

Smith & Williamson Fund Administration Limited Supplementary Information Document

The information in this document should be read in conjunction with the Key Investor Information Document for your chosen fund.

IMPORTANT: You will not be able to invest if you have not read the most recent Key Investor Information Document for your chosen fund, even if you are already invested in the fund. Please ensure you have received the latest version of the Key Investor Information Document. You can obtain this by calling 0141 222 1151, or by writing to our Transfer Agency Team (see Contact details).

If you change your mind

You have the right to cancel any purchase of units or shares in a fund for up to 14 days after you receive your contract note. If you cancel your contract, you will receive a refund of the amount you invested including the entry charge either in full or less a deduction to reflect any fall in the share or unit price since you invested. This may result in a loss on your part. Please note that in certain circumstances, there may be a delay in returning your investment.

If you wish to exercise your right to cancel, please telephone or write to our Transfer Agency Team (see Contact details), quoting your contract reference number.

You will not have the right to cancel if more than 14 days have passed after you received your contract note.

How to complain

We trust you will be satisfied with your chosen fund and the service you receive from Smith & Williamson Fund Administration Limited. However, if for any reason you are not happy you have the right to complain and we would like to hear from you.

If you wish to make a complaint or would like a copy of our Complaints Handling Procedure, please contact our Transfer Agency Team (see Contact details), or alternatively write to:

The Compliance Director
Smith & Williamson Fund Administration Limited
25 Moorgate
London EC2R 6AY

If your complaint is not resolved by us to your satisfaction you may be entitled to refer this to:

Financial Ombudsman Service
South Quay Plaza
183 Marsh Wall
London E14 9SR
Telephone no. 0845 080 1800

We will inform you of your rights when answering your complaint.

If we can't meet our obligations to you

We are covered by the Financial Services Compensation Scheme (FSCS) which offers compensation when a UK authorised firm is unable to pay claims against it. You may be entitled to compensation from the scheme if we cannot meet our obligations to you.

Most types of investment business are covered for 100% of the first £50,000 of the claim per person.

Further information about compensation arrangements is available from:
The Financial Services Compensation Scheme
7th Floor, Lloyds Chambers
1 Portsoken Street
London E1 8BN

FSCS Helpline: 020 7892 7300 FSCS website: <http://www.fscs.org.uk>

When we hold money for you

No interest will be paid on client money that we hold. Some client money (no more than 20%) may be held with a bank within the same group as Smith & Williamson Fund Administration Limited.

How to buy and sell shares or units

For your first investment in a fund, you will need to complete an application form (please contact our Transfer Agency Team to obtain an application form). This should be sent together with a cheque payable to “Smith & Williamson Fund Administration Limited” to our Transfer Agency Team. We may also (at our discretion) accept an electronic transfer to our bank account – please contact our Transfer Agency Team in advance if you would like to arrange this. Where payment is made by bank transfer, we will not normally place any deals until we can see the payment in our account. You will also need to provide documents to prove your identity – details of what is required are given on the application form.

You can make further investments or switch to a different fund or share class by telephoning or writing to our Transfer Agency Team. You will need to confirm you have read the latest Key Investor Information Document for the fund or share class you are investing in/switching into and provide payment (where applicable) in advance of placing the deal.

You can sell your shares or units by telephoning or writing to our Transfer Agency Team.

Contact details

All instructions and enquiries should be addressed to:

Transfer Agency Team
Smith & Williamson Fund Administration Limited
206 St Vincent Street
Glasgow
G2 5SG

Dealing: 0141 222 1150
Enquiries: 0141 222 1151
Fax: 020 7131 8261

Email (enquiries only): SWFADealing@smith.williamson.co.uk

Our Transfer Agency Team is normally available between 9.00am and 5.00pm on any working day in London.