

# Unit Pricing Discretions Policy

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One Investment Group

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## 1. Application of Policy

This policy applies to all members of the One Investment Group (**OIG**) that hold an Australian financial services licence (AFS Licence) to provide financial services to retail and/or wholesale clients and their OIG Corporate Authorised Representatives (each an **OIG Licensee**).

## 2. Purpose of Policy

- 2.1. This Policy is designed to meet the requirements of:
  - (a) for Schemes registered before 1 October 2013, ASIC Corporations (Managed investment product consideration) Instrument 2015/847; and
  - (b) for Schemes registered on or after 1 October 2013, ASIC Class Orders [CO 13/655]<sup>1</sup> and [CO 13/657].
- 2.2. The Instrument and Class Orders referred to above permit OIG Licensees to exercise certain discretions that affect the method or formula used to calculate the unit price for Schemes they operate where certain conditions are met, including OIG having a documented policy with regards to the exercise of those discretions.
- 2.3. This Policy is intended to promote efficiency, consistency and transparency in the operation of OIG's Funds by documenting how OIG Licensees calculate:
  - (a) the consideration to acquire an interest in its Funds or
  - (b) the withdrawal payment from one of its Funds.
- 2.4. This Policy sets out the circumstances in which an OIG Licensee's discretion is exercised and aims to ensure that:
  - (a) Unit prices are calculated fairly and equitably;
  - (b) the process for calculating unit prices is transparent and consistently applied; and
  - (c) the methodologies adopted are reviewed at appropriate intervals as necessary to meet commercial and regulatory requirements.

## 3. Disclosure of Policy

- 3.1. This Policy is available on OIG's website and any investor or potential investor may request a copy of this Policy free of charge<sup>2</sup>.
- 3.2. Where the OIG Licensee has engaged another party to calculate Unit Prices and that service provider does not follow this policy, then the OIG Licensee must provide that service provider's policy to any investor or potential investor.

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<sup>1</sup> Provisions about the amount of consideration to acquire interests and withdrawal amounts not covered by ASIC Corporations (Managed investment product consideration) Instrument 2015/847

<sup>2</sup> RG 134.113 requires Responsible Entities to advise members of this right

## 4. OIG's Responsibilities, Outsourcing and Independence

- 4.1. The discretions permitted under a Scheme's constitution are exercised by the relevant OIG Licensee. OIG Licensees are ultimately responsible for ensuring that unit prices are determined appropriately. In respect of a Scheme, the exercise of any unit pricing discretion is subject to the general duties of a responsible entity to act in the best interests of investors and to exercise a degree of care and diligence that a reasonable person would exercise in that position<sup>3</sup>.
- 4.2. In exercising any discretion, the OIG Licensee will observe its fiduciary duties existing under the Corporations Act and at law and will act in the best interests of investors. This will include timely disclosure to investors of important relevant, complete and useful information relating to unit pricing via appropriate communication channels (including on the OIG Licensee's website).
- 4.3. OIG Licensees will usually engage external service providers<sup>4</sup>, to undertake the functional elements of the unit pricing for a Fund and the valuation of the assets and the liabilities of the Fund. The external service provider may be a related or an unrelated party of the OIG Licensee. However, if the Fund is a 'hedge fund'<sup>5</sup>, the valuation of the hedge fund's assets that are not exchange traded must be provided by a service provider that is independent of the OIG Licensee and Fund's Investment Manager<sup>6</sup>. To the extent the OIG Licensee delegates any aspect of the discretion, it will ensure that any delegate is aware of this Policy and acts in accordance with it. Where unit pricing functions are outsourced, OIG retains a register of key service providers. OIG requires those third party providers to adopt this Policy. Where the provider continues to undertake unit pricing functions in accordance with their own policy, OIG maintains a register and reviews the provider's policy annually.
- 4.4. Where Unity Fund Services Pty Limited (ACN 146 747 122) (**UFS**) is engaged by an OIG Licensee to provide services to a Fund, the agreement with UFS is on substantially the same terms as UFS provides to unrelated parties and considered to be on an arm's-length basis. UFS is not an independent administrator and accordingly an OIG Licensee will ensure an independent valuation service provider values non-exchange traded hedge fund assets.
- 4.5. All decisions and approvals are exercised in accordance with OIG's relevant delegation protocols as contained in OIG's Delegation of Authority and Limits of Approval Policy.

