

# Redemption Request Form

**Use this form if you are an existing investor and wish to make a redemption.**

Please complete all sections in BLOCK letters and using a black pen. If you make an error while completing this form, do not use correction fluid, cross out your mistake and initial your changes.

## HOW TO COMPLETE THIS FORM

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**Step 1** Please ensure you have completed the following:

- written your account number and account name as it appears on your latest statements
- written which fund this instruction applies to
- written the amount in either Australian dollars or units if you are only making a partial redemption
- signed the form as per the 'Signing instructions' in **section 4**

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**Step 2** Send your documents to us.

You can return the original forms by post, or a scanned copy of the signed document to the details below:

**Email:**

[copia\\_transactions@unitregistry.com.au](mailto:copia_transactions@unitregistry.com.au)

Please include your investor number in the subject line of your email.

**Post:**

GPO Box 804

Melbourne

Vic 3001

Copia Investment Partners will not be able to process your redemption until we receive the correct documentation. This may affect the unit price applying to your investment.

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#### 4. SIGNING INSTRUCTIONS

By signing this form I/we agree that SS&C and the unit registry are entitled to act on the instructions, without further enquiry and these instructions supersede and have priority over all previous instructions in respect to my/our investment.

**Individual** - where the investment is in one name, the account holder must sign.

**Joint Holding** - where the investment is in more than one name, all of the account holders must sign.

**Companies** - where the company has a sole director who is also the sole company secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a company secretary, a sole director can also sign alone. Otherwise this form must be signed by a director jointly with either another director or a company secretary. Please indicate the capacity in which the form is signed.

**Trust** - the trustee(s) must sign this form. Trustee(s) signing on behalf of the trust confirm that the trustee(s) is/are acting in accordance with such designated powers and authority under the trust deed.

**Power of Attorney** - if you have not already lodged the Power of Attorney with us, please attach a certified copy of the Power of Attorney document that includes Certificate of Witness and Statement of Acceptance and Certified Identification Document of the Power of Attorney. I/we attest that the Power of Attorney has not been rescinded or revoked and that the Donor is still living.

**Signature of Investor 1, Individual trustee 1, Director or authorised representative**

Signature

Please print full name

Date signed

**Company officer (please indicate company capacity)**

Director

Company Secretary

Authorised Representative

**Signature of Investor 2, Individual trustee 2, Director or authorised representative**

Signature

Please print full name

Date signed

**Company officer (please indicate company capacity)**

Director

Company Secretary

Authorised Representative