



# Aberdeen Diversified Income and Growth Trust plc

Alternative Investment Fund Managers Directive  
Pre-investment Disclosure Document  
Article 23 AIFMD/Rule 3.2 FCA FUND Sourcebook

14 January 2019

# Aberdeen Diversified Income and Growth Trust plc

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This document is issued by Aberdeen Standard Fund Managers Limited, as alternative investment fund manager of Aberdeen Diversified Income and Growth Trust plc ("the Company"), in order to make certain information available to prospective investors in the Company prior to their investment, in accordance with the requirements of the FCA Handbook implementing the EU Alternative Fund Managers Directive (Directive 2011/61/EU) in the United Kingdom. This document is available to investors on the Company's website at [www.aberdeendiversified.co.uk](http://www.aberdeendiversified.co.uk).

Defined terms used in this pre-investment disclosure document can be found in section 20 below.

## 1. The Investment Strategy, Policy and Objectives of the Company, Types of Assets the Company may invest in, Investment Techniques, Principal Risks and Investment Restrictions

At a General Meeting of the Company on 30 March 2017, shareholders approved the adoption by the Company of a new investment objective and policy to allow the Company to have a flexible multi-asset portfolio, as follows -

### Investment Objective

The Company's investment objective is to target a total portfolio return of LIBOR (London Interbank Offered Rate) plus 5.5 per cent. Per annum (net of fees) over rolling five-year periods.

### Investment Policy

The Company invests globally using a flexible multi-asset approach via quoted and unquoted investments. The Company has not set maximum or minimum exposures for any geographical regions or sectors and will achieve an appropriate spread of risk by investing in a diversified portfolio of securities and other assets. This includes, but is not limited to, achieving exposure to the following securities and asset classes:

- equity driven assets, comprising developed equity, emerging market equity and private equity;
- alternative diversifying assets including, but not limited to, high yield bonds and loans, emerging market debt, alternative financing, asset backed securities, property, social, economic, regulated and renewable infrastructure, commodities, absolute return investments, insurance linked, farmland and aircraft leasing; and
- low return assets such as gold, government bonds, investment grade credit and tail risk hedging.

Asset allocation will be flexible allowing investment in the most attractive investment opportunities at any point in time whilst always maintaining a diversified portfolio.

The Company will comply with the following investment restrictions, at the time of investment:

- no individual quoted company or transferable security exposure in the portfolio may exceed 15 per cent. of the Company's total assets, other than in treasuries and gilts;
- no other individual asset in the portfolio (including property, infrastructure, private equity, commodities and other alternative assets) may exceed 5 per cent. of the Company's total assets;
- the Company will not normally invest more than 5 per cent. of its total assets in the unquoted securities issued by any individual company; and
- no more than 15 per cent. of the Company's total assets may be invested in an individual regulated pooled investment fund, with the exception of a global equity UCITS pooled fund which may be no more than 35 per cent. of the Company's total assets. In aggregate the largest three investments in regulated pooled funds will not comprise more than 60 per cent. of the Company's total assets.

The Company may invest in exchange-traded funds provided they are quoted on a recognised investment exchange. The Company may invest in cash and cash equivalents including money market funds, treasuries and gilts.

No more than 10 per cent. of the Company's total assets may be invested in other listed closed-ended investment companies, provided that this restriction does not apply to investments in any such listed closed-ended investment companies which themselves have published investment policies to invest no more than 15 per cent. of their total assets in other closed-ended investment companies.

# Aberdeen Diversified Income and Growth Trust plc

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The Company may use derivatives to enhance portfolio returns (of a capital or income nature) and for efficient portfolio management, that is, to reduce, transfer or eliminate risk in its investments, including protection against currency risks, or to gain exposure to a specific market.

The Company may use gearing, in the form of borrowings and derivatives, to enhance income and capital returns over the long term. The borrowings may be in sterling or other currencies. The Company's articles of association contain a borrowing limit equal to the value of its adjusted total of capital and reserves. However, borrowings would not normally be expected to exceed 20 per cent. of shareholders' funds. Total gearing, including net derivative exposure, would not normally be expected to result in a net economic equity exposure in excess of 120 per cent.

The Company may invest from time to time in funds managed by the Manager.

Further information about the Company's investment strategy is contained in the Circular published on 6 March 2017 which is available on its website at [www.aberdeendiversified.co.uk](http://www.aberdeendiversified.co.uk).

## 2. Key risks

The Board has in place a robust process to assess and monitor the principal risks of the Company. A core element of this is the Company's risk controls self-assessment ("RCSA"), which identifies the risks facing the Company and assesses the likelihood and potential impact of each risk, and the quality of the controls operating to mitigate the risk. A residual risk rating is then calculated for each risk based on the outcome of this assessment and plotted on a risk heat-map. This approach allows the effect of any mitigating procedures to be reflected in the final assessment which is within the risk appetite set by the Board.

The RCSA, its method of preparation and the operation of the key controls in the Manager's and third party service providers' systems of internal control are reviewed on a regular basis by the Audit Committee. In order to gain a more comprehensive understanding of the Manager's and other third party service providers' risk management processes, and how these apply to the Company's business, the Manager's internal audit department presents to the Audit Committee setting out the results of testing performed in relation to the Manager's internal control processes. The Audit Committee also periodically receives presentations from the Manager's compliance, internal audit and business risk teams, and reviews ISAE3402 reports from the Manager and from the Company's custodian (The Bank of New York Mellon (International) Limited). The custodian is appointed by the Company's Depositary and does not have a direct contractual relationship with the Company.

The Board has carried out a robust assessment of these risks, which include those that would threaten its business model, future performance, solvency or liquidity. The Board is confident that the procedures which the Company has in place are sufficient to ensure that the necessary monitoring of risks and controls has been carried out throughout the year ended 30 September 2018.

The principal risks associated with an investment in the Company's shares are published monthly in the Company's factsheet and they can also be found in the pre-investment disclosure document ("PIDD") published by the Manager, both of which are available on the Company's website. The following is a summary of the principal risks and uncertainties faced by the Company in relation to its day-to-day operations.