## 5. General policy in relation to unit pricing discretions

### General Discretions

- 5.1. OIG has identified the following discretions that are likely to be exercised in relation to calculating unit prices:
  - (a) where a unit price is calculated with reference to the Fund's net asset value (**NAV**)

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<sup>3</sup> See s. 601FC Corporations Act.

<sup>4</sup> For example - the Fund's custodian, fund administrator or independent administrator or an independent valuation service provider.

<sup>5</sup> As defined in ASIC Class Order [CO 12/749] (as amended by [CO 13/1128]) and ASIC Regulatory Guide 240 – Hedge funds: improving disclosure (RG 240)

<sup>6</sup> RG240.51 and OIG's Valuation Policy.

**Price)** discretions include:

- (i) determining the net asset value of a Fund
  - (ii) determining when assets and liabilities are valued
  - (iii) estimating an allowance for transaction costs
- (b) where a unit price is calculated with reference to the Market Price of the Fund's units listed on a prescribed market (**Market Price**), discretions include calculation of:
- (i) the market price of units;
  - (ii) option issue price and option exercise price;
  - (iii) rights issue price;
  - (iv) placement issue price;
  - (v) issue price under the distribution reinvestment plan;
  - (vi) issue price in relation to the acquisition of financial products of a target entity;
  - (vii) issue price under a unit purchase plan;
  - (viii) replacement Units issue price; and
  - (ix) issue price other than the issue price calculated in relation to any of the above.
- (c) Where either a NAV Price or Market Price is used:
- (i) determining entry, exit or switching fees
  - (ii) allocating assets, liabilities, revenue and expenses between classes of units;
  - (iii) allocation of the issue price across the components of Stapled Securities;
  - (iv) determining when unit prices are calculated
  - (v) determining cut-off times
  - (vi) suspending unit pricing
  - (vii) backdating unit prices
  - (viii) rounding of unit prices
  - (ix) error rectification.

5.2. In exercising any discretion covered by this policy, the OIG Licensee will:

- (a) act reasonably;
- (b) act in the best interests of members of the Fund;
- (c) treat investors in the same class of units in the Fund equally and where there are different classes of units, fairly;
- (d) if the discretion relates to valuing scheme assets, act consistently with ordinary commercial practice for valuing the relevant kind of asset;
- (e) comply with any other applicable legal requirements; and
- (f) have regard to the following factors:
  - (i) prevailing market conditions;
  - (ii) financial considerations;
  - (iii) economic factors;
  - (iv) reputation factors;
  - (v) advice provided by advisers;
  - (vi) applicable laws and regulations;
  - (vii) relevant generally accepted accounting standards; and
  - (viii) effect proposed action may have on the Fund's unit prices.

### Reasonableness of Discretions Generally

5.3. OIG Licensees consider it reasonable to make decisions on the basis of the factors discussed in this Policy because:

- (a) they are consistent with the Fund's offer document and constitution and ordinary commercial practice;
- (b) the frequency of pricing is a reflection of the type of assets held in a Fund; and
- (c) forward pricing and the application of transaction cut-off times are intended to protect existing members from "arbitrage" opportunities<sup>7</sup> with the aim of providing equitable outcomes to all members;
- (d) they recognise the nature of the asset or liability and the methodology is not inconsistent with usual commercial practice for Funds and is applied consistently across all units in a class;
- (e) they balance the costs of obtaining regular independent valuations against benefit obtained by investors of having obtaining more frequent independent valuations;
- (f) where possible the approach utilises observable data including recent actual market prices which are likely to produce relatively accurate and current valuations based on market prices and accurate liability values; and
- (g) they have been developed in accordance with what OIG Licensees consider to be industry standards some of which standards are outlined in guidance notes and standards issued by the Financial Services Council<sup>8</sup> and in ASIC's Regulatory Guide 94, *Unit Pricing: Guide to Good Practice*;
- (h) they ensure that any discretion exercised by the OIG Licensees will be in the interest of the Fund's members by providing equitable outcomes for all members in the same class and ensuring that members of different unit classes are treated fairly and are not materially disadvantaged.

