



# DDH MANAGED FUNDS

## ADDITIONAL INFORMATION GUIDE

**DDH**  
**GRAHAM**  
LIMITED

Issue Date: 25 May 2020

This Guide is issued by DDH Graham Limited ABN 28 010 639 219, AFSL 226319, the responsible entity of the DDH Cash Fund, DDH Fixed Interest Fund, GCI Australian Capital Stable Fund, DDH Preferred Income Fund, DDH Australian Shares Fund, Selector Australian Equities Fund, DDH Conservative Growth Fund, DDH Balanced Growth Fund and DDH Aggressive Growth Fund.

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The information provided in this Guide is general only and does not take into account your objectives, financial situation or needs. Before acting on this information, you should therefore consider whether the information is appropriate for your own objectives, financial situation and needs. You may also wish to consider obtaining financial advice that is tailored to your personal circumstances from a licensed financial adviser.

An investment in any of the Funds is not a deposit with or other liability of the Responsible Entity or the relevant Investment Manager (refer to relevant PDS). Investing in the Funds is not without risk (refer to section 4 of the relevant PDS), including possible delays in redemption and loss of income and capital invested. Neither DDH nor any of DDH's related entities, directors or officers guarantees the repayment of capital or the performance of the Funds. Similarly, none of the relevant fund investment managers nor any of their related entities, directors or officers guarantees the repayment of capital or the performance of the Funds.

Members of DDH and any members of the investment managers may invest in the Funds.

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## HOW THE FUNDS WORK

### CONFIRMATION OF TRANSACTIONS

#### Direct Investors

You can request confirmation of your previous transactions and any other additional information about your investments in the following convenient ways:

- Contact Fund Services on 1800 226 174 between 9.00am and 5.00pm (AEST) weekdays and have your query answered over the phone or request written confirmation of the transactions to be sent to you
- Email us at [investments@ddhgraham.com.au](mailto:investments@ddhgraham.com.au)

#### Indirect Investors

Information about your investment in the Funds will be provided by your Service Operator. Enquiries regarding your investment should be directed to your Service Operator.

### UNIT PRICING

#### Unit prices

The value of a unit is determined by dividing the net asset value for that class of units (total assets for the class less total liabilities for the class) by the number of units on issue for that class. Units are usually valued daily, except on public holidays or if the market or Fund is closed for a particular reason. The value of units will change from time to time as the market value of the assets for a class of unit rises or falls. The price you pay when contributing to a Fund (buying units) or receive when withdrawing from a Fund (selling units) is calculated as follows:

- Buy price = net asset value per unit plus the buy spread cost
- Sell price = net asset value per unit minus the sell spread cost

The buy/sell spread cost for a Fund is DDH's reasonable estimate of the transaction costs that the Fund may incur to buy and sell assets when investing contributions and funding withdrawals. The buy/sell spread costs are paid to the Fund to meet these expenses and are not received by DDH.

A copy of DDH's unit pricing policy, including details of any discretions that we may exercise in various circumstances, can be obtained free of charge by contacting us. For information on unit prices visit [www.ddhgraham.com.au](http://www.ddhgraham.com.au) or contact Fund Services on 1800 226 174.

#### Impact of significant market events

DDH does not price the units where markets are closed due to public holidays, when markets are closed in relevant countries, or where there are other factors preventing the accurate calculation of unit prices. Generally, applications, withdrawals, switches, and transfers for the affected Fund/s, which are received on these days or after the cut-off time on the previous day, will be processed as if they had been received on the next business day following the affected dates.

Changes to the cut-off times will be published on the website at [www.ddhgraham.com.au](http://www.ddhgraham.com.au). You should check the website if you are contemplating a transaction.

#### Impact of income distributions

Investors who buy units in a Fund before a distribution date should be aware that the price will include income accumulated in the Fund since the last income distribution was made. This income will subsequently be distributed and will form part of an investor's taxable income. After a distribution the Fund's unit price may drop to reflect the distribution paid. This would similarly affect investors who sell units in a Fund before a distribution date. That is, the withdrawal price will include income accumulated in the Fund since the last income distribution was made, and will affect any gains realised by investors on the sale of units in a Fund.