### Performance risk

The Board is responsible for determining the investment policy to fulfil the Company's objectives and for monitoring the performance of the Company's Investment Manager and the strategy adopted. An inappropriate policy or strategy may lead to poor performance, dissatisfied shareholders and a lower premium or higher discount. The Company may invest in unlisted alternative investments (such as agricultural land, development property, infrastructure, private equity and trade finance). These types of investments are expected to have a different risk and return profile to the rest of the Company's investment portfolio. They may be relatively illiquid and it may be difficult for the Company to realise these investments over a short time period, which may have a negative impact on performance.

To manage these risks the Board regularly reviews the Company's investment mandate and long term strategy, and has put in place appropriate limits over levels of unlisted alternative assets and gearing. No more than 40% of the Company's total assets, at the time of investment, may be invested in aggregate in unlisted alternative assets.

The Investment Manager provides the Board with an explanation of significant investment decisions, the rationale for the composition of the investment portfolio and movements in the level of gearing. The Board monitors the maintenance of an adequate spread of investments in order to minimise the risks associated with particular countries or factors specific to particular sectors, based on the diversification requirements inherent in the Company's investment policy.

### Portfolio risk

Risk analysis for a multi-asset portfolio is more complex due to the need to ensure that correlation of risk is appropriate across the various portfolio strategies.

# Aberdeen Diversified Income and Growth Trust plc

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The Board reviews portfolio risk to ensure that the risks being taken within the portfolio are appropriately diversified and relevant to the Company's portfolio objective and market conditions. The Board also reviews portfolio attribution data to understand the impact on the Company's relative performance of the various components such as asset allocation, stock selection and gearing.

## **Gearing risk**

The Company has the authority to borrow money or increase levels of market exposure through the use of derivatives and does so when the Investment Manager is confident that market conditions and opportunities exist to enhance investment returns. However, if the investments fall in value, any borrowings will magnify the extent of this loss. In addition, the Company has in place fixed borrowings in the form of a £60 million 6.25% Bond 2031 (the "Bond").

All borrowings require the approval of the Board and gearing levels are reviewed regularly by the Board and the Investment Manager. Borrowings (including the Bond) would not normally be expected to exceed 20% of shareholders' funds. Total gearing, including net derivative exposure, would not normally be expected to result in net economic equity exposure in excess of 120%.

## **Income/dividend risk**

The amount of dividends will depend on the Company's underlying portfolio. Any change in the tax treatment of the dividends or interest received by the Company (including as a result of withholding taxes or exchange controls imposed by jurisdictions in which the Company invests) may reduce the level of dividends received by shareholders.

The Board monitors this risk through the receipt of detailed income forecasts and considers the level of income at each meeting.

## **Regulatory risk**

The Company operates as an investment trust in accordance with Chapter 4 of Part 24 of the Corporation Tax Act 2010. As such, the Company is exempt from capital gains tax on the profits realised from the sale of its investments.

The Investment Manager monitors investment movements, the level and type of forecast income and expenditure and the amount of proposed dividends, if any, to ensure that the provisions of Chapter 4 of Part 24 of the Corporation Tax Act 2010 are not breached and the results are reported to the Board at each meeting. Following authorisation under the Alternative Investment Fund Managers Directive (AIFMD), the Company and its appointed AIFM are subject to the risk that the requirements of this Directive are not correctly complied with. The Board and the AIFM also monitor changes in government policy and legislation which may have an impact on the Company.

## **Operational risk**

In common with most other investment trust companies, the Company has no employees. The Company therefore relies upon the services provided by third parties and is dependent on the control systems of the Manager and The Bank of New York Mellon (International) Limited (the Depositary).

The security of the Company's assets, dealing procedures, accounting records and maintenance of regulatory and legal requirements, depend on the effective operation of these systems in place with third parties. These have been regularly tested and monitored throughout the year which is evidenced through their industry-standard controls reports to provide assurance regarding the effective operation of internal controls which are reported on by their reporting accountants and give assurance regarding the effective operation of controls.

## **Market Risk**

Market risk arises from volatility in the prices of the Company's investments. It represents the potential loss the Company might suffer through holding investments in the face of negative market movements. The Company invests in global equities across a range of countries, and changes in general economic and market conditions in certain countries, such as interest rates, exchange rates, rates of inflation, industry conditions, competition, political events and trends, tax laws, national and international conflicts, economic sanctions and other factors can also substantially and adversely affect the securities and, as a consequence, the Company's prospects and share price.

The Board considers the diversification of the portfolio, asset allocation, stock selection, unquoted investments and levels of gearing on a regular basis and has set investment restrictions and guidelines which are monitored and reported on by the Investment Manager. The Board monitors the implementation and results of the investment process with the Investment Manager.

## **Financial risks**

The Company's investment activities expose it to a variety of financial risks which include foreign currency risk and interest rate risk. Further details are disclosed in note 17 to the financial statements, together with a summary of the policies for managing these risks.

# Aberdeen Diversified Income and Growth Trust plc

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## 3. Risk management systems

The directors of Aberdeen Standard Fund Managers Limited collectively assume responsibility for AFML's obligations under the AIFMD including monitoring the Company's risk profile during the year.

AFML, as a fully integrated member of the Standard Life Aberdeen plc group of companies, receives a variety of services and support in the conduct of its business activities from the resources of the Group. AFML conducts its risk oversight, including the conduct of its risk oversight function, through the operation of the Group's risk management processes and systems. Further details of the Group's risk management programme and systems are set out in the Appendix to this document.

## 4. Leverage

### Leverage limits

The maximum leverage level which the Manager is entitled to employ on behalf of the Company (expressed as a ratio to total assets) is:

Commitment Method	2.5x
Gross Method	3.5x

### Types of leverage

Although leverage is often used as another term for gearing, under the AIFMD regulations leverage is expressed as a ratio of the exposure of debt, non-sterling currency, equity or currency hedging and derivatives exposure against the net asset value. It defines two types of leverage, the gross method and the commitment method. These are essentially the same other than the commitment method allows derivative instruments to be netted off to reflect 'netting' or 'hedging arrangements'. Non-sterling cash is deemed to carry a currency exposure so is considered to be leverage. In accordance with the AIFMD the Company is obliged to disclose the maximum expected leverage levels under both methods and this is disclosed above. In order to comply with the AIFMD the maximum leverage levels have been set in accordance with the maximum gearing allowable by the Company's Articles of Association. However, the day-to-day management of gearing and leverage levels will be conducted within the tighter limits set by the Company's investment policy.