### Reasonableness of Discretions related to transaction costs and buy/sell spreads

5.4. OIG considers its policies in relation to Transaction Costs and Buy/Sell Spreads are reasonable because:

- (a) Buy-sell spreads are a common feature of the Australian managed funds industry, and the policies are set with regard to normal commercial industry practices<sup>9</sup>.
- (b) Buy-sell spreads are designed to reduce the impact on existing members of a Fund against transaction costs which the Fund incurs when other members invest or withdraw.
- (c) Buy-sell spreads are waived or reduced only where OIG Licensee considers that the Fund and remaining members are not materially disadvantaged by the waiver or reduction.

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<sup>7</sup> Trades made to profit from known market movements

<sup>8</sup> Approaches adopted in this policy are prescribed in FSC Standard No. 9

<sup>9</sup> OIG's practice is consistent with the approach provided under FSC Standards 8.00. and RG 94.

## 6. Overview to calculating unit prices

- 6.1. Fund constitutions generally prescribe a formula for calculating the amount payable for unit applications and unit redemptions (or withdrawal requests).
- 6.2. The unit price for the initial issue of units in a Fund may be set at a fixed dollar amount and where the Fund is listed the issue and redemption prices may be calculated by reference to the market price of those units or by reference to the Fund's net asset value.
- 6.3. Where the unit price is calculated by reference to the Fund's net asset value, the formula is generally expressed as follows:

<b>Issue Price</b>	$\frac{\text{Net Asset Value} + \text{transaction costs}}{\text{Units on issue}}$
<b>Redemption or Withdrawal Price</b>	$\frac{\text{Net Asset Value} - \text{transaction costs}}{\text{Units on issue}}$

## 7. Discretions relevant to NAV Unit Prices

### Determining the net asset value of a Fund

- 7.1. Under each Fund's Constitution the method for calculating the Fund's Net Asset Value or **NAV** is generally determined in accordance with Australian Accounting Standards<sup>10</sup> and is equal to the total value of scheme assets less scheme liabilities at the time of calculation.
- 7.2. Determining the NAV involves the exercise of discretion by the OIG Licensee in order to determine the value of scheme assets and the value of those scheme liabilities which are contingent at the time of calculation. The following principles are adopted in relation to the valuation of assets and liabilities used in NAV Prices:
  - (a) the value of assets traded on a properly regulated market, is the last sale price closest to the valuation time; and
  - (b) the value of assets not traded on a properly regulated market is the value determined:
    - (i) by an independent valuer; or
    - (ii) by an independent third-party valuation service provider; or
    - (iii) with input from independent third- party valuation service providers; or
    - (iv) based the relevant Investment Manager's recommendation.  
adopting, where relevant the principles set out in OIG's Valuation Policy.
  - (c) liabilities are valued, in the case of:
    - (i) taxes or duties, on the basis of current rates,
    - (ii) fees and expenses, on the bases of the fees rates and expenses published in the relevant Offer Document in the case of management fees and costs
    - (iii) other liabilities, on a fair value basis.

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<sup>10</sup> An example of when Accounting Standards are not followed includes - liabilities do not include members' funds (e.g. members capital, undistributed profits, capital reserves) even if Australian Accounting Standards require members' funds to be characterised as a liability in the financial statements of the Fund.

- 7.3. For the purpose of calculating the NAV of a Fund, liabilities of the Fund include all accrued fees payable, borrowings, contingent liabilities and any provision which the OIG Licensee reasonably decides should be taken into account in determining the liabilities of the Fund.
- 7.4. Accruals for fees (including performance fees) and expenses are made in accordance with the methodology and any limitations in the Fund's Offer Document and calculated at the frequency at which the unit prices of the Funds are calculated.
- 7.5. The Funds' unit prices do not reflect tax credits collected by the Funds or tax liabilities of assets of the Funds as these are passed on to members.
- 7.6. Reasonable estimates may be used to value a specific asset or type of asset if a market value is unavailable or a liability cannot be calculated. Where reasonable estimates are used, the OIG Licensee must ensure:
  - (a) there is a verifiable methodology to support the estimate (for example at cost, last available price or an impaired value);
  - (b) where appropriate, the estimate is independently verified or reviewed for accuracy; and
  - (c) the estimates are compared to actual prices periodically<sup>11</sup> to ensure significant variances do not exist.
- 7.7. Further information as to valuation of scheme assets is provided in OIG's Valuation Policy.

