

# LAKEHOUSE CAPITAL

A Motley Fool Company

Fund in which investment is held

Lakehouse Small Companies Fund

Full Name(s) of Registered Holding

  

Registered Address

  
  

## REDEMPTION REQUEST

Please forward completed Original Forms:

By email: [info@oneregistryservices.com.au](mailto:info@oneregistryservices.com.au);

By fax: +612 8580 5700; or

By mail: Lakehouse Small Companies Fund  
PO Box R1479  
Royal Exchange NSW 1225

Account Number

Please use a black pen and print in **CAPITAL** letters inside the boxes.

### A. REDEMPTION DETAILS

Redemption Amount (Units) or Redemption Amount (Dollars) or Full Redemption

or

or

### B. PAYMENT DETAILS

Please pay redemption proceeds to:

Current nominated bank account

Bank account details provided below

*(If you tick this box we will require original forms sent to us by post)*

Note: We will only accept electronic redemption requests if the nominated bank details, investor's signature/s and email address from which the request is sent match those we have on record. We may contact you by phone to verify these details. We will only accept original forms sent to us by post for changes to the nominated bank account details. Please leave the next section blank if your preferred bank details are the same as you have previously provided.

Account Name

BSB Number (must be 6 digits)

Account Number

Name of Financial Institution

Branch Suburb/Town

### C. SIGN HERE – THIS SECTION MUST BE COMPLETED

Signature of Individual Security holder / Director /  
Sole Director and Sole Company Secretary  
*(Please delete as applicable)*

Signature of Joint Security holder / Director /  
Company Secretary  
*(Please delete as applicable)*

Full Name

Full Name

Date

Date

### D. IMPORTANT INFORMATION

**Individual** This form is to be signed by the security holder.

**Joint Holding** Where the holding is in more than one name, all of the security holders must sign.

**Power of Attorney** To sign under Power of Attorney, you must have already lodged this document with the registry. If you have not previously lodged this document for notation, please attach an original certified copy of the Power of Attorney to this form when you return it. When signed under Power of Attorney, the attorney states that they have not received a notice of revocation. One Registry Services needs to sight a certified copy of the Power of Attorney.

**Companies** This form must be signed by either two Directors or a Director and a Company Secretary. Alternatively, where the company has a Sole Director and, pursuant to the Corporations Act, there is no Company Secretary, or where the Sole Director is also the Sole Company Secretary, that Director may sign alone and is required to complete the warranty stating that there is no Company Secretary by completing their name in full.

**Privacy Clause:** One Managed Investment Funds Limited (ABN 47 117 400 987) requires information about you as a security holder (including your name, address and details of the securities you hold) to be included in the register of the entity in which you hold securities. Information is collected to administer your security holding and if some or all of the information is not collected then it might not be possible to administer your security holding. Your personal information may be disclosed to the entity in which you hold securities. You can obtain access to your personal information by contacting us at the address or telephone number shown on this form. Our privacy policy is available on our website [www.oneinvestment.com.au](http://www.oneinvestment.com.au).

20 March 2020

Dear Investor,

### **Application and Redemption Process Update**

The impact of Coronavirus (**COVID-19**) on global business has been profound. It has meant all businesses have needed to adapt the way they provide their services. At the One Investment Group we are changing the way Investors can provide applications and redemptions requests during this COVID-19 period.

### **Changed procedures**

The majority of our application and redemption procedures remain unchanged and you should refer to the information set out in the relevant form as to our requirements. One process we are changing is we are now accepting scanned and faxed Application Forms and Redemption /Withdrawal Requests where they meet the following requirements:

#### **Applications:**

- All sections of the attached Investor Application Form are complete and legible
- The Application Form is signed where required
- The certified KYC documents required by the Application Form are provided and in legible form (including the certification itself)
- The Application Moneys are paid in full to the specified applications account
- The duly completed Application Form (together with any certified KYC documents) are sent to the email or fax provided below.

#### **Redemption / Withdrawal Requests:**

- All sections of the Redemption / Withdrawal Request are complete and legible
- The Redemption / Withdrawal Request is signed where required
- The duly completed Redemption / Withdrawal Request is sent to the email or fax provided below
- If the Request is scanned and emailed or faxed, the details held in the registry provider's records must match exactly:
  - the Investors' signature on the Request;
  - the email address from which the Request is sent; and
  - the bank account nominated in the Request to receive the redemption / withdrawal proceeds.
- If the information in the Redemption / Withdrawal Request is different from the details held by the registry provider, the Request may be rejected and you will be required to lodge by post the required forms to change those details together with an original Redemption / Withdrawal Request.

#### **Email and Fax details**

**Email:**Info@oneregistryservices.com.au

**Or**

**Fax:**+61 2 8580 5700

## Application and Redemption Update

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### Protecting you from fraudulent activity

If you have changed your bank account from the account nominated in your application form, it is advisable to provide us your updated information (using our usual procedure) now or in any event in advance of submitting a redemption request.

We will never agree to pay the proceeds of Redemption / Withdrawal to a bank account not in the name of the investment holder.

Our registry provider may call you to confirm the validity of your Request.

### Additional Information

While our registry team are happy to help they cannot

- Provide any financial product advice; or
- Advise you on how to complete the Tax Section of the Application Form.

You can find further information on your FATCA status and/or your CRS status, [here](#) and the relevant guidance materials issued by IRS (for FATCA), OECD (for CRS) and the ATO websites.

Please contact your usual advisers (financial, tax or legal) if you have any questions.

In the meantime, if you have any questions in regard to completing the relevant form, please email us at [info@oneregistryservices.com.au](mailto:info@oneregistryservices.com.au).