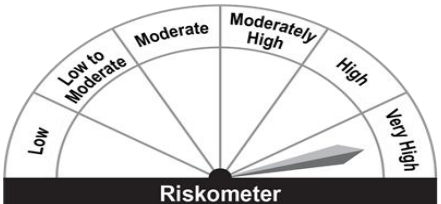



IIFL FOCUSED EQUITY FUND

(An open-ended equity scheme investing in maximum 30 multi-cap stocks)



KEY INFORMATION MEMORANDUM

<p>This product is suitable for investors who are seeking*</p> <ul style="list-style-type: none"> Capital appreciation over long term; Investment predominantly in equity and equity related instruments; <p>*Investors should consult their financial advisers if in doubt about whether the product is suitable for them.</p>	<p>Scheme Risk-o-meter</p>  <p>Riskometer</p> <p>Investors understand that their principal will be at Very High Risk</p>	<p>Benchmark Risk-o-meter</p>  <p>Riskometer</p> <p>Investors understand that their principal will be at Very High Risk</p>
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This Key Information Memorandum (KIM) sets forth the information, which a prospective investor ought to know before investing. For further details of the scheme/Mutual Fund, due diligence certificate by the AMC, Key Personnel, investors' rights & services, risk factors, penalties & pending litigations etc. investors should, before investment, refer to the Scheme Information Document and Statement of Additional Information available free of cost at any of the Investor Service Centres or distributors or from the website www.iiflmf.com The Scheme particulars have been prepared in accordance with Securities and Exchange Board of India (Mutual Funds) Regulations 1996, as amended till date, and filed with Securities and Exchange Board of India (SEBI). The units being offered for public subscription have not been approved or disapproved by SEBI, nor has SEBI certified the accuracy or adequacy of this KIM. The KIM is dated April 30, 2021.

<p>Name of Mutual Fund IIFL Mutual Fund IIFL Centre, 6th floor, Kamala City, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013</p>	<p>Name of Asset Management Company IIFL Asset Management Ltd. Regd. Office: IIFL Centre, 6th floor, Kamala City, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013</p>	<p>Name of Trustee company IIFL Trustee Ltd Regd. Office: IIFL Centre, 6th floor, Kamala City, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013</p>
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<p>Name of sponsor IIFL Wealth Management Limited Regd. Office: IIFL Centre, Kamala City, Senapati Bapat Marg, Lower Parel, Mumbai - 400 013</p>	<p>Name of the Registrar Computer Age Management Services Ltd. (CAMS) Regd. Office: No.178 (New No.10) M.G.R. Salai (formerly Known as Kodambakkam High Road), Nungambakkam, Chennai - 600 034</p>
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Name of the Scheme:

IIFL Focused Equity Fund

Type of the Scheme:

An open-ended equity scheme investing in maximum 30 multi-cap stocks

Investment Objective:

The investment objective of the scheme is to generate long term capital appreciation for investors from a portfolio of equity and equity related securities. However, there can be no assurance or guarantee that the investment objective of the Scheme would be achieved.

Asset Allocation Pattern of the Scheme:

The investment policies of the Scheme shall be as per SEBI (Mutual Funds) Regulations, 1996, and within the following guidelines. Under normal market circumstances, the investment range would be as follows

Instruments	Indicative Allocation (% of Net assets)		Risk Profile
	Minimum	Maximum	
Equity or* Equity Related Instruments	75%	100%	High
Debt and money market instruments	0%	25%	Low to Medium

*equity related instruments include convertible debentures, convertible preference shares, warrants carrying the right to obtain equity shares, equity derivatives and such other instrument as may be specified by SEBI from time to time

The Scheme will not participate in short selling, securitized debt, equity linked debentures, repo transactions of Corporate Debt Securities. The Scheme may invest in unrated debt and debt derivative instruments. Investment in debt derivatives shall be up to 10% of the net assets of the Scheme. The Scheme may invest in derivative products from time to time as permitted by SEBI. The exposure to derivative instruments shall not exceed 50% of the total Net Assets of Scheme. The Scheme will not participate in securities lending more than 20% of total Net Assets of the Scheme and would limit its exposure with regard to securities lending for a single intermediary to the extent of 5% of the total net assets at the time of lending.

