

Direct Debit Terms Polen Capital Funds

Direct Debit Request Service Agreement

Direct Debit

A direct debit lump sum investment option and savings plan facility are available for investors in the Polen Capital Funds. The savings plan enables you to invest at least \$500 per month into the Polen Capital Funds.

Do not complete this form if you are planning to borrow money to invest in The Funds from a margin-lending provider.

Direct debit request service agreement

The following is your Direct Debit Service Agreement with Fundhost ABN 69 092 517 087. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions

account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between you and us.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by you to us is due.

debit payment means a particular transaction where a debit is made.

Direct Debit Request means the Direct Debit Request between us and you.

us or we means Fundhost, (the Debit User) you have authorised by signing a Direct Debit Request.

you means the customer who has signed or authorised by other means the Direct Debit Request.

your financial institution means the financial institution nominated by you on the DDR at which the account is maintained.

1 Debiting your account

(1.1) By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.

(1.2) We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.

(1.3) If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited, you should ask your financial institution.

2 Amendments by us

We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice.

3 Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by writing to:

Fundhost
PO Box N561
Grosvenor Place
NSW 1220

4 Your obligations

- (4.1) It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.
- (4.2) If there are insufficient clear funds in your account to meet a debit payment:
 - (a) you may be charged a fee and/or interest by your financial institution; and
 - (b) you must be arrange for the debit payment to be made by another method or for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- (4.3) You should check your account statement to verify that the amounts debited from your account are correct
- (4.4) If Fundhost is liable to pay goods and services tax (GST) on a supply made in connection with this agreement, then you agree to pay Fundhost on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5 Dispute

- (5.1) If you believe that there has been an error in debiting your account, you should notify us directly on (02) 8223 5400 and confirm that notice in writing with us as soon as possible, so that we can resolve your query more quickly. Alternatively, you can take it up with your financial institution direct.
- (5.2) If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- (5.3) If we conclude as a result of our investigations that your account has not been incorrectly debited, we will respond to your query by providing you with reasons and any evidence for this finding in writing.

6 You should check:

- (a) with your financial institution whether direct debiting is available from your account;
- (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
- (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

7 Confidentiality

- (7.1) We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure, and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- (7.2) We will only disclose information that we have about you.
 - (a) to the extent specifically required by law; or
 - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8 Notice

- (8.1) If you wish to notify us in writing about anything relating to this agreement, you should write to Fundhost.
- (8.2) We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request.
- (8.3) Any notice will be deemed to have been received on the third banking day after posting.

Existing Investors - Additional Investment

Please use this form if you are already an investor in a Polen Capital Fund and wish to make an additional investment in the same Fund. If you are not already invested in this same Polen Capital Fund then go to page A1.


Investor Details

Investor number: Name:

Company/Fund/Super Fund name:

Investment Options & Payment Details

Enter the additional amount to be invested in each investment Fund. The minimum additional investment amount is \$5,000 or \$500 monthly direct debit.


Investment option			
<input type="checkbox"/>	Polen Capital Global Growth Fund Class A Units (ARSN: 647 518 723)	Specify amount below for the additional investment	\$
Payment options	Payment details	Date of transfer (EFT & BPAY only)	Reference Used (EFT & BPAY only) or attach receipt
<input type="checkbox"/> Cheque	Cheque to be made out to: PCGGF Application Trust Account	n/a	n/a
<input type="checkbox"/> Electronic Funds Transfer (EFT)	Name: PCGGF Application Trust Account BSB: 082-001 A/C: 32-558-2766	dd/mm/yyyy	
<input type="checkbox"/> BPAY	 <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Biller Code: 349829 Ref: <input type="text"/> </div> <p>Telephone & Internet Banking - BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au ® Registered to BPAY Pty Ltd ABN 69 079 137 518</p>	dd/mm/yyyy	<i>To pay your additional investment via BPAY, you will need The Fund's BPAY Biller code which is listed in the box. You will also need a Customer Reference Number (CRN), you can obtain this by phoning Fundhost on 02 8223 5400 during office hours. To assist us in matching your investment you should record your CRN number on this application form in the box after Ref.</i>
<input type="checkbox"/> Direct Debit Monthly Investment Plan*	<input type="checkbox"/> Monthly Regular Investment Plan <hr/> Amount to debit monthly (min. \$500)* <hr/> \$	n/a	<i>*Please go to page A18 to complete your payment details and sign the Direct Debit Authority on page A19.</i>

Additional Investment Form For Existing Investors

Investment Options & Payment Details

Enter the additional amount to be invested in each investment Fund. The minimum additional investment amount is \$5,000 or \$500 monthly direct debit.

