

PROSPECTUS

LB Gratuuity Wealth Builder Fund



Sponsor



Trustee



Custodian



Asset Manager



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

PROSPECTUS

LB GRATUITY WEALTH BUILDER FUND

Size of the Issue

Initial Size Tk. 100,000,000 (Taka Ten Crore)
of 10,000,000 (One Crore) Units of Tk. 10 (Taka Ten) Each

Initial/Opening Price

Tk. 10 (Taka Ten) per Unit

Asset Manager

LankaBangla Asset Management Company Limited

Sponsor

LankaBangla Finance Limited Employees' Gratuity Fund Trust

Trustee

Bangladesh General Insurance Company Limited (BGIC)

Custodian

BRAC Bank Limited

Subscription Open

1 June, 2021

Registered Office

Safura Tower (Level-11), 20, Kemal Ataturk Avenue
Banani C/A, Dhaka-1213

Corporate Office

Praasad Trade Centre (4th Floor), 6 Kemal Ataturk Avenue
Banani C/A, Dhaka-1213, Bangladesh
Tel: +88 02 222274219-21
Fax: +88 02 222276159
Email: amcl@lankabangla.com

Date of Publication of Prospectus

May 23, 2021

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Fund Directory

Corporate Office	: Praasad Trade Centre (4th Floor) 6 Kemal Ataturk Avenue Banani C/A, Dhaka - 1213 Bangladesh Tel : +88 02 22274219-21 Fax: +88 02 22276159
Sponsor	: LankaBangla Finance Limited Employees' Gratuity Fund Trust Safura Tower (Level-11) 20, Kemal Ataturk Avenue Banani C/A, Dhaka-1213 Tel : +88 02 22283701-10 Fax: +88 02 58810998
Trustee	: Bangladesh General Insurance Company Limited (BGIC) 42, Dilkusha C/A Motijheel Dhaka Tel : +88 02 9555073-4 Fax: +88 02 9564212
Custodian	: BRAC Bank Limited Anik Tower 220/B, Tejgaon Gulshan Link Road Tejgaon, Dhaka 1208 Tel : +88 02 8801301-32 Fax: +88 02 9860395
Asset Manager	: LankaBangla Asset Management Company Limited Praasad Trade Centre (4th Floor) 6 Kemal Ataturk Avenue Banani C/A, Dhaka-1213 Bangladesh Tel: +88 02 22274219-21 Fax: +88 02 22276159
Auditor	: HodaVasi Chowdhury & Co. Chartered Accountants BTMC Bhaban (6th & 7th Floor) 7-9 Karwan Bazar C/A Dhaka 1215 Bangladesh Tel: +88-02-9140094 Fax: +88-02-8119298

Definitions and Elaborations of Abbreviated Terms

Asset Manager/AMC/	
Asset Management Company	: LankaBangla Asset Management Company Limited
CDBL	: Central Depository Bangladesh Limited
Certificate	: Certificate of the Fund in dematerialized form under CDBL
Commission	: Bangladesh Securities and Exchange Commission
Confirmation of Unit Allocation	: Letter confirming allocation of units
Effective Date	: The date of registration of the Trust Deed
Government	: The Government of the People's Republic of Bangladesh
Guardian	: The Trustee of the LB Gratuity Wealth Builder Fund
The Fund	: LB Gratuity Wealth Builder Fund
Rule / বিধিমালা	: সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১
Sponsor	: LankaBangla Finance Limited Employees' Gratuity Fund Trust
Trustee	: Bangladesh General Insurance Company Limited
Custodian/ICB	: BRAC Bank Limited
BO A/C	: Beneficiary Owner's Account or Depository Account
BSEC	: Bangladesh Securities and Exchange Commission
CAGR	: Cumulative Average Growth Rate
CIP	: Cumulative Investment Plan
EPS	: Earning Per Share
FIS	: Fixed Income Securities
IPO	: Initial Public Offering
IDRA	: Insurance Development & Regulatory Authority
MD & CEO	: Managing Director and Chief Executive Officer
NAV	: Net Asset Value
LBAMCL	: LankaBangla Asset Management Company Limited
Selling Agent	: AMC designated official points for accepting transactions
SME	: Small and Medium Enterprise

Fund Highlights

Name of the Fund	LB Gratuity Wealth Builder Fund.
Initial Size of the Fund	Tk. 100,000,000 (Taka Ten Crore Only) divided into 10,000,000 (One Crore) units of Tk. 10 (Taka Ten) each.
Face Value	Tk. 10 (Taka Ten) per unit.
Nature	Open end with perpetual life and unlimited size.
Objective	The objective of the fund is To earn superior risk adjusted return by investing in capital market of Bangladesh as permitted by BSEC
Minimum Application Amount	For individuals 500 (five hundred) units and for institutions 5,000 (five thousand) units.
Target Group	Individuals (both resident and non-resident), Institution (both local and foreign), Mutual Funds and Collective Investment Schemes are eligible to subscribe the units of the Fund.
Dividend	Minimum 70 (seventy) percent of realized income of the Fund will be distributed as dividend in Bangladeshi Taka or as CIP (based on investors' preference) only at the end of each accounting year. The Fund shall create a dividend equalization reserve to ensure consistency in dividend.
Dividend Distribution	The dividend will be distributed within 45 (forty five) days from the date of declaration.
Transferability	The units of the Fund are transferable by way of inheritance/gift and/or by specific operation of the law.
Encashment	The unit holders can surrender their units through the Asset Manager and the Authorized Selling Agents.
Tax	Income of the Fund will be tax free up to a certain level as permitted by the Finance Act (currently it is up to taka twenty five thousand).
Reports and Accounts	Every unit holder is entitled to receive annual report along with the yearly and half-yearly statements of accounts as and when published from the website of Asset Management Company.

CHAPTER ONE: PRELIMINARY

1.1 Publication of Prospectus for Public Offering

LankaBangla Asset Management Company Limited received Registration Certificate from Bangladesh Securities and Exchange Commission under Securities and Exchange Commission Act, 1993 and সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১ made thereunder and also received consent for issuing prospectus for public offering of LB Gratuity Wealth Builder Fund. A complete copy of the prospectus is available for inspection at Praasad Trade Centre (4th Floor), 6, Kemal Ataturk Avenue, Banani C/A, Dhaka-1213, the corporate office of LankaBangla Asset Management Company Limited (LBAMCL) – the Asset Manager of LB Gratuity Wealth Builder Fund, hereinafter referred to as the Fund.

1.2 Consent of Bangladesh Securities and Exchange Commission

“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 সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১. 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 the Fund

The Fund, being an open-ended one, will not be listed with any stock exchanges of the country; hence the Units of the Fund will not be traded in the stock exchanges unless otherwise BSEC and stock exchange houses make arrangement in future. In that case public communication will be made as per BSEC approval.

Units of the Fund will always be available for sale and surrender/repurchase except on the last working day of every week and during book closure period/record date of the Fund at the office of the Asset Manager and the offices of authorized selling agents. Asset Manager shall disclose selling price and surrender/repurchase price of units at the beginning of business operation on the first working day of every week as per the rule.

1.4 Availability of Documents for Inspection

Copy of this prospectus will be available at the office of the Asset Manager and offices of the authorized selling agents of the Fund. This prospectus will also be available for viewing and downloading on the website (<http://www.lbamcl.com>) of the Asset Manager. Copy of Trust Deed will be available for public inspection during business hours at the office of the Asset Manager of the Fund. One will be able to purchase a copy of the Trust Deed by paying the price as determined by the Asset Manager.

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

- 1) The Fund shall not account for any upward revaluation of its assets creating reserve without clearance from the Bangladesh Securities and Exchange Commission;
- 2) The Fund shall not be involved in option trading, short selling or carry forward transaction;
- 3) A confirmation of unit allocation shall be issued at the cost of the Fund at par value of Tk. 10 (Taka Ten Only) each within 90 (Ninety) days from the date of sale of such units;
- 4) Money receipt/acknowledgement slip issued at the time of sale of units will be treated as allotment letter, which shall not be redeemable/transferable;
- 5) 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;
- 6) An annual report and details of investment and savings 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;

- 7) Half-yearly accounts/financials results of the Fund will be published in at least one English and another Bangla national daily newspaper within 30 (thirty) days from the end of the period;
- 8) 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;
- 9) 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 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 per unit 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) or any other ground with the approval of the Trustee;
- 12) BSEC may appoint 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 transaction of the account 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 Bangla national daily newspaper. Provided that information relating to publication of the prospectus be published in 2 (two) national daily newspapers (Bangla 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 minimum amount as mentioned under বিধি ৪৮ of the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১; the Fund Manager 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 % percent per annum from its own account with the next month;
- 17) On the achievement of minimum amount, as per বিধি ৪৬ and বিধি ৪৮ of the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১, 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 বিধি ৪৬ of the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১;
- 19) Initial target size of the Fund is Tk 10.00 (Ten) crore. The size of the Fund will be increased from time to time by the AMC subject to the approval of the Trustee and with intimation to the Commission;
- 20) Unit allocation of the Sponsor's contribution amounting to Tk. 20,000,000/- (Taka Two Crore) only shall be subject to a lock-in period of minimum 01 (one) year from the date of formation of the Fund and then 1/10th of the Sponsor's contribution only shall be subject to a lock-in period of full tenure of the Fund until liquidation;
- 21) A confirmation of unit allocation amounting to Tk. 20,000,000/- (Taka Two Crore and 20% 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 June 01, 2021 and be ended on July 15, 2021 as per বিধি ৪৭ of the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১.

