# Supplementary Information Document



## Supplementary Information Document

Thank you for requesting information from Artemis, if you require an application form, or additional information about us or our funds please contact us;

You can phone us on 0800 092 2051, between 8am and 6pm Monday to Friday. We may record and monitor any phone calls.

You can also:

- send an email to: investorsupport@artemisfunds.com; or
- write to us at:

Artemis Fund Managers Limited PO Box 9688 Chelmsford CM99 2AE.

Documents in alternative formats

If you want any document in another format (for example, in large print, in Braille or on CD), phone the Client Services team on 0800 092 2051 or contact us by email or by post at the addresses shown above.

### Introduction

Please read this document and the Key Investor Information Document(s) (KIIDs) relating to the fund(s) you have selected before making an investment.

We treat all investors who buy our fund(s) as retail clients. That means you receive the greatest level of protection under the FSA rules.

Before investing, you should consider the following.

- Are you comfortable that you fully understand the features of the fund(s)?
- Do you understand that the fund(s) is/are only suitable for investors who are prepared to put their money away for at least five years?
- Do you understand and accept that you may not get back all of your investment?
- Have you considered all the risks involved?
- Do you understand how charges affect your investment?

We recommend that you get independent financial advice before making any investment decisions. 'Find an IFA' is an independent service that helps you search for an independent financial adviser (IFA) online at unbiased.co.uk.

### Your investment

You can invest in any one or more of the following Artemis managed unit trusts;

Artemis Capital Fund

Artemis European Growth Fund

Artemis European Opportunities

Artemis Global Energy Fund

Artemis Global Growth Fund

Artemis Global Income Fund

Artemis Global Select Fund

Artemis High Income Fund

Artemis Income Fund

Artemis Strategic Assets Fund

Artemis Strategic Bond Fund

Artemis UK Growth Fund

Artemis UK Smaller Companies Fund

Artemis UK Special Situations Fund

and, from 8 May 2012

Artemis Monthly Distribution Fund.

Each fund has different aims and objectives and sector exposure. Before investing in a fund you must have read the latest KIID for that fund. This is available from your adviser, Artemis Client Services or artemisonline.co.uk.

A unit trust allows you to pool your money with other investors to buy a wider range of investments than you would be able to do on your own. This can help to reduce risk by spreading your money over a range of investments and provides access to the services of a professional fund manager. All Artemis funds are divided into units, with the number of units you hold representing your share.

You can get additional information, copies of the fund's latest annual and interim reports and accounts from our website artemisonline.co.uk.

You can invest directly into the unit trust funds, or invest in the unit trust funds with an ISA.

### What are the Key Investor Information Documents (KIIDs) and Supplementary Information Document (SID)?

The KIIDs and SID are essential documents available to all investors.

The KIIDs contain details of the investment objective, charges and risks for our funds. A KIID is aimed at helping you assess whether a particular fund meets your needs. It comes in a standardised format and replaces the Key Features and Simplified Prospectus. The SID provides additional useful information you should be aware of before investing with us. When considering an investment in any of our funds, you should read the KIID for each fund and the SID carefully so that you understand what you are buying, and then keep them safe for future reference. To make sure you have the most up-to-date version of the relevant KIID(s) and SID, please visit our website or contact us.

#### What is an ISA?

ISA stands for 'Individual Savings Account'. ISAs were introduced in April 1999 to allow investors to hold a range of investments in a tax-efficient account. People who live in the UK for tax purposes, and are aged 18 or over, can invest in a Stocks and Shares ISA.

There are two types of ISA – a Cash ISA and a Stocks and Shares ISA. Depending on limits set by HM Revenue & Customs, you can invest in both a Cash ISA and a Stocks and Shares ISA in the same tax year.

We offer Stocks and Shares ISAs.

We also offer Junior Stocks and Shares ISAs.

For more information about Junior ISAs contact your adviser, Artemis Client Services or artemisonline.co.uk.

### Buying and selling

### Buying

You may invest in Artemis fund(s) either by paying in a lump sum or by making regular monthly contributions (or both).

You can invest in the fund(s) directly or through an ISA.

You can buy units:

- through your financial adviser;
- by phoning us on 0800 092 2051 to make an investment of up to £99,999 with a debit card;
- by visiting our website at artemisonline.co.uk and going to 'Manage Your Account' to buy units online; or
- by filling in a Unit Trust or an ISA application form and sending it to us.

If you choose to invest a regular amount each month, you must fill in a direct debit instruction. You may want to send

a cheque for your first monthly contribution with your direct debit instruction. We will collect your direct debit payments on the first working day of each month.

### Selling

You can sell units by:

- asking your financial adviser to make the arrangements for you;
- by telephoning us on 0800 092 2051;
- going online at artemisonline.co.uk; or
- writing to us (you can send a signed fax as long as you post the original to us).

