

# Liquidity Fund: Doing Business With Us

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J.P. Morgan Global Liquidity

EMEA and Asia Pacific edition



# Welcome to J.P. Morgan Global Liquidity

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**HELPING YOU CONDUCT YOUR TRANSACTIONS SMOOTHLY AND EFFICIENTLY IS ONE OF OUR MOST IMPORTANT SERVICES.**

In this guide, you will find all the basic information you need to open accounts, execute trades, view your statements and more. We hope this guide simplifies your liquidity management, and we look forward to helping you manage your transactions most effectively.

## HOW TO CONTACT US

To open a new account, buy or sell shares, get fund information, or seek additional assistance, contact the J.P. Morgan Global Liquidity Client Services Team:

### EMEA

Phone: +352 3410 3636  
Fax: +352 3410 8855  
Email: [liquidity.client.services.emea@jpmorgan.com](mailto:liquidity.client.services.emea@jpmorgan.com)

### Address

JPMorgan Asset Management (Europe) S.à r.l  
J.P. Morgan Global Liquidity - Client Services & Operations  
European Bank and Business Centre  
6 Route de TrèvesL-2633 Senningerberg  
Luxembourg

### Global Liquidity Client Services Hours

Monday to Friday from 9:00 (Luxembourg time) to 18:00 (New York time).  
Trading hours vary by fund.

## Asia Pacific

### Phone

Hong Kong: +852 2800 2792  
Australia: 1 800 21 9456 (*toll-free number*)  
Singapore: 800 8523 694 (*toll-free number*)

### Fax

Hong Kong: +852 2800 4676  
Australia: 1 800 70 2640  
Singapore: +65 6882 1196

### Email

[liquidity.client.services.apac@jpmorgan.com](mailto:liquidity.client.services.apac@jpmorgan.com)

### Address

J.P. Morgan Global Liquidity - Client Services Asia  
19<sup>th</sup> Floor, Chater House  
8 Connaught Road Central  
Hong Kong

### Global Liquidity Client Services Hours

Monday to Friday from 8:00 (Hong Kong time) to 18:00 (Hong Kong time).  
Trading hours vary by fund.

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## Opening a new account

- Please call the Client Services team to request a new account to be opened. You will need to submit the following documentation:
  - Completed original account application form
  - Original or certified copy of a list of authorised individuals on company letterhead
  - Appropriate Anti-Money Laundering (AML) and Know Your Client (KYC) documentation in accordance with regulatory policy
- Your account will be set up as soon as we have received and verified your documentation.
- Please note that redemption proceeds cannot be paid until the original or certified copies of the above documentation is received.

## Transacting in the fund

- You can deal in the funds by faxing a completed Liquidity Fund accumulating or distributing transaction form or a Managed Reserves Fund transaction form to the Client Services team or through our J.P. Morgan Global Cash Portal, SWIFT or FTP file exchange.
- Trades placed and accepted before the fund's trading deadline will be processed the same day.
- To purchase or redeem fund shares by phone in EMEA, call +352 3410 3636 with the following information: account name, account number, fund name and share class, amount of order and trade date.
- Please note that it is not possible to purchase or redeem fund shares by phone in Asia Pacific. Please fax your transaction form to +852 2800 4676 or execute your trade online via the J.P. Morgan Global Cash Portal.

## Placing a purchase

- Trades must be placed before the fund's trading deadline. Please know your fund name, account number and the exact amount of the trade.
- You are advised to place trades as early in the day as possible and to provide J.P. Morgan with advance notice of large trades.

## Redeeming fund shares

- If your order is accepted before the cut-off time, proceeds will be transferred that same business day in the time zone of the currency's home country.
- All redemption proceeds will be paid on settlement date to the bank account(s) designated on your application form.
- Any changes to your payment instructions for redemptions must be requested in writing and signed by authorised signatories. For your added security, call backs to additional authorised persons may be performed to confirm such changes before proceeds are paid out. Please call +352 3410 3636 in EMEA or +852 2800 2792 in Asia Pacific if you wish to make any other changes to your account.

