



## Reference Guide

APIR: ETL0451AU • ARSN: 607 435 076  
ISSUE DATE: 1 OCTOBER 2015

### INVESTMENT MANAGER:

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### RESPONSIBLE ENTITY:

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### About this Reference Guide

This Paradise Reference Guide ('Reference Guide') has been prepared and issued by EQT. The information in this document forms part of each of the Paradise Global Small Mid Cap Fund Product Disclosure Statement dated 1 July 2014 and the Paradise Mid Cap Equities Fund Product Disclosure Statement dated 1 October 2015 (each a 'Fund'), issued by EQT. The Product Disclosure Statements (each a 'PDS') and this Reference Guide are available at [www.eqt.com.au/insto](http://www.eqt.com.au/insto) or you may request a copy by calling Paradise.

### Updated information

Information in the PDS and this Reference Guide is subject to change. Before making an investment in a Fund, you should ensure that you read the PDS and Reference Guide current as at the date of your investment.

An up-to-date Reference Guide is available at [www.eqt.com.au/insto](http://www.eqt.com.au/insto). You can also request a copy by calling EQT on 1300 555 378. A paper copy of the updated information can also be provided free of charge, on request.

## 1. Investing in a Paradise Fund

### How to invest

To invest in a Fund, please complete the Application Form attached to the PDS and make payment via electronic bank transfer (see details in the Application Form).

Completed Application Forms should be sent along with your identification documents (if applicable) to:

Registry Services  
GPO Box 1406, Melbourne VIC 3001  
Fax: 1300 365 601

**Please note that cash cannot be accepted.**

**You should read the PDS, as it contains important information about each Fund. Each Fund is only open to Wholesale Clients.**

No interest is earned on application monies.

### Application cut-off times

If we receive a correctly completed Application Form, identification documents (if applicable) and cleared application money:

- by 3 pm Sydney time on any Business Day, your application will generally be processed on that Business Day. This means you will receive the application price calculated for that Business Day; and
- after 3 pm Sydney time on a Business Day, your application will generally be processed on the next Business Day. This means you will receive the application price calculated for the next Business Day.

## 1. Investing in a Paradise Fund (continued)

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We will only start processing an application if:

- we consider that you have correctly completed the Application Form;
- you have provided us with the relevant identification documents; and
- we have received the application money (in cleared funds) stated in your Application Form. The time it takes for application money to clear varies depending on how you transfer the money and your bank (it may take up to four Business Days).

We reserve the right to accept or reject applications in whole or in part at our discretion. We have the discretion to delay processing applications where we believe this to be in the best interest of a Fund's investors.

### Cooling-off rights

As each Fund is only available to Wholesale Clients, no cooling-off rights apply.

Indirect Investors should seek advice from their IDPS Operator as to whether cooling-off rights apply to an

investment in a Fund by the IDPS. The right to cool off in relation to a Fund is not directly available to an Indirect Investor. This is because an Indirect Investor does not acquire the rights of a unit holder in a Fund. Rather, an Indirect Investor directs the IDPS Operator to arrange for their monies to be invested in a Fund on their behalf.

The terms and conditions of the IDPS guide or similar type document will govern an Indirect Investor's investment in relation to a Fund and any rights an Indirect Investor may have in this regard.

### Unit price and valuations

Your investment is represented by the number of units you are allocated at the time of investment.

The net asset value ('NAV') of units in a Fund is calculated on each Business Day and is calculated by deducting the value of the liabilities of a Fund from the value of its gross assets in accordance with each Fund's Constitution. The unit price may rise or fall.

The Application Price of a unit in a Fund is based on the NAV divided by the number of units on issue.

## 2. Managing your investment

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### Authorised signatories

You can appoint a person, partnership or company as your authorised signatory. To do so, please nominate them on the Application Form and have them sign the relevant sections. If a company is appointed, the powers extend to any director and officer of the company. If a partnership is appointed, the powers extend to all partners. Such appointments will only be cancelled or changed once we receive written instructions from you to do so.

Once appointed, your authorised signatory has full access to operate your investment account for and on your behalf. This includes the following:

- making additional investments;
- requesting income distribution instructions to be changed;
- redeeming all or part of your investment;
- changing bank account details; and
- enquiring and obtaining copies of the status of your investment.

