



**Sandhurst**Trustees

# **Bendigo Socially Responsible Growth Fund**

Reference Guide

Dated 16 September 2016

This Reference Guide is issued by Sandhurst Trustees Limited (ABN 16 004 030 737, AFSL No. 237906) ('Sandhurst', 'we', 'us' or 'our'). The information in this document forms part of the Product Disclosure Statement (PDS) for the Bendigo Socially Responsible Growth Fund (ARSN 613 933 430, APIR STL0055AU) ('the Fund') dated 16 September 2016. You should read this information together with the PDS before making a decision whether to invest.

Sandhurst is the responsible entity for the Fund.

Sandhurst is a wholly owned subsidiary of Bendigo and Adelaide Bank Limited (ABN 11 068 049 178, AFSL No. 237879) and is part of the Bendigo and Adelaide Bank Group, which comprises Bendigo and Adelaide Bank Limited (the Bank) and its related entities.

An investment in the Fund does not represent a deposit with, or a liability of Sandhurst, the Bank, or its related entities. Sandhurst is not an authorised deposit-taking institution within the meaning of the Banking Act 1959 (Cth). The Bank does not stand behind or guarantee the performance of Sandhurst or the Fund's performance.

The information in this Reference Guide is of a general nature. The information is not advice or a recommendation to invest in the Fund. This Reference Guide has been prepared without taking into account your individual objectives, financial situation or particular needs. You should assess your own objectives, financial situation and needs before deciding to acquire an interest in the Fund. Before making an investment decision, we recommend that you seek the help of a person or organisation licensed to provide financial advice. The Australian Securities and Investments Commission (ASIC) can help you check if your adviser is licensed. You can contact ASIC on 1300 300 630 or via the website [www.asic.gov.au](http://www.asic.gov.au), or call us to arrange to see a Bendigo financial planner.

Information in this Reference Guide is subject to change from time to time. Where the changes are not materially adverse, Sandhurst will make updated information available on its website at [www.sandhursttrustees.com.au](http://www.sandhursttrustees.com.au).

If you would like to request a copy of this Reference Guide, the PDS and any updated information free of charge, you can contact your licensed financial adviser, Platform operator, phone Sandhurst on 1800 634 969 or visit [www.sandhursttrustees.com.au](http://www.sandhursttrustees.com.au).

#### **Contact details:**

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Funds Administration  
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Docklands VIC 3008

Phone: 1800 634 969

Monday – Friday 8.30am – 5.00pm (Melbourne time)

Fax: 1800 835 800

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Website: [www.sandhursttrustees.com.au](http://www.sandhursttrustees.com.au)

# 1. Investment managers

The following section provides more detailed information on the investment managers for the Fund and should be read in conjunction with the PDS for the Fund.

## The Fund's investment managers

As at the date of this Reference Guide, the Fund's chosen investment managers are:

Asset Class	Investment manager
Australian shares	Russell Investment Management Ltd
International shares	AXA Investment Managers Asia (Singapore) Ltd
Property and infrastructure	BT Investment Management (Fund Services) Ltd
Fixed interest	Altius Asset Management Pty Ltd
	Vanguard Investments Australia Ltd
Cash	Sandhurst Trustees Limited
	Bendigo and Adelaide Bank Ltd

In addition to being the investment manager for the relevant asset classes for the Fund listed in the preceding table, Sandhurst may, from time to time, act as the investment manager to manage any of the asset classes across the Fund.

Sandhurst reviews the performance of each investment manager by employing a two-tiered approach consisting of:

- monitoring the investment performance and stability of the Fund by our experienced funds management team; and
- monitoring via a dedicated board appointed investment committee.

Sandhurst's monitoring procedures may include, but are not limited to:

- regularly reviewing the investment performance of each investment manager;
- maintaining contact and ongoing liaison with key personnel within each investment manager's business;
- reviewing any market research reports on the investment managers;
- addressing any concerns we may have with key personnel of each investment manager; and
- relying on the research obtained from an experienced external research provider who undertakes ongoing analysis into the performance of selected companies and the adherence to environmental, social, ethical and governance (ESG) considerations. This may also include labour standards.

Sandhurst has a process for managing conflicts of interest and related party transactions including where Sandhurst acts as investment manager (refer under the heading "Related Party Transactions" in the PDS).

The Fund holds small amounts of cash in operating accounts with the Bank, a related party to Sandhurst. Fees and charges associated with such bank accounts are charged by the Bank to the Fund on commercial terms, and are taken into account in calculating the management costs for the Fund.