IIFL Focused Equity Fund is the only open-ended equity scheme of IIFL Mutual Fund.

Investment Strategy:

The Scheme would endeavour to identify the sectors that are likely to do well in the medium term, based on the business cycle of the economy and take focused exposure to securities of Companies in identified sectors. The sectors would be actively monitored and changes will be made to invest in sectors that will benefit from the current stage of the business cycle. The Scheme would take concentrated exposure in not more than 25 - 30 high conviction stocks in such sectors. The Scheme would be market cap agnostic and there wouldn't be any restriction on the sectors in which the fund can invest.

Risk Profile of the Scheme:

Mutual Fund Units involve investment risk including the possible loss of principal. Please read the SID carefully for details on risk factors before investment. Scheme specific Risk Factors are summarized below:

Risks associated with investing in Equities:

- Investments in the equity shares of the Companies are subject to price fluctuation on daily basis. The volatility in the value of equity is due to various micro and macro-economic factors like economic and political developments, changes in interest rates, etc. affecting the securities markets. This may have adverse impact on individual securities/sector and consequently on the NAV of Scheme.
- The NAVs of schemes investing in equity will fluctuate as the daily prices of the individual securities in which they invest fluctuate and the units when redeemed may be worth more or less than their original cost.
- The value of the Scheme's investments, may be affected generally by factors affecting securities markets, such as price and volume volatility in the capital markets, interest rates, currency exchange rates, changes in policies of the Government, taxation laws or policies of any appropriate authority and other political and economic developments and closure of stock exchanges which may have an adverse bearing on individual securities, a specific sector or all sectors including equity and debt markets. Consequently, the NAV of the units of the Scheme may fluctuate and can go up or down.
- Investors may note that Fund Manager's investment decisions may not always be profitable, as actual market movements may be at variance with anticipated trends.
- Securities which are not quoted on the stock exchanges are inherently illiquid in nature and carry a larger liquidity risk in comparison with securities that are listed on the exchanges or offer other exit options to the investors, including put options. Such securities, however, increase the risk of the portfolio. Additionally, the liquidity and valuation of the Scheme's investments due to its holdings of unlisted securities may be affected if they have to be sold prior to the target date of disinvestment.
- The sector weightage in the fund would be different from that in the Index. Because of this the fund returns could be divergent from the Index returns and could also under-perform if the sector calls do not go right as expected by the fund management team.

Risk associated with Investing in Debt and money market instruments:

The performance of the Scheme may be affected by changes in macroeconomic factors such as Government policies, general levels of interest rates and risks associated with trading volumes, liquidity and settlement systems.

Risk associated with Investing in Derivatives:

Derivative products are leveraged instruments and can provide disproportionate gains as well as disproportionate losses to the investor. Execution of such strategies depends upon the ability of the fund manager to identify such opportunities. Identification and execution of the strategies to be pursued by the fund manager involve uncertainty and decision of the fund manager may not always be profitable. No assurance can be given that the fund manager will be able to identify or execute such strategies.

Risk associated with Securities Lending:

Securities Lending is a lending of securities through an approved intermediary to a borrower under an agreement for a specified period with the condition that the borrower will return equivalent securities of the same type or class at the end of the specified period along with the corporate benefits accruing on the securities borrowed.

Risk Mitigation Measures:

Risk is an inherent part of the investment function. Effective Risk management is critical to fund management for achieving financial soundness. Investment by the Scheme would be made as per the investment objective of the Scheme and in accordance with SEBI Regulations. AMC has adequate safeguards to manage risk in the portfolio construction process. Risk control would involve managing risk in order to keep in line with the investment objective of the Scheme. The risk control process would include identifying the risk and taking proper measures for risk. The system has incorporated all the investment restrictions as per the SEBI guidelines and enables identifying and measuring the risk through various risk management tools like various portfolio analytics, risk ratios, average duration and analyses the same and acts in a preventive manner.