#### Impact of end of financial year

Unit prices, transaction confirmations, and the payment of withdrawal proceeds will be delayed in the first twenty business days of July each year due to end of financial year activities for the Funds.

### APPLICATIONS

#### Applying for units

Application requests must be received by the prescribed time – 12:00pm (AEST), on a business day, except where otherwise determined by DDH – to be processed at the purchase price to be applied for that day.

The unit price applicable for that day will not be known until the next business day. Units are issued at the purchase price calculated at the next valuation point after acceptance of your application.

All applications received after the prescribed time will be processed at the next applicable purchase price as if they had been received on the next business day.

For initial and additional applications sent by post or delivered to the DDH office, the application form and cheque must be received by the prescribed time. For additional applications sent by facsimile, the application form and bank confirmation stating funds have been credited to DDH's bank account must be received by the prescribed time to be processed at the purchase price for that day.

#### New investor – initial investment

Minimum initial investments for each Fund are detailed in section 2 "How the Fund works" of the relevant Fund PDS. DDH, at its discretion, may accept other application amounts.

Unless otherwise agreed, an application for units in the Funds must be made by completing the DDH Managed Funds Application Form and funded using:

- cheque; or
- direct credit.

#### Existing investor – additional investments

If you are an existing DDH investor, and wish to add to a Fund in which you have already invested, or invest in a new Fund, you can expand your portfolio by:

- cheque; or
- direct credit.

Additional investments made by direct credit or cheque must be accompanied by an Additional Application for Investment Form. You can access Additional Application for Investment Forms by visiting [www.ddhgraham.com.au](http://www.ddhgraham.com.au) or contacting Fund Services on 1800 226 174.

**NOTE: The PDS for a Fund may be replaced or updated from time to time. Investors will receive a link to the updated documents via email. A copy of the most up-to-date PDS will be sent free of charge upon request. Alternatively you can download a copy.**

### PAYMENT METHODS

#### Direct credit

#### New investor – initial investment

If you are a new investor you may make your initial investment by direct credit by completing a DDH Managed Funds Application Form, and indicating on the form that you would like to make your initial investment by direct credit.

DDH will forward you instructions on how to make your payment, including the BSB and account number for the Funds' applications bank account and how you are to notify us when your transfer is made.

## Existing investor – additional investments

If you are an existing investor you can add to your investment or make an investment into an alternate Fund via direct credit. To make a payment you need to complete an Additional Application for Investment Form and forward your investment to the Funds' applications bank account via direct credit.

You can obtain the banking details for DDH by contacting Fund Services on 1800 226 174.

## Cheque

### New investor – initial investment

If you are a new investor you may make your initial investment via cheque by completing DDH Managed Funds Application Form accompanying the PDS and returning it to us with your cheque attached.

Cheques should be made payable to **DDH Graham Limited Application Account**.

### Existing investor – additional investments

If you are an existing investor you can add to your investment or make an investment into an alternate Fund by sending us a cheque with an Additional Application for Investment Form.

Cheques should be made payable to **DDH Graham Limited Application Account**.

## REGULAR SAVINGS PLAN (RSP)

You can choose to invest on a regular basis using the RSP offered by the Funds. The RSP can be commenced at any time, subject to the minimum investment requirements which are in place at the time.

You can start with a minimum initial investment of \$500 in any Fund and then make regular monthly investments from a minimum of \$100 per Fund. Your regular investments will be debited automatically around the 21st of the month from an account with an Australian bank/financial institution which accepts direct debits.

If you are a new investor and wish to commence a RSP, you should complete the relevant sections of the investment application form supplied with this PDS when you make your initial investment. If you are an existing investor you should complete a Regular Savings Plan form and return it to us. A copy of this form is available on the website at [www.ddhgraham.com.au](http://www.ddhgraham.com.au). Additional copies can be obtained by contacting Fund Services on 1800 226 174.

