



SEM Capital Advisors Ltd

The First Choice

SEM Capital Advisors Ltd (“SEM Capital”) is licensed as an Investment Advisor and Fund Manager by the Securities & Exchange Commission and registered with the National Pensions Regulatory Authority as a Pension Fund Manager.

PHOTOGRAPH

ACCOUNT APPLICATION FORM

INVESTMENT TYPE MIA SEM MONEY PLUS FUND SEM INCOME FUND

ACCOUNT TYPE INDIVIDUAL JOINT ITF SUB

INDIVIDUAL APPLICANT PERSONAL DETAILS (Please fill in BLOCK LETTERS)

Name _____
(Mr./Mrs./Dr./Prof./Miss/Other) First Name Middle Name Surname

Date of Birth ____/____/____ Place of Birth _____ Marital Status _____
DD MM YYYY

Residential Address _____ Digital Address _____

Nationality _____ Nearest Landmark _____

Residential Status : Resident Ghanaian Non-Resident Ghanaian Resident Foreigner Non Resident Foreigner

Country of Residence: _____ ; if country of origin is not Ghana, please provide the following:

Residential Permit Number _____ Permit Issue Date _____ Gender: M / F

Place of Issue _____ Permit Expiry Date _____

Postal Address _____ Email _____

Telephone Numbers (1) _____ (2) _____

Occupation _____ TIN _____

Name of Employer / School _____

Type of Identification _____ ID No: _____ Expiration Date ____/____/____
DD MM YYYY

Mother's Maiden Name _____
First Name Middle Name Surname

Level of Education: Basic Secondary Diploma 1st Degree Advance Degree Other

Source of Income: Monthly Salary Business Proceeds Rent Income Allowance Other _____

Monthly Income Range: Below GHC 1,000 GHC 1,000 – 4,000 GHC 4,000 – 10,000 Above GHC 10,000

APPLICATION IN TRUST FOR

Name _____
 (Mr./Mrs./Dr./Prof./Miss/Other) First Name Middle Name Surname

Date of Birth ____/____/____ Place of Birth _____ Marital Status _____
DD MM YYYY

Nationality _____ Country of Residence: _____ Gender: M / F

Relationship with Applicant _____ Type of Identification _____

ID No: _____ Expiration Date ____/____/____ Place of Issue _____
DD MM YYYY

Mother's Maiden Name _____
 First Name Middle Name Surname

SECOND APPLICANT – PERSONAL DETAILS

Name _____
 (Mr./Mrs./Dr./Prof./Miss/Other) First Name Middle Name Surname

Date of Birth ____/____/____ Place of Birth _____ Marital Status _____
DD MM YYYY

Residential Address _____ Digital Address _____

Nationality _____ Nearest Landmark _____

Residential Status : Resident Ghanaian Non-Resident Ghanaian Resident Foreigner Non Resident Foreigner

Country of Residence: _____ ; if country of origin is not Ghana, please provide the following:

Residential Permit Number _____ Permit Issue Date _____ Gender: M / F

Place of Issue _____ Permit Expiry Date _____

Postal Address _____ Email _____

Telephone Numbers (1) _____ (2) _____

Occupation _____ TIN _____

Name of Employer / School _____

Type of Identification _____ ID No: _____ Expiration Date ____/____/____
DD MM YYYY

Mother's Maiden Name _____
 First Name Middle Name Surname

Level of Education: Basic Secondary Diploma 1st Degree Advance Degree Other

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Monthly Income Range: Below GHC 1,000 GHC 1,000 – 4,000 GHC 4,000 – 10,000 Above GHC 10,000

INVESTMENT DETAILS

Type of Fund	Initial Investment Amount(GH)
Managed Individual Account	
SEM Money Plus Fund	
SEM Income Fund	
Total	

Mode of Payment: Cash Cheque Bank Transfer Mobile Money Direct Debit

How do you plan to make your contribution? Quarterly Monthly Weekly Daily Other

DIVIDENDS AND CAPITAL GAINS DISTRIBUTION (Only for SEM Income Fund Account)

