

## SUPPLEMENTARY INFORMATION DOCUMENT (SID)

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This Supplementary Information Document (SID) provides additional useful information you should be aware of before investing with Investment Fund Services (IFSL). It should be read in conjunction with the relevant Key Investor Information Document (KIID), so that you understand what you are buying. The terms in this SID form part of the terms of your investment in an IFSL Fund.

Investment Fund Services Limited (IFSL) acts as Authorised Corporate Director (ACD) providing fund hosting services to advisors, asset managers and other regulated organisations in the financial services sector. IFSL is authorised and regulated by the Financial Conduct Authority (FCA).

IFSL was acquired by the Marlborough Group in December 2012. Marlborough Fund Managers has been active as ACD for its own fund range and for a number of third-party funds for over 30 years, and its administration services have earned a reputation for excellence.

If you require further information, please contact us.

You can write to us at:

Investment Fund Services Limited,  
Marlborough House,  
59 Chorley New Road, Bolton BL1 4QP

You can call us on:

**0808 178 9321**

(+44 1204 803932 if you are calling from overseas)

If you are placing a deal you can call us direct on:

**0808 164 5458**

You can email us at:

[enquiries@ifslfunds.com](mailto:enquiries@ifslfunds.com)

[www.ifslfunds.com](http://www.ifslfunds.com)

Nothing in this document should be interpreted as giving you financial advice. You should keep this document safe for future reference.

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## WHAT IS AN OEIC?

An open-ended fund that takes the legal form of a company. Such a fund is commonly known as an 'OEIC' for short. Technically an OEIC created under the UK's regulatory framework for such funds is called an 'Investment Company With Variable Capital'. IFSL acts as Authorised Corporate Director (ACD) to these funds.

# 1.

## BUYING AND SELLING SHARES

### Can I buy shares?

You may buy shares in the funds if you are aged 18 or over. The minimum investment for each fund can be found in the fund's Prospectus Document.

### How do I invest?

Please complete the appropriate application form and send it by post to your Professional Adviser or to IFSL. Please send the full amount of your investment to the following bank details:

**Account name:** Investment Fund Services Ltd Client Account

**Sort Code:** 40-05-30

**Account number:** 54597761

**Reference:** please add the main applicants full name as a reference.

If your investment is being sent from an overseas bank account, please contact us for our overseas account details. If you are unable to make the payment to the above bank details, please send a cheque with your application form, up to a maximum amount of £100,000.00 payable to Investment Fund Services Limited for the full amount. Please note we can only accept sterling cheques.

For details of how to invest in an ISA, please read the ISA section on page 8. You may buy further shares in the same way, by using the Top Up form available on our website [www.ifslfunds.com](http://www.ifslfunds.com) or by instructing us using the methods referred to in section 7.3 of the IFSL Terms and Conditions (the Ts&Cs). Alternatively, you may telephone our Dealing Team free on 0808 164 5458 for further information. Calls to this line

may be recorded for your protection. It is important that you read the latest Key Investor Information Document (KIID) for a fund before you make any investment or top-up. We will ask you to confirm that you have done this before accepting an investment from you.

### What happens next?

We will place your deal in accordance with section 7 of the Ts&Cs. Your investment will then be made in your chosen fund(s) at the next available valuation point and we will send you a contract note. This will give you all the details about your investment such as the number of shares you receive, the price you paid and the date your investment was made. You should keep this document safe for future reference. For details of the valuation point for each fund please refer to the relevant Prospectus.

### Can I switch between different funds?

Yes, you may switch from one IFSL Sanlam fund to another as set out in section 9 of the Ts&Cs.

### How do I sell my shares?

You can instruct us to sell some or all of your shares at any time, either by writing to us or by calling our Dealing team free on 0808 164 5458. Instructions to sell shares are governed by sections 7.3 to 7.13 (inclusive) of the Ts&Cs and further details can be found in these sections of the Ts&Cs.