Leverage may be applied to the portfolio by utilising financial gearing (such as bank borrowings and overdrafts) and synthetic gearing (through derivatives and/or other non-fully funded instruments or techniques for efficient portfolio management purposes such as stock-lending). Typically, leverage will arise through the use of index futures, forward foreign exchange contracts or contracts for difference, where cash is paid to the counterparty as a margin against the current mark-to-market value of the derivative contract; as a result, depending on the type of instrument, a relatively small movement in the price of a contract may result in a profit or a loss which is high in proportion to the amount of funds actually placed as initial margin and may even result in further loss exceeding any margin deposited. The use of leverage therefore creates additional risks and may significantly increase the market and counterparty risk of the Company through non-fully funded exposure to underlying markets or securities. Leverage is considered in terms of the Company's overall 'exposure' to financial or synthetic gearing and includes any method by which the exposure of the Company is increased whether through borrowing of cash or securities, or leverage embedded in derivative positions or by any other means. AFML is required, in accordance with the AIFMD, to calculate and monitor the level of leverage of the Company, expressed as the ratio between the total exposure of the Company and its net asset value with exposure values being calculated by both the gross method and commitment method.

Exposure values under the gross method basis are calculated as the absolute value of all positions in the portfolio; this includes all eligible assets and liabilities, relevant borrowings, derivatives (converted into their equivalent underlying positions) and all other positions, even those held purely for risk reduction purposes, such as forward foreign exchange contracts held for currency hedging.

The gross method of exposure of the Company requires the calculation to:

- Include the sum of all non-derivative assets (if applicable) held at market value, plus the absolute value of all such liabilities
- Exclude cash and cash equivalents which are highly liquid investments held in the base currency of the Company, that are readily convertible to a known amount of cash, which are subject to an insignificant risk of change in value and provide a return no greater than the rate of a three month high quality bond
- Include derivative instruments which are converted into the equivalent position in their underlying assets
- Exclude cash borrowings that remain in cash or cash equivalents and where the amounts payable are known
- Include exposures resulting from the reinvestment of cash borrowings, expressed as the higher of the market value of the investment realised or the total amount of cash borrowed

# Aberdeen Diversified Income and Growth Trust plc

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- Include positions within repurchase or reverse repurchase agreements and securities lending or borrowing or other similar arrangements as applicable

Exposure values under the commitment method basis are calculated on a similar basis but may take into account the effect of netting off instruments to reflect eligible netting and hedging arrangements on eligible assets and different treatment of certain cash and cash equivalent items in line with regulatory requirements.

The calculation of leverage assumes that a leverage ratio of 1.00:1 equates to zero leverage. A ratio of less than 1.00:1 would mean that the portfolio included uninvested cash whilst a ratio above 1.00:1 would mean that the portfolio had leverage to the ratio amount above 1.00:1.

## Collateral and re-use arrangements

The Company may be required to deliver collateral from time to time to its trading counterparties and/or brokers or clearing houses under the terms of the relevant trading agreements or as required by applicable regulation (including, but not limited to, ISDA master agreement, related credit support documentation and/or securities lending, repurchase, master forward, foreign exchange and/or futures or OTC clearing agreements), by posting initial margin and/or variation margin and on a daily mark-to-market basis. The Company may deliver such collateral by way of title transfer or by way of security interest (and, in certain circumstances and subject to applicable regulation, may grant a right of re-use in respect of any such collateral that is the subject of a security interest arrangement) to a trading counterparty, or broker or clearing house. The treatment and eligibility of such collateral and any applicable haircuts varies according to the type of transaction and where it is traded.

Unless otherwise instructed by the Company, the Manager will not lend Investments from the portfolio to third parties, but the Company may, at its option, arrange for the Depositary to stocklend.

## 5. Modification of Investment policy

In accordance with the FCA listing rules, any material change to the Company's investment policy will require the FCA's prior approval as well as the approval of Shareholders. In considering what is a material change the Company must have regard to the cumulative effect of any changes since Shareholders last had the opportunity to vote.

## 6. Contractual relationship between the Company and Investors, applicable law and the enforcement of judgements

The Company is incorporated as a public limited company under the laws of Scotland. Investors who acquire shares in the Company will do so subject to the Articles of Association (the "Articles"). The Articles are one of the Company's constitutional documents and contain the rights and restrictions attaching to the Company's shares. The Articles may only be amended by way of a special resolution. A Shareholder's liability to the Company will be limited to the value of the shares held by such Shareholder.

As the Company is incorporated in Scotland, it may not be possible for an investor located outside that jurisdiction to effect service of process upon the Company within the local jurisdiction in which that investor resides. All or a substantial portion of the assets of the Company may be located outside of the local jurisdiction in which an investor resides and, as a result, it may not be possible to satisfy a judgment against the Company in such local jurisdiction or to enforce a judgment obtained in the local jurisdiction's courts against the Company.

A number of legal instruments provide for the recognition and enforcement in Scotland of judgments given in other states. These include the Brussels Regulation, in relation to judgments made in most EU member states, and domestic legislation implementing the terms of international conventions. Where no particular legal instrument applies, a judgment creditor may nevertheless have rights to seek to enforce a judgement under the common law.

Details on how to invest in the Company are set out in the Annual Report which is available on its website at [www.aberdeendiversified.co.uk](http://www.aberdeendiversified.co.uk).

## 7. Information on the AIFM, Depositary and Service providers

### AIFM/Manager

The Company has appointed Aberdeen Standard Fund Managers Limited, which is a company limited by shares and incorporated in England and Wales, as its alternative investment fund manager. The Manager is a subsidiary of Aberdeen Asset Management PLC, a company incorporated in Scotland, which is itself a subsidiary of Standard Life Aberdeen plc, also incorporated in Scotland.

