



Technical Information Memorandum to Financial Institutions

On the operational and technical implications related to the delisting of

DD Alternative Fund N.V.

DD Equity Fund

DD Income Fund

IMPORTANT INFORMATION – READ CAREFULLY

The purpose of this technical information memorandum (“TIM”) is solely to provide Financial intermediaries admitted to Euroclear Netherlands (“Admitted institutions”) and Euronext EFS Amsterdam (“Members”) with the operational guidelines in relation to the delisting of the shares/units in the investment funds of DoubleDividend Management B.V., listed on Euronext Fund Services Amsterdam and registered in the book-entry system of Euroclear Netherlands.

This document only describes for financial institutions the operational process regard to the delisting itself and alternatives for financial institutions after the delisting. This document should always be read in conjunction with the announcements made by the Fund Manager, **DoubleDividend Management B.V.**

This document does not cover the operational procedures between the financial institutions and their underlying client. Parties that qualify as the “underlying client” should contact their service provider in case of any question related to the delisting.

Introduction

DoubleDividend Management B.V. is the management company of three investments funds, DD Alternative Fund N.V., DD Income Fund and DD Equity Fund. Each fund is divided in different share classes, with certain thresholds, of which some share classes are listed on Euronext Fund Services Amsterdam (“EFS-Amsterdam”).

The non-listed share classes are registered in the books of the Transfer Agent which is CACEIS Bank Netherlands Branch.

Following the raising cost to maintain a listing on EFS and the regulatory framework (e.g. the requirement to appoint a specific type of accountant), and given that most distributors have infrastructure in place to deal non-listed funds, the management company has decided to delist their funds from EFS-Amsterdam and to move their funds to distribution through the books of the Transfer Agent.

Initially, there will be no forced redemption during the process of the delisting. Admitted institutions can remain holding their position with Euroclear Netherlands, though there will be limitation on dealing as the funds are non-listed. An alternative solution to redeem shares will be offered through the Transfer agent. The terms are set out in this TIM.

At some moment in time, the management company can still decide for a forced redemption, depending on the numbers of outstanding shares. In such case, the applicable corporate action is launched by the Transfer Agent through Euroclear Netherlands.

Impacted instruments

Fund name	Class	Isin	Mnemonic
DD Alternative Fund N.V.	A	NL0009445915	DDAFA
DD Alternative Fund N.V.	B	NL0010949350	DDAFB
DD Equity Fund	A	NL0010511002	DDEF
DD Income Fund	A	NL0013025539	DDIF

The other share classes are already non-listed and are not impacted by this change.

Required action from financial institutions

Financial institutions that hold positions in these funds with Euroclear Netherlands are advised to transfer their position to an account with the Transfer agent. A request to open an account with the Transfer agent can be send via either;

- Fundsettle, Allfunds or Vestima (preferred). Please contact your regular contact person with the relevant platform to start the process
- Directly with the Transfer agent. Please send the filled and signed account request form (annex 1) together with required documentation to the Transfer agent via RS-893@caceis.com.

In order to apply for direct account, STP connectivity with the Transfer agent is required. When SWIFT is not available, CACEIS offers the use of Teepi platform, a web based application to connect with the Transfer agent

Once the account with the Transfer agent is opened, an instruction to transfer the shares is required.

- The transfer-out request form (Annex 2) has to be send to ENL.agent@caceis.com,
 - The form has to be received latest on trade date, with T+2 settlement cycle
 - The applicable number of shares must be delivered through Euroclear Netherlands via a FOP-delivery to the issuing Agent;The SSI are:
 - BIC: ISAEFRPPAGT
 - EGSP: 2649
- A transfer-in instruction has to be send to the Transfer agent via de regular procedure

Confirmations of the transfer will be delivered via email. The account is ready for dealing once the transfer is settled in the system of the Transfer agent.

When no action is taken

When parties decide not to open the account with the Transfer agent and shares are not transferred, the applicable shares will remain being held in the books of Euroclear Netherlands. The applicable number of shares will be registered in the system of the Transfer Agent in a reflection account in name of Euroclear Netherlands.

The decision not to transfer the shares will have impact for financial institutions;

- Dealing;
Since the shares are no longer listed, shares cannot be subscribed/redeemed through EFS Amsterdam, nor through the Transfer agent since the shares are only registered in reflection.

There will be an alternative bilateral process to redeem shares through the Issuing agent according to the following terms;

- Redemption of shares is only possible once a week, on Wednesday.
- To instruct a redemption, the redemption form (annex 3) has to be filled and send to enl.agent@caceis.com, no later than **Tuesday, 18:00 CET**
- The applicable number of shares must be delivered through Euroclear Netherlands via a FOP-delivery to the issuing Agent, before **Wednesday 14:00 CET**;

The SSI are:

- BIC: ISAEFRPPAGT
- EGSP: 2649
- Only when both the shares and instruction are received, the redemption in the fund is processed in the reflection account against the terms of the fund
- Upon settlement date, the proceeds are wired to the cash account mentioned in the form, from which a charge of **0,25%** is deducted by CACEIS to cover the operational expenses.

There will be no alternative bilateral process in relation to subscriptions

- Dividends;
Dividends will be paid by the funds through the Transfer agent. For positions held in the system of Euroclear Netherlands, the nett dividend is paid on the reflection account and distributed to Euroclear Netherlands by the Paying agent, from which a charge of **0,25%** is deducted by CACEIS to cover the operational expenses.

