

## ADDITIONAL INVESTMENT FORM – REALM SHORT TERM INCOME FUND

### Additional Investment Form For Existing Investors

Please use this form if you are already an investor in the Realm Short Term Income Fund and wish to make an additional investment. New investors should complete a new Application Form.

#### INVESTOR DETAILS

Number

Name

Company/Fund/Super Fund Name

#### ADDITIONAL INVESTMENT DETAILS

I/we apply to make an additional investment in the Realm Short Term Income Fund.

##### Class of Units

Please select the class of Units you wish to acquire.

##### Ordinary Units

Amount: AUD \$

The minimum additional investment amount must be at least AUD \$5,000.

Please tick the box beside your chosen payment method and complete the required details.

##### Electronic Funds Transfer or Direct Deposit

Bank: St George Bank

Reference: 'Investor surname/company or trust name' (as applicable)

Account Name: Boardroom Pty Limited ITF Realm STIF Ordinary Class Applications

BSB: 332-027

Account number: 556094743

Date of Transfer

Reference Used

##### Direct Debit Request

Please complete Section 14 of this Application Form.

Please note funds will be applied three business days after the request has been completed.

#### INVESTOR CONFIRMATIONS

I/we declare that all details provided in this application and previous applications, including beneficial ownership remain true and correct and I/we undertake to inform you of any changes to the information supplied as and when they occur.

I/we acknowledge that between the date of my/our first investment and the date of this additional investment, the Fund's circumstances and target market may have changed. I/we confirm I/we have read the Fund's latest PDS, all supplemental information and TMD for the Fund prior to making this additional investment and consider my/our objectives, financial situation and needs have not materially changed since my/our initial investment.

Signature 1\*

Full Name

Date

Tick capacity (mandatory for companies):

Sole Director and Company Secretary

Director

Secretary

Company Seal (if applicable)

Signature 2\*

Full Name

Date

Tick capacity (mandatory for companies):

Sole Director and Company Secretary

Director

Secretary

\*Joint applicants must both sign;

\*Company applications must be signed by two Directors, a Director and Secretary or the Sole Director and Secretary of the company; or

\*For trust/superannuation fund applications each individual trustee must sign.

## 14. DIRECT DEBIT SERVICES AGREEMENT

The following is your Direct Debit Service Agreement with Boardroom Pty Ltd ABN 14 003 209 836 (**Boardroom**) who acts as the unit registry provider of each fund. 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 Direct Debit Request form or additional application form (as applicable).

### 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 in the application form or additional application form

**us** or **we** means **Boardroom**, (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

- (a) 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*.
- (b) 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.
- (c) 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*.

*The Direct Debit will be made on receipt of your application. It takes three days for the request to be cleared. Upon confirmation that the funds are cleared we will apply for units in the Fund on your behalf.*

### 2. Amendments by us

- (a) 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

- (a) *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:
  - I. Unit Registry  
Boardroom Pty Ltd  
GPO Box 3993  
Sydney NSW 2001
  - or
  - II. by telephoning *us* on 1300 737 760 during business hours;
  - or
  - III. arranging it through your own financial institution.

### 4. Your obligations

- (a) 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*.
- (b) If there are insufficient clear funds in *your account* to meet a *debit payment*:
  - I. *you* may be charged a fee and/or interest by *your financial institution*;
  - II. *you* may also incur fees or charges imposed or incurred by *us*; and
  - III. *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that we can process the *debit payment*.
- (c) *You* should check *your account* statement to verify that the amounts debited from *your account* are correct
- (d) If **Boardroom Pty Ltd** is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay **Boardroom Pty Ltd** on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

**5. Dispute**

- (a) If you believe that there has been an error in debiting *your account*, you should notify us directly on **1300 737 760** 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.
- (b) 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.
- (c) 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. Accounts**

You should check:

- I. with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- II. *your account* details which you have provided to us are correct by checking them against a recent *account* statement; and
- III. 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**

- (a) 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.
- (b) We will only disclose information that we have about you:
  - I. to the extent specifically required by law; or
  - II. for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

**8. Notice**

- (a) If you wish to notify us in writing about anything relating to this *agreement*, you should write to:  
Boardroom Pty Ltd  
GPO Box 3993  
Sydney NSW 2001
- (b) We will notify you by sending a notice in the ordinary post to the address you have given us in the *Direct Debit Request*.
- (c) Any notice will be deemed to have been received on the third *banking* day after posting.

**Request and Authority to debit the account named below to pay Boardroom Pty Ltd**

Surname/Company

Given Name

or ABN

Account Name

Financial Institution

Branch

BSB

Account Number

**Acknowledgement**

By signing this direct debit request, you authorise and are providing Boardroom Pty Ltd, in respect to your investment amount, to debit the account as described above, any amount which it may debit or charge through the direct debit system in connection with your existing savings plan investment amount and any future amounts you instruct Boardroom to invest in the Realm Short Term Income Fund. Also by signing, you certify that you have understood and agreed to the terms governing the direct debit arrangements between you and Boardroom Pty Ltd.

**Signature**

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

Print Name

Capacity

Address

Suburb

State

Postcode

Country

Dated

**Second Account Signature** (if required)

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

Print Name

Capacity

Address

Suburb

State

Postcode

Country

Dated