## 2. Acquisition and disposal of units

**The following section provides more detailed information on the acquisition and disposal of units and should be read in conjunction with the PDS for the Fund.**

### Initial investments

Sandhurst will not accept any Application Forms, including certified Know Your Customer identification requirements, via facsimile or email, for the initial investment into the Fund. Refer to the Application Form for more information located at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms).

### Investment instructions

If you have an existing investment in the Fund and wish to advise Sandhurst of additional applications, withdrawal or switching requests, or notify us of a change in details, you can contact us by using one of the following methods:

**Mail:** Bendigo Socially Responsible Growth Fund  
Funds Administration  
GPO Box 4314  
Melbourne VIC 3001

**Email:** [managedfunds@sandhursttrustees.com.au](mailto:managedfunds@sandhursttrustees.com.au)

**Facsimile:** 1800 835 800

You can request to change certain details including your telephone number, facsimile number or email by telephone on 1800 634 969. In the event that we are unable to properly confirm your identity over the telephone, we may at our sole discretion, require that you put your request in writing.

### Electronic instructions

Whether or not your application or instruction (instruction) is properly authorised will be determined by us (in our discretion) depending on the nature of the instructions you are giving and the method (for example, there may be different requirements depending on whether you are using email, facsimile, or an online form). If we are not satisfied that you have appropriately authorised the instruction, we may require you to send us a signed hard copy request and/or relevant identification. Sandhurst will not compensate you for any loss relating to electronic instructions (including instances of fraud or incorrectly completed instructions) unless required by law.

### Regular savings plan

Our regular savings plan option allows you to build your investment steadily by acquiring additional units over a time frame that suits you. You can start with an initial investment of \$5,000 and add regular monthly payments of \$100 or more. To set up a regular savings plan you can complete this election on your Application Form, or alternatively, you can establish a regular savings plan at any time by completing the Investment Contribution Form located at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms).

Amounts will usually be debited from your nominated account on the 15th day of each month (or the next business day). You can stop or vary your contribution amount or change your nominated account details by completing the Investment Contribution Form located at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms). Please note that new applications or change requests must be received at least 14 days prior to the deduction date. Each regular investment will be made on the terms of the most up-to-date PDS. If your financial institution is unable to pay the agreed amount, they may charge you a failed transaction fee.

### Switching between Funds

You may switch from the Fund to other funds within the Bendigo Managed Funds or Sandhurst Australian Share Funds suite of products. When you request a switch, we will redeem your existing units in the Fund at the next available

redemption price and we will use the proceeds to buy the units in the new fund at the relevant application price. The minimum amount that you can select to redeem from the Fund and acquire units in the new fund is \$500. There is currently no charge for switching between Funds, however, buy/sell spreads do apply.

Switching from one Fund to another may give rise to tax consequences and it is recommended that you check the tax implications with your accountant or financial adviser before switching.

A copy of the Switch Form is available from our website at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms).

### Contributions using BPAY

Please be aware that even though your BPAY payment may immediately leave your bank account, the funds may take some time to be transferred to Sandhurst from your financial institution. Provided your BPAY request is made before your financial institution's cut-off time (usually 5 p.m. Melbourne time), Sandhurst will typically receive your funds the following business day (usually before 12 noon Melbourne time). Where Sandhurst receives your funds before 12 noon Melbourne time on a business day, the application will be processed using the Fund's application price calculated as at the close of business on that day. Otherwise, the following business day's application price will be used.

In certain circumstances, Sandhurst reserves the right to refuse an additional investment or accept only part of an additional investment (for example, if the Fund is closed to additional investments) or change processing times.

### Transfers

You may dispose of units by transferring units in a Fund to another person, if that person is an existing investor in the Fund or completes an Application Form to become an investor in the Fund. However, we may, at our sole discretion, refuse to register a transfer of units. To discuss what is required for a transfer, please contact us on 1800 634 969.

Transfer requests received and accepted before 12 noon Melbourne time on a business day will be processed at the close of business on that day. Otherwise the transfer will be processed at the close of business on the following business day.

Transferring units may give rise to tax consequences and it is recommended that you check the tax implications with your accountant or financial adviser before making a decision.

### Impact of income distributions on unit prices

Where you buy units in a Fund before a distribution date, the application price will include income accumulated in the Fund since the last income distribution was made. This income will subsequently be distributed and will form part of your taxable income. Following a distribution, a Fund's unit price will drop to reflect the distribution that has been paid.

