

# OC Premium Small Companies Fund

## PRODUCT DISCLOSURE STATEMENT DATED 26 AUGUST 2015

This Product Disclosure Statement (PDS or Statement) is issued by Copia Investment Partners Ltd (ABN 22 092 872 056, AFSL 229316) ('Copia', 'we' or 'our'), as the responsible entity (RE) of the OC Premium Small Companies Fund (ARSN 098 644 976, APIR OPS0002AU) ('the Fund').

### CONTENTS

1. ABOUT COPIA
2. HOW THE FUND WORKS
3. BENEFITS OF INVESTING IN THE FUND
4. RISKS OF MANAGED INVESTMENT SCHEMES
5. HOW WE INVEST YOUR MONEY
6. FEES AND COSTS
7. HOW MANAGED INVESTMENT SCHEMES ARE TAXED
8. HOW TO APPLY

### 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 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 material will be provided at [ocfunds.com.au](http://ocfunds.com.au). Please 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.

**This PDS provides a summary of significant information about the OC Premium Small Companies Fund together with references to additional important information about the Fund which is available at [ocfunds.com.au](http://ocfunds.com.au) or by calling Copia.**

### Contact us

**Mail** Level 25, 360 Collins Street  
Melbourne Vic 3000

**Phone** 1800 442 129 (free call)  
8.30am to 5.30pm  
(Melbourne time)

**Fax** (+613) 9642 0066

**Email** [mail@ocfunds.com.au](mailto:mail@ocfunds.com.au)

**Website** [ocfunds.com.au](http://ocfunds.com.au)

## 1. About Copia

Copia Investment Partners Ltd ABN 22 092 872 056 is the responsible entity of the Fund. As the RE, Copia is responsible for the operations of the Fund and services such as compliance, administration and distribution support. Copia is an independent firm wholly owned by its staff and directors. Currently, Copia's partners collectively manage funds across a range of investment styles, asset classes and geographies for institutional and retail clients.

Copia firmly believes in the boutique funds management model and has specifically developed its capabilities to provide partners with access to the service and support structures they require to focus solely on managing client portfolios and generating strong investment returns.

Copia has appointed OC Funds Management Pty Ltd as the investment manager of the Fund.

### Investment manager

OC Funds Management Pty Ltd ABN 29 3777 531 171 ('OC') is a boutique small-cap specialist which was founded by its investment staff and non-executive directors. The Fund is managed by a highly experienced and well-resourced team, led by Robert Frost, with risk management embedded in each stage of the investment process.

## 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 (\*refer to the website at [ocfunds.copiapartners.com.au/investment-team](http://ocfunds.copiapartners.com.au/investment-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 free copy of the constitution by contacting us.

Investors are issued with 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) by the number of units on issue. An allowance for transaction costs incurred in buying and selling Fund assets may be added to, or subtracted from, the Fund's unit prices to determine an application price and a withdrawal price. The difference between the application price and the withdrawal price is known as the buy/sell spread (see 'Fees and costs' for more information).

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 redeemed at the applicable withdrawal price.

The most recent unit prices are available at [ocfunds.copiapartners.com.au/fund/price-history/tid/7](http://ocfunds.copiapartners.com.au/fund/price-history/tid/7)

### Investment

To invest in the Fund you will need to complete the *OC Premium Small Companies Fund Application Form*. Please see section 8, '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.

Applications can be made between 9.00am and 5.00pm on any business day. However, for unit pricing purposes, any applications received after 2.00pm Melbourne time on a business day will generally be treated as being received on the following business day. Payment can be made by bank cheque or personal cheque made payable to National Nominees Ltd Office Clearing Account OC Application Account. Cheques must be cleared before units are issued. Copia reserves the right to reject an application.

A copy of the *OC Premium Small Companies Fund Application Form* is attached to this document. Additional application forms are available from our website at [ocfunds.copiapartners.com.au/how-to-invest](http://ocfunds.copiapartners.com.au/how-to-invest).

### Applications and withdrawals

You can make applications and withdrawals at any time, subject to the following requirements (which Copia may change at its discretion).

<b>Initial investment</b>	\$20,000
<b>Additional investment</b>	\$5,000
<b>Withdrawals</b>	\$5,000
<b>Switches</b>	\$5,000
<b>Minimum account balance</b>	\$20,000

Copia is entitled to retain any interest earned on the application money before it is paid into the Fund.

### Withdrawal

You can withdraw all or part of your investment by completing a *Redemption Request Form* and returning it to us via post, fax or mail. Forms are available on the website or by contacting us.

