

# Copia Cash Management Fund

Product Disclosure Statement | Date of issue 24 October 2016

## About this document

This Product Disclosure Statement (PDS) is issued by Copia Investment Partners Ltd (ABN 22 092 872 056, AFSL 229316) (Copia, we, our or us), as the responsible entity (RE) of the Copia Cash Management Fund (ARSN 161 326 656, APIR OPS0010AU) (Fund).

This PDS provides a summary of significant information about the Copia Cash Management Fund together with references to additional important information about the Fund available at [copiapartners.com.au](http://copiapartners.com.au), by calling Copia on 1800 442 129 or via email at [clientservices@copiapartners.com.au](mailto:clientservices@copiapartners.com.au).

### Important information

References to additional information are highlighted with an \*. It is important you read this PDS and the additional information (which forms part of this PDS) before making a decision about the Fund.

The information in this PDS is of general information only and does not take into account your personal financial situation or needs. You should obtain financial advice tailored to your personal circumstances.

### Updated information

Information in this PDS may change. Any update to information that is not materially adverse will be provided at [copiapartners.com.au](http://copiapartners.com.au). Check the website or contact Copia or your financial adviser for any updates prior to investing. A paper copy of any update will be provided free of charge on request.

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## Contact us

Copia Investment Partners  
Level 25, 360 Collins Street  
Melbourne Vic 3000

**P** 1800 442 129 (*free call*)

**F** +61 3 9642 0066

**E** [clientservices@copiapartners.com.au](mailto:clientservices@copiapartners.com.au)

**[copiapartners.com.au](http://copiapartners.com.au)**

## 1. About Copia

Copia holds Australian Financial Services Licence (AFSL) number 229316 and is the RE of the Copia Cash Management Fund. As RE, Copia's responsibilities and obligations are governed by the Fund's constitution (constitution), the Corporations Act 2001 and general trust law.

Copia is a multi-boutique investment management group committed to giving investment managers the best opportunity to prosper, while harnessing their unique capabilities for the long-term benefit of institutional and retail investors.

Since 2000, Copia has formed partnerships with select Australian and international investment professionals to establish, grow and support successful boutique businesses, at the same time giving established managers the opportunity to access and broaden their reach within Australia's highly competitive investment market.

Today, Copia partners with several Australian and international managers, who together are entrusted to manage over \$1 billion across regions, strategies and asset classes.

For more information, visit [copiapartners.com.au](http://copiapartners.com.au).

### Investment management of the Fund

Copia has selected Mutual Limited ABN 42 010 338 324 AFSL 230347 (investment manager) to manage the assets of the Fund. To effect this appointment and ensure liquidity, Copia will place funds in the MCTDF registered scheme (MCTDF Fund) (ARSN 152 623 196), which is run by the investment manager.

Mutual Limited has consented to being named in this PDS, to statements about it being included based on information it has provided and in the form and context in which it has been included, and has not withdrawn this consent before the date of this PDS.

Copia reviews the selected investment manager(s) of the Fund and as part of this review process may remove, replace or add an investment manager. We may do this at any time and in some cases without notice.

## 2. How the Fund works

The Fund is a managed investment scheme in which amounts invested by individual investors are pooled to buy assets on behalf of all investors in the Fund. Assets are selected and managed by a professional investment management team.

The Fund is established under a constitution, which sets out your rights, as well as the powers and responsibilities of Copia. You can obtain a copy of the Fund's constitution by contacting us.

Investors are issued units which entitle them to a proportionate interest in the income and assets of the Fund. Investors do not have an entitlement to any particular asset of the Fund. The Fund's assets are valued in accordance with the Fund's constitution based on market values. Unit prices will vary as the market value of the Fund's assets rises and falls.

A unit price is calculated each business day by dividing the Fund's net asset value (NAV), less liabilities, divided by the number of units on issue. The price of the units will vary as the market value of the Fund's assets and liabilities rises or falls.

