# - 2025 Global Fund -

Documents for Submission

April 2025

Seoul Business Agency (SBA)

**■ Documents for Submission**

(\* Submitted documents will not be returned under any circumstances.)

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| **Enclosure 1.** | **Application form** |
| **Enclosure 2.** | **Letter of Representation / Letter of Indemnity** |
| **Enclosure 3.** | **LOC, LOI** |
| **Enclosure 4.** | **Agreement on the Collection and Use of Personal (Credit) Information** |
| **Enclosure 5.** | **PPM (Private Placement Memorandum)** |
| **Enclosure 6.** | **Presentation Material (Power Point)**  **- Must include followings:**  **1. Main terms in PPM**  **2. Proposal for a collaborative program with SBA for supporting Seoul companies**  **into Global Market**  **3. Highlight Seoul companies record and investment strategies** |

Note.

① One Original and Twelve Copies: Must be bound

- Include Forms 1~6 / If applicable, include Capital Commitment Letter

- Total document length should not exceed 100 pages /

- Highlight key figures (e.g., investment/return amounts)

- Use “US$M” as currency unit (KRW may be included if needed)

② 12 Printed Copies of Presentation (PT) Materials (10–20 PowerPoint slides focused on key items)

③ Other Required Documents (Hard Copies)

- Certificate of Company, Fund (1 copy)

- Supporting Documents for Preferential Evaluation Criteria (1 copy each)

④ USB Drive or Email Submission (invest@sba.seoul.kr)

- Include scanned copies of all documents (Forms 1–6 and other required materials)

**【Form 1】Application Form**

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| --- | --- | --- |
| General Information | Name of Applicant | (Legal name of management company)  (Name of GP entity if there is no separate management company) |
| Date of Establishment |  |
| Name of Representative | (Names of Managing Directors or Partners) |
| Address | (Street, City, State, Zip Code) |
| (Korea and foreign offices) |
| Phone Number | (Representative’s number) |
| Fax Number | (Representative’s fax) |
| E-Mail | (Representative’s e-mail) |
| AUM  (asset under management) | (USD Mil.) |
| Number of fund(s) under management |  |
| Total Investment Balance | (Total unrealized investments)  (# of company, USD Mil.) |
| Applying Fund | Investment Stage | Early, growth stage, secondary, cross-border, etc. |
| Investment Target | Geographical and industrial focus  (or specific sector such as early stage, regional, female, and social impact) |
| Target Fund Size | (USD Mil. for Final Closing) |
| GP Commitment | (USD Mil. for Final Closing) |
| Applying Commitment | (USD Mil. for Final Closing) |
| Term of Partnership | 0 years  (can be extended 0 additional 0 year periods) |
| Hurdle Rate (IRR) |  |
| Carried Interest | (Allocation of gains) |
| Management Fee | eg. 0% of capital commitment until investment period(~0 years from the initial contribution), 0% after investment period(0 years~) |
| Number of Investment Team Members |  |
| Contribution Method | capital call |
| Main Contact Person | Name / Mobile phone / E-mail |
| I confirm that all the information provided in this application form is truthful and can be used for SBA’s evaluation processes.  Year. Month. Day  Name of representative Fund Manager (signature) | | |

**【Form 2】** **Letter of Representation / Letter of Indemnity**

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| **Letter of Representation**  Dear Seoul Business Agency(SBA),  Upon the submission of Application Form for the Global Fund Commitment for the year of 2025, we hereby confirm that all the information provided in the submitted documents is true and correct as of today and does not include any false or misleading content to the best of our knowledge after diligent inquiry. We also acknowledge that SBA has the right to pursue legal recourse against us for false or misleading information supplied by us.  We acknowledge that any false or misleading information presented may cause us adverse actions including but not limited to revocation of approval, exclusion from future investment application, reparation for the damage, etc.  YYYY. MM. DD  GP : (Seal or Signature)  Representative Fund Manager : (Signature) |
| **Letter of Indemnity**  Dear Seoul Business Agency(SBA),  Upon the submission of Application Form for the Global Startup Fund Commitment for the year of 2025, we hereby confirm that all the information provided in the application documents is true and correct as of today.  After an approval of Global Fund Commitment, we will discuss with SBA, on the preferential basis, in case of any change that may cause serious influence on the formation and management of the partnership, such as a change of a main investment team member, main Limited Partners, or main shareholder of General Partner. Moreover, we will faithfully cooperate on SBA’s request for additional information during the review for the fund approval.  We promise to submit to any adverse action, including but not limited to, revocation of approval, exclusion from future investment application, or indemnification for damage, in case of any false or misleading information or unfaithful cooperation.  YYYY. MM. DD  GP : (Seal or Signature)  Representative Fund Manager : (Signature) |

**【Form 3】LOC / LOI**

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| *\* Supporting documents* |