- Please be aware that the bank account receiving the redemption payment must be in the same name as the fund account holder as we are not allowed to make third party payments.

## Placing a pre-advice call

- Pre-advice calls assist the JPM portfolio managers with managing large inflows/outflows within the fund, thus providing protection for all shareholders against unexpected flows. Whenever possible, it is requested that you provide notice as soon as possible.
- To place a pre-advice call, contact your Client Adviser. Your Client Adviser will relay this information to the appropriate group.
- This information should include the name of your organisation, approximate amount of the purchase or redemption and the length of the investment, if appropriate.

## Additional services

- If you have a JPMorgan Chase Bank account held in London, Frankfurt or New York, you are able to take advantage of our automated debiting functionality. With this feature added to your account, subscriptions placed into your J.P. Morgan Fund account will automatically debit your JPMorgan Chase Bank account, saving you an additional step. EMEA clients who do not have a J.P. Morgan bank account may still be able to take advantage of our **direct debit** service.
- To request more information on our automated debiting or statement services, please contact J.P. Morgan Global Liquidity Client Services at +352 3410 3636 in EMEA or +852 2800 2792 in Asia Pacific.
- You can elect to receive your contract notes and monthly statements by email or access them online via the J.P. Morgan Global Cash Portal.
- The J.P. Morgan Global Cash Portal allows online transacting and viewing of account balances and intra-day trade confirmations. If you would like to request access, please contact your relevant Client Services team.
- Asia Pacific clients who would like to benefit from an early payment service for US Dollar, Euro and Sterling, please submit your redemption by 13:00 (Hong Kong time). Your correspondent bank will receive an 'early MT103' advice from J.P. Morgan Asset Management. Normally, this allows your bank to apply our payment during Asia Pacific business hours in time for an onward transfer same day, if required.

## FUNDS HOLIDAY CALENDAR

Please refer to your prospectus for information on the business days of the funds. Additionally, the Funds Holiday Calendar is available on our website [www.jpmgloballiquidity.com](http://www.jpmgloballiquidity.com)\*

## Minimum subscription amounts

There is a wide range of investment minimums to meet your needs. Please refer to your prospectus for more information.

### MINIMUM INITIAL SUBSCRIPTION AMOUNTS

Class	USD	EUR	GBP	AUD	SGD
Cap R (acc.)	-	-	50 million	-	-
Capital (acc.)	100 million	100 million	50 million	100 million	100 million
W (acc.)	100 million	100 million	50 million	100 million	100 million
C (acc.)	10 million	10 million	6 million	10 million	10 million
E (acc.)	100 million	100 million	50 million	100 million	100 million
Institutional (acc.)	10 million	10 million	6 million	10 million	10 million
Reserves (acc.)	10 million	10 million	6 million	10 million	10 million
R (acc.)	10 million	10 million	6 million	-	-
B (acc.)	5 million	5 million	3 million	5 million	5 million
Agency (acc.)	5 million	5 million	3 million	5 million	5 million
G (acc.)	100 million	100 million	50 million	100 million	100 million
A (acc.)	50,000	50,000	30,000	50,000	50,000
D (acc.)	10,000	10,000	6,000	10,000	10,000
Morgan (acc.)	10,000	10,000	6,000	10,000	10,000
Capital (dist.) & (flex dist.)	100 million	100 million	50 million	100 million	100 million
W (dist.) & (flex dist.)	100 million	100 million	50 million	100 million	100 million
Cap R (dist.) & (flex dist.)	-	-	50 million	-	-
C (dist.) & (flex dist.)	10 million	10 million	6 million	10 million	10 million
E (dist.) & (flex dist.)	100 million	100 million	50 million	100 million	100 million
Institutional (dist.) & (flex dist.)	10 million	10 million	6 million	10 million	10 million
R (dist.)	10 million	-	6 million	-	-
R (flex dist.)	10 million	10 million	6 million	-	-
Reserves (dist.) & (flex dist.)	10 million	10 million	6 million	10 million	10 million
Agency (dist.) & (flex dist.)	5 million	5 million	3 million	5 million	5 million
G (dist.) & (flex dist.)	100 million	100 million	50 million	100 million	100 million
Premier (dist.) & (flex dist.)	1 million	1 million	600,000	1 million	1 million
Morgan (dist.) & (flex dist.)	10,000	10,000	6,000	10,000	10,000