### Determining when assets and liabilities are valued

- 7.8. OIG Licensees have discretion under each Fund's constitution to determine when the Fund's assets and liabilities are valued. Generally they will determine that the assets and liabilities are valued on each business day that unit prices are calculated for that Fund. This will not be the case for some particular types of assets such as direct real property, infrastructure and alternative assets.

### Estimating an allowance for transaction costs

- 7.9. OIG Licensees will need to estimate transaction costs where the Offer Document for a Fund discloses that a "Buy/Sell Spread" will be adopted or otherwise discloses that unit prices will take account of transaction costs. These spreads are paid to or retained by the Fund to meet transaction costs and are not payable to the OIG Licensee as a fee. Where actual transaction costs vary from the buy/sell spread, the impact will be borne by the Fund.
- 7.10. When a person invests in a Fund, the Fund may buy assets with the application monies. Similarly, when an investor withdraws from a Fund, the Fund may sell assets to raise the withdrawal proceeds. Charging a buy/sell spread to the transacting investor is intended to ensure that other investors do not pay the transaction costs associated with that investor entering or exiting the Fund.
- 7.11. In determining the buy-sell spread in respect of a Fund or a class of units in a Fund, the OIG

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<sup>11</sup> The frequency of the period is to be determined by how frequently the Fund's NTA is struck.



Licensee aims to ensure, as far as possible, that the resultant spreads fairly apportion transaction costs. In doing so the OIG Licensee may adopt a treatment that, whilst not directly contemplated by this policy, is allowed under the Fund's constitution provided the OIG Licensee considers the objective of fairly apportioning transaction costs is met.

- 7.12. The buy-sell spreads are set by the OIG Licensee based on the Investment Manager's recommendation formulated following an analysis of the actual and estimated transaction costs relevant to a particular Fund and by having regard to industry market practices.
- 7.13. Transaction costs include observable costs such as:
- (a) due diligence costs;
  - (b) asset acquisition costs including brokerage costs, conveyancing costs, real estate agent fees;
  - (c) stamp duty and other government charges;
  - (d) custody fees and administration costs that are paid or incurred whilst transacting; and
  - (e) other costs directly associated with the acquisition or disposal of assets of the kind held by the relevant Fund such as settlement, clearing, valuation or legal costs; or
  - (f) buy/sell spreads of any underlying Funds.
- 7.14. The Offer Document for a Fund will disclose the relevant buy spread and the sell spread. These are reviewed annually by the relevant OIG Licensee<sup>12</sup>, to ensure that the current costs and charges that are being incurred by the Fund are still a true and accurate estimation of the actual underlying costs and charges. Reviews are also to occur in response to significant known changes affecting underlying costs and charges.
- 7.15. Generally, the OIG Licensee will charge the full buy-sell spread on all applications and redemptions in the Funds, however an OIG Licensee may agree to waive or reduce the buy/sell spread in the following circumstances if permitted by the Fund's constitution and Offer Document:
- (a) in respect of the reinvestment of distributions effectively offering participating investors a discount equivalent to the sell spread for participating in the distribution reinvestment plan.
  - (b) Where an investor has made a request with adequate advance notice, the OIG Licensee may permit in-specie applications or withdrawals. An in-specie application or withdrawal may not incur the same level of transaction costs, when compared to a cash application, so it is reasonable for the OIG Licensee to reduce the buy/sell spread<sup>13</sup>.
  - (c) When two or more investors are applying and withdrawing offsetting amounts in the same Fund on the same trade date, a crossing may be facilitated. Effectively the offsetting application and withdrawal net each other out and the Fund does not incur

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<sup>12</sup> See RG 97 Fees and Costs Disclosure.

<sup>13</sup> The OIG Licensee may estimate what actual transaction costs if any will be incurred by the Fund in relation to the in-specie application or withdrawal and will pass these costs onto the investor either by charging a reduced spread or by directly charging the costs to the investor.

transaction costs because there is no trading of underlying assets. As a result, the OIG Licensee may reduce the spreads.