All withdrawal requests must be received by 2.00pm Melbourne time for processing that day. Any withdrawal request received after that time will generally be treated as being received on the following business day.

Withdrawal proceeds are usually paid within five business days of receiving the withdrawal request and are paid by direct credit to your nominated bank account.

The RE may suspend withdrawals for a period of 60 days from the day on which units would have been withdrawn.

Where the RE considers it desirable for the protection of the Fund or in the best interests of investors, the RE may suspend withdrawals 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

The Fund may earn income such as dividends and interest, as well as net realised capital gains on the sale of underlying assets. Fund income is distributed every year.

Net income and realised capital gains generated by the Fund are normally distributed to investors half-yearly, usually within two months following the end of 31 December and 30 June. The Fund's unit price will generally fall following the end of a distribution period reflecting the amount of income and capital gains paid out to investors by the Fund.

The distribution amount will vary between distribution periods due to market conditions and investment performance, and is not guaranteed.

Subject to the terms of the Fund constitution, there may be times when a distribution is not made by the Fund and times when a 'special' distribution is paid outside of usual distribution periods. Distributions must be made to investors of the Fund pro-rata to the proportion each investor holds in the total number of units on issue in the Fund. Distributions may be paid via a non-negotiable cheque, deposited directly into a bank account, or reinvested in 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.

Investors are requested to nominate their preferred method of distribution on the *Application Form*. If no choice is made, any distributions will be automatically reinvested on behalf of the investor into the Fund. Any franking credits or foreign tax credits generated during the period will be distributed with the 30 June payments.

## 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 operator of that service or custodian of that service that becomes the investor in the Fund, not you. It follows that they have the rights of an investor and we recognise that they 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 through which you invest. In addition to reading this PDS, you should read the document that explains the platform service.

## 3. Benefits of investing in the Fund

### Significant benefits

- Focus on high quality businesses, favouring companies with:
  - strong management
  - a simple and transparent business model
  - a sustainable competitive advantage
  - favourable operational risk characteristics, and
  - attractive valuation metrics based on our proven financial analysis and valuation techniques.
- Access to our highly experienced investment team focussed on generating strong returns.
- A proven bottom-up approach to active investment management where the research effort is internally driven and focussed on company visits and industry analysis.
- An emphasis on risk management where we screen out complex or speculative businesses from our investment process.
- Flexible cash weightings of up to 20%.
- Strong alignment of interests with clients. The managers are owners of the business and investors in the Fund, providing strong investment performance incentive.
- A limit on the total amount of funds under management to avoid compromising investment performance by lack of transactional flexibility.

### Fund performance

The Fund performance is available on our website  
[ocfunds.copiapartners.com.au/fund/index/ft/7#](http://ocfunds.copiapartners.com.au/fund/index/ft/7#)

## 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 summarised as follows:

**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.

**Investment selection risk:** the risk that the specific investments we choose for the Fund will not perform as well as others. Some factors that may affect the value of a security are specific company earnings, management changes, competitor behaviour, economic conditions, liquidity, investor sentiment, currency and commodity price movements, government policy and global events.

**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.

**Liquidity risk:** the risk securities that are not actively traded may not be readily convertible to cash without some loss of capital.

The Fund is not suited to investors who seek a short-term investment, are averse to unit price volatility, or those who are unable to sustain a loss of investment capital.

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 vary from past returns
- returns are not guaranteed, and investors may lose some of their money
- laws affecting registered managed investment schemes may change in the future, and
- the level of risk for each person will vary depending on a range of factors including:
  - age
  - investment time frames
  - where other parts of the investor's wealth are invested, and
  - the investor's risk tolerance.

## 5. How we invest your money

The Fund offers one investment option. The following table provides an overview of the Fund's return objective and investment strategy in respect of that option. You should consider the likely investment return and risk of the Fund and your investment time frame when deciding whether to invest in the Fund. The investment option will not change during the life of this PDS.

<b>Fund description</b>	<p>The OC Premium Small Companies Fund is a long-only benchmark-unaware fund with a target investment universe of ASX-listed securities, outside the S&amp;P/ASX 100 Index.</p> <p>The objective of the Fund is to provide investors with strong long-term returns through investment in high quality small-to-medium-sized companies with sustainable business models and attractive investment fundamentals.</p>
<b>Investment return objective</b>	<p>The Fund aims to provide a total return (after fees and expenses) in excess of the S&amp;P/ASX Small Ordinaries Accumulation Index of 3-5% per annum over a rolling five-year period.</p>

**Investment strategy**  
The Fund's investment universe includes all companies listed or about to be listed on the Australian Securities Exchange ('ASX') regardless of their size or business sector. Despite the broad investment universe, we focus on smaller businesses (ex ASX 100) believing they are easier to understand, simpler to value and more accessible to research. We look to invest in simple businesses we can understand, with a history of profits and dividends, and that offer a predictable future earnings stream that we are able to value. Access to key management and earnings transparency is critical.