Dematerialization of Units:

The applicants intending to hold Units in dematerialized mode will be required to have a beneficiary account with a Depository Participant of the NSDL/CDSL and will be required to mention in the Application Form details of the at the time of purchasing Units.

Liquidity:

The Scheme will offer Units for Purchase and Redemption at NAV related prices on every Business Day on an ongoing basis, commencing not later than 5 working days from the allotment of units of the scheme. The Mutual Fund will dispatch the Redemption proceeds not later than 10 business days from the acceptance of the Redemption request

Plans and Options:

- Regular Plan
- Direct Plan
- Income Distribution cum Capital Withdrawal (IDCW) Option
- Growth Option.

Income Distribution cum Capital Withdrawal (IDCW) Option will have facility of Payout of Income Distribution cum Capital Withdrawal option (IDCW Payout) and Re-investment of Income Distribution cum Capital Withdrawal option (IDCW Re-investment). If the applicant does not indicate the choice of Option in the Application form, the fund accepts the application as being for the Growth Option. Under Income Distribution cum Capital Withdrawal (IDCW) Option, if applicant has not indicated the facility, the default facility accepted will be Re-investment of Income Distribution cum Capital Withdrawal option (IDCW Re-investment).

Applicable NAV (after the scheme opens for repurchase and sale):

The AMC will calculate and disclose the NAV of the Scheme on all business days. The AMC will update the NAVs on AMFI website www.amfiindia.com before 11.00 p.m. on every business day. If the NAV is not available on AMFI website before the commencement of Business Hours on the following day due to any reason, the Mutual Fund shall issue a press release giving reasons and explaining when the Mutual Fund would be able to publish the NAV.

Applicable NAV for Subscriptions / Switch-ins (irrespective of application amount):

1. In respect of valid applications received upto 3.00 p.m on a Business Day at the official point(s) of acceptance and funds for the entire amount of subscription/purchase (including switch ins) as per the application are credited to the bank account of the respective Scheme before the cut-off time i.e., available for utilization before the cut-off time - the closing NAV of the day shall be applicable.
2. In respect of valid applications received after 3.00 p.m on a Business Day at the official point(s) of acceptance and funds for the entire amount of subscription/purchase (including switch ins) as per the application are credited to the bank account of the respective Scheme before the cut-off time of the next Business Day i.e., available for utilization before the cut-off time of the next Business Day - the closing NAV of the next Business Day shall be applicable.
3. Irrespective of the time of receipt of application at the official point(s) of acceptance, where funds for the entire amount of subscription/purchase as per the application are credited to the bank account of the respective Scheme before the cut-off time on any subsequent Business Day - i.e., available for utilization before the cut-off time on any subsequent Business Day - the closing NAV of such subsequent Business Day shall be applicable.
4. The aforesaid provisions shall also apply to systematic transactions i.e., Systematic Investment Plan (SIP), Systematic Transfer Plan (STP). For

determining the applicable NAV for allotment of units in respect of purchase / switch-in to the Schemes, the following shall be ensured:

- i. Application / switch-in request is received before the applicable cut-off time.
- ii. Funds for the entire amount of subscription / purchase as per the application / switch-in request are credited to the bank account of the respective Scheme(s) before the cut-off time.
- iii. The funds are available for utilization before the cut-off time without availing any credit facility whether intra-day or otherwise, by the respective Scheme(s).
- iv. In case of switch transactions from one scheme to another scheme, the allocation shall be in line with the redemption payout.

For Redemption/ Switch out:

In respect of valid applications accepted at an Official Point of Acceptance up to 3.00 p.m. on a Business Day, the closing NAV of the same day will be applicable; and In respect of valid applications accepted at an Official Point of Acceptance after 3.00 p.m., the closing NAV of the next Business Day will be applicable.

