

BAILLIE GIFFORD & CO LIMITED

## **Supplementary Information Document ('SID')**

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This booklet provides more information about investing in an Open Ended Investment Company ('OEIC') via a Baillie Gifford Investment Company with Variable Capital ('ICVC') directly with us. ICVCs are structured as 'umbrella' companies which means that they have a number of different funds, each with its own investment objective and policy.

Please read this document along with the Key Investor Information Document (KIID) before investing.

For investments in the following Baillie Gifford ICVCs:

*Baillie Gifford Bond Funds ICVC*

*Baillie Gifford Investment Funds II ICVC*

*Baillie Gifford Overseas Growth Funds ICVC*

*Baillie Gifford UK & Balanced Funds ICVC*



## Supplementary Information for the Baillie Gifford ICVCs

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**This booklet contains important information, that you may wish to retain, as it is relevant to the OEIC fund(s) you have chosen to invest in. It should be read together with the Key Investor Information Document ('KIID').**

This SID is only directed at and available to retail clients in the United Kingdom ('UK'). KIIDs are available from our Client Relations team on 0800 917 2113 or you can download copies from our website from the Literature section here [www.bailliegifford.com](http://www.bailliegifford.com).

Other sources of information relevant to your investment are the Prospectus and the Annual and Interim Reports. These are produced for each of the ICVCs. If you would like copies of any of these please contact us or visit our website. When considering investments in any of our products, where available, please ensure you read the latest KIID, SID and Prospectus.

We do not provide individual investment advice. We are therefore not required to assess how suitable this investment may be for you and your individual circumstances and therefore you will not benefit from the protection of the FCA Rules on assessing suitability. If you are in any doubt about how suitable this investment is for you, please contact a financial advisor for advice.

The Baillie Gifford ICVCs are investment companies with variable capital (known as an Open Ended Investment Company 'OEICs') incorporated in Great Britain for Baillie Gifford Bond Funds ICVC, England and Wales for Baillie Gifford Investment Funds II ICVC, and in Scotland for Baillie Gifford Overseas Growth Funds ICVC and Baillie Gifford UK & Balanced Funds ICVC.

We, Baillie Gifford & Co Limited, hold the share Registrar of each of the Baillie Gifford ICVCs. This means that we manage the funds on a day-to-day basis and are responsible for all aspects of the administration and management of the funds. We are authorised and regulated by the Financial Conduct Authority ('FCA').

If you decide to invest in any of our funds, you will be buying shares in that fund. Your money will be pooled with that of the other investors, and it will be invested according to the investment policy of that fund.

# Buying Shares

## How do I invest?

You can buy shares through a financial advisor although this not required. Alternatively, you can invest with a fund platform.

You can also buy shares directly from us subject to our minimum investment limits (see page 3). If you invest using a fund platform, the platform minimum investment limits will apply.

It is possible to hold partial shares in our funds. You can buy shares up to 3 decimal places, this effectively means that you would own partial shares and the full amount of money you allocate is invested.

## How to buy shares directly from us:

✉ By post – if you are opening an account with us, we require a completed application form and if you are adding to your account we require a written instruction confirming that you have read, retained and understood the relevant KIID(s) (available on the Baillie Gifford website [www.bailliegifford.com](http://www.bailliegifford.com)). Alternatively, you can complete our Topping Up Your OEIC Investment Form available to download from our website or by contacting the Client Relations team on 0800 917 2113. We will place a deal on receipt of funds, either via bank transfer or on cleared cheque, from a UK bank. Please note that cheques are subject to a three day clearance period. Contact our Dealing team on 0800 917 4750 for more information. Please also note any deals you place with us are subject to the minimum investment limits per share class we have set out in this document. Please see details on page 3.

☎ By phone – Please note that new investors cannot place an initial investment over the phone. However, existing investors may top up over the phone subject to our minimum top up investment limit of £1,000. Please read the latest KIID and SID before you call with an investment instruction. You can do this by contacting our OEIC Dealing team on **0800 917 4750**. Our OEIC Dealing team is open between 9am and 5pm on business days. These are normally Monday to Friday (excluding bank holidays).

