

On the order of submitting and processing the applications

Redemption transactions with the investment certificates of the mutual funds Integrum Multi-Asset Total Return USD Fund and Integrum Global EUR Stock Index Fund, as well as the mutual fund's Integrum Global Bond Fund subfunds Integrum Global USD Bond Fund and Integrum Global EUR Bond Fund (hereinafter – investment certificates) managed by Signet Asset Management Latvia IPS (hereinafter – the Company) can execute, based on their own discretion and without restrictions, the persons that own the investment certificates and where the Company has not identified any restrictions in accordance to the normative acts as a result of the investor compliance review (hereinafter – the investors)¹.

The order of submitting the applications

If deciding to make a redemption request, the investor is required to submit the following documents to the Company:

1. “Application for redemption of the investment certificates of mutual fund”. Application can be found here: <https://signetbank.com/en/mutual-funds/>
2. Financial instrument account statement or equivalent document (e.g. a formal notice issued by the respective financial institution) attesting investor's ownership of the investment certificates – required only if the account indicated in the redemption request is different from the information that has been provided during the investor compliance review to the Company. Requirements for the document:
 - document should be in Latvia, Russian or English or notarized translation into one of these languages;
 - document should contain name/name and surname of the investor, and amount of shares of the mutual funds;
 - document should be issued or should provide information for the last 30 days.

The above-mentioned documents can be submitted in one of the following ways:

- Using the remote access system Online Office maintained by the Company;
- In person in the Office of the Company in Riga, 3 Antonijas street.

The order of processing the applications

Processing of the “Application for redemption of investment certificates of mutual funds” will be performed in the following order:

1. **Day of receiving the application by the Company (T=0):** the investor submits to the Company the correctly filled “Application for redemption of investment certificates of mutual fund”. If the Company has received the application by 17:00 (Riga time) during a working day the latest, then such application is considered as received in the submission date. However, if the Company has received the application after 17:00 (Riga time) then such application is considered as received in the following working day.
2. **Third working day (T+3):** The Company informs the investor regarding the processing of the application and regarding the details of the planned transaction:
 - the redemption price of the investment certificates;
 - the currency value that corresponds to the quantity of the investment certificates to be redeemed;
 - trade date (typically T+3) and **Settlement date** (typically T+6);
 - other information as required.

The above information the Company provides to the preferred contact information source indicated by the investor in the application.

3. If the investor holds the investment certificates in the securities account with Signet Bank AS then the submission of the “Application for redemption of investment certificates of mutual funds” is considered also as the order on the sale of the financial instrument. No other actions are required to be performed by the investor.

¹ The Company is not an account custodian, therefore, before submitting the application for redemption of investment certificates of mutual fund, we invite investors to additionally check the current status of their financial instruments account by contacting their account custodian – a credit institution or investment brokerage company.

4. If the investor holds the investment certificates in the securities account with another credit institution or brokerage company then the investor is required to submit the order on the delivery versus payment (DVP or another type of order that ensures DVP settlement) in accordance to the details specified by the Company regarding the planned transaction. In addition, the investor is required to inform his/her financial institution that the financial institution is required to submit the respective order to the depositary Nasdaq CSD SE regarding the delivery of the investment certificates to the custodian bank of the investment fund Signet Bank AS against the payment **not later than the previous working day 15:00 (Riga time) before the Settlement day.**
5. **Settlement day:**
 - If the investment certificates owned by the investor in the amount as indicated in the application and within the time as specified above are delivered to Signet Bank AS as a custodian bank, the amount of the investment certificates to be redeemed are redeemed and the respective amount of funds that equal the currency value of the investment certificates is transferred to the financial institution. The financial institution transfers the respective amount of funds to the account of the investor opened in the financial institution in accordance with the general terms of the services.
 - If the investment certificates owned by the investor in the amount as indicated in the application and within the time as specified above are not delivered to Signet Bank AS as a custodian bank, the “Application on the redemption of the investment certificates of the fund” is considered invalid and is therefore cancelled.
6. **The following day after the Settlement day:** The Company provides, using the preferred contact information source indicated by the investor, a trade confirmation to the investor or the cancellation and the reason for the cancellation.

Detailed procedure regarding the processing of the applications is available in mutual funds’ prospectuses by the link <https://signetbank.com/en/mutual-funds/>.

Pay attention

As a result of recent European Union and US OFAC sanctions against Russia settlements with Russian banks are obstructed or impossible. Therefore, if you are planning to apply for redemption of investment certificates of the mutual funds denominated of US dollar, please contact your account holder in advance to specify if the account holder will be able to arrange settlements in US dollars. If the account holder cannot ensure settlements in US dollars for the redemption of investment certificates of the mutual funds, it is possible to indicate in the redemption application that settlements for the redemption of investment certificates of the mutual funds denominated in US dollars should be made in the euro currency.