A reference in this PDS to business day means a day (other than a Saturday, Sunday or public holiday) on which banks are open for general business banking in Melbourne.

When you invest in the Fund, you will be issued a number of units calculated by reference to the applicable unit application price.

When you withdraw from the Fund, your units will be withdrawn at the applicable withdrawal price.

The most recent unit prices are available at [copiapartners.com.au](http://copiapartners.com.au).

### Investment

To invest in the Fund, complete the form at the back of this PDS titled *Copia Cash Management Fund Application Form*. See 'How to apply' for more information. You can add to your investment at any time by sending us a new application form with your investment amount or by filling in an *Additional Investment Form* which you can obtain by contacting us.

Applications can be made between 9am and 5pm on any business day. However, for unit pricing purposes, any applications we receive after 11am Melbourne time on a business day we will generally treat as though we received them on the following business day. You can make payment by bank cheque or make a personal cheque payable to: National Nominees Ltd Office Clearing Account Copia Application Account.

Cheques must clear before we issue units. Copia reserves the right to reject an application.

A copy of the *Copia Cash Management Fund Application Form* is attached to this document. Additional application forms are available at [copiapartners.com.au/how-to-invest](http://copiapartners.com.au/how-to-invest) or by calling Copia on 1800 442 129.

### Applications and withdrawals

You can make applications and withdrawals at any time, subject to the following requirements (which we may change at our discretion):

Initial investment	\$5,000
Additional investment	\$2,000
Withdrawals	\$2,000
Switches	\$2,000
Minimum account balance	\$5,000

### Withdrawals

You can withdraw all or part of your investment by completing a *Withdrawal Request Form* and returning it to us via post, fax or mail. Contact us for a form.

We must receive withdrawal requests by 11am Melbourne time for same-day processing. If we receive a withdrawal request after 11am,

we will generally treat it as being received on the following business day.

The proceeds from your withdrawal will generally be paid to your nominated bank account within five business days after we have accepted the request given normal operating conditions.

### Suspension of applications and withdrawals

In certain emergency situations that impact the effective and efficient operation of a market for an asset in the Fund or in circumstances where we otherwise consider it to be in investors' interests, we may suspend processing all applications or withdrawals for the Fund in accordance with the Fund's constitution. This means there may be times when you are unable to:

- invest additional amounts into the Fund, and
- withdraw from the Fund within the usual period of five business days from when we accept a withdrawal request.

Where Copia considers it desirable for the protection of the Fund or in the best interests of investors, Copia may suspend the withdrawal of units in the Fund for the duration of an event or circumstance, where the pricing of the underlying assets of the Fund is not possible.

### Income distribution

An income distribution comprises an investor's share of net income earned by the Fund. Income is accrued daily and distributed to unitholders at the end of each quarter. Income distributions are usually paid within five business days after the end of each quarter and in any event within 30 days after the end of the relevant distribution period.

We may pay distributions via a non-negotiable cheque, deposit them directly into a bank account or reinvest as additional units. Units issued on reinvestment of a distribution are issued at the unit price at the start of business on the first business day of the new distribution period.

We ask unitholders to nominate their preferred method of distribution on the *Application Form*. If you do not make a choice, we will automatically reinvest any distributions on your behalf into the Fund.

**Important notice:** Unitholders who participate in these additional investment arrangements should keep a copy of the current PDS and any information that updates that PDS for future reference.

### Platform investors

If you are investing through a master trust, wrap account or other investor-directed portfolio-type service (collectively referred to as a 'platform'), then it is important to understand that generally it is the platform that becomes the investor in the Fund, not you. It follows that the platform has the rights of an investor and we recognise it alone can exercise them. If you invest through a platform, you may also be subject to different conditions from those outlined in this PDS (such as procedures for making investments and withdrawals, cooling-off periods, cut-off times for transacting and additional fees and costs). Copia is not responsible for the operation of any platform.

If you invest through a platform, in addition to reading this PDS, you should read the document that explains the platform service.

