



# MAPLE-BROWN ABBOTT

INVESTMENT MANAGERS SINCE 1984

## Maple-Brown Abbott Limited Form ADV Part 2A: Firm Brochure

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### Contact details:

Address: Level 31, 259 George Street  
SYDNEY NSW 2000 AUSTRALIA

Telephone: +61 2 8226 6200

Email: [admin@maple-brownabbott.com.au](mailto:admin@maple-brownabbott.com.au)

Website: [www.maple-brownabbott.com.au](http://www.maple-brownabbott.com.au)

This brochure provides information about the qualifications and business practices of Maple-Brown Abbott Limited ("Maple-Brown Abbott"). If you have any questions about the contents of this brochure, please contact us via email at [admin@maple-brownabbott.com.au](mailto:admin@maple-brownabbott.com.au) or by phone on +61 2 8226 6200. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission ("SEC") or by any state securities authority.

Additional information about Maple-Brown Abbott also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Maple-Brown Abbott is registered as an investment adviser with the SEC under the Investment Advisers Act of 1940 ("Advisers Act"). Registration as an investment adviser with the SEC does not imply a certain level of skill or training.

Maple-Brown Abbott Limited ACN 001 208 564

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This brochure is not:

- an offer or agreement to provide advisory services to any person
- an offer to sell interests (or a solicitation of an offer to purchase interests) in any investment fund
- a complete discussion of the features, risks or conflicts associated with any investment fund or any other product or service offered by Maple-Brown Abbott

As required by the Advisers Act, Maple-Brown Abbott provides this brochure to current and prospective U.S. clients prior to the commencement of Maple-Brown Abbott's advisory services and will offer this brochure to such U.S. clients on an annual basis thereafter. The brochure may also be provided to current or prospective investors in an investment fund, in conjunction with the investment fund's disclosure and investment documents and other relevant offering materials, such as the investment fund's offering document, prior to or in connection with such persons' consideration or execution of an investment in an investment fund, and may subsequently be provided, in Maple-Brown Abbott's discretion, annually or upon request. This brochure is also available through the SEC's Investment Adviser Public Disclosure website.

Although this publicly available brochure describes investment advisory services and products of Maple-Brown Abbott, persons who receive this brochure should be aware that it is designed solely to provide information relevant to U.S. persons about Maple-Brown Abbott as necessary to respond to certain disclosure obligations under the Advisers Act. As such, the information in this brochure may differ from information provided in disclosure and investment documents and other relevant offering materials. More complete information about each product or service offered by Maple-Brown Abbott is included in disclosure and investment documents and other relevant offering materials, certain of which may be provided to current and eligible prospective clients and investors only by Maple-Brown Abbott and/or its affiliates. To the extent there is any conflict between discussions herein and similar or related discussions in any such materials, the relevant disclosure and investment documents and other relevant offering materials shall govern and control.

Moreover, Maple-Brown Abbott's activities with respect to non-U.S. clients may differ from those described generally herein and Maple-Brown Abbott may provide additional or different services to non-U.S. clients. Maple-Brown Abbott does not generally hold itself out to non-U.S. clients as an SEC-registered adviser nor does it provide this brochure to non-U.S. clients. Since Maple-Brown Abbott does not maintain a place of business within the U.S., it may rely on SEC staff guidance to apply local governing law, rather than the substantive provisions of the Advisers Act, to its relationships with such non-U.S. clients to the extent that activities with respect to those relationships do not constitute "conduct" or have "effects" within the U.S.

#### **Item 4 Advisory Business**

Maple-Brown Abbott Limited is a privately owned Australian investment management company, based in Sydney.

We specialise in the management of investment portfolios across Australian equities, Asia Pacific ex-Japan equities and global listed infrastructure securities. We also manage a number of multi-sector portfolios that have exposure to Australian and international equities, Australian fixed interest, real estate investment trusts ("REITs"), alternative assets and cash. We manage USD 8.8billion of client assets on a discretionary basis, and no assets on a non-discretionary basis, as at 28 February 2015, although we do provide non-discretionary advisory services to certain client accounts.

Established in 1984, our investment philosophy has not changed since that time. We are value investors. We place significant emphasis on retaining our boutique heritage, as this ensures flexible decision making and a strong alignment of interest with our clients.