☎ By fax (0131 275 3954) – instructions to deal must be accompanied by a completed application form for opening a new account or a Topping Up Your OEIC Investment Form if adding to your existing account. You can also add to your existing account by faxing us a written instruction confirming that you have read, retained and understood the relevant KIID(s) and Non UCITS Scheme Supplementary Information Document (available on the Baillie Gifford website [www.bailliegifford.com](http://www.bailliegifford.com)). If sending instructions to us by fax please follow up by phone to ensure your

instructions have been properly received. We will not automatically confirm receipt of faxes. Your proof of sending, return receipt or transmission report are not proof of our receipt. Please note that if you send us instructions by fax you accept that fax communications are inherently insecure and are sent at your risk and this is why we ask that you ensure that such instructions are complete, clear and have been received by us.

✉ By email – to [OEIC.dealing@bailliegifford.com](mailto:OEIC.dealing@bailliegifford.com)  
Please note that if emailing an application form or Topping Up Your OEIC Investment Form or instruction to us, please follow up by phone to ensure your instructions have been received. You can also add to your existing account by emailing us a written instruction confirming that you have read, retained and understood the relevant KIID(s) (available on the Baillie Gifford website [www.bailliegifford.com](http://www.bailliegifford.com)). We will not automatically confirm receipt of emails. Please note that if you send us instructions by email they are sent at your risk, this is why we ask that you ensure that such instructions are complete, legible, and have been received by us. All instructions need to be signed and dated and if you are an existing customer who is purchasing a new fund, we require you to confirm that you have read, retained, and understood the KIID and SID for the fund before we will proceed.

## When is payment due?

We will send you a contract note confirming your purchase on the first business day after the trade date (the applicable valuation point).

For some funds we require payment by two business days after the trade date, for other funds payment is required within three business days of the trade date. The funds that require payment within two business days are: *Baillie Gifford American Fund, Baillie Gifford Global Alpha Growth Fund, Baillie Gifford Global Alpha Paris-Aligned Fund, Baillie Gifford Health Innovation Fund, Baillie Gifford International Fund and Baillie Gifford Sustainable Growth Fund.*

All other funds require payment within three business days.

You may also:

- make top up investments at any time, subject to our minimum investment levels per fund.
- make switches to and from the fund in which you invest to other funds of any of the Baillie Gifford ICVCs (see page 6 for further details on Switching).

Before we can accept your instruction, you need to have received the most up to date KIID relevant to the fund(s) in which you want to invest. For further information on the above options, or to request a copy of the relevant KIID(s), please

## Supplementary Information for the Baillie Gifford ICVCs

contact our Client Relations team on 0800 917 2113 or visit our website at [www.bailliegifford.com](http://www.bailliegifford.com). Minimum amounts apply.

We may reject any application to buy shares if we think there are reasonable grounds to do so.

### How is the share price calculated?

The share price is determined at 10am on a business day. This is known as the valuation point. If we receive your instruction to purchase shares before 10am on a business day, the shares will be purchased at that day's valuation point. Otherwise, the price will be based on the next business day's valuation point. This is known as 'forward pricing'.

### What documentation will I receive?

When you make your initial investment, or any further investment, you will be sent a contract note showing the number of shares purchased with your initial investment, on the first business day after the valuation point. A statement detailing investment made and shares purchased, together with the price paid for these shares, will be issued in February and August of each year for the periods to 31 January and 31 July respectively.

Tax Certificates will be issued in respect of distributions made (if any).

Please note that we do not have an Online Service which you can use to view your holdings. The latest share prices can be located on our website [www.bailliegifford.com](http://www.bailliegifford.com) or you can obtain a valuation of your account at any time by contacting our Client Relations team on **0800 917 2113**. You will need to have your Client Reference Number to hand before the Client Relations team can provide you with information.

### Where can I obtain further information?

The Prospectuses and latest Annual and Interim Reports contain more detailed information on the ICVCs and the funds available for investment. If you would like copies, please visit [www.bailliegifford.com](http://www.bailliegifford.com) or contact our Client Relations team on 0800 917 2113.