After commencing your RSP, you can alter the amount, or the Fund into which your regular investments are made (subject to minimum balance and transaction requirements) or you can cease them at any time by notifying us in writing or by completing a RSP form.

There are no additional fees or charges if you invest via the RSP. Our fees (described in Section 6 of the PDS) apply to investments made under the RSP.

Before commencing your RSP, you should read the Direct Debit Request Service Agreement included in the Regular Savings Plan-Direct Debit Request Form. Any investment you make via the RSP is made in terms of the PDS current at that time. You should keep this PDS for your reference as it contains the current terms and conditions of the RSP.

## WITHDRAWALS

### Withdrawal requests

Withdrawal requests must be received by the prescribed time – 12:00pm (AEST) on a business day, except where otherwise determined by DDH – to be processed at the withdrawal price to be applied for that day.

The unit price applicable for that day will not be known until

the next business day. Units are withdrawn at the withdrawal price calculated at the next valuation point after receipt of your withdrawal request.

Withdrawals received **after** the prescribed time will be processed at the next applicable withdrawal price as if they had been received on the next business day.

Withdrawal proceeds will be paid by electronic funds transfer (EFT) into your nominated Australian bank account.

Withdrawal requests will normally be paid by us within ten business days from the date we determine to accept your request. However the Fund constitutions allow a maximum of 30 days to process and pay a withdrawal request, except for the Selector Australian Equities Fund constitution which allows for a maximum of 14 days to process and pay a withdrawal request and the GCI Australian Capital Stable Fund constitution which allows for a maximum of 21 days to process and pay a withdrawal request. The payment of withdrawal proceeds may be delayed in the first twenty business days of July each year due to end of financial year activities for the Funds.

Withdrawals can be suspended in exceptional circumstances, subject to the constitutions of the Funds. Further, if the Fund ceases to be a liquid scheme as defined by the Corporations Act, withdrawals from the Fund will only be possible if we make a withdrawal offer in accordance with the Corporations Act.

On withdrawal of units DDH may deduct from any amount to be paid to an investor, any amount due by the investor to DDH. Withdrawing units may give rise to tax consequences and it is recommended that you check the tax implications with your tax adviser before withdrawing.

## SWITCHING BETWEEN DDH MANAGED FUNDS

You may request that DDH switch all or part of your investment between Funds. This operates as a withdrawal of units from the existing Fund and an investment into units of the new Fund.

If you switch into another Fund, you will need to obtain the PDS for the Fund into which you are switching, complete a Switch Form, and meet the minimum initial investment requirement for that Fund.

Switching requests must be received by the prescribed time – 12:00pm (AEST) on a business day except where otherwise determined by DDH – to be processed at the applicable withdrawal and purchase prices to be applied for that day.

The unit price applicable for that day will not be known until the next business day. When you request a switch, we will withdraw your existing units in the Fund at the next available withdrawal price and will use the proceeds to buy units in the new Fund at the applicable purchase price. The normal buy/sell spread cost will apply to switch transactions.

Switching requests received after the prescribed time will be processed at the applicable withdrawal and purchase price as if they had been received on the next business day.

A switch may give rise to tax consequences and it is recommended that you check the tax implications with your tax adviser before switching.

**NOTE: The PDS for a Fund may be replaced or updated from time to time. A copy of the most up-to-date PDS will be sent free of charge upon request. Alternatively you can download a copy by visiting [www.ddhgraham.com.au](http://www.ddhgraham.com.au) or request a copy from Fund Services on 1800 226 174.**

## TRANSFERS

DDH may allow you to transfer units of a Fund to another person in Australia, as long as the value of the units transferred meets the minimum account balance requirements and only if your remaining units in the Fund meets the minimum account balance requirements or if you would have no units in the Fund after the



transfer (unless we determine otherwise).

