

## Pro forma Quarterly Review Reporting (Complaints)—Distributors

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#[TO BE PLACED ON DISTRIBUTOR LETTERHEAD]

#[insert date]

Affluence Funds Management Limited  
Attention: Compliance Officer  
GPO Box 111, Brisbane QLD 4000 or [invest@affluencefunds.com.au](mailto:invest@affluencefunds.com.au)

Dear Sir / Madam

**RE: QUARTERLY DDO REPORTING (COMPLAINTS)—#[INSERT FUND NAME AND ARSN]**

#[Insert distributor name, ACN and AFSL no.], distributor of the #[insert fund name and ARSN] (Product), advises of the following significant dealing with respect to the Product.

Date(s) of the complaint	Include both— <ul style="list-style-type: none"><li>the date that the substance of the complaint occurred, as well as any other dates relevant to the complaint</li><li>the date the distributor received the complaint.</li></ul>
Description of the complaint	Describe the complaint including why it is not consistent with the target market determination.
Classification of the complaint	Describe which attribute of the Fund about which the complaint was made.
What steps, if any, have been, or will be, taken in relation to the complaint	Include details as relevant.
Other	Include details as relevant.