

**STRATEGIC EQUITY MANAGEMENT LIMITED**  
 Asset Management Company  
**STANDARD OPERATING PROCEDURE**  
**Surrender (Redemption) & Sale (Subscription) of Units of**  
**SEML Lecture Equity Management Fund (SEMLLECMF)**  
 An Open-End Mutual Fund

<b>Document</b>	Unit Redemption and Subscription Standard Operating Procedure
<b>Fund</b>	SEML Lecture Equity Management Fund
<b>Issued by</b>	Strategic Equity Management Limited

## 1. Purpose & Scope

This Standard Operating Procedure (“SOP”) sets out the process by which a unit holder may surrender (redeem) and an investor may purchase (subscribe for) units of the SEML Lecture Equity Management Fund (“SEMLLECMF” or the “Fund”), an open-end mutual fund managed by Strategic Equity Management Limited (“SEML” or the “AMC”). It is intended to guide unit holders, investors and SEML’s operations team through the orderly repurchase and sale of units in accordance with the Fund’s constitutive documents and the Securities and Exchange Commission (Mutual Fund) Rules, 2025.

Being an open-end fund, SEMLLECMF offers continuous redemption and sale: units are repurchased from unit holders at the applicable redemption price and sold to investors at the applicable sale price, on every trading day, directly by the AMC rather than through the secondary market. The procedure is presented in two parts — Part A (Surrender / Redemption) and Part B (Purchase / Subscription).

## 2. Key Definitions

<b>Term</b>	<b>Meaning</b>
<b>AMC</b>	Strategic Equity Management Limited, the Asset Management Company of the Fund.
<b>Investor / Unit Holder</b>	A person or entity subscribing for, or holding, units of the Fund in dematerialized form in a Beneficial Owner (BO) account with CDBL.
<b>NAV</b>	Net Asset Value per unit = (Total Assets – Total Liabilities) ÷ Units Outstanding, calculated and published by the AMC.
<b>Redemption (Repurchase) Price</b>	The price at which the AMC repurchases units, based on NAV less any applicable charges, as declared by the AMC.
<b>Sale (Subscription) Price</b>	The price at which the AMC sells / issues units, based on NAV plus any applicable sales load, as declared by the AMC.
<b>Cut-off Time</b>	2:00 PM on a trading day — the deadline for a request (and, for purchases, realized funds) to be time-stamped for that day’s price.
<b>Confirmation of Unit Allocation</b>	The document issued by the AMC evidencing the units allotted to an investor against a purchase.
<b>Payment Channels</b>	RTGS / NPSB (real-time credit) and BEFTN / cheque / pay order / bank draft (non-instant, subject to clearing).

Term	Meaning
CDBL	Central Depository Bangladesh Limited
Trustee	Bangladesh General Insurance Company PLC
Custodian	Commercial Bank of Ceylon PLC

### 3. Key Information

<b>Bank Account Details for Unit Subscription Payment</b>	Bank Name: Commercial Bank of Ceylon PLC Account Name: SEML LECTURE EQUITY MANAGEMENT FUND Account No: 2000001872 Routing No.: 080260857
<b>Contact Information</b>	Mail: <a href="mailto:share@seml-bd.com">share@seml-bd.com</a> Phone: +88-01886-040806

## Part A: Surrender (Redemption) of Units

### A.1 Procedure - Step by Step

#### Step 1 - Investor Decision

The unit holder decides to surrender (redeem) all or part of their units in the Fund.

#### Step 2 - Submission of Surrender Request

To surrender units, the unit holder must complete the SEML Unit Surrender (Redemption) Form, specifying the number of units to be surrendered, and submit it together with a DP-40 report generated by their brokerage house and details of a registered bank account for receipt of the redemption proceeds. The completed form and supporting documents may be submitted either in person at the AMC office or by email to [share@seml-bd.com](mailto:share@seml-bd.com).

To obtain the same trading day's redemption price, the duly completed form must reach the AMC and be time-stamped on or before the 2:00 PM cut-off; requests received after 2:00 PM are processed at the next trading day's price. The unit holder submits the Surrender Form to SEML (AMC) and lodges the corresponding CDBL transfer instruction with their respective Depository Participant (brokerage house) so the units can be debited.

#### Step 3 - Verification & Validation

The AMC verifies the request against KYC records, BO account and holding details, and the authorized signature. Where units are held in a margin account, written authorization from the relevant broker / margin lender is required before the request can be processed.

#### Step 4 - NAV / Redemption Price Determination

The applicable redemption price is determined on the basis of the NAV as at the cut-off time on the date of receipt of a valid request, as published by the AMC.