**【Form 4】Agreement on the Collection and Use of Personal (Credit) Information**

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| Seoul Business Agency(SBA) is required to get your consent for collection and use of individual (credit) information according to Article 15 Clause 1 Issue 1, Article 17 Clause 1 Issue 1, Article 23 Issue 1, Article 24 Clause 1 Issue 1 of ｢Personal Information Protection Act」 and Article 32 Clause 1, Article 33, Article 34 of 「Credit Information Use and Protection Act」 |

**□ Purpose of Collection and Use**

○ Verification of main contents related to the evaluation of the applying fund and General Partner for Global Startup Fund Commitment

○ Utilization of main contents regarding formation and post-management of Offshore Partnership Fund after the approval of Global Startup Fund

**□ Personal (Credit) Information**

○ Name, phone number, e-mail address, date of birth, academic background, and work experience of each participating team member of the applying Offshore Partnership Fund

**□ Period of Possession and Use**

○ The Personal (Credit) Information will be destroyed without delay when the purpose of collection and use is achieved or when the applying General Partner requests.

○ However, after the end of the evaluation, the information will be kept and used, solely for financial incident investigation, solution of a dispute, handling of civil complaints, and fulfillment of legal obligations for ten years.

**□ Right of Refusal and Disadvantage for Refusal of Agreement**

○ The collection and use of the Personal (Credit) Information, explained above, is essential to conduct evaluation of applying fund and General Partner for Global Startup Fund Commitment. Disagreement on the collection and use of the Personal (Credit) Information may limit General Partner from applying for Global Startup Fund Commitment.

**□ Do you agree on the Collection and Use of Personal (Credit)**

**Information?**

|  |  |  |
| --- | --- | --- |
| Personal Information | Name, date of birth, e-mail, phone number, academic background, work experience | **(□Agree □Disagree )** |

2025. MM. DD.

Name : Signature or Seal

Name : Signature or Seal

Name : Signature or Seal

Name : Signature or Seal

Name : Signature or Seal

**\* [This comment should be deleted when submitting the document]**

**Check “Agree” in the above box. All Investment Members need to sign.**

**【Form 5】 PPM (Private Placement Memorandum)**

## I. ****Management Company Overview****

1. History and Formation of the Management Company
2. Ownership, Legal Structure, and Registration
3. Key Principals, Founding Partners, and Executive Leadership
4. Organizational Chart and Governance Oversight
5. Investment Team Structure and Roles

## II. ****Track Record Overview****

1. Aggregate Performance of Realized Funds (Since 2020)
2. Performance Snapshot of Active and Recently Closed Funds
3. Realized, Unrealized Gross and Net Returns
4. Fund-Level Capital Deployment, DPI, RVPI, and TVPI
5. Fund-by-Fund IRR Breakdown (Gross, Net)

## III. ****Key Professionals & Individual Track Records****

1. Executive Summaries of Investment Professionals
2. Individual Deal Execution and Exit Track Records
3. Performance Attribution by Team Member
4. Fund Participation History and Investment Committee Roles
5. Post-Investment Value Creation Case Studies
6. History of Collaboration with Lead Partner or Founding Members
7. Professional References and External Endorsements
8. Tenure, Role Progression, and Retention History Since 2020
9. Sector Expertise, Investment Focus, and Portfolio Responsibilities
10. Organizational Stability and Succession Planning
11. GP Commitment and Alignment of Interests

## IV. ****Investment Strategy****

1. Differentiation and Market Positioning
2. Target Stages, Sectors, and Geographies
3. Investment Criteria and Portfolio Construction Framework
4. Deal Sourcing Channels and Competitive Access
5. Screening, Due Diligence, and Valuation Discipline
6. Investment Pipeline and Anticipated Deployment Timeline
7. Post-Investment Governance and Operational Involvement
8. Exit Planning, Timing, and Strategy
9. Investment Committee Composition and Decision Process
10. Peer Fund Comparison and Benchmark Positioning
11. LP Structure (Name of Investor, Region/Country, Total Amount of Commitment, Contribution(paid-in, Share Ratio%)

## V. ****Risk, Compliance, and Fiduciary Management****

1. Risk Identification, Quantification, and Monitoring
2. Internal Risk Governance and Escalation Protocols
3. Regulatory Compliance and Reporting Systems
4. Conflict of Interest Disclosure and Mitigation
5. Ethics, Code of Conduct, and Moral Hazard Prevention

## VI. ****Strategic Collaboration with SBA****

1. Summary of Historical Engagement Since 2020
2. Strategic Roadmap for Future Collaboration and Synergies
3. Examples of Joint Initiatives, Co-Investment, or Co-Branded Programs

## VII. ****Appendices****

* Detailed CVs of Key Investment Professionals (Photo, Education, Experience, Track Record)
* Fund Factsheets (if applicable)
* Organizational Chart
* Investment Committee Charter (if required)
* Compliance Manual Excerpt (upon request)