Cash isn't allocated strategically, rather it is a result of the investment process, with the cash balances simply being the residual after the investments have been purchased or sold.

**Strategic asset allocation**  
The Fund typically invests within the following guidelines:

- Australian listed securities 80% – 100%
- Cash 0% – 20%

While our equity investments are predominantly in smaller companies, from time to time we may invest in stocks within the S&P/ASX 100 Index as long as we feel they are consistent with our investment strategy.

**Investment time frame**  
Five-year plus investment period. Please note, this is a guide only, not a recommendation.

**Risk level**  
High – The likelihood of your investment going down in the short term is relatively high compared to investments in funds investing in other types of assets such as fixed interest or cash. See section 4 'Risks of managed investment schemes'.

**Other investment considerations**  
Labour standards and environmental, social and ethical considerations are 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 please refer to the website [ocfunds.com.au](http://ocfunds.com.au).

### 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. Forms can be obtained by contacting Copia on 1800 442 129 (free call).

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

## 6. Fees and costs

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<sup>1</sup></b>	
The fees and costs for managing your investment	<ul style="list-style-type: none"> <li>• Management fee – 1.20% p.a. (including GST net of RITC)</li> <li>• Performance fee of 20.5% (including GST net of RITC) of the amount the Fund outperforms its benchmark provided specific conditions are met (see 'Performance fee' for more information).</li> </ul>

<sup>1</sup> 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 investors. The management costs are included in the Fund's unit price.

The RE 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. The RE 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 the RE becomes liable to pay GST in respect of any matter arising in respect of the Fund, then the RE 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. The fee is reflected in the Fund's unit price (i.e. it is not directly deducted from your investment amount).

### 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.

### Transaction costs and buy/sell spread

The buy/sell spread is a type of transaction cost that may include brokerage, transaction costs, stamp duty and other government taxes or charges. The purpose of the buy/sell spread is to ensure that only those Investors transacting in the units at a particular time bear the Fund's costs of buying and selling the Fund's assets as a consequence of their transaction.

The buy/sell spread for the Fund is stated as a percentage of the NAV of the Fund and is the difference between the application price and the redemption price. It reflects an estimate of the transaction costs expected to be incurred in buying and selling the Fund's assets as a result of investments and withdrawals made by investors. This estimate may take into account factors such as, but not limited to, historical transaction costs and anticipated levels of investments and redemptions.

The current buy/sell spread of the Fund is +0.30%/–0.30%, however, a different buy/sell spread may apply if the estimate changes.

The RE has discretion to waive or reduce the transaction costs on investments or redemptions to the extent permitted by the Corporations Act. The RE will provide notification to investors of any changes to buy/sell spread transaction costs on the website.

### Performance fee

A performance fee of 20.5% is payable annually on any excess performance (after deducting the management fee) above the benchmark S&P/ASX Small Ordinaries Accumulation Index to 30 June.

A performance fee is only payable where the Fund has returned 5% or more since the last performance fee was paid. Where the Fund has returned less than 5%, any accrued performance fee will not be paid but carried forward. Performance fees are accrued by the Fund daily and reflected in the unit price calculated each business day.

When the Fund return is negative, it is still possible to outperform the benchmark and generate a positive performance fee. However, a performance fee will not be paid where the Fund return is less than 5%. Instead, a performance fee will be carried forward as an accrual reflected in the unit price calculated each business day and will not be paid until the Fund returns 5% or more. Any underperformance since the last performance fee was earned is required to be recovered plus 5% before a performance fee is payable.

### Performance fee example

**Scenario 1** – Assuming an investment of \$50,000, a Fund return of 10% (after deducting the management fee) since the last performance fee was paid, and a benchmark return of 7%, the performance fee is equal to 20.5% of the excess performance, calculated as follows:

$$20.5\% \times (10\% - 7\%) \times \$50,000 = \text{performance fee of } \$307.50$$

In this case the performance fee will be payable, as the Fund performance was greater than 5% since the last fee was paid.

