




Cash Plus Fund

User Guide



## Contents

Introduction	3
Glossary	4-6
Logging into the Portal	7-8
Resetting your Password	9-12
Your Online Portal – Home Page	13
Your Account(s)	14
Your Transactions	15
Transaction Details	16
Document Details	17
Example Contract Note – Withdrawals and Deposits	18
Document Library	19-20
Producing A Transaction Statement	21-22
Example Transaction Statement	23
Instructing A Withdrawal	24-26







## Introduction

This document is designed to provide an overview of the new online portal for the Epworth Cash Plus Fund. The following pages highlight the key areas of the portal to assist you in navigating the new system and accessing the information that you may need. We have also included a glossary with explanations of some of the terminology you may come across on the portal.

We hope that this document will assist you, but please don't hesitate to contact us using the details listed below should you require any further assistance.

Email: [epworth@jtcgroup.com](mailto:epworth@jtcgroup.com)

Telephone: +44 20 3832 3970

## Glossary

Please see below some terminology, listed alphabetically, which you may come across when navigating the new Epworth Cash Plus Fund portal, viewing documentation or communicating with the Client Service Team.

**BACS (Bankers Automated Clearing Service)** – the default method of payment when processing withdrawal requests from the Epworth Cash Plus Fund. BACS payments typically take between two to three working days to reach your bank account.

**CCY** – abbreviation for “Currency”. This refers to the currency in which your account is denominated which, in the case of the Epworth Cash Plus Fund, will always be GBP (Sterling).

**CHAPS (Clearing House Automated Payment System)** – a same day payment system that is available for processing withdrawals when specifically requested. CHAPS payments incur a £25 charge which is passed onto the depositor. Should you require a withdrawal to be paid by CHAPS please contact [epworth@jtcgroup.com](mailto:epworth@jtcgroup.com) with your request. Do not submit your request via the portal.

**Contract Currency** – the currency in which your account is denominated which, in the case of the Epworth Cash Plus Fund, will always be GBP (Sterling)


**Contract Note** – a legal document confirming the subscription (deposit) or redemption (withdrawal) of monies into and out of the Epworth Cash Plus Fund, confirming the type of transaction, amount and date

**Contract Amount** – the total monetary value of the subscription or redemption

**Cut Off** – this is the latest time by which a withdrawal can be instructed or a deposit received to be actioned on the same day. For the Epworth Cash Plus Fund, deposits must reach our bank account by 10am to start receiving interest on the same day. Withdrawal instructions need to be received by the team at JTC by 10am to be processed on the same day. Any instructions received after 10am will be processed on the following working day.

**Dealing Date** – the date on which your deposit was received or your withdrawal was paid out.





**Electronic transfer** – the transfer of monies from your bank account into the Epworth Cash Plus Fund via a digital instruction. Actioned by logging into your bank account online and submitting an instruction detailing the amount and the Epworth's bank details, detailed below:

Sort Code: 40-05-30

Bank Account No: 44568435

Bank Account Name: HSBC as Trustee of Epworth Cash Plus Fund for Charities

Reference: Please ensure you quote your Epworth account number

**Entity Ref (entity reference)** – a unique identifier assigned to your organisation. This reference starts with a C and is followed by 6 numbers. One entity may have several portfolios.

**MFA (Multi Factor Authentication)** – a security protocol that requires users to verify their identity using two or more methods in order to access the online portal. This includes something the user knows (a password) and something they have (a mobile device or telephone). MFA helps protect against unauthorised access and is increasingly standard in financial service platforms.

**NAV Date** – the date at which the value of your account was last calculated

**Nominated account** – this is the bank account that you have registered with us to which all withdrawals will be directed and from which all deposits should be received. For security purposes, clients must provide documentary evidence (e.g. a bank statement or paying in slip) to register or update their nominated account.

**Portal** – the online system that our clients can use to access the balances and transactions for their Epworth Cash Plus Fund account(s).

**Portfolio** – your Epworth Cash Plus Fund account

**Portfolio Ref (portfolio reference)** – a unique identifier assigned to your Epworth Cash Plus Fund account. This reference starts with a P and is followed by 6 numbers and should be used when submitting any instructions relating to your account.

**Redemption** – the withdrawal of monies from the Epworth Cash Plus Fund

**Standing Order** – a regular payment of a fixed amount from your Epworth Cash Plus Fund either to your bank account or to another Epworth Cash Plus Fund account.



**Shares** – one share in the Epworth Cash Plus Fund represents one pound

**Subscription** – the deposit of monies into the Epworth Cash Plus Fund from an external bank account

**Tran. Ref (transaction reference)** – every transaction on your account will have a unique transaction reference. This can be used for tracking, and audit purposes and is referenced in the relevant contract note for each trade.

**Transfer In/Out** – refers to the movement of monies between Epworth Cash Plus Fund accounts

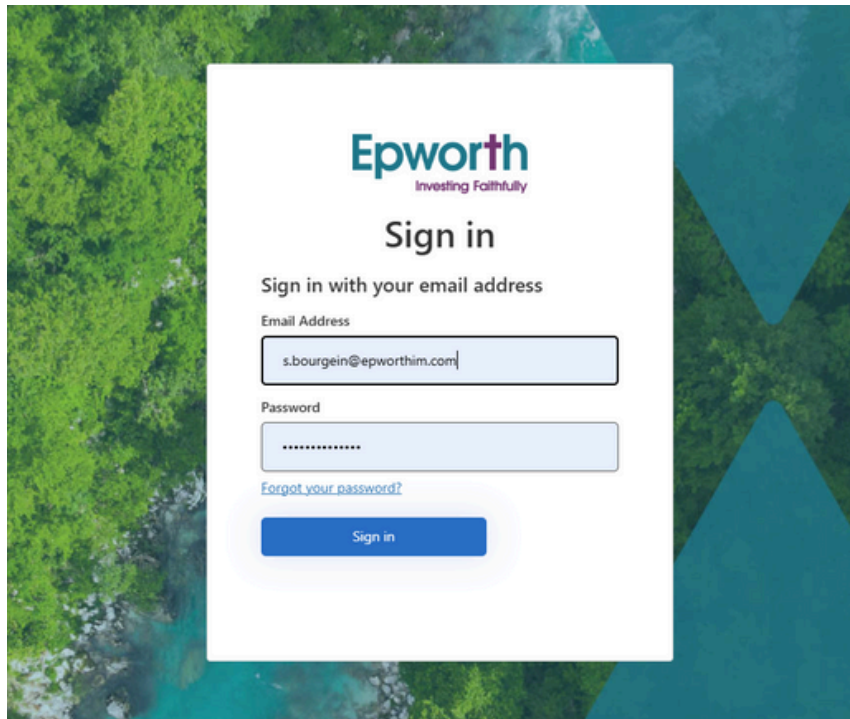
**Transfer In** – monies have been deposited into your account from another Epworth Cash Plus Fund account

**Transfer Out** – monies have been withdrawal from your account and deposited into another Epworth Cash Plus Fund account