Investment option

<input type="checkbox"/>	Polen Capital Global Small and Mid Cap Fund (ARSN: 652 035 642)	Specify amount below for the additional investment	\$	
Payment options		Payment details	Date of transfer (EFT & BPAY only)	Reference Used (EFT & BPAY only) or attach receipt
<input type="checkbox"/>	Cheque	Cheque to be made out to: PCSM Application Trust Account	n/a	n/a
<input type="checkbox"/>	Electronic Funds Transfer (EFT)	Name: PCSM Application Trust Account BSB: 082-001 A/C: 87-685-1037	dd/mm/yyyy	
<input type="checkbox"/>	BPAY	 <div style="border: 1px solid black; padding: 2px;"> Biller Code: 362640 Ref: </div> <p>Telephone & Internet Banking - BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au ® Registered to BPAY Pty Ltd ABN 69 079 137 518</p>	dd/mm/yyyy	<i>To pay your additional investment via BPAY, you will need The Fund's BPAY Biller code which is listed in the box. You will also need a Customer Reference Number (CRN), you can obtain this by phoning Fundhost on 02 8223 5400 during office hours. To assist us in matching your investment you should record your CRN number on this application form in the box after Ref:</i>
<input type="checkbox"/>	Direct Debit Monthly Investment Plan*	<input type="checkbox"/> Monthly Regular Investment Plan <hr/> Amount to debit monthly (min. \$500) <hr/> \$	n/a	<i>*Please go to page A18 to complete your payment details and sign the Direct Debit Authority on page A19.</i>

If you have elected to pay by Direct Debit and you have set up a regular monthly savings plan then please fill out the section below.

Direct debit authority

You request and authorise Fundhost using the following USER ID's to arrange, through its own financial institution, a debit to your nominated account the amount specified above payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Polen Capital Global Growth Fund Class A Units (User ID: 621536)

Polen Capital Global Small and Mid Cap Fund (User ID: 628266)

Your family name or company name

Your given name or ABN/ABRN

Financial institution name

Account name

Branch (BSB) no - Account number

Additional Investment Form For Existing Investors

By signing and/or providing a valid instruction in respect to your **Direct Debit Request**, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Fundhost as set out in this Request and in your Direct Debit Request Service Agreement. See page A16. **It is a condition of using direct debit that the investor accept reasonable delays due to processing. Investors wanting greater control over the timing of their investment should use an alternate payment method.** Direct debit funds will only be redeemed to the same direct debit bank account. For payment to an alternate bank account, funds will be redeemed and held on trust until proof of ownership of the funds has been established.

Signature

(if signing for a company, sign and print full name and capacity for signing e.g. director)

Signatory 1	<input type="text" value="X"/>	Signatory 2	<input type="text" value="X"/>
Print name	<input type="text"/>	Print name	<input type="text"/>
Capacity	<input type="text"/>	Capacity	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date (DD/MM/YYYY)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Investor Confirmation

Signature

(if signing for a company, sign and print full name and capacity for signing e.g. director)

Signatory 1	<input type="text" value="X"/>
Print name	<input type="text"/>
Capacity	<input type="text"/>
Date (DD/MM/YYYY)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Submit to:

Email:
admin@fundhost.com.au

Fax:
+61 (0)2 9232 8600

Post:
Fundhost Limited
PO Box N561
Grosvenor Place NSW 1220
Australia

Questions?

Contact Fundhost
T: +61 (0)2 8223 5400
E: admin@fundhost.com.au

We accept application forms by fax, email and post.