## 3. Benefits of investing in the Fund

The Copia Cash Management Fund is an actively managed portfolio of term deposits and Negotiable Certificates of Deposits (NCDs) on offer by the major Australian banks, as well as cash.

Investing in the Fund offers you a range of benefits including:

- access to a professionally managed portfolio providing regular income
- diversification: the Fund will be diversified across a range of deposit issuers and maturities
- access and liquidity: the proceeds from your withdrawal will generally be paid to your nominated bank account within five business days after we have accepted the request given normal operating conditions
- no contribution or withdrawal fees
- regular investment statements and an annual tax statement to keep you up to date on your investment
- a dedicated customer service team to answer your queries and provide updates about the Fund and your investment, and
- online access to up-to-date information about your investment.

## 4. Risks of managed investment schemes

All investments carry risk. Different strategies may carry different levels of risk depending on the assets that make up the strategy. Assets with the highest long-term returns may also carry the highest level of short-term risk.

The significant risks of investing in the Fund are:

**Market risk:** the risk of decline across a whole asset class (e.g. the share market) due to economic factors, technological change, political or geopolitical events, changing legal conditions or changing market sentiment.

**Security-specific risk:** the risk associated with an individual asset. The value of fixed-interest securities can be affected by specific events such as changes in the perceived or actual creditworthiness of a particular issuer.

**Interest-rate risk:** the risk that changes in interest rates can have a negative impact directly or indirectly on investment value or returns. For example, if rates rise, a company's borrowing costs can increase, causing its profits to decline.

**Credit risk:** the risk of loss arising from the failure of a borrower to repay its debt or meet its financial obligations. It arises primarily from investments in fixed-interest securities, mortgage securities and from certain derivatives.

It is important for you to carefully consider the risks of investing in the Fund and to understand that:

- the value of investments will vary over time
- the level of returns will vary and future returns may differ from past returns

- returns are not guaranteed and you may lose some, or all, of your capital
- laws affecting registered managed investment schemes may change in the future, and
- the level of risk for each investor will vary depending on a range of factors including:
  - age
  - investment time frames
  - where other parts of your wealth is invested, and
  - your risk tolerance.

### Transfers and switching

You can also transfer your units in the Fund to another person or switch from the Fund to other funds operated by Copia. Contact Copia on 1800 442 129 for more information and to obtain the relevant forms.

Copia does not charge a fee for switching between funds. However, you may incur a cost in switching between funds through the buy/sell spread process (see 'Buy/sell spread' explanation).

## 5. How we invest your money

Fund name and description	<p>The Copia Cash Management Fund is an actively managed portfolio of the best term deposits offered by the major Australian banks, with small cash and NCDs holdings to provide the Fund liquidity.</p> <p>The Fund capitalises on the increasing competition and changed market dynamics for term deposit business for Australia's major banks.</p>			
Investment return objective	The Fund aims to provide a return that exceeds the Bloomberg AusBond Bank Bill Index.			
Investment strategy	<p>The Fund aims to capitalise on the increasing competition and changed market dynamics with the term deposit business for Australia's major banks.</p> <p>The Fund will invest in term deposits with a range of maturities to a maximum of 365 days.</p>			
Asset classes	Term deposits, NCDs and cash			
Strategic asset allocations	Authorised investments	Target minimum	Target maximum	Target
	Cash	0%	100%	0 - 20%
	Term Deposits	0%	100%	0 - 80%
	NCDs	0%	100%	0 - 20%
	MCTDF Fund	0%	100%	0 - 100%
	<p>The current range and target range may change at the RE's discretion. The MCTDF Fund replicates the current authorised investments. A copy of the current MCTDF Fund PDS is available upon request.</p> <p>With each of these (in aggregate with their subsidiaries), the single counterparty exposure guideline is a maximum of 40% of the Fund assets. The Fund may also invest in at-call deposits (cash) and NCDs to provide liquidity.</p> <p>The Fund invests in term deposits with a range of maturities to a maximum of 365 days. The Fund may hold cash and NCDs which in normal market conditions will compromise less than 20% of the Fund.</p>			
Authorised investments	<p>Fund investments will be a diversified mix (by issuer and duration) of term deposits, NCDs and cash with the following organisations:</p> <ul style="list-style-type: none"> <li>• ANZ</li> <li>• Bank West</li> <li>• CBA</li> <li>• NAB</li> <li>• St George (operating as Bank of Melbourne in Victoria)</li> <li>• Westpac</li> </ul>			
Investment time frame	Short term			
Risk level	Very low risk of losing money in any year.			
Other investment considerations	Labour standards and environmental, social and ethical considerations are not directly taken into account when making investment decisions for the Fund.			
Information	For the most up-to-date information on the investment strategy, performance and unit prices, visit <a href="http://copiapartners.com.au">copiapartners.com.au</a> .			

