investors should carefully consider the following risks in addition to other information contained in the Prospectus in evaluating the offer and also for taking a decision whether to invest or not.

- (01) The performance of the Fund is directly related with the macro economic situation particularly the capital market of Bangladesh.
- (02) Since the capital market of Bangladesh is highly volatile, there is no assurance of achieving the stated objectives of the Fund.
- (03) Due to small number of listed securities in both the stock exchanges, it may be difficult to invest the Fund's assets in a widely diversified portfolio as and when required to do so.
- (04) Due to very thin secondary fixed income/debt market in Bangladesh, it would be difficult for the fund manager to swap between asset classes.
- (05) Due to absence of organized secondary debenture market in Bangladesh, it would be difficult for the Fund Manager to swap among asset classes if and when required.
- (06) Limited money market instruments may narrow the opportunity of short term or temporary investments of the Fund.
- (07) Stock market trends show that price of almost all the listed securities move in unpredictable direction which may affect the value of the Fund. Moreover, there is no guarantee that the market price of shares of the Fund shall fully reflect their underlying net asset values.
- (08) If the issuer companies fail to provide expected dividend, this may affect the return of the Fund.



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- (09) For investing in Pre-Public Offer Placement securities i.e. in unlisted equity securities by the Fund may involve liquidity risk.
- (10) Uncertainties like political and social instability may affect the value of the Fund's Assets.
- (11) Government policy and tax laws may change, affecting the return on investment in Units.
- (12) Adverse effect of the economic crisis of the international community on the capital market of Bangladesh may affect the performance of the Fund.
- (13) Adverse natural climatic condition may hamper the performance of the Fund.

4.2 Expected Market performance of the Fund

- (01) It is expected that demand of the unit certificates of the Fund shall be increasing due to attractive return on the outstanding units.
- (02) Image of HF Asset Management Limited and its senior management, may motivate investors to invest in this Fund.
- (03) HFAML may attract the investors to invest in this Fund by marketing of products and providing professional advice.
- (04) Due to various tax incentives and some other distinct advantages including lien, ready liquidation facilities, quota privileges the Fund may attract the investors for investment in this Fund.

4.3 Who to invest and how much to invest

Institutional investors, Individuals, Non-resident Bangladeshi (NRB), Provident Fund, Gratuity Fund, Mutual Funds, general public and other Eligible Investors can invest in this Fund. Persons who do not have tolerance of bearing risk and know nothing about the functioning of the capital market need not to apply for the units of the Fund. Considering other factors like the investment opportunities available in the market, return expectation, income level and consumption pattern, one may put a part of his/her total portfolio into the Fund.



FORMATION, MANAGEMENT AND ADMINISTRATION

5.1 Sponsor of the Fund

According to the Guidelines, with respect to the formation of open-end mutual fund, the minimum requirement of subscription of the sponsor of the fund is 10% of the total Fund size. The ACME Laboratories Limited Employees' Provident Fund, as sponsor, has invested BDT 50,000,000.00 being 25% of the proposed fund. It shall, therefore, be treated as Initial Subscriber, the Initial Promoter and Initiator of the proposed open-end fund.

The ACME Laboratories Limited Employees' Provident Fund, a recognized provident fund by the National Board of Revenue, having its registered office at 1/4, Mirpur Road, Kallayanpur, Dhaka - 1207, Bangladesh, is formed by The ACME Laboratories Limited for the benefit of its employees.

The ACME Laboratories Ltd. a listed Company with the Stock Exchanges of Bangladesh, one of the top ranking Pharmaceutical Companies, has been engaged in manufacturing, marketing and distribution of Pharmaceuticals formulation products. Initially, the Company was a proprietorship concern engaged in manufacturing in few oral liquid products in 1954. Later on, the enterprise converted into a Private Limited Company on 17 March 1976 and it was converted into a Public Limited Company on 30 November 2011.

ACME has an outstanding record of all around excellence and growth in the relevant business activities. Since inception in 1954, it has been working relentlessly with a vision to ensure Health, Vigour and Happiness for all. The quality slogan of the Company is: "Perpetual Quest for Excellence". The ACME Laboratories Ltd. is committed to maintain state-of-the-art manufacturing facilities for ensuring best quality products to the

customers. ACME is committed to achieve excellence by proper execution of ISO 9001:2015 standard, WHO cGMP standard and best practices that are proven effective.

The ACME Laboratories Ltd. is currently producing more than 500 products in different dosage forms covering broader therapeutic categories which include anti-infective, cardiovascular, antidiabetics, gastrointestinal, CNS, respiratory disease etc. among many others. The success in local market prompted them to explore the international market and over the years they gained a firm presence in South East Asia, Africa and Central America and continuously discovering new horizons to improve the quality of life for patients, to further the success of the customers and to help meet global challenges. Through the outstanding knowledge, professionalism and commitment of more than 7000 employees, The ACME Laboratories Ltd. is consistently building upon new facilities, capabilities and also portfolio to meet the growing health care needs

5.2 Trustee of the Fund

In order to ensure maximum trust and confidence of the investors, supervisory bodies and the persons concerned towards the Fund, the Investment Corporation of Bangladesh (ICB) shall act as the Trustee of the Fund.

The ICB was established on 01 October 1976, under "The Investment Corporation of Bangladesh" Ordinance, 1976 (No. XL of 1976). The establishment of ICB was a major step in a series of measures undertaken by the government to accelerate the pace of industrialization and to develop a well-organized and vibrant capital market, particularly securities market in Bangladesh. ICB provides institutional support to meet the equity gap of the companies. In view of the national policy of accelerating the rate of savings and investment to foster self-reliant economy, ICB assumes an indispensable and

pivotal role. Through the enactment of the Investment Corporation of Bangladesh (Amendment) Act, 2000 (No. 24 of 2000), reforms in operational strategies and business policies have been implemented by establishing and operating subsidiary companies under ICB. The main objectives of ICB are to encourage and broaden the base of investments, develop the capital market, mobilize savings, promote and establish subsidiary companies for business expansion and provide for matters ancillary thereto etc. At present the corporation is being operated under the “Investment Corporation of Bangladesh Act, 2014.”