Minimum Application Amount:

- New Purchase – Rs. 1,000 and in multiples of Rs. 100 thereafter.
- Additional purchase – Rs. 1,000 and in multiples of Rs. 100 thereafter
- Systematic Investment Plan (SIP)
 - Rs. 1000 per month for a minimum period of six months.
 - Quarterly Option – Rs. 1,000 per quarter for a minimum period of 6 quarters.

Investments above the minimum amount mentioned, shall be made in multiples of Rs. 100 for all SIP irrespective of frequency of SIP or the Option. The minimum application amounts listed above does not apply in case of Transfers.

The AMC in consultation with the Trustees reserves the right to discontinue/ add more plans/ options at a later date subject to complying with the prevailing SEBI guidelines and Regulations.

Repurchase/ Redemption:

The minimum amount in rupees for Redemption shall be Rs. 1,000/- or account balance whichever is less. Investor may note that upon the processing of part redemption/switch out request, if the account balance in the scheme falls below Rs. 1,000/- then the same will be redeemed/switched out along with the said request.

In accordance with SEBI circular SEBI/HO/IMD/IMD-1/DOF5/P/CIR/2021/553 dated April 28, 2021 read along with SEBI/HO/IMD/IMD-IDOF5/P/CIR/2021/624 dated September 20, 2021 (Alignment of interest of Designated Employees of Asset Management Companies (AMCs) with the Unitholders of the Mutual Fund Schemes), the above provision will not be applicable for investments made in scheme.

Switches:

The minimum amount in case of inter/ intra scheme (inter plan/inter option) switches shall be the minimum amount required in the respective transferee scheme/plan.

Cash Investments:

It is permitted to accept cash transactions to the extent of Rs. 50,000/-, however, the Asset Management Company is in process of implementing adequate systems and controls to accept Cash Investment in the Scheme. Information in this regard will be provided to Investors as and when the facility is made available.

Despatch of Repurchase (Redemption) Request:

Within 10 Business Days of the receipt of valid redemption request at the Official Points of Acceptance.

Benchmark Index:

S&P BSE200 TRI

Dividend Policy:

Under Income Distribution cum Capital Withdrawal (IDCW) Option, dividend will be declared subject to availability of distributable surplus and at discretion of AMC/ Trustee. The undistributed portion of the income will remain in the Option and be reflected in the NAV, on an ongoing basis. The Trustee's decision with regard to availability and adequacy, rate, timing and frequency of distribution of dividend shall be final. The dividend can be distributed out of investors capital (equalization reserve), which is part of sale price that represents realized gains.

Name of Fund Manager:

Mr. Mayur Patel

He is managing the scheme since November 11, 2019.

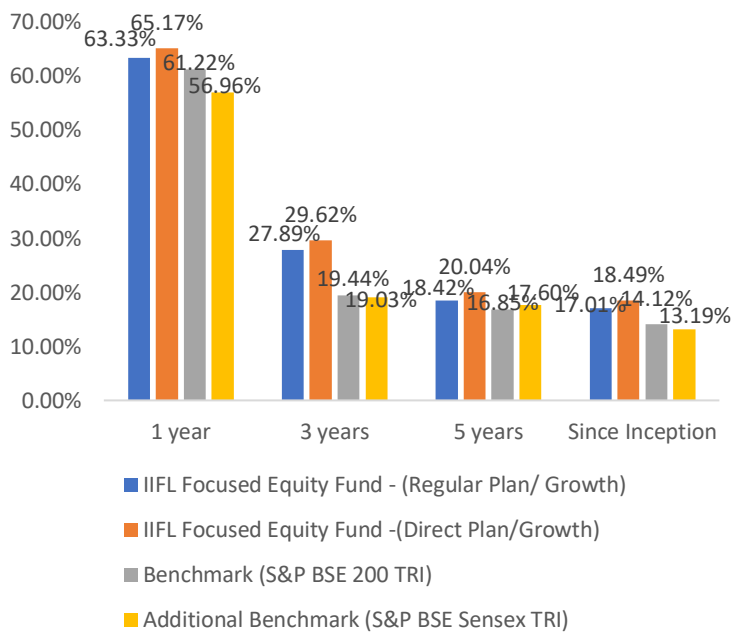
Name of Trustee Company:

IIFL Trustee Ltd.

