

Summit Investment Funds plc

Summit Mutual Funds plc

("Summit Funds")

Information for Investors on Dealing in the Funds

(i) Transfer Agent and Contact Details

The transfer agent is the party that:

- processes your instructions to invest or disinvest (for example, top ups and encashments);
- passes your investment amounts to the Manager for investment, and your encashment proceeds from the Funds to you;
- issues correspondence to you on behalf of the Funds such as contract notes and Investor statements;
- maintains records of your holdings and any documentation you have provided; and
- acts on your instruction to update contact details or bank details on your account.

The transfer agent for the Summit Funds with effect from **25th April 2025** is Northern Trust International Fund Administration Services (Ireland) Limited ("**Northern Trust**").

Contact Details for Northern Trust:

Summit Funds Customer Service phone number: +353 1 434 5116

General email queries: Summit.Queries@ntrs.com

Investment instructions via email: SummitTAInstructions@ntrs.com
(Please do not send queries to this address)

Postal Address:

Northern Trust International Fund Administration Services (Ireland) Limited
2nd Floor, Block A, City East Plaza, Towlerton, Ballysimon, Limerick, V94 X2N9, Ireland

Fax: +353 1 531 8571

(ii) Account Opening

- The Summit Funds are not accepting subscriptions from new investors, and it is not possible to create new Investment Accounts
- It is possible to add joint names to existing investment accounts. This requires the completion of updated account opening forms and the submission of Anti Money Laundering (AML) documentation by the new joint account holder(s).
- Please contact Northern Trust Summit.Queries@ntrs.com for more information.

(iii) Top-up subscriptions

- Northern Trust Subscription forms for Summit Investment Funds plc and Summit Mutual Funds plc are available on the Summit webpage <https://www.ilim.com/funds/summit-asset-managers-limited>.
- These forms are for top-ups from 25/04/25
- You will need to fill in the details of your top-up on a subscription form. All account holders must sign this form.
- **Applications for investment should be received by Northern Trust prior to 3.30 p.m. on the Business Day before the investment date. Applications received after this time will be deemed to have been received on the following business day and held over for investment on the next investment date.**
- If you haven't updated your Anti Money Laundering (AML) documentation in the last 3 years, you will need to provide a copy of the documentation described on page 1 of the form. **Please send copies only and no original documents.**

Contact details:

- Our preferred method of communication is by email. Instructions for the submission of subscriptions by email are set out in the subscription form.

email: SummitTAInstructions@ntrs.com

Fax: +353 1 531 8571

Post:

Northern Trust International Fund Administration Services (Ireland) Limited
2nd Floor, Block A, City East Plaza, Towlerton, Ballysimon, Limerick,
V94 X2N9, Ireland

Acknowledgement by Northern Trust:

- Northern Trust will send you a task number by auto-response.
 - The task number acknowledges receipt of your instruction.
 - The task number is not confirmation of placement of the instruction.

Payment:

- You need to transfer your investment amount to the Northern Trust bank account details as set out in the subscription form.
- **Your investment amount needs to be received by Northern Trust no later than 2 days after the investment date.**
- **If you fail to deliver your investment amount within this deadline, your trade may be cancelled, and funds may be returned to you.**

Confirmation:

Northern Trust will issue a contract note to you confirming the details of your subscription, normally within 24 hours of the investment date.

(iv) Encashments

- Northern Trust encashment forms for Summit Investment Funds plc and Summit Mutual Funds plc are available on the Summit webpage <https://www.ilim.com/funds/summit-asset-managers-limited>.
- These forms are for encashment requests from 25/04/25
- You will need to fill in the details of your encashment on the form. All account holders must sign this form.
- You can specify either the amount or the number of shares you wish to redeem.
- **Applications for encashment should be received by Northern Trust prior to 3.30 p.m. on the Business Day prior to encashment date. Applications received after this time will be deemed to have been received on the next business day and held over for encashment on the next investment date.**
- If you haven't updated your Anti Money Laundering (AML) documentation in the last 3 years, you will need to provide a copy of the documentation described on page 1 of the form. **Please send copies only and no original documents.**
- **You will need to confirm the bank account that you wish your encashment amount to be paid to.** If this is different to the account you have previously advised to us, you will need to provide Northern Trust with a signed copy of an updated investor details form (available on the Summit webpage here www.ilim.com/funds/summit-asset-managers-limited) and a copy of a recent bank statement/reference before Northern Trust can transfer funds to you.

Contact details:

- Our preferred method of communication is by email. Instructions for the submission of encashment requests by email are set out in the encashment form.

email: SummitTAinstructions@ntrs.com

Fax: +353 1 531 8571

Post:

Northern Trust International Fund Administration Services (Ireland) Limited
2nd Floor, Block A, City East Plaza, Towlerton, Ballysimon, Limerick,
V94 X2N9, Ireland

Acknowledgement by Northern Trust:

- Northern Trust will send you a task number by auto-response.
 - The task number acknowledges receipt of your instruction.
 - The task number is not confirmation of placement of the instruction.

Payment:

- Your encashment proceeds will normally be paid to your nominated bank account within 4 business days of the encashment date.
- **Payment may be delayed if your AML documentation needs to be updated.**

Confirmation:

- Northern Trust will issue a contract note to you confirming the details of your redemption, normally within 24 hours of the investment date.

(v) General queries

Information on the Summit Funds including the daily **Fund Prices** and a **valuation calculator** are available on the Summit webpage www.ilim.com/funds/summit-asset-managers-limited

General queries on your account should be directed to Northern Trust by phone to **01 531 8571**, by email to **Summit.Queries@ntrs.com**, or by post to Northern Trust International Fund Administration Services (Ireland) Limited, 2nd Floor, Block A, City East Plaza, Towlerton, Ballysimon, Limerick, V94 X2N9, Ireland

- Valuation requests and encashment values
- Change of account address
- Change of account name
- Adding joint names
- Change of beneficiary account
- Deceased account holders