

### About Unit Investment Trust Funds (UITFs)

<b>What is a UITF?</b>	A UITF is an open-ended pooled trust fund in any currency operated by a trust entity in accordance to the set Plan Rules of the UITF and made available by participation.
<b>Is there a maturity date?</b>	UITFs have no maturity date and are open ended. Redemptions may be made anytime. However, if redeemed within the holding period, a penalty of 5% of the redemption proceeds will apply.
<b>Are returns of UITFs guaranteed?</b>	No. <b>UITFs do not carry any guarantee of income and principal.</b> It is not a deposit product and is not guaranteed.
<b>Are UITFs covered by PDIC?</b>	Since UITFs are not deposit products, it is <b>not covered by the Philippine Deposit Insurance Corporation.</b>
<b>How are the underlying assets of UITF valued?</b>	UITFs use a mark-to-market method in valuing the underlying assets of the UITF. This valuation method computes for the Net Asset Value based on the fair market value of the UITF's assets. It takes into account the accrued interest and the unrealized gains or losses of the underlying assets based on their prevailing market prices.
<b>How is the Net Asset Value per unit computed?</b>	The Net Asset Value per unit is determined daily and computed by dividing the Total Net Asset Value (Total Assets minus Total Liabilities) by the UITF's total number of outstanding units of participation.
<b>What is the proof of investment?</b>	A <b>Confirmation of Participation (COP)</b> will be made available within seven (7) banking days from trade date. A COP will be given to the client for every subscription made.

### About the Diversity Dividend Focused Fund (DDFF)

<b>What is the type of UITF?</b>	A <b>peso-denominated equity fund</b> with the mandate to invest substantially in equities
<b>What is the objective?</b>	<b>To achieve long-term capital growth and dividend income generation</b>
<b>What are the underlying assets?</b>	<b>Up to 90% of the UITF shall be invested in listed preferred shares and common shares with a track record of dividend payments</b>
<b>What are the features?</b>	<ul style="list-style-type: none"> <li>• Investor Profile <b>AGGRESSIVE</b></li> <li>• Investment Horizon <b>At least 3 years</b></li> <li>• Minimum holding period <b>30 days</b></li> <li>• Minimum initial amount <b>PhP 10,000</b></li> <li>• Minimum additional/ maintaining <b>PhP 5,000</b></li> </ul>
<b>What is the trust fee?</b>	A trust fee will be computed equivalent to <b>1.50% per annum</b> based on the daily Net Asset Value (NAV) of the UITF and shall be accrued on a daily basis.
<b>When do I receive my redemption proceeds?</b>	For redemptions processed before 11:30 am, the proceeds will be credited to the client's settlement account <b>after four (4) banking days.</b>

### How to Open? How to Add? How to Redeem?

<b>How do I open a UITF account?</b>	<ol style="list-style-type: none"> <li>1. Provide identification documents to the UITF Marketing Personnel</li> <li>2. Undergo a <b>Client Suitability Assessment</b> to determine the client's investor profile</li> <li>3. Be advised of resulting risk profile the recommended UITF/s given the resulting risk profile, and             <ul style="list-style-type: none"> <li>• Agree with the resulting risk profile and select the preferred UITF/s</li> <li>• Disagree with the resulting risk profile, request for re-classification by signing a waiver, and select the preferred UITF/s</li> </ul> </li> <li>4. Be advised of <b>risks associated with investing in the UITF</b> through the Risk Disclosure Statement</li> <li>5. Complete the UITF Account Opening Forms</li> <li>6. Open/ designate a BOC CASA account as a settlement account (SA) and ensure funding</li> </ol>
<b>How do I add?</b>	Kindly submit a signed <b>Debit Advice</b> to your servicing branch, and a <b>Letter of Instruction</b> to TSD.
<b>How do I redeem?</b>	The duly signed COP must be surrendered to your servicing BOC branch before 11:30am.
<b>What is the cut-off for transactions for the UITF?</b>	<b>The cut-off time is 11:30am for both subscriptions and redemptions.</b> Transactions beyond the cut-off time will be processed the following banking day.
<b>What are the UITF Account Opening Forms?</b>	<ol style="list-style-type: none"> <li>1. 1 Original Participating Trust Agreement</li> <li>2. 1 Copy Signature Card per client</li> <li>3. 1 Copy Client Information Sheet (CIS)</li> <li>4. 1 Copy Valid ID</li> <li>5. 1 Original Letter of Instruction</li> <li>6. 1 Original Client Suitability Assessment (CSA) Form; To be supplemented by a CSA Waiver if applicable</li> <li>7. 1 Original Risk Disclosure Statement</li> <li>8. 1 Copy FATCA CCW</li> </ol>
<b>All photocopied documents must be authenticated</b>	<p><b>Additional for Non-Individuals</b></p> <ol style="list-style-type: none"> <li>9. 1 Original Notarized Secretary's Certificate</li> <li>10. 1 Orig/ Copy CIS of the company and each authorized signatory</li> <li>11. 1 Copy <i>As applicable</i> Articles of Incorporation/ Partnership/ Cooperation By-Laws Registration with the Regulatory Body (SEC, CDA, DTI) General Information Sheet (GIS)</li> </ol>