

Premier funds

Supplementary Information Document

This document provides you with important information that you should read before investing in one or more funds offered by Premier Portfolio Managers Limited ('Premier') who acts as Authorised Corporate Director ('ACD'). Premier is ACD for, and this document only applies to, the following companies and their sub-funds Premier Funds, Premier Growth Funds ICVC, Premier Income Funds ICVC, Premier Liberation Fund, Premier Multi-Asset Funds, Premier Multi-Asset Fund 2 and Premier UK Money Market Fund. Premier Miton Investors is the marketing name used to describe the group of companies including Premier Fund Managers Limited and Premier Portfolio Managers Limited, which are authorised and regulated by the Financial Conduct Authority ('FCA'). This document should be read in conjunction with the up to date Key Investor Information Document ('KIID') and application form for the fund or funds that you are interested in.

More information about each fund is available in the latest version of the full Prospectus relating to that fund. This is available on our website, premiermiton.com or we can send you a copy, free of charge. If, after reading this document, you have any further questions, please consult your authorised financial adviser in the first instance, or contact us. We cannot give you any advice as to whether a particular investment is suitable for you.

What is the purpose of the ACD?

The ACD is responsible for ensuring that a fund is managed and administered in line with the relevant regulations. Premier acts as ACD for a number of Open-Ended Investment Companies (OEICs) and a unit trust.

An OEIC may offer a number of sub-funds, each of which has its own investment policy and objective. Your holding in a sub-fund is represented by 'shares' and by 'units' for a unit trust. For this document we will use 'shares' to cover both the OEICs and unit trust.

All of our funds are available for direct investment and within an Individual Savings Account (ISA). If you wish to hold your fund within an ISA, please ensure you read the ISA terms and conditions which will be attached to the ISA application form for the fund.

How do I invest?

If you are investing directly with us, please complete our Premier funds application form and return it to us at PO Box 3733, Royal Wootton Bassett, Swindon SN4 4BG or to your authorised financial adviser. We will allocate shares to you at the next available dealing point after we accept your application. The dealing point is at noon on each UK business day. The price at which you invest in the fund is determined by reference to the net asset value of the fund at the next valuation point. The share price may be subject to a dilution adjustment and further details of this can be found in the Prospectus. By signing an application form, you agree to having read the relevant KIID(s) for the share class(es) in the fund(s) that you are investing in and this Supplementary Information Document (SID).

What is a KIID?

The KIID is designed to give you the key information you need to know about a fund before making an investment decision. The KIID is a regulatory document and therefore all fund management companies, such as Premier, are obliged to make a KIID available. KIIDs follow a prescribed format to help make it easier for you to compare different

funds in the marketplace and so that there is consistency across similar funds sold within the countries in the European Union.

KIIDs are written in plain English with technical language and industry jargon kept to a minimum wherever possible, although inevitably the very nature of the investments means that there may be some terms and phrases that you may not have come across before. We have therefore included a section called 'Terms Explained' on each KIID to help you understand some of these terms. If there is any information within either this document, the KIID or Prospectus that you do not understand, it is important that you speak with your authorised financial adviser in the first instance who will be able to provide guidance.

What information is in a KIID?

All KIIDs will provide key facts about a fund, including:

Investment objective and policy summary – the full investment objective and policy are available in a fund's Prospectus.

Past performance bar charts – showing performance of a fund since its launch, year by year, for the past ten years (depending on when the fund was launched), to give you an overview of how it has performed historically. Only full calendar year performance will be shown. So, for example, if a fund was launched in June 2009, the first full year of performance displayed will be from 1 Jan 2010 to 31 Dec 2010. It is important to remember that past performance is not an indication of how a fund will perform in the future.

A risk / reward rating – the RRI (Risk & Reward Indicator) is designed to help you understand the uncertainties for both loss and growth that might affect your investment. The RRI indicator demonstrates where a fund ranks in terms of its potential risk and reward and is allocated a number between 1 and 7. The higher the rank, the greater the potential reward but the greater the risk of losing money. It is based on past data, may change over time and may not necessarily be a reliable indication of the future risk profile of the fund. The RRI data is monitored on a monthly basis



and if a fund moves outside of its original risk bracket for a period of more than 4 months, we will publish a new KIID showing the revised ranking.

