

# JPMorgan Fund ICVC, JPMorgan Fund II ICVC and JPMorgan Fund III ICVC

## How to use this document

This document contains supplementary information about the sub-funds (each a “Fund” or together “the Funds”) of the three JPMorgan Fund ICVCs (JPMorgan Fund ICVC, JPMorgan Fund II ICVC and JPMorgan Fund III ICVC, each an open-ended investment company (OEIC) (the “Companies”).

It should be read in conjunction with the Key Investor Information Document(s) (“KIID”) for the relevant Fund(s).

For more information, including where to obtain copies of the full Prospectus, KIID, and the latest annual and semi-annual reports, please see the General Information section.

## What is an OEIC?

OEIC stands for Open Ended Investment Company. An OEIC uses the pooled money of its shareholders (“Shareholders”) to invest in the stock market. Investors own shares in the OEIC – not the underlying investments – and each OEIC can create shares to allow investors to buy as many shares as they want. (OEICs can also cancel shares if more people sell than buy.) This is why they are called open-ended.

Each Fund in an OEIC is managed by teams of investment professionals so all the day-to-day investment decisions are taken care of. OEICs use the money from each investor to invest into a wide range of companies or other investments. This allows each investor to have a diversified investment even if they are investing small amounts of money. This is known as a collective investment.

Shares are bought at the price calculated at midday. When OEICs pay income to investors this is known as a distribution, as outlined below:

## Your commitment

To invest a minimum initial lump sum or minimum monthly payment

	Lump sum	Holding	Top up	Regular Saving	Redemption
A	£1,000	£1,000	£100	£100 per month	£100
A GBP Hedged	£1,000	£1,000	£100	£100 per month	£100
A Monthly Shares	£3,000	£3,000	£500 N/A	£500	
B £	1 million	£1 million	£100,000	N/A	£25,000
B GBP Hedged	£1 million	£1 million	£100,000	N/A	£25,000
B Monthly Shares	£1 million	£1 million	£100,000	N/A	£25,000
C	£5 million	£5 million	£100,000	N/A	£25,000
C GBP Hedged	£5 million	£5 million	£100,000	N/A	£25,000
E	£1,000	£1,000	£100	£100 per month	£100
E Quarterly Shares	£1,000	£1,000	£100	£100 per month	£100
I	£20 million	£20 million	£100,000	N/A	£25,000
I Monthly Shares	£20 Million	£20 Million	£100,000	N/A	£25,000
S	£2 million	£2 million	£100,000	N/A	£25,000

## How can I invest?

Prior to investing in any of the JPMorgan Funds, you must confirm that you have received and read the KIID in respect of the Fund(s). You can invest either a lump sum or monthly in A and E Share Classes.

### Lump sum investing:

You can pay via debit card, direct debit or cheque. If you choose to pay by cheque, any cheques should be made payable to 'J.P. Morgan Asset Management'. If you invest in more than one Fund, one cheque can be sent to cover the total investment amount.

Please note cheques should be drawn on a bank account in your name, or a joint account to which you are a party or a building society cheque endorsed with your name. Other third party cheques are not accepted.

For lump sum investments we will take payment on the day the order is placed. It should be noted if you are invested through a nominee, they will need to ensure payment is made to us within three days of the order being placed.

Normally, Shares are issued upon acceptance of dealing instructions and cleared payment for the shares must be received from you by the Settlement Date (as set out in the fund's prospectus). If we (JPMorgan Funds Limited) do not receive full payment from you by the Settlement Date, or if prior to the Settlement Date we become aware of any reason why, in our opinion, full and timely payment will not be received we have the right to cancel (redeem) the Shares without prior notice to you and at your cost. We will seek to recover any losses, including costs, remaining after any shares are cancelled. You agree to reimburse the fund for any costs, losses, claims and expenses suffered or incurred by the fund and/or us as a result of your non-payment by the Settlement Date.

All deals will be carried out at "forward" prices i.e. the price calculated at the next valuation point. All financial service companies are required to identify their clients and carry out security checks. Therefore we may need to contact you to obtain further information and/or documentation about you, which may result in a delay in the processing of your instructions or in making payments to you. Please see Anti-Money Laundering section.