The minimum withdrawal from your account is £1,000.

The balance remaining in your account after the withdrawal must be £1,000 for each fund. If you do not leave at least the minimum in your account, we may treat your request as an instruction to close your account.

If you sell your units through your financial adviser, you must send us written confirmation of your instruction.

You can do this by writing to us or sending us the renunciation form you received with your contract note. We will pay you the proceeds from selling the units on the fourth working day after we receive your letter or signed renunciation form(s), as long as we have received all the documents we need (see 'identification checks' on page 7 for details).

### What are the minimum and maximum investment limits?

The minimum investment is £1,000 for each fund or £50 a month for each fund.

For investments into a unit trust there are no upper limits to the amount you can invest.

The maximum you can pay into your ISA for the tax year 2012/2013 is £11,280.

There are two types of ISAs: Stocks and Shares, and Cash. You can invest up to £5,640 from 6 April 2012 of the ISA limit in a Cash ISA with one provider. Artemis does not provide a Cash ISA.

If you do invest in a Cash ISA you can invest the remainder of the £11,280 in a Stocks and Shares ISA with either the same provider or different provider.

If you do not invest in a Cash ISA you can invest the full £11,280 in a Stocks and Shares ISA with one provider.

#### Can I receive an income?

If you hold distribution units any income the fund(s) receive(s) can be paid out to you.

If you choose to receive an income, we will pay this into your nominated account on the relevant date. You will only receive

income at the next payment date if you invest before 12 noon on the day the relevant accounting period ends.

If you invested in the unit trusts directly, you will receive a tax voucher each time income is paid, reinvested or accumulated. If you have to fill in a tax return, you should include the income and tax credit shown on the voucher.

If you invested in an ISA, you will receive a Distribution Voucher each time income is paid or reinvested. If you have to fill in a tax return, you should not include this information.

If you hold accumulation units any income a fund receives is reinvested into the fund and automatically reflected in the value of units.

### Can I invest on behalf of a child?

#### **Unit trust**

Yes, you can invest in the fund(s). All you need to do is fill in the Unit Trust application form. In section A give your details as the 'personal details' and then give the child's initials or name in the designation box.

#### ISA

No, ISAs have to be held by individuals, the minimum age for investing in a Stock and Shares ISA is 18.

Alternatively Junior ISAs are now available. For more information contact your adviser, Artemis Client Services or artemisonline.co.uk.

### Can I top up my investments?

The minimum top-up lump sum is £1,000, for each fund.

You can make extra investments to your ISA account as long as you do not go over the maximum allowed in a tax year.

### What happens if I do not make a payment following an instruction to buy units?

If you do not make the appropriate payment when you have instructed us to buy units, we may, without giving you notice, cancel that instruction or, if we have already bought the units, sell them to pay off any amounts you owe us. If we sell the units for less than the price we bought them at, you would have to pay any shortfall.

### Cancellation

### What if I change my mind?

If you have purchased this product as a result of a personal recommendation from a financial adviser you would be entitled to cancel your investment should you change your mind.

If you have the right to cancel, we will send you a cancellation notice. You will then have 14 days from the date you receive that notice in which to cancel.

Details of how you might exercise these rights will be sent to you with your contract note confirming your investment.

If the value of units has fallen since you opened your account, you may not get back the full amount you invested.

### Can I stop or change my monthly payment?

Yes. All you need to do is to send us a letter stating your name, address and client reference number and saying that you want to stop or change your monthly payments.

It may take up to 10 working days to change a direct debit instruction. If you change your bank account details, you must send us a new direct debit instruction form.

### Administration

### What documents will you send me to confirm my investment?

We will send you a contract note to confirm your investment.

If you are paying regular investments, we will send you an acknowledgement letter rather than a contract note.

Every six months you will receive a statement showing the value of your investment and any transactions since your last statement. The valuations shown on the statement will be as at noon on 5 April and 5 October.

### What is the 'Manage Your Account' facility?

As soon as you receive an Artemis reference number you can register and carry out a number of account monitoring and management activities online. You can access all kinds of information, at your convenience, without needing to spend time making phone calls.

By registering for the 'Manage your Account' facility , you can:

- See up-to-date valuations of every fund and the total value of your holdings
- Buy and sell units
- Switch your fund choice
- Change your personal details
- View the details of your Account at a glance.

### How are units priced?

The value of your units is related directly to the value of the investments held by the fund. We work out buying and selling prices at 12 noon each working day. This is known as the valuation point.

Two prices are quoted for the fund. The offer price is the price at which you can buy units. The bid price is the price at which you can sell your units back to us. The offer price is higher than the bid price.

### How will I be able to follow the progress of my investment?

You can find out the value of your investment, the unit price and the yield of any Artemis fund from us (our contact details are given at the beginning of this document).

This information is also available from the 'Manage your Account' facility, overleaf.

