

# COURTIERS

## Supplementary Information Document

We are required by the rules of the Financial Conduct Authority in the UK to draw up this Supplementary Information Document (SID) which will be provided to you by the firm that sells our products to you. It is designed to accompany the Key Investor Information Document (KIID) of a UCITS or Non-UCITS Retail Scheme (NURS), which will also be provided to you. This SID is only directed at and available to retail clients in those jurisdictions in the EEA where our products have been authorised for sale.

- The Courtiers UCITS Investment Funds ICVC includes the Courtiers UK Equity Income Fund, Courtiers Global (ex-UK) Equity Income Fund and Courtiers Investment Grade Bond Fund.
- The Courtiers Investment Funds ICVC includes the Courtiers Total Return Cautious Risk Fund, Courtiers Total Return Balanced Risk Fund and Courtiers Total Return Growth Fund.

This Funds are managed by Courtiers Asset Management Limited ("the ACD"), part of the Courtiers Group.

### **WHAT IS THE KEY INVESTOR INFORMATION DOCUMENT (KIID) AND SUPPLEMENTARY INFORMATION DOCUMENT (SID)?**

The KIID provides clear and concise information on the main features of each share class of the relevant fund, including investment objectives, performance records, where the scheme invests, its risk profile and charges. KIIDs are designed to help you understand an investment prior to you making an investment decision. KIIDs are provided to you prior to you investing in any new product or share class, increasing an existing investment or switching your existing investment into a new share class.

The SID provides you with complementary information to the KIID and the Prospectus, focussing on how you can obtain further information about your investments, what your cancellation rights are, and how you can make a complaint and obtain compensation.

When considering investments in any of our products, please ensure you read the latest KIID, SID, and Prospectus. These are all available on our website: [www.courtiers.co.uk](http://www.courtiers.co.uk).

### **WHAT TYPE OF CLIENT ARE YOU CLASSIFIED AS?**

Under the Conduct of Business rules of the Financial Conduct Authority, we classify you as a retail client. This means that you may benefit from certain rights under the Financial Ombudsman Service and/or the Financial Services Compensation Scheme. These rights are explained in further detail below.

### **WILL WE ASSESS WHETHER AN INVESTMENT IS SUITABLE FOR YOU?**

We are not required to assess the suitability of the investment provided or offered to you, so you will not be covered by the protection offered under the FCA rules on assessing suitability. It is therefore your responsibility to assess if:

- The investment meets your investment objectives.
- You can financially bear any potential losses that may occur as a result of investing, consistent with your investment objectives.
- You have sufficient knowledge and experience to understand the risks involved with the investment.

If you are at all unsure whether the investment is suitable for your circumstances, please seek advice from a financial adviser.



#### **Courtiers Asset Management Limited**

18 Hart Street, Henley-on-Thames, Oxfordshire RG9 2AU

Call: 01491 578368 Email: [enquiries@courtiers.co.uk](mailto:enquiries@courtiers.co.uk) Visit: [www.courtiers.co.uk](http://www.courtiers.co.uk)

Courtiers Asset Management Limited is authorised and regulated by the Financial Conduct Authority.

Financial Services Register Number 616322 Registered in England & Wales 08843086 VAT No 669 2553 96

## HOW CAN YOU HOLD THE PRODUCTS?

If you are a retail investor based in the UK your products may be held in a wrapper. The wrappers currently available to you through Courtiers Investment Services Ltd are a Self-invested Personal Pension (SIPP) and Individual Savings Accounts (ISA). Alternatively you can invest directly in the Courtiers Funds through Courtiers Asset Management Ltd, without a wrapper. We recommend that you seek advice from your financial adviser and tax adviser on what is suitable for you.

## HOW CAN YOU INVEST?

You can buy or sell shares in any of our Funds on any UK business day. You need to contact us with your instruction before 3pm in order for us to deal at the price calculated on that day. Instructions received and accepted after that time will be dealt with at the price calculated on the next business day. All of the Courtiers Funds are valued at 10pm each UK business day.

The minimum lump sum investment levels for each Courtiers Fund and share class are:

COURTIERS FUNDS	Share Class	Minimum investment and holding	Minimum top up investment or redemption
Total Return Cautious Risk Fund	Accumulation	£1,000	£1,000
Total Return Balanced Risk Fund	Accumulation	£1,000	£1,000
Total Return Growth Fund	Accumulation	£1,000	£1,000
Global (ex-UK) Equity Income Fund	R Class, Accumulation	£1,000	£1,000
	I Class, Accumulation	£5,000,000	£1,000
UK Equity Income Fund	R Class, Accumulation	£1,000	£1,000
	I Class, Accumulation	£5,000,000	£1,000
	I Class, Income	£5,000,000	£1,000
Investment Grade Bond Fund	R Class, Accumulation	£1,000	£1,000
	I Class, Accumulation	£5,000,000	£1,000

Settlement for investment is required at the time of placing the instruction.

To invest in the Courtiers SIPP or ISA wrappers, please contact Courtiers Investment Services Ltd using the details below and we can provide you with the relevant application form and offer further instructions.

Tel: 01491 578 368  
Enquiries@courtiers.co.uk

**Courtiers Investment Services Ltd**  
18 Hart Street  
Henley on Thames  
Oxfordshire  
RG9 2AU

To invest directly in the Courtiers Funds or for any further information, you can contact us in a variety of ways:

Tel: 01491 578 368  
Email: [enquiries@courtiers.co.uk](mailto:enquiries@courtiers.co.uk)

Write to: **Courtiers Asset Management Ltd, 18 Hart Street, Henley on Thames, Oxfordshire, RG9 2AU**

Please note that calls may be recorded to maintain and improve service levels.