We only provide information about our products and do not provide investment advice. If you are uncertain about whether to invest, please contact a financial advisor. If you want to use a financial advisor, MyLocalAdviser is a website that allows you to search for authorised intermediaries in your area. You can visit their site on [www.mylocaladviser.co.uk](http://www.mylocaladviser.co.uk)

## Investment Limits

### What are the investment limits?

|  | Class B<br>Shares <sup>#</sup>                     | Class H, J,<br>L, W, Y<br>Shares <sup>*</sup> |
|--|--|---|
| Minimum initial lump sum investment per fund | £100,000   | £1,000  |
| Minimum top-up per fund                      | £1,000   | Nil   |
| Minimum withdrawal per fund                  | £1,000 or your entire holding, whichever is lower. | Nil   |

<sup>#</sup>For any persons who had a direct holding in our range of funds in the ICVC on 28 February 2022, the applicable minimum initial investment is £1,000 and the minimum holding is £1,000.

These minimum amounts may be waived at Baillie Gifford & Co Limited's sole discretion.

<sup>\*</sup>Class H, J, L, & W are only available to persons who has, or whose agent has, a separate fee arrangement with Baillie Gifford & Co Limited.

For further details please refer to the relevant Prospectus.

## Selling Shares

### How do I sell my shares?

To sell your shares, you should either:

- Write to our OEIC Dealing team at Calton Square, 1 Greenside Row, Edinburgh EH1 3AN; or
- Contact our OEIC Dealing team on 0800 917 4750 (fax 0131 275 3954) or email [OEIC.Dealing@bailliegifford.com](mailto:OEIC.Dealing@bailliegifford.com).

When selling by telephone, you must also confirm the instruction in writing. All registered shareholders must sign sale instructions. Instructions to sell shares are irrevocable. We can sell partial share amounts for you up to 3 decimal places.

If sending instructions to us by fax or email, please follow up by phone to ensure your instructions have been properly received. We will not automatically confirm receipt of faxes. Your proof of sending, return receipt or transmission report are not proof of our receipt. Please note that if you send us instructions by fax you accept that fax communications are often insecure and are sent at your risk and that the onus is on you ensure that such instructions are complete, clear, and have been received by us.

We require signed original confirmation of sale instructions by post before we will release your sale proceeds - this confirmation can be by a signed letter or by completing our Withdrawal Form. Our Dealing team will supply you with this form.

### When is the sale processed?

Where sale instructions are received by telephone before 10am (the valuation point) on a business day, shares will be sold at a price based on that day's valuation. For instructions received after 10am, the shares will be sold at a price based on the valuation the next business day.

Where properly completed documentation is received by post, shares will be sold at the next valuation point following receipt of the instruction.

A contract note confirming the sale will be sent to you by the close of business on the first business day after the sale takes place.

### When am I paid the proceeds?

When you receive proceeds will be dependent on the fund that you hold. Subject to the FCA Rules, some of our funds will make payment on the second business day and some funds will make payment not later than the close of business on the third business day after the later of:

- The date of the sale; and
- Our receiving all required documentation properly completed.

Payment of proceeds is made within two business days for the following funds: *Baillie Gifford American Fund, Baillie Gifford Global Alpha Growth Fund, Baillie Gifford Global Alpha Paris-Aligned Fund, Baillie Gifford Health Innovation Fund, Baillie Gifford International Fund and Baillie Gifford Sustainable Growth Fund*.

For all other funds, payment will take place on the third business days subject to the conditions noted above.

We reserve the right, at all times, to request a Withdrawal Form to be completed. Sale proceeds will normally be paid to the UK bank account of the registered shareholder from which the subscription monies were originally received. If this bank account is no longer active, we can pay to an alternative account in the holders name but will require a document to verify the account such as a bank statement (we can accept online statements), pay in slip or voided cancelled cheque. We reserve the right to pay the sale proceeds by cheque sent to the registered address of the shareholder.

Where sale proceeds are paid by cheque, no interest will be payable in respect of the period between the cheque being issued and it being presented for payment.

The proceeds will not be paid to you in respect of any sale of shares where money due on the earlier purchase of these shares has not yet been received.

In the event that your sale proceeds cannot be paid out, please see the Client Money Section on page 9.

### Can I transfer my shares to someone else?

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Yes. You will need to send us a completed stock transfer form to our OEIC Registration Team at **Calton Square, 1 Greenside Row, Edinburgh EH1 3AN**.

We may require information from the transferee (the person receiving the shares), for tax and anti-money laundering purposes, before the transfer can take place and they will also need to sign the form.