Over the years, the activities of ICB have grown manifold, particularly in Merchant Banking, Mutual Funds management, share market operations, and other capital and money market activities. ICB pioneered the Mutual Fund Industry in Bangladesh. The country’s first mutual fund, the “First ICB Mutual Fund” was launched on 25 April 1980. Since then ICB has floated 8 (eight) mutual funds and all of these funds have already been converted into open-end Mutual Fund according to BSEC directions. ICB also manages the country’s first open-end mutual fund launched in 1981. It is also the single largest stockbroker and dealer in DSE and CSE. Due to continuous free fall in the FY 2010-11, an initiative was taken to form an open-end mutual fund of BDT 5,000.00 crore called “Bangladesh Fund” by ICB, managed by ICB Asset Management Company Limited (a subsidiary of ICB) to regain investors’ reliance through increasing flow of liquidity for a stable and dynamic stock market. The Bangladesh Fund is the largest open-end mutual fund ever in the history of our country. The subsidiary of ICB is also managing 23 Funds with asset value of BDT. 40,383.06 Million under its management.

The Trustee shall constitute a Committee with a minimum of two members, which shall be responsible for discharging the obligations of the Trustee and the first

such Committee shall be constituted with the following members, namely: -

01.	Deputy Managing Director Investment Corporation of Bangladesh	Member
02.	General Manager, Accounts & Finance Investment Corporation of Bangladesh	Member
03.	General Manager, Admin Investment Corporation of Bangladesh	Member
04.	Deputy General Manager, Trustee Division Investment Corporation of Bangladesh	Member
05.	Assistant General Manager, Trustee Department Investment Corporation of Bangladesh	Member Secretary

The Trustee committee may be changed by the Trustee from time to time with approval of BSEC.

5.3 Custodian of the Fund

BRAC Bank Limited, a banking company, incorporated under Companies Act, 1994 and Bank Companies Act, 1991 and registered with the Bangladesh Securities & Exchange Commission on December 15, 2009 to act as Custodian, having its registered office at Anik Tower, 220/B Tejgaon-Gulshan Link Road, Tejgaon, Dhaka – 1208, Bangladesh, will act as the Custodian of the Fund.

In 2001, BRAC Bank began its journey unlike any other conventional bank. The visionary founder of the bank realized that the previously neglected Small and Medium Enterprises (SME) sector plays a significant role in generating growth and creating employment in the country. Over the previous decades, traditional banks

were reluctant to invest in this sector. At a time when it was almost impossible for SME entrepreneurs to get financing from the banking sector in Bangladesh, BRAC Bank stepped forward to help these unbanked SME entrepreneurs and continues to provide financial support to them.

Today, the bank has grown into a dominant player in the industry with 186 branches, 16 Premium Banking Lounges, 447 ATMs, 90 CDMs and 457 SME Unit Offices across the country. With a team of over 6,500 employees, BRAC Bank caters to more than 1,500,000 customers through its diversified range of SME, Retail and Wholesale Banking solutions.

Over the last decade, BRAC Bank has emerged as the market leader in the SME business. However, over recent times, the focus has increased on Retail and Corporate businesses to cater to the full set of banking needs of potential markets as well as to diversify the portfolio.

5.4 Asset Manager of the Fund

HF Asset Management Limited, shall act as the Asset Manager of the Fund. The Company was incorporated as a private limited company under the *Kirā'ūmb AṭṭB*, 1994 with the Registrar of Joint Stock Companies & Firms on June 7, 2016 with objectives, among others, to float both Open-end & Closed-end Mutual Funds for creating demand for and supply of securities and to mobilize savings of the investors of all strata of society with the ultimate goal to invest the funds in the development of the Capital Market of Bangladesh. The company has obtained license from the Bangladesh Securities and Exchange Commission (BSEC) on January 19, 2017 to carry on Mutual Fund operation business. The company is being operated pursuant to its own Memorandum and Articles of Associations, BSEC's Rules and Regulations and other applicable laws. It has independent Board of Directors and separate management, having extensive

experience and knowledge in industry, business & commerce and fund management both in money and capital markets. It has a strong research team fully equipped with brilliant researchers and latest knowledge and technology. HFAML is located at 138/1 Tejgaon Industrial Area, Dhaka. HFAML management has prepared a Strategic Plan and Sectoral outlook for immediate next Five years i.e. up to FY 2020-21 which reveals a very commendable and satisfactory growth and operational performance that will in turn create a very positive impact on the mutual fund industry of Bangladesh. Drawn-up strategic plan emphasized mostly on issuing & managing of traditional, specialized and Shariah based closed & open ended Mutual Funds. HFAML will also focus on debt, equity and gold assets, provident fund, pension fund, offshore fund, index fund, ETF and other innovative products as admissible by the rules and regulations of Bangladesh Securities and Exchange Commission (BSEC).

HFAML has launched their first unit Fund named 'HFAML Unit Fund' of BDT 50.00 Crore on November 20, 2017 and has achieved significant progress in formation of 'Bangladesh Infrastructure Fund' of BDT 500.00 Crore. HFAML is appointed as Asset Manager of "HFAML-IBBL Employees' Shariah Fund" by the Sponsor. The Fund has initial size of BDT 100.00 Crore. HFAML has made agreements with different merchant banks and brokerage houses to provide advisory services for efficient management of their assets and portfolios and started working with different institutions to provide advisory services for qualitative and quantitative improvement of management of provident fund, Gratuity/Pension Funds etc.

The present Authorized Capital of the Company is BDT 20.00 (Twenty) crore only and paid-up capital is BDT 5.00 (Five) crore only.