## 6. Fees and costs

### Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns.

For example, total annual fees and costs of 2% of your fund balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs.

You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the Fund or your financial adviser.

### To find out more

If you would like to find out more or see the impact of the fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website [moneysmart.gov.au](http://moneysmart.gov.au) has a managed investment fee calculator to help you review different fee options. The calculator can also be used to calculate the effect of fees and costs on your investment.

The following table shows the fees and costs you may be charged when you invest in the Fund. Fees and costs may be deducted directly from your money, from the returns on your investment or from the Fund's assets as a whole. You can use the fees and costs information below to compare costs between different managed investment schemes.

TYPE OF FEE OR COST	AMOUNT
<b>Fees when your money moves in or out of the Fund</b>	
Establishment fee	Nil
Contribution fee	Nil
Withdrawal fee	Nil
Termination fee	Nil
<b>Management costs*</b>	
The fees and costs for managing your investment	Management fee - 0.50% p.a. (including GST net of RITC)

\* The management costs are quoted inclusive of Goods and Services Tax (GST) and net of any Reduced Input Tax Credits (RITC) at the prescribed rate.

### Management costs

Management costs are the total fees and costs incurred in managing the Fund, including management fees, administration expenses and

other expense recoveries that are not charged directly to unitholders.

Copia is entitled to be reimbursed from the Fund for any deposits, costs associated with any capital raising or asset acquisition and our estimated costs and expenses incurred in relation to the proper performance of duties. Copia may also charge for any management duties it performs (e.g. accounting, registry) at prevailing market rates. These expenses will be charged to the Fund as and when they are incurred. If Copia becomes liable to pay GST in respect of any matter arising in respect of the Fund, then Copia is also entitled to be paid or reimbursed that amount of GST from the Fund's assets. However, where available, the Fund will claim input tax credits for the GST incurred.

The management costs are based on the latest available information at the date of this PDS. The management costs may increase or decrease over time depending on the fees of the manager, administrative expenses or other expense recoveries.

### Fee changes

Fees and costs are calculated and payable in accordance with the Fund constitution. Any changes made will be subject to unitholder approval. The fees and costs are not subject to any index arrangement.

This table gives example of how the fees and costs of the Fund can affect your investment over a one-year period.

EXAMPLE		Balance of \$50,000 with a contribution of \$5,000 during the year
Contribution fees	Nil	For every \$5,000 you put in, you will be charged \$0.
<b>PLUS</b> Management costs	0.50%	<b>And</b> , for every \$50,000 you have in the Fund you will be charged \$250 each year.
<b>EQUALS</b> Cost of Fund	0.50%	If you had an investment of \$50,000 at the beginning of the year and you put in an additional \$5,000 during that year, you would be charged fees from: \$250 to \$275.  <i>What it costs you will depend on the investment option you choose and the fees (if any) you negotiate with your fund or financial adviser.</i>

### Differential fee arrangements

From time to time, Copia may negotiate fees that differ from the fees stated above with certain wholesale clients (as defined in the Corporations Act). Such negotiations are on a case-by-case basis and only for wholesale clients who invest in the Fund. Any such arrangement will be entered into in accordance with the requirements of the Corporations Act. Copia does not negotiate fees with retail investors.