Do you want your periodic income paid out to you? Yes No

Mode of payment: Cheque Bank Transfer Mobile Money Bankers Draft

Bank Name: _____ Bank A/c No: _____ Branch: _____

PURPOSE OF ACCOUNT

Retirement Education Income Travel Mortgage / Housing

Other (Please specify) _____

INVESTMENT BENCHMARKS (ONLY FOR MIA)

Long-Term growth – Government of Ghana average 1 year Note Return + 2 percentage points

Short-Term growth – Government of Ghana average 182 day Treasury Bill Rate + 1 percentage point

Income - Government of Ghana average 91 day Treasury Bill Rate + 0.5 percentage point

Balanced - Government of Ghana average 1 year Note Return + 1.5 percentage points

RISK ASSESSMENT

Level of Risk Tolerance: High Medium Low

What is the level of your investment knowledge? High Medium Low

When do you plan to withdraw a significant portion of your money Less than 1year 1 to 2 years 3 to 5 years

More than 5 years

MANAGEMENT AGREEMENT (MUTUAL FUNDS)

SEM Money Plus Fund is an open-ended mutual fund. The investment objective of the fund is to earn a high rate of interest income and at the same time to preserve capital and maintain liquidity by investing primarily in money market instruments, generally maturing in not more than 365 days. You may invest a lump sum at start and watch your investment grow. The fund does not attract an entry or exit-load fee.

SEM Income Fund is an open-ended mutual fund. The fund seeks to preserve and enhance shareholders capital and to meet medium-to-long term income goals. The Fund will pay income dividends quarterly from its net investment income. Capital gains, if any, may be paid at least annually. The amount of any distribution will vary, and there is no guarantee the fund will pay capital gains distribution. Your income dividends and capital gain will be automatically reinvested in additional shares at net asset value unless you opt to receive them in cash. Withdrawals made before two years will attract an exit load of 1-3%. We advise shareholders to invest for a minimum period of 2 years.

Regular Investment Plan. We advise that you sign up to our periodic investment plan. If you intend to make regular/monthly contribution to your investment account, we recommend a Standing Order or an Automated Clearing House (ACH) debit with your bankers. Our staff can assist you to set up a Standing Order or an ACH debit with your bankers. The minimum maintenance balance on your investment account must be GHC 50.00. If your account balance falls below GHC 50.00, your investment will be liquidated and paid to you.

MANAGEMENT AGREEMENT (MIA)

- i. SEM Capital is registered with the Securities and Exchange Commission as an investment adviser under the Securities Industry Law, 1993 P.N.D.C.L. 333.
- ii. The business of SEM Capital includes the carrying on of the business of asset management and the management of varied schemes.
- iii. The Investor has agreed to appoint SEM Capital as manager and SEM Capital has agreed to be appointed as such for the purpose of managing such cash, securities, and other financial assets to be acquired by SEM Capital on behalf of the Investor management hereunder (hereinafter referred to as the "Investment Account") in accordance with the terms and conditions set forth in this Agreement.

IT IS HEREBY AGREED AS FOLLOWS:

1. SEM Capital shall open an Investment Account in the name of the Investor, to hold the cash, securities and other assets of the Investment Account in accordance with the terms and conditions of this Agreement.
2. SEM Capital shall
 - a. Manage all cash, securities and assets in the Investment Account in accordance with the agreed investor objectives set out in the Investor's application form.
 - b. Execute and settle all transactions;
 - c. Provide custodial services for the cash, securities and other assets in the Investment Account;
 - d. Maintain proper books of account and provide the reports set out in clause 5 of this Agreement.