### Regular monthly saving (Share Class A and E only):

If you choose to invest monthly, subscriptions are taken from your bank account by direct debit, with a minimum of £100 per fund. You must complete an application form and a direct debit form. Your direct debit will be taken on the 1st or 16th depending on which you select, or next business day and will invest immediately.

New instructions and changes to direct debits must be received 15 days before the next collection date if they are to be implemented at that time.

If we try to collect your direct debit and it fails, we will let you know in writing.

There is no commitment on your part to continue regular saving and no penalties should you stop. However, we do reserve the right to close an account which does not reach or subsequently

falls below our published minimum holding, either as a result of stopping regular monthly saving or a withdrawal. The investment decision is yours and you may choose to switch or sell your holdings whenever you wish.

If a merger is approved between any of the Funds in which you invest via regular monthly saving, your regular monthly saving in respect of the merging Fund will automatically be transferred to the new Fund unless you advise us to the contrary.

All Funds settle T+3 (i.e. three days after the trade is placed) across both subscriptions and redemptions.

### Investment top-ups:

You need to complete an OEIC Application form indicating your choice of Fund(s) and enclose a cheque. This form is available on our website at [www.jpmmorgan.co.uk/forms](http://www.jpmmorgan.co.uk/forms) or by calling our Client Administration Centre on 0800 20 40 20 (or +44 1268 44 44 70 if calling from outside the UK) or by writing to J.P. Morgan Asset Management, Client Administration Centre, PO Box 12272, Chelmsford CM99 2EL.

We will send you a quarterly statement, giving details of your investments.

## Client classification

For investment transactions, J.P. Morgan will categorise all investors as Retail Clients unless a different categorisation is specified by contract or other notification, which would take precedence.

This categorisation entitles investors to the full level of protection provided by regulation.

## Investment advice

Please note that we do not provide advice, and therefore, are not required to assess the suitability or appropriateness of investments that you choose that we may hold for you, or for other services provided to you by JPMorgan Asset Management. This means you do not benefit from the protection of the Financial Conduct Authority's rules on assessing suitability. If you are in any doubt about the suitability of appropriateness of any particular investment or service, we recommend that you consult an authorised financial adviser.

## General information

### Can I change my mind?

Yes, if you are a retail customer buying shares and you have received advice in relation to your investment instructions (an "advised investor") then you can change your mind. We will send you a notice of your right to cancel when we receive your instructions. This means that you can cancel your instruction at any time during the 14 days after you receive the cancellation notice - just by sending the notice to us. If the value of your investment has fallen at the time we receive your completed cancellation notice, you will receive that value, not a full refund.

### **Can I switch into other Funds?**

Yes, you can. You need to call our Client Administration Centre on 0800 20 40 20 (or +44 1268 44 44 70 if calling from outside the UK) or write to J.P. Morgan Asset Management, Client Administration Centre, PO Box 12272, Chelmsford CM99 2EL.

Subject to the minimum investment limits, switching between Funds of the Companies is free of charge. You will need to confirm in your instruction that you have read the KIID(s) for the Fund(s) you are switching to, or we will be unable to accept your instruction.

### **Can I convert my shares into a different share class of the same Fund?**

Yes, you can. You need to call our Client Administration Centre on 0800 20 40 20 (or +44 1268 44 44 70 if calling from outside the UK) or write to J.P. Morgan Asset Management, Client Administration Centre, PO Box 12272, Chelmsford CM99 2EL. Subject to the minimum investment limits, conversions between share classes of a Fund is free of charge.

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

Yes, you can take income from your investment by purchasing income shares. Income will be paid to you by direct credit into your bank account. You will normally receive the income payment within five business days of the distribution date. Please note, when you provide us with your bank details, we will apply these details to all future outgoing payments including withdrawals (if previously sent by cheque) unless you instruct us otherwise.

### **Can I reinvest income from my investment?**

We do not offer income reinvestment, however if you would prefer not to receive income payments then we do offer accumulation shares. This means any distributions paid by the Fund are accumulated within the Fund with the intention of increasing the value of each share.