### MINIMUM SUBSEQUENT SUBSCRIPTION AMOUNTS

Class	USD	EUR	GBP	AUD	SGD
B (acc.)	100,000	100,000	60,000	100,000	100,000
C (acc.)	100,000	100,000	60,000	100,000	100,000
E (acc.)	100,000	100,000	60,000	100,000	100,000
Cap R (acc.)	-	-	60,000	-	-
Capital (acc.)	100,000	100,000	60,000	100,000	100,000
Institutional (acc.)	100,000	100,000	60,000	100,000	100,000
R (acc.)	100,000	100,000	60,000	-	-
W (acc.)	100,000	100,000	60,000	100,000	100,000
G (acc.)	100,000	100,000	60,000	100,000	100,000
Agency (acc.)	100,000	100,000	60,000	100,000	100,000
Reserves (acc.)	100,000	100,000	60,000	100,000	100,000
A (acc.)	5,000	5,000	3,000	5,000	5,000
D (acc.)	5,000	5,000	3,000	5,000	5,000
Morgan (acc.)	5,000	5,000	3,000	5,000	5,000
Agency (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
C (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
E (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
Capital (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
Cap R (dist.) & (flex dist.)	-	-	60,000	-	-
Institutional (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
G (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
Premier (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
R (dist.)	100,000	-	60,000	-	-
R (flex dist.)	100,000	100,000	60,000	-	-
Reserves (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
W (dist.) & (flex dist.)	100,000	100,000	60,000	100,000	100,000
Morgan (dist.) & (flex dist.)	5,000	5,000	3,000	5,000	5,000

## Trading deadlines

Please refer to your prospectus for more information.

	Cut-off times Distributing Share Classes	Cut-off times Accumulating Share Classes	Settlement for distributing share classes	Settlement for accumulating share classes
USD Treasury CNAV	17:00 New York	17:00 New York	Same valuation day	Next valuation day
USD Government LVNAV	17:00 New York	17:00 New York	Same valuation day	Next valuation day
USD Liquidity LVNAV	17:00 New York	17:00 New York	Same valuation day	Next valuation day
GBP Gilt CNAV	10:00 London	10:00 London	Same valuation day	Next valuation day
GBP Liquidity LVNAV	13:30 London	13:30 London	Same valuation day	Next valuation day
EUR Liquidity LVNAV	8:00 Luxembourg	14:00 Luxembourg	Same valuation day	Next valuation day
	10h30 Luxembourg		Same valuation day	Next valuation day
	14h00 Luxembourg		Same valuation day	Next valuation day
AUD Liquidity LVNAV	14:00 Sydney		Same valuation day	Next valuation day
SGD Liquidity LVNAV	12:00 Singapore		Same valuation day	Next valuation day
USD Treasury VNAV	8:00 New York	15:00 New York	Same valuation day	Next valuation day
	12:00 New York		Same valuation day	Next valuation day
	15:00 New York		Same valuation day	Next valuation day
USD Liquidity VNAV	8:00 New York	15:00 New York	Same valuation day	Next valuation day
	12:00 New York		Same valuation day	Next valuation day
	15:00 New York		Same valuation day	Next valuation day
GBP Liquidity VNAV	10:00 London	13:00 London	Same valuation day	Next valuation day
	13:00 London		Same valuation day	Next valuation day
EUR Liquidity VNAV	10:00 Luxembourg	14:00 Luxembourg	Same valuation day	Next valuation day
	14:00 Luxembourg		Same valuation day	Next valuation day