### How do I transfer to another provider?

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If you wish to transfer your shares to another provider, you can follow the below process:

- Contact the new provider that you wish to hold the shares with and advise that you wish to transfer to them.
- Your new provider should then provide you with a transfer form for completion.
- Your new provider should then write to us enclosing your transfer authority and requesting that we provide them with a valuation of your account.
- We will provide a valuation and then they will send us an acceptance if they are happy to hold your shares.
- We will then arrange the transfer.

## Dilution

### What is a dilution adjustment?

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When a single-priced fund buys or sells investments in response to purchases or sales of its shares, it incurs transaction costs. These costs reduce the value of the fund. This is known as dilution, and this can affect the price of your shares.

A dilution adjustment is made to protect the interests of long-term shareholders, as the reduced value of the fund means the share price can decrease. The adjustment is made to the price of a fund's shares whenever shares in the fund are issued or cancelled. Shares are issued when an investor buys them and cancelled when an investor sells them. The use of this adjustment is known as 'swinging single pricing'. When money comes into the fund (as investors are buying shares), the price of shares is increased. When money goes out of the fund (as investors are selling their shares), the price is reduced.

The dilution adjustment attempts to consider any difference between the buying and selling prices of a fund's investments and the costs (which may include dealing charges and taxes) of buying and selling them. The dilution adjustment can vary over time and will vary depending on the investments being held by the fund. Under certain market conditions, some of the holdings in the fund may be difficult to buy or sell, and even small purchases or sales can cause their prices to move significantly. In addition, depending on market conditions, higher transaction costs may be incurred when there are larger than usual inflows or outflows of money in or out of a fund. We have introduced thresholds for daily transactions in our funds, beyond which we may charge an increased dilution adjustment to reflect the higher transaction costs incurred. As a result, you may face increased dealing costs. We set the level of dilution adjustment based on prevailing market conditions on any particular day.

As dilution is directly related to the inflows and outflows of money in or out of a fund, it is not possible to predict whether dilution will occur at any point in time. Consequently, it is not possible to accurately predict how frequently we will apply a dilution adjustment. Our current policy is to apply a dilution adjustment every time a fund issues or cancels shares to try to make sure that those joining and leaving the fund pay the costs of doing so. As a result of this adjustment and leaving other factors such as charges and market movement aside, it is possible you could make a loss on your investment when you sell.

You can find further details about dilution in Part 4 of the relevant Prospectus, which is available from us.

## Switching

### Can I switch to another Baillie Gifford fund?

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Yes. You may at any time switch all or some of your shares in a fund for shares of the same class in any fund of any of the Baillie Gifford ICVCs. This is subject to any applicable restrictions on the sale and purchase of shares detailed in the Prospectus(es) of the ICVC(s) concerned and the settlement periods of the respective funds. If you wish to switch shares, this can be done by telephone or by sending us a signed written instruction, this can be faxed, emailed or posted. Please note that if switching into a fund that you do not already hold, you will need to confirm that you have read, retained and understood the KIID and SID for the new fund before we will proceed. The details of the fax, email and postal address are as below:

- Write to our OEIC Dealing team at **Calton Square, 1 Greenside Row, Edinburgh EH1 3AN**; or
- Contact our OEIC Dealing team on **0800 917 4750** (fax 0131 275 3954) or email **OEIC.Dealing@bailliegifford.com**.

Please note that a switch of shares in one fund for shares in any other fund is treated as a sale and purchase and will, for shareholders subject to UK taxation, be treated as a realisation for the purposes of Capital Gains Taxation.

We do not currently charge for switching from one Baillie Gifford fund to another Baillie Gifford fund.

If a switch would result in you holding a number of shares in a fund of a value less than the minimum holding in the class of shares concerned, we may switch the whole of your holding to the new share class (and may deem your instructions to be amended accordingly) or refuse to effect the switch.

No switch will be made during any period when the right of shareholders to sell their shares is suspended. Switching instructions are irrevocable and shareholders cannot withdraw from or cancel the transaction.

We will send you contract notes to confirm details of the switch on the first business day after the valuation point at which the switch was priced.

If you have any questions, or require any further information regarding switching your shares, please contact our Client Relations team on **0800 917 2113**.

## Cancellation

### Can I change my mind?

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You have no right to change your mind if you buy shares directly from us or if you switch between Baillie Gifford funds.