Performance of the Scheme:

As on 30 September 2021, above 1-year CAGR Return, SI*** 30 October 2014

Compounded Annual Return	Scheme Return - Regular Plan	Scheme Return - Direct Plan	Benchmark Return %	Additional Benchmark
Returns for the last 1 year	63.33%	65.17%	61.22%	56.96%
Returns for last 3 years	27.89%	29.62%	19.44%	19.03%
Returns for last 5 years	18.42%	20.04%	16.85%	17.60%
Returns since inception* CAGR	17.01%	18.49%	14.12%	13.19%



Disclosure pursuant to SEBI Circular Dated March 18, 2016:

Top 10 Holdings (by issuer) of the Scheme as on September 30, 2021:

Name of the issuer	% of Holding
ICICI Bank Limited	8.73
Infosys Limited	7.44
HDFC Bank Limited	6.41
Axis Bank Limited	4.85
Larsen & Toubro Limited	4.53%
Larsen & Toubro Infotech Limited	4.35%
SRF Limited	4.35%
Bajaj Finance Limited	4.20%
Bharti Airtel Limited	4.14%
Crompton Greaves Consumer Electricals Limited	4.07%

The complete portfolio of the scheme on monthly basis is updated at <http://www.iifl.com/Downloads/MandatoryDisclosures/MonthlyPortfolio.aspx>

Allocation of the scheme towards its various Sectors:

Sectors	% of Holding
Financial Services	31.59%
IT	16.74%
Consumer Goods	9.54%
Automobile	8.65%
Pharma	5.53%
Telecom	5.93%
Oil & Gas	4.73%
Construction	4.53%
Chemicals	1.83%
Consumer Services	1.86%
Others	3.82%

Others under sector disclosure include Futures and cash & cash equivalents. Schemes Portfolio turnover ratio as on September 30, 2021: 0.37

Expenses of the Scheme:

1. Load Structure:

- Entry Load: Nil
- Exit Load: 1% if redeemed/switched out, on or before 12 months from the date of allotment

2. New Fund offer expenses:

All initial issue expense shall be borne by AMC.

3. Annual Recurring Expenses:

As per Regulation 52 (6) (c) of SEBI Regulations, the maximum annual scheme recurring expenses including the investment management fees that can be charged to the Scheme is as follows:

Daily Net Assets (Rs.)	First Rs.500 crores	Next Rs. 250 crores	Next Rs. 1250 crores	Next Rs. 3000 crores	Next Rs. 5000 crores	Next Rs. 40000 crores	Balance Assets
% per annum	2.25%	2.00%	1.75%	1.60%	1.50%	Total expense ratio reduction of 0.05% for every increase of Rs. 5,000 crores of daily net assets or part thereof	1.05%

In addition to total expense limits mentioned above, the AMC may charge the following in terms of Regulation 52(6A) of SEBI Regulations:

- Additional expenses not exceeding of 0.30% of daily net assets for inflows from specified cities
- Brokerage and transaction costs (including Goods and Service Tax) which are incurred for the purpose of execution of trade and is included in the cost of investment, not exceeding 0.12 per cent in case of cash market transactions and 0.05 per cent in case of derivatives transactions.
- Additional expenses incurred towards different heads mentioned under Regulations 52(2) and 52(4) of SEBI Regulations, not exceeding 0.05 per cent of daily net assets of the scheme.