We hold an Australian Financial Services Licence (AFSL 237296) issued by the Australian Securities & Investment Commission. We are principally owned by entities associated with, and the family of, one the founders of the company, Robert Maple-Brown, through Maple-Brown Family Investments Pty Limited.

Within the United States, we offer investment advisory services of our global listed infrastructure and Asia Pacific ex-Japan equities strategies to clients through separately managed portfolios. We implement these core investment strategies, within the investment guidelines and restrictions set by the client, and may delegate the investment advisory services to our subsidiary companies. We then select the specific securities to be traded and the timing of those trades, including the broker through which those securities are to be traded.

#### **Item 5 Fees and Compensation**

The management fee charged by Maple-Brown Abbott for separately managed accounts is charged as a percentage of the value of the assets under management for that account, and is set out in the Investment Management Agreement ("IMA") we negotiate with the client.

The management fee is calculated on the value of the portfolio of assets for the relevant period. Fees are normally paid monthly or quarterly in arrears, and clients are invoiced directly. Fees are normally prorated for any incomplete months during account commencement and termination.

Fees may be negotiated based on a number of factors including the size of the account, the complexity of the investment advisory services and any existing relationships we have with a client. Our fixed fees generally range up to 0.80% of the market value of assets under management.

Clients will also incur transaction related charges such as brokerage, custody, taxes and other related costs and expenses. Please refer to Item 12 of this Disclosure Brochure.

We may also negotiate a performance-based fee with some clients. Please refer to Item 6 of this Disclosure Brochure.

## **Item 6 Performance-Based Fees and Side-By-Side Management**

Maple-Brown Abbott generally charges an asset-based fee on our separately managed accounts. However, we may negotiate a performance-based fee with clients, which would be structured to comply with the Advisers Act, and the regulations thereunder.

Conflicts of interest may in theory arise from our management of client accounts, in particular where higher fees or performance-based fees may be payable by some accounts, giving rise to an incentive for inappropriate or inequitable allocation of trades to benefit certain portfolios at the expense of other portfolios. We have a Dealing and Allocation of Trades Policy to manage these potential conflicts. It is our policy to allocate trades in a manner that is fair and equitable over time, to prevent these potential conflicts from influencing the allocation of investment opportunities among clients. Please refer to the more detailed discussion on trade allocation and aggregation at Item 12.

## **Item 7 Types of Clients**

We may provide investment advisory services to corporations, pooled investment vehicles, pension plans, state or municipal government entities, charitable organisations, foundations, individuals and other investment management companies and advisers. Generally, we do not accept separately managed accounts below USD25m.

## **Item 8 Methods of Analysis, Investment Strategies and Risk of Loss**

Maple-Brown Abbott offers the following investment strategies to U.S. clients:

### **Global Listed Infrastructure**

#### ***Investment Strategy***

Our investment strategy is to invest in global listed infrastructure securities with a focus on regulated, contracted and concessions assets or networks that provide essential services. These infrastructure assets typically deliver lower volatility and higher earnings stability as well as higher inflation protection compared with broader global equities. In addition, we place a high emphasis on strong corporate governance. Currency exposures may be hedged or unhedged, depending on client preference.

The minimum suggested timeframe for investing in our GLI strategy is 5 years.

#### ***Investment Philosophy***

GLI invests in listed infrastructure securities that own and/or operate physical infrastructure assets around the world.

The infrastructure assets targeted are the physical structures and networks that provide essential services to their relevant communities. Infrastructure asset examples include water providers, natural gas and electricity networks, toll roads and airports. Infrastructure securities can generate reliable cashflows from what are often regulated, contracted or concession assets. This can provide higher yield, inflation protection and portfolio diversification benefits when compared to global equities.

We consider a narrower range of “core” infrastructure assets compared to many other fund managers and infrastructure indices. Attributes that we believe are important in infrastructure companies include a strong strategic position within the economy in which they operate, inflation protection, low cashflow volatility and a high level of corporate governance.

The focus is both long term and global in nature. We believe that rigorous analysis of fundamentals and valuation is necessary to find the best listed infrastructure investment opportunities. We prefer to take a long term view of the value in the companies in which we invest. Macroeconomic risks are ever present in a global asset portfolio and we seek to reduce these risks where possible.