### Dilution levy - Single Priced Funds

When you sell shares in a single priced fund(s) we may charge a dilution levy. This is calculated by considering the cost to the fund of selling some of its underlying assets. The reason for this is to ensure that the cost to the fund of selling some of its assets to pay for those shares being sold (such as transaction costs or bid / offer spreads) do not disadvantage any of the remaining investors. This levy is paid back into the fund. It is usually only charged where a large deal or series of small deals take place, as specified in the scheme prospectus.

### How are costs and charges applied?

The initial charge, if applicable, is taken from your initial investment amount. The ongoing charges, including the Annual Management Fee, Trustee fees, auditors fees and Transaction fees, are taken from the fund's assets and are reflected within the unit price.

There may be taxes which you are liable to pay as part of your investment. These costs are not paid via the fund and it is your responsibility to understand your tax liabilities. IFSL do not provide tax advice and you should therefore consider the impact of tax on your investment carefully and, if in any doubt, seek professional advice before making any investment decision.

Further information relating both to the fund costs and potential tax implications can be found in the prospectus for each fund.

### Cancellation Rights

If you have received investment advice we will send you a letter detailing your cancellation rights. Further details regarding cancellation rights are set out at section 14 of the Ts&Cs.

### Investment Advice

IFSL does not provide investment advice, tax advice or legal advice. You should therefore consider the terms of investment in any Fund carefully and, if in any doubt, seek professional

advice before making any investment decisions.

### Keeping track of your investment

You may telephone our Investor Support Team on freephone 0808 178 9321 if you are calling from the UK (+44 1204 803932 if you are calling from overseas) or by email at [IFSLClientSupport@ifslfunds.com](mailto:IFSLClientSupport@ifslfunds.com). to request a valuation of your investments in the IFSL Sanlam OEIC. Fund prices are available on our website [www.ifslfunds.com](http://www.ifslfunds.com) along with our Ts&Cs and other useful information. Statements will be sent to you every 6 months in accordance with the Ts&Cs.

### Making a complaint

At IFSL we try our very best to ensure we provide the high level of service that we ourselves would expect to receive. We recognise however that sometimes you may not be completely satisfied and have cause to complain. If you have a complaint, please contact our Investor Support Team in the first instance on freephone 0808 178 9321 if you are calling from the UK (+44 1204 803932 if you are calling from overseas) or by email at [IFSLClientSupport@ifslfunds.com](mailto:IFSLClientSupport@ifslfunds.com). We will then carry out a full investigation and respond to you as soon as possible. Full details of our complaints procedure are available on request. If you are not satisfied with our response you may then contact the Financial Ombudsman Service, Exchange Tower, London, E14 9SR (0207 964 1000) who may then review your complaint independently. Website: [financial-ombudsman.org.uk](http://financial-ombudsman.org.uk).

### Compensation

IFSL is covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if IFSL cannot meet its obligations. This depends on the type of business and the circumstances of the claim. Most types of investment business are covered for 100% of the first £85,000. Further information about compensation arrangements is available from the Financial Services Compensation Scheme [www.fscs.org.uk](http://www.fscs.org.uk).

## Data Protection

IFSL is subject to the General Data Protection Regulation. For the purposes of data protection law IFSL is a data controller in respect of your personal data and we are responsible for ensuring that we use any personal data in compliance with data protection law.

Details of how we process personal data can be found in our Data Protection Privacy Notice, which is available on our website. Section 21 of the Ts&Cs also sets out the terms upon which personal data is processed.

## Anti-Money Laundering / Combating Terrorist Financing

Money laundering regulations require financial service companies to make checks on the source of all new business. Further information regarding our customer verification, anti-money laundering and counter-terrorism financing policy is set out in the Ts&Cs and in the Prospectus for each Fund.

If you have any queries on money laundering prevention please call the Investor Support Team free on 0808 178 9321.

## Regulatory Status

The funds are authorised collective investment schemes as defined in the Financial Services and Markets Act 2000 and are regulated by the FCA. The funds are all authorised OEICs and are governed by the FCA's Collective Investment Schemes (COLL) Sourcebook and their respective trust deed or instrument of incorporation. Details concerning the regulatory status and structure of each fund are set out in the fund's Prospectus. All documentation will be provided in English and contracts are subject to English law.