**Unit** – one unit in the Epworth Cash Plus Fund represents one pound

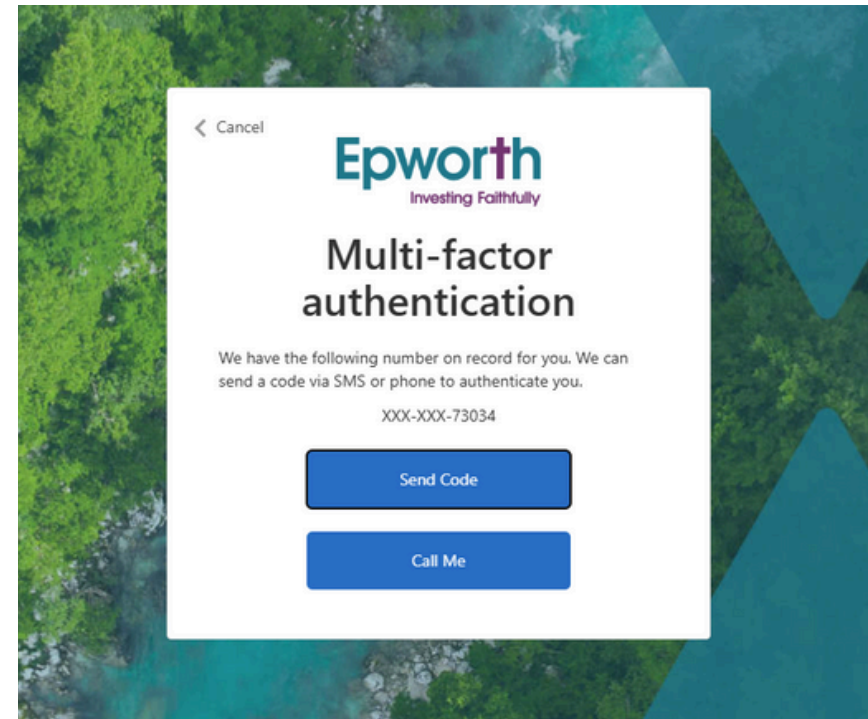
## Logging into the portal

1. Enter your email address and password, then click "Sign In"



The image shows the Epworth 'Sign in' screen. At the top is the Epworth logo with the tagline 'Investing Faithfully'. Below the logo is the heading 'Sign in' followed by the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' containing 's.bourgein@epworthim.com' and 'Password' with masked characters. A link for 'Forgot your password?' is located below the password field. A blue 'Sign in' button is at the bottom of the form. The background features a green forest and a blue geometric pattern.

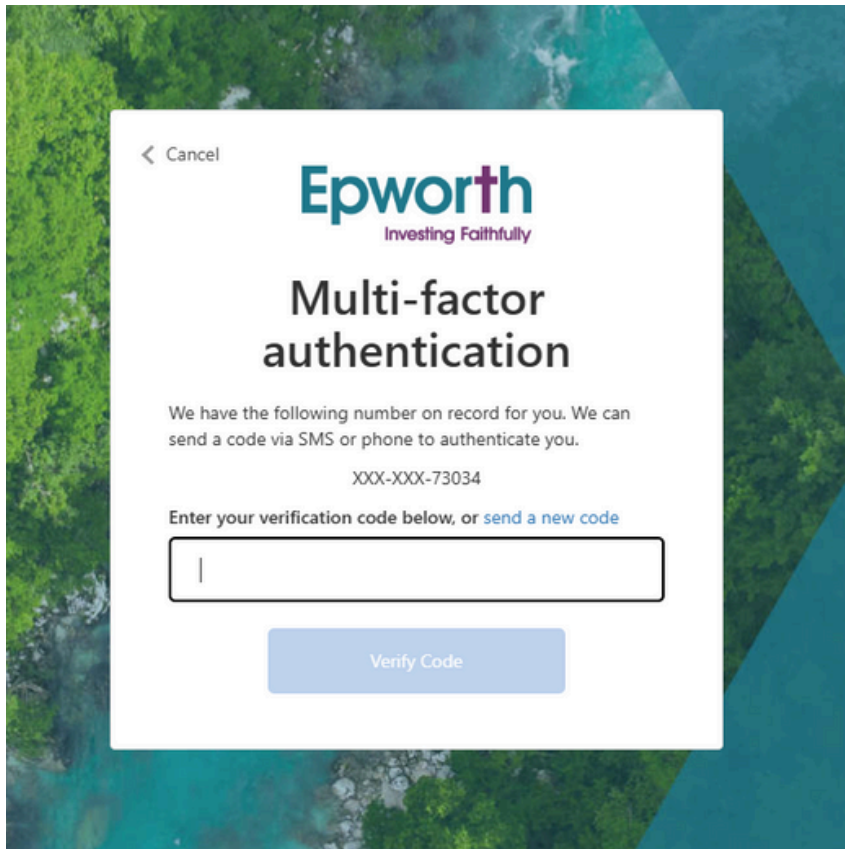
2. Click on either "Send Code" to receive a text message sent to your mobile phone, or "Call Me" to receive a phone call



The image shows the Epworth 'Multi-factor authentication' screen. It includes a back arrow and 'Cancel' text at the top left. The Epworth logo and tagline are at the top. The heading 'Multi-factor authentication' is centered. Below it, a message states: 'We have the following number on record for you. We can send a code via SMS or phone to authenticate you.' followed by the number 'XXX-XXX-73034'. At the bottom are two blue buttons: 'Send Code' and 'Call Me'. The background is consistent with the previous screen.



3. Enter the six digit code you have received either via text message or phone call



< Cancel

**Epworth**  
Investing Faithfully

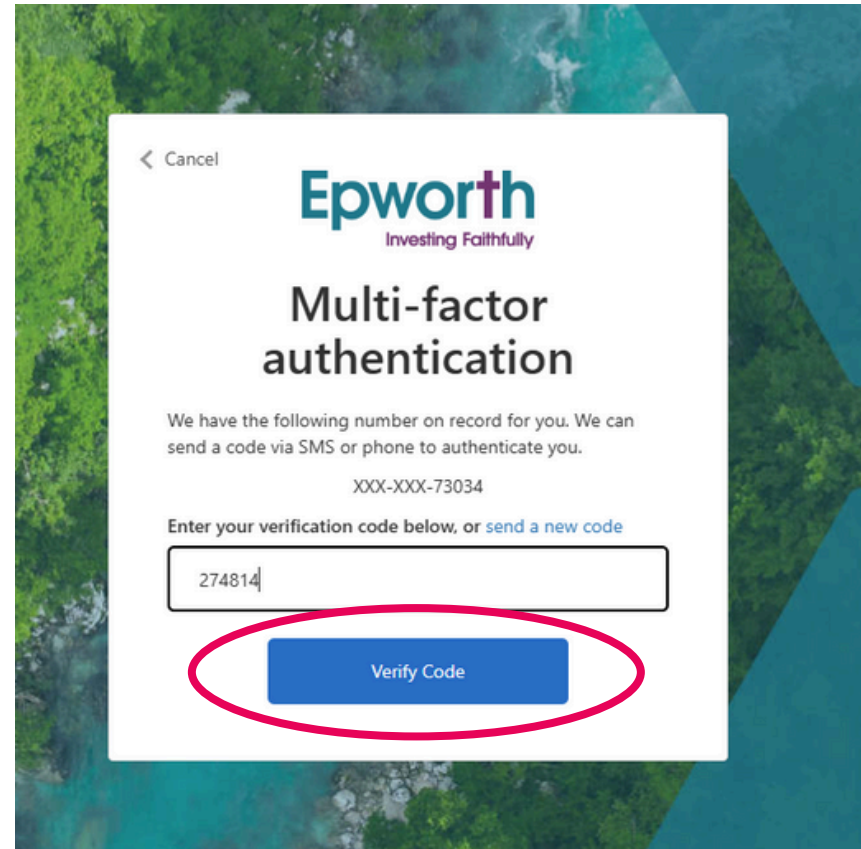
## Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.  
XXX-XXX-73034

Enter your verification code below, or [send a new code](#)

Verify Code

4. Click on "Verify Code"



< Cancel

**Epworth**  
Investing Faithfully

## Multi-factor authentication

We have the following number on record for you. We can send a code via SMS or phone to authenticate you.  
XXX-XXX-73034