Charges summary – an overview of the charges that you pay when investing into a fund and any penalties you might incur when you exit. More information about the charges that apply are available in the fund's Prospectus and the Total Costs and Charges document, which are available on our website.

Ongoing Charges Figure (OCF) – this is designed to give you a measure of what it costs to invest in a fund and helps you compare the cost of different funds. It includes the annual management charge (used to pay the investment manager, fund accountant and fund administrator) and other operating costs, such as fees paid to the trustee/depositary, auditor, custodian and regulator. More information on the OCF and other charges are detailed below.

How often will a KIID be updated?

All KIIDs must be updated once a year and no later than 35 business days after the end of a calendar year. However, if there is a significant change to a fund within the 12 months, or a fund's risk/reward rating has changed, a new KIID will be published to reflect the changes.

What are the risks of investing in a fund?

There are a number of general investment risks you need to be aware of when investing in a fund and some risks which are specific to a particular fund, which are detailed in the fund's Prospectus and KIID.

General investment risks that you should be aware of include:

- Past performance is not a guide to future returns.
- The price of shares and any income from them can go down as well as up and are not guaranteed. There is a risk of loss to your original capital.
- There is a market risk. This is the risk that the entire market of an asset class will fall, affecting the prices and values of the assets.
- Performance of a fund will be affected by the fund manager's investment choices.
- If you withdraw part of your investment or take income greater than the growth or natural income generated by your investment, there is a risk that you may get back less than you originally invested.
- There are no guarantees that a fund will achieve its objective.

Who can invest in a fund?

Anyone over the age of 18 can invest in one of our funds. Children under 18 may not hold an investment in their own name, although investments can be held on their behalf (via a "designated account").

Who cannot invest in a fund?

US persons (which include US citizens or US residents, US corporations and partnerships) are not eligible to invest in our funds.

Who is a typical investor in a fund?

A typical investor in our funds will have used the services of a financial adviser and will understand and be comfortable with the risks involved in investing in shares of a fund and the associated risks shown in the Prospectus.

What are the minimum and maximum amounts I can invest?

The minimum amount you can invest is shown on the application form and Prospectus, and may differ depending on the fund and share class you have selected. There is no maximum amount when you invest in a fund outside an ISA. Annual ISA limits are set by HM Revenue & Customs and are updated from time to time.

Can I save monthly?

Yes, you can save a monthly amount into most of our funds and details of the minimum monthly investment levels are shown in the fund's Prospectus. We request the payment by direct debit from your bank account and allocate shares to you on the first working day of each month. We will write to you to confirm the date of your first direct debit collection.

How much can I sell or withdraw from my investment?

There is a minimum amount you can sell or withdraw from your investment, together with a minimum amount you must maintain, otherwise we may close your account. We may, at our discretion, vary these minimums. The fund's Prospectus has full details of the amounts.

You can sell some, or all, of your shares on any working day between 9.00am and 5.30pm. This must be done in writing or by telephone on 0333 456 6363 for all investments. Any instruction given by telephone must subsequently be confirmed either by written instruction, signed by all shareholders, or by the completion and return of a renunciation form that will be sent to you with the contract note.

Once your shares have been sold, we will send you a contract note confirming the sale proceeds, calculated by multiplying the number of shares being sold by the applicable share price.

The sale proceeds will normally be paid directly to your bank account or a cheque will be sent to you, no later than four working days after we receive your signed instructions and any other documentation we may require. For security reasons we prefer to make payment directly into your bank account.



How do I top-up my investment?

