

Blythe Financial
New Provider Due Diligence Checklist

Required Information (information to be requested from Provider)	Initials
Current Marketing Materials	
Fund offering and subscription documents for funds	
Monthly performance track record since inception	
Breakdown of assets under management by funds	
Name and Phone numbers of contacts at service provider	
Access to website	
Copy of fund's code of ethics, annual compliance review	
Confirmation of regulatory status	

Fund Snapshot	Data
Name of Fund	
Management Company	
Portfolio Manager	
Address	
Phone Number	
Fax Number	
Website (include login details)	
Chief Investment Manager	
Key Contact Person	
Launch Date	
Fund Style	
Fund Size	
Available Currencies	
Open Ended Fund or Closed Ended Fund	
Third Party Awards	
Third Party Ratings	

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Fund Snapshot (<i>continued</i>)	Data
Commencement date	
Fund Administration Detail (company or third party)	
Financial strength of custodian	
ISIN, SEDOLS or MEXID	
Online Valuations:	
<i>If not available how often do we receive valuations?</i>	
<i>Are they via the fund manager or a third party?</i>	

Investment Strategy	Data
What is the investment strategy employed	
What are the financial instruments traded	
What is the fund's geographical breakdown	
How is the portfolio's exposure determined	
What is the fund's target return	
What is the ownership structure of the company	
Do the fund's principals invest their own money in the fund	
Does the fund entirely trade in options, forward, swaps or futures?	

Fund Terms	Data
Minimum Investment	
Subscription (frequency, notice)	
Redemption (frequency, notice)	
Early Redemption Fee	
Dealing Frequency	
Administration Service Level Agreements	
Commission Available	
How often is commission paid	

Fund Terms (continued)	Data
Management Fee	
Incentive Fee	
Other Fees e.g. Performance Fee	
Exposure Limits / Position Limits	
Gearing / Leveraging	

Fund Details	Data
What is the total number of investors in the fund	
What is the percentage of ownership of the three largest investors in the fund	
What is the investor composition of the fund (institutional Investors, pension plans, endowments, high net worth individuals, etc)	

Fund Service Providers	Data
Obtain confirmation for each service provider below:	
<i>Contact Name & Title</i>	
<i>Address</i>	
<i>Telephone Number</i>	
<i>Email</i>	
Onshore/ Offshore Administrator	
Custodian	
Auditor	

Fund Service Providers: Completed by: **Signed off:**

Date:



Blythe Financial Ltd: Completed by: **Signed off:**

Date:

blythe financial

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Directors A Blythe, S Blythe Registered in the Isle of Man 103941C

Licensed by the Financial Supervision Commission of the Isle of Man

Blythe Financial is the registered trading name of Blythe Financial Limited

Registered with the Insurance and Pensions Authority in respect of General Business



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For Completion by Compliance Department:

General Information	Data
Internet Search - use the Internet for additional information about the fund, management company and portfolio managers	
Risk Factors - what are the greatest risks to the fund portfolio and business?	
Site Visit - If a site visit is not performed, indicated what alternative procedures have been done to ensure existence of the fund operation.	
Back Office – Ask who is in charge of compliance and found out about the custody and security of assets. How are the relationships with their service providers?	
Valuation and NAV Calculation – Discuss the valuation process and the sources used for pricing. If there are any illiquid securities, find out what percentage of the portfolio they make up and the guidelines that are used for pricing. Additionally, verify how they measure illiquid risk.	
Speak to the portfolio manager. Does he have override capabilities? If leverage is used, who is the leverage provider? When is the NAV calculated?	
Performance – Confirm how often performance is reposted and who prepares the monthly performance. Ask for an example of an example of a market environment that would be extremely difficult for the fund’s strategy and what global factors impact the portfolio.	
Marketing Materials – Find out whom in the industry the firm respects and who they do not want to be like. Inquire about the potential for any new funds in the near future	

Compliance Department Sign Off:

Completed by:..... Date..... Signed Off:..... Date.....