# Aberdeen Diversified Income and Growth Trust plc

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The Manager is authorised and regulated by the FCA as an alternative investment fund manager. Pursuant to the Management Agreement, the Manager provides investment management services (including portfolio management), risk management services and general administrative services to the Company.

The duties of the Manager also include (but are not limited to) the following:

- The proper valuation of the Company's assets and the calculation and publication of the Net Asset Value of the Company
- To review its delegation of the portfolio management function to the Investment Manager on an ongoing basis
- To ensure that appropriate and consistent procedures are established so that a proper and independent valuation of the assets of the Company can be performed
- To implement a risk management system to identify, measure and manage appropriately all risks relevant to the Company's investment strategies and to review this system on an annual basis
- To ensure that a single depositary is appointed to ensure, among other things, the proper monitoring of the Company's cash flows and the safe-keeping of the Company's assets that can be held in custody
- To employ an appropriate liquidity management system
- To adopt procedures enabling it to monitor the liquidity risk of the Company and ensure that the liquidity profile of the Company's investments complies with its underlying obligations
- To use adequate and appropriate human and technical resources necessary for the proper management of the Company
- To make available an annual report for the Company no later than four months following the end of its annual accounting period

The Management Agreement may be terminated on six months' notice but such notice shall not take effect before 10 February 2019 (the second anniversary of the commencement of the Management Agreement). The Management Agreement may be terminated immediately by either party by notice upon the insolvency or winding up of the other party or upon a material breach of contract. The Company may also terminate the agreement immediately inter alia if the Manager ceases to maintain its regulatory permission to act as AIFM, or upon a change of control of the Manager or if the Company ceases to satisfy the requirements for approval as an investment trust for UK tax purposes as a result of the negligence or wilful default of the Manager.

The Manager has delegated the portfolio management of the Company to Aberdeen Asset Managers Limited. Further details of the delegation arrangements are set out in paragraph 9 below.

## Depositary

The Company has appointed The Bank of New York Mellon (International) Limited to act as its depositary. Pursuant to the Depositary Agreement, the Depositary must carry out the duties specified in AIFMD, including:

- Safekeeping of the assets of the Company which are entrusted to it
- Cash monitoring and verifying the Company's cash flows
- Oversight of the Company and the Manager, including:
  - Ensuring that the sale, issue, re-purchase, redemption, transfer, buy back and valuation of the Company's shares are carried out in accordance with the Company's constitutional documentation and applicable laws, rules and regulations
  - Ensuring that in transactions involving the Company's assets the consideration is remitted to the Company within the usual time limits
  - Ensuring that the Company's income is applied in accordance with the Company's constitutional documentation and applicable laws, rules and regulations
  - Carrying out instructions received from the Manager unless they conflict with the Company's constitutional documentation or any applicable law, rule or regulation, or the provisions of the Depositary Agreement

In carrying out such functions the Depositary must act honestly, fairly, professionally, independently and in the interests of the Shareholders.

The Depositary is liable to the Company and/or Shareholders for the loss of a financial instrument held in custody by the Depositary or a delegate unless the Depositary is permitted to discharge and has discharged such liability under AIFMD and the Depositary Agreement. The Manager will inform investors of any changes with respect to the Depositary's liability for the loss of a financial instrument held in its custody. The Depositary is also liable to the Company and/or Shareholders for all other losses suffered by them as a result of the Depositary's negligent and/or intentional failure to properly fulfil its duties.

# Aberdeen Diversified Income and Growth Trust plc

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Under the Depositary Agreement, the Company has indemnified the Depositary against certain liabilities suffered by the Depositary arising directly out of the performance of its obligations under the Depositary Agreement, except in the case of any liability arising from the fraud, negligence, intentional failure or breach of contract of the Depositary or any of its affiliates or delegates, or the loss of financial instruments as described above.

The Company, the Manager and the Depositary may terminate the Depositary Agreement at any time by giving 90 days' notice in writing. The Depositary may only be removed from office when a new depositary is appointed by the Company.

## Auditor

Ernst & Young LLP has been appointed as the Company's auditor responsible for auditing the annual financial statements in accordance with auditing standards and, as appropriate, regulations, and for providing its report to the Company's shareholders in the annual report and financial statements. In addition, applicable law and regulation may require other reports to be prepared for the Company and, as the appointed auditor of the Company, the Auditor will undertake such work under the auditor service agreement between the Company and the Auditor.

## Registrar

The registrar of the Company is Computershare Investor Services PLC which is responsible for keeping the register of shareholders, which may be inspected at the Registrar's office at The Pavilions, Bridgwater Road, Bristol, BS99 6ZZ, during normal business hours.

## Stockbroker

Cenkos Securities plc has been appointed as the Company's stockbroker to provide the Company with corporate broking and associated financial advisory services.

Investors' rights against service providers will vary depending on a range of factors. If the relevant service provider is an authorised person under FSMA carrying out a regulated activity with respect to the Company, then a contravention by it of a Rule contained within the FCA Handbook may in certain circumstances give rise to a claim for breach of statutory duty against that service provider by an investor who suffers loss as a result of that contravention. Investors may also be afforded certain rights against service providers under general law.

## 8. Protection from professional liability risks

The Manager has effective internal operational risk management policies and procedures in order to appropriately identify, measure, manage and monitor operational risks, including professional liability risks, to which it is or could reasonably be exposed. These policies and procedures are subject to regular review and the operational risk management activities are performed independently as part of the risk management policy.

The management of operational risk, through the risk and control self-assessment process, is aimed at identifying risks in existing processes and improving existing controls to reduce their likelihood of failure and the impact of losses. All risks and events are facilitated via the internal risk management system, which provides a platform to facilitate the convergence of governance, risk and compliance.

The Manager is required to cover professional liability risks, such as the risk of loss of documents evidencing title of assets to the Company, and complies with such requirement by maintaining an amount of its own funds in accordance with AIFMD.

## 9. Delegation arrangements and management of conflicts

### Delegation arrangements

From time to time, the AIFM may delegate certain management functions to its affiliated subsidiaries, including Aberdeen Asset Managers Limited, or third parties. The AIFM has delegated:

- Portfolio management to the Investment Manager, Aberdeen Asset Managers Limited
- Company secretarial duties to Aberdeen Asset Management PLC
- Administration to Aberdeen Asset Managers Limited, which has then been sub-delegated to BNP Paribas Fund Services UK Limited

### Portfolio management

The Manager has delegated portfolio management to the Investment Manager, which is authorised to undertake fund management by the FCA. The Investment Manager is part of the Standard Life Aberdeen plc group of companies of which the Manager is also part.