#### ***Investment Process***

A key aspect of our investment process is our bottom-up approach to stock selection and portfolio construction, based on company analysis and estimates prepared by our investment staff. For all stocks in, or being considered for, our investment portfolios we conduct our own proprietary research. This research is based on an objective examination of financial information for that stock and, normally, discussions with management of the company concerned.

In constructing our portfolios we rank stocks on selected risk, inflation protection and corporate governance criteria, and on their estimated 10 year investment returns. This process clearly identifies those stocks we consider to show the greatest risk adjusted valuation upside.

Whilst not being a “top-down” manager, we are explicitly macro-aware throughout the investment process, focussing on the macro factors that we believe to have the greatest impact on infrastructure asset valuations. In line with our longer term investment objective, we are long term holders of stocks, not traders.

### **Investment Guidelines**

We invest in global listed infrastructure equities either directly in their locally domiciled market, or indirectly through Global and American Depositary Receipts (GDRs and ADRs) listed on European and North American stock exchanges. Generally the companies we invest in have a market capitalisation greater than US\$500 million. We may also invest in hybrid or debt securities issued by infrastructure entities, or unlisted equities provided that they are expected to be listed within 3 months from the date of investment.

Whilst investment limits will be finalised in our agreements with clients, the primary guidelines are typically:

- individual stock weightings will be limited to 10% of the total portfolio; and
- the exposure to the United States of America will not be greater than 50% of the total portfolio; and
- the exposure to any other individual OECD country will not be greater than 30% of the total portfolio; and
- the exposure to any individual non-OECD country will not be greater than 15% of the total portfolio, and will not be greater than 30% in aggregate.

From time to time portfolios may move outside these guidelines due to market movements.

### **Asia Pacific ex-Japan Equities**

#### **Investment Philosophy**

- Value Managers
- Bottom-Up
- Long term Investors
- Conservative Investors

The principal element in our investment philosophy is **value** orientation. This means that investments are only purchased and held as long as they represent good value. This value-oriented philosophy applies both at the asset allocation level and at the specific stock selection level. The value style has proven to create alpha over the medium and longer term.

A key aspect of our investment philosophy is a **bottom-up** approach to stock selection based on analysis and estimates prepared by our investment staff. All investment decisions are based on research prepared using internally generated forecasts and analysis. Stock selection is ultimately focused on those companies that offer potential long term value relative to our assessment of their intrinsic value and relative to the market as a whole.

We are **long term** investors. Our investment analysis involves forecasting all key financial metrics over a time horizon of at least four years. Since we are focused on the long-term earnings capability and hence intrinsic asset value, we are able to make long term trading decisions and ignore shorter term volatility. This approach has historically meant that portfolios have a low turnover and are high conviction. A disciplined focus on the long term is an important aspect of our philosophy, as we frequently find that the best return opportunities are only available to investors willing to take a pragmatic and patient perspective with regard to company valuations.

Our investment philosophy can also be described as contrarian in that we often tend to be buying stocks that have fallen out of favour in the market and selling or avoiding stocks that are market favourites. The market favourites are typically more expensive based on our value criteria because there is generally good news priced into the share price, often with high expectations for further growth. Our typical investments are characteristically ‘value’ stocks; often cheap because the market regards their immediate prospects as poor, but having regard for the longer term prospects of a business and longer investment horizon we can identify circumstances where this leads to an attractive buying opportunity. Our experience has shown that the market generally over-reacts to short term events, either pricing stocks well above their intrinsic value because of excessive optimism, or pricing them well below their intrinsic value because of excessive pessimism.

### **Investment Process**

A key aspect of our investment process is our bottom-up approach to stock selection and portfolio construction, based on company analysis and estimates prepared by our investment staff. For all stocks in, or being considered for, our investment portfolios we conduct our own proprietary research. This research is based on an objective examination of financial information for that stock and, normally, discussions with management of the company concerned. We effectively monitor the large Asia Pacific investment universe spanning more than 900 companies by employing quantitative 'value' screens. This ranking tool objectively identifies 'cheap' from 'expensive' companies. The experienced team conducts due diligence on companies and industries, including meetings with senior management of potential investments. This process of regular business analysis and valuation identifies the most attractive prospective stocks for inclusion in the portfolio. Industry analysts present their stock recommendations to an investment committee supported by a formal written research report, expected 4-year holding period return and detailed valuation model forecasting the future profit and loss, balance sheet and cash flow statements. Stocks approved by the committee are eligible for client portfolios.