To top-up your existing investment, you need to complete a top-up application form and return it to Premier Portfolio Managers Ltd, PO Box 3733, Royal Wootton Bassett, Swindon SN4 4BG, or to your authorised financial adviser. We will allocate shares to you at the next available dealing point, which is 12 noon, after we receive your application. For any ISA investments, you will need to complete a new ISA application form. Please ensure you have also read the latest SID and KIID for the fund you wish to top-up before completing the ISA application form. The regulations stipulate that we cannot accept any written instructions from you to top up your investment unless you have included a statement confirming you have read these documents. These documents are available on our website; premiermiton.com

What if a payment fails for any reason?

If a cheque payment made by you is returned unpaid (bounced) or your Direct Debit instruction fails, we will contact you to inform you of this. In the unlikely event of your cheque being returned unpaid or Direct Debit failing, after we have used it to buy shares in a fund and your account does not have sufficient money to cover the purchase, we will sell those shares, or exercise any right to cancel their purchase. You may be charged any reasonably incurred costs or expenses we incur in so doing. If the value we receive for selling, or cancelling, the purchase of those shares is less than the price we paid for them, we will deduct the difference from the value of your existing investment, or may contact you to request reimbursement for our reasonably incurred costs or expenses.

Can I move my investment between Premier funds and different share classes?

Yes, you may transfer to another fund, for which Premier acts as ACD, and/or share class (subject to dealing minimums). To do this, you must complete the 'Application form to switch funds and / or share classes' available from the literature pages of our website. The completed form should be sent to us at: Premier Portfolio Managers Ltd, PO Box 3733, Royal Wootton Bassett, Swindon SN4 4BG, or to your authorised financial adviser. You can either indicate the monetary amount, or the percentage of your holding that you want to transfer out of, or into, a fund or share class. We cannot accept any written instructions from you to transfer between funds or share classes unless you have included a statement confirming you have read the latest KIID and SID for the relevant fund and share class.

What do I need to send you if I change my address?

If you change your address, it is important that you let us know so that you can continue to receive important information about your investment, including your six monthly personalised investment statement and any distribution payments (where applicable). If you change your address, please send us a completed change of address form or a signed letter and either a recent (within

the last six months) original bank statement or original utility bill to confirm your new address. We cannot accept a mobile phone bill or statements printed off the internet.

What do I need to send to you to verify my bank account?

When investing with us for the first time, you will be asked in the application form to provide details of which bank or building society account you would like any income/ withdrawal payments to be made into/from. This can be in the form of either an original voided cheque, an original paying in slip or a bank statement not older than six months, either an original or a copy certified by an appropriate person (solicitor, accountant or your bank/ building society). Once we have received this information, these details will be stored on our records and used only for making future payments to you. If you want to change bank or building society account, please inform us immediately.

What charges will apply to my investment?

When you invest in one of our funds, there are various charges that may be applied. Apart from the initial charge, which we have currently waived and is therefore not applied, all Premier fund charges are taken from the value of the fund, which means the value of your investment, fund prices, performance, dividends or distributions are shown after all fund charges have been taken. There is therefore no need to make a specific payment to pay these charges. The ongoing charges are deducted from the fund each business day, so a very small portion of the annual charge is taken and is reflected in each day's published share price.

The types of charges include:

- **OCF:** This figure is the estimated annual cost for investing in a fund and is designed to provide investors with a measure of what it costs to invest in a fund over a year, including the costs related to investment management, research and fund services.

Charges included in the OCF are:

- **Annual management charge (AMC):** The charge paid to us for actively managing the fund, including ongoing monitoring of the fund's investments and deciding which investments in the fund to hold, buy or sell, as well as other business costs.
- **Other fund operational costs:** These include fees paid to various non-Premier Miton companies or organisations for services provided for the ongoing administration and operation of the fund, including fees paid to the depositary, custodian and auditors, as well as other fees related to operating the funds.
- **Underlying fund charges:** Some Premier funds are invested in different funds managed by specialist fund managers. These are the OCFs for the underlying funds and these charges are paid to the relevant underlying investment management firm.
- **Research costs:** Paid to non-Premier Miton financial firms, this is the estimated cost of external research for our Premier equity funds, which forms a significant part



of the active management process for these funds. This includes research from selected financial firms such as stockbrokers and banks, on investment markets, sector and companies.