# Aberdeen Diversified Income and Growth Trust plc

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Pursuant to the Investment Management Agreement the Investment Manager will be responsible for managing the purchase and sale of investments within the categories allowed. The Investment Manager has discretion to take day to day investment decisions and to deal in investments in relation to the investment management of the Company, without prior reference to the Manager. The Manager is entitled to give further instructions to the Investment Manager. Notwithstanding the delegation of portfolio management to the Investment Manager, the Manager will at all times remain responsible for the portfolio management function and the Investment Manager has undertaken to abide by, and be subject to, the Manager's overall supervision, direction and control.

## Company secretarial duties

The Manager has delegated company secretarial duties in relation to the Company to Aberdeen Asset Management PLC. Pursuant to the CoSec Agreement, the Company Secretary provides company secretarial services including convening meetings of Directors and general meetings of Shareholders, keeping the statutory books and records of the Company, maintaining the Company register, preparing and delivering company announcements and other company secretarial duties properly or reasonably performed by the secretary of a company or as the Manager may reasonably require.

## Administration

The Manager has delegated the administration of the Company to Aberdeen Asset Managers Limited, which in turn has sub-delegated this function to BNP Paribas Fund Services UK Limited. The Administrator will assist the Manager in calculating the Company's Net Asset Value, and provide fund accounting services in respect of the Company.

## Depositary delegation

The Depositary has given notice that it will delegate certain safekeeping functions entrusted to it by the Company to various formally appointed delegates and third parties including in countries outside the domicile of the Company or the Depositary (including central securities depositories, securities settlement systems, clearing houses, book-entry securities system and similar depositories, systems or facilities) in accordance with the provisions of AIFMD and the Depositary Agreement.

## Conflicts of interests

The Manager and the Investment Manager are committed to treating clients and shareholders fairly and have implemented procedures and processes to ensure that this is the case. In particular, the Manager and the Investment Manager have approved and adopted the Conflicts of Interests Policy of Aberdeen.

The objective of the Conflicts of Interests Policy is to ensure the fair treatment of clients and shareholders in cases of conflicts of interests or potential conflicts of interests which may arise in the course of providing management, advisory or administrative services to the Company.

To achieve this objective, the Conflicts of Interests Policy seeks to ensure that the Company and its service providers and the Manager and its delegates have adequate organisational and structural measures in place:

- To identify circumstances which constitute or may give rise to a conflict of interests entailing a material risk of damage to the interests of the Company or its shareholders
- To provide procedures, mechanisms and systems to manage or resolve any such conflicts of interests; where such conflict cannot otherwise be avoided, ensuring that the Company, the Manager and the Investment Manager always act in the best interests of shareholders
- To maintain a proper record of any such conflict or potential conflict and to ensure proper reporting to affected shareholders

The following circumstances have been identified as constituting or potentially giving rise to conflicts of interests:

- The Depositary is responsible for the oversight of the Manager's discharge of its duties, including the administration functions that have been delegated to the Administrator.
- Directors of the Manager are senior executives of, and employed by, Aberdeen
- The Manager, the Investment Manager and the Company Secretary are affiliated entities of, or are, Aberdeen Asset Management PLC. The key terms of the Investment Management Agreement and the CoSec Agreement are similar to those which might be agreed between independent third parties
- The Investment Manager has discretion to enter into foreign exchange hedging transactions and borrowings on behalf of the Company. The Investment Manager may appoint an affiliate of any existing service provider or any other third party to act as a counterparty in the execution of foreign exchange transactions in connection with the currency hedging activities of the Company and/or to implement the currency hedging strategy

# Aberdeen Diversified Income and Growth Trust plc

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- Aberdeen and its affiliates may hold or trade in securities and instruments of the same type as the securities and instruments held or traded in by the Company; they may also utilise the same or similar strategies as those adopted by the Investment Manager on behalf of the Company. In addition, the Company may make investments in other funds managed or advised by Aberdeen or its affiliates

In order to ensure that actual and potential conflicts of interests are appropriately identified, managed and monitored, Aberdeen has established a formal committee which operates under documented terms of reference and which meets regularly to maintain oversight of the Conflicts of Interests Policy and the management of live conflicts situations. Aberdeen maintains a documented matrix of known or inherent conflicts of interests, as well as a documented register of live actual or potential conflicts of interests arising in the carrying on of its business operations.

## 10. Valuation procedures

The Company's accounting policies, including its policy in relation to the valuation of investments, are set out in the Annual Report which can be viewed at [www.aberdeendiversified.co.uk](http://www.aberdeendiversified.co.uk).

The Company has delegated a number of its duties to the Manager including the proper valuation of the Company's assets, the calculation of the Net Asset Value of the Company and the publication of such Net Asset Values. Accordingly, the Manager has approved and adopted Aberdeen's Valuation Policy. The Manager considers that the Valuation Policy contains appropriate and consistent procedures to ensure that a proper and independent valuation of the assets of the Company can be performed.

The Administrator has been engaged to assist the Manager in calculating the Net Asset Value of the Company. In practice, this means that the Administrator sources prices for the assets of the Company and calculates a proposed Net Asset Value. These calculations are presented to the Manager, which discusses any particular pricing issues with the Administrator and may ultimately decide whether any prices require adjustment before the Net Asset Value of the Company is adopted. This may be the case where the price of an asset is hard to value and the Administrator has used fair value pricing, or where the price of an asset has increased or fallen by a significant proportion since its previous valuation.

The Depositary is responsible for checking and monitoring that the Net Asset Value of the Company's assets is calculated in accordance with applicable law and regulation and the Articles.