The portfolio reflects the collective investment team's highest conviction recommendations at a particular time. The first step in the portfolio construction process is to construct the 'Analysts' Portfolio'. This portfolio is a sub set of the buy list with stocks and their weightings chosen for inclusion based on relative valuations and analysts' recommendations. Additional considerations are taken into account, such as stock and sector diversification, macro exposures (interest rates, oil exposure etc.) value characteristics and stock limits.

The second step of portfolio construction process is the construction of the client portfolio. The portfolio manager will construct the client portfolio with reference to the Analysts' Portfolio and the buy list. The Analysts' Portfolio is a strong guide for the portfolio manager but the portfolio manager has the discretion. Investments have historically been held for between three and six years on average.

### **Investment Guidelines**

We invest in listed Asia Pacific equities either directly in their locally domiciled market, or indirectly through Global and American Depositary Receipts (GDRs and ADRs) listed on European and North American stock exchanges. Generally the companies we invest in have a market capitalisation greater than US\$500 million. We may also invest in unlisted equities, provided that they are expected to be listed within 3 months from the date of investment.

Whilst investment limits will be finalised in our agreements with clients, the primary guidelines if the Benchmark is the MSCI All Countries Asia Excluding Japan net Index are typically:

1. the equity exposure to a single entity should not be greater than 5 percentage points above that entity's weighting in the Benchmark;
2. the exposure to a single sector as defined in the Benchmark (Global Industry Classification Standard) should not vary from that sector's Benchmark weight by more than 10 percentage points, except if the Benchmark weight is greater than 20%, in which case the minimum weight is half the Benchmark weight; and
3. the exposure to a single country should not vary from that country's Benchmark weight by more than 10 percentage points, except if the Benchmark weight is greater than 20%, in which case the minimum weight is half the Benchmark weight.

Such guidelines enable the portfolio to have zero exposure to specific countries and sectors which represent less than 10% of the Benchmark and which we believe do not offer value or which possess excessive risk.

### **Risks specific to the investment strategies**

Investment in our global listed infrastructure and Asia Pacific ex-Japan strategies involves risk of loss that clients should be prepared to bear. There is a high risk of short term loss. As with all investing, it is not guaranteed that investors will make money from our strategies. The value of an investor's portfolio can fluctuate with the value of investments in that portfolio. The risks may result in an opportunity costs, loss of income or loss of capital invested. We do not guarantee the return of capital, performance of a portfolio or any specific rate of return.

Risks can be managed although they cannot be eliminated. On the following page is a detailed list of specific risks.

Risk	Description
<b>Specific investment risk</b>	The risk that an investment will fall in value due to factors such as changes in an underlying company's operations, management, profitability or business environment.
<b>Market risk</b>	The risk that an investment will fall in value due to changes in market sentiment or economic, technological, political or legal conditions.
<b>International investment risk</b>	The risk that changes in foreign exchange controls, imposition of confiscatory and withholding taxes, changes in government or economic monetary policy, appropriation of assets, political or economic instability, less rigorous financial reporting or auditing standards, potential difficulties enforcing rights and contractual obligations, and extended settlement periods have an adverse effect on the value of an investment.
<b>Currency risk</b>	The risks associated with currency movements. We invest in a number of countries and if their currencies change in value relative to the US dollar, the value of the investment can change.
<b>Interest rate risk</b>	The risk that a change in interest rates will have a negative impact, directly or indirectly, on the value of an investment.
<b>Asset class risk</b>	The risks associated with a particular asset class. For example, equities have a higher risk than fixed interest investments and cash because equities have exhibited relatively high levels of volatility in the past.
<b>Inflation risk</b>	The risk that the real value of an investment may fall due to the rising costs of goods and services.
<b>Continuity risk</b>	Our investment professionals could change.
<b>Derivatives risk</b>	The value of a derivative is derived from the value of an underlying asset and can be volatile. There is a risk that changes in the value of derivatives held by a portfolio may occur due to a range of factors that include changes to the value of the underlying asset, potential liquidity of the derivative, legal and documentation risk and counterparty default risk.



