

# Royal London ICVC Fund Range



## Supplementary Information Document (SID)

**Date: April 2023**

This Supplementary Information Document (SID) gives you important additional information about investing in this Fund. You should read it in conjunction with the Key Investor Information Document (KIID) for the Fund.

This Fund has a separate KIID. All the information contained in the KIID, and the format and terminology used, is required by law to help you understand the nature of an investment and the risks associated with it.

Please make sure you have read the contents of this SID, the KIID and the Terms and Conditions before deciding to invest, to ensure you are able to make an informed decision. We will ask you to declare that you have received an up-to-date KIID and this SID.

### Contact Details

Royal London Group consists of The Royal London Mutual Insurance Society Limited and its subsidiaries.

The Royal London Mutual Insurance Society Limited (RLMIS) provides life and pension products and is a member of the Association of British Insurers.

Royal London Savings Limited provides the Individual Savings Account.

Royal London Unit Trust Managers Limited provides Unit Trusts and ICVCs. Royal London Unit Trust Managers Limited is registered in England and Wales No. 2372439, and its registered office is 80 Fenchurch Street, London, EC3M 4BY.

RLMIS is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. All other companies are authorised and regulated by the Financial Conduct Authority.

Royal London contact details

Customer Services: 03456 02 36 04  
from 9am to 5pm

Dealing Desk: 03456 04 04 04  
from 9am to 5pm

Website: [www.rlam.com/uk](http://www.rlam.com/uk)

Telephone calls may be recorded by us, our delegates, duly appointed agents and, or any of their respective related, associated or affiliated companies for record keeping, security, training purposes and/or to help continually improve our services.

Telephone recordings will be provided on request for a period of at least five years from the date of such recording, or, where requested by a competent regulatory authority, for a period of seven years, where we can identify the call coming from you. If you ask us to send you a recording of a particular call, we may ask for further information to help us identify the exact call to which your request relates.

### Introduction

For more information, including the full Prospectus as well as the annual and semi-annual ACD's Reports that describe each Fund's objective, fees, expenses, risks and other matters of interest, please contact your Financial Adviser or request copies of the full Prospectus and/or the annual and semi-annual short or long form report and accounts from: Royal London Unit Trust Managers Limited, Freepost RLTZLSXH-EJUG, P.O. Box 9035, Chelmsford, CM99 2XB. Alternatively, call us on 03456 02 36 04 from 9am to 5pm Monday to Friday.

Such documents are available free of charge for existing and future investors. Unless otherwise defined the terms in the full Prospectus shall have the same meaning as in this SID and the Terms and Conditions.

The products and services outlined in this document are open to UK and European Economic Area (EEA) residents only.

US persons or benefit plan investors covered by the Employee Retirement Income Security Act 1974 (ERISA) are not eligible investors for this Fund. Please contact us if you think you are a US person.

## How are the charges paid

The AMC and other expenses are normally paid from the Fund's income and will only be taken from capital if there is not enough income to cover them.

For the Corporate Bond, Global Index Linked, Index Linked, International Government Bond, Sterling Credit, UK Government Bond, Short Duration Credit, Short Duration Gilts, Short Duration Global Index Linked, UK Equity Income, UK Dividend Growth and Investment Grade Short Dated Credit Funds the charges are taken from capital to maximise income potential. For the Ethical Bond Fund, the charges are taken 50% from income and 50% from capital. Any charges taken from capital will restrict capital growth.

## What are dealing costs?

Dealing will be carried out on a forward basis. This means the price at which you buy or sell Shares will not be available when you place your deal. The contract note will show the price at which you purchased or redeemed your Shares.

Large buying or selling of Shares in a fund may impact the fund's price to the detriment of existing shareholders. To offset this impact, the ACD may charge either a dilution levy or a dilution adjustment on the entity engaging in the transaction.

A dilution levy is a separate percentage charge applied to offset the price impact that can result from large subscriptions or redemptions.

A dilution adjustment (single swinging pricing) means that the fund price will "swing" to either bid or offer, dependent on the level of net fund flows (either in or out) being above a certain level on any given trading day.

## Investing in the funds?

Please see the Terms and Conditions document if you are investing through an ISA.

## How do I invest?

You can either make a lump sum investment; invest a regular monthly amount through our monthly savings scheme or do both.

The Key Investor Information Document, Supplementary Information Document, Terms and Conditions and the Prospectus for the Fund(s) are applicable to your investment in the Shares.