Transfers must be received by the prescribed time – 12:00pm (AEST) on a business day except where otherwise determined by DDH – to be processed on that day.

Transfers received after the prescribed time will be processed as if they had been received on the next business day.

Transferring units may give rise to tax consequences and it is recommended that you check the tax implications with your tax adviser before transferring. DDH reserves the right to decline to register a transfer of units.

## OTHER INFORMATION ABOUT TRANSACTIONS

### Transacting with us

Standard forms are used for transactions such as making additional applications, withdrawals, switches, transfers, or changing account details. Investors (other than indirect investors) should use DDH standard forms when issuing DDH with transaction instructions – otherwise we may not process your instructions.

You can download DDH's standard forms at [www.ddhgraham.com.au](http://www.ddhgraham.com.au) or contact Fund Services on 1800 226 174 to find out more about how to transact with DDH.

### Facsimile instructions

If you are advising DDH via facsimile in respect of instructions (including applications, withdrawals, switches, and transfer requests) it is important to be aware that DDH:

- a. will only process your facsimile instruction if it is received in full and has been signed by authorised signatories;
- b. is not responsible for any loss or delay that results from a facsimile transmission not being received by DDH;
- c. will not accept a facsimile receipt confirmation from the sender's facsimile machine as evidence of receipt of the facsimile;
- d. does not take responsibility for any fraudulently or incorrectly completed facsimile instructions; and
- e. will not compensate you for any losses relating to facsimiles, unless required by law. For example, you bear the risk that a facsimile may be sent by someone who knows your account details.

Please note that initial applications **must** be sent via post or delivered to the DDH office, as facsimile copies will not be processed.

In the event of fraud you agree to release, discharge and indemnify DDH from and against all actions, claims, demands, expenses and liabilities (however they arise) suffered by you or suffered by or brought against DDH, concerning the facsimile instructions, to the extent permitted by law.

## ADDITIONAL EXPLANATION OF FEES AND COSTS

### MANAGEMENT COSTS

Management costs include management fees paid to DDH under the Fund constitution, investment management fees, expense recoveries and abnormal operating expenses (if applicable) and indirect costs. Management costs are deducted from the assets of the Fund and not charged directly to your account. They do not include contribution fees, transaction costs or additional service fees.

#### Management fees

Management fees are the fees payable under the constitution to DDH for the management of the Fund. Management fees are calculated on the net assets of the Fund and are payable monthly in arrears from the assets of the Fund. From this fee, DDH pays ordinary expense recoveries.

Where applicable to a respective Fund, investment management fees may also be payable out of the assets of the Fund or by DDH from its management fees and such fees are also included in the management fees amount.

Where fees are paid to an investment manager who is also the trustee or investment manager of an Underlying Fund in which the Fund invests, no fees are payable by the Underlying Fund to the investment manager in relation to the Fund's investment. However, other costs and expenses will be payable on the Fund's investment in the Underlying Fund.

#### Expense recoveries

In addition to receiving a management fee, we are entitled to be reimbursed for expenses and costs incurred in the proper management of the Fund (expense recoveries). The expense recoveries represent the operating expenses incurred in the operation of the Fund. The Fund constitution allows all properly incurred expenses to be recovered from the Fund and does not place any limit on the amount or types of expenses that can be recovered. These expenses include:

- fees and costs of the audit of the Fund and the compliance plan;
- statutory charges including taxes, government fees and levies;
- registry charges, accounting fees, legal fees, printing of annual reports, postage and handling, Compliance Committee costs, expert and consultant fees;
- all other costs, disbursements and outgoings incurred in connection with the management and administration of the assets and performance of the duties and functions of the responsible entity under the constitution; and
- all costs and expenses we incur in relation to the preparation, due diligence, printing, promotion and distribution of this PDS and any costs incurred in amending or replacing any the constitution or compliance plan or any other aspect of the Fund.