1.6 General Information

1. This prospectus has been prepared by LankaBangla Asset Management Company Limited based on the Trust Deed executed between the Trustee and the Sponsor of the Fund, which is approved by the Commission and available publicly. The information contained herein is true and correct in all material aspects and there are no other material facts, the Commission of which would make any statement herein misleading.
2. No person is authorized to give any information to make any representation not contained in this prospectus and if so given or made, such information or representation must not be relied upon as having been authorized by LankaBangla Asset Management Company Limited.
3. The issue as contemplated in this document is made 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 Repurchase of Units

Sale and repurchase of Units of LB Gratuity Wealth Builder Fund will commence at the counter of LankaBangla Asset Management Company Limited, Praasad Trade Centre (4th Floor), 6, Kemal Ataturk Avenue, Banani C/A, Dhaka-1213 and authorized selling agents at the opening of business hours on June 01, 2021 and continue until winding up of the Fund.

LankaBangla Asset Management Company Limited will maintain BO accounts with BRAC Bank Limited, custodian of LB Gratuity Wealth Builder Fund for creation and redemption of units of LB Gratuity Wealth Builder Fund. In the case of sale/purchase of unit funds by the investor, units will be transferred to the unit holders' BO accounts as per instruction of LankaBangla Asset Management Company Limited after the acceptance of demat setup 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 Declarations and Due Diligence Certificates

Declarations about the responsibility of the Sponsor

The Sponsor, whose name appears in this prospectus, accepts full responsibility for the authenticity and accuracy of the information contained in this prospectus and other documents regarding LB Gratuity Wealth Builder Fund. To the best of the knowledge and belief of the Sponsor, who has taken all reasonable care to ensure that all the conditions and requirements concerning this public offer and all information contained in this documents, 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 document, 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 an investment decision.

Sd/-

(Khawaja Shahriar)

Member, Board of Trustee

LBFL Employees' Gratuity Fund Trust

Declaration about the responsibility of the Trustee

We, as Trustee of the LB Gratuity Wealth Builder 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 & 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 disclosure 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 investment; 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/-

(Ahmed Saifuddin Chowdhury)

Managing Director & CEO

Bangladesh General Insurance Company Ltd

Declaration about the responsibility of the Custodian

We, as the Custodian of the 'LB Gratuity Wealth Builder Fund' accept the responsibility and confirm that we shall:

- a) Keep all the securities of the Fund in safe custody and shall provide the highest security for the assets of the Fund; and
- b) Preserve necessary documents and record so as to ascertain movement of assets of the Fund as per Rules.

Sd/-

(Tareq Refat Ullah Khan)

DMD & Head of Corporate Banking

BRAC Bank Limited

Declaration about the responsibility of the Asset Management Company

This Prospectus has been prepared by LankaBangla Asset Management Company Limited based on the Trust Deed, the Investment Management Agreement, the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১ 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 public offer;
- b) All the legal requirements of the public offer 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 no such guarantee can be made about the returns from the investments that the Fund will generate. Like any other equity investment, only investors who are willing to accept moderate degree 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/-

(Masum Ali)

Chief Executive Officer

LankaBangla Asset Management Company Limited

DUE DILIGENCE CERTIFICATE BY SPONSOR

চতুর্থ তফসিল-(৯) এর (জ) বিধি ৪৩ (৩) দ্রষ্টব্য

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: LB GRATUITY WEALTH BUILDER FUND.

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

1. We, as the Sponsor of the above-mentioned fund, have examined the prospectus and other documents and materials as relevant to our decision; and
2. We warrant that we shall comply with the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১, Bangladesh Securities and Exchange Commission (Public Issue) Rules, 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 prospectus forwarded to the Commission is authentic and accurate;
- b) We as Sponsor of the Fund as mentioned above will act as per clause 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 সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১, and conditions imposed by the Commission as regards of the Fund; and
- d) We shall act to our best for the benefits and interests of the unit holders of the Fund.

For Sponsor

Sd/-

(Khwaja Shahriar)

Member, Board of Trustee

LBFL Employees' Gratuity Fund Trust

DUE DILIGENCE CERTIFICATE BY TRUSTEE

চতুর্থ তফসিল-(১) এর (জ) [বিধি ৪৩(৩) দ্রষ্টব্য]

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: LB GRATUITY WEALTH BUILDER 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 সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১, 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 has 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 সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১ 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 সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১ 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/-

(Ahmed Saifuddin Chowdhury)

Managing Director & CEO

Bangladesh General Insurance Company Ltd

DUE DILIGENCE CERTIFICATE BY CUSTODIAN

চতুর্থ তফসিল-(১) এর (জ) [বিধি ৪৩(৩) দ্রষ্টব্য]

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: LB GRATUITY WEALTH BUILDER FUND

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

1. We, while act as custodian to the above mentioned fund on behalf of the investors, shall comply with the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১, 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:

- a) We will keep all the securities (both listed and Non-listed) and Assets of the “LB Gratuity Wealth Builder Fund” including FDR receipts in safe and separate custody as per বিধি ৪১ of সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১ and will provide highest security for the assets of the Fund;
- b) 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;
- c) We shall also abide by the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১ and conditions imposed by the Commission as regards of the fund; and
- d) 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)

DMD & Head of Corporate Banking

BRAC Bank Limited

DUE DILIGENCE CERTIFICATE BY ASSET MANAGER

চতুর্থ তফসিল-(১) এর (জ) [বিধি ৪৩(৩) দ্রষ্টব্য]

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: LB GRATUITY WEALTH BUILDER FUND.

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

1. We, while act as the Asset Manager of the above-mentioned 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 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 সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১, Bangladesh Securities and Exchange Commission (Public Issue) Rules, 2015, Dhaka Stock Exchange (Listing) Regulations, 2015 and Chittagong Stock Exchange (Listing) Regulations, 2015 (if the Fund is listed with the stock exchanges), 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) The 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 prospectus are true, fair and adequate to enable the investors to make a well-informed decision for investment in the proposed Fund.

For Asset Manager

Masum Ali

Chief Executive Officer

LankaBangla Asset Management Company Limited

CHAPTER TWO: BACKGROUND

2.1 Preamble to Formation of LB Gratuity Wealth Builder Fund

A Mutual Fund is an investment vehicle that represents a pool of funds collected from investors. The fund is usually invested in stocks, bonds, money market instruments and other financial asset class with the objective of generating superior risk adjusted return for its investors. An open-ended Mutual Fund (also known as Unit Fund) is a type of Mutual Fund which is perpetual in nature with unlimited fund size.

The Mutual Fund industry in Bangladesh is yet to flourish and gain popularity the way it has all across global financial markets. However, it is an undeniable fact that Mutual Fund is an attractive form of investment vehicle for prospective investors since the fund is managed by professional fund managers based on extensive research and years of experience. In an endeavor to facilitate investment option of investors and contribute to the expansion of Mutual Fund Industry in Bangladesh, LBFL Employees' Gratuity Fund Trust decided to sponsor 'LB Gratuity Wealth Builder Fund' with LankaBangla Asset Management Company Limited (LBAMCL) being the Asset Manager of the Fund. Bangladesh General Insurance Company Limited (BGIC) will act as Trustee and BRAC Bank Limited will act as the Custodian of the Fund.

LBAMCL firmly believes that 'LB Gratuity Wealth Builder Fund' will contribute enormously to the development of Bangladesh capital market and add meaningful value as well as provide investors a viable investment option.

2.2 Necessity of LB Gratuity Wealth Builder Fund in Bangladesh Capital Market

Bangladesh Capital Market has been full of incidents over the past decade. A remarkable rally in the market was noticed in 2010 which started from mid-2009. Eventually, the market topped out and turned bearish from December 2010. Since then various large scale positive reform measures have been undertaken by concerned stakeholders in the capital market in order to improve transparency, efficiency and attractiveness of the market. Following the historic strategic partnership between Dhaka Stock Exchange and Chinese Consortium comprised of the Shanghai Stock Exchange (SSE) and Shenzhen Stock Exchange (SZSE) in 2018, it is obvious that Bangladesh Capital market has entered a new era which will be shaped with new product proliferation (e.g. ETF, Derivatives etc), technological advancement and automation.

The year 2020 will be remembered as the year of the COVID-19 pandemic which led to extreme market volatility. As uncertainty crept in the onset of the COVID-19 pandemic in major global economies, the benchmark index witnessed sharp decline. However, an expansionary monetary policy and proactive stance of Bangladesh Securities and Exchange Commission (BSEC) led to the market revival.

One of the key features of a developed capital market is the prevalence of mutual funds. However, that is not the case in Bangladesh capital market with Asset Under Management (AUM) of Mutual Funds (open end and closed end) accounting for only 2.13% of total market capitalization as on 21st January, 2021. This percentage is well above 15% in the capital market of our neighbouring countries like India, Pakistan which clearly highlights the necessity and scope of introducing more Mutual Funds in our market. Thus, it is clear that there is a dearth of professionally managed capital market product for individuals and institutions looking to diversify their investment. Ongoing measures by the current commission to bring transparency and accountability in the mutual fund sector will act as a confidence booster for the investors as this sector continues to flourish amidst wider investor participation.

2.3 Advantages of Investing in LB Gratuity Wealth Builder Fund

The advantages of investing in LB Gratuity Wealth Builder Fund are many folds as highlighted below:

2.3.1 Professional Management

LankaBangla Asset Management Company Limited (LBAMCL), the asset manager of the fund has a full-fledged research team and experienced fund managers to manage the fund. The fund will be managed in a professional manner based on comprehensive

research of the economy, industry and company in a bid to safeguard the fund from significant drawdown and generate attractive risk-adjusted return for the investors of the Fund.

2.3.2 Diversification

Diversification is a key risk management technique which enables a fund to reach its long-term investment goals by minimizing risk. The fund will be adequately diversified across various asset class, industries and stocks in order to reduce risk of the overall portfolio and allowing investors to have broader exposure in the market which may not be possible on an individual level.

2.3.3 Stress Free Investment

Investment Management is a stressful proposition. Navigating through the market volatility often becomes very challenging for the investors and can lead to a downward spiral resulting in significant erosion of portfolio value leading to emotional distress and grief. Investing in a Mutual Fund takes away that stress since the fund is managed by dedicated professionals specializing in investment management having academic and practical know-how.