## 7. How managed investment schemes are taxed

Investing in a managed investment scheme is likely to have tax consequences and we advise you to seek professional tax advice. In summary, when investing in the Fund, you should note:

- managed investment schemes do not pay tax on behalf of unitholders
- net income and realised net capital gains generated by the Fund are typically fully distributed to unitholders who are in turn assessed for tax on their share of the distribution based on their individual circumstances
- the Fund will pass through the unitholder's share of any imputation or tax credits received during the year, and
- unitholders may be liable for tax on capital gains realised on the sale of units in the Fund, either by withdrawal, switch or transfer.

Please note this is only a brief summary of the taxation information and only relates to Australian residents. You should not rely on this summary.

## 8. How to apply

To start your investment, complete the *Application Form* attached with this PDS (application forms are available at [copiapartners.com.au/how-to-invest](http://copiapartners.com.au/how-to-invest) or on request from Copia) and send your application money to us in accordance with the

instructions contained in the *Application Form*.

Please note, as part of the application process we are required by law to verify your identity before accepting your application. We are unable to process incomplete applications. If we do not receive all of the information and documents required (Anti-Money Laundering information essential) we will hold your investment amount until all information has been received.

### Cooling-off period

If you are a 'retail client' (as defined in the Corporations Act), you have a 14-day 'cooling-off' period after making an application for units in the Fund during which time you may cancel your investment by notifying Copia in writing or electronically. This cooling-off period will commence from the earlier of:

- your receipt of confirmation of your investment, or
- the end of the fifth day after the issue of units.

If a unitholder cancels their investment during this period, the amount repaid to them is adjusted to allow for market movements, reasonable administration and transaction costs and any relevant taxes or duties. Investments pursuant to a distribution reinvestment plan are not subject to the cooling-off provisions. Indirect unitholders should contact their master trust or wrap account operator about any right to cooling off.

### Complaints procedure

Copia has a complaints resolution procedure and is a member of the Financial Ombudsman Service Limited (FOS) (ABN 67 131 124 448).

If you have a complaint about the investment service provided to you, or for financial loss resulting from a breach of duty or ethics by Copia, you should take the following steps:

- contact Copia on +61 3 9602 3199, or
- put your complaint in writing and send it to:

#### Copia Investment Partners

PO Box 572, Collins Street West  
Melbourne Vic 8007

All complaints will be considered and dealt with within 30 days of receipt. Unitholders will receive a written reply explaining Copia's decision. If you are not satisfied with the handling of your complaint or your complaint is not dealt with within 30 days, all unitholders have direct access to FOS for any complaint they have in respect of the Fund. There is no cost to a unitholder in making an application or complaint to FOS. FOS can be contacted:

- in writing at GPO Box 3, Melbourne Vic 3001
- by telephone on 1300 780 808
- by fax on +61 3 9621 2291, or
- online at [fos.org.au](http://fos.org.au)

### FATCA and US investors

The Foreign Account Tax and Compliance Act (FATCA) is an anti-tax evasion regime enacted by the United States government to identify US taxpayers using offshore accounts. In June 2014, the Australian government passed legislation giving effect to Australia's commitment to FATCA. From 1 July 2014, there is a requirement to ask investors whether they are US citizens or US residents and to provide information on those who answer 'yes' to the Australian Taxation Office.

# Copia Cash Management Fund

## Section 1: Investor type

Are you an existing investor with Copia?