Except for the Selector Australian Equities Fund (SAEF), the normal expenses which a Fund incurs will be paid from DDH's management fee while the respective PDSs are current and are therefore effectively capped. Any such expenses in excess of the cap will be borne by DDH from its own resources, on the basis that DDH has the right to be reimbursed for them at a later time, provided that the cap will not be exceeded at the time of reimbursement. DDH may withdraw or replace this PDS at any time. For SAEF, such expenses are paid by the Fund, that is a cost borne by the investor.

Abnormal operating expenses are not normally incurred in the day-to-day operation of the Fund and are not necessarily incurred in any given year. They may include costs associated with holding unitholder meetings, changing the Fund constitution or defending or pursuing legal proceedings. Extraordinary expense recoveries are not included in the cap on expenses described in this section

and are not included in the management costs set out in the tables above. If the cap on expenses is exceeded because of the payment of extraordinary expenses, you will be notified.

### Indirect costs

Where applicable to a respective Fund, an investment in the Fund may be affected by indirect costs which are reflected in the net asset values of the underlying investments held by the Fund. Indirect costs comprise fees and costs which a Fund may incur on its investing in another managed investment scheme or other investment vehicle.

Indirect Costs disclosed in the respective PDSs is an estimate based on the amounts incurred in the period disclosed in the respective PDS and is expressed as a percentage of the net asset value of the Fund. At the beginning of each financial year DDH will review the fee and update if necessary.

## MANAGEMENT FEE MAXIMUMS

Under the constitution for each Fund (with the exception of GCI Australian Capital Stable Fund), the Responsible Entity is entitled to be paid the following maximum fees (including GST if applicable):

**Contribution fee:** up to 5% of the Application Money.

**Withdrawal fee:** up to 5% of the redemption price of each Unit withdrawn.

**Management fee:** up to 5% per annum of the value of the assets of the Fund.

The GCI Australian Capital Stable Fund constitution provides for a maximum management fee of 3.3% per annum of the value of the assets of the Fund and does not contain a contribution fee or withdrawal fee.

Each constitution provides that we may accept lower fees than those to which we are entitled or to defer payment for any period.

If we intend to alter the fees we are charging we will give unitholders a written notice at least 30 days prior to the alteration of the fee.

## FEE CHANGES

We may waive or defer our entitlement to any fees and costs without giving you any notice. The Fund's constitution also allows us to deduct expenses and charge additional and higher fees as outlined above under 'Management Fee Maximums'. We reserve the right to change fees and costs up to the maximums without your consent. At least 30-days prior notice will be given to unitholders (or your Service Operator) before any fee increase or the introduction of a new fee takes effect.

## DIFFERENTIAL FEES

We may also negotiate and agree to different fees as permitted by the Corporations Act and ASIC policy. For example, we may agree to a reduced management fee for certain investors who qualify as Wholesale Clients, including, where relevant, the Service Operator.

## PAYMENTS TO YOUR SERVICE OPERATOR

If you are an indirect investor, your Service Operator may also charge you a fee which will be described in the offer document the Service Operator gives you.

In addition, we may make product access payments to your Service Operator for offering the Fund on its investment menu. These payments are not an additional cost to you and are paid from the management fee we receive. We may also rebate up to 100% of the management fee to your Service Operator so that the management fee we receive is less than the amount charged to the Fund.

Details of the payments will be set out in the documents you receive from your Service Operator.

## FINANCIAL ADVISER PAYMENTS

If an investor authorises and directs us to by completing the "Adviser Remuneration" section of the Application Form, we will pay an upfront adviser service fee of up to 3.3% of the investor's application amount to the adviser who introduced the investor to the Fund and whose details appear on the Application Form. The upfront adviser service fee, up to 3.3% of the investor's application amount, is negotiated by the investor with their financial adviser.

Where applicable, we will deduct the upfront adviser service fee from the investor's application amount and pay it to the investor's adviser at the time units are issued to the investor. The balance of the investor's application amount will be invested in the Fund.