2.3.4 Fair Pricing

Since, the fund will not be listed in the major bourses (DSE & CSE) like closed end mutual funds, it will not be mispriced based on asymmetry in demand and supply and turbulent market conditions. LBAMCL will fix the purchase and surrender price of the fund every week which will be very close to the Net Asset Value (NAV) of the fund.

2.3.5 De-matted Units

The certificates of the funds will be delivered in de-mat form and will be displayed in the investor's Beneficiary Owners (BO) Account.

2.3.6 Convenient Transaction Process

Dedicated and trained Selling Agents will facilitate the registration process of the investors and assist them all along the way in purchase, surrender and transfer of the units.

2.3.7 Regular Dividend

According to Bangladesh সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১, minimum 70 (seventy) percent of realized income of the Fund will be distributed as dividend. Thus, the investors are virtually guaranteed of dividend income every year apart from NAV appreciation.

2.3.8 Access to Initial Public Offering (IPO)

Apart from a handful number of exceptions, historical performance of Initial Public Offerings have been very satisfactory in Bangladesh capital market. As per Bangladesh Securities and Exchange Commission (Public Issue) Rules, 2015 Mutual Funds are allotted 10% Quota under Fixed Price and Book Building method.

2.3.9 Transparency and Accountability

LB Gratuity Wealth Builder Fund will be operated under strict supervision and regulation of BSEC and Sponsor appointed Trustee. The asset manager will be under obligation to disclose weekly, monthly, quarterly, semiannual and annual reports containing relevant information to BSEC, Trustee, Custodian and public as per the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১.

2.3.10 Tax Benefit

Investors of LB Gratuity Wealth Builder Fund will be eligible for tax benefit as follows:

- a) Up to 15% tax rebate on investment up to 25% of taxable income or BDT 1.5 Crore whichever is lower.
- b) Income from unit fund is tax exempted up to BDT 25,000.00.

CHAPTER THREE: THE FUND

3.1 Formation of the Fund

The Trust Deed of the Fund was registered on October 21, 2020 under the Trust Act, 1882 and Registration Act, 1908.

The Fund was registered by the BSEC on November 22, 2020 under the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১.

3.2 Life of the Fund

The Fund will be an open-end mutual fund with a perpetual life. 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 will be Tk. 100,000,000.00 (Taka Ten Crore Only) divided into 10,000,000 (One Crore) Units of Tk. 10.00 (Taka Ten Only) each. Size of the Fund will be increased from time to time by the Asset Manager subject to approval of the Trustee and with due intimation to the BSEC.

3.3 Face Value and Denomination

Face value of each Unit will be Tk. 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 500 (Five hundred) for individuals and 5,000 (Five thousand) for institutional investors.

3.4 Investment Objective

The objective of the fund is to generate capital appreciation and income by investing in the permissible markets at appropriate percentages as determined by the Asset Manager.

3.5 Investment Policies

- 1) The Fund shall invest subject to the বিধিমালা and only in those securities, deposits and investments approved by the Bangladesh Securities and Exchange Commission and/or the Bangladesh Bank and/or the Insurance Regulatory Authority (IRA) of Bangladesh or any other competent authority in this regard.
- 2) Not less than 60% of the total assets of the Scheme of the Fund shall be invested in capital market instruments out of which at least 50% shall be invested in listed securities.
- 3) Not more than 15% of the total asset of the Scheme of the Fund shall be invested in pre-IPOs at one time.
- 4) All money collected under the Fund shall be invested only 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.
- 5) The Fund shall get the securities purchased or transferred in the name of the Fund.
- 6) Only the Asset Management Company will make the investment decisions and place orders for securities to be purchased or sold for the Scheme's portfolio.

3.6 Investment Restrictions

- 1) The Fund shall not invest more than 10% of its total assets in any one particular company's share.
- 2) The Fund shall not invest in more than 15% of any company's paid up capital.
- 3) The Fund shall not invest more than 20% of its total assets in shares, debentures or other securities of a single company or group.
- 4) The Fund shall not invest more than 25% of its total assets in shares, debentures or other securities in any one industry.
- 5) The Fund shall not invest in, or lend to, any scheme under the same Asset Management Company.
- 6) 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.
- 7) 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 বিধিমালা.

- 8) 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.
- 9) 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 Investment Approach and Risk Control

A top down and bottom up approach may adopt the following investment approaches and risk control measures, namely:-

- 1) Investments will be pursued in selected sectors based on the analysis of business cycles, regulatory reforms, competitive advantage, etc.
- 2) Selective stock picking will be done from the selected sectors.
- 3) The Asset Management Company in selecting scripts will focus on the fundamentals of the business, the industry structure, the quality of management, sensitivity to economic factors, the financial strength of the company.
- 4) In addition, the Asset Management Company will study the macro-economic conditions, including the political, economic environment and factors affecting liquidity and interest rates.
- 5) Since disciplined investing requires risk management, the Asset Management Company would incorporate adequate safeguards for controlling risks in the portfolio construction process.
- 6) Risk will also be reduced through adequate diversification of the portfolio. Diversification will be achieved by spreading the investments over a range of industries / sectors.

3.8 Valuation Policy

- 1) 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 Net Asset Value of such securities in the portfolio of the Fund.
- 2) 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 Net Asset Value of such securities in the portfolio of the Fund.
- 3) The fund shall fix the valuation method for the Scheme subject to the prior approval of the Commission.
- 4) The Fund shall follow the method approved by the Commission for valuation of the non-listed security, if any, and the Asset Management Company and the Trustee shall periodically review the non-listed investment, if any, and the Trustee shall periodically review the value of such investments. The auditors shall comment in the annual report of the Scheme of the Fund.
- 5) The valuation of listed securities not traded within previous one month will 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 Scheme of the Mutual Fund but shall not be more than the intrinsic value of the securities.
- 6) The valuation of non-listed securities will 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 Scheme.
- 7) Once non-listed securities are valued, the valued amount will 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.
- 8) Asset Management Company and Trustee will value the non-listed securities at least once in every three months.
- 9) In case of deferred expenses, accrued expenses for the period will be taken into account for determining total liabilities.
- 10) Net Asset Value (NAV) calculation

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

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

NAV per unit = Total NAV / 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 Limitation of Expenses

- 1) All expenses should be clearly identified and appropriated to the Fund.
- 2) The Asset Management Company may charge Fund for Investment Management;
- 3) Asset Management Company may amortize the initial issue costs of the Fund over a period as provided for in the বিধিমালা;

Provided that initial issue expenses/Initial Public Offering (IPO) costs shall not exceed 5% of the Fund of the collected amount raised under the Fund.

- 4) In addition to the fees mentioned hereinabove the Asset Management Company may charge the Scheme of the Fund with the following recurring expenses, namely;
 - i. Marketing and selling expenses including commissions of the agents, if any;
 - ii. Brokerage and Transaction costs;
 - iii. Cost of registrar services for transfer of securities sold or redeemed;
 - iv. Trusteeship fees;
 - v. Custodian fees;
 - vi. Dematerialization fees and others;
 - vii. Re-registration fees, if any.
 - viii. Relevant expenditure for calling meeting by the trustee committee; and
 - ix. Other expenses applicable to the Mutual Fund.
- 5) The expenses referred to hereinabove and any other fees payable or reimbursable to the Asset Management Company or the Trustee shall be charged to the open-end Mutual Fund.

However, total expenses of the Fund shall not exceed 4% of the weekly average net assets outstanding during any accounting year.

3.10 Price Fixation Policy and Sale & Repurchase Procedure

After completion of initial subscription, the Fund will be opened to the investors for regular buy/sale of Units. The date of re-opening shall be declared by the asset manager upon approval of the Trustee and with due intimation to the BSEC. The asset manager shall calculate the Net Asset Value (NAV) per unit on the last working day of every week as per formula prescribed in the বিধিমালা and shall disclose sales price and repurchase/surrender price per unit determined on the basis of NAV before commencement of business operation of the first working day of the following week to the Commission and the investors through at least one national daily, the website of the asset management company and the authorized selling agents of the Fund.

The difference between sales price and surrender price will be initially 3% percent of the Sale price of the Unit and may increase up to 5% of the sale price of the Unit (the difference between sales price and surrender price shall not exceed 5% of the sale price of the unit).

The unit holders may surrender their unit certificates during the business hour as specified by the Asset Management Company. The

fund shall be liable to repurchase the units at the surrender value determined by the Asset Management Company. Sale and repurchase of unit certificates by Asset Management Company shall remain closed during first two weeks of July unless the Commission decides otherwise.

Sale and repurchase procedures are given below:

- i. The Units of LB Gratuity Wealth Builder Fund may be bought / surrendered through LankaBangla Asset Management Company Limited and authorized selling agents appointed by the Asset Manager from time to time and any other procedure as prescribed by the Asset Manager. Surrender of units is allowed only through LankaBangla Asset Management Company Limited or the selling agents from which the units are originally purchased.
- ii. During initial subscription minimum purchase amount for individual investors 500 (Five hundred) Units and for institutional investors is 5,000 (Five thousand) Units.
- iii. Application for purchase of Units should be accompanied by an account payee cheque/pay order/bank draft in favor of "LB Gratuity Wealth Builder Fund" for the total value of Units.
- iv. After clearance/encashment of cheque/pay order/bank draft, the applicant will be issued with a Confirmation of Unit Allocation against every purchase of Units he/she/the institutional investor applies for. If BO A/C is provided during the registration, the units will also be delivered to the Unit holder's BO A/C.
- v. Partial surrender (fraction of total units held under a Unit Allocation Confirmation) is allowed without any additional cost subject to minimum surrender quantity is 500 (Five hundred) units for individuals and 5,000 (Five thousand) units for institutions. Upon partial surrender, the Unit holder will be issued with a new confirmation of Unit Allocation representing the balance of his Unit holding.
- vi. All payments/receipts in connection with or arising out of transactions in the Units shall be in Bangladeshi Taka.