**Scenario 2** – Assuming an investment of \$50,000, a Fund return of 4% (after deducting the management fee) since the last performance fee was paid and a benchmark return of -1%, the performance fee is equal to 20.5% of the excess performance, calculated as follows:

$$20.5\% \times (4\% - (-1\%)) \times \$50,000 = \text{performance fee of } \$512.50$$

In this case the performance fee will not be payable, as the Fund performance was less than 5% since the last fee was paid. The dollar amount would be carried forward into the calculation of any subsequent performance fee, until the Fund return was 5% or above at 30 June in a subsequent year. Should the Fund underperform the market before the fee becomes payable, the accrued fee will be written back to the Fund until the accrued amount is zero.

### Fee changes

Fees and costs can change at any time in accordance with the Fund's constitution. If fees and charges payable to the RE increase, the RE will give investors not less than 30 days' notice before the change occurs.

Other costs such as the buy/sell spread may change at any time without prior notice to you. Expense recoveries may be different to those estimated in this PDS.

This table gives an 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	1.20%	And, for every \$50,000 you have in the Fund you will be charged \$600 each year.
<b>EQUALS</b> Cost of Fund	1.20%	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: \$600 to \$660*.
<p><b>What it costs you will depend on the fees (if any) you negotiate with your fund or financial adviser.</b></p>		

\* Additional fees may apply. Where annual performance exceeds the hurdle rate (S&P/ASX Small Ordinaries Accumulation Index) a performance fee will be payable. For more information, see explanation of performance fees.

## 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, investors should note that:

- managed investment schemes do not pay tax on behalf of investors
- net income and realised net capital gains generated by the Fund are typically fully distributed to investors who are in turn assessed for tax on their share of the distribution based on their individual circumstances
- the Fund will pass through the investors' share of any imputation or tax credits received during the year, and
- investors 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 simply complete the *OC Premium Small Companies Fund Application Form* attached to this PDS (application forms are available at [ocfunds.copiapartners.com.au/how-to-invest](http://ocfunds.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 (AML/CTF information essential<sup>1</sup>), we will hold your investment amount until all information has been received.

### Cooling-off period

Investors who are 'retail clients' (as defined in the Corporations Act) have a 14-day 'cooling-off' period after making an application for units in the Fund during which time they may cancel their investment by notifying the RE in writing or electronically. This cooling-off period will commence from the earlier of the:

- investor's receipt of confirmation of their investment, and
- end of the fifth day after the issue of units to the investor.

If an investor 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 investors should contact the operator of their platforms about any right to cooling off.

<sup>1</sup> The AML/CTF Laws refer to the obligations arising under the (Cth) Anti Money Laundering and Counter-Terrorism Financing Act 2006.

### Complaints procedure

The RE 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, you should take the following steps:

- contact Copia on 1800 442 129 (free call), or
- put your complaint in writing and send it to:

Copia Investment Partners Ltd  
 PO Box 572, Collins Street West  
 Melbourne Vic 8007

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

- in writing at GPO Box 3, Melbourne Vic 3001
- by telephone on 1300 780 808
- by fax on (+613) 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 commitments to FATCA. From 1 July 2014, the RE is required to ask investors whether they are US citizens or US residents and provide information on those who answer 'yes' to the Australian Taxation Office.

### For more information

Please contact Copia on:

- **1800 442 129 (free call)**, or
- visit [ocfunds.com.au](http://ocfunds.com.au)



## Contact us

**Mail** Level 25, 360 Collins Street  
Melbourne Vic 3000

**Phone** 1800 442 129 (free call)  
8.30am to 5.30pm  
(Melbourne time)

**Fax** (+613) 9642 0066

**Email** [mail@ocfunds.com.au](mailto:mail@ocfunds.com.au)

**Website** [ocfunds.com.au](http://ocfunds.com.au)



# OC Premium Small Companies Fund Application Form

## Section 1: Investor type

Are you an existing investor with OC Funds Management? Yes  No  (Go to Section 2)

If **yes**, please provide your 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	Page
<input type="checkbox"/> Individual/Joint section	2A	2
<input type="checkbox"/> Company section	2B	3
<input type="checkbox"/> Trust/Superannuation fund with individual trustee sections	2A and 2C	2 and 3
<input type="checkbox"/> Trust/Superannuation fund with corporate trustee sections	2B and 2C	3

*If you do not fall into any of the above categories, or have a TFN exemption, please complete Sections 1, 3 and 4 of this Application Form, and contact us on 1800 442 129 (free call) for the relevant Section 2 that is applicable to you.*