#### Step 5 - Redemption Proceeds Calculation

Redemption Amount = Units Surrendered × Applicable Redemption Price, less any applicable charges (e.g. exit / redemption load, where applicable).

#### Step 6 - Payment Request to Custodian

Following successful verification / validation and calculation of the redemption proceeds, the AMC sends a payment request (instruction) to the Custodian of the Fund — Commercial Bank of Ceylon PLC — to process the redemption payment to the surrendering unit holder from the Fund's account.

#### Step 7 - Unit Cancellation & Settlement

The surrendered units are debited (cancelled) from the unit holder's BO account through CDBL.

#### Step 8 - Payment of Proceeds

Acting on the AMC's instruction, the Custodian releases the redemption proceeds and remits them to the unit holder's registered bank account. In accordance with the Securities and Exchange Commission (Mutual Fund) Rules, 2025, payment of proceeds to unit holders shall be made within three (3) trading days of receipt of a valid surrender request.

$$\text{Redemption Amount} = \text{Units Surrendered} \times \text{Redemption Price (less applicable charges)}$$

### A.2 Cut-off Time & Applicable Price

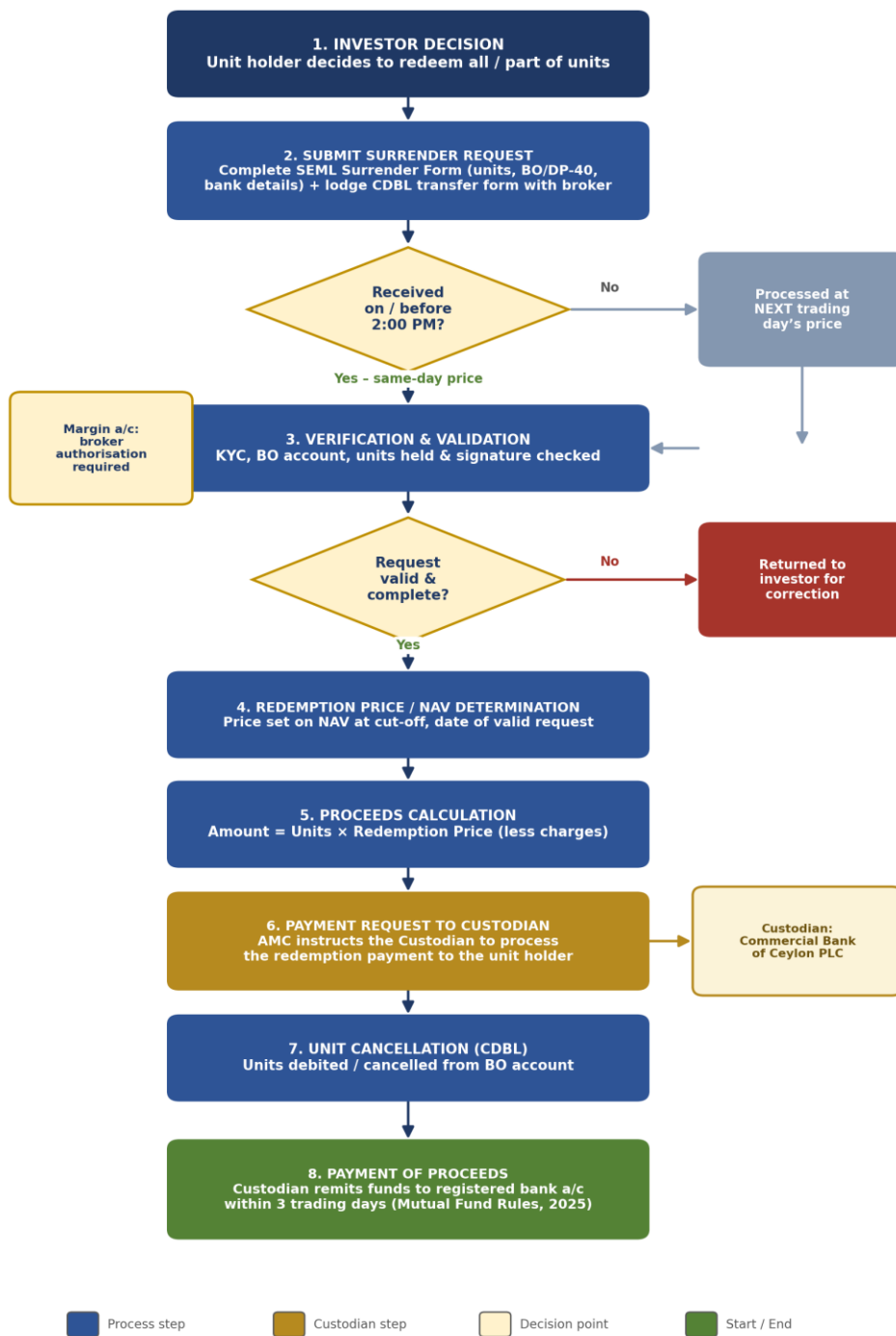
TIME A VALID REQUEST IS RECEIVED	APPLICABLE REDEMPTION PRICE
ON OR BEFORE 2:00 PM (TRADING DAY)	Same trading day's redemption price
AFTER 2:00 PM (TRADING DAY)	Next trading day's redemption price