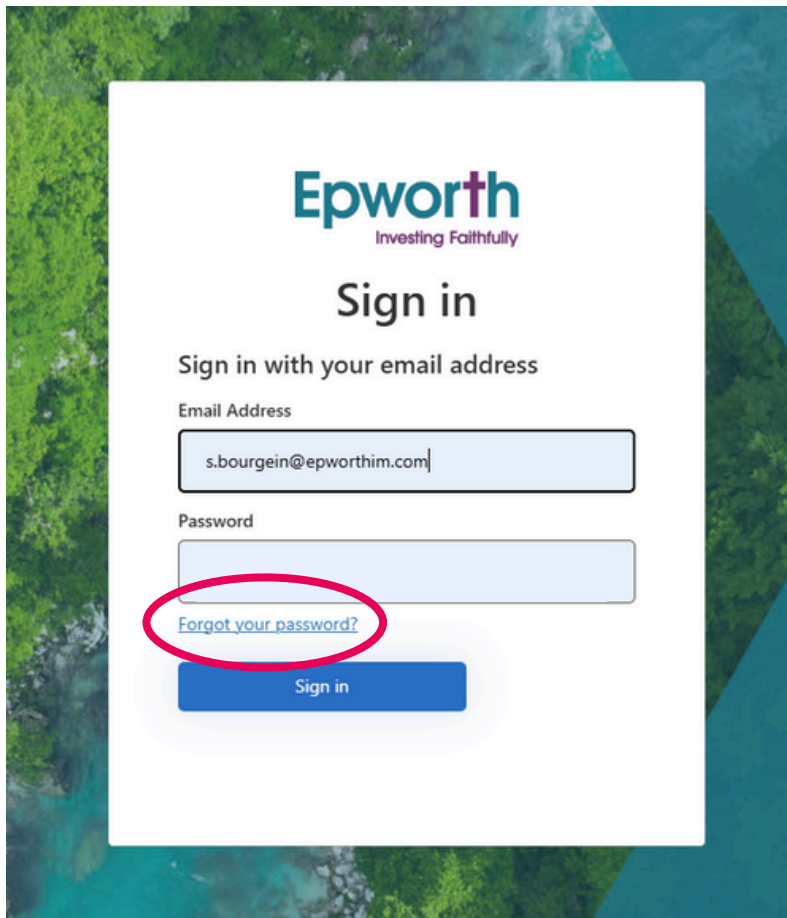
Enter your verification code below, or [send a new code](#)

Verify Code

## Forgotten Password – How to Reset

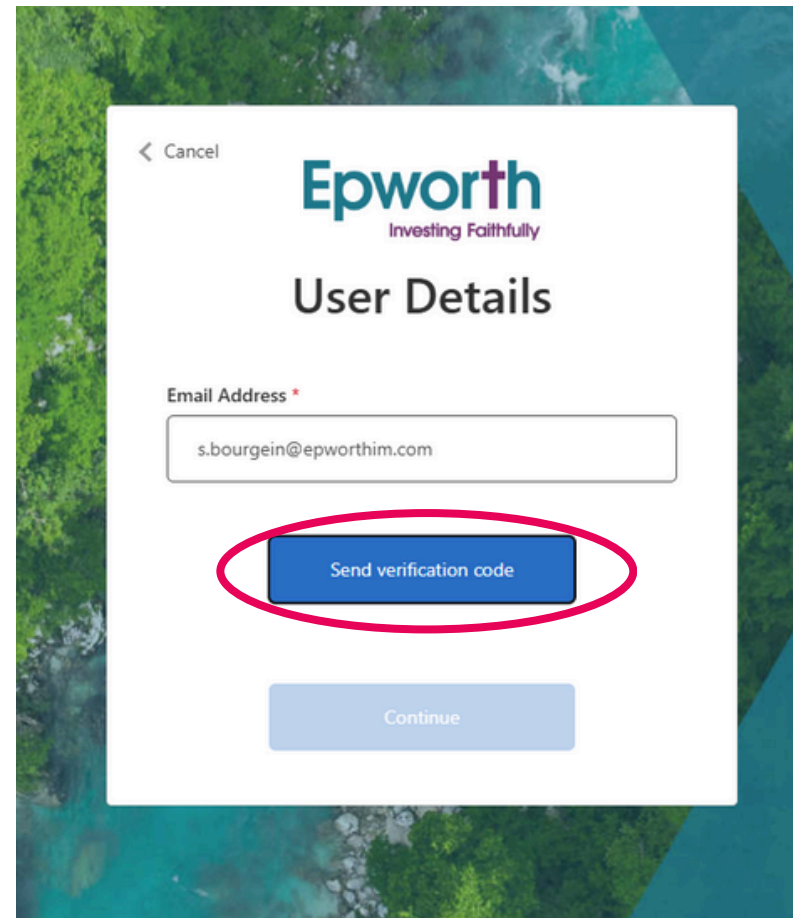
If you have forgotten your password or your password is not being accepted, you can request a reset directly from the portal. Please follow the steps below:

1. Click on the 'Forgot your password?' link



The screenshot shows the Epworth 'Sign in' page. The header includes the Epworth logo and the tagline 'Investing Faithfully'. Below the logo, the text 'Sign in' is displayed, followed by 'Sign in with your email address'. There are two input fields: 'Email Address' (containing 's.bourgein@epworthim.com') and 'Password'. Below the password field, the link 'Forgot your password?' is highlighted with a red oval. At the bottom of the form is a blue 'Sign in' button.

2. Enter your email address and click 'Send Verification Code'

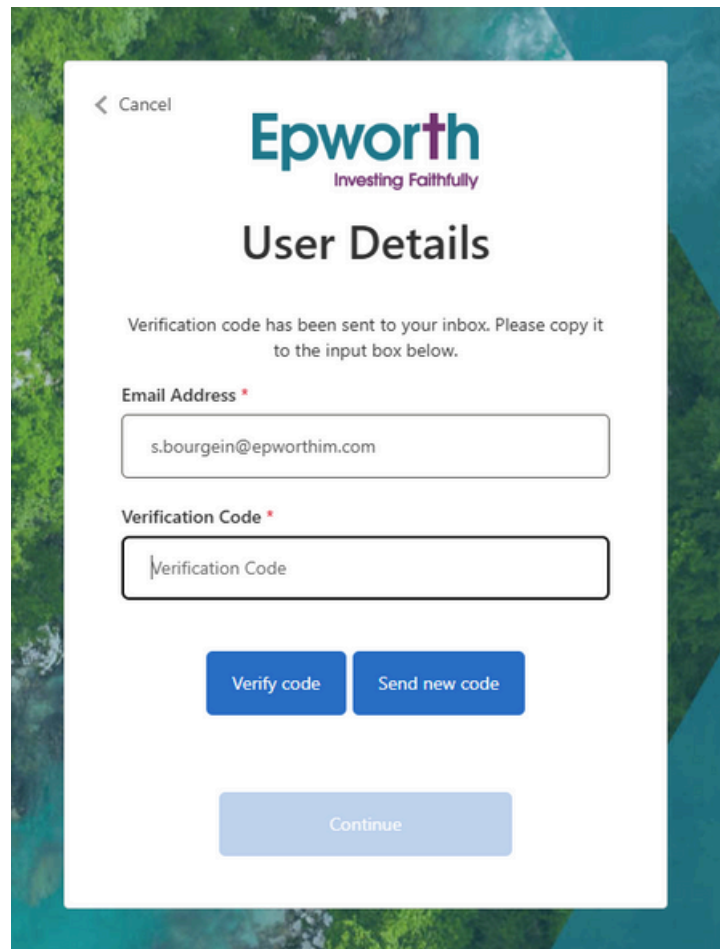


The screenshot shows the Epworth 'User Details' page. The header includes the Epworth logo and the tagline 'Investing Faithfully'. Below the logo, the text 'User Details' is displayed. There is an 'Email Address' input field (marked with a red asterisk) containing 's.bourgein@epworthim.com'. Below the input field, the button 'Send verification code' is highlighted with a red oval. At the bottom of the form is a light blue 'Continue' button.