Yes  No  (Go to Section 2)

If **yes**, please provide investor number

*Note: For existing investors, please complete Sections 1, 3B, 3C and 4.*

*If your details have changed, please complete Section 3A of the Application Form.*

## Section 2: Applicant details

Please indicate who is making the investment

Investor type	Go to
<input type="checkbox"/> Individual/Joint section	2A
<input type="checkbox"/> Company section	2B
<input type="checkbox"/> Trust/Superannuation fund with individual trustee sections	2A and 2C
<input type="checkbox"/> Trust/Superannuation fund with corporate trustee sections	2B and 2C

*If you do not fall into any of the above categories, contact Copia Investment Partners on 1800 442 129.*

Section 2A: Individual/Joint investors/Individual trustee

Individual/Joint applicant 1

Title Mr  Mrs  Miss  Ms  Other  DOB  /  /

Surname

Given names

Are you an Australian tax resident? Yes  No  TFN/ABN or exemption (for Australian residents)

Residential address

City, suburb or town  State  Postcode

*Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).*

US citizens or US residents Are you a US citizen? Yes  No  Are you a US resident? Yes  No

Individual/Joint applicant 2

Title Mr  Mrs  Miss  Ms  Other  DOB  /  /

Surname

Given names

Are you an Australian tax resident? Yes  No  TFN/ABN or exemption (for Australian residents)

Residential address

City, suburb or town  State  Postcode

*Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).*

US citizens or US residents Are you a US citizen? Yes  No  Are you a US resident? Yes  No

Individual/Joint applicant 3

Title Mr  Mrs  Miss  Ms  Other  DOB  /  /

Surname

Given names

Are you an Australian tax resident? Yes  No  TFN/ABN or exemption (for Australian residents)

Residential address

City, suburb or town  State  Postcode

*Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).*

US citizens or US residents Are you a US citizen? Yes  No  Are you a US resident? Yes  No

Section 2B: Company/Corporate trustee

Full company name

ACN or ABN (if any)  Tax File Number

Without your TFN, or exemption, withholding tax will be deducted from your distributions at the highest marginal rate (plus Medicare + Budget Repair Levy).

Country of residence (not required for individual trustee or partner)

Persons receiving the PDS within Australia, but being a non-resident for tax purposes, should state their country of residence for tax purposes.

Are you investing in the capacity of a trustee? Yes  No

Registered address

Nature of business

Is the company registered by ASIC as a proprietary company or public company?

Proprietary company (Please complete the following)

Names of each director

The name and address of each beneficial owner who owns through one or more shareholdings more than 25% of the issued capital of the company (Complete Section 2A and tick this box). **Required** - certified copies of either driver's licence or passport of each shareholder with 25% or more.

Public company

Account designation if desired (eg. <Portfolio #1> or <Kids Education Account>)

Section 2C: Trust/Superannuation fund

Full name of trust/superannuation fund

TFN or ABN (if any)

Please indicate type of trust

Category A: Registered managed investment scheme ARSN

Category B: Regulated trust (e.g. self-managed superannuation fund) ABN

Registration/licensing details

Category C: Other trust type Trust description (e.g. family, unit, charitable)

Complete if the trust falls under Category C

Do the terms of the trust identify the beneficiaries by reference to membership of a class? Yes  No

If yes, please provide details of membership class(es) (e.g. unitholders, family members of named person, charitable purposes)

If no, please provide full names of all of the trust beneficiaries below:

If there are more than four beneficiaries, please write their full names on a separate page and attach to this Application Form.

Beneficiary 1

Beneficiary 2

Beneficiary 3

Beneficiary 4

Section 3: General details

Section 3A: Investor contact details

Adviser details not accepted. Joint applicants will be assumed to be joint tenants unless otherwise specified.

Title Mr  Mrs  Miss  Ms  Other  DOB  /  /

Surname

Given names

Postal address (c/ - if applicable)

Suburb  State  Postcode

Country

Telephone (business hours) (  )  (after hours) (  )

Mobile  Facsimile (  )

Email

Preferred method of correspondence Email  Post  Email and post

Section 3B: Investment details

Please note the minimum investment amount is \$5,000.

