



# Sarasin Funds ICVC

## Additional Information Document

### How to invest in Sarasin Funds ICVC

November 2016

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- Sarasin Thematic Global Equity
  - Sarasin Thematic Global Equity (Sterling Hedged)
  - Sarasin Global Equity Real Return
  - Sarasin UK Equity
  - Sarasin Responsible Global Equity
  - Sarasin Responsible Global Equity (Sterling Hedged)
  - Sarasin GlobalSar - Strategic Fund
  - Sarasin Global Higher Dividend
  - Sarasin Global Higher Dividend (Sterling Hedged)
  - Sarasin Sterling Bond
  - Sarasin Food & Agriculture Opportunities
  - Sarasin Global Dividend
  - Sarasin Global Dividend (Sterling Hedged)
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The Financial Conduct Authority (FCA) is the UK's independent financial services regulator. It requires us, Sarasin Investment Funds Limited, to give you this important information to help you decide whether this investment is right for you.

This document provides certain practical information and should be read and retained together with the Prospectus & Key Investor Information Document (KIID). It is not a legal document nor an invitation to invest in Sarasin Funds ICVC.

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## Company and Fund details

Sarasin Funds ICVC (“the **Company**”) is a collective investment scheme and is authorised and regulated by the FCA. It is an Open-Ended Investment Company (‘OEIC’) established as a ‘UCITS Scheme’ and was incorporated in England and Wales (IC46) on 22 October 1999.

The Company has been established as an “umbrella company” and therefore different funds may be formed by the ACD, Sarasin Investment Funds Limited.

The base currency of the Company is pounds sterling.

## Client classification

### What is the profile of a typical investor?

Under the FCA Conduct of Business rules, you will be categorised as a “retail client”, meaning that you will have the maximum amount of protection available under these rules.

### US investors

The funds have not been and will not be registered in the USA under the US Investment Company Act of 1940 and shares in the funds (“**shares**”) will not be registered in the USA under the US Securities Act of 1933. Shares will not be publicly offered, sold or distributed within the US or to US persons except where there is an exemption from registration available and applicable.

In particular the information in this document is not for distribution within the USA and does not constitute an offer to US residents or US organisations to invest in the funds.

## How do I invest?

The following information on minimum investment and balance limits relates to direct investments into the retail share class of our funds.

We recommend that you consult a financial adviser before you invest.

Investment and balance limits	Sarasin Funds ICVC
Minimum lump sum investment	£1,000
Additional lump sum investment	£250
Regular investment (monthly)	£100
Minimum switch amount*	£1,000
Minimum partial redemption*	£250
Minimum balance	£1,000

\*Subject to the minimum balance limit.

### By post

To open an account, simply complete the application form which is available from [www.sarasin.co.uk](http://www.sarasin.co.uk), by emailing [sarasinquiries@ntrs.com](mailto:sarasinquiries@ntrs.com) or by calling 033 3300 0373.

Then either:

- post it to the address on the form, or
- send it to your financial adviser.

You must send us your application along with any payment and identity information that we may require.

We may not accept applications for which cleared funds have not yet been received. We may not be able to process an application if you have not provided us with anti-money laundering documentation.

### By telephone

If you wish to invest a lump sum, you can invest directly by calling 0333 300 0373.

### Payment

You can invest a lump sum, a regular amount or a combination of both.

- Investing a lump sum: just send your money via bank transfer with your application form. Please check the minimum investment limits for each fund in the preceding table.
- Regular investments: simply complete the Direct Debit section on the application form. You should allow at least 10 business days for your Direct Debit to be set up. We normally collect monthly investments on or around the 5th of each month.

To comply with UK Anti-Money Laundering Regulations, we may need to request additional evidence of identity from you.

We will invest your money using the share prices calculated at the next valuation point, which is 12 noon on each Dealing Day.

#### **Confirmation of your investment**

We will send you a contract note for lump sum investments, which will tell you your customer number and the details of the transaction. We will send you an additional contract note for any subsequent investments, redemptions or switches you make.