- (d) In the case of a withdrawal from one Fund or a class of units in a Fund and the investment of the proceeds into another Fund or class of units in that Fund, a switch occurs. The OIG Licensee may reduce the buy-sell spread when an existing investor is switching between Funds or a Classes of Units on the same trade and settlement date, if the switch meets certain conditions (e.g., funds with the same investment manager or classes of units in the one Fund which invest in the same asset pool).

## 8. Discretions relevant to Market Prices

### Market Price

- 8.1. The constitution of Funds listed on a prescribed market will usually provide for application and withdrawal prices to be calculated often, by reference to the 'Market Price' for units in the Fund.
- 8.2. Each constitution will define what the market price of a unit is, but generally it is the volume weighted average traded price per unit of all units traded on the prescribed market (excluding any special crossings) and on any other Open Trading Facility for a period of Trading Days (the **VWAP**) but if the Unit to be issued will be issued ex-distribution and the VWAP is cum-distribution, the Market Price will be reduced by the amount of that distribution.
- 8.3. It is possible that the VWAP calculation does not provide a fair reflection of the market price of the units at the relevant time and the constitution may allow for the price determined by an independent adviser that is independently verifiable.
- 8.4. OIG Licensees will exercise discretions in relation to the calculation of market prices taking into consideration the following factors:
  - (a) where the calculation is in relation to an offer of securities in the Fund,
    - (i) the nature, purpose and timing of the offer;
    - (ii) historical participation levels and any discounts to the issue price previously offered by the OIG Licensee and relevant comparator historical information;
    - (iii) the volume of units proposed to be issued;
  - (b) the ordinary commercial practice for working out the market price of a listed unit;
  - (c) the objective to produce a price that is reasonably current at the time of the issue;
  - (d) external pricing data (eg, the Stock Exchange Automated Trading System (SEATS));
  - (e) volume of listed units traded over the relevant calculation period;
  - (f) trends in price movements affecting the whole of the relevant prescribed market and specifically affecting the relevant listed units;
  - (g) recent and relevant price movements in the relevant listed units;
  - (h) the amount of any distribution which has been declared in relation to the relevant listed units (or guidance given to the market with respect to any distributions), the record date for any distribution, and whether the relevant listed units are trading on an ex-distribution or a cum-distribution basis on the relevant prescribed market;

- (i) the value of the Fund's assets and liabilities at the relevant time; and
- (j) the advice of the Fund's advisers.

8.5. Where and OIG Licensee considers that the VWAP price determined is not a fair reflection of the market price of the relevant listed units, before it appoints an independent advisor the OIG Licensee will have regard to:

- (a) factors which cause it to believe the VWAP price determined is not a fair reflection of the market price of the relevant listed units; and
- (b) the quality and accuracy of the likely result from using an independent adviser;
- (c) the expertise, reputation, resourcing and capability of the independent adviser;
- (d) costs associated with the pricing process;
- (e) timing to conduct the pricing process; and
- (f) the advice of its advisers.

## 9. Discretions relevant to NAV and Market Unit Prices

### Determination of Entry, Exit and Switching Fees

9.1. The constitution of each Fund sets out the maximum establishment, entry or application fees, exit or redemption fees or switching fees that an OIG Licensee is entitled to charge. The OIG Licensee is not able to charge more than the constitution permits without member approval. The OIG Licensee may exercise its discretion to charge less than is permitted under the constitution up to the maximum stated in the relevant Fund's constitution<sup>14</sup>. However, whilst it is possible to describe an exact methodology on how the fees charged are determined, the amount generally depends on market practice and competition.

### Allocating assets, liabilities, revenue and expenses between classes of units

- 9.2. Where the Fund has different classes of units on issue, the constitutions will normally expressly state the manner in which both assets and liabilities of the Fund are attributed to a particular class of units.
- 9.3. Nevertheless, where an OIG Licensee has discretion under the relevant Fund's constitution to issue different classes of units and to determine the rights, liabilities, obligations and restrictions which attach to each class of units, the respective Offer Document for the Fund will set out the strategy of the Fund which in turn is used to determine the allocation of assets, liabilities, revenue and expenses between classes of units.