### **A.3 Documents Required from the Unit Holder**

- Duly completed and signed SEML Unit Surrender (Redemption) Form.
- BO account / CDBL details (DP-40).
- Registered bank account details for receipt of proceeds.
- CDBL transfer instruction lodged with the Depository Participant (broker).
- Broker / margin-lender authorization — for units held in a margin account (if applicable).

A.4 Process Flow

SEMILLECMF – Unit Surrender (Redemption) Process Flow



## Part B: Purchase (Subscription) of Units

### B.1 Procedure - Step by Step

#### Step 1 - Investor Decision

The investor decides to invest in (purchase) units of the Fund.

#### Step 2 - Submission of Purchase Request

The investor completes the SEML Unit Purchase (Subscription) Form and transfers the investment amount to the Fund's designated bank account. To obtain the same trading day's buying price, both the completed form and the realized payment must reach the AMC on or before the 2:00 PM cut-off; if the request is lodged or the payment is realized after 2:00 PM, units are allotted at the next trading day's buying price. Investors are advised to remit funds via RTGS or NPSB for instant credit, as BEFTN transfers and cheque / pay order / bank draft deposits are not credited instantly.

#### Step 3 - Verification & Validation

The AMC verifies the request against KYC records, account details, authorized signature and the supporting documents specified in the Purchase Form and confirms realization of the investment amount.

#### Step 4 - NAV / Sale Price Determination

The applicable sale (buying) price is determined on the basis of the NAV as at the cut-off time on the date of receipt of a valid request with realized funds, as published by the AMC.

#### Step 5 - Units Calculation

**Units Allotted = Invested Amount ÷ Applicable Sale Price. Any fractional-unit treatment is applied as per the AMC's policy.**

#### Step 6 - Confirmation of Unit Allocation

After clearance / realization of the payment, the investor is issued a "Confirmation of Unit Allocation" for the units purchased, and the units are credited (delivered) to the investor's BO account in dematerialized form through CDBL.

#### Step 7 - Reflection in Portfolio

The allotted units are reflected in the investor's BO account / portfolio within two (2) working days of realisation of payment.

**Units Allotted = Invested Amount ÷ Sale (Buying) Price**

### B.2 Cut-off Time & Applicable Price

REQUEST LODGED & FUNDS REALISED	APPLICABLE SALE (BUYING) PRICE
ON OR BEFORE 2:00 PM (TRADING DAY)	Same trading day's buying price
AFTER 2:00 PM (TRADING DAY)	Next trading day's buying price