For our global listed infrastructure strategy, there is an additional risk:

**Infrastructure sector risk**

The performance of infrastructure securities may be impacted by factors that are specific to the infrastructure sector. Examples of such factors could include changes to regulatory frameworks, taxation of the assets, the availability and cost of finance, and the level of usage of the infrastructure assets.

**Item 9 Disciplinary Information**

Maple-Brown Abbott and its employees have not been involved in any legal or disciplinary events that would be material to a client's evaluation of our business or the integrity of our management.

**Item 10 Other Financial Industry Activities and Affiliations**

Neither we, nor any of our affiliates, directors or employees, are registered, and do not have any applications pending to register, as a broker-dealer, a representative of a broker-dealer, a futures commission merchant, commodity pool operator, or a commodity trading advisor. We do not have any material relationships or arrangements with broker-dealers, other investment advisers, futures or commodity merchants or advisors, banks, accounting firms, law firms, insurance companies, pension consultants, real estate brokers or any other type of firm or partnership.

Maple-Brown Abbott is the responsible entity or trustee of Australian registered and unregistered pooled investment vehicles. We manage the investments for these vehicles within the investment objectives and restrictions set out in disclosure documents for these funds. The portfolios we manage for clients are invested similarly to the relevant asset classes within these Australian pooled vehicles. Conflicts of interest may in theory arise from our management of multiple client accounts and these pooled investment vehicles, giving rise to an opportunity for inappropriate or inequitable allocation of trades to benefit certain portfolios at the expense of other portfolios. We have a Dealing and Allocation of Trades Policy to manage these potential conflicts. It is our policy to allocate trades in a manner that is fair and equitable over time, to prevent these potential conflicts from influencing the allocation of investment opportunities. Please refer to the more detailed discussion on trade allocation and aggregation at Item 12. All sub-underwriting and offers of new issues received by us, if accepted, are accepted on behalf of clients. No offers are accepted on behalf of Maple-Brown Abbott or its personnel. All sub-underwriting commissions accrue to clients.

Certain accounts may be managed using advice provided by one or more affiliated investment advisers that are not registered in the U.S. Pursuant to agreements between Maple-Brown Abbott and such affiliated investment advisers, designated personnel of such an affiliated investment adviser may serve as investment professionals who are involved in (or have access to) investment advice to be used for or on behalf of Maple-Brown Abbott's U.S. clients, as well as investment funds advised by Maple-Brown Abbott. Such personnel also may be employees of Maple-Brown Abbott.

Pursuant to the agreements, each such affiliated investment adviser is a "Participating Affiliate" of Maple-Brown Abbott as that term is used in guidance provided by the staff of the SEC allowing U.S.-registered advisers to use portfolio management and trading resources of unregistered advisory affiliates subject to the regulatory supervision of the registered adviser. Each affiliated investment adviser has agreed to submit to the jurisdiction of the SEC and to the jurisdiction of the U.S. courts for actions arising under the U.S. securities laws in connection with the investment advisory services it provides for such U.S. clients.

**Item 11 Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

We have adopted a Code of Ethics which prescribes the standard of business conduct that we require of all our employees, and which reflects our fiduciary obligations to our clients. The Code contains provisions requiring compliance with all applicable federal securities laws, personal securities trading procedures, prohibition on insider trading, and guidelines on the acceptance of gifts and entertainment, and other policies. All employees are required to annually certify their compliance with it. A copy of our Code is available to any client or prospective client upon request.

To avoid any actual or potential conflicts of interest arising if an employee wishes to trade in a security which is, or may be, part of a client's portfolio, all staff must observe the following rules in relation to personal securities trading, which are addressed in more detail in the Code of Ethics:

- Staff must not deal in any stock where there is an uncompleted order in the market for any client;
- Before any transaction is undertaken, staff must seek written permission from an executive director or their delegate to deal; and
- A register of staff dealings is kept and monitored by our Compliance department.

## **Item 12 Brokerage Practices**

### **Selection of broker/dealers**

Maple-Brown Abbott has an extensive process to ensure the quality, financial integrity and performance of the brokers that we use to execute trades on behalf of our clients.