### Stapled Securities Allocation Discretion

9.4. Where the units in a Fund are stapled to the securities of another entity (**Stapled Securities**) the OIG Licensee will generally have discretion to determine what part of the unit price of a Stapled Security represents the price of a Unit in its Fund. This discretion must be exercised in

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<sup>14</sup> Subject to providing investors with notice where required.

accordance with the law and the Fund's constitution.

- 9.5. The OIG Licensee may base its determination of the allocation of the aggregate of the unit price on factors such as:
- (a) the requirements for agreeing an allocation under any relevant stapling deed or agreement between the stapled entities;
  - (b) disclosures made in any Offer Document relevant to the Stapled Securities;
  - (c) the ratio of the net assets of one stapled entity to the net assets of the other stapled entity at the relevant time; and
  - (d) any other factor relevant to the allocation including the purpose of the capital raising and its size.
- 9.6. An OIG Licensee may adopt an allocation determined by the auditor of the stapled entities where agreement as to the appropriate allocation cannot be reached between the stapled entities.

### Determining when unit prices are calculated or frequency of unit pricing

- 9.7. A Fund's Offer Document or constitution sets out the frequency with which the OIG Licensee must calculate the unit price of the Funds.
- 9.8. Generally, valuation of Fund assets and liabilities occurs as frequently as application and withdrawal transactions in a Fund may occur, which is a predetermined regular basis disclosed in the Offer Document of the Fund.
- 9.9. The frequency will vary depending on the types and features of the assets held by the Funds (for example Funds investing into property, where the valuation would be infrequent, as opposed to Funds investing into marketable securities, where the valuation would usually be more frequent).
- 9.10. The OIG Licensee must ensure that it has the ability to determine the NAV Price or the Market Price on each day a unit price is required to be calculated in accordance with the relevant Offer Document or other market disclosure.
- 9.11. As a general rule, each OIG Licensee adopts a forward pricing policy. This means that the OIG Licensee requires investors to deliver their application and redemption notifications prior to the calculation (and publication) of unit prices. In most cases application and redemption notifications are actually required before close of all relevant markets in which the Funds invest. However exceptions to this may arise. For example; where a Fund is invested in another externally managed fund then the OIG Licensee may use the price last advised by the Fund.

### Cut-off times

- 9.12. For the efficient, fair and convenient operation of a Fund, it is necessary to specify a time by which applications and redemption instructions must be received in order for the relevant instruction to be processed using the unit price for that day.
- 9.13. In determining cut-off times, the following matters are taken into account:

- (a) the provisions, if any, of the constitutions as to the frequency of pricing and any cut-off times for applications and redemptions (which may differ) as well as the procedures for changing these;
- (b) the statements in the Offer Document as to the cut-off times;
- (c) provisions in agreements with administrators or platforms or the operating rules of ASX (both for listed and mFunds settled products);
- (d) the likelihood or otherwise of the receipt of application for units and redemption requests being made by investors in different states and territories in Australia, with different time zones;
- (e) ensuring that the cut-off times do not create material arbitrage opportunities;
- (f) the cut-off times which the OIG Licensee must comply with when investing in underlying funds or instructing custodians, counterparties and Fund administrators; and
- (g) other factors considered relevant.

9.14. Where the relevant Fund constitution and Offer Document allow, an OIG Licensee may determine that applications received on a relevant unit pricing day or valuation point (including applications received prior to the usual cut-off time) will instead be taken to have been received on a subsequent unit pricing day where the OIG Licensee determines that unit prices cannot be accurately determined<sup>15</sup>. . In such circumstances, a notice to this effect may be made publicly available on the OIG Licensee's website and all applicants who may be affected would be notified.

## 10. Suspension of Unit Pricing

10.1. Where the valuation of assets and liabilities cannot be determined (including where markets are disrupted or valuations of assets or liability cannot otherwise be obtained), there is a risk that transacting or remaining investors will be prejudiced. To mitigate the consequences of this risk, an OIG Licensee may suspend valuations and processing applications and redemptions until the values can be determined and underlying fund unit prices are received.