3.11 Winding Up Policy

3.11.1 Procedure of winding up

- 1) If the total number of outstanding unit certificates held by the unit holders after repurchase at any point of time falls below 25% of the actual certificate issued, the Fund will be subject to wound up.
- 2) 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.
- 3) The Scheme may also be wound up if the Commission so directs in the interest of the unit holders.
- 4) Where a Scheme 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 Scheme 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.

3.11.2 Manner of winding up

- 1) The Trustee shall call a meeting within 30 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 Scheme. If it fails to have three-fourth majority mandate, the Commission shall have the power to supersede the mandate if situation demands such.
- 2) The Trustee shall dispose of the assets of the Scheme 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.

- 3) Within 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.

3.11.3 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, as the case may be, shall

- a) cease to carry on any business activities of the open-end fund;
- b) cease to create and cancel unit of the open-end fund;
- c) cease to issue and redeem units of the open-end fund.

3.12 Investment Management

LankaBangla Asset Management Company Limited (LBAMCL) shall carry out day to day management of the fund's portfolio as the Asset Manager subject to the provisions laid down in the Mutual Fund Rule, 2001 and Trust Deed or any general directions given by the Trustee and /or the Commission. However, the Asset Manager shall have discretionary authority over the fund's portfolio and investment decisions.

3.13 Dividend Policy

- 1) The accounting year of the Fund shall be July-June period;
- 2) The Fund shall distribute minimum 70%, or as may be determined by the **විධිමාලා** from time to time, of the annual net income of the Fund as dividend at the end of each accounting period after making provision for bad and doubtful investments. The dividend can be given in the form of cash. The Fund shall create a dividend equalization reserve by appropriation from the income of the Scheme;
- 3) Before declaration of dividend the Asset Management Company shall make a provision in consultation with the Auditors if market value of investments goes below the acquisition cost and the method of calculation of this provision will be incorporated in the notes of accounts;
- 4) Surpluses arising simply from the valuation of investments shall not be available for dividend;
- 5) Dividend entitlements will be dispatched within 45 days from the declaration of such dividends;

CHAPTER FOUR: RISK FACTORS

The stock market is inherently risky in nature and investors should be aware of the following risk factors (not exhaustive) while investing in LB Gratuity Wealth Builder Fund:

1. Mutual Funds are subject to market risk and there is no guarantee that the objectives of the fund will be achieved, although the Asset Manager shall try its level best to deliver superior fund performance for its valued investors.
2. Past performance/reputation of the Sponsor or Asset Manager should not be construed as any form of assurance of superior fund performance.
3. As is the case with any securities investment, the NAV of the fund can go up or down depending on the factors and forces affecting the capital market and money market of Bangladesh.
4. The NAV of the units issued under the Scheme may be affected, inter alia, by changes in market condition, interest rate, performance of individual stock, change in company's dividend policy, changes in credit rating, trading volume, settlement period and transfer procedure.
5. The fund may be subject to liquidity risk when it invests in Pre-IPO placement securities.
6. Investors are not being offered any guaranteed return from this fund.
7. In the event of a very large number of repurchase request there may be some delay in delivery of payment.
8. Changes in government policy and tax laws may affect the return of the fund.
9. Adverse global economic condition may have negative effect on the capital market of Bangladesh and adversely affect fund performance.
10. Bangladesh is susceptible to natural disaster (e.g. cyclone, earthquake etc) and political/social instability. These may impact the value and performance of the fund.

CHAPTER FIVE: FORMATION, MANAGEMENT AND ADMINISTRATION

5.1 Sponsor of the Fund

LankaBangla Finance Limited Employees' Gratuity Fund Trust is the sponsor of the fund.

LankaBangla Finance Limited started its journey in 1997 as a joint-venture financial institution in multinational collaboration with a license from Bangladesh Bank under Financial Institution Act-1993. Today, LankaBangla is the country's leading integrated financial services provider that include Corporate Financial Services, Retail Financial Services, SME Financial Services, Liability Management, Stockbroking, Corporate Advisory and Wealth Management Services.

Under a wide umbrella of products and services, LankaBangla is the only financial institution to operate credit card (Master and VISA) and also provide third party card processing services to different banks in Bangladesh.

LankaBangla is the market leader in the capital market services and has been giving an all-out effort to develop an efficient, vibrant and transparent capital market in Bangladesh. Its subsidiary, LankaBangla Securities Limited is providing top-notch brokerage services and leading the industry with cutting edge trading, top rated research information, and customer service. The group has another subsidiary, LankaBangla Investments Limited. It is a premier investment bank in the country providing corporate advisory, issue management, and portfolio management services. LankaBangla Asset Management Company Limited is providing professional wealth management services.

LankaBangla practices participatory management and adheres to industry's best practices in all its endeavors. Increasing stakeholders' value is a natural driving force for the people at LankaBangla. Our long-standing sustainability efforts are creating environmental and social value while we move forward. By embracing high ethical standards, governance, and transparency, LankaBangla dreams to go further and grow bigger. Its ethos is simple. The company envisions its success lies in becoming the growth partner of its enterprising clients. LankaBangla is committed to empowering lives and inspire changes in community.

5.2 Trustee of the Fund

Bangladesh General Insurance Company Limited (BGIC) will act as the Trustee of the Fund. BGIC, incorporated on 29 July 1985, is the first private sector general insurance company in Bangladesh. BGIC has a proven record of being Trustee for existing mutual funds and zero coupon bonds. Its dynamic team of dedicated professionals is of superior underwriting and Trustee skill. The company has authorized capital of Tk 1,000 million and is listed on both the DSE and the CSE.

5.3 Custodian of the Fund

BRAC Bank Limited, a banking company, will act as the Custodian of the "LB Gratuity Wealth Builder Fund". BRAC Bank Limited is incorporated under Companies Act, 1994 and Bank Companies Act, 1991. It has registered with the Bangladesh Securities & Exchange Commission on December 15, 2009 to act as Custodian.

BRAC Bank Limited is established in 2001 with the vision of "Building a profitable and socially responsible financial institution focused on market and business with growth potential, thereby assisting BRAC and its stakeholders to build a just, enlightened, healthy democratic and poverty free Bangladesh."

BRAC Bank began its journey unlike any other conventional bank. The visionaries who led the bank realized that the previously neglected Small and Medium Enterprises (SME) sector plays significant role in generating growth and creating employment in the country. Over the past few decades, traditional banks were reluctant to invest in this sector. At a time when it was almost impossible for the SME entrepreneurs to get financing from the banking sector in Bangladesh, BRAC Bank stepped forward and came to finance these unbanked SME entrepreneurs.

Currently, BRAC Bank Limited has 187 branches, 457 SME Unit Offices, 447 ATMs and 90 CDMs across the country

5.4 Asset Manager

LankaBangla Asset Management Company Limited (LBAMCL) is an emerging asset management company in Bangladesh. It is a 99.99% subsidiary of LankaBangla Finance Limited, one of the leading providers of financial services in Bangladesh. LBAMCL was incorporated with the Registrar of Joint Stock Companies (RJSC) vide registration no. C-67738(289)/2007 dated 16 July 2007 under the companies Act, 1994. It received its license from Bangladesh Securities and Exchange Commission (BSEC) on June 24, 2012 vide registration code: SEC/Asset Manager/2012/17 to operate as a full-fledged asset management company. It also received registration certificate from BSEC on December 20, 2016 to act as an Alternative Investment Fund Manager.

LBAMCL is the official fund management wing of LankaBangla group and is deeply committed in providing client driven solution and superior risk adjusted performance to its valued clients. LBAMCL's fund management service includes management of Mutual Fund, Alternative fund, Discretionary Corporate Portfolio and management of Provident & Gratuity Fund.

LBAMCL values original thinking, due diligence, first-hand research and strict investment discipline. LBAMCL firmly believes in achieving solid long-term investment performance in line with the clients' needs and providing superior client relationship management. By keeping the target investors in focus it opts to become one of the leading asset management companies in Bangladesh very soon.

5.5 People Behind LankaBangla Asset Management Company Limited

Board of Directors

Mr. Abdul Malek Shamsher

Chairman

Mr. Abdul Malek Shamsher has 45 Years of professional experience in Banking and Finance Sector. In November 1966, Grindlays Bank Limited (A 100% British owned bank) selected Mr. Shamsher as a Management Trainee based on his performance in HSC examination. Soon after joining Grindlays Bank, Dhaka, the Bank sent him to their Head Office, London for Banking Operations Training for two years. In his long career Mr. Shamsher worked in various National and International Banks and Financial Institutions in various capacities.

Mr. Shamsher completed his Higher Secondary Certificate (HSC) in 1966 from Faujdarhat Cadet College securing Eighth position in order of merit in Dhaka Education Board. In 1969, Mr. Shamsher completed Banking Diploma (Part – 1) from Institute of Bankers Pakistan.

Mr. Al-Mamoon Md. Sanaul Huq

Director

Mr. Al-Mamoon Md. Sanaul Huq has 33 Years of professional experience in different Government Organizations, International Bank and private sector of Bangladesh. He worked as Controller General of Accounts, Ministry of Finance, Government of People's Republic of Bangladesh. He has vast experience in working in Audit Department of Controller & Auditor General of Bangladesh. Mr. Huq has also worked as consultant with some international organizations like World Bank. He attended a number of trainings, workshops and seminars at home and abroad.

Mr. Huq accomplished his post-graduation diploma in Management Accounting from Highbury College of Technology, Ports-mouth, UK. He has also completed his Bachelor of Science and Master of Science in Applied Chemistry from University of Dhaka.

Mr. Khwaja Shahriar

Director

Mr. Khwaja Shahriar has more than 20 years of professional experience in Banking and Finance Sector of Bangladesh. Currently he is working as Managing Director of LankaBangla Finance Limited. Prior to joining LankaBangla Finance Limited, Mr. Shahriar served BRAC Bank Limited in different positions including the Head of Corporate Banking, Head of Cash Management, Custodial Services &

Probashi Banking. He also worked in GSP Finance Limited, Bangladesh Finance & Investment Company Limited, Uttara Bank Limited, AB Bank Limited and Green Delta Insurance Company Limited in various capacities.