## Forgotten Password – How to Reset

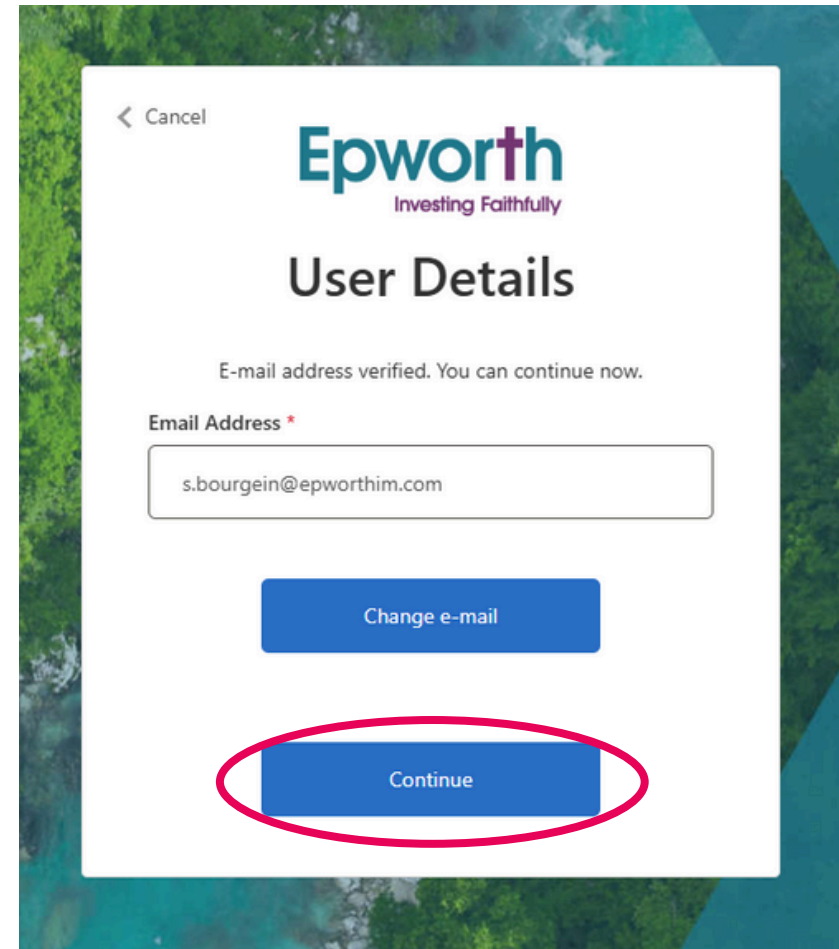
The verification code will be sent to your email address

3. Enter the code you have received via email and click 'Verify Code'



The screenshot shows the 'User Details' screen for Epworth. At the top, there is a 'Cancel' link. Below the Epworth logo, the title 'User Details' is displayed. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: 'Email Address \*' containing 's.bourgein@epworthim.com' and 'Verification Code \*' with a placeholder 'Verification Code'. Below these fields are three buttons: 'Verify code', 'Send new code', and a larger 'Continue' button at the bottom.

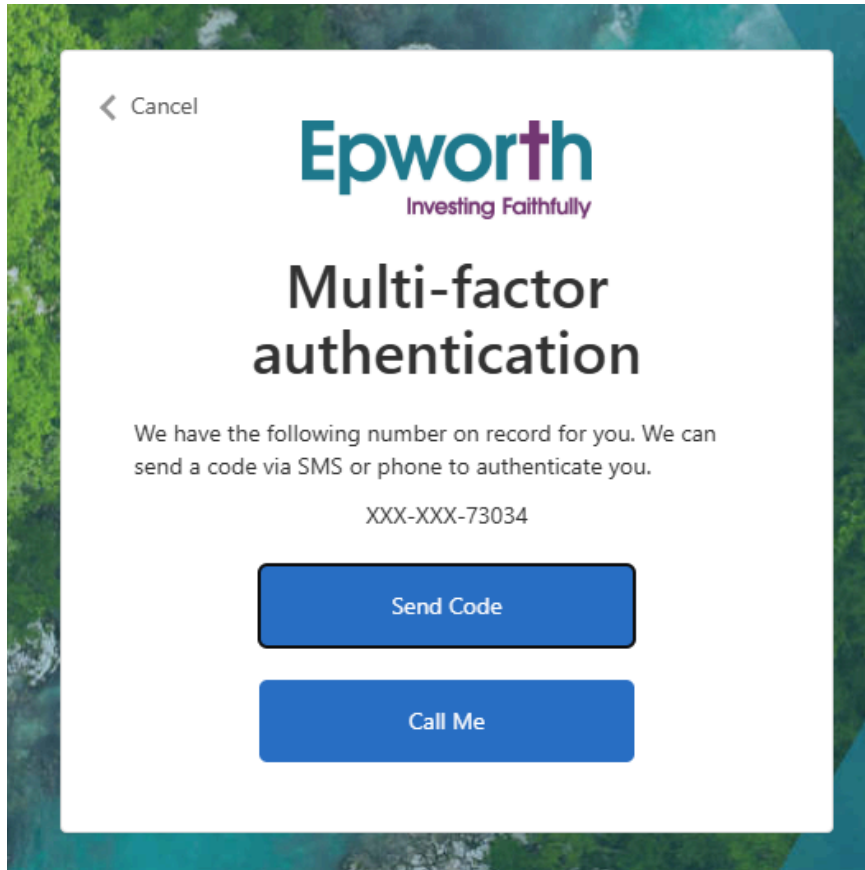
4. Click 'Continue' (ignore the 'change email' option)



The screenshot shows the 'User Details' screen for Epworth after email verification. At the top, there is a 'Cancel' link. Below the Epworth logo, the title 'User Details' is displayed. A message states: 'E-mail address verified. You can continue now.' There is one input field: 'Email Address \*' containing 's.bourgein@epworthim.com'. Below this field are two buttons: 'Change e-mail' and 'Continue'. The 'Continue' button is circled in red.