For example, if an investor's application amount is \$50,000 and the investor directs us on their Application Form to pay an upfront adviser service fee of 3.3% of their application amount to the investor's adviser, we will deduct \$1,650 from the application amount and pay it the investor's adviser and the remaining \$48,350 will be invested in the Fund and the investor will be issued units.

Further, if you instruct us to do so, we can arrange for your adviser to receive an ongoing adviser service fee in addition to the upfront adviser service fee. This remunerates the adviser for ongoing advice and service.

Investors can direct us to pay this fee by completing the "Adviser Remuneration" section of the Application Form. The fee must be a percentage of the value of the investor's holding in the Fund at the end of each quarter, calculated and accrued daily and is capped at a maximum of 2.2% per annum. Ongoing adviser fees are paid to an adviser quarterly by redeeming a sufficient number of an investor's Units to cover the fee including GST. These redemptions generally occur within 15 business days after quarter end.

For example, if you have a \$50,000 investment in the Fund and have instructed us to pay an ongoing adviser service fee of 2.2% per annum, at the end of that quarter we would redeem \$275 of your investment and pay that amount to your adviser on your behalf.

Details of all amounts that are paid to an adviser and any GST impact are included on the investor's quarterly statement. If an investor wishes to change or cancel the ongoing adviser service fee, they must advise us in writing.

The upfront adviser service fee and ongoing adviser service fee may be tax deductible however investors should seek their own professional tax advice with regard to eligibility.

The upfront adviser service fee and ongoing adviser service fee are payable to your adviser and we are not paid any fees for facilitating payment of these fees.

An investor can also authorise their adviser to pay all or part of any upfront adviser service fee and ongoing adviser service to investor's personal representative, being the individual who advises the investor and who is an authorised representative or a representative of their adviser.

## FEES AND OTHER COSTS

The following table shows the fees and costs you may be charged for investing in the Fund. The fees and costs may be deducted from your account balance or deducted from the returns on your investment or from assets of the Fund as a whole. This information can be used to compare costs between different simple managed investment schemes.

Unless otherwise stated, all fees and costs include GST less any reduced input tax credits. Taxes are set out in Section 7 of the PDS.

You should read all the information about fees and costs because it is important to understand their impact on your investment.

Type of fee or cost	Amount	How and when paid
<b>Fees when your money moves in or out of the Fund</b>		
<b>Establishment fee</b>	Nil	
The fee to open your investment		
<b>Contribution fee</b>	Nil	
The fee on each amount contributed to your investment		
<b>Withdrawal fee</b>	Nil	
The fee on each amount you take out of your investment		
<b>Exit fee</b>	Nil	
The fee to close your investment		
<b>Management Costs</b>		
The fees and costs for managing your investment.#	<b>DDH Fixed Interest Fund</b>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p> <p>Administration product fees are generally paid by the Underlying Fund from its assets as and when incurred.</p> <p>Refer to 'Indirect costs' in 'Additional explanation of fees and costs'.</p>
	<b>DDH Cash Fund</b>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p>

<b>DDH Balanced Growth Fund</b>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p> <p>Administration product fees are generally paid by the Underlying Fund from its assets as and when incurred.</p> <p>Refer to 'Indirect costs' in 'Additional explanation of fees and costs'.</p>
<b>DDH Conservative Growth Fund</b>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p> <p>Administration product fees are generally paid by the Underlying Fund from its assets as and when incurred.</p> <p>Refer to 'Indirect costs' in 'Additional explanation of fees and costs'.</p>
<b>DDH Aggressive Growth Fund</b>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p> <p>Administration product fees are generally paid by the Underlying Fund from its assets as and when incurred.</p> <p>Refer to 'Indirect costs' in 'Additional explanation of fees and costs'.</p>

## ADDITIONAL INFORMATION ABOUT TAX

### DISTRIBUTIONS

We intend to distribute the Fund's net income to investors so that the Fund will not incur a liability for income tax.