### **How do I sell my shares?**

Sale instructions are accepted in writing, by fax to 0845 246 1852 or by telephone on 0800 20 40 20 (or +44 1268 44 44 70 if calling from outside the UK). If your account is registered in the name of Joint Shareholders, we will require a written instruction signed by all named holders in order to release the proceeds to you. Subject to a minimum redemption amount (see the Your Commitment section) instructions received before midday will be executed on the same business day. Instructions received after midday will be dealt the following business day. We will only accept instructions from you in relation to your account. Your financial adviser can also submit on your behalf your written instructions signed by you. All instructions and fax instructions must include your account number and be signed by you.

If you instruct us to sell your entire holding and you currently invest monthly, we will continue to collect any direct debits for

you, unless you instruct us otherwise. If the balance of your account falls below the minimum holding levels shown in the Your Commitment section as a result of a withdrawal, or, in the case of Share Class A or E, you cease to pay monthly instalments before your account has reached £1,000, we may close your account and return the money to you.

In certain circumstances investors' ability to redeem shares may be suspended.

### **When will I get the proceeds from the sale of my investment?**

We will send you the sale proceeds by BACS within five business days of the sale.

Should you not provide us when requested with your bank account details or any other documentation which is required by us to make a payment to you, any payment to you may be delayed and we will not be liable to you for any loss you may incur as a result of such delay. Please note, when you provide us with your bank details, we will apply these details to all future outgoing payments including distributions (if previously sent by cheque) unless you instruct us otherwise.

### **Where do I send my instructions?**

All instructions should include your full name and account number and be sent to:

J.P. Morgan Asset Management  
Client Administration Centre  
PO Box 12272  
Chelmsford  
CM99 2EL

Instructions we consider unclear (including when the share class of a Fund is not specified) may lead to a delay in their execution or rejection. Such instructions will only be executed by us once they have been verified and confirmed and our processing procedure has been completed to our satisfaction. Please note that we will not be liable for any losses or lost opportunities which may result from delays or rejections that arise from unclear instructions.

### **How is my money held when buying and selling shares?**

JPMorgan Funds Limited applies a one day exemption as permitted under the FCA rules. This means there will be a one business day period where your money is not in a client money account and therefore is not protected. This is referred to as the 'Delivery versus Payment' exemption. Full details of this exemption are set out in Part 4 of the Prospectus.

Client money is money which J.P. Morgan holds or receives for you and which is held separately from J.P. Morgan's own money. Under the FCA Rules client money will be held in a segregated noninterest bearing client money bank account.

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If the bank where client money is held becomes insolvent JPMorgan Funds Limited will have a claim on behalf of its clients against the bank. If however the bank cannot repay all of its creditors, any shortfall may have to be shared pro rata between them. You may also be entitled as an individual to claim from the Financial Services Compensation Scheme (FSCS) up to £85,000 in respect of the total cash you hold directly and indirectly with the failed bank.

To the extent we are permitted to exclude liability under law or regulation, we are not responsible for losses incurred by banks who we may appoint to hold client money.

Where we hold your money as client money, we hold it in accordance with the FCA Rules which requires us to have in place adequate record keeping, accounts and reconciliation procedures to safeguard it. We also have in place procedures to cover the selection, approval and monitoring of the bank(s) we use to hold your money.

Subject to applicable legal and regulatory requirements, any overpayment made by a nominee/institution less than £1 which is received in relation to the settlement of a purchase of shares may be paid to a registered charity of our choice.

#### **How can I follow the progress of my investment?**

You will be sent details of any lump sum purchases, withdrawals and any switches you make.

You will also receive quarterly statements, showing all transactions for the previous 3 months. Please keep your statements for your records as we reserve the right to make a charge for the retrieval of information that may be held on our archive or for the provision of duplicate documents.

#### **Prices of our Share**

Classes can be obtained online at [www.jpmorgan.co.uk/investor](http://www.jpmorgan.co.uk/investor) or by calling our Client Administration Centre on 0800 20 40 20 (or +44 1268 44 44 70 if calling from outside the UK) or by writing to J.P. Morgan Asset Management, Client Administration Centre, PO Box 12272, Chelmsford CM99 2EL.