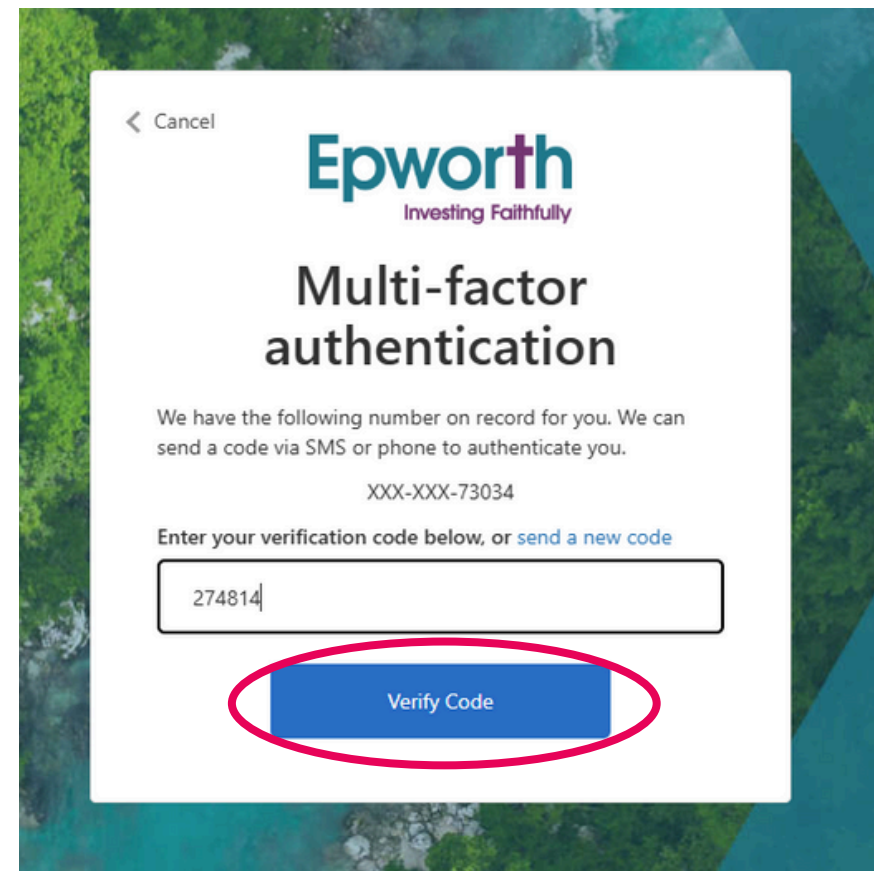


5. Select either 'Send Code' to receive a text message, or 'Call Me' to receive code via a phone call



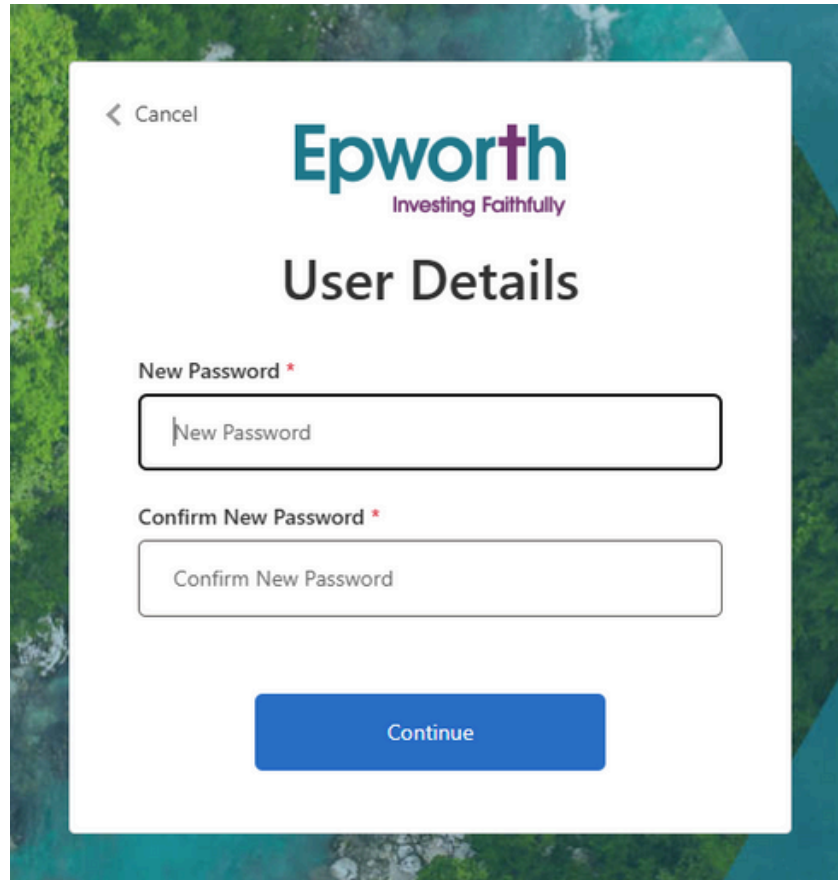
The screenshot shows a mobile app interface for Epworth. At the top left is a back arrow and the word 'Cancel'. The Epworth logo 'Epworth Investing Faithfully' is at the top center. Below it is the title 'Multi-factor authentication'. A message states: 'We have the following number on record for you. We can send a code via SMS or phone to authenticate you.' followed by the phone number 'XXX-XXX-73034'. At the bottom are two blue buttons: 'Send Code' and 'Call Me'.

6. Enter the six digit code you have received either via text message or phone call and click 'Verify Code'



This screenshot shows the same app interface as the previous one, but at a later stage. The 'Send Code' button has been pressed. The phone number 'XXX-XXX-73034' is displayed. Below it, a text input field contains the six-digit code '274814'. A link 'send a new code' is visible next to the input field. At the bottom, the 'Verify Code' button is highlighted with a red oval.

7. Enter your new password and re-enter the new password to confirm. Click Continue. You will then be able to access the portal.

A mobile app interface for Epworth. At the top left is a back arrow and the word "Cancel". The Epworth logo "Epworth" is in teal, with "Investing Faithfully" in purple below it. The title "User Details" is in large black font. Below it are two input fields: "New Password \*" and "Confirm New Password \*". The first field contains the placeholder text "New Password" and the second contains "Confirm New Password". At the bottom is a blue button labeled "Continue". The background of the app is a scenic image of a river and greenery.

< Cancel

**Epworth**  
Investing Faithfully

## User Details

New Password \*

Confirm New Password \*

Continue

## Your Online Portal – Home Page

This is the page you will see when you have successfully logged in. It lists your accounts (some users may only have one account, some may have several)

**Your Details**

Name [REDACTED]  
Reference [REDACTED]  
Registered Address [REDACTED]  
Last Accessed 28-Nov-2025 10:10

Search

**Portfolios**

Portfolio	Portfolio Name	Manager Name	Designation	Alternate Ref	Reporting Value
[REDACTED]	[REDACTED]	Epworth Investment Management Limited		[REDACTED]	154,538.94 GBP
[REDACTED]	[REDACTED]	Epworth Investment Management Limited		[REDACTED]	9,264,746.02 GBP
[REDACTED]	[REDACTED]	Epworth Investment Management Limited		[REDACTED]	323,887.70 GBP
[REDACTED]	[REDACTED]	Epworth Investment Management Limited		[REDACTED]	301,201.88 GBP

Show 10 items

Annotations:

- This is your legacy account number (points to Alternate Ref)
- This is the current balance on your account (points to Reporting Value)
- You can click on the Portfolio number here to access the details for that specific account (points to Portfolio)
- Whenever you see this button, you can click on it to download the data seen on screen to a spreadsheet (points to download icon)



## Your Account(s)

Your accounts are referred to as portfolios on the new portal. Each account has a reference number that begins with a 'P' and is followed by 6 digits. Clicking on one of the account numbers on the previous screen will bring you to this page:

The screenshot shows the 'Portfolio P' page. At the top is a purple navigation bar with links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. Below the navigation bar, the page title 'Portfolio P' is followed by a redacted reference number. The main content area is divided into two sections. The top section contains fields for 'Primary Entity', 'Alternate Ref', and 'Portfolio Name', all of which are redacted. To the right of these fields, the 'Designation Manager' is listed as 'Epworth Investment Management Limited'. Below this, the 'Total Reporting Value' is shown as '9,264,746.02' in 'GBP'. A red circle highlights a download icon (a blue square with a white download symbol) next to the currency. A red arrow points from the text 'Whenever you see this button, you can click on it to download a PDF statement' to this icon. The bottom section of the main content area is titled 'Holdings' and 'Entities'. It contains a table with columns: 'Fund Name', 'Fund Value', 'Reporting Value', and a download icon. The table has one row: 'Epworth Cash Plus Fund Class A' with a 'Fund Value' of '9,264,746.02' in 'GBP' and a 'Reporting Value' of '9,264,746.02' in 'GBP'. A red arrow points from the text 'Click here to access the transaction history for the account' to the 'Epworth Cash Plus Fund Class A' row. Below the table is a 'Show 10 items' dropdown and a download icon. At the bottom of the page is a 'Documents' section. It has a 'Type' dropdown set to '< All Document Types >', and 'From' and 'To' date pickers. Below this is a table with columns: 'Doc Type', 'Created', 'Date', and 'File Name'. A red arrow points from the text 'Recently created documents (transaction statements etc) are listed here' to the 'Created' column header.

Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

### Portfolio P [Redacted]

The alternate ref is the legacy account number → Primary Entity Alternate Ref Portfolio Name [Redacted]

Designation Manager Epworth Investment Management Limited

Total Reporting Value 9,264,746.02 GBP [Download Icon]

Whenever you see this button, you can click on it to download a PDF statement

Click here to access the transaction history for the account →

Fund Name	Fund Value	Reporting Value
Epworth Cash Plus Fund Class A	9,264,746.02 GBP	9,264,746.02 GBP [Download Icon]

Show 10 items [Download Icon]

### Documents

Type < All Document Types > From To [Filter Icon]

Doc Type	Created	Date	File Name
----------	---------	------	-----------

Recently created documents (transaction statements etc) are listed here →

## Your Transactions

Clicking on the fund name on the previous screen will bring you to this page. On the new portal 'Redemptions' refer to withdrawals to your bank account and 'Subscriptions' refer to deposits coming in from your bank account. Transfers In/Out refer to movements of money from one Epworth Cash Plus Fund account to another:

The screenshot shows the 'Portfolio Fund Transactions' page. At the top is a purple navigation bar with links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. Below this is the page title 'Portfolio Fund Transactions'. On the left, there's a 'Fund Portfolio' section with 'Epworth Cash Plus Fund Class A' selected. To the right of the title are search filters: 'Transaction Search' (a text box), 'Date From' (a date picker), 'Date To' (a date picker), and a button with a funnel icon. Below these is a table with columns: Fund, Tran Ref, Amount, Ccy, Dealing, Type, and a download icon. The table contains two rows: one for a withdrawal of 150,000.00 GBP on 25-Nov-2025 (Tran Ref T7037861) and one for a deposit of 9,414,746.02 GBP on 21-Nov-2025 (Tran Ref T6995292). Below the table is a 'Back to Portfolio Details' link. At the bottom, there are pagination controls ('prev', '1', '2', 'next'), a 'Show 10 items' dropdown, and a button with a document icon. Annotations with red arrows point to various elements: the funnel icon, the 'Date From' and 'Date To' date pickers, the download icon in the table header, the Tran Ref 'T7037861', the document icon button at the bottom, the pagination controls, and the 'Show 10 items' dropdown.

Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

### Portfolio Fund Transactions

Fund Portfolio Epworth Cash Plus Fund Class A

Transaction Search Date From Date To

Fund	Tran Ref	Amount	Ccy	Dealing	Type	
EPWORTH - Epworth Cash Plus Fund Class A	T7037861	150,000.00	GBP	25-Nov-2025	Withdrawal	
EPWORTH - Epworth Cash Plus Fund Class A	T6995292	9,414,746.02	GBP	21-Nov-2025	Deposit	

Back to Portfolio Details

« prev 1 2 next » Show 10 items

Use the "prev" and "next" buttons to scroll through multiple pages

If you want to see transactions from a specific period you can enter the relevant dates here and then click on this button

Click on this button to access more details about the transaction

Click on this button to download the contract note for a particular transaction

Click on this button to download your transactions to a spreadsheet


You can adjust the display, to show more items per page by clicking here

## Transaction Details

Clicking on a transaction reference will bring you to this screen, where you can also view the contract note for the transaction:

[Document Library](#) [Contract Notes](#) [Distribution Vouchers](#) [Valuation Statements](#) [Reports ▾](#) [Deposits / Withdrawals ▾](#) [Contact Details](#)

### Transaction T7037961

Fund	EPWORTH - Epworth Cash Plus Fund Class A
Portfolio	
Dealing	25-Nov-2025
Valuation	25-Nov-2025
Type	Withdrawal
Contract Amount	150,000.00
Contract Currency	GBP - Sterling
Document	

Click on the document image for options to preview or download the contract note. Please note that this will only be available for Redemptions and Subscriptions.

[Back to Investor Home](#)

---

| v2025.11.2 [Terms & Conditions](#)




## Document Details

Clicking on the document image will bring you to this screen, allowing you to preview or download the contract note.

Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

### Document Details



Name	[Redacted]
Added to	Contract Notes
Relates to	Portfolio
Date	25-Nov-2025
Uploaded on	25-Nov-2025

[Download](#) [Preview](#)

[Back](#)

| v2025.11.2 [Terms & Conditions](#)

Click here to download a copy of the contract note to your computer

Click here to preview a copy of your contract note. This will then appear on screen.

## Example Contract Note – Withdrawals and Deposits



Epworth Investment Management Ltd  
Methodist Church House  
25 Tavistock Place, London, WC1H 9SF



### Deposit - Contract Note

**Portfolio Number**

**Portfolio Name**

**Account Holder(s)**



In accordance with your instructions, we confirm that you have **bought:-**

**Fund Name**

Epworth Cash Plus Fund Class A

If any information is available regarding what the transaction relates to, it will be shown here

Dealing Date	Contract Number	Cash Amount
21 Nov 2025	T6990126	58,131.81

#### Contract Note Message:-

Take-On Balance

**Statement Date** 21 Nov 2025

**Valuation Date** 21 Nov 2025      **Valuation Point** 10:30:00

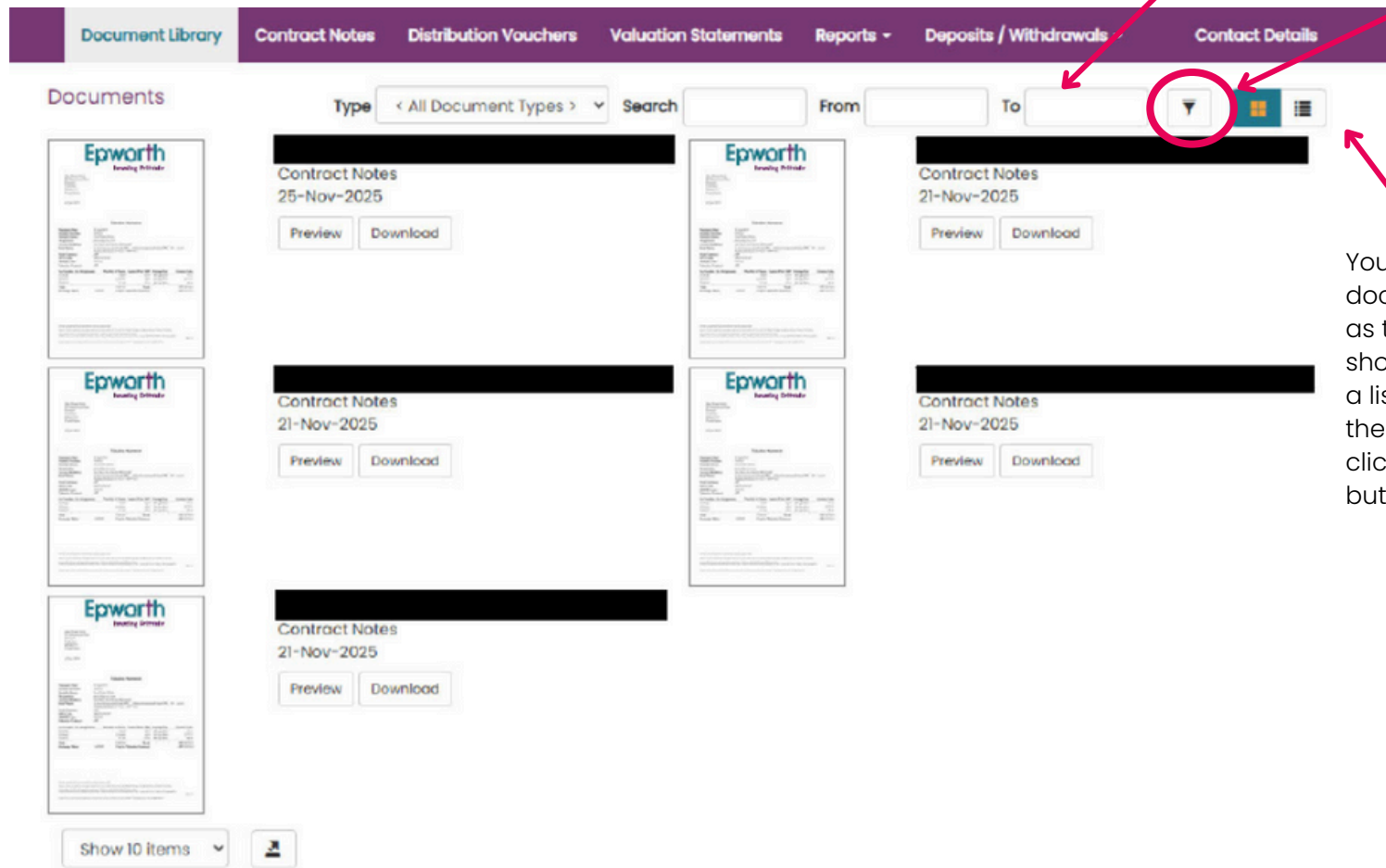
Please retain this contract note as a record of your investment.