## 11. Liquidity risk management and redemption rights

The Manager has a Liquidity Policy in place. For closed ended funds such as the Company, given their very nature, the Liquidity Policy focuses, primarily, upon the potential issues with regard to the mis-pricing of illiquid securities. Aberdeen's market risk department is responsible for providing asset level liquidity evaluation reports on a periodic (eg monthly) basis to the Manager, the Investment Manager and other Aberdeen entities. This market risk department uses various risk assessment methods and sophisticated portfolio modelling, via a tool called APT (Advanced Portfolio Technologies), to measure the risk profile of assets held by portfolios and the risk of there being portfolio illiquidity related to the assets. This measurement enables the provision of management information to the Manager and the Investment Manager to enable those risks to be monitored. The portfolio modelling and measurement looks at the following risks: (i) asset liquidity risk (where a number of methods are used to measure liquidity, depending upon the nature of the asset – eg traded volumes reported on an exchange as a percentage of the total outstanding of the specific asset or with reference to the depth of the market using the bid-ask spread as an indicator); and (ii) contingency arrangements or liquidity buffers.

There are no redemption rights attaching to shares in the Company.

## 12. Fees, charges and expenses

The Manager charges a monthly fee at the rate of one-twelfth of 0.50% on the first £300 million of NAV and 0.45% of NAV in excess of £300 million. In calculating the NAV, the 6.25% bonds due 2031 are valued at fair value. The value of any investments in ETFs, unit trusts, open ended and closed ended investment companies and investment trusts of which the Manager or another company within the Standard Life Aberdeen plc group is the operator, manager or investment adviser; is deducted from net assets. The Company also incurs annual fees, charges and expenses in connection with administration, directors' fees, promotional activities, auditors' fees, lawyers' fees and depositary charges. The Company's Ongoing Charges (which include the management fee) as reported in the latest Annual Report for the year ended 30 September 2017, amounted to 0.7%.

Ongoing charges are calculated in accordance with guidance issued by the AIC as the total of the investment management fee and administrative expenses divided by the average including income net asset value throughout the year. The decrease in the ongoing charges figure for the year ended 30 September 2017, as compared to 0.62% for the prior year ended 30 September 2016, reflected in part the saving from the Manager's agreement to waive its entitlement to a management fee during the year ended 30 September 2017 which was offset by the inclusion for the first time of any additional charges incurred through holding other investment funds which amounted to 0.21%.

# Aberdeen Diversified Income and Growth Trust plc

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## 13. Fair treatment/preferential treatment of Investors

The Manager is subject to the FCA's rules on treating customers fairly and has adopted a policy regarding treating customers fairly, the operation of which is overseen by a formal committee comprised of senior managers from Aberdeen's various business units and from its risk division. The role of the Conduct Risk Committee, which meets regularly and operates under documented terms of reference, is to ensure that, among other matters, the Conduct Risk Policy is implemented and maintained and to consider any actual or potential Conduct Risk Policy issues arising in connection with Aberdeen carrying on its business operations. General awareness training on the Conduct Risk Policy and what it means to Aberdeen and its customers is delivered to all Aberdeen staff.

No investor in the Company obtains preferential treatment or the right to obtain preferential treatment.

## 14. Availability of the AIF's latest annual report

The Company's latest Annual Report is available on the Company's website at [www.aberdeendiversified.co.uk](http://www.aberdeendiversified.co.uk).

## 15. Procedure and conditions for the Issue and sale of shares

The issue of new shares by the Company, either by way of a fresh issue of shares or by way of the sale of shares from treasury, is subject to the requisite shareholder authorities being in place and all FCA listing rule requirements having been met. Shares in the Company can also be bought on the open market through a stockbroker.

## 16. Latest NAV of the AIF

The Company's NAV is published by way of an announcement on a regulatory information service. For internet users, additional data on the Company, including the latest published NAV, the closing price of ordinary shares for the previous day of trading on the London Stock Exchange, performance information and a monthly factsheet, is available on the Company's website: [www.aberdeendiversified.co.uk](http://www.aberdeendiversified.co.uk).

## 17. AIF's historical performance

The Company's historical performance data, including copies of the Company's previous annual report and accounts, are available on the Company's website: [www.aberdeendiversified.co.uk](http://www.aberdeendiversified.co.uk).

## 18. Prime brokerage

The Company has not appointed a prime broker.

## 19. Periodic disclosures

The Manager will, at least as often as the annual report and accounts are made available to Shareholders, make the following information available to Shareholders:

- Any changes to (i) the maximum level of Leverage that the Manager may employ on behalf of the Company and (ii) any right of reuse of collateral or any guarantee granted under any leveraging arrangement
- The total amount of Leverage employed by the Company
- The percentage of the Company's investments which are subject to special arrangements resulting from their illiquid nature
- The current risk profile of the Company outlining (i) measures to assess the sensitivity of the Company to the most relevant risks to which the Company is or could be exposed and (ii) if risk limits set by the Manager have been or are likely to be exceeded and where these risk limits have been exceeded, a description of the circumstances and the remedial measures taken
- The risk management systems employed by the Manager outlining the main features of the risk management systems employed by the Manager to manage the risks to which the Company is or may be exposed. In the case of a change, information relating to the change and its anticipated impact on the Company and Shareholders will be made available

The Manager will inform Shareholders as soon as practicable after making any material changes to its liquidity management system and procedures. Any material changes to the information described above will be provided to shareholders by way of a regulatory news service announcement on the London Stock Exchange.