To make a lump sum investment:

- Phone our Dealing Desk on 03456 04 04 04 (please note that all calls will be recorded); or
- Fill in the Application Form and send it to us directly, with a cheque or wire funds (see below) to Royal London Unit Fund Managers Limited; or
- Fill in the Application Form in conjunction with your Financial Adviser who will contact us on your behalf.
- If you wish to pay for your investment electronically, please phone our Customer Service Desk on 03456 02 36 04.

If we accept your application we will send you a contract note showing details of the transaction. A copy will be sent to your Financial Adviser if you have one.

## To invest a regular monthly amount through our monthly savings scheme:

Fill in the application form including the direct debit authorisation and instructions for your bank or building society account.

You can send this to us directly or leave it with your Financial Adviser. We will acknowledge your application, if we accept it, but you will not be sent a contract note.

The minimum monthly contribution is £50, and all monthly contributions are collected by direct debit from your bank or building society account on the 5th day of each month or the next business day.

Please note that for the regular savings option we require payment by direct debit. Regular savings is NOT available for certain Funds as indicated on the Application Form.

### How much will any advice cost?

We only provide you with information about Royal London products and will not offer any advice based on your individual circumstances.

Should you have one, you must agree any fee for advice with your Financial Adviser, but they may be entitled to a maximum initial commission rate of 3%. This commission rate may be different for certain Funds or for certain share classes of Funds. The ACD pays your adviser directly.

The initial and annual charges for the Funds cover your Financial Adviser's commission. Note that those Funds with no or a reduced initial charge do not pay commission to your Financial Adviser. You may have a different payment arrangement with your Financial Adviser to the one outlined above, in which instance you should ask your Financial Adviser for details.

### When can I make my investment?

You can make your investments on any business day (excluding weekends, bank holidays or any day that the London Stock Exchange is closed) between 9am and 5pm.

All investments are made at the next available Valuation Point.

Any un-invested money is held, on your behalf, in a client money bank Account. Interest will not be paid on this. Funds are valued at 12 noon every business day (the ACD has the option to make additional Valuation Points).

For the purposes of preparing past performance data only, an additional valuation of the property of the Funds is carried out (under the same methodology as valuations carried out at the 12.00 noon valuation point) at 5.00 p.m. on the last business day of each calendar month. In particular, this will not be a valuation point for the purpose of dealing in Shares.

### How much can I invest?

The minimum lump sum investments applicable to each of the Funds are listed on your application form. The minimum additional or monthly investment amounts unless noted otherwise are:

- Minimum additional lump sum investment: £100
- Minimum monthly investment: £50

You cannot make an investment, including via a switch from another Royal London Fund, that is less than the minimum investment required for the selected Fund.

### What documentation will I receive after investing?

The ACD's annual reports will be published four months after the appropriate annual accounting period and the ACD's half-yearly reports will be published two months after the end of the appropriate half-yearly accounting period each year. Long form reports are available on request from the ACD and on [www.rlam.com/uk](http://www.rlam.com/uk).

Statements are issued within 25 business days of the 5th April and 5th October, detailing the value of your holding and any transactions that you may have made during that period.

Prices and yields are available from Customer Services on 03456 02 36 04 and on [www.rlam.com/uk](http://www.rlam.com/uk).

### Can I change my mind?

You may cancel your investment at any time after your Shares are issued.

If you cancel a lump sum investment, you will get back less than you have invested if the price of the Shares has fallen following the date of your investment.

If you decide to cancel your investment which was made following a recommendation from a Financial Adviser, you must call us to obtain a cancellation form which must be signed, returned and received by us within 14 days of you receiving your Shares. You will receive back what you have paid, even if the price of Shares has fallen.

For the monthly savings scheme, you will receive back what you have paid when you cancel your first investment into the monthly savings scheme, even if the price of Shares has fallen. Cancellation rights apply to your first investment only. Any subsequent investments will not be subject to cancellation rights. We will advise you of this right in more detail, including a cancellation form, when you invest with us. If you do not exercise your cancellation rights during the period noted then any cancellation will be treated as redemption (sale of Shares).

## An investment that meets your changing needs

### How do I stop or amend my monthly investments?

To stop or amend your monthly direct debit the ACD must be informed at least 10 business days ahead of the next collection date. Each direct debit collection is made on the 5th of each month (or the next business day thereafter).

Instructions to cancel or amend your direct debit must be made in writing to: Royal London Unit Trust Managers Limited, Freepost RLTZ-LSXH-EJUG, P.O. Box 9035, Chelmsford CM99 2XB.