Brief profiles of the directors and key personnel of the company are as under:

Mr. Hafizur Rahman Khan, Chairman, HFAML

Mr. Hafizur Rahman Khan, President's Awardee for Industrial Development 2016, has extensive knowledge and rich background in business, economy and social activities. He is the Chairman of Runner Group, one of the successful business conglomerates in Bangladesh. He has been involved with multi-dimensional business and Capital Market affairs for more than three decades. He succeeded to prove himself as a successful entrepreneur. For his valuable contribution to the Heavy Industry and National Economy, he was awarded CIP by the Government of Bangladesh for two connective years- 2013 & 2014. He is the Chairman of the following companies:

1. Runner Automobiles Limited
2. Runner Motors Limited
3. Runner Bricks Limited
4. Runner Properties Limited
5. Runner Agro Products Limited
6. Runner Oil & Gas Limited
7. Runner Trading Limited
8. Runner Time Watch Media Limited
9. Zyle Daewoo Bus Bangladesh Limited
10. Promita Oil & Gas Limited
11. Oriental Bitumen Industries Limited
12. Runner Lube & Energy Limited
13. Runner Land Development Limited
14. Runner Trade Park Limited

Mr. Rahman is also actively involved in the capital market activities. One of his group companies, Runner Automobiles Limited is now in the process of public floatation and has already created a ground-breaking news due to its high potentials in the capital market.

He has set several milestones in the field of business. The recent motor cycle export by his company to Nepal is for the first time in Bangladesh.

Mr. Rahman did his masters in Management from Rajshahi University and attended different training and seminars at home and abroad. He is also associated with various Social & Cultural organizations in different capacities as follows:

• Varendra University Trust	Chairman
• International Business Forum of Bangladesh	President
• Management Studies Alumni Association, Rajshahi University	President
• Bangladesh Automobiles Assemblers and Manufacturers Association (BAAMA)	President
• Autism Welfare Trust	Director
• Dhaka Club	Member
• Kurmitola Golf Club	Member
• Banani Club	Member

Mr. Md. Fayekuzzaman, Managing Director & CEO, HFAML

Mr. Md. Fayekuzzaman, MD & CEO of HFAML is a renowned personality in the capital market of Bangladesh. He led the Investment Corporation of Bangladesh (ICB), the largest investment bank in the country, for about six years. He also worked as the Deputy Managing Director of Agrani Bank Limited. Mr. Zaman has more than 30 years of valuable and leadership experience in the money and capital markets, covering investment banking, commercial, Islamic and development banking, merchant banking, and asset management. He has experience in teaching, research and consulting in local and international bodies. He showed record performance in all the organizations he served. He worked as Chairman and Convener in different Committees constituted by the Government of Bangladesh (GoB). He was Chairman of Demutualization Committee of Dhaka Stock Exchange Limited and worked very effectively for the stabilization of Share Market Debacle of 2010-11.

For regional development, he worked for South Asia Development Fund (SADF), which was created at the initiative of the Heads of Governments of SAARC nations to

support the joint venture projects of SAARC countries. He has promoted hundreds of companies through Equity and Entrepreneurship Fund (EEF), a flagship program of GoB, created several hundreds of investors and brought many IPOs in the Capital Market. The Bangladesh Fund of BDT 5,000.00 crore the largest Mutual Fund in the country, and a unique Mudaraba Perpetual Bond and Islamic Mutual Fund are some of the products promoted by him. He played an important role for stabilization and development of Capital Market of Bangladesh. Mr. Fayekuzzaman represented ICB on different boards/trust including the following:

1. Central Depository Bangladesh Limited (CDBL)
2. Dhaka Stock Exchange Limited (DSE)
3. Bangladesh Development Bank Limited (BDBL)
4. ICB Capital Management Limited
5. British American Tobacco Co Limited
6. Linde Bangladesh Limited
7. GlaxoSmithKline Limited
8. Credit Rating Information Services Limited (CRISL)
9. Credit Rating Agencies of Bangladesh (CRAB)
10. Islami Bank Bangladesh Limited
11. Renata Limited
12. ACI Limited
13. Standard Bank Limited
14. National Tea Company Limited (NTC)
15. Bangladesh Krishi Gobesona Endowment Trust
16. Apex Footwear Limited
17. Apex Tannery Limited
18. Bangladesh Institute of Capital Market (BICM)
19. Aziz Pipes Limited

He has in his credit lots of achievements and ground breaking records. He was instrumental in transforming ICB as one of the best rated performing financial institutions in the country. During his tenure as Managing Director of ICB record dividends in ICB managed mutual funds were declared, as may be seen from the following table:

Name of the Mutual Fund	(Dividend Rates in %)				
	2010-11	2011-12	2012-13	2013-14	2014-15
First ICB Mutual Fund	500.00	600.00	700.00	800.00	1000.00
Second ICB Mutual Fund	250.00	300.00	375.00	400.00	450.00
Third ICB Mutual Fund	185.00	200.00	240.00	250.00	300.00
Fourth ICB Mutual Fund	165.00	185.00	240.00	250.00	300.00
Fifth ICB Mutual Fund	135.00	170.00	200.00	225.00	250.00
Sixth ICB Mutual Fund	90.00	100.00	105.00	110.00	120.00
Seventh ICB Mutual Fund	95.00	110.00	120.00	130.00	150.00
Eight ICB Mutual Fund	90.00	100.00	110.00	120.00	140.00
ICB Unit Fund	30.00	32.00	40.00	42.50	43.00

Mr. Fayekuzzaman did his Master in Management from Rajshahi University and Post-Graduation Studies on Development Banking from Bradford University, UK. He also attended Leadership Program at Cambridge University, UK and Leadership Essential Program at the Columbia University, USA.

Mr. Md. Mozammel Hossain, Director, HFAML

Mr. Md. Mozammel Hossain, Director, HFAML did his Master in Marketing from University of Dhaka. Upon completion of education, he started his career at Singer Bangladesh Limited and worked there for about 5 years. He worked as General Manager at HS Enterprise for about 4 years. He has been with the Runner Group since 2000 as Vice Chairman of all the companies of the group including Runner Automobiles Limited, Runner Motors Limited, Runner Bricks Limited, Runner Properties Limited, Runner Agro Products Limited, Runner Oil & Gas Limited, Runner Trading Limited, Runner Time Watch Media Limited, Zyle Daewoo Bus Bangladesh Limited. He has 33 years' experience in Corporate Sector, Money and Capital Markets. All his companies have shown tremendous growth under his dynamic leadership. He is also actively involved in social and cultural activities.