For monthly investments, we will send you a welcome letter as soon as possible after we receive your application. This will tell you your customer number and confirm your monthly contributions.

We will not send you contract notes for regular investments.

## What charges might I pay?

- Sarasin do not charge one-off charges before you invest.
- Charges taken from a fund over the course of a year

**Ongoing Charges:** This is expressed as a percentage amount paid from the fund. The charge covers all aspects of operating the fund during the year including fees paid for managing the funds, known as the annual management charge, and all administration and oversight functions, which includes depositary, custody, legal and audit fees.

Where a fund invests a substantial amount of its asset in other funds, the ongoing charge figure includes the impact of charges made in those other funds.

Broker commissions, transfer taxes, stamp duty and any performance fee (where applicable) do not form part of the ongoing charges calculation. These “portfolio transaction costs” are explained in more detail below.

All ongoing charges can be found on the relevant KIID and Fund Fact Sheet.

## What are the portfolio transaction costs?

Portfolio transaction costs are incurred as a necessary part of buying and selling the underlying investments and include broker commissions, transfer taxes and stamp duty.

Comparing portfolio transaction costs for a range of funds may give a false impression of the relative cost of investing in them for the following reasons;

- Transaction costs do not necessarily reduce returns. The net impact of dealing is the combination of the effectiveness of the manager’s investment decisions in improving returns and the associated cost of investment.
- Historic transaction costs are not an effective indicator of the future impact on performance
- Transaction costs for buying and selling investments due to other investors joining or leaving the fund may be recovered by those investors. For further details please refer to the “What is the Fund’s pricing policy?” section below
- Transaction charges vary from country to country
- Transaction costs vary depending on the types of investments in which a fund invests
- As the manager’s investment decisions are not predictable, transaction costs are also not predictable.

Please see the table in Appendix 1 for average portfolio transaction costs over the last three financial years.

For further information and a guide to charges and costs you may wish to visit the Investment Management Association’s website at [www.investingin funds.org/facts-about-funds/investment-charges-and-costs/](http://www.investingin funds.org/facts-about-funds/investment-charges-and-costs/)

## Does my investment pay an income?

This depends on whether the Shares you purchase are income (distribution) or accumulation Shares:

### **Income Shares**

The income will be paid into your nominated bank or building society account on the Fund's income payment date or by cheque to the address we have registered for you.

### **Accumulation shares**

The fund retains all of the net income to maximise growth potential, increasing the value of Shares held. If you make regular investments, your money will automatically be invested in accumulation Shares.

Please see the relevant KIID for when income is paid or accumulated.

## How is the Fund's yield calculated?

The historic net yield reflects distributions declared over the past twelve months as a percentage of the mid-market value share price. It does not include any preliminary charge and investors may be subject to tax on their distributions.

All historic yields can be found on the relevant Fund Fact Sheet.

## What is the Fund's pricing policy?

There are three pricing methods that can be used by funds domiciled in the UK;

- Dual priced
- Swinging single priced
- Single priced with a dilution levy

We operate a swinging single priced method.

Under this method a fund's price may be adjusted to protect your investment from the costs of buying and selling investments that result from other investors joining or leaving the fund. The amount of any such adjustment is calculated by reference to the estimated costs of dealing in the underlying investments, including any dealing spreads, broker commissions and transfer taxes.

We usually adjust the price to the maximum extent possible when the value of net contributions or withdrawals is significant, which helps to protect your investment from the costs the resultant transactions.

## How can I find out how my investment is doing?

You can obtain the latest Share prices of our funds by:

- visiting [www.sarasin.co.uk](http://www.sarasin.co.uk), where fund performance information is also available; or
- calling us on 0333 300 0373 for details of the current prices, estimated yields and valuations.