Our broker due diligence process may include obtaining and reviewing the audited annual financial statements of the broker or of its guaranteeing parent company. Analysis of key solvency, liquidity and profitability ratios is undertaken. Our Broker Panel is reviewed and approved annually.

A target allocation of commissions to each broker is reviewed at least annually and includes input from the investment and dealing teams. This allocation takes into account the ability to provide trade execution outcomes that are consistent with our Best Execution Policy, the ability of the broker to provide access to the management of prospective investments and the ability of the broker to provide quality research.

Our Best Execution Policy represents our commitment to take all reasonable steps to provide the best trading result for our clients, taking into consideration a range of factors including, among others, the prevailing market price of the security, the liquidity of the security, the size of the order, transaction costs, the need for timely execution, and the selection of an appropriate broker to execute the trade. An important factor in selecting an appropriate broker for a trade may be the ability of that broker to source liquidity in the security.

As part of this commitment to best execution, our dealing team monitors the performance of trading execution, both in real-time on a trade-by-trade basis, and through the analysis of aggregate historical trading data on at least a quarterly basis. This monitoring assists the dealing team in assessing the performance of individual brokers in achieving best execution.

Maple-Brown Abbott conducts no proprietary trading. All dealing with brokers is on behalf of clients.

All our clients are fairly treated in the allocation of Initial Public Offerings and the underwriting of issues. The benefits of sub-underwriting offers on behalf of non-US clients accrue solely to our clients – Maple-Brown Abbott does not retain any sub-underwriting commission.

### **Broker research**

Broker research is the only soft dollar commission arrangement that we have with our brokers, which is provided as part of their execution services. Broker research consists of reports and other materials that are generated in-house by the broker, access to conferences and events (but excluding payment of associated costs) and assistance in arranging meetings that may be beneficial to our knowledge of companies in which we may make investments. To the best of our knowledge, these services are generally made available to all institutional investors doing business with these brokers.

Broker research is a useful input to our own internal research effort, as it:

- i. provides a check and balance of our own research;
- ii. gives us indirect access to management on a more frequent basis; and
- iii. enables us to monitor what information and expectations are currently factored in to share prices from reviewing the broker analyses.

Brokerage rates are negotiated with our brokers to cover both execution services and the provision of research. We have no arrangements or understandings with such brokers regarding receipt of research in return for commissions. Broker research benefits all of our clients. Some of our smaller portfolios receive the benefit of this research, yet pay lower brokerage amounts than other portfolios.

### **Client-directed brokerage arrangements**

Where possible, Maple-Brown Abbott generally avoids the use of client-directed brokerage agreements. The selection of an appropriate broker to execute a trade is an important factor in achieving best execution. The use of client-

directed brokerage may inhibit our ability to use the most appropriate broker for a trade and may result in the fragmentation of trades across multiple brokers. Such factors may be detrimental to our ability to provide best execution.

### ***Brokerage for client referrals***

Maple-Brown Abbott does not receive client referrals from broker-dealers.

### ***Trade allocation and aggregation***

We invest client portfolios with the same, or very similar, investment objectives in a similar manner so that all clients receive similar investment opportunities. However, in the normal course of providing investment advisory services to a variety of different clients managed by different portfolio managers, we sometimes make investment decisions with respect to one client which may differ from the action taken in respect of other clients. In appropriate circumstances, and where consistent with clients' investment objectives, we sometimes effect the purchase and sale of securities between client accounts. Maple-Brown Abbott does not receive any compensation for any cross transactions (other than its management fee).

When a portfolio manager wishes to trade in respect of a client, the following details are entered via our automated investment management system:

- Client number;
- Security code;
- Quantity;
- Buy/sell; and
- Notes – such as price limits.

As such, allocations are determined on a pre-trade basis, as portfolio managers place individual orders for each client-security combination. The orders are then automatically processed by our pre-trade compliance system. If the orders do not cause any investment guidelines breaches, they are then electronically transmitted to our dealers, for placing the orders on the market.