#### **How do I obtain a copy of an Annual Report & Accounts, KIID and the full Prospectus?**

Copies of Reports & Accounts and KIIDs may be obtained by writing to J.P. Morgan Asset Management, Client Administration Centre, PO Box 12272, Chelmsford, CM99 2EL or by calling 0800 20 40 20 between 9am and 5.30pm Monday to Friday.

Copies of these documents, along with the full Prospectus can also be found online at [www.jpmorgan.co.uk/investor](http://www.jpmorgan.co.uk/investor).

#### **Communications**

You must ensure that you provide us with any changes to your postal, email address or any other personal detail changes as soon as they occur so we are able to contact you. If you do not keep us informed of any changes and we are unable to contact you, we may not be able to carry out your instructions or manage your Account.

#### **What happens if I have a complaint?**

J.P. Morgan Asset Management is committed to providing a first-class service to clients. If anything does go wrong, we try to put it right quickly and efficiently. If we cannot resolve a problem immediately, we will get in touch with you to tell you what we are doing about it.

If you are a potential, current or previous customer with J.P. Morgan Asset Management and are dissatisfied with any aspect of the marketing or administration of your investment you may complain to us free of charge. You can contact us by calling our UK-based Investor Services team on 0800 20 40 20 or by writing to:

J.P. Morgan Asset Management  
Client Administration Centre  
PO Box 12272  
Chelmsford  
CM99 2EL

We will notify you of your right to refer your complaint to the Financial Ombudsman Service where relevant, should you remain unhappy with our response.

The Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR  
Telephone: 0800 023 4567

Where you wish to refer your complaint to the Ombudsman, you must do this within six months of our final response.

#### **What happens if JP Morgan Funds Limited becomes insolvent?**

JP Morgan Funds Limited is covered by the Financial Services Compensation Scheme ("FSCS"), which means if the company becomes insolvent, you may be entitled to compensation.

The level of compensation will depend on the type of business and the circumstances of your claim. Investments are covered for 100% of the first £85,000.

Further details of the Financial Services Compensation Scheme are available from:

The Financial Services Compensation Scheme  
10th Floor  
Beaufort House  
15 St Botolph Street  
London EC3A 7QU  
Telephone: 020 7741 4100 or 0800 678 1100

## Data Privacy Policy and Anti Money Laundering

### Data Privacy Policy

The Privacy Policy issued by J.P. Morgan Asset Management on behalf of itself, its subsidiaries and its affiliates is available at [www.jpmorgan.com/emea-privacy-policy](http://www.jpmorgan.com/emea-privacy-policy), and hard copies are available on request.

### Anti-Money Laundering

As a company conducting investment business we are required to comply with all applicable money laundering requirements, and in particular the Money Laundering Regulations 2007 (the 'Regulations'). Our responsibility for compliance with the Regulations, including but not limited to, verifying the identity and address of our investors, is based on the guidance issued by the Joint Money Laundering Steering Group, as amended from time to time.

Should we need to verify your identity we may use a reference agency (this should not affect your credit rating) and may need to contact you to obtain further information and/or documentation about you. Until satisfactory proof of identity is provided, we reserve the right to refuse to process your instructions or make any payment to you. Any cash will be held in a client money account. We will not be held responsible for any losses caused by any delay in processing an accepted application while establishing your identity, unless such delay is caused by our negligence.

Payments to third parties will only be made at our discretion. Evidence of identity of such third parties must be provided with the sale instruction. Normally we only make third party payments to personal or legal representatives into an appropriate bank account. Evidence of identity will need to be provided in such format that we may reasonably require. Until satisfactory proof of identity is provided of such third parties, we reserve the right to refuse to process any instruction that we have been given or make any payment.

If you change address, we reserve the right to request original or certified identification documents that verify your new address details as well as your identity, as appropriate.

To prevent financial crime, your details may be passed to governmental, regulatory or other bodies as required by law.

We will need a verified date of birth registered on your account in order to pay any money out to you.

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