Ms. Sabrina Bari, Director, HFAML

Ms. Sabrina Bari is the Director of HF Asset Management Limited. Ms. Sabrina, a graduate has more than 25 years of experience in different businesses including media and

trading. She is also discharging responsibilities as the Directors of Time Watch Media Limited and Runner Trading Limited.

Ms. Munira Begum, Director, HFAML

After obtaining her master's degree from the University of Dhaka, Ms. Munira Begum got involved herself in small businesses and socio-cultural projects. She has more than 25 years of business & social services experience. She has been involved with HF Asset Management Limited as Director since inception of the company.

5.5 Auditor(s)

ARTISAN Chartered Accountants, having office at 33 Shah Ali Tower (5th & 6th Floor), Kawran Bazar, Dhaka-1215, Bangladesh shall be the first Auditor of the Fund for the first accounting period. They are one of the reputed audit firm in the country. The Trustee shall appoint subsequent auditors.

5.6 Fees and Expenses

The Fund shall pay the fees of Asset Manager, the Trustee and the Custodian together with any other fees, commissions and expenses as may arise from time to time. The Fund shall bear its own costs and expenses incurred/accrued in connection with its formation, promotion, registration, public offering together with certain other costs and expenses incurred in its operation, including without limitation expenses, auditing, management fee, brokerage, share/debenture registration expenses and fees due to the BSEC, CDBL and other institutions. The Fund shall also bear all other incidental expenses including printing, publication and stationery relating to its smooth and fair operation. Considering the initial size of the Fund of 200,000,000.00 (Twenty crore) only, HFAML estimated the normal annual operating expenses of the Fund which shall not exceed 4% of the average NAV of the Fund. However, there may be variation in the actual operating expenses of the Fund.

5.6.1 Issue and Formation Expenses

The initial issue & formation expenses in respect of the Fund shall not exceed 5% of the collected amount. The issue and formation expenses shall be amortized within 7 (seven) years on a straight-line method. The estimated expenses for the issue and formation/arranger of the Fund are presented below:

Sl.	Type of Expenses	BDT	% of the target fund	Total BDT	Description
01.	Legal and compliance related expenses 1. BSEC Application Fee 2. BSEC Fund Registration Fee 3. Trust Deed Registration related fee 4. CDBL Fee	10,000 400,000 100,000 42,500	0.28%	552,500	CDBL Fee Demat fee BDT 15,000 Transaction fee BDT 25,000 Documentation BDT 2,500 Total BDT 42,500
02.	Formation fee payable to AMC		1.00%	2,000,000	Formation fee to AMC shall be paid on collected fund
03.	Management fee for Pre-Scheme formation period (approximately)		0.53%	1,050,000	Management fee of AMC for Pre-Scheme formation period as per BSEC directive (No. SEC/CMRRCD/2009-193/160)
04.	Printing & Publication Expenses		0.75%	1,500,000	
05.	Other Expenses		0.25%	500,000	
	Total		2.80%	5,602,500	

5.6.2 Management Fee

The Asset Management Company shall be entitled to charge the Fund an annual management fee for Investment Management at the following rate or in accordance with the ~~para 65~~ of the ~~regulation~~

- @ 2.50% per annum of the weekly average NAV of the Fund up to BDT 5.00 (five) crore.
- @ 2.00% per annum for additional amount of the weekly average NAV of the Fund over BDT 5.00 (five) crore up to BDT 25.00 (twenty five) crore.
- @ 1.50% per annum for additional amount of the weekly average NAV of the Fund over BDT 25.00 (twenty five) crore up to BDT 50.00 (fifty) crore.
- @ 1.00% per annum for additional amount of the weekly average NAV of the Fund over BDT 50.00 (fifty) crore.

This rate may change as determined by BSEC from time to time.

5.6.3 Trustee Fee

The Trustee shall be paid an annual trustee fee @ 0.15% of the NAV of the Fund during the life of the Fund.

5.6.4 Custodian Fee

The Fund shall pay to the Custodian a safe keeping fee of balance (dematerialized and non-dematerialized) securities and assets held by the Fund calculated on the basis of average month end value per annum in the following manner:

The fee for Custodian services will be 0.06% per annum of balance securities held by the fund, calculated on the average market value per month. Besides this, the fund will bear all other expenses viz (a) transaction fee of BDT 200.00 per transaction (b) all communication like Fax, Telex, Swift, Electronic Dial Up, Courier Postal (c) local duties and fees like stamp duty on transactions, stamp duty on transfer deed (d) levies, brokerage, registrar's fees, local counsel/representation, external auditors at the client's request, depository fees etc. However, a fee cap of 0.08% per annum on balance securities held by the fund, calculated on the average market value per month would be applicable if the total expenses (including custodian fees, transaction fees & other expenses, mentioned above per annum go higher than the mentioned fee cap amount. The fee for Custodian services will be realized semi-annually.

5.6.5 Fund Registration and Annual Fee

The fund has paid 0.20% of the initial target size of the fund i.e. BDT 400,000.00 (Four Lac) only to the Bangladesh Securities and Exchange Commission (BSEC) as registration fee. In addition to that the firm will have to pay @ 0.10% of the fund value or BDT 50,000.00 (Fifty Thousand) only whichever is higher as annual fee in terms of the *১৯৯৩ সালের ১৯ নং আইন* / *G · #PÄ Kigkb (igDPžqvj dlvŮ) ১৯৯৩ সাল, ২০০১* or as determined by the Commission from time to time.