# Aberdeen Diversified Income and Growth Trust plc

## 20. Defined terms

The following defined terms are used in this pre-investment disclosure document:

<b>Aberdeen</b>	Aberdeen Asset Management PLC, a subsidiary of Standard Life Aberdeen plc
<b>Administrator</b>	BNP Paribas Fund Services UK Limited
<b>AIFMD</b>	European Union Directive 2011/61/EU together with its implementing measures
<b>AIFM or Manager</b>	Aberdeen Standard Fund Managers Limited, a subsidiary of Standard Life Aberdeen plc
<b>Annual Report</b>	the Company's Annual Report and Accounts for the year ended 30 September 2018
<b>Articles</b>	the Company's articles of association
<b>Auditor</b>	Ernst & Young LLP
<b>Brussels Regulation</b>	Council Regulation (EC 44/2001) of 22 December 2000, concerning the recognition and enforcement in England and Wales of judgments given by the courts of most EU member states in civil and commercial matters
<b>Commitment Method</b>	the commitment method for calculating leverage as prescribed under Article 8 of the AIFMD, which excludes certain hedging instruments from the calculation
<b>Company or AIF</b>	Aberdeen Diversified Income and Growth Trust plc
<b>Company Secretary</b>	Aberdeen Asset Management PLC, a subsidiary of Standard Life Aberdeen plc
<b>Conduct Risk Committee</b>	Aberdeen's formal committee for overseeing, among other matters, the Conduct Risk Policy
<b>Conduct Risk Policy</b>	Aberdeen's documented policy regarding treating customers fairly
<b>CoSec Agreement</b>	the company secretarial agreement between the Manager and Company Secretary, dated 10 February 2017
<b>Conflicts of Interests Policy</b>	Aberdeen's documented conflicts of interests policy
<b>Depository</b>	The Bank of New York Mellon (International) Limited
<b>Depository Agreement</b>	Depository agreement among the Company, the Manager and the Depository dated 10 February 2017 and the Deed of Novation and Amendment dated 1 August 2018
<b>FCA</b>	Financial Conduct Authority
<b>FCA Handbook</b>	the FCA's Handbook of rules and guidance
<b>FSMA</b>	Financial Services and Markets Act 2000, as amended
<b>Gross Method</b>	the gross notional method for calculating leverage as prescribed under Article 7 of the AIFMD, which includes certain hedging instruments within the calculation
<b>Group</b>	the Standard Life Aberdeen plc group of Companies
<b>Investment Manager</b>	Aberdeen Asset Managers Limited, a subsidiary of Standard Life Aberdeen plc
<b>Investment Management Agreement</b>	The investment management agreement between the Manager and the Investment Manager dated 16 July 2014
<b>Leverage</b>	any method by which the AIFM increases the exposure of the Company whether through borrowing of cash or securities, or leverage embedded in derivative positions or by any other means
<b>Liquidity Policy</b>	Aberdeen's documented policy regarding liquidity risk management
<b>Management Agreement</b>	management agreement between the Company and the Manager dated 10 February 2017
<b>Net Asset Value or NAV</b>	the net asset value of the Company
<b>Ongoing Charges</b>	ratio of expenses as a percentage of average daily shareholders' funds calculated as per the Association of Investment Company's industry standard method
<b>Registrar</b>	Computershare Investor Services PLC
<b>Shareholders</b>	Shareholders of the Company
<b>Stockbroker</b>	Cenkos Securities plc
<b>Valuation Policy</b>	Aberdeen's documented valuation policy regarding the production and oversight of net asset values of collective funds in the Europe, Middle East and Africa region

### Other important information

Issued by Aberdeen Standard Fund Managers Limited which is authorised and regulated by the Financial Conduct Authority in the United Kingdom. Registered Office: Bow Bells House, 1 Bread Street, London, EC4M 9HH. Registered in the United Kingdom No. 00740118. An investment trust should be considered only as part of a balanced portfolio. Under no circumstances should this information be considered as an offer, investment recommendation or solicitation to deal in investments.



# Appendix to Pre-investment Disclosure Document

Aberdeen Standard Fund Managers Limited: Risk management

# Appendix to Pre-investment Disclosure Document

## Risk management systems

Aberdeen Standard Fund Managers Limited is a fully integrated member of the Standard Life Aberdeen plc group of companies (referred to as 'the Group'). The Group is an international investment management group, managing assets for both institutional and retail clients from offices around the world.

The Group is committed to building and continuously improving a sound and effective system of internal control and a risk management framework that is embedded within its operations, this is the Group's first line of defence.

The Group's Risk Division, as the second line of defence, exists to support management in the identification and mitigation of risks and provides independent monitoring of the business. The Division includes Compliance, Business Risk, Market Risk, Risk Management and Legal. The team is headed by the Group's Head of Risk, who reports to the Chief Executive Officer of the Group. The Risk Division achieves its objective through embedding the Risk Management Framework throughout the Group using its operational risk management system ('SWORD').

The Group's Internal Audit Department is independent of the Risk Division and reports directly to the Group CEO and to the Audit Committee of the Group's board of directors. The Internal Audit Department is responsible for providing an independent assessment of the Group's control environment, it is the Group's third line of defence.

The Group's corporate governance structure is supported by several committees which assist the board of directors of Aberdeen, its subsidiaries and the Company to fulfil their roles and responsibilities. The Group's Risk Division is represented on all committees, with the exception of those committees that give investment recommendations. The specific goals and guidelines on the functioning of each committee is described in the committees' terms of reference.

## Risk management programme

The risk management programme can be summarised broadly in five steps, see the chart below.

The first two steps of the programme allow the risk teams to identify, assess and understand the inherent risks of the Company and whether the internal controls mitigating those risks are sufficient and effective. The weight of these two steps in the risk management cycle will be inversely proportional to the available market data to value the assets and their liquidity. Those steps

allow the risk management team to understand the specific risks of the structure and assets and focus and adapt their level of analysis to the most significant risks.

The results of the independent risk assessment are escalated to the relevant committees and boards which are responsible for overseeing how the business implements the necessary mitigating actions.

## Description of the process of identifying, assessing and managing risks

- **Market risk:** is monitored through factor modelling used to calculate both absolute and relative ex ante quantities such as tracking error ('TE') and Value at Risk ('VaR'). The VaR is computed on a NAV basis as the maximum loss that the portfolio should incur over 20 days, 99% of the time under normal market conditions. The Company's portfolio risks are decomposed into intuitive components to pinpoint areas of unexpected market risk. The techniques are applied to all relevant asset classes. The market risk is further monitored through the computation of the level of leverage by both the gross and net approach. The leverage is calculated by converting each financial derivative instrument into the equivalent position in the underlying assets of those derivatives, on a NAV basis. The market risk linked to the concentration risk is mitigated through investment restrictions set according to the basic principle of diversification
- **Liquidity risk:** The Group has a Liquidity Risk Management Policy in place applicable to the Funds and set out in accordance with its overall Risk Management Process, relative to the size, scope and complexity of the Funds. Liquidity Risk is monitored on both the asset and liability sides. To measure and monitor asset liquidity risk the Group employs a number of methods specific to the underlying assets. In all cases, the approach is to reference the actual holdings of the sub-fund against a true measure of the market at both an aggregate and a position level. A Group Pricing Committee is responsible for the review and monitoring of asset pricing, in addition to the approval of pricing methodologies and asset-level fair value price adjustments and the Group Investor Protection Committee which looks at fund-level fair value approaches. The Group has implemented a Group Pricing Policy which details the operational responsibilities for pricing assets. On the liability side, investor transactions and, beyond this, investor behaviour are the main driver of liquidity within each sub-fund. In this context, the articles and prospectuses contain certain key provisions or limits which provide protection to the Funds and ultimately investors, in situations