If you buy shares or switch through a financial advisor, you will have a right to change your mind if:

- You received face-to-face advice; and
- You did not waive your right to cancel.

If this applies, you will have a 14-day period in which you can cancel. We will send you further details if this applies to you.

If you cancel, we will give you your money back. But remember, you may not get all of it back if the value of the shares has fallen in the meantime.

If you do not cancel during the cancellation period, you will lose the right to do so unless unforeseen circumstances or events beyond your control make it impracticable for you to exercise your cancellation rights.

Cancellation rights will be applicable if your financial advisor has indicated on your application form that they have a Terms of Business Agreement with you, cancellations rights apply, and they request that we issue you with a cancellation notice. We will then send this out with your contract note.



## Anti-Money Laundering

### What anti-money laundering documentation do I need to supply?

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Investment businesses such as Baillie Gifford must comply with anti-money laundering regulations. This means that we may need to verify your identity and that of any other person related to your investment.

We will initially use electronic checking services, which may keep a record of these checks. If we are unable to verify your identity electronically and if we have not received a personal cheque with your application form, we will contact you and request identity documents. (Banks and building societies may be able to print the necessary details onto the cheque or draft).

In other circumstances, please contact us for details of the necessary verification steps. If documentation is required, then it should be certified as a true copy by a person in a position of authority or it must be the original document.

In these circumstances, we will provide you with a copy of our Checking Your Identify leaflet which details acceptable documents and who we can accept to certify copies of documents if you choose to provide certified copies.

Again, please contact us and we can explain what is required and please note that all documents are sent and returned at your own risk. Please note that if providing original or certified copies of documents there may be a delay whilst we check the documents and confirm that they are acceptable before proceeding.

If we cannot satisfactorily complete our anti-money laundering procedures then:

- We may reject your application; or
- We, the ICVC, the Depositary and/or the Registrar may refuse to accept additional investments and delay payments and transfers. No interest is payable in these circumstances.

In line with money laundering regulation, we may request refreshed information on a periodic basis. If you do not comply with any requests from us in this regard, we may prevent you from any further transactions with us until you do so.

# Tax

## What about tax?

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We are unable to give specific tax advice and the following comments are only meant as a guide.

These comments apply to UK resident and UK domiciled individuals only and not to any other type of taxpayer. For individual shareholders, where the fund is held in a tax wrapper, such as an ISA or UK registered pension scheme, no UK income tax or Capital Gains Tax should apply.

You are recommended to seek professional advice.

## Tax on distributions

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Distributions may be either dividend distributions or interest distributions, depending on the nature of the income of the fund concerned. There will be no tax withheld on either interest or dividend distributions.

A tax-free Personal Savings Allowance is applicable to interest income, including interest distributions. The first £1,000 (for basic rate taxpayers) or £500 (for higher rate taxpayers) of interest income received from all sources in a tax year is exempt from income tax. No Personal Savings Allowance is available to additional rate taxpayers.

Dividend distributions made by a fund will be treated as dividends made by a UK company. No tax will be withheld on such distributions. For the tax year starting 6 April 2023 the first £1000 of dividend income received from all sources in a tax year is exempt from income tax. This will reduce to £500 for the tax year starting 6 April 2024. Dividend income in excess of this amount will be taxed at a rate of 8.75% (for basic rate taxpayers), 33.75% (for higher rate taxpayers), or 39.35% for additional rate tax payers.

Holders of accumulation shares are not entitled to be paid the income attributable to such shares, but that income is automatically transferred to (and retained as part of) the capital property of the relevant fund on the ex-dividend date and is reflected in the price of an accumulation share. For holders of income shares, distributions will be paid to your nominated bank account.

Where a distribution has been paid by a fund either to your bank account as income for an income share class or as a distribution for an accumulation share class where the income is retained by the fund, this is treated as income for tax purposes and you may have to declare this on your tax return dependent on your circumstances.

All Shareholders will be sent Tax Certificates setting out their distributions and the nature of the distributions.

## Capital Gains Tax (CGT)

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If you dispose of your shares (which includes transferring them) you may be liable for CGT. For the tax year starting April 2023 all individuals have an annual exempt amount of £6000. For the tax year 6 April 2024 this will reduce to £3000.

## Corporation tax

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The funds are subject to UK corporation tax on their income and may therefore have a corporation tax liability. The funds are not, however, subject to corporation tax on their capital gains.