If you do appoint an authorised signatory:

- you are bound by their acts;
- you release, discharge and indemnify us from and against any losses, liabilities, actions, proceedings, claims and demands arising from instructions received from your authorised signatory; and

- you agree that our compliance with any instructions received from your authorised signatory shall amount to complete satisfaction of our obligations, even if these instructions were made without your knowledge or authority.

### Reports

We will make the following statements available to all investors in a Fund:

- A transaction confirmation statement, showing a change in the investor's holding. Such statement shall be provided when a transaction occurs, other than on a reinvestment of distributions.
- A Fund's half-yearly financial accounts (if applicable).
- A Fund's annual audited accounts for the relevant financial year.
- Annual distribution, tax and confirmation of holdings statements for the relevant financial year.

## 3. Withdrawing your investment

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### Withdrawal cut-off times

A withdrawal request should be received by 3 pm Sydney time on a Business Day for processing that day. Any redemption request received after that time will be treated as having been received the following Business Day.

Please see the PDS for information regarding how to request a withdrawal.

### Payment of withdrawals

Generally, we will instruct that your redemption proceeds be transferred to your nominated bank account within seven days from the time we receive your redemption request.

However, the Constitution allows EQT to delay payment up to 21 days after receipt of a request (which may be extended in certain circumstances).

We may contact you to check your details before processing your withdrawal request. This may cause a delay in finalising payment of your redemption money. No interest is payable for any delay in finalising payment of your redemption money.

We are not responsible or liable if you do not receive or are late in receiving, any redemption money that is paid according to your instructions.

### Withdrawal request terms

Once we receive your withdrawal request, we may act on your instruction without further enquiry, if the instruction bears your account number or investor details and your (apparent) signature(s) or your authorised signatory's (apparent) signature(s).

When you are withdrawing, you should take note of the following:

- We reserve the right to fully withdraw your investment upon 30 days notice if, as a result of processing your request, your investment balance in a Fund falls below the minimum balance set in the PDS.
- If we cannot satisfactorily identify you as the withdrawing investor, we may reject your withdrawal request or payment of your withdrawal proceeds will be delayed. We are not responsible for any loss you consequently suffer.
- As an investor who is withdrawing, you agree that any payment made according to instructions received by post, courier or fax, shall be a complete satisfaction of our obligations, despite any fact or circumstances such as the payment being made without your knowledge or authority.
- You agree that if the payment is made according to these terms you and any person claiming on your behalf, shall have no claim against us with regards to such payment.

### Withdrawal restrictions

Under the Corporations Act, you do not have a right to withdraw from a Fund if that Fund is illiquid. In such circumstances, you will only be able to withdraw your investment if EQT makes a withdrawal offer in accordance with the Corporations Act. EQT is not obliged to make such offers.

A Fund will be deemed liquid if at least 80% of its assets are liquid assets (generally cash and marketable securities). In addition, should EQT be unable to realise sufficient assets to meet withdrawal, it may suspend the calculation of the NAV and withhold redemption proceeds.

## 4. Enquiries and complaints

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### Keeping in touch

If you have an enquiry regarding the management of a Fund, please visit [www.paradice.com.au](http://www.paradice.com.au).

### Making a formal complaint

If you are not satisfied with any aspect of our services, please contact EQT. EQT seeks to resolve complaints to the satisfaction of investors. If an investor wishes to lodge a formal complaint please write to:

Compliance Team  
Equity Trustees Limited  
GPO Box 2307  
Melbourne VIC 3001  
Email: [compliance@eqt.com.au](mailto:compliance@eqt.com.au)  
Phone: 1300 133 472

EQT will seek to respond as soon as possible and in any case will respond within 14 days of receiving your letter. We will seek to resolve your complaint as soon as practicable, but not longer than 45 days after receiving the complaint.

If you are investing through an IDPS, then enquiries and complaints should be directed to the IDPS Operator, not EQT.

### Financial Ombudsman Service (FOS)

If we are unable to resolve your complaint, you may be able to seek assistance from the Financial Ombudsman Service ('FOS').

Financial Ombudsman Service  
GPO Box 3  
Melbourne VIC 3001  
Telephone: 1300 780 808  
Email: [info@fos.org.au](mailto:info@fos.org.au)

Please include the EQT FOS membership number with your enquiry. It is 10395.