## WHAT IF YOU CHANGE YOUR MIND?

If you purchased one of our products following a personal recommendation from your financial adviser, you are entitled to cancel your investment if you change your mind. If you wish to cancel, you need to tell us within fourteen days from the day you receive the confirmation of your investment.

To cancel, you need to notify us within the fourteen day period by sending a signed letter to either Courtiers Investment Services Ltd or Courtiers Asset Management Ltd (depending on who you are contracted with), at 18 Hart Street, Henley-on-Thames, Oxfordshire RG9 2AU. If you cancel, you do not need to pay any extra fees (but your financial adviser and/or tax adviser may still charge you). We will unwind your investment and return the proceeds to you. These may not match the original investment amount if market movements have affected the price. If you do not cancel within the fourteen day period, your investment in the product will continue until you decide to sell it.

If you did not receive a personal recommendation from your financial adviser, you do not have a right to cancel.

## HOW DO YOU SELL YOUR INVESTMENT?

You may sell some or all of your shares at any time. You need to tell us to do so in writing by sending a signed letter to either Courtiers Investment Services Ltd or Courtiers Asset Management Ltd (depending on who you are contracted with), 18 Hart Street, Henley-on-Thames, Oxfordshire RG9 2AU.

## DILUTION LEVY

When you purchase or sell all or part of your investment, we may charge a dilution levy. The levy aims to mitigate the adverse effect that the costs involved in purchasing or selling units can have on a Fund. The levy may be applied when there are large levels of net purchases or sales, on large deals or where the ACD is of the opinion that it is in the best interests of existing, continuing or potential investors in the Fund.

## KEY PARTIES

<b>Authorised Corporate Director</b>	<b>Courtiers Asset Management Limited</b>
<b>Fund Manager</b>	<b>Courtiers Asset Management Limited</b>
<b>Depository</b>	<b>Citibank Europe plc, UK Branch</b>
<b>Auditor</b>	<b>Ernst &amp; Young LLP</b>
<b>Administrator</b>	<b>JTC Fund Solutions (Guernsey) Limited</b>
<b>Registrar</b>	<b>Courtiers Investment Services Limited</b>
<b>ISA/SIPP Plan Manager</b>	<b>Courtiers Investment Services Limited</b>
<b>Regulator</b>	<b>Financial Conduct Authority</b>

## KEY FINANCIAL REPORTING DATES

The key financial reporting dates are as follows:

<b>Accounting Reference Date (i.e. financial year end):</b>	<b>30 September</b>
<b>Half-yearly Accounting Period:</b>	<b>1 October - 31 March</b>
<b>Publication of Annual and Half-yearly Reports:</b>	<b>31 January and 31 May</b>

## WHAT IF YOU HAVE A COMPLAINT?

If you wish to make a complaint about any aspect of a product, or to request a copy of our Complaints Handling Procedures, please contact:

The Compliance Officer, Courtiers Asset Management Limited, 18 Hart Street, Henley-on-Thames, Oxfordshire RG9 2AU.

If we do not resolve your complaint to your satisfaction, you may be entitled to refer it to the **Financial Ombudsman Service at Exchange Tower, London E14 9SR, United Kingdom (telephone 0800 023 4567)**. You can contact them by email at [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk). We will also remind you of these rights when we respond to your complaint.

If you have a complaint about any service that you received from your financial adviser in connection with this product (i.e. financial advice), you will need to complain to your financial adviser.

## WHAT IF WE CANNOT PAY AMOUNTS OWED TO YOU?

We are covered by the Financial Services Compensation Scheme which, in certain circumstances, can pay compensation when an authorised firm (like us) is unable to pay investors (like you).

The scheme only covers an amount equal to 100% of the first £85,000 owed to you. You can find out more information on compensation arrangements by visiting [www.fscs.org.uk](http://www.fscs.org.uk) or by writing to:

The Financial Services Compensation Scheme, 10th Floor, Beaufort House, 15 St Botolph Street, London, EC3A 7QU, United Kingdom.

## TAX OBLIGATIONS IN RELATION TO YOUR INVESTMENT

### *General Tax Considerations*

The Prospectus sets out some of the tax considerations you will need to know and consider. We advise you to read the tax section carefully before investing. It provides a general summary of the current UK tax law and HM Revenue & Customs practice relevant to your investments. It only looks at general tax aspects and not your specific facts and circumstances. Please note the Prospectus does not provide tax advice which you should seek from your tax adviser or financial adviser.

It is prudent to consider whether any income from your investment will be subject to UK income tax. If your income is above certain levels, you may be faced with a tax liability on any income. Interest distributions may have UK income tax deducted from them so you may be able to reclaim some of the tax.

Switching or selling products may be subject to capital gains tax if your gains over a tax year period are above the relevant amount that is tax-free for that year (the so-called annual exemption).

Tax laws and policies are subject to change. If you have an international connection, you may be subject to more than one tax regime. We strongly advise you to consult your professional advisers regarding your own personal tax position, particularly if you reside outside the UK.

Obligations under the Foreign Account Tax and Compliance Act (FATCA) and similar provisions.

We may require additional documentation or information from you in order to fulfil the requirements of FATCA and reserve our right to do so. You should also note that there are similar provisions which may mean that we have to request information from you and/or supply it to tax authorities either automatically or on request.

## GOVERNING LAW

The legal relationship as well as any contract concluded between you and us shall be governed by and interpreted in accordance with the laws of England & Wales. The contract(s) will be subject to the non-exclusive jurisdiction of the Courts of England & Wales.



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