### Use of standard forms

Standard forms are used for all transactions including applications, withdrawals and transfers. These forms can be downloaded from [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms).

## 3. How we invest your money

**The following section provides more detailed information on how we invest your money and should be read in conjunction with the PDS for the Fund.**

Sandhurst aims to have a minimum allocation of 75% of the total assets managed by investment managers that take into account ESG considerations into their investment decisions.

These standards and considerations may include but are not limited to:

- **Environmental** – aims to select companies' whose strategies and actions look to address specific environmental issues arising from their operations. This includes assessments of how each company manages its environmental impacts with an overall aim to develop and integrate existing production processes with more durable, recyclable or renewable alternatives.
- **Social and Ethical**– may include an evaluation of the social impact of a company's activities including community involvement and engagement, indigenous relations and may include meeting basic fundamental human rights and labour standards.
- **Governance** – Incorporating the evaluation of a company's governance structure, processes and corporate values and its compliance with relevant legislation and regulatory requirements. This may include board independence and gender diversification, remuneration, bribery and corruption and shareholders rights.

Sandhurst recognises that taking into account these standards and considerations can have a positive influence on the financial performance of companies, particularly over the long term. By adopting this approach, the Fund aims to be more financially sustainable in the long term and aims to deliver long-term financial performance.

We currently do not take into account these standards and considerations in the selection, retention and realisation of our cash investments and at the date of this Reference Guide one investment manager does not take these standards and considerations into account in respect of the fixed interest asset class.

## 4. Fees and costs

**The following section provides more detailed information about fees and costs and should be read in conjunction with the PDS for the Fund.**

This document shows fees and other costs that you may be charged. These fees and costs may be deducted from your money, from the returns on your investment or from the assets of the managed investment scheme as a whole.

Taxes are set out in Section 5 of this document.

You should read all the information about fees and costs because it is important to understand their impact on your investment.

All the fees and costs shown in this section include stamp duty and GST less the maximum applicable reduced input tax credits unless otherwise stated.

Bendigo Socially Responsible Growth Fund		
Type of fee or cost	Amount	How and when paid
<b>Fees when your money moves in or out of the managed investment product<sup>1,2</sup></b>		
<i>Establishment fee</i> The fee to open your investment	Nil	Not Applicable
<i>Contribution fee</i> The fee on each amount contributed to your investment	Nil	Not Applicable
<i>Withdrawal fee</i> The fee on each amount you take out of your investment	Nil	Not Applicable
<i>Exit fee</i> The fee to close your investment	Nil	Not Applicable
<b>Management costs*</b>		
The fees and costs for managing your investment <sup>1</sup>	As at the date of this Reference Guide:  0.99% p.a. on the net asset value of the Fund  The management costs include Sandhurst's reasonable estimate of expenses of the Fund such as administrative expenses, expense recoveries <sup>3</sup> of the Fund and indirect costs. The management cost excludes transactional and operational costs <sup>2</sup> .	The management costs (including the management fee) are paid from the assets of the Fund and are reflected in the unit price of the Fund.  The management costs are calculated on the Fund's net asset value, accrued daily, and the management fee, which is a portion of the management costs, is paid quarterly in arrears to Sandhurst following the end of the March, June, September and December quarters.
<b>Service fees<sup>4</sup></b>		
<i>Switching fee</i> The fee for changing investment options	Nil	Not Applicable

<sup>1</sup> These fees do not include an amount payable to an adviser. (See "Advice fee" under the heading "Additional explanation of fees and costs" in the PDS.)

<sup>2</sup> Transaction costs may apply in the form of a buy/sell spread. (See "Transactional and operational costs - Buy/sell spread" under the heading "Additional explanation of fees and costs" in the PDS.)

<sup>3</sup> Expense recoveries are described below. (See "Expense recoveries" under the heading "Additional explanation of fees and costs".)

<sup>4</sup> Additional fees may apply. A service fee may be payable if you agree with your adviser to pay an Advice Fee. (See "Advice fee" under the heading "Additional explanation of fees and costs".)

\* The amount of this fee can be negotiated. (See "Differential fee arrangements" under the heading "Additional explanation of fees and costs" in the PDS.)