10.2. Any suspension of pricing will be in accordance with the Fund's constitution and the relevant Offer Document, including the period over which the suspension can take place and how transactions received during the period of suspension will be processed.

10.3. This suspension of pricing policy is designed to maintain equity between transacting and remaining members.

## 11. Timing of distributions

11.1. The timing of distributions can affect unit prices because, prior to a distribution, the unit price for the Fund will reflect the value of the assets available for distribution.

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<sup>15</sup>For example, a constitution may provide that where the OIG Licensee estimates that 20% or more of the Fund's assets are unable to be valued on that day using the normal valuation methodology, for instance, because relevant markets are closed due to public holidays or there is a sudden increase or decrease in the value of the asset.

- 11.2. Distributions are made at the intervals specified in the constitution and disclosed in the Offer Document for the Fund, subject to there being sufficient distributable income. When determining the amount to be distributed to investors, an OIG Licensee will have regard to a number of factors including the Fund's available distributable income but not the impact this will have on the Fund's unit price.

## 12. Rounding-off of decimal places

- 12.1. Calculation of the following amounts typically gives rise to fractional amounts (i.e. the amounts are not always whole numbers and often include several decimal places):
- (a) the net asset value per unit;
  - (b) transaction cost factors;
  - (c) unit prices (i.e. the combination of the net asset value per unit and the transaction cost factor);
  - (d) number of units referable to a particular investment or withdrawal amount; and
  - (e) distributions per unit.
- 12.2. For the efficient and convenient administration of the Fund, it is desirable to have a standard practice for dealing with fractional amounts, especially in the case of non-recurring decimal places.
- 12.3. Unless provided otherwise in the constitution for a Fund, the OIG Licensee, in consultation with the investment manager, determines the required rounding convention to be applied. In relation to the distributions, the rounding can be up to 11 decimal points which usually maximises the distribution being released.
- 12.4. Transaction cost factors are not converted into dollar amounts and therefore do not need to be rounded as a separate component.
- 12.5. After the net asset value per unit has been adjusted by the relevant percentage on account of the transaction cost factor, the following paragraphs will apply:
- (a) the unit price payable in a connection with an application for units may be rounded to the sixth decimal place where the unit price would otherwise include more than six decimal places;
  - (b) the number of units issued in connection with an application may be rounded to six decimal places where the number of units would otherwise include more than six decimal places;
  - (c) the unit price payable in connection with a redemption of units may be rounded to the sixth decimal place where the unit price would otherwise include more than six decimal places; and
  - (d) the number of units redeemed in connection with a redemption request may be rounded to four decimal places where the number of units would otherwise include more than four decimal places.
- 12.6. All roundings required under paragraph 12.5 will be undertaken in accordance with the provisions, if any, of the constitution of the Fund, and otherwise in accordance with the

rounding convention adopted by the OIG Licensee, in consultation with the investment manager.

### 13. Monitoring and Release

- 13.1. Unit prices are prepared by the Fund's administrator and generally based on information provided by the Fund's custodian and the investment manager.
- 13.2. The Fund's administrator provides draft unit prices to the Fund's investment manager for their review and confirmation. The Investment Manager approves the unit price and provides confirmation to the OIG Licensee.
- 13.3. The Director, Operations for the relevant Fund reviews the unit price approved by the investment manager and supporting calculations for irregularities and approves the unit price for release.

### 14. Departure from Policy

- 14.1. If an OIG Licensee exercises its unit pricing discretions in a way which departs from this policy or where there is no documented policy current at the time when the discretion was exercised, the OIG Licensee will document the following<sup>16</sup>:
  - (a) the date the discretion was exercised;
  - (b) who exercised the discretion (including whether it was the Licensee or its delegate or nominee);
  - (c) how the discretion was exercised;
  - (d) why it was reasonable to exercise the discretion the way it was exercised;
  - (e) a description of the formula or method that is applied to work out the consideration to acquire an interest in the scheme
  - (f) the circumstances in which the Licensee may exercise the discretion;
  - (g) the policy the responsible entity apply in exercising the discretion, and the date on which the policy was formulated;
  - (h) what records the Licensee will keep in relation to the exercise of the discretion; and
  - (i) if the exercise of the discretion is inconsistent with the ordinary practice of scheme property being valued or the market price of interests being determined, an explanation of why the Licensee has been unable to follow ordinary practice.
- 14.2. The OIG Licensee will retain a written record of these discretions for a period of 7 years.

