

NLI FIRST MUTUAL FUND

INSTRUCTIONS

1. As per provision of the *Mutual Fund Act, 1999* and Regulations made there under Mutual Fund units will only be issued in dematerialized condition. Please mention your Beneficiary Owners (BO) Account number on the Application form. If you do not mention your valid Beneficiary Owners (BO) Account number, your application will be treated invalid.
2. All information must be written or typed in Block Letters in English and must NOT be abbreviated.
3. Application must not be for less than 500 (five hundred) Units and must be for a multiple of 500 (five hundred) Units. Any Application not meeting this criterion will not be considered for allotment purpose.
4. Application must be accompanied by a foreign demand draft drawn on a bank payable at Dhaka or cheque drawn out of foreign currency deposit account maintained in Bangladesh for the full value of units favoring "NLI FIRST MUTUAL FUND" and crossed "ACCOUNT PAYEE ONLY".
5. Application shall be sent by the Applicant directly to the VIPB Asset Management Company Limited within **December 15, 2011** so as to reach the Asset Management Company within **December 24, 2011**. No application sent after **December 15, 2011** or received by the VIPB Asset Management Company Limited after **December 24, 2011** will be considered for allotment purposes.
6. Refund against oversubscription shall be made in the currency in which the value of units was paid for by the applicant through Account Payee Cheque payable at Dhaka with Bank account number, Bank's name and Branch.
7. **PUBLIC OFFER Distribution System:**
 - a. **Units of Tk. 3,00,00,000.00 (Taka three crore) only** of total public offering shall be reserved for non-resident Bangladeshi (NRB) and **units of Tk. 3,00,00,000.00 (Taka three crore) only** for mutual funds and collective investment schemes registered with the Commission, and the remaining **units of Tk. 24,00,00,000.00 (Taka twenty four crore) only** shall be open for subscription by the general public/Resident Bangladeshis.
 - b. All securities/units stated in para (a) shall be offered for subscription and subsequent allotment by the Asset Management Company subject to any restriction which may be imposed from time to time by the Securities and Exchange Commission.
 - c. In case of **oversubscription under any of the 3 (three) categories** mentioned in para (a), the Asset Management Company shall conduct an open lottery of all the applications received under each category **separately** in accordance with the SEC's instructions.
 - d. In case of **undersubscription** under either of the 2 (two) categories [i.e. **units of Tk. 3,00,00,000.00 (Taka three crore) only for NRB and units of Tk. 3,00,00,000.00 (Taka three crore) only for mutual funds**] mentioned in para (a), the unsubscribed portion shall be added to the **general public category [units of Tk. 24,00,00,000.00 (Taka twenty four crore) only]** and, if after such addition, there is oversubscription in the general public category, the Asset Management Company shall conduct an open lottery of all the applicants added together.
 - e. The lottery as stated in para (c) and (d) shall be conducted in presence of the authorized representatives of the SEC, Stock Exchange(s) concerned, the Sponsor, the Asset Management Company, the Trustee and the applicants.
8. Money receipt of clearance of draft or cheque, as the case may be, shall be sent by post to the applicant by the Asset Management Company.
9. Joint application by 2 (two) persons will be acceptable. In such a case, allotment or refund shall be made by post to the first applicant.
10. Application must be made by an individual, a corporation or company, a trust or a society and not by a firm, minor or persons of unsound mind.
11. Making of any false statement in the application or supplying of incorrect information therein or suppressing any relevant information shall make the Application liable to rejection and subject to forfeiture of Application money and/or forfeiture of the unit before or after issuance of the same by the Asset Management Company. The said forfeited Application money or unit will be deposited in account specified by SEC. This may be in addition to any other penalties as may be provided for by law.
12. The intending NRB applicants shall deposit unit money by US\$/UK Pound Sterling/Euro draft drawn on and payable in Dhaka, Bangladesh, or through a nominee by paying out of foreign currency deposit account or in Taka, supported by foreign currency encashment certificate issued by the concerned bank, so that the Asset Management Company collecting bank can clear the proceeds and deposit the same into Asset Management Company's bank account in time.
13. Spot buying rate (TT Clean) in US Dollar, UK Pound Sterling and Euro of Sonali Bank Ltd. as prevalent on the date of opening of subscription will be applicable for the Non-Resident Bangladeshi (NRB) applicants.
14. **The applicant shall furnish photocopies of relevant pages of valid passport(s) in support of his being a NRB, dual citizenship or of the foreign passport bearing an endorsement from the concerned Bangladeshi Embassy to the effect that "no visa is required to travel to Bangladesh".**
15. In case of joint NRB application, joint applicant shall also submit supporting papers/documents in support of their being an NRB as mentioned in para-14 above.
16. In the case of non-allotment of securities, the application money of unsuccessful applicant shall be refunded to the respective banks for onward deposit of the refund money into the applicant's bank accounts as provided in the respective application form for subscription.
17. **An applicant cannot submit more than 2 (two) applications, one in his/her own name and another jointly with another person. In case an applicant makes more than 2 (two) applications, all applications will be treated as invalid and will not be considered for allotment purpose. In addition, whole or part of application money may be forfeited by the Commission.**
18. **No sale of securities shall be made, nor shall any money be taken from any person, in connection with such sale until 25 (twenty five) days after the Prospectus has been published.**
19. **The applicant shall provide the same bank account in the application forms as it is in the Beneficiary Owners Account of the applicant. Otherwise the application will be considered invalid and the subscription money may be forfeited.**
20. All the applicants shall first be treated as applied for one minimum market lot of 500 (five hundred) units worth Tk. 5,000/- (Taka five thousand) only. If, on this basis, there is oversubscription, the lottery shall be held amongst the applicants allocating one identification number for each application, irrespective of the application money. In case of oversubscription under any of the categories mentioned hereinabove, the issuer and the Asset Manager shall jointly conduct an open lottery of all applications received under each category separately in presence of representatives from SEC, the Stock Exchange(s), Sponsor, Trustee, Asset Manager, and applicants, if there be any.

THE NRB APPLICATION ALONG WITH THE FOREIGN CURRENCY DRAFT/PAY ORDER, AS ABOVE, IS TO BE SUBMITTED TO THE ASSET MANAGEMENT COMPANY'S HEAD OFFICE DIRECTLY WITHIN THE STIPULATED TIME MENTIONED IN PARA-5.