

FUND ADMINISTRATION SERVICES QUESTIONNAIRE



SGGG Fexserv Fund Services (Malta) Limited is committed to ensuring that each client receives a consistently superior level of service. The completion of the following questionnaire will enable us to design and tailor our service specific to your own unique needs and circumstances, and also give sufficient information for us to give a quotation for the provision of the services specified.

Client Contact

Investment Manager: _____
Primary Contact: _____
Telephone: _____
Email(s): _____
Assets Under Management: _____

Fund Information

Structure: _____
Name of Fund: _____
Brief Description of Trading Strategy: _____
(send a copy of the OM if available)
Fund Jurisdiction: _____
Accounting Standards: IFRS US GAAP CA GAAP UK GAAP Other
Reporting Currency: USD GBP EUR Other
Stock Exchange Listing: _____
Fiscal Year End: _____
Number of Share Classes: _____
Proposed Launch Date: _____
Registered Office: _____
Prime Broker/Custodian: _____
Banker(s): _____
Auditor(s): _____
Directors: _____
Lawyer(s): _____

Reasons for Different Classes:
(tick as many as appropriate)

- Different Management Fee
- New Issues
- Different Incentive Fee/Allocation
- Other (Describe) _____

Structure:
(tick as many as appropriate)

- Stand Alone
- Master/Feeder
- Onshore fund
- Offshore Fund
- SPC
- Trust
- Series of Shares
- Hurdle Rate
- Equalization
- Leverage Used
- New Issues
- Side Pockets

Anticipated Size of Fund in (AUM)

0 to 6 Months: _____
 6 Months to 1 Year: _____
 1 Year + : _____

Anticipated Numbers of Investors in:

0 to 6 Months: _____
 6 Months to 1 Year: _____
 1 Year + : _____

Subscriptions and Redemptions:

Anticipated Type (e.g. individuals, financial institutions): _____

Frequency of Subscriptions: Daily Weekly Monthly Quarterly Annually

Anticipated Number of Investors

at the end of the First Financial

Year: _____

Frequency of Redemptions: Daily Weekly Monthly Quarterly Annually

Minimum Subscription Amount:

All Investor Monies in USD GBP EUR Other

(tick as many as appropriate)

Calculation of Final NAV:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually
- Other (Describe) _____

Performance Fee Calculation:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually
- Other (Describe) _____

Management Fee Calculation:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually
- Other (Describe) _____

How many business days after period-end is the NAV

required?

.....% Annual Rate

.....% Annual Rate

Investments

Multiple Currencies: USD GBP EUR Other(s)

Approximate Number of Transactions Per Month:

Approximate Number of Positions at Month-End:

On-Line Access (with the ability to download to excel a details list of transaction activity, including all Bookkeeping and Non-Cash Activity, and a Summary of Security and cash Positions):

Yes No

Investment Types and Frequency of Trading

(tick as many as appropriate)

	# Of Positions at Month End		# Of Positions at Month End
<input type="checkbox"/> Equities	_____	<input type="checkbox"/> Futures	_____
<input type="checkbox"/> Fixed Income	_____	<input type="checkbox"/> Forwards	_____
<input type="checkbox"/> Distressed Securities	_____	<input type="checkbox"/> Options	_____
<input type="checkbox"/> Forex Contracts	_____	<input type="checkbox"/> Swaps	_____
<input type="checkbox"/> Private Placements	_____	<input type="checkbox"/> Convertibles	_____
<input type="checkbox"/> Income Trusts	_____	<input type="checkbox"/> Repos	_____
<input type="checkbox"/> Fund of Funds	_____	<input type="checkbox"/> Illiquid Securities	_____
<input type="checkbox"/> Derivatives	_____	<input type="checkbox"/> Other (Describe)	_____
<input type="checkbox"/> Property	_____		

Main Pricing Source(s):

Pricing Methodology:

Gains Calculation:

FIFO LIFO Other

Other Notes

(e.g. - Other Funds in Family, Background of Trading Team)

Services Required

- Yes No Registered Office
- Yes No Registrar and Transfer Agency
- Yes No Full NAV/Fund Accounting
- Yes No Preparation of Semi-annual Unaudited Financial Statements and Regulatory Filings
- Yes No Preparation of Year-end Financial Statements & Notes
- Yes No Interested in a Portfolio Management System

Client Confirmation

Has the Fund, Investment Manager, or any related company engaged, owners or principals, directors ever been censured, prosecuted, fined, forced to pay compensation to investors in a Fund or engaged or does it expect to be engaged in any litigation or regulatory action or investigation or has it been adjudged by a court, in any jurisdiction, civilly or criminally liable for any fraud, misfeasance or other misconduct by you towards such a body or company or towards any members thereof?

Yes
 No

If yes please provide full details:

Has the Prime Broker, Auditor, Administrator or Directors changed within the last 3 years?

Yes
 No

If yes please provide full details:

Name: _____

Date: _____

Once completed, please send this Questionnaire to SGGG Fexserv Fund Services (Malta) Limited via email on:

anabel@sgggfexserv.com