The AMC has estimated the following annual recurring expenses on daily net assets of the Scheme. Further, any change in the expense ratio will be updated on our website and the same will be communicated to investor via SMS / e-mail 3 working days prior to the effective date of change. For the actual current expenses being charged, the investor should refer to the website: <http://www.iifl.com/expenses-ratio>.

Particulars	(% of Daily Net Assets)
Investment Management and Advisory Fees, Trustee fee, Audit fees, Custodian fees, RTA Fees, Marketing & Selling expense incl. agent commission, Cost related to investor communications, Cost of fund transfer from location to location, Cost of providing account statements & dividend redemption cheques & warrants, Costs of statutory Advertisements, Cost towards investor education & awareness (at least 2 bps), Brokerage & transaction cost over and above 12 bps and 5 bps for cash and derivative market trades respectively, *Goods & Service tax on expenses other than investment and advisory fees, *Goods & Service tax on brokerage and transaction cost, other expenses (including listing expenses)	Up to 2.25%
Maximum total expense ratio (TER) permissible under Regulation 52 (6)(c)(I) & (6) (a)	Up to 2.25%
^Additional expenses under regulation 52 (6A) (c)	Up to 0.05%
^Additional expenses for gross new inflows from specified cities	Up to 0.30%

These estimates of Investment Management Fees and Expenses have been made in good faith as per the information available to the Investment Manager and are subject to change inter-se, which may be more or less than estimated above. Any expenditure in excess of the said prescribed limit (including brokerage and transaction cost, if any) shall be borne by the AMC.

* In addition to expenses under Regulation 52 (6) and (6A) of SEBI Regulations, AMC may charge Goods and Service Tax on Investment Management and Advisory Fees, expenses other than Investment Management and Advisory Fees and brokerage and transaction cost as below:

- Goods and Service Tax on Investment Management and Advisory Fees:

AMC may charge Goods and Service Tax on Investment Management and Advisory Fees of the Scheme in addition to the maximum limit of TER as per the Regulation 52(6) and (6A) of SEBI Regulations.

- b. Goods and Service Tax on expenses other than Investment Management and Advisory Fees:

AMC may charge Goods and Service Tax on expenses other than Investment Management and Advisory Fees of the Scheme, if any within the maximum limit of TER as per the Regulation under 52(6) and (6A) of SEBI Regulations. c.

- c. Goods and Service Tax on brokerage and transaction cost:
The Goods and Service Tax on brokerage and transaction costs which are incurred for the purpose of execution of trade, will be within the limit of prescribed under Regulation 52 of SEBI Regulations.

^ Expenses not exceeding of 0.30 % Of daily net assets, if the new inflows

From retail investors from such cities as specified by the SEBI, from time to time are at least:

- 30 per cent of the gross new inflows into the scheme, or;
- 15 per cent of the average assets under management (year to date) of the scheme, whichever is higher;

Provided that if inflows from such cities are less than the higher of the above, such expenses on daily net assets of the scheme shall be charged on proportionate basis. Provided further that expenses charged under this clause shall be utilised for distribution expenses incurred for bringing inflows from such cities. Provided further that amount incurred as expense on account of inflows from such cities shall be credited back to the scheme in case the said inflows are redeemed within a period of one year from the date of investment. Inflows of amount upto Rs 2,00,000/-per transaction, by individual investors shall be considered as inflows from "retail investor".

\$ In terms of SEBI Circular No SEBI/HO/IMD/DF2/CIR/P/ 2018/15 dated February 02, 2018, in case exit load is not levied / not applicable, the AMC shall not charge the said additional expenses.

Direct plan shall have a lower expense ratio excluding distribution expenses, commission etc and no commission shall be paid from such plan.

Transaction charges

SEBI has permitted a transaction charge to be paid to distributors, as detailed below:

- A transaction charge (presently Rs.100/-) on every subscription of or above a certain amount (presently Rs. 10,000/-) will be deducted from the subscription amount for an existing investor in mutual funds, and the balance subscription amount will be invested.
- In the case of an investor investing in mutual funds for the first time, a transaction charge (presently Rs. 150/-*) on a subscription of or above a certain amount (presently Rs. 10,000/-) will be deducted from the subscription amount, and the balance subscription amount will be invested.