### B.3 Payment Channels

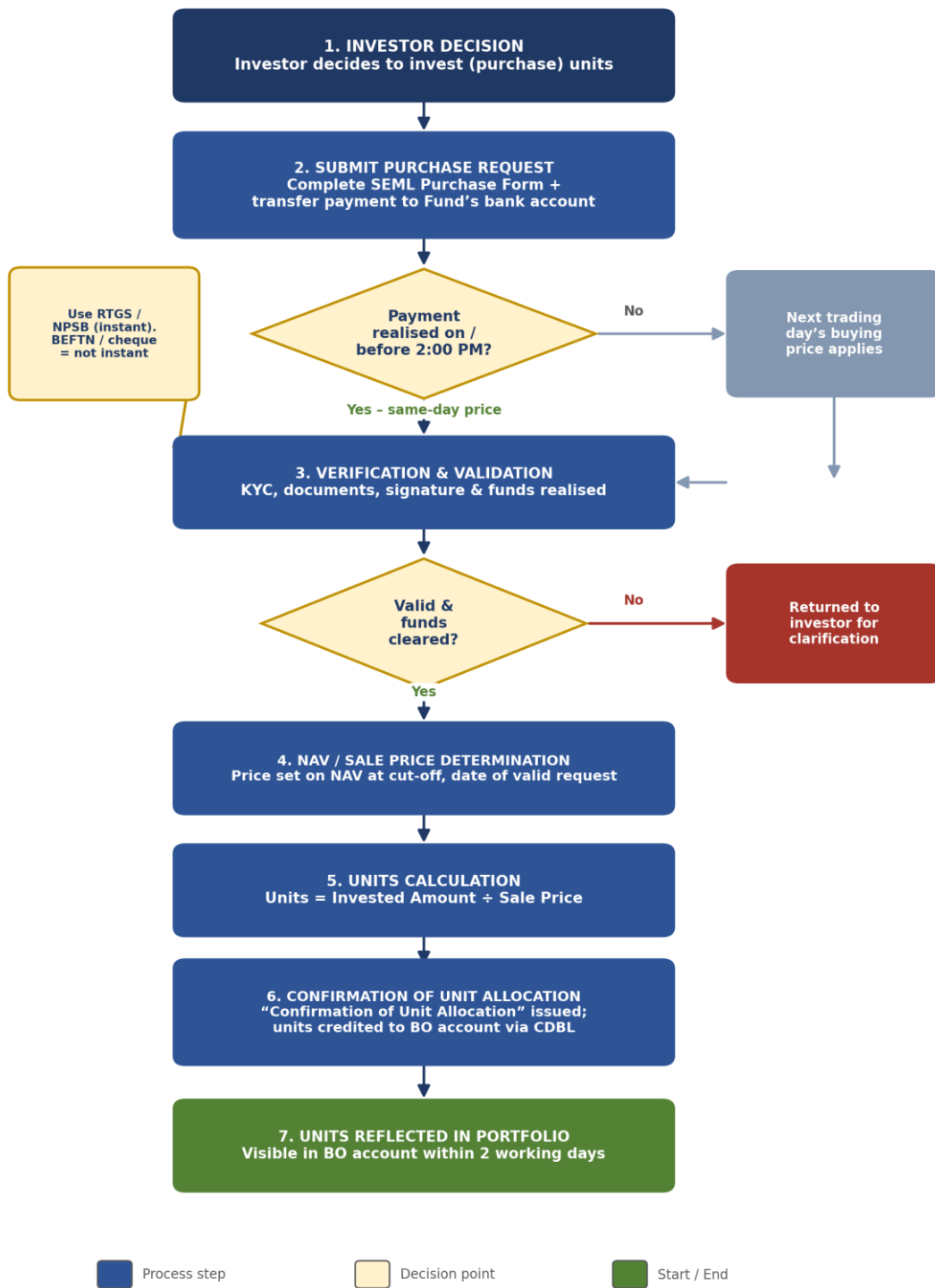
**For same-day pricing, funds must be realized before the cut-off.** Use RTGS or NPSB for instant, same-day credit. BEFTN transfers and cheques, pay order, or bank draft deposits are not credited instantly and will be priced on the day the funds are actually realized.

#### **B.4 Documents Required from the Investor**

- Duly completed and signed SEML Unit Purchase (Subscription) Form.
- BO account / CDBL details delivery of units.
- KYC documents (NID / passport, e-TIN, photograph) and, for institutions, incorporation / authorization documents.
- Proof of payment / fund transfer (RTGS / NPSB / BEFTN advice or cheque / pay order / bank draft).

B.5 Process Flow

**SEMILLECMF – Unit Purchase (Subscription) Process Flow**



### 3. General Provisions & Important Notes

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- Sale and repurchase of units follow the regular trading days and sessions of the equity market and **will remain suspended on the Fund's record date, during book-closure, or any other period decided by the Commission.**
- Units are allotted only upon realization of the investment amount; the sale and redemption prices, and any sales / redemption load, are as declared by the AMC from time to time and published together with the daily NAV. The spread between the sale and redemption price shall not exceed the limit permitted under the applicable Rules and the Fund's constitutive documents.
- Redemptions are processed on a first-come, first-served basis. Where redemption requests on a given trading day exceed the threshold of units outstanding specified in the Fund's constitutive documents / the Rules, the AMC may, if required, defer the excess to subsequent trading day(s).
- Requests are irrevocable once time-stamped and accepted by the AMC. Incomplete requests, signature mismatches, unrealized funds or insufficient unit balance will be returned for correction and treated as received on the date the corrected request (with realized funds, where applicable) is lodged.
- This SOP is subordinate to, and shall be read together with, the Fund's Trust Deed, Information Document / Prospectus and the Securities and Exchange Commission (Mutual Fund) Rules, 2025. In case of any inconsistency, those documents and Rules shall prevail.
- If any contradiction or confusion arises at any time about any clause or explanation of this document, the বাংলাদেশ সিকিউরিটিজ ও এক্সচেঞ্জ কমিশন (মিউচুয়াল ফান্ড) বিধিমালা, ২০২৫ will be conclusive for this SOP and that all other documents executed in connection with this Mutual Fund.