FOS is an independent body that can assist you if EQT cannot. FOS may not consider a dispute where the value of a person's claim exceeds \$500,000. FOS is only able to make a determination of up to \$280,000 per managed investment claim (excluding compensation for costs and interest payments). If you are investing through an IDPS, any enquiries and complaints should be directed to the IDPS Operator, not EQT.

## 5. Other important information

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### Your privacy

When you provide instructions to EQT or its related bodies corporate, EQT will be collecting personal information about you. You must ensure that all personal information which you provide to EQT is true and correct in every detail, and should your personal details change it is your responsibility to ensure that you promptly advise EQT of the changes in writing. This information is needed to facilitate, administer and manage your investment, and to comply with Australian taxation laws and other laws and regulations. Otherwise, your application may not be processed or EQT and its delegates will not be able to administer or manage your investment.

The information that you provide may be disclosed to certain organisations, including but not limited to:

- the ATO, AUSTRAC and other government or regulatory bodies;
- your broker, financial adviser or adviser dealer group, their service providers and/or any joint holder of an investment;
- organisations involved in providing, administering or managing a Fund, the administrator, custodian, auditors or those that provide mailing or printing services; and
- those where you have consented to the disclosure or as required by law.

In some cases, the organisations to which EQT discloses your information may be located outside Australia (including New Zealand, UK, USA, India, the Philippines & Malaysia) though it is not practicable to list all of the countries in which such recipients are likely to be located.

EQT may from time to time provide you with direct marketing and/or educational material about products and services EQT believes may be of interest to you. Should you not wish to receive this information from EQT (including by email or electronic communication), you have the right to 'opt out' by advising EQT by telephoning 03 8623 5000, or alternatively by contacting us via email at [privacy@eqt.com.au](mailto:privacy@eqt.com.au).

Subject to some exceptions allowed by law, you can ask for access to your personal information. We will give you reasons if we deny you access to this information. EQT's Privacy Statement outlines how you can request to access and seek the correction of your personal information. EQT's Privacy Statement is available at [www.eqt.com.au](http://www.eqt.com.au) and can be obtained by contacting EQT's Privacy Officer on 03 8623 5000, or alternatively by contacting us via email at [privacy@eqt.com.au](mailto:privacy@eqt.com.au).

EQT's Privacy Statement contains information about how you can make a complaint if you think EQT has breached your privacy and about how EQT will deal with your complaint.

You should refer to EQT's Privacy Statement for more detail about the personal information that EQT collects and how EQT collects, uses and discloses your personal information.

### The Constitution

Each Fund is governed by a constitution that sets out the Fund's operation ('Constitution'). The Constitution, together with each Fund's PDS, this Reference Guide, the Corporations Act and other laws, regulate our legal relationship with investors in a Fund. If you invest in a Fund, you agree to be bound by the terms of that Fund's PDS, this Reference Guide and each Fund's Constitution. You can request a copy of the Constitution, free of charge. Please consider these documents before investing in a Fund.

We may amend the Constitution from time to time in accordance with the provisions in the Constitution and the Corporations Act.

### Anti-Money Laundering and Counter-Terrorism Financing laws ('AML/CTF')

Australia's Anti-Money Laundering and Counter-Terrorism Financing laws ('AML/CTF') require EQT to adopt and maintain an AML/CTF compliance program. A fundamental part of the AML/CTF program is that EQT knows certain information about investors in a Fund.

To meet this legal requirement, we need to collect certain identification information and documentation ('KYC Documents') from new investors. Existing investors may also be asked to provide KYC Documents as part of a re-identification process to comply with the AML/CTF laws. Processing of applications or redemptions will be delayed or refused if investors do not provide the applicable KYC Documents when requested.

Under the AML/CTF laws, EQT is required to submit regulatory reports to AUSTRAC. This may include the disclosure of your personal information. EQT may not be able to tell you when this occurs and, as a result, AUSTRAC may require EQT to deny you (on a temporary or permanent basis) access to your investment. This could result in loss of the capital invested or you may experience significant delays when you wish to transact on your investment.

EQT shall not be liable for any loss you may suffer because of compliance with the AML/CTF laws.

### Indirect Investors

You may be able to invest indirectly in a Fund via a master trust or wrap account (commonly known as an 'IDPS') by directing the IDPS Operator to acquire units on your behalf. If you do so, you will need to complete the relevant forms provided by the IDPS Operator. This will mean that you are an Indirect Investor in a Fund and not a unit holder or member of a Fund. Indirect Investors do not acquire the rights of a unit holder, as such rights are acquired by the IDPS Operator, who may exercise or decline to exercise these rights on your behalf.