Copia Cash Management Fund \$

Allocation of distributors (please mark one box) Reinvest  Direct bank deposit (complete Section 3C)   
I/We want to apply the above amount to units at the prevailing issue price.

Please indicate how payment will be made Electronic Funds Transfer  Cheques (see below)   
Application monies can be received electronically into the following account as cleared funds.

Bank/Institution NAB BSB number 083 - 043 Account number 574393448  
A/C name National Nominees Ltd Office Clearing Account Copia Application Account  
Please include investor number or surname as narration.  
Please make cheques payable to: National Nominees Ltd Office Clearing Account Copia Application Account  
Please include investor name and address on the back of the cheque.  
Please send cheque to: Copia Investment Partners, PO Box 572, Collins Street West, Melbourne Vic 8007

Section 3C: Bank account details for distributions and withdrawals

Distribution and withdrawal (if applicable) payments are required to be paid into this bank account.  
Distributions will be automatically reinvested unless otherwise nominated above.

Details of bank or other Australian financial institution

Bank/Institution

Address

BSB number  -  Account number

A/C name

**Section 4: Declaration and signatures**

**I/We acknowledge and declare that:**

1. I/We agree to be bound by the constitution dated 21 November 2012 (as amended from time to time) for the Copia Cash Management Fund.
2. I/We acknowledge that I/we have carefully read the Product Disclosure Statement dated 24 October 2016 in its entirety.
3. I/We acknowledge that investment in the Fund is subject to investment risk, including possible delays in repayment and loss of income or capital invested.
4. I/We acknowledge that Copia does not guarantee the performance of the Fund, nor any particular rate or return for the Fund, nor repayment of capital from the Fund.
5. I/We acknowledge that application monies will be held in a non-interest bearing account until applied to the Fund or returned to me/us.
6. I/We authorise that Copia can provide information on the status of my/our investment to my/our nominated financial adviser as set out in appointment of authorised nominee on page 12.
7. I/We hereby also agree to be bound by the terms and conditions of the additional investment arrangement as set out in the Product Disclosure Statement issued by Copia.

**AML/CTF terms and conditions**

8. Copia Investment Partners Ltd as RE is required to comply with the AML/CTF Laws and I/we undertake to provide them with such additional information or documentation as may be requested of me/us, from time to time, to ensure compliance with such requirements.
9. By making this application and holding units in the Fund I/we acknowledge that I/we am/are not aware and have no reason to suspect that:
  - the money used to fund my/our investments in the Fund is derived from or related to money laundering, terrorism financing or similar activities, and
  - proceeds of my/our investment in the Fund will fund illegal activities.

**Signature of Applicant 1**  Date  /  /

**Print full name**

**Signature of Applicant 2**  Date  /  /

**Print full name**

**Signature of Applicant 3**  Date  /  /

**Print full name**

**Please tick if applicable:**  I am a sole director and company secretary of the company

**For non-sole director company holdings**

- Any one director to sign (please tick this box if any one director whose signature appears above is able to operate the investment account and bind the company for future transactions, including additional investments and withdrawals), or
- Two directors to sign (please tick this box if the signatures of both directors as shown above are required to be able to operate the investment account and bind the company for future transactions, including additional investments and withdrawals), or
- Director and company secretary to sign (please tick this box if one director and the company secretary whose signatures appear above, are able to operate the investment account and bind the company for future transactions, including additional investments and withdrawals).

**For joint account holdings**

- Any one to sign (please tick this box if any one investor is to be able to operate the investment account and bind the other investor for future transactions, including additional investments and withdrawals), or
- Any two to sign (please tick this box if any two investors are to be able to operate the investment account and bind the other investor for future transactions, including additional investments and withdrawals), or
- All three to sign

*If no selection is made, 'any one to sign' will be applicable.*

**Section 5: Appointment representatives (optional)**

**Section 5A: Appointment of authorised nominee**

Please only complete this section if you want to appoint an authorised nominee to act on your behalf on the terms set out below. An authorised nominee must be at least 18 years of age.