- **Transaction Costs:** These are the costs and charges associated with buying and selling investments in a fund. The transaction costs are not included in the OCF. Charges included in the transaction costs are:
- **Broker fees:** Fees paid to firms known as brokers who act as an intermediary between the buyer and seller of certain investments, such as company shares and bonds.
- **Implicit costs:** This cost is not paid to us or any other company or organisation but is designed to represent the difference in the prevailing price of the investment when a transaction was sent for execution and the price actually paid for the investment when the transaction was actually executed. For example, if a fund manager sells an investment in the fund, this will be a negative transaction cost to the fund if the price went up between the time the trade was sent for execution and the time the trade was actually executed. This will be a positive transaction cost to the fund if the price went down and the actual execution price was lower than when the fund manager sent initial instructions to sell the investment. Also included in implicit costs is the average spread. This figure represents the average difference between the buying price and the selling price when buying or selling investments in the fund.
- **Taxes:** Buying or selling certain investments incurs a tax charge. For example, the fund pays Stamp Duty Reserve Tax of 0.5% to the UK's HM Revenue & Customs of the value of the transaction when buying shares in a UK company or shares in a foreign company with a share register in the UK.
- **Other charges:**
 - **Initial charge:** this charge is payable by you and is deducted directly from the amount you are investing. We do not currently apply or receive an initial charge when investors buy shares in Premier funds.
 - **Exit charge:** We do not apply any exit charge. This charge would apply when investors sell their shares or units.
 - **Performance fee:** We do not apply performance fees across our range of funds. This is a charge that some fund management companies apply when a fund reaches a certain performance level over a given period of time.

More information about the charges that apply is available in the fund's Prospectus.

How will charges and expenses affect my investment?

Any charges and expenses incurred by a fund will usually be charged to that fund. However, if this is not possible, they will be spread between the OEIC's other funds on a pro-rata basis.

A fund may deduct its charges and expenses from capital (i.e. from its underlying investment portfolio), from income (i.e. from the income the fund receives from its underlying investment portfolio) or a mixture of both.

Where a fund's objective is to provide income, charges and expenses will usually be deducted from capital. This may result in the income paid by the fund being higher than would otherwise have been the case and the growth in the capital may be constrained or the capital itself eroded.

Where a fund's objective is to provide growth, charges and expenses will usually be deducted from income. Whilst this may result in a higher level of growth than would otherwise have been the case, the income received may be lower or nil. If the income received by the fund is not enough to cover charges and expenses, any shortfall will be deducted from capital.

What happens to my money if it has not been invested?

We aim to invest your money within one working day of receipt of a completed application form, so it is very unlikely that there will be money that hasn't been invested. However, if that is the case, it will be held in a client money account, in accordance with the FCA rules, until we are able to invest it on your behalf. No interest will be paid on that money.

How much will any advice cost?

We are unable to provide investment advice and we would strongly recommend that investors should consult with an authorised financial adviser before investing.

Your authorised financial adviser will agree their charges with you in relation to the services they provide. We will not pay any commissions or fees to them unless permitted under the Regulations.

Fee sharing and soft commission arrangements

Our funds do not currently operate any fee sharing or soft commission agreements, which would benefit us directly. If we receive rebates from any of the funds' underlying investments, then this is paid back into the respective fund.

Will my investment pay me an income?

This will depend on whether the fund that you are invested in has an income objective. We have a range of funds that aim to pay a regular income.



What are the different share classes?

Income shares: give you the option of having any income generated from a fund paid out to you or reinvested to buy further shares in the fund.

Accumulation shares: your share of the income is retained by the fund and you do not receive any extra shares. Instead, the income is reflected in the increased price of each accumulation share.

There are also different share classes (typically labelled class A, B, C or D) available which will have varying minimum investment amounts and different fees. For example, a share class with a higher minimum investment amount will typically have a lower OCF than a share class with a lower minimum investment amount. Full details of the share classes available are published in the fund's prospectus.