Mr. Shahriar Completed his BA (Hons) and MA in English from University of Dhaka. He also obtained his Bachelor of Business Administration in Banking and Finance from Monash University, Melbourne, Australia and Master of Business Administration from Victoria University, Melbourne, Australia.

Mr. Abul Kalam Mohammad Kamruzzaman

Director

Mr. Kamruzzaman has more than 17 years of professional experience in Banking & Finance Sector of Bangladesh. Currently he is working in LankaBangla Finance Limited as the Executive Vice President & Head of Operations with responsibility of Asset Operations, Legal Affairs, Collection & Monitoring, Special Asset Management (SAM), Liability Operations and Treasury Operations. During his tenure in LankaBangla, he worked in almost all the functional areas of the company in different capacities.

Mr. Kamruzzaman completed his post-graduation in Accounting from University of Dhaka. He has also completed his MBA from Institute of Business Administration, University of Dhaka and a fellow member of the Institute of Cost & Management Accountants of Bangladesh (ICMAB).

Mr. Quamrul Islam

Director

Mr. Quamrul Islam has more than 20 years of professional experience in Banking and Finance Sector of Bangladesh. Currently he is working in LankaBangla Finance Limited as Executive Vice President and looking after the Treasury & Financial Institutions Division. He started his career with “PRAN Group” one of the largest conglomerates of the country as a Management Trainee Officer in early 1997.

Mr. Islam obtained his graduation with Honors and post-graduation in Accounting from the Faculty of Business Studies of Dhaka University.

Mr. Shamim Al-Mamun

Director

Mr. Shamim Al Mamun, FCA is working as Chief Financial Officer since April 2013. Before getting this responsibility he acted as Head of Accounts from April 2012. Before joining this Company, he was the CFO of Fareast Stocks & Bonds Limited and Fareast Finance Limited. He is a Fellow member of the Institute of Chartered Accountants of Bangladesh. He obtained his Honors degree in Information Technology from American International University of Bangladesh. He is also an ex-cadet and completed his secondary education from Sylhet Cadet College. Shamim Al Mamun, FCA possesses extensive competencies and experiences in Financial Reporting, Financial Modeling, Internal Control, Corporate Governance and Financial Management. He is also a resource person of ICAB in the capacity of providing training to students and in the process of educational development.

Management

Mr. Khandaker Asad Ullah

Adviser

Mr. Khandaker Asad Ullah has joined LankaBangla Asset Management Company Limited on 18th February, 2016 as Adviser. He has almost 20 years of experience in the capital market of Bangladesh, mainly at Dhaka Stock Exchange (DSE) in various positions of great responsibility. During his long and illustrious career in DSE he worked in several departments of the Exchange and successfully completed numerous assignments including some significant and critical projects like Demutualization of the Exchange, DSE Automation Project, etc.

Mr. Asad was the Head of Monitoring, Investigation & Compliance (MIC) Department of DSE for long time. Mr. Asad also performed duty as General Manager, Operations and looked after the most crucial sections of Operation Division of DSE like Surveillance, MIC, Market Operation, Listing and Research & Development. His last position at DSE was General Manager, Administration, the highest permanent grade at the Exchange. Mr. Asad holds Master's Degree in History from University of Dhaka.

Mr. Masum Ali

CEO

Mr. Masum Ali has joined LankaBangla Asset Management Company Limited on 18th February, 2016 as Chief Executive Officer. Prior to joining LankaBangla Asset Management Company Limited, Mr. Ali was working as Senior Assistant Vice President of LankaBangla Finance Limited. During his tenure in LankaBangla Finance Limited Mr. Ali worked in various department viz. regulatory reporting, corporate affairs & board secretariats and Accounts & Finance. He has more than 18 years of working experience. Mr. Ali completed his Chartered Accountancy Course on February 1999 from Ahmad & Ahmad, Chartered Accountants as per bye laws of the Institute of Chartered Accountants of Bangladesh (ICAB). He also holds a Bachelor of Commerce degree from National University, Bangladesh.

Mr. Simon Ibn Muzib

Fund Manager

Mr. Simon Ibn Muzib is an experienced Investment professional in Bangladesh Capital Market. His academic background is predominantly finance based. His primary expertise lies in fund management, portfolio and risk analytics as well as operations and business development. Mr. Muzib is currently working at LankaBangla Asset Management Company Limited (LBAMCL), as Fund Manager in the Fund Management department. Prior to joining LBAMCL, he has worked in two other asset management companies (AMCs) namely Asian Tiger Capital Partners Asset Management Limited and Universal Financial Solutions Limited. In both AMCs, he was responsible for developing portfolio and trading strategy, developing framework for tactical trading opportunity and risk management guideline. He also maintained close liaison with foreign investors and shared insight on market outlook, portfolio strategy and stock price movement.

Mr. Muzib completed his MSc in Financial Mathematics from University of Leeds and holds a Bachelors of Business Administration from North South University.

Azmal Hossain Rafi

Research Analyst

Azmal Hossain Rafi joined LBAMCL in 2017 and has been holding the position of research analyst since then. He is responsible for executing in depth macro, sector and stock specific research in order to identify potential investment opportunities. Prior to joining LBAMCL he worked as a research analyst in another asset management company named Asian Tiger Capital Partners Asset Management Limited.

Mr. Rafi has passed all three levels of the Chartered Financial Analyst (CFA) Program from CFA Institute. He completed his MSc with distinction from Queen Mary University of London specializing in Investment & Finance and BBA from North South University.

5.6 Auditors

HodaVasi Chowdhury & Co having office at BTMC Bhaban (6th & 7th Floor), 7-9 Karwan Bazar C/A, Dhaka 1215 shall be the first auditor of the Fund and the auditor shall be paid a service fee of Tk 40,000.00 (Taka Forty Thousand Only), only for the first accounting period

5.7 Selling Agents

The following Companies have been appointed as the selling agents of the Fund to sale and repurchase units of the Fund on behalf of the Asset Manager:

SI Name

- 1 LankaBangla Finance Limited
- 2 LankaBangla Securities Limited
- 3 LankaBangla Investments Limited

The Asset Manager may appoint more willing Stock Broker(s)/Merchant Bank(s)/Commercial Bank(s)/Non-Bank Financial Institution(s) as selling agents in future subject to approval of the Trustee and with due intimation to BSEC.

5.8 Fees and Expenses

The Fund will pay the fees of Asset Manager, the Trustee and the Custodian together with any other fees, commission and expenses as may arise from time to time. The Fund will 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 of legal and consulting service, auditing, other professional fees and expenses, brokerage, share/debenture registration expenses and fees due to the BSEC. The Fund shall also bear all the other incidental expenses including printing, publication and stationery relating to its smooth and fair operation. Major expenses of the Fund are detailed as follows:

5.8.1 Issue and Formation Expenses

Initial issue and formation expenses are estimated not to be over 5 (five) percent of the collected Fund. The issue and formation expenses will be amortized within 7 (seven) years on a straight line method. The estimated expenses for the issue and formation of the Fund are presented below:

SL	Type of Expenses	Percentage of total Target Fund	Total (Taka)	Sub-Total /Details	Description
1	Formation fee payable to AMC	1.00%	1,000,000.00/-	Set-fee	Formation fee to AMC on collected fund of initial fund size
2	Management fee for pre-scheme formation period	0.70%	700,000.00/-	On scheme	Management fee of AMC for pre-scheme formation period (Approximate) as per BSEC Directive (no. SEC/CMRRCD/2009-193/160) dated May 28, 2014
3	Legal & Compliance related expenses (Application, registration fees etc.)	0.38%	380,000.00/-	10,000.00/-	BSEC Application Fee
				200,000.00/-	BSEC Registration fee (0.2% of initial fund size)
				50,000.00/-	CDBL System and Initial Fee
				120,000.00/-	Trust Deed Registration Expense
4	Printing, Publication and Marketing	1.02%	1,020,000.00/-	200,000.00/-	Designing and Printing of prospectus
				500,000.00/-	Publication of abridged version of prospectus and IPO notifications on daily newspaper
				300,000.00/-	Marketing and Promotional Expense
				20,000.00/-	Courier and distribution expenses
5	Selling Agent Expense	0.80%	800,000.00/-		Fee payable to Selling Agents
6	Other Expenses	0.10%	100,000.00/-		Post issue manager/data entry, data processing and other related job
	Total	4.00%	4,000,000.00/-		

*The above expenses are made in best estimates. Actual expenses may vary but will not be over 5 (five) percent of the collected fund under any circumstances.

5.8.2 Management Fee

As per the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১ the Fund shall pay a management fee to the Asset Management Company at following rate:

1. 2.50 percent per annum of the weekly average NAV up to Tk. 5.00 crore;
2. 2.00 percent per annum for additional amount of the weekly average of NAV up to Tk. 25.00 crore over Tk 5.00 crore;
3. 1.50 percent per annum for additional amount of the weekly average NAV up to Tk. 50.00 crore over Tk. 25.00 crore and
4. 1.00 percent per annum for additional amount of the weekly average NAV over Tk. 50.00 crore.

Management fee will be payable semiannually.

5.8.3: Trustee Fee

The Trustee Fee shall be paid as agreed upon between the parties:

Collected Fund	Annual Trustee Fee
Between Tk 10.0 crore to Tk 20.0 crore	Minimum Tk 2,00,000.00 or 0.15% of NAV whichever higher
Above Tk 20.0 crore to Tk 50.0 crore	Minimum Tk 4,00,000.00 or 0.15% of NAV whichever higher
Above Tk 50 crore	0.15% of NAV

The Trustee fee will be paid on semi-annual in advance basis during the life of the Fund.