I/We appoint

Title Mr  Mrs  Miss  Ms  Other

Surname

Given names

Signature

My/Our authorised nominee can do the following things in respect of my/our investment in the Copia Cash Management Fund:

- change my/our account details relating to my/our investments in the Fund
- obtain details of my/our investments in the Fund
- issue investment and/or withdrawal instructions on my/our behalf relating to my/our investments in the Fund, and
- issue instructions as to how my/our investment distributions are to be paid.

Investor 1: Select one box Individual  Non-corporate trustee  Director  Sole director

Signature  Date / /

Print full name

Investor 2: Select one box Joint investor  Non-corporate trustee  Director

Signature  Date / /

Print full name

**Section 5B: Appointment of adviser**

Please only complete this section if you want to appoint an adviser to obtain details of your investments in the Fund.

I/We appoint

Adviser name

Adviser group

Adviser address

ABN

Adviser stamp

Investor 1: Select one box Individual  Non-corporate trustee  Director  Sole director

Signature  Date / /

Print full name

Investor 2: Select one box Joint investor  Non-corporate trustee  Director

Signature  Date / /

Print full name

## Section 6: Identification documents

The following information and documents are required under the Anti-Money Laundering & Counter Terrorism Financing Act. We will not be able to process your application if the following information or documents are not provided. Also, we will not be able to honour a withdrawal request or pay out a distribution amount to you until you have complied with these requirements.

If you are an existing investor with Copia, you are not required to provide us with the information below. If you are a new investor, please complete the section relevant to you as indicated below.

All documents must be certified. For a list of acceptable certifiers go to Section 7.

Investor type	Go to
<input type="checkbox"/> Individual/Joint	Section 6A
<input type="checkbox"/> Company	Section 6B
<input type="checkbox"/> Corporate trustee	Section 6C
<input type="checkbox"/> Trust/Superannuation fund	Section 6D
<input type="checkbox"/> Are you a foreign registered or unregistered company? If so, please contact Copia Investment Partners to discuss verification requirements.	

### Section 6A: Individual/Joint investors/Individual trustee

Provide an originally certified copy of one of the following documents along with your completed *Application Form*:

- Passport
- Driver's licence

If you are unable to provide a certified copy of one of these documents, please indicate below. We will then contact you to discuss alternative documents that may be provided.

- I am unable to provide a copy of a document listed above. Please contact me to arrange for alternative documents to be provided.

### Section 6B: Company

Provide us with an originally certified copy of the following:

- Certificate of registration or incorporation issued by ASIC
- Passport or driver's licence of shareholder/beneficiary

### Section 6C: Corporate trustee/Director

Provide us with an originally certified copy of the following:

- Company registration
- Passport or driver's licence of shareholder/beneficiary

### Section 6D: Trust/Superannuation fund

If you are investing on behalf of a trust, provide the following:

- Originally certified copy of your trust deed (including all amending deeds).  
(The deed(s) may be provided to Copia Investment Partners within 30 days of completing the *Application Form*.)
- Originally certified copy of passport or driver's licence of trustees

## Section 7: Certifying documents

Documents may only be certified by the following types of persons:

1. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
2. a judge of a court
3. a magistrate
4. a chief executive officer of a Commonwealth court
5. a registrar or deputy registrar of a court
6. a Justice of the Peace
7. a notary public (for the purpose of the Statutory Declaration Regulations 1993)
8. a police officer
9. an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
10. a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
11. an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
12. an officer with two or more continuous years of service with one or more finance companies (for the purpose of the Statutory Declaration Regulations 1993)
13. a finance company officer with two or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
14. an officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having two or more continuous years of service with one or more licensees, or
15. a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

Please send completed form to

**Copia Investment Partners**

PO Box 572, Collins St West, Melbourne Vic 8007

P 1800 442 129 | F +61 3 9642 0066 | E [clientservices@copiapartners.com.au](mailto:clientservices@copiapartners.com.au)