

## S&W Aubrey Global Conviction Fund

The information in this document should be read in conjunction with the Key Investor Information Document for S&W Aubrey Global Conviction Fund.

### Buying and selling shares

The dealing office of Smith & Williamson (the ACD for S&W Aubrey Global Conviction Fund) is open from 9.00 am until 5.00 pm on each business day to receive requests for the purchase and sale of shares, which will be effected at prices determined at the next valuation point following receipt of such request.

**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 S&W Transfer Agency Team (see Contact details below).**

### Procedure for buying shares

Shares can be purchased by sending a completed application form to Smith & Williamson's Transfer Agency Team at the following contact details:

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@smithandwilliamson.com](mailto:SWFADealing@smithandwilliamson.com)

The Transfer Agency Team is normally available between 9.00am and 5.00pm Mondays to Fridays (excluding Bank Holidays in England). Please note that telephone calls may be recorded for training and monitoring purposes.

The application form must be accompanied by either:

- (a) a cheque (up to a maximum value of £50,000) made payable to "Smith & Williamson Fund Administration Limited"; or
- (b) an electronic bank transfer to Smith & Williamson's bank account\*\*

\*\* Please contact S&W Transfer Agency Team in advance if you would like to arrange this. Where payment is made by bank transfer, they will not normally place any deals until they can see the payment in their account. Please note that any payments over £50,000 must be made by bank transfer. You will

also need to provide documents to prove your identity – details of what is required are given on the application form.

Application forms are available from the S&W Transfer Agency Team or from Aubrey's website: <https://www.aubreycm.co.uk/fund/aubrey-global-conviction-fund> under dealing information.

Where an instruction has been received by telephone, settlement is due within four business days of the valuation point. Purchases made by telephone may be rejected or deferred by Smith & Williamson until it is in receipt of cleared funds for the purchase (when the purchase of shares will be placed at the next valuation point following receipt of cleared funds). An order for the purchase of shares will only be

deemed to have been accepted by Smith & Williamson once it is in receipt of cleared funds for the application.

### Documentation

A contract note giving details of the shares purchased and the price used will be issued to the shareholder (the first named, in the case of joint holders) by the end of the next business day following the valuation point by reference to which the purchase price is determined, together with a notice of the applicant's right to cancel.

Share certificates will not be issued in respect of shares. Ownership of shares will be evidenced by an entry on the Company's register of shareholders. Statements in respect of half yearly distributions of income will show the number of shares held by the recipient in respect of which the distribution is made. Individual statements of a shareholder's (or, when shares are jointly held, the first named holder's) shares will also be issued at any time on request by the registered holder.

### Minimum subscriptions and holdings

The minimum initial and subsequent subscription levels, and minimum holdings, are as follows:

Share class	Minimum initial investment	Minimum subsequent investment	Minimum holding
Retail A Accumulation Shares	£5,000	£5,000	£5,000
Retail B Accumulation Shares *	£5,000	£5,000	£5,000
Institutional A Accumulation Shares	£1,000,000	N.A.	£1,000,000

\*Retail B class only available via Third Party Platforms.

Smith & Williamson may at its discretion accept subscriptions lower than the minimum amount.

### Selling shares

Requests to redeem shares may be made writing to the Transfer Agency Team at 206 St Vincent Street, Glasgow G2 5SG.

### Documents the seller will receive

A contract note giving details of the number and price of shares sold will be sent to the selling shareholder (the first named, in the case of joint shareholders) or their duly authorised agents together (if sufficient

written instructions have not already been given) with a form of renunciation for completion and execution by the shareholder (and, in the case of a joint holding, by all the joint holders) not later than the end of the next business day following the valuation point by reference to which the redemption price is determined. A BACS or telegraphic transfer will be made in satisfaction of the redemption monies within four business days of the later of:

- (a) receipt by Smith & Williamson of the form of renunciation (or other sufficient written instructions) duly signed by all the relevant shareholders and completed as to the appropriate number of shares, together with any other appropriate evidence of title; or
- (b) the valuation point following receipt by Smith & Williamson of the request to redeem.

### Minimum Redemption

Part of a shareholder's holding may be sold but Smith & Williamson reserves the right to refuse a redemption request if the value of the shares to be redeemed is less than the minimum redemption amount

(as set out above) or would result in a shareholder holding less than the minimum holding (as set out above). In the latter case the shareholder may be asked to redeem their entire shareholding.

### If you change your mind

You have the right to cancel any purchase of shares or units 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/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 write to S&W Transfer Agency Team (see above 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 S&W Aubrey Global Conviction 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 they 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 S&W Transfer Agency Team (see above 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 them to your satisfaction you may be entitled to refer this to:

Financial Ombudsman Service  
Exchange Tower,  
London E14 9SR,  
United Kingdom  
Telephone no. 0800 023 4 567

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

### **If S&W can't meet their obligations to you**

S&W 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 £85,000 of the claim per person

Further information about compensation arrangements is available from:

Financial Services Compensation Scheme  
PO Box 300  
Mitcheldean  
GL17 1DY

FSCS Helpline: 0800 678 1100 or 020 7741 4100

FSCS website: <https://www.fscs.org.uk/>

### **When S&W hold money for you**

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