



SEC/QR

UT 2

# SECURITIES AND EXCHANGE COMMISSION

## QUARTERLY RETURNS FROM UNIT TRUST SCHEME FUND MANAGERS

AS AT \_\_\_\_\_

(This return must be made, latest by the end of the first month of the succeeding quarter. Late returns would attract statutory penalty)

1 **Name of Company/Fund Manager:** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Incorporation:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

2. **Registered Function** \_\_\_\_\_

3. **CAPITAL of Fund Manager:**

Authorized Capital: \_\_\_\_\_

Paid-up Share Capital of the Company: \_\_\_\_\_

Shareholders Funds: \_\_\_\_\_

Percentage of Fund Managers' holding: \_\_\_\_\_

### **Details of the Fund**

a. **Name of Scheme:** \_\_\_\_\_

b. **Change of Name of Scheme (if applicable):** \_\_\_\_\_

- c. **Date of Commencement:** \_\_\_\_\_
- d. **Initial Floatation (Volume/Unit Price):** \_\_\_\_\_
- e. **Initial subscription (Value/%):** \_\_\_\_\_
- f. **Fund's financial year end** \_\_\_\_\_

4. **Name of Custodian:** \_\_\_\_\_

Current Address: \_\_\_\_\_

Old Address (if any) \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. **Name of Trustees:** \_\_\_\_\_

Current Address: \_\_\_\_\_

Old Address (if any) \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

6. **Name of Registrar:** \_\_\_\_\_

Current Address \_\_\_\_\_

Old Address (If any) \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

7. **Name of Compliance officer:** \_\_\_\_\_

Registration Status with the Commission: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

**SCHEDULE OF INVESTMENTS**

8. **CAPITAL MARKET INVESTMENTS**

i. Value of Quoted Equities ~~N~~ \_\_\_\_\_

ii. Fixed Income Securities (Bonds)

i	Federal Government Bond	₦
ii	State Government Bond	₦
iii	Municipal Bond	₦
iv	Corporate Bond	₦
v	Supranational Bond	₦
	<b>TOTAL</b>	₦

iii. Value of Unquoted Equities ₦ \_\_\_\_\_

**Total (₦)** \_\_\_\_\_

9. **MONEY MARKET INVESTMENT**

i	Commercial Papers	₦
ii	Bankers' Acceptance	₦
iii	Treasury Bills	₦
iv	Discount notes	₦
	<b>TOTAL</b>	₦

Other (specify) \_\_\_\_\_

10. **REAL ESTATE INVESTMENTS**

i	Equity REITS	₦
ii	Mortgage REITS	₦
iii	Hybrid REITS	₦
iv	Investment Property:	₦

a	Completed projects	₱
b	Uncompleted Projects	₱
	<b>TOTAL</b>	<b>₱</b>

Others (specify) \_\_\_\_\_

11. **TOTAL VALUE OF INVESTMENT (₱):** \_\_\_\_\_

**NB: Please attach Valuation methods and analysis of valuation for all investments**

12. Undistributed Dividend (₱) \_\_\_\_\_

13. **CASH AND BANK**

i	Cash	₱
ii	Cash at Bank	₱
iii	Call Deposits	₱
iv	Fixed Deposit	₱
	<b>TOTAL</b>	<b>₱</b>

14. **INCOME FOR THE QUARTER**

❖ **Income from Capital Market Investments**

i	Ordinary share dividend	₱
ii	Realized capital gains	₱
iii	Others (with notes)	₱
	<b>Total</b>	<b>₱</b>

i	Return on FGN Bonds	₦
ii	Return on State Government Bonds	₦
iii	Return on Municipal Bonds	₦
iv	Return on Corporate Bonds	₦
v	Return on supranational Bonds	₦
	<b>Total</b>	<b>₦</b>

❖ **Income from money market investments**

i	Interest on Commercial papers	₦
ii	Interest on Bankers Acceptance	₦
iii	Yields on Treasury Bills	₦
iv	Interest on Discount notes	₦
iv	Others (with notes)	₦
	Total	₦

❖ **Income from Real Estate Investments**

i	Return from Equity REIT	₦
ii	Return from mortgage REIT	₦
iii	Return from Hybrid REIT	₦
iv	Rental income	₦
v	Realized capital gain	₦
vi	Others (with notes)	₦
	<b>Total</b>	<b>₦</b>

15. **TOTAL INCOME FOR THE QUARTER ₦** \_\_\_\_\_

16. **Unrealized Capital gains (₦)** \_\_\_\_\_

17. **Expenses:**

i. Management Fee (₦) \_\_\_\_\_

ii. Custodians Fee (₦) \_\_\_\_\_

iii. Trustees Fee (₦) \_\_\_\_\_

iv. Registrars Fee (₦) \_\_\_\_\_

v. Statutory fees:

Item	TOTAL TRANSACTION COST ₦
Brokerage Fees	
NSE/CSCS Fees	
Stamp Fees	
VAT	
<b>Total</b>	

Other expenses (with notes) ₦ \_\_\_\_\_

18. **Total Expenses for the Quarter ₦** \_\_\_\_\_

19. **Net Income/Loss ₦** \_\_\_\_\_

❖ **MUST BE COMPLETED**

20. **Development & Level of work done in adoption of IFRS:**

\_\_\_\_\_

21. Premium Earned on Net Subscription \_\_\_\_\_

22. Total Number of Trade in Equities (Purchase and sales executed):  
\_\_\_\_\_

23. Latest Offer Price/Date: \_\_\_\_\_

24. Latest Bid Price/Date: \_\_\_\_\_

25. Income Distributed/Date: \_\_\_\_\_

26. Total value of Unclaimed Dividends: \_\_\_\_\_

27. Total No. of Unclaimed Certificates: \_\_\_\_\_

28. Gross Asset Value: \_\_\_\_\_

Current Asset: \_\_\_\_\_

Non-current Asset: \_\_\_\_\_

29. Total Liability to Date: \_\_\_\_\_

Current Liabilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Others (with notes) \_\_\_\_\_

Non-Current Liabilities: \_\_\_\_\_

30. Net Asset Value  
\_\_\_\_\_

31. Opening Number of Units: \_\_\_\_\_

32. Redemptions: \_\_\_\_\_





**NB:** This return **must** be accompanied by the following attachments

i. Detailed schedule of Investments:

- a. CSCS statement showing list of equities, number of units, cost of purchase, market price as at date of filing return and current value;
- b. Evidence of Money Market Investment- Principal invested interested, rate, tenor, effective date, maturity date, net outflow, net inflow and balance;
- c. Evidence of investment in fixed income securities and unquoted securities;
- d. Breakdown of computation of bid and offer prices for the period of return;
- e. Breakdown/list of **all** trading transactions within the quarter.

ii. Schedule of expenses, clearly showing the breakdown of 'other expenses'.

iii. Evidence of income from **all** investments.