### 15. Unit Pricing Errors

- 15.1. The OIG Licensees observe Financial Services Council (FSC) standards and industry best practice guidelines for the threshold of materiality they apply to unit pricing errors and in

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<sup>16</sup> See ASIC Class Order 13/657

turn assessing whether any compensation is required.

- 15.2. Where an OIG Licensee discovers that there has been an error in a unit price it will pay compensation to the relevant investor or Fund (if applicable) in the case of:
- (a) an **application**, where the error is greater than 0.30% of the correct unit price; and
  - (b) a **redemption**, the value of the error is greater than \$20 (being a fixed dollar minimum).
- 15.3. Further information is provided in the OIG Breach and Compliance Incident Policy adopted by the OIG Licensee.

## 16. Records

- 16.1. The OIG Licensee keeps the following records in relation to the exercise of discretions covered by this policy.
- 16.2. In respect of valuations, records may be required to be kept in accordance with the OIG Valuation Policy including:
- (a) details of all valuations undertaken of property assets, including the methodology used;
  - (b) details of market prices and exchange rates used to value assets; and
  - (c) details of published unit prices.
- 16.3. Where appropriate, the following records will be kept in relation to allowances for transaction costs (buy-sell spreads):
- (a) standard transaction cost allowances (buy-sell spreads) are disclosed in the product disclosure statement or information memorandum for the Fund (or supplementary product disclosure statement or information memorandum) from time to time;
  - (b) details of reductions in transaction cost allowances (buy-sell spreads) are kept; and
  - (c) records are kept in relation to the periodic reviews of transaction cost allowances (buy-sell spreads).
- 16.4. No records are kept in relation to the day-to-day aspects of the policy concerning rounding-off of decimal places.
- 16.5. The following records are kept in relation to cut-off times:
- (a) copies of notices to investors advising of days on which cut-off times will be brought forward; and
  - (b) copies of notices to investors advising of days on which applications for units will not be processed.
- 16.6. OIG Licensees must keep any policy that documents the exercise of discretion for seven years after it ceases to be current. It must ensure that the records it keeps under s988A are kept in a way that enables the exercise of the discretion to be identified in accordance with ASIC Class Order 05/26.



## 17. Training and Compliance

- 17.1. The implementation of (including training on) and monitoring of compliance with this policy is undertaken in accordance with OIG's *Compliance Management Systems Framework*.
- 17.2. Compliance with this policy is mandatory and any actual non-compliance must be reported and assessed through the normal incident/ breach reporting process. Any deliberate act of non-compliance by any employee may result in disciplinary action.

## 18. Review of Policy

This policy will be reviewed at the intervals and in the manner described in OIG's *Compliance Management Systems Framework*.

## 19. Other Relevant OIG Policies

In addition to the Compliance Management Systems Framework, other OIG relevant policies are:

- (a) Breach and Compliance Incident Policy
- (b) Delegation of Authority and Limits of Approval Policy
- (c) Valuation Policy.

## 20. Dictionary and Interpretation

- 20.1. In this policy, a reference to a person performing an act, for example Director, Operations, that person may delegate the performance of the relevant act to another, for example Manager, Operations provided they adequately supervise their delegate.
- 20.2. In addition to the terms defined in the Compliance Management Systems Framework, when used in this policy, the following capitalised terms have the meanings set out below:

Term	Meaning
<b>Market Price</b>	A unit price calculated with reference to the market price of the Fund's units listed on a prescribed market.
<b>NAV Price</b>	A unit price calculated with reference to the Fund's net asset value.
<b>transaction costs</b>	The OIG Licensee's estimate of: <ul style="list-style-type: none"> <li>(a) in the case of an application, the costs of investing the amount being contributed by the investor (which costs include, but are not limited to brokerage, commission, stamp duty and other taxes payable in respect of the investment) PLUS any establishment fee that the responsible entity may charge in accordance with the Constitution; and</li> <li>(b) In the case of a redemption, the costs of liquidating Fund assets in order to pay the redemption proceeds.</li> </ul>