### Can I switch my investment between the Funds?

Yes you can. If you wish to change part or all of your holding(s) from one of the Funds outlined in this document to another (this is known as “switching”) you may do so by instructing us either in writing or by telephone. If in writing, you may use the Switch Form to instruct us.

Once we have received your instructions and validated your identity we will sell your holding(s) at the next available Valuation Point and immediately reinvest the proceeds of the sale into your chosen new Fund(s). A 2% discount to the initial charge is available for the Funds.

Certain Funds or share classes may have no discount or a reduced discount for switches. For Funds or share classes with no initial charge or where a reduced initial charge was applied, then no additional discount will be applied on switching.

A switch of assets from one Fund to another will be regarded as a chargeable disposal by HM Revenue & Customs, and could give rise to a Capital Gains Tax if your annual allowance has already been used.

If you switch Shares out of a Fund such that the value of your holding falls below the minimum holding amount required for that Fund or if you are no longer eligible to invest in the Fund (for example if you are no longer EEA resident), then the ACD has the right to sell all of your remaining Shares in that Fund.

### How do I sell my investment?

You may sell some or all of your Shares at any time by instructing us as described below:

- You can telephone the ACD on 03456 02 36 04 and advise us of your instructions. Please note that all calls will be recorded.
- You can instruct the ACD by writing to: Royal London Unit Trust Managers Limited, Freepost RLTZ-LSXH-EJUG, P.O. Box 9035, Chelmsford CM99 2XB.
- You can instruct your Financial Adviser to sell the Shares on your behalf.

A contract note will be sent confirming the transaction.

Following receipt of suitable evidence of title (e.g. verification of your signature), settlement will be made within three business days (for the Short Term Money Market, Cash Plus and Enhanced Cash Plus Funds, settlement will be made within two business days). Shares can be sold (redeemed) on any business day during normal working hours. Requests for redemptions received by the ACD after 12 noon will be sold at the next available Valuation Point.

If you instruct the ACD to send the money to your bank or building society account this will be accepted as a request to send money by electronic payment (the ACD reserves the right to pass on the cost for this service).

If you sell enough Shares that the value of your holding falls below the minimum holding amount required, then the ACD has the right to sell all of your remaining Shares.

### What happens to my investment on death?

For accounts held in more than one name, the Account will continue in the name(s) of the surviving investors.

For accounts in only one name, unless otherwise instructed, Shares will be sold at the price calculated at the Valuation Point following receipt by the ACD of a request for redemption and such documentation (proof of death and proof of entitlement) as in the ACD's absolute discretion is considered to give a complete discharge. Where no specific settlement instruction has been provided, and providing all relevant signatures have been received, the cash value realised will be transferred

to your first named executor within three business days thereof. If your executor requires an Account to be opened in another investor's name, the ACD may require verification of identity from the new Account holder in order to meet its requirements under the UK Money Laundering regulations.

The Agreement shall be binding on your personal representatives.

### **How do I notify the ACD of a change to my personal details?**

All notifications of a change to personal details must be made in writing to Royal London Unit Trust Managers Limited, Freepost RLTZ-LSXH-EJUG, P.O. Box 9035, Chelmsford CM99 2XB.

Any changes to your personal details will require a further money laundering check as described in the section about money laundering in the Terms and Conditions.

## **The income from your investment**

### **Can I take an income from my investment?**

This depends on the type of Fund you choose and what you decide to do. There are two types of Shares that can be issued: Income or Accumulation Shares. Income Shares normally allow you to take an income from a Fund, while Accumulation Shares accumulate (gather) their income thereby supplementing the value of your investment. However, if you do choose a Fund that issues Income Shares you may prefer not to take the income but to reinvest it, thereby increasing the number of Shares that you hold.

### **How will income be paid?**

If you choose to have income paid, the ACD can pay it directly into your bank or building society Account. The relevant tax voucher will be sent to your registered address.

### **My question isn't covered above; what do I do?**

If you have a Financial Adviser you should speak to them. Alternatively, you can contact Customer Services on:

03456 02 36 04. Customer Services will not provide any advice on your individual circumstances.

If you are an intermediary you can contact our Dealing Desk on the local rate dealing line: 03456 04 04 04.

Please note that for your protection and as part of our commitment to deliver the best possible customer service, your telephone calls will be recorded and may also be monitored.