Please note that these prices are historical and are not the prices at which you would be able to deal. We value the assets of each Fund at 12 noon each Dealing Day. If we receive your completed application or telephone call before 12 noon on a Dealing Day\*, your shares will be bought on the basis of that valuation point. If we receive your application or telephone call after 12 noon, your shares will be bought on the basis of the next valuation point.

\*Dealing Days are Monday to Friday each week, excluding UK public and bank holidays or any day on which the London Stock Exchange Plc is not open for the normal full duration of its trading hours.

Every six months you will receive a statement showing the valuation of your investment as at 30th June and 31st December each year. We issue statements within 25 business days of the statement valuation date.

Every six months either the annual or interim Report & Accounts will be available for each Fund. This will provide up to date details of investments and a commentary from the Investment Advisor about the Fund you hold. These will be published by 30th April (annual) and 31st August (interim).

## How and why will you verify my identity?

We are legally obliged to verify your identity for anti-money laundering purposes. This may include us obtaining information from a credit reference agency. We will use any information we obtain in this way only for verification of your identity and not for any other purpose. In addition, we may request information directly from you. We will not be able to release any sale proceeds to you unless we have successfully verified your identity. Where verification of identity is outstanding, we will be unable to accept further investments from you; this includes monthly contributions made by direct debit. If you would like information on the purpose of this verification, you can request the Financial Conduct Authority's consumer factsheet on verification of identity from us.

## Changing your mind

If you apply directly to us, you will not have the right to cancel your investment.

If you apply via an authorised financial adviser, you may receive a cancellation notice which gives you 14 days to change your mind. However, if the value of your investment has fallen between the time of issuing your shares and us receiving your cancellation notice, we may deduct the amount by which it had fallen from your payment before returning your money to you.

## Complaints

If you would like to raise an issue with us please contact our Compliance Officer at:

Sarasin Investment Funds Limited  
Juxon House  
100 St Paul's Churchyard

London, EC4M 8BU  
Telephone: +44 (0)20 7038 7000  
Email: [compliance@sarasin.co.uk](mailto:compliance@sarasin.co.uk)

You can ask us for details of our complaints procedures or look on our website at [www.sarasin.co.uk](http://www.sarasin.co.uk). If we are unable to resolve the issue to your satisfaction, you can complain to the Financial Ombudsman Service at the following address:

Financial Ombudsman Service  
Exchange Tower  
London, E14 9SR  
Telephone: 0800 0 234 567  
Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)  
Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

Making a complaint will not prejudice your right to take legal proceedings.

## Compensation arrangements

We and our bankers are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations, although this depends on the type of business and the circumstances of the claim. Most types of investment business are covered to a maximum compensation of £50,000. Further information about compensation arrangements is available from the Financial Services Compensation Scheme at the following address:

Financial Services Compensation Scheme  
7th Floor  
Lloyds Chambers  
Portsoken Street  
London, E1 8BN  
Telephone: 020 7892 7300  
Email: [enquiries@fscs.org.uk](mailto:enquiries@fscs.org.uk)

## How do I switch between Funds?

You can switch your money to another fund as your investment requirements change. We do not currently charge for switching. When we receive your instructions to switch, we will sell your Shares in the appropriate Fund and buy shares in your chosen alternative fund. Please

note that minimum initial investment limits will apply to switches between funds.

If you are making regular investments, you can switch your money into a different fund at any time in order to build up a diversified portfolio. This is subject to building up a minimum investment of £1,000 in the initial fund.

## How do I sell?

You can sell all or part of your investment at any time. The minimum amount for partial withdrawals is £250. After you have made the withdrawal, the remaining value must be at least £1,000 in each fund. If you have a regular investment plan and are still making monthly payments there is no minimum remaining value.

## What happens to my investment on death?

- If your investment is held in joint names, it will continue to be held by the surviving holder(s).
- Your personal representatives may ask us for information about the value of your investment, which we will provide.
- When your personal representatives have proved that they are legally entitled to the money invested, they may instruct us to cash in your investment or transfer it to another name.
- Until the shares are sold, they will be affected by daily price movements as normal.
- The value of your investment is treated as part of your estate, so your personal representatives may need to declare it for inheritance tax purposes.