The Fund's distributions may include different components (such as interest income, dividend income (franked and unfranked), imputation credits, net realised capital gains, other Australian income, foreign income, foreign tax offsets, tax-free amounts, tax-deferred amounts and return of capital amounts), each of which has different tax implications for you. In addition to the distributions, you may also be assessed on any capital gains made when you withdraw or transfer units in the Fund. In these circumstances, a capital gain arises when the withdrawal price exceeds your tax cost base. Depending on your individual circumstances, you may be entitled to a capital gains tax discount of up to 50%.

The components of your distribution will be disclosed on your end of financial year tax statement. If you are an indirect investor, your end of financial year tax statement will be provided by your Service Operator.

The tax implications will depend on your individual circumstances.

To find out more, speak with your tax adviser. It is important that you seek professional advice before investing or making any changes to your current investment.

### GOODS AND SERVICES TAX (GST)

Investments in and transfers and withdrawals from the Fund will not give rise to you being liable for GST. Further, the distributions you receive from the Fund are not subject to GST.

The fees and costs paid in respect of acquisitions made by the Fund (such as the management fee) are generally subject to GST. Where an acquisition is subject to GST, the Fund may be entitled to claim an RITC at the applicable rate. This means that the effective cost of an acquisition made by the Fund will be net of any applicable RITC.

### NO TAX ADVICE

This tax summary is not tax advice. It is provided by us as a general statement relating to high level Australian tax implications for an investor in the Fund. It does not address all tax consequences of an investment in the Fund, or investments by the Fund. Investors should seek their own independent advice as to how an investment in the Fund might affect their personal tax position.

We are not licensed under the Australian tax agent services regime and cannot provide tax advice to investors. This section is intended to be a general guide only and is not intended to be definitive advice, nor relied upon as such. As the taxation outcomes will depend on individual investors' personal circumstances, it is recommended that you consult with your taxation adviser in relation to how these outcomes may apply to you.

## OTHER INFORMATION

### COMPLIANCE PLAN

Each Fund has a formal compliance plan that sets out the procedures we must follow to ensure that we comply with the Fund's constitution and the Corporations Act. The compliance plan must be independently audited annually.

### PRIVACY

Privacy laws regulate, among other matters, the way organisations collect, use, disclose, keep secure and give people access to their personal information.

<p><b>DDH Australian Shares Fund</b></p> <p>Management fees 1.31% per annum of the net asset value of the Fund reducing to 0.91% for amounts greater than \$200,000.</p> <p>Indirect costs (QIC administration product fees charged to the Underlying Fund).</p> <p>Estimated to be 0.19% per annum of the net asset value of the Fund.</p>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p> <p>Administration product fees are generally paid by the Underlying Fund from its assets as and when incurred.</p> <p>Refer to 'Indirect costs' in 'Additional explanation of fees and costs'.</p>
<p><b>DDH Preferred Income Fund</b></p> <p>Management fees 0.82% per annum of the net asset value of the Fund.</p>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p>
<p><b>GCI Australian Capital Stable Fund</b></p> <p>Management fees 0.40% per annum of the net asset value of the Fund.</p>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p>
<p><b>Selector Australian Equities Fund</b></p> <p>Management fees 1.41% per annum of the net asset value of the Fund.</p> <p>Expense recoveries estimated to be 0.10% per annum of the net asset value of the Fund.</p>	<p>Calculated daily and payable monthly in arrears and deducted from the Fund.</p> <p>Expense recoveries are generally paid by the Fund from its assets as and when incurred.</p> <p>Refer to 'Management fees' in 'Additional explanation of fees and costs'.</p>
<p>Service fees*</p>	
<p><b>Switching fee</b></p> <p>The fee for changing investment options</p>	<p>Nil Nil</p>
<p># For Wholesale Clients, we may individually negotiate a rebate of part of the management fee. Other than provided for in ASIC relief, we are not permitted to negotiate fee arrangements with other investors.</p> <p>*If you apply through a licensed financial adviser you may instruct us to pay adviser service fees to your adviser on your behalf. Refer to 'Financial adviser payments' in the 'Additional explanation of fees and costs' section below for further details. You may be able to negotiate such fees with them.</p>	



## Direct investors

DDH is committed to respecting the privacy of your personal information. DDH's privacy policy states how DDH manages personal information. DDH collects personal information in the Application Form, and may collect additional personal information in the course of managing your investment in order to provide this product to you and to establish and manage your investment in a Fund.