## Additional explanation of fees and costs

### Maximum fees and waiver

Under the Fund's Constitution, Sandhurst is permitted to charge and retain for its own benefit the following maximum fees (plus GST if applicable):

- **Establishment fee or contribution fee**  
Up to 4% of application money.
- **Management fee**  
Up to 1.50% per annum of the net asset value of the Fund.
- **Withdrawal fee**  
Up to 2% of the aggregate withdrawal price of units withdrawn by the relevant investor.
- **Investment switching fee**  
Up to 2% of the aggregate redemption price for the units withdrawn.
- **Performance fee**  
A performance fee of up to 30% per annum of the amount of change in the unit net value plus any distributions and capital paid or payable to unitholders during that period, less the amount of any change in the unit net value which would have occurred if the net asset value had changed in accordance with the average of a leading Multi-Sector Growth Index.

Sandhurst does not currently charge an establishment fee, contribution fee, withdrawal fee, switching fee or performance fee, and does not currently intend to introduce such fees.

The Fund's Constitution also gives us the right to accept lower fees than we are entitled to receive under the Constitution, to defer payment or to waive our entitlement to such fees. The buy/sell spread can change at any time in accordance with the Fund's Constitution and without prior notice to you.

The management costs may increase or decrease over time depending on the management fees of Sandhurst, the fees of investment managers, administrative expenses or other expenses and expense recoveries in relation to the Fund.

### Expense recoveries

The expense recoveries are the out-of-pocket expenses incurred for the operation of the Fund and can be paid directly from the Fund or incurred by Sandhurst for the proper performance of its duties as responsible entity for the Fund and for which Sandhurst is entitled to recover from the Fund. Whilst there is no limit in the Fund's Constitution on the amount that can be reimbursed, Sandhurst has currently chosen to pay the expense recoveries, other than abnormal expenses and transaction costs, out of its management fees.

### Advice fee

The advice fee is payable to your adviser and not to Sandhurst. You will not be charged this fee if you have not invested via a financial adviser. In relation to an upfront fee, you can nominate any dollar amount to be deducted from your initial investment for advice sought about your investment.

You can authorise us to pay an optional advice fee to your financial adviser on your behalf from your investments in the Fund as an upfront fee or an ongoing fee as detailed in the PDS. Any advice fee you authorise us to pay is additional and separate to the fees we charge you in respect of your investment in the Fund. You may agree with your adviser to pay an optional advice fee direct from your investment and can direct us to pay this fee by completing the relevant section of the Application Form ([www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms)). This can take the form of an upfront and/or ongoing fee:

- **Upfront fee:** being a fixed dollar amount deducted from your initial investments before they are invested and paid by Sandhurst to your adviser at the end of the month in which you made your initial investment. This payment does not form part of your contribution to the Fund; or
- **Ongoing fee:** being a fixed dollar amount paid to your adviser via redemption of interests from your investment on a monthly basis. Buy/sell spreads apply.

The agreed amount will be deducted from either your application monies at the time of application and/or your account on an ongoing basis and paid to your adviser. Sandhurst will continue to deduct the advice fee and forward payments to your adviser unless we are notified by you or your adviser in writing to cancel this fee. The fee you agree with your adviser is inclusive of GST.

The default value of the advice fee for each investor is nil. Each time you and your adviser agree to a fee you need to notify us in writing by completing the relevant section of the Application Form or the Advice Fee Form.

Sandhurst is not liable to refund investor authorised advice fees. If the relevant section of the Application Form or the Advice Fee Form has been incorrectly or fraudulently completed or completed in error, you will need to contact your adviser directly to arrange a refund from your adviser.

Sandhurst does not pay commissions to financial advisers for procuring investments in the Fund.

### Taxes

Please see section 5 of this document and section 7 of the PDS "How managed investment schemes are taxed".

### Platform investors – additional Platform fees

For investors accessing the Fund through a Platform, additional fees and costs may apply. These fees and costs are stated in the offer document provided to you by your Platform operator.

### Platform fees

Some wrap Platforms, master trusts or other investment administration services charge Platform fees for having the Fund included on their investment menus. Sandhurst may pay amounts from the management fees we receive to Platforms which make the Fund available on their investment menus. Platform fees will not be paid to the extent that they are prohibited by law.

As these amounts are paid by Sandhurst out of its own resources, they are not an additional cost to investors.

### Alternative remuneration

Subject to the law, Sandhurst may provide remuneration to financial advisers and Platform providers indirectly by paying them additional amounts and/or non-monetary benefits. If these amounts or benefits are provided, they are payable out of the fees and costs we receive and are not an additional cost to you.