### Risk management



# Appendix to Pre-investment Disclosure Document

where liquidity might become a concern. In addition, the Fund receives and analyses periodic reports in respect of the shareholder concentration within each sub-fund. Any shareholder concentrations and transactional behaviour are identified at sub-fund level and any particular concerns noted are escalated to the relevant Group Committee and respective Boards, if material

- **Credit and counterparty risk:** Transactions involving derivatives are only entered into with counterparties having an appropriate and agreed internal credit rating, as supplied by the Group's Credit Risk Department. The credit risk linked to counterparty risk is managed through processes outlined in the Group's Credit Risk Management Policy. This Policy details the creation and maintenance of credit opinions on trading legal entities and related consolidated banking groups containing counterparty entities to client OTC derivatives contracts, cash contracts and cash deposits. The Group has a Derivative and Credit Oversight Committee responsible to approve the addition of new counterparties and enforce the removal of counterparties based on the Credit Risk Monitor Report which provides an independent point of reference on Counterparty risk
- **Legal risk:** All key contractual arrangements entered into by the Company are reviewed by the Legal Department and, where required, by external legal counsel. If these contracts refer to delegation arrangements, where applicable, there is an operating memorandum defining information flows between the parties, frequency of services and deadlines, a clear attribution of rights and responsibilities of each party, and when applicable the key performance indicators to measure performance. Any litigation issues are also handled by the Legal Department, who would provide updates to the Risk Management Department of any existing litigation, status of the litigation and the extent of any impact to the Company.

OTC derivatives are framed within the legal provisions of the ISDA Master agreement which defines the rights and obligations of parties engaging in derivatives trading. The ISDA master agreements are negotiated and signed between each umbrella/sub-fund and the counterparty. The Credit Support Annex ('CSA') is a legally binding document which is annexed to the ISDA agreement and details the Minimum Transfer Amount ('MTA') or collateral required by Aberdeen Asset Managers Limited when engaging in OTC derivatives trading with counterparties

- **Tax risk:** The Group uses external tax consultants to advise on tax structuring, transactions and tax reporting
- **Operational risk:** The Operational Risk Management Framework ensures that the operational risks taken and their contribution to the overall risk profile are accurately measured on the basis of sound and reliable data and that the risk measurement arrangements, processes and techniques are adequately documented. The identification, measurement, management and monitoring of operational risk within the Group is achieved through the use of the Group's Operational Risk Management Framework System, SWORD. This system provides the following key Risk Management Modules:

- **Event Management:** This module serves as a historical loss database, in which any operational failures, loss and damage experience ('Events') will be recorded. The records include professional liability damages. The process for recording, investigation and mitigation of Events aims to ensure that they are not repeated
- **Issues and Actions Plan:** The issues and actions module provides a standardised mechanism for identifying, prioritising, classifying, escalating and reporting internal audit findings and other on-going/unresolved matters impacting the Group from a risk or regulatory perspective ('Issues')
- **Risk and Control Self Assessment ('RCSA'):** The RCSA process is to ensure key risks and key controls are identified and managed effectively in order to satisfy, at a Group level, Internal Capital Adequacy ('ICAAP') requirements. The RCSA also provides a systematic and holistic means of identifying risk and control gaps that could impact business or process objectives which are agreed by senior management to complete
- **Business Continuity Plan ('BCP'):** In place and designed for invocation where there has been significant disruption to normal business functions at any Standard Life Aberdeen plc office that is likely to last longer than 24 hours

## Measuring risk

Where appropriate the Group applies the following measurements for each Fund:

- **Leverage:** Has the effect of gearing a Fund's expected performance by allowing a Fund to gain greater exposure to underlying investment opportunities (gains and losses). The higher the leverage the greater the risk (potential loss)
- **Volatility, Value-at-Risk ('VaR') and Conditional VaR ('CVaR'):** Volatility indicates how a Fund is expected to perform. The higher the volatility the higher the risk. VaR measures with a degree of probability the minimum the Fund could expect to lose in any one given day. Assuming a normal (Gaussian) distribution, this is a function of the volatility. The higher the volatility, the higher the VaR, the greater the risk. CVaR determines the expected loss, given that the VaR has been reached
- **Tracking error ('TE'):** Measures the expected magnitude of divergence of returns between the Fund and benchmark over a given time
- **'Systematic' and 'stock specific' risk:** Systematic risk represents the proportion of a Fund's risk that is attributable to market exposure; and specific risk represents the risk that is intrinsic to individual stocks (i.e. particular to a given stock's attributes)
- **Stress test and scenario analysis:** Captures how much the current portfolio will make or lose if certain conditions occur

## Appendix to Pre-investment Disclosure Document

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- **Concentration risk:** By grouping the portfolio through various different exposures: country, sector, issuer, asset etc, to identify where concentration risk exists

For some of the risk measurements above, the Directors of the Company and the Risk Management team will determine and set specific risk limits.

### Escalation and reporting

The Group recognises timely and adequate reporting measures as well as escalation channels to be key components of the control process and management of risk.

The Risk Management Department provides regular updates to the Board/senior management on the adequacy and effectiveness of the Risk Management Process indicating, where applicable, actual or anticipated deficiencies and the remedial measures.

Risks identified in relation to the Company are reported to the Board of the Company, to the Board of the Manager and to the relevant Group Committee.

In addition, all issues and events impacting any Aberdeen entity or the Company are logged in SWORD, by the relevant area within prescribed time limits.