Indirect Investors do not receive reports or statements from us. In addition, the IDPS Operator's application and redemption conditions determine when you can apply or redeem, as well as the minimum investment, balance and withdrawal amounts. Enquiries and complaints should be directed to the IDPS Operator and not to EQT or Paradise.



## 5. Other important information (continued)

You should also take into account the fees and charges of the IDPS Operator, as these will be in addition to the fees paid in connection with an investment in a Fund.

Your rights as an Indirect Investor should be set out in the disclosure document issued by the IDPS Operator. However, you can still rely on the information in the PDS and Reference Guide.

Neither EQT nor Paradice is responsible for the operation of any IDPS through which you invest.

### Information on underlying investments

Information regarding the underlying investments of a Fund will be provided to an investor of that Fund on request, to the extent EQT is satisfied that such information is required to enable the investor to comply with its statutory reporting obligations. This information will be supplied within a reasonable timeframe having regard to these obligations.

### FATCA

Each Fund is required to comply with the US Foreign Account Tax Compliance Act ('FATCA') under Australian tax law. To comply with these requirements, each Fund will collect certain additional information from you and will disclose such information to the ATO or the US Internal Revenue Service, where required.

## 6. Glossary

### Application Form

The Application Form attached to the PDS.

### AML/CTF

Anti-Money Laundering and Counter-Terrorism Financing.

### ATO

Australian Taxation Office.

### AUSTRAC

Australian Transaction Reports and Analysis Centre.

### Business Day

A day other than a Saturday, Sunday or public holiday on which banks are open for general banking business in Sydney.

### Constitution

The trust deed which governs a Fund, as amended from time to time.

### Corporations Act

The Australian Corporations Act 2001 (Cth), as amended from time to time.

### IDPS

An Investor Directed Portfolio Service, Investor Direct Portfolio-like service offered through a registered managed investment scheme or a nominee or custodial service. An IDPS is generally the vehicle through which an investor purchases a range of underlying investment options from numerous investment managers, with the IDPS Operator providing the investor with consolidated and streamlined transaction statements and other reporting.

### IDPS Operator

The operator of an IDPS.

### Indirect Investors

Individuals who invest in a Fund through an IDPS.

### KYC Documents

'Know Your Customer' Documents required under AML/CTF laws to identify a potential or existing investor in a Fund.

### Net Asset Value (NAV)

The value of the assets of a Fund less the value of the liabilities of a Fund calculated in accordance with each Fund's Constitution.

### RITC

Reduced input tax credit(s).

### We, us

Refers to EQT.

### Wholesale Client and Retail Client

Persons or entities defined as such under sections 761G and 761GA of the Corporations Act.

### US Person

A person so classified under securities or tax law in the United States of America ('US') including, in broad terms, the following persons:

- (a) any citizen of, or natural person resident in, the US, its territories or possessions; or
- (b) any corporation or partnership organised or incorporated under any laws of or in the US or of any other jurisdiction if formed by a US Person (other than by accredited investors who are not natural persons, estates or trusts) principally for the purpose of investing in securities not registered under the US Securities Act of 1933; or
- (c) any agency or branch of a foreign entity located in the US; or
- (d) a pension plan primarily for US employees of a US Person; or
- (e) a US collective investment vehicle unless not offered to US Persons; or
- (f) any estate of which an executor or administrator is a US Person (unless an executor or administrator of the estate who is not a US Person has sole or substantial investment discretion over the assets of the estate and such estate is governed by non-US law) and all the estate income is non-US income not liable to US income tax;
- (g) any trust of which any trustee is a US Person (unless a trustee who is a professional fiduciary is a US Person and a trustee who is not a US Person has sole or substantial investment discretion over the assets of the trust and no beneficiary (or settlor, if the trust is revocable) of the trust is a US Person); or
- (h) any discretionary account or similar account (other than an estate or trust) held by a dealer or other fiduciary for the benefit or account of a US Person; or
- (i) any non-discretionary account or similar account (other than an estate or trust) held by a dealer or other fiduciary organised, incorporated or (if an individual) resident in the US for the benefit or account of a US Person.