

Reliance One, the First Scheme of Reliance Insurance Mutual Fund

INSTRUCTIONS FOR NON-RESIDENT BANGLADESHIS

- i. Copies of Application Form and Prospectus are available with the Bangladesh Embassy/High Commission in USA, UK, Australia, Canada, Saudi Arabia, UAE, Kuwait, Malaysia, Japan, Italy and South Korea. These may also be obtained from the registered office of the AMC, office of the Sponsor and/or Trustee, members of DSE and CSE or from the Bankers to the Issue or downloaded from the SEC website <www.secbd.org>, or AIMS of Bangladesh Limited website <www.aims-bangladesh.com>.
- ii. As per provision of Depository Act, 1999 and Regulations made thereunder, Units will only be issued in dematerialized condition. Please mention your Beneficiary Owner (BO) Account number on the application form. If you do not mention your valid BO Account number your application will be treated as invalid.
- iii. Application must be made on the Fund's printed form/photocopy or typed copy/hand written form thereof. In case adequate forms are not available, applicants may use photocopied, cyclostyled, hand written or typed copies of the forms. Joint Application form for more than two persons will not be accepted. In case of joint application, each party must sign the Application Form.
- iv. An applicant can submit only two applications, one in his/her own name and another jointly with another person. In case an applicant makes more than 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. More than two application by one cheque/DD/PO, will also not be accepted. In case an applicant makes more than two applications or multiple applications under one cheque/DD/PO, those in excess shall not be considered for allotment purpose.
- v. All information must be typed or written in full (in block letters) in English and must NOT be abbreviated. 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.
- vi. **Applicants shall furnish photocopies of relevant pages of valid passport(s) evidencing his/her NRB status at the time being or dual citizenship, or of the foreign passport bearing an endorsement from the concerned Bangladesh Foreign Mission to the effect that no visa is required for the applicant(s) to travel to Bangladesh. In case of joint NRB applications, both of the joint applicants shall submit papers and documents in support of them being a NRB, failure of which shall invalidate the entire application.**
- vii. Application must not be for less than 500 (five hundred) Units valuing Tk5,000 (taka five thousand) or multiples thereof and must not be for less than 500 (five hundred) units or fractions thereof, i.e. less than Tk5,000 (taka five thousand) only.
- viii. Applications must be sent to the office of **AIMS of Bangladesh Limited** at Dhaka before May 22, 2011 so as to reach within May 31, 2011. Applications with a dispatch postmark after May 22, 2011 or received after May 31, 2011 will be invalid and shall not be considered for allotment purpose.
- ix. Applicants shall submit the filled-in application form along with foreign currency drafts marked "RELiance ONE" the First Scheme of "RELiance INSURANCE MUTUAL FUND" bearing the crossing A/C Payee only in Dollar/ Pound Sterling/ Euro drawn and payable at Dhaka, directly or through a nominee (including a Bank or a Company) to the office of AIMS of Bangladesh Limited, Unique Trade Center (UTC), 8 Panthapath (Level 6), Karwan Bazar, Dhaka 1215, Bangladesh <hello@aims-bangladesh.com or in Taka by paying out of foreign currency deposit account maintained in Bangladesh, for the value of securities applied for, supported by foreign currency encashment certificate issued by the concerned bank, so that the collecting bank can clear the proceeds and deposit the same into the bank account within the prescribed time. The value applied for in foreign currency shall be paid at spot buying rate (TT clean) in US\$, UK Pound Sterling, EUROS of Sonali Bank Ltd. as on date of opening of subscription will be applicable for the Non-resident Bangladeshi (NRB) applicants.
- x. The Fund has opened three "FC Account for Public Issue" in US Dollar, Pound Sterling and Euro with BRAC Bank Limited, Gulshan Branch, Dhaka, Bangladesh (SWIFT Code: BRAKBDDH) on approval of Prospectus by the SEC; and shall close the account after refund of over subscription, if any.
- xi. The subscription money collected from NRB's in US Dollar shall be deposited in the "Reliance One (FC Account for IPO Subscription)" No. USD-1505201920105003 with BRAC Bank Limited, Gulshan Branch, Dhaka, Bangladesh. For deposits in Pound Sterling the account number is GBP-1505201920105004 and for Euro it is EU-1505201920105005 with same bank. In case of over subscription, refund shall be made by the Fund out of the "FC Account(s) for Public Issue".
- xii. In case bounced/ dishonored cheques/ drafts, the application will be void at the first instance without any further clearing placement and /or any referral to the applicant. Money receipt of clearance of draft or cheque shall be sent by post to the applicant or faxed or advised through e-mail as is most convenient and efficient
- xiii. Refund against unsuccessful applications shall be made in the currency in which the value of Units was paid for by the applicant at the same rate the Application was received through 'A/C Payee Only' Refund Warrants payable at Dhaka, mentioning bank account number, bank's name and branch as indicated on the application form. For this purpose the number of the bank account along with full name of bank and branch shall be clearly indicated in the units application form the same bank account number as available in the database of Beneficiary Owners Account in Central Depository for the purpose of refund of application money.
- xiv. Allotment shall be made solely in accordance with the instructions of the Securities & Exchange Commission (SEC). NO separate Allotment Letter will be issued to the successful applicants. The Units shall be credited directly to the successful BO accounts within 72 (seventy two) hours of the conduct of allotment lottery. The Scheme intends to commence trading on the bourses within 10 (ten) working days from conduct of lottery for allotment against the public subscription
- xv. Public Offer Distribution System:
 - a. Units of Tk. 27.5 (twenty seven point five) million of total public offering shall be reserved for non-resident Bangladeshi (NRB) and units of Tk.27.5 (twenty seven point five) million for mutual funds and collective investment schemes registered with the Commission, and the remaining units of Tk. 275 (Two hundred seventy-five) million shall be open for subscription by the general public.
 - 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 over subscription 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 under-subscription under any of the 2 (two) categories [i.e. units of Tk. 27.5 (twenty seven point five) million for NRB and units of Tk.27.5 (twenty seven point five) million for mutual funds] mentioned in Para (a), the unsubscribed portion shall be added to the general public category [units of Tk. 275 (Two hundred seventy-five) million] and, if after such addition, there is over subscription 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, Sponsor, Asset Management Company, Trustee and the applicants.
- xvi. Joint application form for more than two persons will not be accepted. In the case of joint application, each applicant must sign the application form.
- xvii. Applications must be in the full name of individuals or limited companies or societies or trusts, Bangladeshi or foreign, and not in the name of firms, minors or persons of unsound mind. Application from financial and market intermediary companies and private company must be accompanied by Memorandum & Articles of Associations and Certificate of Incorporation.
- xviii. 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.
- xix. All the applicants shall first be treated as applied for one minimum market lot of 500 (five hundred) units worth Tk.5000 (taka five thousand) only. If, on this basis, there is oversubscription, then 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 the applications received under each category separately in presence of representatives from the 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.

APPLICATIONS NOT IN CONFORMITY WITH ANY OF THE ABOVE REQUIREMENTS SHALL BE REJECTED.