5.8.4 Custodian Fee

The fee for Custodian services will be 0.07% 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) local duties and fees like stamp duty on transactions, stamp duty on transfer deed (c) levies, brokerage, registrar's fees, local counsel / representation, external auditors at the client's request, depository fees etc. However, a fee cap of 0.09% 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

5.8.5 Fund Registration and Annual Fee

The Fund has paid Tk. 200,000.00 (Taka Two Lac Only) to the Bangladesh Securities and Exchange Commission as registration fee. In addition, the Fund will have to pay @ 0.10% of the Fund value or Tk. 50,000.00 (Taka Fifty Thousand Only), whichever is higher, as annual fee in terms of the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১.

5.8.6 Audit Fee

The audit fee will be Tk 40,000 (Taka Forty Thousand Only) plus applicable VAT, for the first accounting year and the Trustee will fix fees for the subsequent years.

5.8.7 Commission Payable to Selling Agent(s)

The Fund shall pay commission to the authorized selling agent(s) to be appointed by the Asset Manager at the rate of up to 1.00 % ONLY on the transaction amount of sales which may change in future with the approval of the Trustee.

5.8.8 CDBL Fee

The Fixed CDBL Annual Fee will be BDT 20,000 (Taka Twenty Thousand Only) & Annual Central Depository System (CDS) Connection Fee will be BDT 6,000.00 (Taka Six Thousand Only). The fees may vary as amended by the Commission from time to time.

5.8.9 Brokerage Fee

The fund will pay to the stock broker commission up to 0.30% of the total transaction including Howla, Laga, CDBL fees and any other associated costs.

5.8.10 Amortization of Issue and Formation Expenses

The initial issue expenses in respect of the Fund shall not exceed 5 (five) percent of the collected amount of the Fund raised under the scheme and will be amortized with 7 (seven) years on a straight-line method.

The total expense charged to the Fund, except the amortization of initial issue expenses and including transaction cost in the form of stock brokerage against buy and sell of securities forming a part of acquisition and disposal cost of such securities, transaction fee payable to the custodian against acquisition or disposal of securities, the annual registration fees payable to the commission, audit fees, cost for publication of reports and periodicals, bank charge, etc. shall not exceed 4 (four) percentage of the weekly average net asset outstanding during any accounting year.

CHAPTER SIX: SIZE OF THE FUND AND RIGHTS OF THE UNIT HOLDERS

6.1 Size of the Issue

The initial size of the Fund shall be Tk. 100,000,000.00 (Taka Ten Crore Only) divided into 10,000,000 (One Crore) Units of Tk. 10.00 (Taka Ten Only) each which may be increased from time to time by the Asset Manager subject to approval of the Trustee with due intimation to the Commission till liquidation the Fund. The initial distribution of the Fund's unit holding shall be as follows:

Subscriber	Number of Units	Face Value (Taka/Unit)	Amount (Taka)	Status
Sponsor: LBFL Employees' Gratuity Fund Trust	2,000,000	10.00	20,000,000.00	Subscribed
General Investors	8,000,000	10.00	80,000,000.00	Yet to be Subscribed
Total	10,000,000		100,000,000.00	

6.2 Sponsor's Subscription

LBFL Employees' Gratuity Fund Trust, the Sponsor, has already subscribed Tk. 20,000,000.00 (Taka Two Crore Only) equivalent to 2,000,000 (Twenty Lac) Units of Tk. 10.00 (Taka Ten Only) each at par on October 21, 2020

6.3 Tax Status

The investment tax benefits of the fund would always comply with country's Finance Act and government policies. However, currently the following benefits are available:

- Up to 15% tax rebate on investment up to 25% of taxable income or BDT 1.5 Crore whichever is lower.
- Income from unit fund is tax exempted up to BDT 25,000.00.

6.4 Rights of the Unit Holders

6.4.1 Voting Rights

All the unit holders shall have usual voting rights. Voting rights 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 সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১. 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.

6.4.2 Transfer of Units

Units of the Fund are transferable by way of inheritance/gift and/or by specific operation of law.

6.4.3 Dividend

All the Unit holders have equal but proportionate right in respect of dividend.

6.4.4 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 newspaper, the website of the Asset Manager, the Selling Agent(s) to be appointed by the Asset Manager from time to time and any other means as the Asset Manager may deem fit.

6.4.5 Accounts and Information

The Fund's financial year will be closed on 30 June every year. Annual report or major head of income and expenditure account and balance sheet in line with schedule VI of the সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০০১ will 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 will be published by the asset manager as per বিধিমালা.

6.4.6 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 Schemes.

CHAPTER SEVEN: UNIT SUBSCRIPTION

7.1 Terms and Conditions of Unit Subscription

- 1) The units of LB Gratuity Wealth Builder Fund, hereinafter referred to as the Fund, may be bought/surrendered through LankaBangla Asset Management Company Limited (LBAMCL) and authorized selling agents appointed by LBAMCL from time to time. Surrender of units is allowed through LBAMCL or the selling agent from which the units are originally purchased.
- 2) Application must be made by an individual (both resident and non-resident), a corporation or company (both local and foreign), a trust or a society (registered in or outside of Bangladesh) and not by a firm, minor or persons of unsound mind.
- 3) Joint application by two persons is acceptable. In such a case, registration and issuance of unit certificate will be in favour of principal applicant while dividend and other benefits, if any, will be addressed to 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 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.
- 4) Minimum purchase quantity for individual investors is 500 (Five Hundred) units and for institutional investors is 5,000 (Five Thousand) units.
- 5) Application for purchase of units should be accompanied by an account payee cheque/pay order/bank draft in favour of "LB Gratuity Wealth Builder Fund" for the total value of units.
- 6) After clearance/encashment of cheque/draft/pay order the applicant will be issued a confirmation of unit allocation against every purchase with a denomination of number of units he/she/the Institutional investor applies for. If BO A/C is provided during the registration, the units will also be delivered to the unit holder's BO A/C in demat form.
- 7) Partial surrender (fraction of total units held under a single unit allocation confirmation) is allowed without any additional cost subject to minimum surrender quantity is 500 (five hundred) units both for individuals and institutions. Upon partial surrender, the unit holder will be issued with a new unit allocation confirmation representing the balance of his unit holding.
- 8) 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 LBAMCL from time to time except in the case of transfer by way of inheritance.
- 9) All payments /receipts in connection with or arising out of transactions in the units hereby applied for shall be in Bangladeshi Taka.

CHAPTER EIGHT: SELLING AGENTS

8.1 Name of Selling Agents

The following organizations have been appointed to work as the Selling Agent of the Fund:

Sl	Name
1	LankaBangla Finance Limited
2	LankaBangla Investments Limited
3	LankaBangla Securities Limited

8.2 Details of Selling Agents

SL	Name of the Selling Agent	Branch Name	Branch Location	Branch Phone
1	LankaBangla Finance Limited	Agrabad Branch	Hal's Aster Anwer (Level-14), 1728, S. K. Mujib Road, Agrabad C/A, Chattogram-4100	+(88 031) 2512601-3, 2514563-5
		Banani Branch	Assurance Nazir Tower (Level-3) 65/B, Kemal Ataturk Avenue Banani, Dhaka-1213	+(8802) 55034080-88
		Bangshal Branch	Mahmud Tower (Level 8), 19 Siddique Bazar, North South Road Bangshal, Dhaka 1000	+(8802) 9550482, 9586007, 9513822, 47112904, 9586009
		Barishal Branch	Mannan Plaza (2nd Floor), 84 Sadar Road, Barishal-8200	(880 431) 65030, 61225, 61884, 2177784
		Board Bazar-Gazipur Branch	Omar Ali Plaza (Level-3), Holding no.309, Ward no.30 Mymensingh Road, Kolomeshor, National University, Board Bazar Gazipur, Dhaka-1704	9291506, 9291507, 9291509, 9291493, 9291496
		Bogra Branch	Bogra Trade Center (Level 4) Datta Bari, Borogola, Bogra	+88 051 71031-35
		CDA Avenue Branch	Yunusco Center (Level-8) 807/1056, CDA Avenue O. R. Nizam Road, Khulshi, Chattogram-4000	+88 031 2868901-3
		Chowmuhan Branch	Morshed Alam Complex (Level-4), South West Corner, Karimpur Road Chowmuhan, Begumganj, Noakhali-3821, Bangladesh	(0321) 54411-6
		Corporate Head Office	Safura Tower (Level 11) 20 Kemal Ataturk Avenue Banani, Dhaka-1213	+(8802) 9883701-10
		Cumilla Branch	Garden City (Level 3), Holding No.203/187, Jhautola Police Line, Cumilla-3500	+88 081 73371-2
		Dhanmondi Branch	Green Rowshanara Tower (5th Floor), Type B, 755 Satmasjid Road, Dhanmondi Commercial Area, Dhaka-1209	+(8802) 58157820-26
		Dinajpur Branch	Northern Plaza(Level-4) Goneshtola, Dinajpur-5200	0531 66916-20
		Faridpur Branch	Rangolal Plaza (Level-3), 103 Goalchamot Mouza, Holding No. 30, North Faridpur, Faridpur-7800	+880 631 64382-86
		Gulshan Branch	The Glass House 4th Floor (4002) 38, Gulshan Avenue, Plot: 02; Block: SE (B) Gulshan Circle – 1, Dhaka - 1212	+88 02 8833931-4
		Habiganj Branch	Syed Bari Tower (2nd Floor), Holding No. 3828-1, Habiganj Pourashava, Habiganj Sadar, Habiganj-3300	0831) 54473, 54474, 54491, 54493
		Jessore Branch	Mohashin Super Market (2nd Floor), 10 R. N. Road, Jashore-7400	+88 0421 71146-48