## Tax reporting

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In order to fulfil our legal obligations under certain tax regulations, we are required to collect and report information about your identity, tax residency and status. We may require you to provide us with information or documents so that we can meet these obligations. You may be asked to provide a self-certification form and your Tax Reference Number or equivalent, where held. We reserve the right to refuse your application for, or transfer of shares until we receive satisfactory tax declarations and information.

In certain circumstances, we may be required to report your details (including your name and address) together with details of your investments to HM Revenue & Customs ('HMRC').

Your information may be passed on to another jurisdiction's tax authorities by HMRC.

If you require any further information, please contact our Client Relations team on 0800 917 2113.

## General note applicable to all taxes

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You should consult a professional adviser for advice on your tax position. You can also get additional information from your tax office and the HMRC website [www.hmrc.gov.uk](http://www.hmrc.gov.uk). You should also bear in mind that the benefit to you of any of the tax treatments outlined above will depend on your individual circumstances and that tax rates and reliefs, as well as the tax treatments outlined above, can change.

The information given here is based on our understanding of current UK law and HMRC practice as at the date of this document.

Further tax information is included in the Prospectus, which is available on request.

## Regular Statements

### How do I know how my investment is doing?

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- We will send a statement to the first named holder showing details of your investment(s) every six months at the end of February and August.
- Where you use the services of a financial advisor, we will send a copy of your statement(s) to that advisor.

Please note that we do not have an Online Service which you can use to view your holdings. The latest share prices can be located on our website [www.bailliegifford.com](http://www.bailliegifford.com) or you can obtain a valuation of your account by contacting our Client Relations team on **0800 917 2113**. You will need to have your Client Reference Number to hand before the Client Relations team can provide you with information.

## Advice

### How much will any advice cost?

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If you receive any advice, your financial advisor will give you details about the cost. The amount will depend on your agreement with your financial advisor and the size and frequency of your investment. Further information is available on request from your advisor.

## Client Classification

Unless otherwise agreed with us, you will be classified as a retail client as defined in the FCA Rules and afforded the highest protection under those rules.

## Client Money

When you buy or sell shares, we will operate under a delivery versus payment exemption that is available to us under the FCA Rules. This means that when you buy shares, we will protect your money in a client money account if we do not pass your money to the fund, via the Depositary, by the close of the business day following receipt from you. Similarly, when you sell shares in a fund, under the exemption we will protect your money in a client money account if we do not make payment to you by the close of the business day following our receipt from the Depositary on the settlement day.

Where Baillie Gifford & Co Limited is required to protect client money it will deposit the cash with an authorised bank to be held on our behalf in a 'client money' account separate to any account used to hold money belonging to Baillie Gifford & Co Limited in its own right. Interest will not be paid on cash balances held in the client money account. Baillie Gifford & Co Limited will not be responsible for any acts or omissions of the bank. If the bank becomes insolvent, Baillie Gifford & Co Limited will have a claim on behalf of its clients. If, however, the bank cannot repay all of its creditors, any shortfall may have to be shared pro rata between such creditors.

We will send you a client money statement in February and August each year if there is a balance in the client money held on your behalf on the last business day of January and July of each year. You can also request a client money statement on an ad hoc basis.

## Conflict of Interest

On some occasions, there may be situations where a conflict of interest will arise. These conflicts can arise between Baillie Gifford & Co Limited, your financial advisor, or other associated persons and the interests of the fund and their shareholders. A conflict can also arise between the interests of different shareholders. If this does happen, we will manage it in a way that ensures shareholders are treated fairly, or where it is impractical to manage the conflict, we will disclose this. We will ensure that we carry out our obligation to act in the best interests of the fund(s) so far as practicable, and we will ensure that we consider our obligations to other clients when undertaking any investment where potential conflicts of interest may arise.

## Complaints

### Who do I complain to if I am dissatisfied?

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You should contact our Client Relations Manager at:

✉ Baillie Gifford & Co Limited  
Calton Square  
1 Greenside Row  
Edinburgh  
EH1 3AN

You can also raise a complaint with us by sending an email to **IndividualInvestorComplaints@bailliegifford.com** or by telephone by contacting the Client Relations team on **0800 917 2113**. We will give you a copy of our complaints handling procedure. Complaints we cannot settle can be referred to:

✉ The Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR

📧 [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

📧 [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

Making a complaint will not prejudice your right to commence legal proceedings.