Purchase and sale orders for the same securities, being made simultaneously for a number of clients, are aggregated if we think this is likely to result in an overall economic benefit to all the accounts involved because of relatively better purchase and sale prices, lower expenses, beneficial timing or a combination of these and other factors. It is possible that aggregation will not benefit all accounts on every trade. Aggregated orders are often worked over the course of a day in a series of smaller transactions where the final allocation is not made until the completion of the order, or until the market closes (in the case of uncompleted orders). In all such cases the final allocation is made at the weighted average price for each participating client account.

Where an order has been initiated in respect of a client during the day and filled, and a subsequent order is received in respect of another client (and initiated), the trades are allocated separately at the prices received for each client, i.e. the trades are not allocated on a pro-rata basis, even though they were completed on the same day. Subsequent orders for the same security entered during the same trading day may be aggregated with any previously unfilled orders.

Quantities of securities bought or sold are indicated on a completed orders sheet by the dealer at the completion of each day's trading, which is then given to the portfolio managers and back-office staff. Each portfolio manager initials the completed orders sheet for his or her own portfolios, as evidence of acceptance of allocations, volumes and prices. Any uncompleted or outstanding orders appear on the portfolio manager's electronic workbench the next morning, to be confirmed or cancelled.

Completed trades are finally allocated to client portfolios at the end of each day's trading. Where an aggregated order is filled in its entirety, the volume is then allocated according to the size of the original order at the average price received for the day, and transaction costs are also shared pro rata. If the order is only partially filled, trades generally are allocated in proportion to the size of the original order. Exceptions to the pro rata allocation of partially filled orders may occur in the following circumstances (among others):

- completed trades are allocated first to any clients that have inflows or outflows; and
- Occasionally, if only a small proportion of the order is completed, this may be allocated to a few clients instead of on a pro-rata basis across all clients in order to save on client administration costs.

Our compliance team checks the allocations at the end of each day. This review process can involve discussions with our dealers and portfolio managers. In particular, our compliance team checks exceptions to pro rata allocations to prevent any discrimination in favour of certain clients or types of clients, and final allocations may need to be adjusted accordingly. Our policy is to allocate fills so that accounts are neither preferred nor disadvantaged over time. Our compliance team also reviews orders intra-day, checking not only the orders that are present but also checking that all portfolios that should be present are in fact present, absent a valid reason. For example, if a new security is being bought for the first time and not all eligible portfolios are participating, then compliance would enquire of the portfolio managers.

### **Item 13 Review of Accounts**

Client accounts are invested in accordance with mandate restrictions set out in the IMA for the client.

Our systems contain compliance and risk management modules that are fully integrated. In summary, the compliance and risk management module contains:

- automated pre- and post-trade compliance, and
- automated Daily Compliance Checks.

Automated compliance reports are produced daily and monitored by our Compliance Department.

#### Pre-Trade Monitoring

We have both Pre-Trade and Post-Trade Compliance Workbenches. Pre-Trade Compliance (PTC) checks orders by the Portfolio Managers ("PMs") to ensure they are within certain limits. These limits include:

- Sector Limits
- Individual Stock Limits
- Cash Limits
- Mandate Specific Limits

The system will either approve or reject the order. Only orders that are approved by the system are sent to our dealers so they can trade. All orders that are rejected are followed up by Compliance with the PM. In the event of a potential breach Compliance and the PM are notified via the PTC system and via automated email.

Maple-Brown Abbott maintains a 'Restricted List' whenever a security is placed on embargo, due to material non-public information coming into our possession. A transactions block on the security is placed by Compliance. This block prevents trades being entered by PMs.

Once a security is placed on the restricted trading list, Compliance continues to monitor whether a security should remain on the Restricted List. Until such time a security is taken off the list, both Maple-Brown Abbott and staff are unable to transact. The usual personal trading policy applies. This list is updated, typically when a public announcement is made by the company concerned. Once a security is taken off the Restricted List, the trading block is removed and communicated as such.

Compliance also maintains Restricted Lists for certain clients, according to the investment mandate.

#### Post-Trade Monitoring

In terms of Post-Trade Compliance, a Daily Compliance Check details portfolio positions against investment guidelines. We run this report on an exception basis each morning, which highlights any guidelines which have been breached or are getting close to applicable limits. We use these warnings to proactively engage with the PM, thus lessening the likelihood of a breach occurring.

All breaches are rectified and reported promptly to clients, in accordance with our Breach Reporting Policy.

