

Financial Services Guide

ASA Funds Management Limited ACN 079 538 499 AFSL 234455

Dated: 28 June 2024

1. Purpose and content of this guide

This Financial Services Guide (**FSG**) is prepared by ASA Funds Management Limited (ACN 079 538 499, AFSL 234455) (**ASAFM**), and is an important document that we are required to give you under the terms of our Australian Financial Services Licence (**AFSL**). This FSG is provided to you to help you decide whether to use our financial services offered in this guide and contains important information about who we are and how to contact us, the financial services we offer, how we are paid in connection with those services, your privacy and how we deal with complaints.

2. About the ASA Group

ASAFM is part of the ASA Group, a specialised real estate investment manager, with experience and capability in investment management, raising debt and equity capital, asset management and leasing and property management and development.

3. Product Disclosure Statement

In addition to this FSG, you may receive a Product Disclosure Statement (**PDS**) in respect of particular financial products that may be offered to you as part of our financial services. This will be provided to you before you invest in any financial product issued by ASAFM. A PDS contains information about the relevant product, including the costs, fees, charges, terms and conditions of the product, and is intended to provide you with the details that you need in order to make an informed decision about the particular financial product.

4. Products and services information

Under the terms of our AFSL, we are authorised carry on a financial services business to retail and wholesale clients to (amongst other things):

- provide general financial product advice for interests in managed investment schemes (excluding investor directed portfolio services) and securities in a CCIV;
- deal in a financial product by issuing, applying for, acquiring, varying or disposing of the following classes of financial products:
 - derivatives; and
 - interests in managed investment schemes excluding investor directed portfolio services;
- deal in a financial product on behalf of another person, by applying for, acquiring, varying or disposing of the following classes of financial products:

- certain deposit and payment products;
 - debentures, stocks or bonds issued or proposed to be issued by a government; and
 - securities;
- operate, as a responsible entity, registered managed investment schemes (including the holding of any incidental property) that hold derivatives, direct real property and/or financial assets.

5. No personal advice

ASAFM does not provide, personal financial advice to retail clients. Before making any decision to invest in any financial products issued by ASAFM, we strongly recommend that you obtain advice from an independent, qualified and licensed financial adviser who is able to address your individual objectives, financial situation and needs.

6. Remuneration, commission and other benefits

Except to the extent specified in the relevant PDS for a fund managed by ASAFM, ASAFM does not charge any fees for information or general product advice that we provide to you.

We are remunerated through the fees that are applicable to the financial product(s) in which you invest. Details of any such fees are set out in the PDS for the relevant product, and include management fees in respect of the various products that we offer. Except to the extent specified in the relevant PDS for a fund managed by ASAFM, there are no commissions payable to ASAFM, or any financial advisers or other intermediaries, for any products issued to retail clients. You may request particulars of the fees that are payable to ASAFM before you are provided with any financial service. Any such request must be made to ASAFM within a reasonable time after you are provided with this FSG.

Other companies and related entities within the ASA Group may receive fees and other benefits for services provided to ASAFM in connection with any of our financial products, however any such fees and other benefits are not attributable to the provision of financial services by ASAFM.

Our staff (and those of the broader ASA Group) are remunerated by way of a salary, and may receive bonuses and other non-monetary benefits from time to time. This remuneration is not directly linked or attributable to investments that are made by retail clients, and will not be an additional cost to you. ASA Group staff do not receive commissions in respect of financial products or services.

If you choose to obtain personal financial advice (that is, advice from a licensed adviser that takes into account your personal objectives, financial situation and needs), your adviser may charge fees for this service. Information relating to these fees must be set out in the separate financial services guide and/or statement of advice that they are required to provide to you. **As noted above, ASAFM does not give personal financial advice to retail clients, and as such, you will not receive a statement of advice from us.**

7. Associations or relationships with other product issuers

ASAFM acts on its own behalf when providing the financial products and services described in this FSG.

8. Conflicts of interest

Potential conflicts may from time to time arise between the interests of investors, ourselves, our related parties (such as other members of the ASA Group), and other parties (including service

providers appointed by us). We have a legal duty to manage conflicts of interest, and act in the interests of investors. In circumstances where a conflict arises, we must give priority to investors' interests and/or our duties to them (as applicable).

We have policies, procedures and organisational arrangements in place to manage conflicts of interest, and the board of ASAFM is responsible for the overall management and resolution of conflicts of interest arising in relation to our financial products and services.

9. Compensation arrangements

ASAFM maintains professional indemnity insurance in accordance with the law. This insurance (subject to its terms and conditions) provides indemnity up to the sum insured for ASAFM in respect of the obligations set out in our AFSL.

10. How to provide instructions

ASAFM generally requires that you provide instructions in writing in relation to financial products and services and may require your signature to verify any instructions that you provide. You will also typically be able to give these instructions by email or online.

However, there are special arrangements and rules in place for some products and services that specify how instructions are to be provided, or certain transactions carried out. These methods will be explained in the relevant disclosure document (such as a PDS) or applicable forms. Alternatively, you can contact the ASA Group investor services team directly via the contact details set out below on the last page of this FSG, and a staff member will be able to assist you in taking the necessary steps.

11. Privacy

ASAFM may collect personal information in connection with providing financial products and services. We understand how important it is to protect this personal information, and are committed to protecting and maintaining your privacy.

Our Privacy Policy explains how we handle personal information that is collected in the course of performing our functions and activities, and can be obtained by contacting us directly or by visiting our website: www.asarep.com/privacy-policy.

12. Complaints

Internal dispute resolution

If you have a particular complaint regarding a financial product or service that has been provided to you by ASAFM, you may lodge a complaint verbally by calling ASAFM on +613 9221 6215, or in writing to us via either of the following options:

Postal address: Level 27, 101 Collins Street, Melbourne VIC 3000

Email: investorservices@asarep.com

When a complaint has been received by us, our representatives will:

- acknowledge the complaint by the next day after receipt, or as soon as practicable; and
- consider the complaint and provide a response within 30 calendar days of receipt of the complaint (unless complexity or circumstances beyond our control mean that there has been no reasonable opportunity to provide the response).

If you would like additional information on our internal complaints and dispute resolution process, you can find our full Complaints Handling Policy on the 'Corporate Governance' page of our website: [www.asarep.com/policy/complaints-handling-policy]

External dispute resolution

If you are not satisfied with ASAFM's handling of your complaint or our decision, you may refer your complaint to the Australian Financial Complaints Authority (**AFCA**). AFCA provides a fair and independent dispute resolution service which is free for clients to access. The contact details for AFCA are:

Website: www.afca.org.au

Email: info@afca.org.au

Telephone: 1800 931 678

Postal address: AFCA Service Complaints, Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

Please note that there are some time limits for lodging certain complaints - please consult the AFCA website to find out if or when the time limit relevant to your circumstances expires.

13. Contact details

If you have any further questions relating to this guide, please do not hesitate to contact us:

Email: investorservices@asarep.com

Telephone: +613 9221 6215

Postal address: Level 27, 101 Collins Street, Melbourne VIC 3000