5.6.6 Commission payable to Selling Agents

The Fund shall pay commission to the authorized selling agent(s) to be appointed by the Asset Manager at the rate of highest 1.00% (One Percent) and minimum 0.50% (point five zero percent) on the total face value of unit sales which may

change in future with the approval of the trustee. The selling agent commission will be applicable only for sales of unit. It will not be applicable on surrender of units. If individuals are appointed as selling agents by AMC, the commission payable to them will vary and fixed as per AMC's selling agent policy which will be approved by trustee. In no case, selling agent commission applicable for individuals will be more than 1.00% (one percent) on the total face value of unit sales.

5.6.7 Audit Fee

The audit fee shall be BDT 15,000.00 (fifteen thousand) only for the first accounting period and the Trustee shall fix fees for subsequent years.

5.6.8 Annual CDBL Fee

The annual CDBL fee will be BDT 40,000 (taka forty thousand only). Annual CDS connection fee will be BDT 6,000 (Taka Six Thousands Only).

5.6.9 Brokerage Commission

Brokerage Commission rate will be 0.20 (point two zero) percent to highest 0.30 (point three zero) percent of the total amount to transaction.

5.7 Selling Agent(s)

HFAML will act as the Selling Agent of the HFAML-ACME Employees' Unit Fund. The Asset Manager may appoint and cancel Selling Agents in future subject to approval of the Trustee and with due intimation to the BSEC. In addition to that individuals will also be eligible to work as selling agent to be appointed by Asset Manager subject to the approval of BSEC.



6

CHAPTER

SIZE OF THE FUND, TAX STATUS AND RIGHTS OF UNIT HOLDERS

6.1 Size of the Fund

The initial target size of the Fund shall be BDT 200,000,000.00 (Twenty crore) only divided into 20,000,000 (Two crore) units of BDT 10.00 (ten) each which may be increased from time to time by Asset Management Company subject to approval of the Trustee with due intimation to the Commission till liquidation of the Fund. The initial distribution of the Fund's unit holding shall be as follows:

(Amount in Taka)

Subscribers	Face Value (Per Unit)	No. of Units	Amount	Remarks
Sponsor (25% of initial target size)	10.00	5,000,000	50,000,000.00	
Institutional Investors, other Eligible Investors and Public Offer (75% of initial target size)	10.00	15,000,000	150,000,000.00	Yet to be subscribed
Total		20,000,000	200,000,000.00	

6.2 Subscription from Sponsor

The amount of subscription of the Sponsor (The ACME Laboratories Limited Employees' Provident Fund) portion is 25% of the initial target fund size of BDT 20.00 crore, equivalent to BDT 50,000,000.00 (Five crore) only divided into 5,000,000 (Fifty lac) units of BDT 10.00 (Ten) each at par has already been subscribed on June 3, 2018, the effective date.

6.3 Tax Exemption

- Investment in the Fund by individual investors shall enjoy tax exemption benefit under Section 44(2) of the Income Tax Ordinance, 1984.
- Dividend income is also tax free up to certain limit as permitted under the Finance Act.
- Income of the Fund is also Tax exempted.

6.4 Rights of the Unit holders

- Dividend:** All the unit holders have equal but proportionate right in respect of dividend. The units carry rights to dividends as explained in the "Dividend Policy" of the Fund, set forth in Chapter-3.

- b. **Transfer of Units:** Units of the Fund are transferable by way of inheritance/gift and/or by specific operation of law.
- c. **Initial Price:** The initial sale price of each unit of the Fund shall be fixed at BDT 10.00 (ten). Sale price of each unit of the Fund will be fixed after achieving the initial target amount or after closing of initial public subscription whichever is earlier.
- d. **Sale and Re-purchase Price:** After initial public subscription of the fund, the Asset Management Company shall disclose the sales price and surrender value per unit calculated on the basis of NAV in a manner that all possible investors may be notified. The determination of Sale Price and Repurchase Price per unit of the fund shall be governed by the *reg/v*.
- e. **Re-purchase of Units:** The unit holders may surrender their unit certificates during the business hour as specified by the Asset Management Company. The Asset Management Company shall be liable to re-purchase the units on behalf of the Fund as per rules.
- f. **Voting Rights:** All the unit holders shall have usual voting rights. Voting right can be exercised in person or by proxy in a meeting held in connection with any proposal to amend the characteristics of the Fund or any other agenda of meeting called by the Trustee in the circumstances mentioned in the Trust Deed or the *reg/v*. In case of show of hands, every unit holder present in person or/and by proxy shall have only one vote and on a poll, every unit holder present in person and/or by a proxy shall have one vote for every unit of which he/she is the holder.
- g. **Beneficial Interest:** The unit holders shall preserve only the beneficial interest in the trust properties on pro rata basis of their ownership of the respective Scheme.

- h. **Periodic Information:** All the unit holders of the Fund shall have the right to receive the Annual Report and Audited Accounts of the Fund. Moreover, the unit holders shall be informed of the NAV of the Fund on weekly basis through the AMC's website and newspapers.
- i. **Accounts and Information:** The Fund's financial year shall be closed on 31 December every year. Annual Report or major head of Income & Expenses Account and Balance Sheet in line with schedule VI of the *reg/v* shall be published within 45 (forty five) days from the closure of each accounting year. Furthermore, the NAV of the Fund, NAV per unit, any suspension or alteration of the calculation of NAV of the Fund shall be published/notified to the Stock Exchanges by the Asset Management Company as per the *reg/v*.