## How much tax will I pay?

Your tax rate and whether you are eligible for any tax relief depends on your own personal circumstances and is likely to vary over time. The information below is based on an understanding of the HM Revenue &

Customs practice. It summarises the position of investors who are UK resident, but please note that there may be other taxes that apply to the investment.

We recommend that you take professional advice particularly if you are taxed outside the UK.

### Capital Gains Tax (CGT)

If your total realised gains from all investments subject to CGT do not exceed the annual exemption level you will not pay any CGT. The current CGT rate and annual exempt amount can be found at the HM Revenue & Customs website, [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

### Income Tax

Distributions of income generated by a fund are treated as income for tax purposes. This income can be one of two types: interest distributions or dividend distributions depending upon the nature of a fund's investments.

#### • Interest distributions

These have income tax deducted at 20%. If you do not pay tax, or are a starting rate taxpayer, you can reclaim all or part of this tax. If you are a basic rate taxpayer, you will not have to pay any further tax. Higher rate and additional rate taxpayers have a further tax liability. Current legislation requires us to report all interest distributions to HM Revenue & Customs.

#### • Dividend distributions

Dividend distributions are paid with no UK tax deducted. For Individual Shareholders resident in the United Kingdom for tax purposes the first £5,000 of dividends and dividend distributions received in each tax year are free of income tax (the Dividend Allowance). Where dividends and dividend distributions (paid or accumulated) from all sources exceed the Dividend Allowance, the excess will be liable to income tax at dividend tax rates which depend upon the Shareholder's marginal rate of tax. Dividend tax rates are 7.5% for basic rate taxpayers, 32.5% for higher rate taxpayers and 38.1% for additional rate taxpayers.

## Stamp Duty Reserve Tax (SDRT)

Liability to SDRT on the surrender of shares has been abolished. Consequently, the funds now pay SDRT only on the purchase of chargeable securities, broadly UK equities.

If a shareholder redeems units in specie and receives a non-pro rata share of the underlying assets, SDRT will arise to the extent that there are chargeable securities. It can also arise on sales of shares by one investor to another where the holding remains registered in the same name.

## European Savings Directive

This only applies to investors who are not resident in the UK for tax purposes, or if you move to another participating country after you have invested. The regulations that implement this Directive require us to obtain additional customer information. If you invest in a fund with a fixed interest or cash content of more than 15% we are required to obtain either your tax identification number and tax country code, or your date and place of birth, and report these to HMRC.

## Conflicts of interest

We may act as investment managers or advisers to other funds and it is therefore possible that potential conflicts of interest could arise. We have policies in place to ensure we act in the best interests of the funds as far as possible. Please see our website [www.sarasin.co.uk](http://www.sarasin.co.uk) for further details of our conflicts of interest policy.

<b>Fund Name</b>	<b>Average SDRT</b>	<b>Average Commission</b>
Sarasin Thematic Global Equity	0.003%	0.163%
Sarasin GlobalSar Strategic Fund	0.002%	0.076%
Sarasin Global Equity Real Return	0.003%	0.240%
Sarasin Sterling Bond	0.000%	0.001%
Sarasin Global Higher Dividend	0.008%	0.165%
Sarasin Food & Agriculture Opportunities	0.007%	0.083%
Sarasin Thematic Global Equity (Sterling Hedged)	0.005%	0.132%
Sarasin Global Higher Dividend (Sterling Hedged)	0.005%	0.170%
Sarasin UK Equity	0.018%	0.108%
Sarasin Responsible Global Equity	0.007%	0.122%
Sarasin Responsible Global Equity (Sterling Hedged)	0.011%	0.119%
Sarasin Global Dividend Fund	0.000%	0.099%
Sarasin Global Dividend Fund (Sterling Hedged)	0.000%	0.092%