#### Communications preferences

At Epworth Investment Management Limited, we are committed to communicating with our clients and intermediaries regularly, but we continue to strive towards greener and more sustainable means of doing so, principally email and the Investor Portal. If you would like access to the Investor Portal or to elect to receive future communications by email, please contact the Investor Services Team using the below contact details who can assist you with your request.

## Document Library

All contract notes and transaction statements are stored in the document library and can be previewed and downloaded in the same way as previously described.



If you want to see documents from a specific period you can enter the relevant dates here and then click on this filter button

You can view the documents either as thumbnails as shown here, or as a list (shown on the next page) by clicking these buttons.

## Document Library

This is the list view of the documents.

The screenshot displays the 'Document Library' section of a web application. At the top, a purple navigation bar contains links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. Below this, the 'Documents' section features a filter dropdown set to '< All Document Types >', a search bar, and date range selectors (From, To). A table lists documents with columns: Name, Relates to, Added to, and Date. Each row includes 'Preview' and 'Download' buttons. At the bottom, pagination controls show 'Show 10 items', 'prev', '1', '2', 'next', and another 'Show 10 items'. A footer bar includes 'v2025.11.2' and a 'Terms & Conditions' link. Two red arrows point to the 'prev' and 'next' buttons, and another red arrow points to the 'Show 10 items' dropdown.

Name	Relates to	Added to	Date	
[Redacted]	<a href="#">Portfolio</a>	Contract Notes	25-Nov-2025	<a href="#">Preview</a> <a href="#">Download</a>
[Redacted]	<a href="#">Portfolio</a>	Contract Notes	21-Nov-2025	<a href="#">Preview</a> <a href="#">Download</a>
[Redacted]	<a href="#">Portfolio</a>	Contract Notes	21-Nov-2025	<a href="#">Preview</a> <a href="#">Download</a>
[Redacted]	<a href="#">Portfolio</a>	Contract Notes	21-Nov-2025	<a href="#">Preview</a> <a href="#">Download</a>
[Redacted]	<a href="#">Portfolio</a>	Contract Notes	21-Nov-2025	<a href="#">Preview</a> <a href="#">Download</a>

« prev 1 2 next » Show 10 items

v2025.11.2 [Terms & Conditions](#)

Use the "prev" and "next" buttons to scroll through multiple pages

You can adjust the display, to show more items per page by clicking here



## Producing A Transaction Statement

You can produce and download a transaction statement covering any period that is needed.

Select "Reports" from the menu across the top of the screen, then click on "Transaction Statement"

The screenshot shows the 'Portfolio Fund Transactions' page. At the top, there is a navigation bar with several tabs: 'Document Library', 'Contract Notes', 'Distribution Vouchers', 'Valuation Statements', 'Reports', 'Deposits / Withdrawals', and 'Contact Details'. The 'Reports' tab is selected, and a dropdown menu is open, showing 'Transaction Statement' as the first option, which is circled in red. A red arrow points from the text 'Select "Reports" from the menu across the top of the screen, then click on "Transaction Statement"' to the 'Transaction Statement' option in the dropdown.

Below the navigation bar, the page title 'Portfolio Fund Transactions' is displayed. Underneath, there is a section for 'Fund' and 'Portfolio'. The 'Fund' is 'Epworth Cash Plus Fund Class A' and the 'Portfolio' is a blacked-out box. To the right of this section are search filters: 'Transaction Search', 'Date From', and 'Date To', each with an input field and a search icon.

The main content area displays a table of transactions:

Fund	Tran Ref	Amount	Ccy	Dealing	Type	
EPWORTH - Epworth Cash Plus Fund Class A	T7037961	150,000.00	GBP	25-Nov-2025	Withdrawal	<a href="#">Download</a>
EPWORTH - Epworth Cash Plus Fund Class A	T6995292	9,414,746.02	GBP	21-Nov-2025	Deposit	<a href="#">Download</a>

Below the table, there is a 'Back to Portfolio Details' link. At the bottom of the page, there is a version number 'v2025.11.2' and a 'Terms & Conditions' link.

## Producing A Transaction Statement

Specify the dates that you require the statement to cover, and the account the statement relates to.

The screenshot shows a web interface for generating a Transaction Statement. At the top is a purple navigation bar with links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. Below this is the title 'Transaction Statement' and a sub-section 'Parameters'. The form contains four required fields, each marked with a red asterisk: 'From date' (21-Nov-2025), 'To date' (28-Nov-2025), 'Portfolio' (a blacked-out dropdown), and 'Fund' (Epworth Cash Plus Fund Class A). A red error message states '(\* A value for this parameter is required.' below the Fund field. A 'Download Report' button is circled in red. Annotations with red arrows point to the date fields, the Portfolio dropdown, the Fund dropdown, and the Download Report button, providing instructions for each. At the bottom left is a 'Return to Home Page' link, and at the bottom right are version information 'v2025.11.2' and a 'Terms & Conditions' link.

Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

### Transaction Statement

Parameters

From date (\*) 21-Nov-2025

To date (\*) 28-Nov-2025

Portfolio (\*) [Redacted]

Fund (\*) Epworth Cash Plus Fund Class A

(\*) A value for this parameter is required.

[Download Report](#)

[Return to Home Page](#)

v2025.11.2 [Terms & Conditions](#)

Enter the dates you require here

Select the relevant account here

Select Epworth Cash Plus Fund here

Click download report, this will produce a PDF transaction statement

Example Transaction Statement



Epworth Investment Management Ltd  
Methodist Church House  
25 Tavitock Place, London, WC1H 9SF



Transaction Statement

Statement Date	November 28, 2025
Period Selected	21 November 2025 to 28 November 2025
Portfolio Number	[Redacted]
Portfolio Name	[Redacted]
Fund Name	Epworth Cash Plus Fund Class A

Transaction Date	Transaction Type	Contract Number	Amount	Balance
Balance b/fwd				0.00
21-Nov-2025	Deposit	T6995284	GEP 154,538.94	
Balance c/fwd				154,538.94