Clients are provided written reports as prescribed in the IMA, which is typically on a monthly, quarterly and annual basis. These reports include details of portfolio holdings, performance, transactions, strategy and outlook.

## **Item 14 Client Referrals and Other Compensation**

Under formal written arrangements which will comply with the Advisers Act, Maple-Brown Abbott may pay retainers and commissions to unrelated third party distributors for client referrals. These fees are paid by Maple-Brown Abbott and are not an additional cost to clients. Maple-Brown Abbott currently has a distribution agreement with Douse Associates LLP covering clients in the UK, Europe and the Middle East.

We do not receive economic benefits from someone who is not a client for providing investment advice or other advisory services to our clients.

## **Item 15 Custody**

All separately managed client portfolio assets are held in custody by unrelated qualified custodians nominated by the client. However, Maple-Brown Abbott may be deemed to have custody of certain client funds that we hold in trust for such clients in our name. Clients should receive regular account statements from their qualified custodian, and should review such statements carefully.

Maple-Brown Abbott advises clients to compare the account statements received from their qualified custodian with reports they receive from us. It is possible that reports provided by us may vary from these custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities.

## **Item 16 Investment Discretion**

We accept discretionary authority to manage securities accounts on behalf of clients. The IMA we negotiate with our clients specifies the extent of the investment discretionary authority we have, which typically extends to security selection, execution of trades and selection of brokers. Clients will set parameters within which we may exercise our discretion which may include guidelines such as authorised investments, limitations on use of derivatives, limitations on individual country exposures and maximum exposure to individual securities, maximum cash exposure and hedging ratios.

All guidelines, limitations and restrictions set by a client are included in the written IMA executed by Maple-Brown Abbott and the client. We report on our compliance with these guidelines, limitations and restrictions in accordance with the reporting schedule agreed with the client.

## **Item 17 Voting Client Securities**

Maple-Brown Abbott accepts authority to vote client securities.

If a client has delegated this authority to us in the IMA then we will vote in respect of the securities included in their portfolios in accordance with our Proxy Voting Policy.

If a client has not delegated authority to vote client securities then, if requested by the client, we will forward any proxies which we receive to the client, for the client to exercise the voting rights. The client in these circumstances may require us to advise them regarding voting issues, as set forth in the IMA.

Some clients from time to time direct us on how to vote their shares, as set forth in the IMA.

Our Proxy Voting Policy outlines our commitment and approach to proxy voting. This policy should be read in conjunction with our Responsible Investment and Engagement Policies, all of which are published on our website, and are available upon request.

Each investment analyst reviews the proxy resolutions and makes voting recommendations. Voting recommendations are made after consideration of all relevant information, and may include consultation with the company for further information. For Australian investments, we also engage the services of a proxy advisor, and analysts also consider their independent research in making their voting recommendations. For overseas investments, we may refer to published research.

Maple-Brown Abbott seeks to avoid any material conflict of interest in its voting recommendations. Our business and corporate structure contributes to conflict of interest management in that we are solely engaged in asset management and the administration in relation to those assets. The effect of this structure is that the potential for conflict of interests

is reduced. In situations where we perceive a material conflict of interest, we may seek direction from the client, or take such other action in good faith which would protect the interests of our clients.

The guiding principle in reaching the voting decision is what, in our opinion, is in the best interests of our clients as shareholders.

A record of all votes cast for all 'voting' clients is maintained and collated in our proprietary investment management system. Maple-Brown Abbott reports on its proxy voting activities to stakeholders, through our quarterly report, marketing presentations, bespoke client requests and on our website. Clients may obtain information on how their shares were voted by contacting us via email at [admin@maple-brownabbott.com.au](mailto:admin@maple-brownabbott.com.au) or by phone on +61 2 8226 6200.

#### **Item 18 Financial Information**

Maple-Brown Abbott does not have any financial condition that is reasonably likely to impair our ability to meet contractual obligations to clients, and we have not been the subject of a bankruptcy petition at any time during the past ten years.

We are not required to include a balance sheet with this Disclosure Brochure because we do not require or solicit payment of fees from clients six months or more in advance.

#### **Item 19 Requirements for State-Registered Advisers**

Maple-Brown Abbott is not a State-registered adviser, so these requirements are not applicable.