



**INVESTMENT FUND ADMINISTRATORS UNDER THE INVESTMENT FUNDS ACT, 2003  
ANNUAL INFORMATION UPDATE FORM**

Please provide the information outlined below to reflect the position of the company as at December 31<sup>st</sup>.

**Section A – Details of Investment Fund Administrator**

Name:

Category & License Number:

Street Address:

P.O. Box:

Telephone:

Facsimile:

E-mail:

**Section B – Details of Contact Persons**

Chief Executive Officer:

Direct Line:

E-mail:

Compliance Officer:

Direct Line:

E-mail:

**Section C – Directorship Details**

*Please provide names of Directors and Officers*


**Section D – Assets Under Administration**

Total Net Asset Value<sup>1</sup> (as at December 31<sup>st</sup>):

Administrator's Fiscal Year End:

**Section E – Service Providers**

Registered Office:

Attorneys:

Auditors:

Banker:

Custodian:

<sup>1</sup> Net Asset Value (NAV) – provide a total NAV and NAV per share under your administration.





### **Guidance Notes**

1. For the intent and purposes of the Investment Funds Act, 2003 (the IFA), this Form should be completed by such authorized person upon being satisfied that the information contained therein reflects current information related to the funds under administration or licensing details of the investment fund administrator or any other material changes.
2. All funds under administration must be reported under Section – F, to include active, liquidating and dormant funds. Concurrently, any change in the status of the fund must be reported as well, together with the date of change.
3. Examples of material change information include, but is not limited to:
  - a. Change in operation of the fund (i.e. transfer, liquidating, dormant, re-launch etc.)
  - b. Change in operators/directors of the fund and investment fund administrator
  - c. Change in service provider (e.g. auditor, investment fund manager etc.)
  - d. Change in the fund's registered or its principle office
  - e. Change to the constitutive or offering document
4. The Form must be submitted at the time annual fees are received, and must be accompanied by the Annual Declaration (Form A and B) where applicable.
5. This Form must be signed personally by the chief executive officer or senior officer (as applicable), to be true and complete.