# 2.

## CLIENT MONEY

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### Cash - protecting your money

We are required to comply with the FCA's client money rules, as set out in Chapter 7 of the FCA's Client Assets sourcebook (CASS) (the 'Client Money Rules').

For further information supporting the protection of client money, refer to the Ts&Cs under sections 7, 8, 10, 12.3 (A), & 17.4.

### Interest

As set out at section 7.14 of the Ts&Cs, no interest will be paid on un-invested cash held for your Account.

### Client Classification

All investors are classified as Retail Investors.

### Conflicts of Interest

We operate a Conflicts of Interest Policy which sets out how we identify and manage or prevent any potential conflicts of interest. Our policy and associated procedures aim to ensure that a conflict of interest does not arise. In the event that a conflict of interest between IFSL, our investors or our employees cannot be avoided we will ensure it is efficiently managed and that we treat our customers fairly.

# 3.

## INVESTING VIA A STOCKS AND SHARES ISA

### What is an ISA?

An ISA is a scheme of investment managed in accordance with the ISA Regulations under terms agreed between the ISA Manager and the Investor (IFSL Terms and Conditions).

Income and gains generated by ISA investments are exempt from any further UK income tax as well as capital gains tax in the hands of the investor.

Anyone aged 18 or over may invest in a stocks & shares ISA, provided they are resident in the UK for tax purposes. This includes members of the armed forces, the Foreign Office and other Crown employees together with their spouses or those in a civil partnership overseas.

There are two ISA components available; a Stocks and Shares ISA and a Cash ISA. IFSL only offer the stocks and shares component in the form of funds it manages, although you may open a cash ISA with a different provider. Each tax year you may open one stocks and shares ISA and one cash ISA only.

You may also transfer existing ISAs from previous tax years between providers without affecting your current year's allowance.

You can invest up to £20,000 in the 2022/2023 tax year in our stocks and shares ISA, providing you have not already contributed to another stocks and shares ISA this tax year. If you have also paid into a cash ISA, then this allowance is reduced by the amount you paid in. You are responsible for ensuring you keep within the allowance.

Further details concerning the terms and operation of ISAs can be found in the IFSL Terms and Conditions, including opening an IFSL ISA (section 5.6) and transferring an existing ISA to IFSL (section 5.10).

### How do I invest via an IFSL Stocks and Shares ISA?

Subject to the Ts&Cs, you may invest by completing an ISA Application Form, which can be obtained from our website, by calling our Investor Support Team free on 0808 178 9321 or by emailing [IFSLClientSupport@ifslfunds.com](mailto:IFSLClientSupport@ifslfunds.com).

When applying for an ISA the monies for your investment must be received before the application form can be processed and any deals placed.

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

Yes. You may transfer an ISA in accordance with section 5.10 of the Ts&Cs.

### How does tax affect my ISA?

Any capital gains or income from investments in an ISA are free from income tax and capital gains tax. If your fund pays interest on distributions they are paid without deduction of any tax. If your fund pays dividend distributions they are also paid without deduction of any tax.

### Are there any additional risks associated with investing in an IFSL ISA?

The risks are the same as those associated with all stock market investments and with the specific fund(s) you choose.

These can be found in the Prospectus. In addition, it should be noted that the favourable tax treatment given to ISAs may not be maintained. The rates of and relief from taxation depend on your own circumstances and may change over time.

### Regular Savings ISA

You may also invest in the funds by making regular, monthly contributions into an ISA in the same way as you would with regular savings outside an ISA.

### How do I sell my IFSL ISA?

You may sell all or part of your ISA holding with IFSL by writing to us, ensuring your instruction is signed, or by calling our Dealing Team free on 0808 164 5458. We will send a cheque for the proceeds in accordance with the Ts&Cs.

### Junior ISA

IFSL also offer Junior Stocks and Shares ISAs, further details are available on our website or by calling 0808 178 9321 or by emailing [IFSLClientSupport@ifslfunds.com](mailto:IFSLClientSupport@ifslfunds.com).