UNIT SUBSCRIPTION

7.1 Terms and Condition of Unit Subscription

- (01) The Units of HFAML-ACME Employees' Unit Fund, hereinafter referred to as the Fund, may be bought and Surrendered through HF Asset Management Limited and authorized selling agents appointed by HFAML from time to time.
- (02) Application must be made by Institutional investors, Individuals, Non-resident Bangladeshi (NRB), general public and other Eligible Investors and not by minor or person of unsound mind.
- (03) Joint application by two persons is acceptable. In such cases, registration and issuance of Confirmation of Unit Allocation will be in favor of principal applicant while dividend and other benefits, if any, will be addressed to bank account of principal applicant mentioned in the application form/bank account mentioned in BO account. In case of the death of any of the joint holders, only the survivor shall be recognized as having any title to the Units. On death of both the joint holders, the title to the units will bestow upon the nominee mentioned in the application form.
- (04) Minimum purchase amount for individual investors is 100 (One hundred) Units and for institutional investors is 500 (Five hundred) Units.
- (05) Application for purchase of Units should be accompanied by an account payee cheque/pay order/bank draft in favor of "HFAML-ACME EMPLOYEES' UNIT FUND" for the total value of the Units.
- (06) After clearance/encashment of cheque/draft/pay order, the applicant will be issued with a Confirmation of Unit Allocation against every



C H A P T E R

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purchase of Units he/she/the institutional investor applies for. The units will also be delivered to the unit holder's BO A/C in demat form.

- (07) Partial surrender is allowed without any additional cost subject to minimum surrender quantity is 100 (one hundred) Units both for individuals and institutions. Upon partial surrender, the Unit holder(s) will be issued with a new Confirmation of Unit Allocation representing the balance of his/her/their Unit holding.
- (08) The Units may be transferred by way of inheritance/gift and/or by specific operation of the law. In case of transfer, the Fund will charge a nominal fee as decided by the Asset Manager from time to time except in the case of transfer by way of inheritance.
- (09) Dividend may be delivered in cash or by way of Units under Cumulative Investment Plan (CIP) as the applicant gives option in the application form.
- (10) All payments/receipts in connection with or arising out of transactions of the Units applied for shall be in Bangladeshi taka.

7.2 Related Forms

Specimen copies of the following forms are given in the following pages:

- i. Application Form to Purchase Units
- ii. Nominee Form
- iii. Surrender / Repurchase Form
- iv. Transfer Form

HFAML-ACME EMPLOYEES' UNIT FUND

Asset Manager: HF Asset Management Limited

APPLICATION FORM TO PURCHASE UNITS
(Please read The Terms and Conditions hereinafter carefully)

To be filled in by the applicant(s)

(Please write clearly and delete words if not applicable)

Date:

The Managing Director & CEO
HF Asset Management Limited
138/1, Tejgaon Industrial Area
Dhaka-1208

Dear Sir,

I/we enclose herewith a cheque / P.O. / D.D. No. Date:

Bank Branch

for Tk. (in words)

and request you to sell to me/us Units of **HFAML-ACME Employees' Unit Fund** at the price of Tk. per unit (Prevailing on the Sale Date). I/We do not hold/already hold

Units and my/our Registration No. is ACMEUF/ and BO No.

I/We am/are not minor(s). I/We have read and understood the terms and conditions of the Deed of Trust and Prospectus of the Fund and agreed to be bound and governed by the same on availing/using any facility. I/we further agree not to hold the Fund liable for any consequences in case of any of the below mentioned particulars being false, incorrect or incomplete. I/we hereby undertake to inform the Asset Manager of any changes to the information provided herein below and agree and accept that the Fund and its Asset Manager is not liable or responsible for any loss.

I/We understand that all payments in connection with or arising out of the Units hereby applied for shall be payable in Bangladeshi Taka only including income distribution and/or re-purchase price. I/We the undersigned do hereby declare that the money which is being invested for the purchase of unit certificates of **HFAML-ACME Employees' Unit Fund** has been earned /collected from the source(s) declared herein.

The completed application forms are enclosed for your kind perusal and necessary action.

Signature of Principal Holder/
Authorized Person

Signature of Joint Holder/
Authorized Person

HFAML-ACME EMPLOYEES' UNIT FUND

Asset Manager: HF Asset Management Limited

Photograph of
Principal Holder

PLEASE FILL UP THE FORM IN BLOCK LETTERS

PRINCIPAL HOLDER

Name (Individual/Institution) :

Father's Name :

Mother's Name :

Spouse's Name :

* Occupation :

Designation :

Nationality :

Date of Birth/Date of incorporation :

National ID No/Registration No. (Ins) :

Passport No. :

e-TIN Certificate No. :

Birth Certificate No. :

Correspondence/Present Address :

Permanent Address/Registered Address(Ins.) :

B. O. Account No. :

Telephone No. :

Cell No. :

Email :

Source of Fund :

Bank Details

A/C No. Routing No.

Bank Name Branch

Address

Dividend Option: ☐ Cash ☐ CIP

Specimen signature of Principal Holder/
Authorized Person

HFAML-ACME EMPLOYEES' UNIT FUND

Asset Manager: HF Asset Management Limited

Photograph of
Joint Holder

PLEASE FILL UP THE FORM IN BLOCK LETTERS

JOINT HOLDER

Name (Individual/Institution) :

Father's Name :

Mother's Name :

Spouse's Name :

* Occupation :

Designation :

Nationality :

Date of Birth/Date of incorporation :

National ID No/Registration No. (Ins) :

Passport No. :

e-TIN Certificate No. :

Birth Certificate No. :

Correspondence/Present Address :

Permanent Address/Registered Address(Ins.) :

B. O. Account No. :

Telephone No. :

Cell No. :

Email :

