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# Liquidity Funds: Doing business with us

J.P. Morgan Global Liquidity

# 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 Trèves L-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.

## Transacting in the fund

- You can deal in the funds by faxing a completed Liquidity Fund transaction form or a Managed Reserves Fund transaction form to the Client Services team or through our MORGAN MONEY platform, 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, call +352 3410 3636 with the following information:
  - Account registration
  - Fund account number
  - Fund name and share class
  - Amount of order
  - Trade date
- Authorized traders can be established and authenticated only when placing trades through our online portal, Morgan Money. Please email us at [liquidity.client.services.emea@jpmorgan.com](mailto:liquidity.client.services.emea@jpmorgan.com) in the event you would like to be setup with access to this tool.
- Trades must be placed before the fund's trading deadline
- 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 MORGAN MONEY platform.

## 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 MORGAN MONEY platform. The MORGAN MONEY platform allows online transacting, viewing of account balances, and intra-day trade confirmations. If you would like to request access, please contact your relevant Client Services team.

# Subscription Amounts

## 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)\*

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 mn	–	–
Capital (acc.)	100 mn	100 mn	50 mn	100 mn	100 mn
W (acc.)	100 mn	100 mn	50 mn	100 mn	100 mn
C (acc.)	10 mn	10 mn	6 mn	10 mn	10 mn
E (acc.)	100 mn	100 mn	50 mn	100 mn	100 mn
Institutional (acc.)	10 mn	10 mn	6 mn	10 mn	10 mn
Reserves (acc.)	10 mn	10 mn	6 mn	10 mn	10 mn
R (acc.)	10 mn	10 mn	6 mn	–	–
B (acc.)	5 mn	5 mn	3 mn	5 mn	5 mn
Agency (acc.)	5 mn	5 mn	3 mn	5 mn	5 mn
G (acc.)	100 mn	100 mn	50 mn	100 mn	100 mn
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.) & (T0 acc.)	100 mn	100 mn	50 mn	100 mn	100 mn
W (dist.) & (T0 acc.)	100 mn	100 mn	50 mn	100 mn	100 mn
Cap R (dist.) & (T0 acc.)	–	–	50 mn	–	–
C (dist.) & (T0 acc.)	10 mn	10 mn	6 mn	10 mn	10 mn
E (dist.) & (T0 acc.)	100 mn	100 mn	50 mn	100 mn	100 mn
Institutional (dist.) & (T0 acc.)	10 mn	10 mn	6 mn	10 mn	10 mn
R (dist.)	10 mn	–	6 mn	–	–
R (T0 acc.)	10 mn	10 mn	6 mn	–	–
Reserves (dist.) & (T0 acc.)	10 mn	10 mn	6 mn	10 mn	10 mn
Agency (dist.) & (T0 acc.)	5 mn	5 mn	3 mn	5 mn	5 mn
G (dist.) & (T0 acc.)	100 mn	100 mn	50 mn	100 mn	100 mn
Premier (dist.) & (T0 acc.)	1 mn	1 mn	600,000	1 mn	1 mn
Morgan (dist.) & (T0 acc.)	10,000	10,000	6,000	10,000	10,000

## 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 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.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
C (dist.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
E (dist.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
Capital (dist.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
Cap R (dist.) & (T0 acc.)	–	–	60,000	–	–
Institutional (dist.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
G (dist.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
Premier (dist.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
R (dist.)	100,000	–	60,000	–	–
R (T0 acc.)	100,000	100,000	60,000	–	–
Reserves (dist.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
W (dist.) & (T0 acc.)	100,000	100,000	60,000	100,000	100,000
Morgan (dist.) & (T0 acc.)	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 Distributing Share Classes	Settlement Accumulating Share Classes
USD Treasury CNAV	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 Liquidity LVNAV	13:30 London	13:30 London	Same valuation day	Next valuation day
EUR Liquidity LVNAV (TO acc.)	–	8:00 Luxembourg 10:30 Luxembourg 14:00 Luxembourg	–	Same valuation day
EUR Liquidity LVNAV	14:00 Luxembourg	14:00 Luxembourg	Same valuation day	Next valuation day
AUD Liquidity LVNAV	14:00 Sydney	14:00 Sydney	Same valuation day	Next valuation day
SGD Liquidity LVNAV	12:00 Singapore	12:00 Singapore	Same valuation day	Next valuation day
USD Standard Money Market VNAV	–	15:00 New York	–	Next valuation day
GBP Standard Money Market VNAV	–	13:00 London	–	Next valuation day
EUR Standard Money Market VNAV	–	14:00 Luxembourg	–	Next valuation day

## Wiring funds

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

USD	Beneficiary Bank	JPMorgan Chase Bank, New York	Swift: CHASUS33	Routing No: 021000021
	Beneficiary Name	JPMorgan Liquidity Funds SICAV	Account: 400926407	IBAN: N/A
	Reference	Investor Name and Account Number		
EUR	Beneficiary Bank	J.P. Morgan SE – Luxembourg Branch	Swift: CHASLULX	
	Beneficiary Name	JPMorgan Liquidity Funds SICAV	Account: 6550208671	IBAN: LU410670006550208671
	Reference	Investor Name and Account Number		
GBP	Beneficiary Bank	JPMorgan Chase Bank, London	Swift: CHASGB2L	
	Beneficiary Name	JPMorgan Liquidity Funds SICAV	Account: 23546201	IBAN: GB55CHAS60924223546201
	Reference	Investor Name and Account Number		
SGD	Beneficiary Bank	JPMorgan Chase Bank, Singapore	Swift: CHASSGSG	
	Beneficiary Name	JPMorgan Liquidity Funds SICAV	Account: 0111949742	IBAN: N/A
	Reference	Investor Name and Account Number		
AUD	Beneficiary Bank	JPMorgan Chase Bank, Sydney	Swift: CHASAU2X	BSB: 212 200
	Beneficiary Name	JPMorgan Liquidity Funds SICAV	Account: 10065852	IBAN: N/A
	Reference	Investor Name and Account Number		

This doing business with us guide should not be used as a stand alone document but should be read in conjunction with the Prospectus.

### 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.jpimgloballiquidity.com](http://www.jpimgloballiquidity.com)\*

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