

# LAKEHOUSE CAPITAL

As an existing Lakehouse Small Companies Fund investor\* you are able to make additional payments to top-up your investment in the Fund at any time. The Lakehouse Small Companies Fund is priced weekly. Cut-off is on Wednesday, at 2pm (Sydney time).

Before adding to your investment, please read the [Product Disclosure Statement](#) and the Target Market Determination (TMD) available [here](#).

There are 3 ways you can do this:

1. Via BPAY without the need for an application form
2. Via the Investor Portal
3. Via an application form

Full details on what you need to do for each option are below together with other important information you should consider when adding to your investment.

## 1. Via BPAY - without the need for an application form

Existing investors who add to their investment via BPAY® do NOT need to fill out an application form. The minimum additional investment is \$1,000 per transaction.

To add to your investment, simply BPAY® the payment and Registry will confirm additional units in the Fund.

The details:

1. Lakehouse Small Companies Fund **biller code: 261305**
2. The BPAY® customer reference number (CRN) is a unique personal BPAY® reference number (not your investor profile ID / account number)
  - For existing investors, prior to 1 November 2021 your new CRN was issued by Apex (Formerly Mainstream) on 1 November 2021. Alternatively, you can obtain your CRN by contacting the Registry team on the details below or by logging into the [Investor Portal](#).

- For any new investment post 1 November 2021 your CRN was provided as part of your application confirmation. Alternatively, you can obtain your CRN by contacting the Registry team on the details below or by logging into the [Investor Portal](#).

Note: the above process assumes there are no changes to your original application, including the beneficial owner. The below paragraph details the exact legal requirements:

*By paying by BPAY® using the BPAY® reference provided to you, you will be deemed to confirm nothing has changed to the original AML / CTF material you provided the Responsible Entity at the time of your initial application. If this is not the case, you will need to complete the Application Form and attach the changed know-your-customer (KYC) verification material to the Application Form.*

**Please note** that even though your BPAY® transactions are processed from your bank account immediately, your funds may take a few business days to be transferred and cleared to the Fund from your financial institution. **Please allow additional time for funds transferring and note that we will not process your application until it is cleared in the Fund's account.**

## 2. Via the Investor Portal

If you have access to the Investor Portal, and have applied to have the additional functionality you can top up online by logging in and completing the details for your additional investment. The minimum additional investment is \$1,000 per transaction.

Payment can be made either via Electronic Funds Transfer (EFT) using the details provided or via BPAY®. For payment via BPAY® please read section 1 above regarding the requirements and timing of receipt.

If you have not yet registered for Investor Portal access for your account you can do so by clicking [here](#).

If you wish to elevate your online access, to enable you to transact online, you must complete the 'Investor Portal Access Form' once you have registered your account(s). The required form and instructions can be found [here](#).

If you have multiple holdings with Lakehouse with the same signatory, you may list all your account numbers and account names under Step 1 and sign the form once. Please note the signature on the form must match the one we hold on record, while electronic signatures are acceptable we cannot accept generic digital signatures that do not match.

Once you complete the Investor Portal Access Form and it is processed by Apex, you will be able to:

- Update your communication preference method
- Change or remove your home phone, work phone and fax numbers
- Update your residential address
- Update your distribution instructions from direct credit to dividend reinvestment
- Make additional investments
- Make partial withdrawals

**Please note** that in order to enable elevated access, the completed form needs to be accepted and processed by Apex before the online additional investment functionality will be available. This may take a few business days to be completed. You may therefore wish to consider one of the other methods on this form depending on your personal requirements.

### 3. Via an Application Form

Alternatively you can instruct an additional investment via the application form attached to the Product Disclosure Statement found [here](#). The minimum additional investment is \$1,000 per transaction.

Existing investors need only complete Sections 1,2 and 8 before returning per the instructions.

Payment can be made either via Electronic Funds Transfer (EFT) using the details provided or via BPAY®. For payment via BPAY® please read section 1 above regarding the requirements and timing of receipt.

### Additional Information

#### When will the Registry confirm additional units?

The Lakehouse Small Companies Fund is priced weekly. Cut-off is on Wednesday, at 2pm (Sydney time). All instructions and payments need to be received, and reconciled by Registry before the 2pm (Sydney time) cut-off on Wednesday, or the application will go in the next allotment date, which is typically the following Wednesday. **Confirmation notes will usually be sent within 3 business days after the allotment date.**

\*Existing Investors need to have an active account with a balance greater than zero. If you have previously invested but subsequently fully redeemed you will need to complete the new application process.

If you have any questions please contact our Registry team:

- 1300 133 451
- [registry@apexgroup.com](mailto:registry@apexgroup.com)

Equity Trustees Limited ('Equity Trustees') ABN 46 004 031 298 | AFSL 240975, is the Responsible Entity for the Lakehouse Small Companies Fund ('the Fund'). Equity Trustees is a subsidiary of EQT Holdings Limited ABN 22 607 797 615, a publicly listed company on the Australian Securities Exchange (ASX: EQT). The Investment Manager for the Fund is Lakehouse Capital Pty Ltd ('Lakehouse') ABN 30 614 957 603 | AFSL 526842. This publication has been prepared by Lakehouse to provide you with general information only. In preparing this publication, we did not take into account the investment objectives, financial situation or particular needs of any particular person. It is not intended to take the place of professional advice and you should not take action on specific issues in reliance on this information. Neither Lakehouse, Equity Trustees nor any of their related parties, their employees or directors, provide any warranty of accuracy or reliability in relation to such information or accept any liability to any person who relies on it. Past performance should not be taken as an indicator of future performance. You should obtain a copy of the Product Disclosure Statement before making a decision about whether to invest in this product.

Lakehouse Small Companies Fund's Target Market Determination is available here – [www.lakehousecapital.com.au/lscf/](http://www.lakehousecapital.com.au/lscf/). It describes who this financial product is likely to be appropriate for (i.e. the target market), and any conditions around how the product can be distributed to investors. It also describes the events or circumstances where the Target Market Determination for this financial product may need to be reviewed.