Timetable of the delisting

Publication of the updated prospectus	2 October 2023 (draft prospectus is available as of 1 September 2023)
Announcement of the delisting	1 September 2023
Opening day of the register with the Transfer agent	18 September 2023
Last day to send orders to EFS Amsterdam (funds suspended after 16:00 CET)	28 September 2023
Last execution day on EFS Amsterdam	29 September 2023
Delisting date	2 October 2023
Last settlement date of trades	3 October 2023

Useful contact details:

CACEIS Bank Netherlands branch

Enl.agent@caceis.com

+31(0)20 5575890

Annex 1 ; TA-Account request form

DoubleDividend Investment funds

The undersigned requests to open an account in the register of the funds, managed by the Transfer Agent, CACEIS Bank Netherlands Branch

This requestor wishes to open an account for investors in the following fund/fund class*

DD Alternative Fund N.V.

- DD Alternative Fund N.V. class A, NL0009445915
- DD Alternative Fund N.V. class B, NL0010949350
- DD Alternative Fund N.V. class C, NL0014095119

DD Equity Fund

- DD Equity Fund class A, NL0010511002
- DD Equity Fund class B, NL0014095127
- DD Equity Fund class C, NL0015614603

DD Income Fund

- DD Income Fund class A, NL0013025539
- DD Income Fund class B, NL0014095101
- DD Income Fund class C, NL0015614595

*Please select the requested fund class. Please note that different thresholds apply per share class. The exact thresholds are set out in the prospectus

Financial institution details:

institution name: _____
Street: _____
Zip-code: _____ City: _____
Country: _____

Contact details:

Phone: _____
Email: _____

Account details (for redemptions and dividends):

IBAN: _____
BIC: _____

The investor base administered in this account is*:

- Retail investors
- Professional investors
- Qualified investors

*Please select the relevant box. The fund manager is permitted to request for additional documentation when necessary.

Connectivity:

We will connect with the Transfer agent through;

- SWIFT (ISO 15022 or 20022)
- Teepi marketplace

*additional actions can be required to setup connectivity.

By undersigning this form, we declare that we are familiar with and agree to the conditions and terms in the prospectus.

Signatures:

Date:

Representative 1:

Representative 2:

Name: _____

Name: _____

This form needs to be sent via email to RS-893@caceis.com.

Additional documents required for opening the account:

- Wolfsburg questionnaire
- CRS questionnaire
- AML Comfort letter
- Signature list of authorize representatives
- Extract from trade register
- Proof of regulation
- UBO declaration

*this list is not limited. Depending on the financial institution, additional documents can be requested

Annex 2; Transfer form

DoubleDividend Investment funds

The undersigned requests to transfer below holdings in the DoubleDividend investment funds, from our account with Euroclear Netherlands to our account opened with the Transfer Agent, CACEIS Bank Netherlands Branch

Fund/shareclass:	Isin:	Quantity:
DD Alternative Fund N.V. class A	NL0009445915	
DD Alternative Fund N.V. class B	NL0010949350	
DD Equity Fund class A	NL0010511002	
DD Income Fund class A	NL0013025539	

Financial institution details:

institution name: _____
 Street: _____
 Zip-code: _____ City: _____
 Country: _____

Contact details:

Phone: _____
 Email: _____

SSI from where we will deliver the shares:

EGSP: _____
 BIC: _____

The shares will be delivered to:

EGSP: 2649
 BIC: ISAEFRPPAGT

The receiving account with the Transfer agent is _____

Requested dates:

Trade date: _____

Settlement date: _____

*please make sure that T+2 applies in determination of the relevant dates

By undersigning this form, we acknowledge that the underlying shares must be delivered before the transfer can be accepted and that there will be a separate transfer-in instruction send to the Transfer agent.

Signatures:

Date:

Representative 1:

Representative 2:

Name: _____

Name: _____

This form needs to be sent via email to enl.agent@caceis.com.

Annex 3; Redemption form DoubleDividend investment funds

DoubleDividend Investment funds

The undersigned requests to redeem below holdings in the DoubleDividend investment funds, from our account with Euroclear Netherlands.

Fund/shareclass:	Isin:	Quantity:
DD Alternative Fund class A	NL0009445915	
DD Alternative Fund class B	NL0010949350	
DD Equity Fund class A	NL0010511002	
DD Income Fund class A	NL0013025539	

Financial institution details:

institution name: _____
 Street: _____
 Zip-code: _____ City: _____
 Country: _____

Contact details:

Phone: _____
 Email: _____

SSI from where we will deliver the shares:

EGSP: _____
 BIC: _____

The shares will be delivered to:

EGSP: 2649
 BIC: ISAEFRPPAGT

Our SSI to receive the proceeds are:

IBAN: _____
BIC: _____

By undersigning this form, we acknowledge that

- the underlying shares must be delivered before this redemption order can be accepted, and
- the relevant trade date and settlement date will be determined by the Transfer agent, based on the day on which both this form and the shares are delivered.
- In order to get NAV of Wednesday, both must be delivered on Tuesday. If not, our order will remain pending until the next Wednesday.
- From the redemption amount, 0,25% is deducted to cover the transaction fees.

Signatures:

Date:

Representative 1:

Representative 2:

Name: _____

Name: _____

This form needs to be sent via email to enl.agent@caceis.com.