Specimen signature of Joint Holder/
Authorized Person

HFAML-ACME EMPLOYEES' UNIT FUND

Asset Manager: HF Asset Management Limited

**** TERMS & CONDITIONS**

- The Units of HFAML-ACME Employees' Unit Fund, hereinafter referred to as the Fund, may be bought and surrendered through HF Asset Management Limited (HFAML) and authorized selling agents appointed by HFAML on all business days except Thursday and book closer period as declared by HFAML.
- Application may be made by an individual (both resident and non-resident), other Eligible Investors (both local and foreign), a trust or a society (registered in or outside of Bangladesh) and not by minor or person of unsound mind.
- Joint application by two persons is acceptable. Registration and Unit allocation will be in favor of principal applicant while dividend and other benefits, if any, will be addressed to the bank account of principal applicant mentioned in the application form. In case of the death of any of the joint holders, only the survivor shall be recognized as having any title of the Units. On death of both the joint holder, the Units will bestow upon the nominee(s) if any mentioned in the Nominee Form HFACMEUPNF-2.
- Minimum purchase amount for the individual investor is 100 (one hundred) Units and for institutional investor is 500 (Five hundred) Units.
- Application for purchase of Units should be accompanied by a crossed Cheque/ pay order/ bank draft in favor of "HFAML-ACME Employees' Unit Fund".
- After clearance/encashment of Cheque/draft/pay order, the applicant will be allocated Units of the Fund against every purchase with a denomination of number of units he/she/the institutional investor applies for. The balance of units will also be credited to the unit holder's BO A/C in demat form.
- Surrender of any quantity of units is allowed both for individuals and institutions. Upon partial surrender, the unit holder will be issued with a new Confirmation of Unit Allocation representing the balance of Unit Holding.
- The units may be transferred by way of inheritance/gift and/or by specific operation of the law. In case of transfer the fund will charge a nominal fee as decided by the Asset Manager from time to time except in the case of transfer by way of inheritance.
- Unit holders may split their Unit Certificates subject to minimum denomination of 100 (One hundred) units. In case of split, the fund will charge a nominal fee as decided by HFAML from time to time.
- Dividend may be delivered in cash or by way of Units under Cumulative Investment Plan (CIP) as the applicant has mentioned in the application form.
- All payments/receipts in connection with or arising out of transactions in the Units hereby applied for shall be in Bangladeshi Taka.
- Application by Charitable Organization/Provident Fund/Trust must be accompanied by the relevant documents as mentioned in the application form and the power of Attorney in favor of the person(s) signing the application should be attached.
- Occupation may be classified as under

☐ a. Civilian	☐ i. House-Wife
☐ b. Govt. Salaried	☐ j. Working Woman
☐ c. Non-Govt. Servant	☐ k. Worker
☐ d. Defense Person	☐ l. Student
☐ e. Professions-Legal, Medical and Engineering etc.	☐ m. Bangladeshi Residing Abroad
☐ f. Retired Person	☐ n. Foreign National
☐ g. Businessman	☐ o. Scientist
☐ h. Agriculturist	☐ p. Miscellaneous.

14. Type of Institution: ☐ Local Company ☐ Foreign Company ☐ Trust ☐ Society ☐ Other

15. Documents enclosed

(i) For Individual:

- | | |
|--|--|
| ☐ a. e-TIN Certificate | ☐ f. Water Bill |
| ☐ b. Passport | ☐ g. Telephone Bill |
| ☐ c. National ID | ☐ h. Electricity Bill |
| ☐ d. Birth Certificate | ☐ i. Gas Bill |
| ☐ e. Letter of Authority issued in favor of authorized person/signatory | |

(ii) For others (as applicable):

- | | |
|--|---|
| ☐ a. Incorporation Certificate | ☐ e. e-TIN Certificate |
| ☐ b. Society Registration Certificate | ☐ f. Trust deed |
| ☐ c. Extract of the Board Resolution | ☐ g. Memorandum and Articles of Association |
| ☐ d. Letter of Authority issued in favor of authorized person/signatory | ☐ h. Relevant Document if Board Resolution is not required |

Signature of Principal Holder/
Holder (if any)/
Authorized Person with date

Signature of Joint

Authorized Person with date

Received Certificates for Units as mentioned overleaf

(Sign of Applicant/Authorized Agent with date)

HFAML-ACME Employees' Unit Fund

Asset Manager: HF Asset Management Limited

APPLICATION FORM FOR NOMINEEPhotograph of
Guardian
(Attested by
Principal Holder)Photograph of
Nominee
(Attested by
Principal Holder)**BLOCK LETTERS PLEASE**The Managing Director & CEO
HF Asset Management Limited
138/1, Tejgaon Industrial Area
Dhaka-1208Nominee Control Number :
(To be filled in by Issuing Office)

Date:

Dear Sir,

I/We already hold Units and my/our Registration No. is ACMEUF/

BO No. I/We nominate the following person(s) who is/are entitled to receive unit certificate and all other entitlement outstanding in connection with my/our aforesaid Registration Number in the event

Name and Address of Nominee	Date of Birth	Relation with Principal Holder	Signature of Nominee	Percentage %

Guardian's Details (If Nominee is Minor)

Name and Address of Guardian	Date of Birth	Relation with Nominee	Signature of Guardian

Principal Holder	Joint Holder (if any)
1. Signature	2. Signature
Name (Individual)	Name (Individual)
Reg. No. ACMEUF/	BO No
BO No	Telephone/Cell No.
Telephone/Cell No.	

Signature Verified by the Authorized Officer
(Signature, Date & Seal)

HFAML-ACME EMPLOYEES' UNIT FUND

Asset Manager: HF Asset Management Limited
REPURCHASE/SURRENDER FORM

(Please read Terms and Conditions on reverse carefully)

(Please fill up the Form in BLOCK LETTERS)

The Managing Director & CEO
 HF Asset Management Limited (HFAML)
 138/1 Tejgaon Industrial Area,
 Dhaka-1208

For Office use only
 Registration No. ACMEUF/
 B.O. Account No.
 Surrender No:

Dear Sir, Date:/...../.....

I/We

address

am/are the holder(s) of Units of HFAML-ACME Employees' Unit Fund. I/ We, would like to

surrender Units (in word

Units) at the repurchase price of TK. per unit as declared by the Asset Manager on/...../.....

My/our surrender request is summarized below:

Sl. No.	Confirmation of Unit allocation No	Number of Units Held	Units to be Surrendered		
			No. of Units	Repurchase Price Tk. (Per Unit)	Total Surrender value Taka

I/ We, attach herewith the above-mentioned Confirmation of Unit Allocation(s). Please issue an account payee cheque in favor of me / us for total surrender amount and issue a Confirmation for balance units, if any.

Signature of Principal Holder/
Authorized Person

Signature of Joint Holder/
Authorized Person

Witness:

1. Signature: Date:/...../.....

Name:

Father's/Spouse Name:

Address:

NID No:

2. Signature: Date:/...../.....

Name:

Father's/Spouse Name:

Address:

NID No:

For Office Use only

Checked and Verified by (Name):

Signature: Date:/...../.....