## 5. How managed investment schemes are taxed

**The following section provides more detailed information about taxation matters relating to the Fund and taxation matters relating to registered managed investment schemes and should be read in conjunction with the PDS for the Fund.**

It is intended that no income tax will be payable by the Fund as it will distribute all its income to investors annually.

The income will retain its character as it passes to investors and as a result, you might receive distributions consisting of tax components of interest, dividends (which may include franking credits), capital gains, foreign income and other amounts. Tax components will be allocated on a fair and reasonable basis. You may be able to use any franking credits and foreign tax credits to offset some or all of your Australian tax liability.

### Tax on your distributions

Australian resident investors will be generally subject to tax on their share of the taxable income of the Fund including amounts reinvested. In 2010 the Federal Government introduced a 'capital election' for eligible Managed Investment Trusts and the election is made on a fund by fund basis.

### Tax statements

The way in which investors are taxed will depend on the character of the distributions they receive. We will send you an annual tax statement indicating the components of your distribution, usually within 30 days after the end of each financial year, to assist you in completing your tax return.

### Goods and Services Tax (GST)

Fees and costs in respect of acquisitions by the Fund will often be subject to GST. The Fund may not be entitled to claim an input tax credit for the full amount of that GST, however, it may be entitled to reduced input tax credits on any GST paid. The GST included in expenses that cannot be claimed as an input tax credit will be a net cost and can be recouped from the Fund. If the GST rate increases, the Fund's Constitution allows Sandhurst to recoup the extra amount from the Fund.

### Capital gains tax when you withdraw from the Fund

Australian residents who invest in the Fund are generally subject to capital gains tax on gains when they deal with their units, including where an investor redeems units, and withdraws money from the Fund. Where the investor is regarded as a trader, short-term investor or institutional investor, such profits may be regarded as ordinary income. You will have a capital gain if the capital proceeds exceed the cost base of your units in the Fund, or a capital loss if the reduced cost base of your units exceeds the capital proceeds.

If you have a capital gain and you are an individual, trustee or complying superannuation fund and you have held your interest in the Fund for at least 12 months on capital account, you should be entitled to apply the applicable capital gains tax discount.

### Quotation of Tax File Number (TFN) or Australian Business Number (ABN)

It is not compulsory for you to quote your TFN or ABN. If you do not quote your TFN or ABN, or claim an exemption, we may be required to withhold tax from distributions at the highest marginal tax rate plus applicable levies.

By quoting your TFN or ABN you authorise us to apply it to your investment and disclose it to the Australian Taxation Office. Collection of TFN or ABN information is authorised, and its use and disclosure is strictly regulated, by the tax laws and under privacy legislation.

### Foreign taxes and foreign tax compliance

Australian and foreign taxes may be imposed where the Fund's investments or dealings have some connection with a foreign jurisdiction. Foreign laws are varied and can apply in uncertain ways. If the Fund suffers any amount of Australian or foreign tax, or is required to withhold any amount in respect of Australian or foreign tax, neither Sandhurst nor the Fund will be required to compensate investors for any such tax, and the effects of these amounts will be reflected in the returns of the Fund.

In addition, there are certain consequences that may occur if an investor is, or becomes a foreign entity, a foreign citizen, resides in a foreign country or has some connection with a foreign country. These consequences may apply pursuant to certain global reporting requirements such as the Foreign Account Tax Compliance Act (FATCA) in the US. The Fund is required to comply with these requirements. Accordingly, Sandhurst may request that you provide certain information about yourself in order for Sandhurst to comply with these obligations.

### Pensions and benefits

Investments in the Fund may affect social security entitlements. You should, therefore, seek professional advice or consult Centrelink to determine the effect of income received in respect of an investment in the Fund on any social security entitlement.

### Taxation reform

The Government has passed new income tax legislation that implements an Attribution Managed Investment Trust (AMIT) tax regime for eligible Managed Investment Trusts (MIT). The legislation applies for tax years commencing 1 July 2016, where the MIT makes an appropriate election.

## 6. Other Information

### Privacy

We are committed to ensuring your privacy is protected and understand your concerns regarding the confidentiality and security of personal information you provide to us. Our privacy policy and details of how we handle your personal information is available by contacting us on 1800 634 969. The privacy policy can also be obtained by visiting: [www.sandhursttrustees.com.au](http://www.sandhursttrustees.com.au).