## Compensation

### Am I entitled to compensation?

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We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Most types of investment business are covered for 100% of investments up to £85,000.

Further information is available from:

✉ The Financial Services Compensation Scheme  
10th Floor  
Beaufort House  
15 St Botolph Street  
London  
EC3A 7QU

☎ **0800 678 1100**

📧 [www.fscs.org.uk](http://www.fscs.org.uk)

## Other Important Information

### What happens on event of death?

We have set out below our requirements for your executors on the event of your death:

- We require sight of the death certificate. For a jointly held account, we will need to see the original certificate and for a solely held account we can accept an original or certified copy of your death certificate.
- On receipt of this, we will write to your executors to provide a valuation of your account as at the date of death, they can use this to obtain a Grant of Probate or Certificate of Confirmation.
- For a solely held account, we will enclose the necessary forms to allow the executors to transfer or sell the shares. We will detail that in order to carry out the instructions, we will require sight of the Grant of Probate or Certificate of Confirmation.
- For a jointly held account, on receipt of the original death certificate, the shares will be transferred to the remaining holders name and confirmation will be sent to the remaining holder confirming the action taken.

### Where can I obtain further information or a copy of the full Prospectus?

You can obtain:

- Further information about the funds including the KIID;
- A copy of the current Prospectus; and
- Annual and/or Interim Reports

free of charge from us. Please see below for contact details.

They are also available from our website at

**[www.bailliegifford.com](http://www.bailliegifford.com)**.

### Language and Accessibility

We will communicate with you in English. We can provide a copy of this document in large print, braille or audio if required. Please contact our Client Relations team on 0800 917 2113 or at **[literature@bailliegifford.com](mailto:literature@bailliegifford.com)** It may take up to 10 days to arrange.

## Data Protection

In order for you to make an investment, we are required to collect and use personal information about you (including, for example, your name, date of birth and address). When we do so, we are subject to data protection laws applicable in the UK (including the General Data Protection Regulation), and we are responsible as 'data controller' of that information for the purposes of those laws.

Our Privacy Policy (which is available at <https://www.bailliegifford.com/en/uk/individual-investors/privacy-notice/oeic-investors/>) sets out in more detail the basis upon which we collect and use your personal information. The Privacy Policy also explains your rights in relation to your personal information and how to contact us should you have any concerns about how we handle your personal information.

### Authorisation

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The funds are authorised by:

- ✉ The Financial Conduct Authority  
12 Endeavour Square  
Stratford  
London  
E20 1JN
- ☎ 0800 111 6768
- 🌐 [www.fca.org.uk](http://www.fca.org.uk)

### Governing law

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This document and all deals in shares are governed by and construed in accordance with the law of Scotland.

### How to Contact us

- ✉ Baillie Gifford & Co Limited  
Calton Square  
1 Greenside Row  
Edinburgh  
EH1 3AN
- ☎ Client Relations: 0800 917 2113
- ☎ Dealing: 0800 917 4750  
(fax 0131 275 3954)
- 🌐 [OEIC.dealing@bailliegifford.com](mailto:OEIC.dealing@bailliegifford.com)

If sending instructions to us by fax or email, please follow up by phone to ensure your instructions have been properly received. We will not automatically confirm receipt of faxes. Your proof of sending, return receipt or transmission report are not proof of our receipt. Please note that if you send us instructions by fax you accept that fax communications are often insecure and are sent at your risk. This is why we ask that you ensure that such instructions are complete, clear and have been received by us.

We are open between 9am and 5pm on business days. These are normally Monday to Friday (excluding bank holidays in England and Wales).

- 🌐 Visit our website at [www.bailliegifford.com](http://www.bailliegifford.com) or email us at [enquiries@bailliegifford.com](mailto:enquiries@bailliegifford.com)

Your call may be recorded for training or monitoring purposes. You may also find the following details useful:

### Depository

NatWest Trustee and Depository Services Limited  
House A, Floor 0  
175 Glasgow Road  
Gogarburn  
Edinburgh  
EH12 1HQ

### Auditors

PricewaterhouseCoopers LLP  
Atria One  
Edinburgh  
EH3 8EX

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