SL	Name of the Selling Agent	Branch Name	Branch Location	Branch Phone
		Keraniganj Branch	Hazi Alimullah Complex (Level-3), Aganagar, South Keraniganj, Keraniganj, Dhaka 1310	+88 02 7763103
		Khulna Branch	Tribune Tower (Level-3), 2/A KDA Avenue, Khulna-9200	+88 041 731480, 731513, 725680, 725689, 731470, 731270
		Kushtia Branch	Bashar Tower (2nd Floor), Holding No. 72, N.S Road Kushtia Sadar, Kushtia 7000	(071) 72462, 72463, 72442, 72443
		Mirpur Branch	Northern Khan Height Tower (Level-3) Plot No. 34, Road No. 03 Block-D, Section-11 Mirpur, Dhaka-1216	+(8802) 9037841, 9037842-8, 9037851-2
		Motijheel Branch	Alhaz Tower (3rd Floor), 82 Motijheel Commercial Area, Dhaka-1000	+(8802) 9513714-16, 9514570-72
		Mymensingh Branch	Sabit Sharif Bhaban (Level-3), 55/A Boro Bazar, Mymensingh-2200	+88 091 62901-2
		Narayanganj Branch	Akhter Square-1, (Level-4), 68, B. B.Road, Narayanganj Dhaka-1400	+88 0671 7631342, 7631343
		Narsingdi Branch	Sonali Tower (2nd Floor), North-East Side Anandi Moar, College Road, Madhabdi Narsingdi - 1604	+(8802) 9446730 - 31
		Rajshahi Branch	Ahmed Plaza (Level-3), 182 Alu Patti Ghoramara, Boalia, Rajshahi-6100	+88 0721 771216, 771286, 771293, 771158, 771035-6
		Savar Branch	MK Tower (Level-4), B-16/1 Jaleshwar, Shimultola, Savar, Dhaka-1340, Bangladesh	+88 02 7744835, 7744836, 7744837, 7744838, 7744839
2	LankaBangla Investments Limited	Sylhet Branch	Khoirun Bhaban (Level-3), Holding No: 118, Mirboxtula, Sylhet-3100	+88 0821 728418-20
		Uttara Branch	Uttara Tower, (Level-06), 4th Floor Plot-01, Sector-03, Jashim Uddin Avenue Uttara Model Town, Dhaka-1230	+(8802) 8931412-13, 48964230, 48963493
		Corporate Office	Assurance Nazir Tower (Level-06) 65/B, Kemal Attaturk Avenue Banani, Dhaka	+88 02 7113585 +88 02 9561238 +88 02 9512621

SL	Name of the Selling Agent	Branch Name	Branch Location	Branch Phone
3	LankaBangla Securities Limited	Banani Branch	Asurance Nazir Tower(Level-6), 65/B, Kemal Attaturk Avenue, Banani, Dhaka-1213	Phone: +880-2-55035306-8
		Corporate Office	A.A. Bhaban (Level – 5) 23 Motijheel C/A, Dhaka-1000	+880-2-9563901, 9563903-5
		Chattogram Agrabad Branch	HAL'S ASTER ANWAR (13th Floor), 1398(Old), 1728(New), Sk.Mujib Road, Agrabad, Chattogram-4100	+88-031-2525836-8
		Cumilla Branch	Nahar Plaza(1st Floor) 67/58, Nazrul Islam Avenue Kandirpar, Cumilla	+88 081 62117 +88 081 62109 +88 081 61768
		Dhanmondi Branch	■ Suite no: D-5, Shaptak Mahbuba Grandeur (Level-5, Northern side) Plot no: 21(old), 17 (new southern part) Road no: 6, Dhanmondi R/A, Dhaka-1205	+880-2-44611775, 44611776
			■ Dhanmondi Branch Extension: MIDAS Centre(8th Floor), House No #05, Road No #16(New), 27(Old), Dhanmondi, Dhaka-1209	+88-02-9112650, +88-02-9112648
		Khatungonj Branch	Asma Chamber 1016(Old), Ram Joy Mohajan Lane Khatungonj, Chittagong	+88 031 630011 +88 031 632276 +88 031 626709
		Narayanganj Branch	Hazi Plaza, (2nd Floor) 53/1, S.M. Maleh Road Tan Bazar, Narayanganj	+88 02 7630582 +88 02 7630582
		Nasirabad Branch	Rahima Centre(5th Floor), 1839, CDA Avenue, Nasirabad, Chattogram	+880-31-2554171-3
		Principal Branch	City Centre(Level 13) 90/1, Motijheel C/A, Dhaka-1000	+880-2-55110940-3
		Sylhet Branch	JR Tower (3rd floor), Holding No: 1469, Jail Road, Sylhet-3100	+880-821-711143, 711752,711912
		Uttara Branch	"THAL Ishtiak Green" (3rd Floor), Plot No #81A, Road # 07, Sector No #4 Uttara Model Town, Dhaka-1230	+88-02-41090378, 41090379, +88-01730073811

ANNEXURE

Forms

Specimen copy of the below mentioned forms are given in the following pages:

1. Purchase Form – Individual
2. Purchase Form – Institution
3. Surrender/Repurchase Form
4. Transfer Form
5. Investor's Information Update/Correction Form

LB Gratuity Wealth Builder Fund
Asset Manager: LankaBangla Asset Management Company Limited
Purchase Form (Individual)

To
Chief Executive Officer
LankaBangla Asset Management Company Ltd.
Praasad Trade Centre (4th Floor)
6 Kemal Ataturk Avenue
Banani C/A, Dhaka-1213

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

For Office Use Only
Registration No.:
Sale No.:

I/We like to purchase(in word.....) units of LB Gratuity Wealth Builder Fund
at a price of Tk.(in word.....) per unit, prevailing on the sale date and enclose a
cheque/P.O/D.D No.drawn on Bank.....
Branch:..... for an amount of Tk.(in word.....)

Principal Applicant:

Name:.....Father/Husband:.....
Mother:.....Nationality:.....Occupation:.....
Present Address:.....
Permanent Address:.....

NID No.:.....Date of Birth:.....Email:.....
Telephone/Mobile No.:.....BO Account No.:.....
Residency Status: Resident ☐ Non Resident ☐
Bank Name:.....Branch:.....
Bank A/C No.:.....

Joint Applicant:

Name:.....Father/Husband:.....
Mother:.....Nationality:.....Occupation:.....
Present Address:.....
Permanent Address:.....

NID No.:.....Date of Birth:.....Email:.....
Telephone/Mobile No.:.....

Nominee:

Name:.....Father/Husband:.....
Mother:.....Nationality:.....Occupation:.....
Relationship with Applicant:.....Share (In Percentage):.....
Present Address:.....
Permanent Address:.....

NID No.:.....Date of Birth:.....
Email:.....Telephone/Mobile No.:.....
Specimen Signature (Nominee):.....Special Instruction:.....
Dividend Option: Cash ☐ CIP ☐

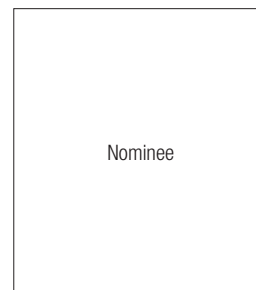
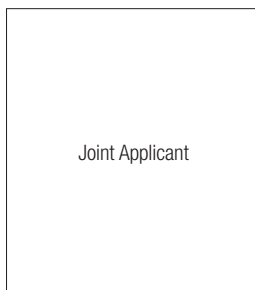
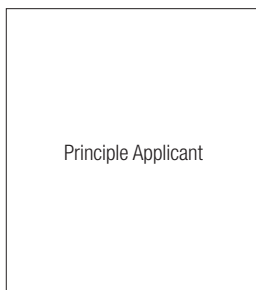
Signature with Date
Principal Applicant

Signature with Date
Joint Applicant

ACKNOWLEDGEMENT

Certified that this selling agent/bank has received a cheque/P.O/D.D. No.:.....
Bank:.....Branch:..... for an amount of Taka.....
(in words.....) from Mr./Mrs./Ms.....
being application money for..... Units of LB Gratuity Wealth Builder Fund.
Selling Agent's Seal and Date.....Sale No.....Authorized Signature:.....

Photographs of Applicant (s) and Nominee



Terms and Conditions

1. The unit of LBAMCL Unit Fund may be bought / surrendered through LankaBangla Asset Management Company Limited and authorized selling agents appointed by the Asset Manager from time to time on all working days except Thursday.
2. The applications will be accepted upon the realization of any cheque enclosed with it. As the clearance of cheques drawn on banks in towns other than that of the Issuing Office may take a longtime. The applications are advised to send enclosed with a bank draft or a pay order to minimize the delay in acceptance.
3. After acceptance of application (upon registration of a sale), Unit allocation Certificates will be issued.
4. Application may be made by an individual (both resident and non-resident), a corporation or any other artificial judicial persons (both Local and foreign), a trust or a society (register in or outside of Bangladesh).
5. Application may not be made by a firm, minor or person of unsound mind.
6. Unit Holder can surrender partial holding of his/her/its Units given that minimum surrender quantity is 500 (Five Hundred) for individual and 5,000 (Five Thousand) for institutional investor.
7. Unit Holder will be provided with new allocation certificate after surrender or transfer of Units.
8. Units transfer will be allowed by way of inheritance/gift/and/or by specific operation of the law. Asset Manager will charge a nominal fee (except transfer by inheritance) as decided by the Asset Manager from time to time.
9. All the payment/receipt will be in Bangladeshi Taka.
10. Dividend may be delivered in cash or by way of units under cumulative investment plan (CIP) as the applicant mentioned in the application form.
11. Minimum Units for individual investor is 500 (five hundred) and for institutional investor is 5,000 (Five thousand) units
12. Units will be registered in the name(s) of the applicant(s) Joint holders will be registered provided that Application Form is duly completed and signed by all joint holders. In case of the death of any of the Joint holders, only the survivor shall be recognized as having any title to the Units.
13. Application(s) by Charitable Organization/Provident Fund Trust must be accompanied by the relevant documents authorizing investment in Units.