## **Additional information for investors**

### **Prospectuses / ACD's reports**

You, as either an existing or potential investor, can ask for free copies of the latest prospectuses and annual and half-yearly ACD's reports, by contacting us on 03456 02 36 04. You can also visit [www.rlam.com/uk](http://www.rlam.com/uk)

### **Data protection**

Where we collect and/or process any of your personal information in relation to these Terms of Business, we shall do so in accordance with our Privacy Notice available online at [www.rlam.com/uk](http://www.rlam.com/uk). If you would like a copy of this document, please write to us using the below contact information.

### **Regulatory points to note**

As a result of recent regulatory changes we have been required to make certain updates to our Terms and Conditions. These updates include inserting provisions relating to: governing unclaimed custody assets and client money; handling client money in the course of a transfer or business; and the circumstances in which the ACD may cease to treat money as client money or apply the custody rules to custody assets while carrying out a delivery versus payment transaction.

### **Queries and complaints**

Any query regarding your Fund investment with Royal London Unit Trust Managers should be made to: Royal London Unit Trust Managers Limited, Freepost RLTZ-LSXH-EJUG, P.O. Box 9035, Chelmsford, CM99 2XB.

If you are not satisfied with any aspect of the service you have received from us, any complaint should be made, in writing, to the address given above, or by telephoning Customer Services on 03456 02 36 04. Your complaint will be dealt with in line with our complaints procedures and a resolution sought. To request a copy of our complaint handling procedures, please write to the address above or telephone Customer Services on 03456 02 36 04.



If you are still not satisfied you can then refer the complaint to:

Financial Ombudsman Service at Exchange Tower,  
South Quay Plaza, 183 Marsh Wall, London E14 9SR.

Telephone: 0800 0234 567 from a fixed line or  
0300 1239 123 from a mobile.

E-mail: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk).

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

Royal London Unit Trust Managers is covered by the Financial Services Compensation Scheme. You may be entitled to compensation if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Most types of investment business are covered 100% of the first £85,000 per eligible person per firm. Further information about compensation is available from the Financial Services Compensation Scheme at [www.fscs.org.uk](http://www.fscs.org.uk). Making a complaint will not prejudice your rights to commence legal proceedings. Further information regarding any compensation scheme or any other investor-compensation scheme of which Royal London Unit Trust Managers is a member (including, if relevant, membership through a branch) or any alternative arrangement provided, is available on request.

### **Disability act**

If you require a copy of this brochure in large text, please call us on 03456 02 36 04.

### **International Tax Reporting**

In order to comply with UK legislation, we will be required to collect and report information about your tax residency. Under certain circumstances, we will be obliged to report personal details as well as details of your investment to HM Revenue & Customs. This information may be passed on to relevant overseas tax authorities, including those in other European Union states and the United States of America, as appropriate. If you have any questions about your tax residency, you should consult your tax advisor.

## **Information about who manages, administrates and advises the Fund(s)**

### **The Authorised Corporate Director:**

The Authorised Corporate Director (ACD) is a corporate body given powers and duties under FCA regulations to operate an OEIC. The ACD of the Fund(s) is Royal London Unit Trust Managers Limited, incorporated in England and Wales on 14th April 1989, registered no 2372439, a wholly owned subsidiary of The Royal London Mutual Insurance Society Limited a company incorporated in England and Wales, registered no. 99064. The main business of the ACD is the collective investment of assets in transferable securities with the aim of spreading investment risk and giving Shareholders the benefit of the results of the management of those assets.

Royal London Unit Trust Managers Limited is authorised and regulated by the Financial Conduct Authority, details of which are entered in the FS Register under Firm Registration Number 144037, and is a member of the Investment Association (IA).

The main place of business of the ACD is:  
80 Fenchurch Street, London, EC3M 4BY.

### **The Financial Conduct Authority (FCA):**

Royal London's Funds are authorised, registered and regulated by the Financial Conduct Authority. The FCA can be contacted at 12 Endeavour Square, London E20 1JN.

Telephone from UK: 0845 606 1234  
(local call rates)

Telephone from Overseas: +44 20 7066 1000

Website: [www.fca.org.uk](http://www.fca.org.uk)

## Contact us

For more information about our range of products and services, please contact us.

**Royal London  
Asset Management**  
80 Fenchurch Street  
London, EC3M 4BY  
020 7506 6500  
institutional@rlam.co.uk  
bdsupport@rlam.co.uk

We are happy to provide this document in Braille, large print and audio

[www.rlam.com/uk](http://www.rlam.com/uk)

The views expressed are those of Royal London Asset Management at the date of publication unless otherwise indicated, which are subject to change, and is not investment advice.

Telephone calls may be recorded. For further information please see the Legals notice at [www.rlam.com/uk](http://www.rlam.com/uk)

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