*In the case of any applicable transaction, where the AMC/ Fund/

Registrar is unable to identify whether the investor concerned is a first-time investor in mutual funds, the transaction charge applicable to existing investors in mutual funds (presently Rs. 100/-) will be deducted from the subscription amount, and the balance will be invested.

- For subscriptions lesser than a certain amount (presently Rs. 10,000/-), no transaction charges will be deducted from the subscription amount, and the entire subscription amount will be invested. The transaction charge referred to in (i) and (ii) above will be payable only for transactions done through a distributor who has opted to receive the transaction charge.
- In the case of SIPs, the transaction charge shall be applicable only if the total commitment through SIPs, i.e. amount per SIP instalment x No. of instalments,

is of or above a certain amount (presently Rs. 10,000/-). In such cases, the transaction charge will be recovered in 3-4 instalments.

Actual Expenses for the previous financial year: (Unaudited)

- Regular Plan- 2.01% p.a.
- Direct Plan- 0.90% p.a

Waiver of Load for Direct Application:

Not applicable

Tax Treatment for Investors (Unit Holders):

Investors are advised to refer to the detail in the Statement of Additional Information and also independently refer to his/ her tax advisor.

Daily Net Asset Value (NAV) Publication:

The NAV will be declared on all business days. NAV can also be viewed on www.iifl.com and also on AMFI website www.amfiindia.com.

Further IIFL AMC will extend facility of sending latest available NAVs of the Scheme to the Unit holders through SMS upon receiving a specific request in this regard.

For Investor Grievances please contact

Name and address of Registrar:

Computer Age Management Services Ltd. (CAMS) Regd. Office: No.178 (New No.10) M.G.R. Salai (formerly Known as Kodambakkam High Road), Nungambakkam, Chennai - 600 034

Contact Person Name, Address, Telephone No.,

Mr. Sushil Sharma

IIFL Asset Management Limited

IIFL Centre, 6th floor, Kamala City, S.B. Marg, Lower Parel, Mumbai - 400 013

Tel (91 22) 4876 5158 Fax: (91 22) 4646 4706

Email: service@iifl.com Website: www.iifl.com

Investors are advised to contact any of the ISCs or the AMC by calling the toll-free no. 1800-419-2267. Investors can also visit the website at www.iifl.com for complete details.

Unit Holder's Information:

Account Statements:

Account Statement will be sent to Investors opting to subscribe to/ hold units in physical form (i) by way of an e-mail and/or an sms to their registered e-mail address and or mobile number not later than 5 Business Days from the date of acceptance of the request for subscription, and (ii) a 'Consolidated Account Statement (CAS)' (to investors whose PAN details are updated). For investors who hold Units in dematerialized form, a demat statement shall be provided by the DP in such form and in such manner and at such time as provided in the agreement with the beneficial owner.

Annual Financial Results and Half Yearly Portfolio:

IIFLAMC within one month from the close of each half year host a soft copy of unaudited financial results of schemes of IIFL Mutual Fund on its website and shall publish an advertisement disclosing the hosting of such financial results on its website, in at least one English daily newspaper having nationwide circulation and, in a newspaper, having wide circulation on in the language of the region where the Head Office of the Mutual Fund is situated. IIFLAMC shall disclose portfolio of the Scheme as on the last day of half year on website of Mutual Fund and AMFI within 10 days from the close of each half-year respectively. Further, the IIFL Mutual Fund shall publish an advertisement in the all India edition of at least two daily newspapers, one each in English and Hindi every half-year, disclosing the hosting of the half-yearly statement of the Scheme portfolio on the website of the Mutual Fund and on the website of AMFI and the modes such as SMS, telephone, email or written request (letter) through which a unitholder can submit a request for a physical or electronic copy of the statement of Scheme portfolio.