## Wiring funds

Payments for subscriptions must be made to the bank accounts shown here:

### DISTRIBUTING SHARE CLASSES (TRADE DATE SETTLEMENT)

<b>USD</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Reference:</b>	JPMorgan Chase Bank, New York JPM Liquidity Funds - USD Client Name and Account Number	<b>Swift:</b> CHASUS33 <b>Account:</b> 400926407	<b>Routing No:</b> 021000021 <b>IBAN:</b> N/A
<b>EUR</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Reference:</b>	JPMorgan Chase Bank, London JPM Liquidity Funds - EUR Client Name and Account Number	<b>Swift:</b> CHASGB2L <b>Account:</b> 37565701	<b>IBAN:</b> GB50CHAS60924237565701
<b>GBP</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Reference:</b>	JPMorgan Chase Bank, London JPM Liquidity Funds - GBP Client Name and Account Number	<b>Swift:</b> CHASGB2L <b>Account:</b> 23546201	<b>IBAN:</b> GB55CHAS60924223546201
<b>SGD</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Reference:</b>	JPMorgan Chase Bank, Singapore JPM Liquidity Funds - SGD Client Name and Account Number	<b>Swift:</b> CHASSGSG <b>Account:</b> 0111949742	<b>IBAN:</b> N/A
<b>AUD</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Reference:</b>	JPMorgan Chase Bank, Sydney JPM Liquidity Funds - AUD Client Name and Account Number	<b>Swift:</b> CHASAU2X <b>Account:</b> 10065852	<b>BSB:</b> 212 200 <b>IBAN:</b> N/A

### ACCUMULATING SHARE CLASSES (TRADE DATE +1 SETTLEMENT)

<b>USD</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Correspondent Bank:</b> <b>Reference:</b>	JPMorgan Chase Bank, London JPM Liquidity Funds - USD JPMorgan Chase Bank, New York Client Name and Account Number	<b>Swift:</b> CHASGB2L <b>Account:</b> 22621003 <b>Swift:</b> CHASUS33	<b>IBAN:</b> GB88CHAS60924222621003
<b>EUR</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Correspondent Bank:</b> <b>Reference:</b>	JPMorgan Chase Bank, London JPM Liquidity Funds - EUR JPMorgan AG, Frankfurt Client Name and Account Number	<b>Swift:</b> CHASGB2L <b>Account:</b> 22621010 <b>Swift:</b> CHASDEFX	<b>IBAN:</b> GB93CHAS60924222621010
<b>GBP</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Reference:</b>	JPMorgan Chase Bank, London JPM Liquidity Funds - GBP Client Name and Account Number	<b>Swift:</b> CHASGB2L <b>Account:</b> 22621008	<b>IBAN:</b> GB50CHAS60924222621008
<b>SGD</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Reference:</b>	JPMorgan Chase Bank, Singapore JPM Liquidity Funds - SGD Client Name and Account Number	<b>Swift:</b> CHASSGSG <b>Account:</b> 0111949742	<b>IBAN:</b> N/A
<b>AUD</b>	<b>Beneficiary Bank:</b> <b>Beneficiary Name:</b> <b>Reference:</b>	JPMorgan Chase Bank, Sydney JPM Liquidity Funds - AUD Client Name and Account Number	<b>Swift:</b> CHASAU2X <b>Account:</b> 10065852	<b>BSB:</b> 212 200 <b>IBAN:</b> N/A

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#### NEXT STEPS

For further information, please contact your J.P. Morgan Global Liquidity Client Advisor or Client Services Representative at:  
(352) 3410 3636 in EMEA  
(852) 2800 2792 in Asia Pacific  
[www.jpmsgloballiquidity.com](http://www.jpmsgloballiquidity.com)\*

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