



# **Unitholder Communications Policy**

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**Magellan Asset Management Limited**

**as Responsible Entity for Magellan High Conviction Trust**

**ARSN 634 789 754**

**Current as at and approved by the Board on 12 August 2019**

# Unitholder Communications Policy

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## 1. Background and Purpose

Magellan Asset Management Limited (**'Responsible Entity'**) is the responsible entity for the Magellan High Conviction Trust (ASX:MHH) (**'Trust'**), a registered managed investment scheme that is listed on the Australian Securities Exchange (**'ASX'**). The Responsible Entity is a wholly owned subsidiary of Magellan Financial Group Limited (ASX:MFG) (**'MFG'**) and the key operating subsidiary. MFG and Magellan Asset Management Ltd ("MAM") are referred to as "the **Group**".

The Responsible Entity recognises that unitholders and other stakeholders are entitled to accurate, timely and relevant information and should be fully informed of material matters that affect the Trust's position and prospects. In addition, any prospective investors should be able to make informed decisions regarding the Trust.

The purpose of this Unitholder Communications Policy is to:

- promote effective communication with unitholders about the Trust and its governance;
- encourage and facilitate participation at the Trust's unitholder meetings; and
- ensure the enquiries of unitholders and other stakeholders are dealt with promptly.

## 2. Communications with Unitholders

### Website

The Group's website is the primary medium for providing information about the Trust (and the Group) to all unitholders and stakeholders. The Group website is: [www.magellangroup.com.au](http://www.magellangroup.com.au) and key information relating to the Trust.

Information available relating to the Trust includes:

- the daily Net Asset Value per unit ("**NAV**");
- the intraday indicate NAV ("**iNAV**");
- weekly and monthly NAV notices to the ASX;
- monthly updates;
- the release of an Annual Investor Letter;
- the release of the Trust's Half Year results;
- the release of the Trust's Full Year results; and
- other significant information after it is disclosed to the market via ASX announcement.

All information is available on the Group's website at [www.magellangroup.com.au](http://www.magellangroup.com.au).

The Group also maintains information about itself, the Trust and its governance on its website including:

- a copy of MFG's Board and Committee Charters and corporate governance policies;
- ASX releases;
- Unit registry details and a link to ASX for share price information; and
- the Trust's Distribution Schedule and Policy.

A copy of the Trust's constitution is available on request.

### Electronic Investor Communications

The Responsible Entity recognises the benefits of the use of electronic communications and unitholders have the option to receive communications from, and send communications to, the unit registry electronically. The following information can be received electronically:

- distribution statements;
- periodic statements;
- annual taxation statements
- annual reports;
- if any meetings are held, notices of unitholder meetings and proxy forms (with the ability to vote online); and
- other general Trust communications.

Unitholders can log into their account to change their communication preferences, or contact the unit registry via email or telephone. Contact details are in Section 6 below.

### **3. ASX Releases**

The Responsible Entity will make announcements to the ASX in a timely manner and in accordance with ASX Listing Rules.

All information is available on the Group website's after it has been disclosed to the ASX and can be found at [www.magellangroup.com.au](http://www.magellangroup.com.au) under ASX Releases related to the Trust.

### **4. Investor Relations**

The Responsible Entity's Distribution Team has an investor relations program which has been designed to facilitate effective two-way communication with investors. This includes the release of monthly updates and annual Investor Letters in respect of the Trust.

### **5. Meetings**

The Responsible Entity recognises the importance of unitholder interaction and supports the principle of participation. If any meetings are held, the Responsible Entity will provide the required documents and inform unitholders to run the meeting as required and make the required ASX disclosures.

### **6. Unitholder Queries**

Unitholders with any questions about their holding should contact the Trust's registry provider at:

Boardroom Pty Limited  
Level 12, 225 George Street, Sydney, NSW, 2000  
1300 737 760 (in Australia)  
+61 2 9290 9600 (international)  
[enquiries@boardroomlimited.com.au](mailto:enquiries@boardroomlimited.com.au)

The Responsible Entity is committed to dealing with unitholder enquiries promptly and courteously and takes measures to ensure that its registry provider does as well.

Unitholders with a complaint should contact the Responsible Entity's Complaints Officer on +61 2 9235 4888, who will aim to resolve any concern quickly and fairly. Complaints may be forwarded to [info@magellangroup.com.au](mailto:info@magellangroup.com.au)

### **7. Privacy**

The Responsible Entity recognises that privacy is important and will not disclose registered unitholder details unless required by law. Unitholder details will only be used in accordance with applicable privacy laws. The Privacy Policy for the Group is publicly available in the Shareholder Centre of the website at [www.magellangroup.com.au](http://www.magellangroup.com.au).