3. INVESTMENT GUIDELINES AND OBJECTIVES

- a. SEM Capital shall follow the investment objectives as outlined in the Investor's Application form.
- b. The Investor directs SEM Capital to manage the assets in the Investment Account as a discretionary account on the following terms:
 - i. SEM Capital is hereby authorized to supervise and direct with full authority and at its discretion (without reference to the Investor), on the Investor's behalf and at the Investor's risk, the investments of the assets contained in the Investment Account.
 - ii. SEM Capital's authority and discretion hereunder shall include, without limitation, the power to buy, sell, retain, tender and exchange investments, effect transactions, and other powers, as SEM Capital deems appropriate in relation to investing and executing transactions for the Investment Account.
 - iii. The Investor authorizes SEM Capital to open accounts and execute documents and representation letters in the name of, binding against, and on behalf of the Investor for all purposes necessary or desirable in SEM Capital's view.
 - iv. SEM Capital is hereby authorized to withdraw from the Investor's account with a bank, such amounts as are necessary from time to time to pay for securities purchased for the Investor and to effect such other payments as are necessary in the operation of the Investor's Investment Account.

- c. SEM Capital shall within the limits of the investment objectives endeavor to maximize the returns on the Investment Account and at the same time make best efforts to preserve the value of the Investment Account.

4. REPRESENTATIONS

- a. No representation or warranty is given by SEM Capital as to the performance or profitability of the Investment Account or any part thereof.

5. REPORTING OBLIGATIONS

- a. SEM Capital shall maintain records of all transactions relating to the Investment Account and which shall be available for inspection during normal working hours by an authorized representative of the Investor after prior written notice has been given to SEM Capital.
- b. Unless otherwise agreed, SEM Capital shall on a quarterly basis provide the Investor with reports detailing funds received, withdrawals, transactions executed, performance, and earnings.
- c. For the purpose of preparing the quarterly reports and calculating the fees payable by the Investor to SEM Capital, the Investment Account shall be valued as follows:
 - i. Shares and other investments listed or quoted on the Ghana Stock Exchange shall be valued at the last traded price before the close of business on the Ghana Stock Exchange.
 - ii. Unquoted fixed income securities shall be valued at historical cost plus accrued interest to date.

6. CUSTODY

- a. SEM Capital shall register all of the Investor's securities in the joint names of SEM Capital and the Investors account number with SEM Capital.
- b. Unless otherwise agreed in writing, SEM Capital shall act as custodian of the Investment Account.
- c. In connection with any securities which SEM Capital may from time to time hold on the Investor's account under this Agreement, SEM Capital is hereby authorized and directed to vote or cause to be voted or withhold from voting such securities at any meeting of holders of such securities in its discretion without consulting the Investor or obtaining his prior approval.

7. FEES

- a. In consideration of the services provided, the Investor agrees to compensate SEM Capital in accordance with the following fee schedule: GH¢2,000 - GH¢ 100,000 2.50% p.a.; GH¢ 100,001-GH¢ 200,000 - 2.25% p.a.; GH¢ 200,001 - GH¢300,000 - 2.00% p.a.; GH¢300,001 - GH¢ 400,000 - 1.75% p.a.; GH¢400,001 - GH¢500,000 - 1.50% p.a.; GH¢500,001 - GH¢1,000,000 - 1.25% p.a.; Over GH¢ 1,000,001 - 1.00% p.a. This schedule may be amended from time to time by written agreement of the parties.
- b. The Investor authorizes SEM Capital to deduct any and all fees owed to SEM Capital from the assets contained in the Investment Account.
- c. The fees shall be paid quarterly in arrears unless otherwise stated.

8. INDEMNITIES

- a. The Investor hereby agrees to indemnify SEM Capital against any liability in respect of any losses, claims, damages, costs, expenses incidental to SEM Capital's engagement herein, except such as shall arise from a breach of the terms of this Agreement, or as a result of the negligence, willful default or fraud of SEM Capital, or its employees and agents or any other person employed by it.
- b. I/we also authorize SEM Capital to accept electronic confirmation of instructions regarding my/our account from the email(s) stated in the form. In the event that i/we suffer any loss as a result of honoring such confirmation, i/we shall have no claim or redress against You.
- c. I/we agree to notify SEM Capital in writing of an alternative number as and when deemed necessary.