Unit prices for Artemis funds are shown in the Financial Times, and at artemisonline.co.uk

### How are my investments held?

Your investment will be registered in line with your instructions on the application form.

A unit trust investment can be held in the names of up to four people.

An ISA investment is held in the name of one individual.

### Can I re-register?

Re-registration is the procedure through which investors can transfer their ISA units from our register of the fund(s) to that of a sub register, such as a fund supermarket.

While a fund supermarket offers access to a wide range of funds, your interest in the investment is recorded by you being included as a 'nominee name' on the relevant sub register.

However, we will not be able to recognise you as the underlying holder. This might restrict your right to take part in corporate events such as fund mergers. If you make monthly investments, you would need to set up new direct debit instructions with the organisation you transfer to, as your existing direct debit will be cancelled (unless you keep an ISA for the current year).

### Is there a charge for re-registration?

Currently there is no charge. However in the future we may make a charge if you want to re-register with an ISA to an organisation such as a fund supermarket.

### How do I tell you about any change in my personal details?

You can register to use the 'Manage Your Account' facility on our website, and change your details online.

Or you can write to us to tell us about any change in your personal details, our address is given at the beginning of this document.

Please be aware we may require additional documentation.

For accounts held in more than one name, we will require notification of the changes to be signed by all account holders.

### Charges

### What charges and expenses affect my investment?

When you buy units you may pay a one-off charge which is included in the price you pay for the units.

After that, you pay an annual management charge (AMC). We work this out each day as a percentage of the value of the fund.

For the fund there are other charges for the following:

- The costs of holding meetings with investors
- Fees and expenses for any legal or professional advice for the fund
- The costs of publishing daily prices and any costs of preparing, producing (including printing), distributing and revising fund documents
- Charges related to fund administration and accounting.

Smaller charges including trustee fees, registration, bank, custodial and audit fees and other allowable expenses are also charged to the fund. Full details of charges are listed in the prospectus.

The 'ongoing charges' shows, as a percentage, the annual expenses of the fund. It does not include the entry/ preliminary charge, which is shown separately, or the costs of buying and selling securities in the fund's underlying portfolio. The ongoing charges ratio is the European accepted standard for comparing the costs associated with funds.

You buy units at the offer price and sell them at the bid price. The difference between these two prices is called 'the spread'. The spread takes account of the preliminary charge and the difference between the buying and selling prices of a fund's underlying investments.

### Are there any exit charges?

There are no exit charges on the fund(s). However, for large deals (selling units worth £30,000 or more), we may sell your units at cancellation price, which can be lower than the bid price. This is to protect the remaining investors in the fund(s).

### Switching/transfers

### Can I switch my investments?

You can switch your investments between fund(s) or types of units in the Artemis range. If we receive your instruction before 12 noon, we will carry out the switch at 12 noon that same day. If we receive your instruction after 12 noon, we will carry out the switch on the next working day. We will make the switch by selling your units in the existing fund(s) at the bid price, and buying units in the new fund at the offer price less a 4% discount.

### Can I switch from a Unit Trust to an ISA?

You can switch your investment from a unit trust to an ISA, providing that the amount that you are looking to switch is within your ISA allowance for that tax year.

If you are remaining in the same fund(s) then the product switch will be completed at no cost, as we will sell from the unit trust at the bid price and buy in to the ISA at the same bid price.

If you are changing to a different fund then we will sell the units from your unit trust at the bid price and buy units in the new fund(s) at the offer price less a discount of 4%. If we receive your instruction before 12 noon, we carry out the switch at 12 noon that same day. If we receive your instruction after 12 noon, we will carry out the switch on the next working day.

### Can I transfer an existing ISA to you?

Yes. You must fill in an ISA transfer application form and return it to us. There is no upper limit on the amount you can transfer from your existing ISA, but it must be more than the minimum initial lump sum. We will ask your existing fund manager to sell the investments in your existing ISA and transfer the proceeds to us, which we will then invest in the fund(s) you choose.

We will accept partial transfers, if available, from your existing manager. This does not apply to your current year's ISA, which must be transferred in full. Please be aware that ISA transfers may take some time to complete, during which time your money may not be invested in the stock market.

### **Taxation**

### What about tax?

Tax can affect the fund itself and your individual tax position. The following information is based on our understanding of current law and practice, which could change in the future.

If you are not sure about your tax position, please get advice from a professional adviser.

### How is the fund taxed?

The fund itself does not pay capital gains tax on its growth, but does pay corporation tax at a rate equivalent to the lower rate of income tax.

### How are people who invest in unit trusts taxed?

When you sell some or all of your units, you may have to pay capital gains tax. The amount you would pay depends on your personal circumstances.

If you pay the basic rate of income tax, you will not have to pay any more tax on any income that is paid, reinvested or added to the value of the fund.