## 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 information, 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 office 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

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

**All investors – please proceed to Section 3.**

### Section 2C: Trust/Superannuation fund

**Full name of Trust/Superannuation fund**

**TFN or ABN (if any)**

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

**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. investors, 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 it to this Application Form)

**Beneficiary 1**

**Beneficiary 2**

**Beneficiary 3**

**Beneficiary 4**

**All other investors – please proceed to Section 3.**

## 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 that the minimum investment amount is \$20,000.

**OC Premium Small Companies Fund** \$

**Allocation of distributors** (please mark one box) Reinvest  Direct bank deposit (complete Section 3C)

I/We wish to apply the above amount to units at the prevailing application 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 OC Application Account

Please include investor number or surname as narration.

**Please make cheques payable to:** National Nominees Ltd Office Clearing Account OC Application Account

Please include investor name and address on the back of the cheque.

**Please send cheque to:** Copia Investment Partners Ltd, PO Box 572, Collins Street West, Melbourne Vic 8007

### Section 3C: Bank account details for distributions and withdrawals

Withdrawal and distribution (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 3D: Online access and annual reports

- Online access – Please tick box if you would like online access to your investment information via the OC Funds Management website. In order to provide you with your password, we require a postal address that is not a third party (eg. financial adviser). If your postal address for all other OC correspondence is a third party, then we require you to complete below with a direct postal address.
- Please tick box if you want to receive the OC Premium Small Companies Fund annual report. By ticking this box, an electronic version will be sent to your email address as indicated in Section 3 of the application form. The annual report will also be published on our website at [ocfunds.com.au](http://ocfunds.com.au)

**Postal address** (not PO Box)

**Suburb**  **State**  **Postcode**  **Country**

## Section 4: Declaration and signatures

I/We acknowledge and declare that:

- I/We agree to be bound by the constitution (as amended) lodged with ASIC on 19 November 2001 for the OC Premium Small Companies Fund.
- I/We acknowledge that I/we have carefully read the Product Disclosure Statement dated 26 August 2015 in its entirety.
- 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.
- 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.
- 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.
- 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 14.
- 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

- Copia 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, from time to time, to ensure compliance with such requirements.
- 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(s) is derived from or related to money laundering, terrorism financing or similar activities, and
  - proceeds of my/our investment in the Fund(s) will fund illegal activities.

**Signature of Applicant 1**

**Date**   /   /

**Print name**

**Signature of Applicant 2**

**Date**   /   /

**Print name**

**Signature of Applicant 3**

**Date**   /   /

**Print 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 deposits 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 deposits 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 deposits 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 deposits 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 deposits and withdrawals), or

All three to sign.

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

## Appointment of authorised nominee/adviser (optional)

Please only complete this section if you wish 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**

as my/our authorised nominee to do the following things in respect of my/our investment in the OC Premium Small Companies Fund:

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

**Investor 1:** Please select one box Individual  Non-corporate trustee  Director  Sole director

**Signature**  **Date** //

**Print name**

**Investor 2:** Please select one box Individual  Non-corporate trustee  Director  Sole director

**Signature**  **Date** //

**Print name**

Adviser stamp

**Adviser name**

**Adviser group**

**Adviser address**

**ABN**

## Section 5: 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 where 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 OC, 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 6.

### Investor type:

- | Investor type:   | Go to            |
|--|------------------|
| <input type="checkbox"/> Individual/Joint  | Section 5A below |
| <input type="checkbox"/> Company   | Section 5B below |
| <input type="checkbox"/> Corporate trustee   | Section 5C below |
| <input type="checkbox"/> Trust/Superannuation fund   | Section 5D below |
| <input type="checkbox"/> Are you a foreign registered or unregistered company? If so, please contact Copia to discuss verification requirements. |                  |

### Section 5A: Individual/Joint investors/Individual trustee

Please 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 an originally certified copy of one of these documents, please indicate below. We will then contact you to discuss alternative documents which 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 5B: Company

Please 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/director

### Section 5C: Corporate trustee/Director

Please provide us with a certified copy of the following:

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

### Section 5D: Trust/Superannuation fund

If you are investing on behalf a trust, please provide a:

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

## Section 6: 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 Ltd  
PO Box 572 Collins St West, Melbourne Vic 8007  
Telephone: (03) 9602 3199 or 1800 442 129 (free call)  
Facsimile: (03) 9642 0066 | Email: [mail@ocfunds.com.au](mailto:mail@ocfunds.com.au)