9. CONFIDENTIALITY

- a. SEM Capital agrees to keep and ensure that its personnel shall keep all information, documents and all other matters arising or coming to its attention regarding the Investor's account by reason of this Agreement confidential and not at any time for any reason whatsoever to disclose or permit same to be disclosed to any third party except as permitted hereunder to enable SEM Capital to carry out its duties and obligations.
- b. The obligations of confidence referred to in clause 9(a) shall not apply to any confidential information which:
 - i. is in the possession of and is at the free disposal of SEM Capital or is published or is otherwise in the public domain prior to the receipt of such confidential information;
 - ii. is or becomes publicly available on a non-confidential basis through no fault of SEM Capital;
 - iii. is received in good faith by SEM Capital from a third party who, on reasonable enquiry by SEM Capital claims to have no obligation of confidence to the Investor and who imposes no obligations of confidence upon SEM Capital.

10. DURATION OF AGREEMENT, AMENDMENTS AND TERMINATION

- a. This Agreement shall come into effect on the date of this Agreement and shall continue until termination as stated hereunder.
- b. Any variation to this Agreement shall only be effective if in writing and signed by authorized representatives of both parties to this Agreement.
- c. This Agreement may be terminated by either party after serving a 3-month written notice upon the other.
- d. Termination of this Agreement or removal of assets from the Investment Account shall not affect any outstanding orders or transactions or other legal rights or obligations which may already have arisen or any contractual provision intended to survive termination and will be without penalty or other additional payment save that the Investor will pay:
 - i. SEM Capital’s fee pro rata to the date of termination; and
 - ii. Any losses necessarily realized in settling or concluding outstanding obligations. SEM Capital shall complete transactions already in progress at the time of termination or removal.
- e. Upon termination of this Agreement, SEM Capital shall transfer or cause to be transferred to the Investor, its successors or assigns at the written direction of the Investor, all assets belonging to the Investor.

11. GOVERNING LAW

- a. This Agreement shall be governed and construed under the laws of Ghana.

12. ARBITRATION

- a. Should any dispute between the parties hereto in relation to this Agreement arise, the parties shall use their best efforts to resolve the dispute failing which the same shall be referred to arbitration in accordance with the Arbitration Act 1961, Act 38.
- b. Such arbitration shall be only before the Ghana Stock Exchange or any other self-regulatory organization that SEM Capital is a member as the Investor may elect. If the Investor fails to make such election by registered mail to SEM Capital at the address listed above within 15 days, then the Investor authorizes SEM Capital to make such election on behalf of the Investor.
- c. Each party shall bear his/her own costs of arbitration.

PRIVACY NOTICE

SEM Capital Advisors Ltd. is committed to a culture that respects the privacy of investors through ensuring the security of personal information collected about them. In providing services to you, SEM Capital will from time to time collect personal information from you in order to provide you with a range of financial services. Only information that is required by the Anti-Money Laundering Act, 2008 and necessary to comply with the fiduciary requirement to have a “reasonable basis” for our recommendations will be collected. In order to fulfill our commitment to privacy, measures have been put in place to minimize the risk of unauthorized access to or loss of personal information. Please note that you can elect not to provide your personal information. However, by not providing your personal information, we may not be able to offer all of our services to you and that any investment advice that you do receive will be on a limited basis.

How did you hear about our fund (s) you’re investing in: Newspaper Radio Website Family/Friend

Other (Please specify) _____

BENEFICIARY DETAIL (OPTIONAL)

Name:	Email	Phone no.	% allocation
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____

Note: Percentage allocated to beneficiaries must add up to 100%. By law, the contents of a will and the authority of the Letters of Administration (LA) always supersedes the beneficiaries listed as part of your mutual fund application, so it is important to ensure that your wishes regarding your investments are clearly stated in a will.

NEXT OF KIN DETAIL (Contact Person-Relative)

First Name *Middle Name* *Surname*

Telephone Number: _____ Email: _____

DECLARATION

I/We _____ hereby declare that all the information submitted by me/us in this form is correct , true and valid, that by my/our request, to open and maintain securities account(s) in my/our name and undertake to notify SEM Capital Advisors Ltd of any changes to my/our particulars as may be necessary.