If you pay the higher rate of income tax you will have to pay tax equal to the difference between the income tax that would be due at the basic rate and income tax that would be due at the higher rate.

### How are people who invest in ISAs taxed?

You do not pay capital gains tax on the capital growth of your ISA. Dividends distributed, reinvested or accumulated will suffer a 10% tax credit (that is, 10% tax will be taken) but will be free of tax once they are paid into the ISA account.

### Stamp duty reserve tax (SDRT)

Stamp duty reserve tax is due on the total value of units we cancel, and on certain other transfers of units. The amount of tax due depends on the pattern of dealing within the fund and cannot be set at the time you give us your instructions to buy or sell units. Our policy is to pay SDRT from the value of the fund

In the last 12 months we did not charge SDRT to individual investors, and do not expect to do so. However, we can charge you SDRT if you sell units with a total value of more than 5% of the value of the fund.

### Data protection

We may make your name and address available to companies within the Artemis group so they can send you information about other investment services. They can do this by post, phone, email or any other reasonable method. If you do not want to receive this information, please tell us at PO Box 9688, Chelmsford CM99 2AE or investorsupport@ artemisfunds.com. We and other companies within the Artemis group will use any personal information we have about you for the purposes of managing products and services which we provide to you, preventing fraud and money laundering, marketing, and analysing the investment market and products.

We and other companies within the Artemis group may need to give your personal information to any agent, independent financial adviser or other person who represents you. We and other companies within the Artemis group may need to give your personal information to service providers, agents and contractors involved in providing services to us or the Artemis group.

We and members of the Artemis group may need to transfer your personal information to other Artemis group companies, service providers, agents and subcontractors in countries where they may not have data protection laws providing the same level of protection as those in the European Economic Area. In these circumstances, we will make sure that your personal information is processed only in line with the relevant laws and under suitable confidentiality arrangements. By buying units in the fund(s), you agree to your personal information being used in the way described above.

### Identification checks

Under the Money Laundering Regulations we must check the identity and address of investors in our fund(s) and of anyone making payments on behalf of investors. We must also check the identity and address of all investors who have a beneficial interest in the units.

Our checks may include searches of the electoral roll and making enquiries through credit-reference agencies. Under the Data Protection Act 1998, your instruction to buy our unit trusts gives us permission to gather this information.

We can delay processing your instructions and withhold any payments due to you until we receive satisfactory evidence of your identity and address. We will hold any cash in an account that does not pay interest. We can refuse any application to buy our fund(s) without giving a reason for doing so.

If you would like a full list of acceptable documents please call client services on 0800 092 2051 or email investorsupport@artemisfunds.com.

### **Notices**

Any notices and instructions you give us must be given in writing and be signed by you. However, we can decide to act on instructions given by you, or on your behalf, even if those instructions are not in writing. We will not be liable for instructions given to us as a result of another person's negligence or dishonesty unless that person is an employee or agent of ours.

This document and the full prospectus set out the terms and conditions on which we will accept your instructions for investing in the fund(s). We may change the terms and conditions. For some changes, such as those to the aims of the fund(s), we will need to get permission from investors first. Some changes we can make without permission but we must give investors notice.

### Compensation

### Am I entitled to compensation if something goes wrong?

In certain circumstances you may be entitled to compensation under the terms of the Financial Services and Markets Act 2000. You can get more details from us or from:

The Financial Services Compensation Scheme

7th Floor

Lloyds Chambers

Portsoken Street

London E1 8BN.

Website: fscs.org.uk

### Complaint

### What if I have a complaint?

If you want to complain about any part of our service, please write, phone or email Client Services:

Artemis Fund Managers Limited

PO Box 9688

Chelmsford

CM99 2AE.

Phone: 0800 092 2051.

Email: investorsupport@artemisfunds.com

If you are not happy with how we deal with your complaint

you can write to:

Financial Ombudsman Service

South Quay Plaza 183 Marsh Wall

London

E14 9SR.

Website: financial-ombudsman.org.uk.

### Who manages the fund?

The manager of the fund is:

Artemis Fund Managers Limited

Cassini House

57 St James's Street

London

SW1A 1LD.

Website: artemisonline.co.uk

### Who monitors your activities?

All authorised unit trusts must appoint an independent trustee to act in the best interests of investors.

The trustee of the fund is:

National Westminster Bank Plc.

The Broadstone

50 South Gyle Crescent

Edinburgh

EH12 9UZ

The fund's auditors are:

Ernst & Young LLP

Ten George Street

Edinburgh

EH12 2DZ.

Artemis and the fund are regulated by:

Financial Services Authority

25 The North Colonnade

Canary Wharf

London

E14 5HS.

Website: fsa.gov.uk

Consumer helpline: 0845 606 123

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Registered in England, number 1988106. Authorised and regulated by the Financial Services Authority,

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