If you do not provide the information requested in the Application Form, DDH will not be able to process or accept your application.

We may routinely disclose your information to:

- organisations performing administration or compliance functions in relation to our business
- organisations maintaining our information technology systems
- authorised financial institutions
- organisations providing services such as mailing, printing or data verification
- a person who acts on your behalf (such as your financial adviser or your agent)
- our solicitors, valuers and insurers
- lenders who provide lending facilities to you.

We may also disclose your personal information in circumstances where we are required to do so by law. However, we are not likely to disclose your personal information overseas.

There are disclosure obligations to third parties for client identification purposes under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*.

You may access the personal information we hold about you, subject to permitted exceptions and subject to us still holding that information, by contacting us at:

### **DDH Graham Limited - Privacy Officer**

GPO Box 330  
Brisbane QLD 4001

Phone: 1800 226 174

Fax: 07 3210 6986

Email: [privacy@ddhgraham.com.au](mailto:privacy@ddhgraham.com.au)

If any of your personal information is incorrect or has changed, please let us know by contacting Fund Services.

To obtain a copy of DDH's privacy policy or to access or update your personal information, visit [www.ddhgraham.com.au](http://www.ddhgraham.com.au) or contact Fund Services on 1800 226 174 or write to GPO Box 330, Brisbane QLD 4001.

## Indirect investors

We do not normally receive or collect any of your personal information from your Service Operator. You should contact your Service Operator for details on the collection, use and storage of your personal information by them.

If we do receive personal information about you from your Service Operator, we will deal with that information in accordance with our privacy policy, which is available at [www.ddhgraham.com.au](http://www.ddhgraham.com.au) or by contacting Fund Services on 1800 226 174.

## DDH'S LIABILITY

Subject to the Corporations Act, DDH is not liable to investors for any losses in any way relating to a Fund, except to the extent to which the loss is caused by our fraud, negligence or breach of trust or by our failure to properly perform our duties. Our liability is limited to our ability to be indemnified out of the assets of a Fund.

## ANTI-MONEY LAUNDERING AND COUNTER-TERRORISM FINANCING ACT OBLIGATIONS

DDH is bound by laws about the prevention of money laundering and the financing of terrorism, in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Laws).

In order to comply with our obligations under the AML/CTF Act, we may need to collect identification information and documentation from you, your estate or anyone acting on your behalf. We may also decide to delay or refuse any request or withdrawal of units, if we are concerned that the request or transaction may breach any obligation of, or cause us to commit or participate in an offence under any anti-money laundering and counter-terrorism financing law, and we will not incur any liability in doing so.

## INTERESTS OF DDH AND ITS DIRECTORS

Our company and its directors may hold units in each of the Funds. Such transactions are conducted on the same terms and conditions as for other investors.

Each Fund may invest in other products for which we act as responsible entity, manager or agent.

The Funds may invest in the money market products managed and administered by our Money Market division as agent for various APRA regulated Approved Deposit-taking Institutions (ADI). The ADI pays us a commission by way of a management fee in relation to the money market product. This does not affect the amount of any return payable to the Funds. As the total cost which the ADI pays to us in respect of funds deposited fluctuates with movements in the wholesale money market, it is impractical to disclose it in this Guide.



## **MORE INFORMATION**

For more information please refer to the DDH Managed Funds Additional Information Guide available from [www.ddhgraham.com.au](http://www.ddhgraham.com.au).

Alternatively please phone Fund Services on 1800 226 174 between 9:00am and 5:00pm (AEST), Monday to Friday, or email [investments@ddhgraham.com.au](mailto:investments@ddhgraham.com.au).