I/We also declare that we have read thoroughly and understood the contents of this application and have given my/our consent by virtue of my/our signature(s) on this form. I/We consent that investments decisions are my/our prerogative without sole reliance on the investment advice received from SEM Capital Advisors Ltd. SEM Capital Advisors Ltd accepts no liability for any direct or consequential loss arising from my/our decision.

I/We also declare that all debits incurred on my/our securities account(s) by virtue of my/our trade orders shall be settled by me/us accordingly.

ACCOUNT MANDATE Please indicate: One to Sign Either to Sign Two to Sign

Signature: _____ Date: _____ / _____ / _____
 (Individual Applicant) DD MM YYYY

Signature: _____ Date: _____ / _____ / _____
 (Joint Applicant) DD MM YYYY

OFFICIAL USE ONLY**CLIENTS ADDITIONAL INFORMATION (PEP)**

NB: The following questions are designed to enable SEM Capital Advisors Ltd determine whether the client is a Politically Exposed Person (PEP)

Do you, your spouse, or any other immediate family member , including Parents, in-laws, siblings and dependents fall under the following :

- A head of state/government, politician, senior public official, senior military official, senior corporation officer, high rank political party official in Ghana Yes/No

If yes to any above, please specify name
(If not the applicant) and nature of position.

- A head of state/government, politician, senior public official, senior military official, senior corporation officer, high rank political party official outside Ghana Yes/No

If yes to any above, please specify name
(If not the applicant) and nature of position.

CLIENTS ADDITIONAL INFORMATION (FOREIGNER)

NB: The following questions are designed to capture information for common reporting as well as FATCA (Foreign Account Tax Compliance Act)

Are You A Citizen Of Any Foreign Country (Besides Ghana)? Y/N

Do You Hold Passport Of Any Foreign Country (Besides Ghana)? Y/N

Do You Hold Green Card Of Any Foreign Country (Besides Ghana)? Y/N

Are You A Resident In Any Foreign Country? Y/N

Have You Spent More Than 183 Days In Any Foreign Country? Y/N

If The Responses To Any Of The Above Questions Is Yes, Please Provide The Following Information:

Full Name:

Foreign Residential Address:

Foreign Email Address:

Foreign Telephone Number:

Foreign Tax Identification Number

(Tin/Social Security Number(SSN)/National Identification Number:

I/We _____ Hereby Confirm The Information Provided Above Is True, Accurate And Complete

SIGNATURE:

Date: ____ / ____ / ____
DD MM YYYY

CUSTOMER RISK PROFILE

LEVEL OF RISK: LOW MEDIUM HIGH

NATURE OF RISK:

EXPOSURE: PEP NON-RESIDENT
HIGH RISK BUSINESS NATURE OF BUSINESS
HIGH RISK COUNTRY STATE COUNTRY

APPROVALS

Account Opened By:

Account Approved/Authorized By Compliance Officer/AMLRO

Name Of Licensed Representative:

Name:

Position:

Position:

Signature:

Signature:

Date:

____ / ____ / ____
DD MM YYYY

Date:

____ / ____ / ____
DD MM YYYY

*Accounts Of High Risk Nature Must Br Jointly Approved By CEO/Executive/Senior Management And Compliance Officer

High Risk Account Authorized/Approved By Executive/CEO

NAME:

SIGNATURE:

DATE: ____ / ____ / ____
DD MM YYYY

COMMENTS:

CHECKLIST:

SN.

Documents Required

- 1 Passport-Sized Photograph(s) (Account Holders)
- 2 Proof Of Identity
- 3 Proof Of Address
- 4. Signature(s)
- 5 Email Indemnity (For Clients With Email address)
- 6 Proof Of Foreign Address (For Non-Residential Clients)
- 7 Resident / Work Permit (For Non-Ghanaian)
- 8 Executed Management Agreement (Strictly For High Net Worth Clients)

SEM Capital Advisors Ltd

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