How is my income calculated?

The amount of income payable is calculated by taking the total income received in the fund's accounting period and deducting any charges or expenses allocated to that income. We may also then make other adjustments after consultation with the fund's auditors. Income is paid as dividends per share. Details of the amount of income paid out are also provided in a fund's report and accounts and on a fund's factsheets. Fund factsheets are updated each month and made available on our website. They include up to date information about how a fund is invested and how it has performed.

When will my income be paid and how?

Income is generally paid to shareholders four months after the end of the fund's annual accounting period and two months after the end of the interim accounting period. For some funds, income is paid quarterly or monthly, depending on a fund's objective. The pay dates can be found on a fund's factsheets and in the Prospectus. Income is paid directly into your bank account or by cheque. For security reasons we prefer to make payment directly into your bank account.

In accordance with the FCA rules, if a distribution of income remains unclaimed for 6 years, your entitlement to the distribution is forfeited and it will be paid back into the fund.

Income distributions

The type of income distribution made by a fund depends on the types of investments it holds. Typically, bond funds pay interest distributions whilst non bond funds pay dividend distributions.

Dividend distributions

Dividend distributions count towards your Dividend Allowance. Where additional tax is payable it is your responsibility to report this to HM Revenue & Customs.

Interest distributions

Interest distributions will count towards your Personal Savings Allowance (PSA). Where your savings income exceeds the PSA, additional tax is due. Where additional tax is payable it is your responsibility to report this to HM Revenue & Customs.

What documentation will I receive once I have returned my application form?

We will send you a contract note the next working day after your deal has been placed. This will tell you the number of shares you have purchased. If applicable, we will also send you a cancellation notice.

What documentation will I receive about my fund while I am invested?

If you invest directly with us, we will send you a personalised investment statement twice a year. This provides a valuation of your investment as at 5 April and 5 October and summarises the activities on your account during the previous six months. These will be sent to you in May and November.

If your investment is not held in an ISA, we will send you a tax voucher each time your fund pays a distribution. The vouchers should be retained, as you may need to give HM Revenue & Customs details about your investment on your tax return.

How do I stop my regular savings?

If you are invested in a monthly savings plan, please write to us confirming the date you wish to stop making payments and instruct your bank or building society to cancel the direct debit instruction currently in force.

How can I keep track of my investments?

You can monitor the share class prices and your investment in a variety of ways:

- Through our online valuation service. Register via "My Account" on our website, premiermiton.com
- All our fund prices are updated daily on our website.
- Call us on 0333 456 6363 from 9.00am to 5.30pm on any working day.
- We will send you a statement, twice a year, confirming the value of your investment as at 5 April and 5 October.
- You can use our online charting tool to track the performance of a fund over the period of your choice.



What if Premier Portfolio Managers Limited cannot pay any money due to me?

You may be covered by the Financial Services Compensation Scheme (FSCS) if the company stops trading. From 1 April 2019 the FSCS can provide compensation of up to £85,000 to an investor if the company agrees that it has been at fault and cannot provide compensation itself.

Further information is available from the Financial Services Compensation Scheme at PO Box 300, Mitcheldean, GL17 1DY (telephone 0800 678 1100) or www.fscs.org.uk.

Capital Gains Tax

If you sell your holding in a fund, you may be subject to Capital Gains Tax (CGT), regardless of whether the proceeds are remitted to the UK or not. You will only be liable to CGT if your net taxable gain is greater than the annual CGT allowance, currently £12,300 (2020/2021 tax year). As soon as you realise capital gains above that amount, you will need to pay CGT. The rate of CGT depends on your level of overall income, including those capital gains. If this total is still within the basic rate band, the rate of CGT will be 10%. To the extent that the income and gains are above the basic rate band, the relevant rate is 20%.

You may wish to seek appropriate professional advice on your Capital Gains Tax position.

Data protection

The information you provide on your application form (or afterwards) will be held and processed by us as data controller for the purposes of the data protection rules.