Documents to be enclosed

1. Filled up Purchase Form
2. Copy of NID of Applicant & Nominee
3. Copy of eTIN (If Any)
4. 2 Copies Passport Size Photo of Applicant & Nominee
5. Bank Statement/Bank Certificate/ Photocopy of Cheque Leaf
6. BO Acknowledgement of Applicant from Brokerage House
7. Source of Fund

LB Gratuity Wealth Builder Fund
Asset Manager: LankaBangla Asset Management Company Limited
Purchase Form (Institution)

To
Chief Executive Officer
LankaBangla Asset Management Company Ltd.
Praasad Trade Centre (4th Floor)
6 Kemal Ataturk Avenue
Banani C/A, Dhaka-1213

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

For Office Use Only
Registration No.:
Sale No.:

I/we like to purchase units of LB Gratuity Wealth Builder Fund at a price of Tk.per unit prevailing on the sale date and enclose a cheque/P.O/D.D No. Bank Name.....
Branch. for an amount of Tk. in word Taka.....) with this application

Principal Applicant:

Name of the Organization:

Name of the CEO/MD:

Type of the Institute: Local ☐ Foreign ☐ Society ☐ Trust ☐ Other ☐

TIN No.: Registration No.: Trade License No.:

VAT Reg. No. (If any):

Address

Business /Mailing Address:.....

Registered Address:.....

Email:..... Telephone:.....

BO A/C No.:

Residency Status: Resident ☐ Non-Resident ☐

Bank Name:..... Branch:.....

Bank A/C No.:

Special Instruction:.....

Dividend Option: Cash ☐ CIP ☐

Details of Authorized person(s) if any:

SI Name Designation Signature

1.

2.

Mode of Operation: Jointly ☐ Singly ☐

Jointly By:

1. Name: 2. Name:

Singly By:

1. Name:

Seal & Signature of MD/CEO

Date:

ACKNOWLEDGEMENT

Certified that this selling agent/bank has received a cheque/P.O/D.D. No.:

Bank:..... Branch:..... for an amount of

Taka.....(in words.....) from

being application money for..... Units of LB Gratuity Wealth Builder Fund.

Selling Agent's Seal and Date Sale No. Authorized Signature:.....

Photographs of MD/CEO and Authorized Persons

MD/CEO	Authorized Person	Authorized Person
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Terms and Conditions

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2. The applications will be accepted upon the realization of any cheque enclosed with it. As the clearance of cheques drawn on banks in towns other than that of the Issuing Office may take a longtime. The applications are advised to send enclosed with a bank draft or a pay order to minimize the delay in acceptance.
3. After acceptance of application (upon registration of a sale), Unit allocation Certificates will be issued.
4. Application may be made by an individual (both resident and non-resident), a corporation or any other artificial judicial persons (both Local and foreign), a trust or a society (register in or outside of Bangladesh).
5. Application may not be made by a firm, minor or person of unsound mind.
6. Unit Holder can surrender partial holding of his/her/its Units given that minimum surrender quantity is 500 (Five Hundred) for individual and 5,000 (Five Thousand) for institutional investor.
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8. Units transfer will be allowed by way of inheritance/gift/and/or by specific operation of the law. Asset Manager will charge a nominal fee (except transfer by inheritance) as decided by the Asset Manager from time to time.
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12. Units will be registered in the name(s) of the applicant(s) Joint holders will be registered provided that Application Form is duly completed and signed by all joint holders. In case of the death of any of the Joint holders, only the survivor shall be recognized as having any title to the Units.
13. Application(s) by Charitable Organization/Provident Fund Trust must be accompanied by the relevant documents authorizing investment in Units.

Documents to be enclosed

1. Filled up Purchase Form
2. Copy of Trade License
3. Copy of eTIN
4. Copy of Certificate of Incorporation
5. Copy of MOA
6. BO Acknowledgement of Applicant from Brokerage House
7. Photocopy of Cheque Leaf
8. 02 copies of photo of MD/CEO/ Authorized person(s) with 01 copy of NID

LB Gratuity Wealth Builder Fund
Asset Manager: LankaBangla Asset Management Company Limited
Repurchase/Surrender Form

To
Chief Executive Officer
LankaBangla Asset Management Company Ltd.
Praasad Trade Centre (4th Floor)
6 Kemal Ataturk Avenue
Banani C/A, Dhaka-1213

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

For Office Use Only

Surrender No.:

(Please fill up the Form in BLOCK LETTERS)

Registration No. :

I/We....., Address (if changed).....

....., am/are the holder(s) of
Units of LB Gratuity Wealth Builder Fund. I/we would like to surrenderunits (in words.....Units) at the repurchase price of TK.....per unit as declared by the Asset Manager on...../...../..... My/our surrender request is summarized below:

SI No	Confirmation of Unit Allocation No	Number of Units Held	Units to be Surrendered		
			No. of Units	Repurchase Price TK. / Unit	Total Surrender Value TK.

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 Unit Holder(s)

For Office Use Only

Checked and Verified by Name.....

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

ACKNOWLEDGEMENT

Received the Confirmation of Unit Allocation for surrender / partial surrender as mentioned below:

Registration No.

1. Confirmation of Unit Allocation No.....Quantity.....Surrender Quantity.....

2. Confirmation of Unit Allocation No.....Quantity.....Surrender Quantity.....

Selling Agent's Seal and Date

Surrender No.....

Authorized Signature (Name & Designation

Terms and Conditions

1. The unit of LBAMCL Unit Fund may be bought/ surrendered through LankaBangla asset management company Limited and authorized selling agents appointed by the asset manager from time to time.
2. Units may be surrendered on all workings days except last working day of week and during the book closer period/record date of the Fund.
3. Minimum surrender quantity is 500 (five hundred) Units for both individual and institutional unit holders.
4. Partial surrender is allowed without any additional cost subject to minimum surrender quantity of 500 (five hundred) Units both for individual and institutions. Upon partial surrender, the unit holder will be issue a new Confirmation representing the balance of his/her Unit holding.
5. 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.
6. After verification of authenticity of Confirmation of Unit Allocation Letter(s), account payee cheque for surrendered amount will be issued in favor of unit holder within maximum of seven working days. In case of joint holding, account payee cheque will be issued in favor of principal holder.

For Office Use Only

Cheque No..... Bank.....

.

Date...../...../.....amountTK.....TK.....

.....issued in favor of

.....

For balance Units, if any.

Registration No.....Surrender No.....

.

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

Issuing Office Stamp & Signature

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

Signature of Unit Holder

Date...../...../.....

LB Gratuity Wealth Builder Fund
Asset Manager: LankaBangla Asset Management Company Limited
Transfer Form

To
Chief Executive Officer
LankaBangla Asset Management Company Ltd.
Praasad Trade Centre (4th Floor)
6 Kemal Ataturk Avenue
Banani C/A, Dhaka-1213
I/We.....

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

Registration No. (Transferor):

Addresshereafter
referred to as transferor, am/are the holder(s) ofUnits of LB Gratuity Wealth Builder Fund. I/we would like to
transferunits (in words.....) to the
following person/institution, hereafter referred to as transferee.

Transferee

Name:.....
Father/Husband Name:.....
Mother Name:.....
Nationality:..... Occupation:.....
Registration No. (Existing Unit Holder):..... Unit Held (if any):.....

Address

Present /Mailing Address:.....
Permanent Address:.....

NID No. Date of Birth:.....
Email:..... Telephone:.....
BO A/C No. (if any):.....
Residency Status: Resident ☐ Non-Resident ☐
Bank:..... Branch:.....
Bank A/C No.:.....

Transferee is Institution

Name of Institution:.....
TIN No.:..... Registration No.:..... Trade License No.:.....
Registration No. (Existing Unit Holder):..... Unit Held:.....

Address:

Business /Mailing Address:.....
Registered Address:.....
Type of Institute: Local ☐ Foreign ☐ Trust ☐ Society ☐ Other ☐
Email:..... Telephone/Mobile:.....

Nominee (In Case of Individual)

Name:.....
Father/Husband Name:.....
Mother Name:.....
Nationality:..... Occupation:.....
Relationship with Applicant:.....
Present /Mailing Address:.....
Permanent Address:.....
NID No. Date of Birth:.....
Email:..... Telephone/Mobile:.....
Specimen Signature (Nominee):.....
Special Instruction:.....
Dividend Option: Cash ☐ CIP ☐

Signature with Date
Principal Holder/CEO

ACKNOWLEDGEMENT

Certified that this selling agent/bank has received a request for transferring Units of LB Gratuity Wealth Builder Fund from
.....to.....
Transfer No.:
Selling Agent's Seal & Date

Signature

Passport Size Photograph
Principal Applicant/CEO

Passport Size Photograph
Authorized Person

Passport Size Photograph
Nominee

For Office Use Only

Checked and Verified by:

Name:..... Signature with Date:.....

Terms and Conditions

1. The unit of LBAMCL Unit Fund may be bought/ surrendered through LankaBangla Asset Management Company Limited and authorized selling agents appointed by the Asset Manager from time to time on all working days except Thursday.
2. The applications will be accepted upon the realization of any cheque enclosed with it. As the clearance of cheques drawn on banks in towns other than that of the Issuing Office may take a longtime. The applications are advised to send enclosed with a bank draft or a pay order to minimize the delay in acceptance.
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4. Application may be made by an individual (both resident and non-resident), a corporation or any other artificial judicial persons (both Local and foreign), a trust or a society (register in or outside of Bangladesh).
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13. Application(s) by Charitable Organization/Provident Fund Trust must be accompanied by the relevant documents authorizing investment in Units.

LB Gratuity Wealth Builder Fund
Asset Manager: LankaBangla Asset Management Company Limited
Investor's Information Update/Correction Form

To
Chief Executive Offer
LankaBangla Asset Management Company Ltd
Praasad Trade Centre (4th Floor)
6 Kemal Ataturk Avenue
Banani C/A, Dhaka-1213

Dear Sir

I/we like to update/correct some of the information I have provided during purchase of units of LB Gratuity Wealth Builder Fund:

Name of the Investor:

Registration Number:

Information to be updated / Corrected:

SI	Existing Information	Updated/Corrected Information
1		
2		
3		
4		
5		

Principal Applicant

Signature With Date



+88 01709648425

+88 01709648426