Terms & Conditions

1. The Units of HFAML-ACME Employees' Unit Fund, hereinafter referred to as the Fund, may be bought and surrendered through HF Asset Management Limited (HFAML) and authorized selling agents appointed by HFAML from time to time.
2. Any number of Units may be surrendered on all working days except last working day of the week and during the book closure period / record date of the Fund.
3. Surrender of any quantity of units is allowed without any additional cost both for individuals and institutions. Upon partial surrender, the unit holder will be issued with a new Confirmation of Unit Allocation representing the balance of his/her Unit Holding.
4. Unit holder is required to attach the Confirmation of Unit Allocation Letter(s) he /she / the institution wants to surrender along with this surrender form. For institution, authentic paper to be submitted along with surrender form.
5. After verification of authenticity of Confirmation of Unit Allocation Letter(s), account payee cheque for surrender amount will be issued in favor of unit holder within maximum of seven (7) working days. In case of joint holding, account payee cheque will be issued in favor of principal holder.

For Office Use only

Cheque No: Date:/...../..... Tk.:

(in words:

Bank: Branch:

issued in favor of Mr./Mrs./Ms./M/S.

For balance Units (if any)

Registration No. : ACMEUF/ Surrender No.:

No. of Units. : Confirmation of Unit Allocation No.:

Seal and Signature of Issuing Officer

Received cheque and/or Confirmation of Unit Allocation (if any) as mentioned above.

Signature of Principal Holder/
Authorized Person

Date:/...../.....

HFAML-ACME EMPLOYEES' UNIT FUND

Asset Manager: HF Asset Management Limited
TRANSFER FORM

(Please read Terms and Conditions on reverse carefully)

(Please fill up the Form in BLOCK LETTERS)

The Managing Director & CEO
 HF Asset Management Limited (HFAML)
 138/1 Tejgaon I/A, Dhaka-1208

For Office Use only
 Registration No. ACMEUF/
 Transfer No.

Dear Sir, Date:/...../.....
Transferor
 I/We, address
 hereinafter referred to as transferor, am/are the holder(s) of
 Units of HFAML-ACME Employees' Unit Fund. I/We, would like to transfer Units (in words
 units) to the following person/institution, hereinafter referred to as transferee.

Witness:
 Signature: Date:/...../.....
 Name:
 Father's/Spouse Name:
 Address:
 NID No:
 Signature of Transferor(s)

Transferee
 Name: Mr./Ms./Mrs.M/S. Father's/Spouse Name:
 Mother: Occupation: Registration No. (for existing unit holder only):
 ACMEUF/ Present Address Permanent
 Address Nationality: National ID/
 passport No. Date of Birth:/...../..... Email:
 Tel/Mob: Bank: Branch: e-TIN No.:

Bank A/C No. Dividend Option ☐ Cash ☐ CIP
 Routing No.
 BO A/C No. DP ID

Means of Transfer: ☐ Inheritance ☐ Gift ☐ Operation of Law

If Transferee is Institution:

Registration no. (if existing unit holder): ACMEUF/ No. of units held (if any):
 Name of Institution: e-TIN No.:
 Address:
 Tel/Mob No.: Fax No.: Email:

Type of Institutions: ☐ Local Company ☐ Foreign Company ☐ Society ☐ Trust ☐ Other

Bank: Branch:

Bank A/C No. Dividend Option ☐ Cash ☐ CIP
 Routing No.
 BO A/C No. DP ID

Means of Transfer: ☐ Inheritance ☐ Gift ☐ Operation of Law

Details of Authorized Person(s), If any:

Sl Name Designation Signature

1.
 2.

Mode of Operation: Jointly by Singly by

Witness:

Signature: Date:/...../.....
 Name:
 Father's/Spouse Name:
 Address:
 NID No:
 Signature of Transferee(s)

For Office Use only

Checked and Verified by (Name):

Signature: Date:/...../.....

TERMS & CONDITIONS

- The Units may be transferred by way of inheritance/gift and/or by specific operation of the law. In case of transfer, the fund will charge a nominal fee as decided by HF Asset Management Limited from time to time except in the case of transfer by way of inheritance.
- Transfer of Units is allowed through selling agents and the Asset Manager.
- The Units will be transferred on all working days except the last working day of the week and during the book closer period/ record date of the Fund.
- The Confirmation of Unit Allocation(s) of the transferor is/are required to be attached with the Transfer Form.
- After verification of authenticity of the transferor's Confirmation of Unit Allocation(s) as well as the information provided in the transfer Form, the Asset Manager or the respective authorized selling agent will deliver the new Confirmation of Unit Allocation in the name of Transferee within a period of seven working days. If there are any Units left with the transferor after such transfer, the Asset Manager will issue a new Confirmation of Unit Allocation for the remaining Units in the name of the Transferor.
- The conditions applicable for initial Confirmation of Unit Allocation will apply even after transfer of Units in the name of Transferee.

Document Enclosed:

- ☐ Memorandum and Articles of Association ☐ Extract of Board Resolution ☐ Trust Deed
☐ Power of Attorney in Favor of Authorized Person (s) ☐ e-TIN Certificate ☐ Certificate of Incorporation
☐ Society Registration Certificate

For Office Use Only

Date:/...../.....

Transferee's Registration No.: ACMEUF/ Transfer No.:

Confirmation of Unit Allocation No.: No. of Units Certificate No:

Seal and Signature of Issuing Officer

I/We, the said transferee, have received the above-mentioned Confirmation of Unit Allocation and do hereby agree to accept and take the said Confirmation of Unit Allocation on the same terms and conditions on which they were held by the said transferor.

1. Signature of Transferee/
 Authorized Person

Date:/...../.....

2. Signature of Transferee/
 Authorized Person

Date:/...../.....





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email: info@hfassetmanagement.com
web: www.hfassetmanagement.com