We may hold and process your information for the administration of the service(s) you are currently applying for in a number of ways, details of which are set out in the Data Protection Notice (the "Notice") in the Premier funds application form.

- The Notice also provides details of any recipients of your data (including where it may be transferred outside the European Economic Area (EEA)), how long it may be retained and a summary of the rights you have in relation to how your data is processed, including rights of access and rectification. Where data is transferred outside the EEA we will take steps to ensure that your privacy rights are respected in accordance with applicable rules since these countries may not have as comprehensive data protection laws as countries in the EEA.
- Where an authorised financial adviser acts on your behalf, we will disclose information concerning your investment to that financial adviser.
- Other than as noted above, we will not provide any other third party with any information about you unless you have given your consent or unless we are required to do so by law.

Consumer protection in EU markets

The initial EU Markets in Financial Instruments Directive (MIFID I) came into effect across Europe in 2007, aiming to increase competition and consumer protection in investment services across member states of the European Union. There was a subsequent update with a new directive and regulations, collectively referred to as (MIFID II), which became effective in January 2018. This introduced some additional information which we are obliged to make you aware of. This is as follows:

- You will be categorised as a Retail Client. You have the right to request a different categorisation. However, you should be aware that your levels of regulatory protection would also change should this change be made.
- Deals are subject to an execution policy. You can view our execution policy on the website premiermiton.com, or we will send you a copy on request.
- Conflicts of interest can arise between us and clients, or between one client and another. We aim to ensure that should any conflicts arise, these are managed in such a way as to place your interests before our own. You can view our conflicts of interest policy on our website, premiermiton.com, or we will send you a copy on request.
- We will issue a statement of your investment twice a year. We can arrange for you to receive these quarterly, but reserve the right to make a charge for additional reports.

Money laundering & identification verification

All transactions relating to products provided by us are covered by the money laundering requirements (Proceeds of Crime Act 2002, the Money Laundering Regulations 2017 and relevant guidance notes).

This means that we are responsible for compliance with the regulations. As a result, you may be required to provide proof of identity when buying or selling shares with us.

We may also use electronic checking systems to verify your identity, including credit agencies which may keep a record of this information, although this is only to verify your identity and will not affect your credit rating. The information you provide on your original application form (or afterwards) will be held and processed by us as data controller, for the purposes of Data Protection Law.

Also, tax regulations require us to collect information about all investors' tax residencies. In certain conditions we may be obliged to share information on your account with HM Revenue & Customs. Should any information provided change in the future, please ensure you advise us promptly.



Can I change my mind?

If you have received advice from an authorised financial adviser, you may cancel your investment if you change your mind. We will send you a cancellation notice with confirmation of your investment and you have 14 days to return this to us to cancel your contract and receive a refund.

However, if the value of the fund's investment portfolio has fallen, you will not get back the full amount you invested; an amount equal to the fall in value will be deducted from the amount you originally invested. If your investment has not been paid in full, you will still have to pay us the amount of the fall.

How can I complain?

If you wish to make a complaint about any aspect of the service you receive, you can contact us in a variety of ways:

Tel: **0333 456 1122**

Email: investorservices@premiermiton.com

Write to: **The Chief Operations Officer, Premier Miton, Eastgate Court, High Street, Guildford, Surrey GU1 3DE**

A copy of our complaints procedure is available on the Premier Miton website premiermiton.com or we can send you a copy on request.

If you are dissatisfied with our response, you have the right to complain to the Financial Ombudsman Service at Exchange Tower, London E14 9SR (telephone **0800 023 4567**). Please note that making a complaint will not prejudice your right to take legal proceedings.

Law and language

Our funds and all dealing in their shares are governed by English law. All communications between you and us will be in the English language.

Authorisation

Our funds have been authorised by the Financial Conduct Authority.

Useful websites

Financial Services Compensation Scheme (FSCS):

www.fscs.org.uk

Financial Conduct Authority (FCA):

www.fca.org.uk

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