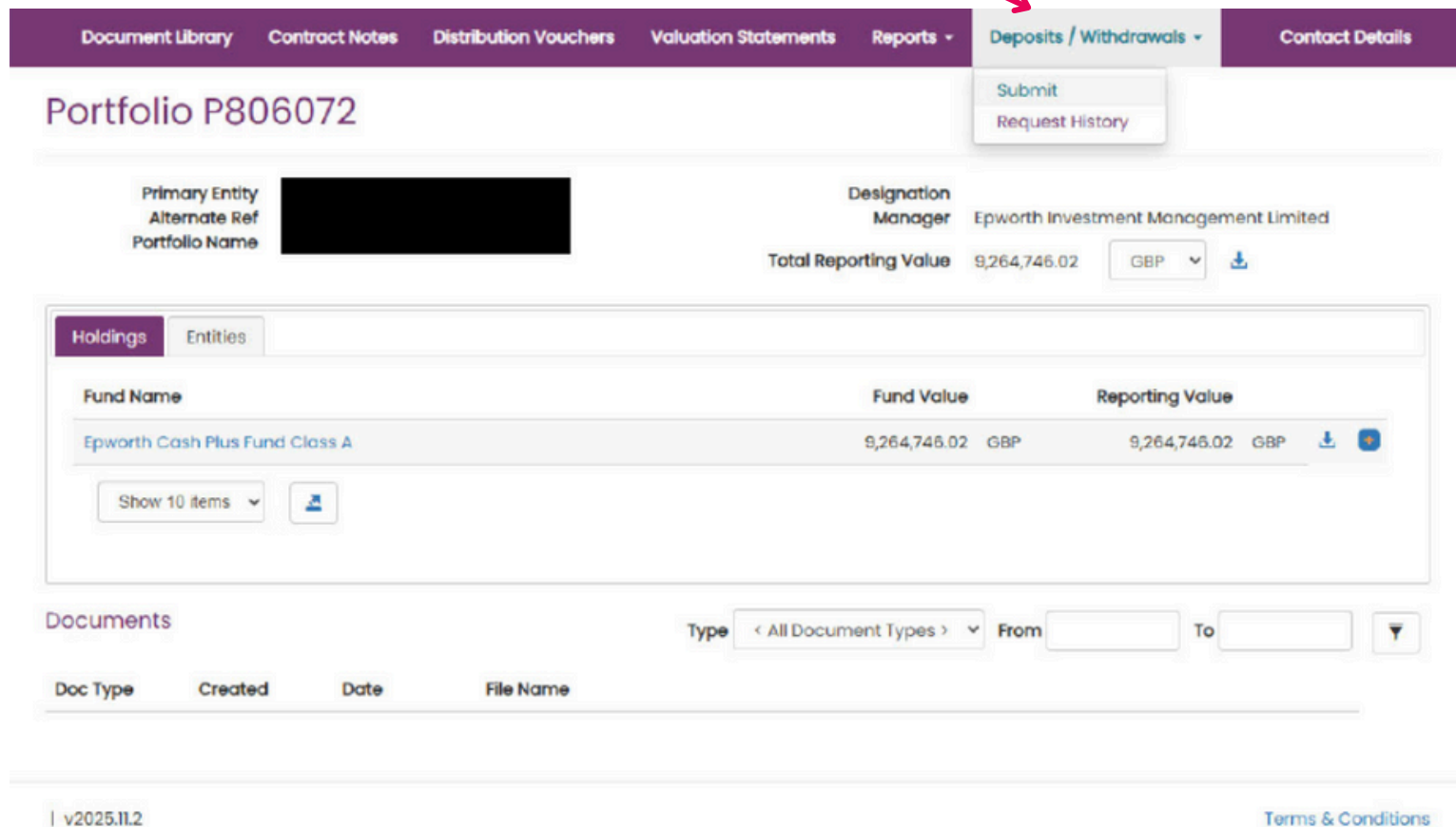
The balance brought forward (b/fwd) represents the balance of your account as at the end of the day prior to the statement start date. In the example here the statement is from the 21<sup>st</sup> November, therefore the balance brought forward is as at the end of the 20<sup>th</sup> November



## Instructing A Withdrawal

You can instruct a withdrawal of funds to your nominated bank account via the portal.

Select "Deposits/Withdrawals" from the menu across the top of the screen, then click on "Submit"



The screenshot displays the user interface of the Epworth Investment Management Limited portal. At the top, a purple navigation bar contains several menu items: "Document Library", "Contract Notes", "Distribution Vouchers", "Valuation Statements", "Reports", "Deposits / Withdrawals", and "Contact Details". A red arrow points from the text instruction to the "Deposits / Withdrawals" menu item. Below this menu, a dropdown menu is open, showing two options: "Submit" and "Request History". The "Submit" option is highlighted in blue. Below the navigation bar, the main content area is titled "Portfolio P806072". It displays various portfolio details, including "Primary Entity", "Alternate Ref", "Portfolio Name", "Designation", "Manager" (Epworth Investment Management Limited), and "Total Reporting Value" (9,264,746.02 GBP). Below these details, there is a section for "Holdings" and "Entities". The "Holdings" tab is active, showing a table with columns for "Fund Name", "Fund Value", and "Reporting Value". The table lists "Epworth Cash Plus Fund Class A" with a value of 9,264,746.02 GBP. Below the table, there is a "Show 10 items" dropdown and a "Documents" section. The "Documents" section includes a "Type" dropdown (set to "< All Document Types >"), "From" and "To" date fields, and a "Filter" icon. Below the "Documents" section, there is a table with columns for "Doc Type", "Created", "Date", and "File Name". At the bottom of the page, there is a footer with the version "v2025.11.2" and a link to "Terms & Conditions".

Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

Portfolio P806072

Primary Entity [Redacted]  
Alternate Ref [Redacted]  
Portfolio Name [Redacted]

Designation  
Manager Epworth Investment Management Limited

Total Reporting Value 9,264,746.02 GBP

Holdings Entities

Fund Name	Fund Value	Reporting Value
Epworth Cash Plus Fund Class A	9,264,746.02 GBP	9,264,746.02 GBP

Show 10 items

Documents

Type < All Document Types > From To Filter

Doc Type	Created	Date	File Name
----------	---------	------	-----------

v2025.11.2 Terms & Conditions



## Instructing A Withdrawal

Select the relevant portfolio (account) that you want to withdraw funds from.

The screenshot shows a web interface with a purple header bar containing navigation links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. The main content area is divided into two panels. The left panel, titled 'Portfolio Overview', contains four dropdown menus for Portfolio, Portfolio Name, Portfolio Reporting Currency, and Portfolio Value, all currently showing '<< Select Portfolio >>'. The right panel, titled 'Submit a Request', contains a 'Request Details' section with five fields: Fund (dropdown), Fund Value (dropdown showing '<< Select Fund >>'), Request Type (dropdown), Your Reference (text input), and Amount (text input showing '0.00'). A green 'Submit' button is at the bottom right of the form. Annotations with red arrows point to specific fields: 'Select the relevant account here' points to the Portfolio dropdown; 'These details will populate automatically' points to the Portfolio Name, Reporting Currency, and Value dropdowns; 'Select Epworth Cash Plus Fund' points to the Fund dropdown; 'These details will populate automatically' points to the Fund Value dropdown; 'Select 'partial withdrawal' here unless you wish to close your account' points to the Request Type dropdown; 'Enter an appropriate reference/description for the withdrawal' points to the Your Reference text input; and 'Enter the amount you wish to withdraw' points to the Amount text input. A 'Back to List' link is at the bottom left, and a 'Terms & Conditions' link is at the bottom right. A version number 'v2025.11.2' is at the bottom left.

Select the relevant account here

Portfolio Overview

Portfolio << Select Portfolio >>

Portfolio Name << Select Portfolio >>

Portfolio Reporting Currency << Select Portfolio >>

Portfolio Value << Select Portfolio >>

These details will populate automatically

Back to List

v2025.11.2

Submit a Request

Request Details

Fund <>

Fund Value << Select Fund >>

Request Type <>

Your Reference

Amount 0.00

Enter the amount you wish to withdraw

Submit

Terms & Conditions

Select Epworth Cash Plus Fund

These details will populate automatically

Select 'partial withdrawal' here unless you wish to close your account

Enter an appropriate reference/description for the withdrawal

## Instructing A Withdrawal

Example of a completed Withdrawal Request

The screenshot displays a web application interface for managing withdrawal requests. At the top, a purple navigation bar contains links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. The main content area is split into two columns. The left column, titled 'Portfolio Overview', shows details for a selected portfolio: Portfolio (redacted), Portfolio Name (redacted), Portfolio Reporting Currency (GBP), and Portfolio Value (154,538.94). Below this is a 'Back to List' link and a version indicator 'v2025.11.2'. The right column, titled 'Submit a Request', contains a 'Request Details' section with the following fields: Fund (Epworth Cash Plus Fund Class A), Fund Value (GBP 154,538.94), Request Type (Partial Withdrawal), Your Reference (Operational expenditure), and Amount (50000). A teal 'Submit' button is located at the bottom right of the form, circled in red. A red arrow points from the text 'Click 'Submit' to confirm the request' to this button. A 'Terms & Conditions' link is visible at the bottom right of the page.

Portfolio Overview	
Portfolio	[Redacted]
Portfolio Name	[Redacted]
Portfolio Reporting Currency	GBP
Portfolio Value	154,538.94

[Back to List](#)

v2025.11.2

Submit a Request	
Request Details	
Fund	Epworth Cash Plus Fund Class A
Fund Value	GBP 154,538.94
Request Type	Partial Withdrawal
Your Reference	Operational expenditure
Amount	50000
<a href="#">Submit</a>	

Click 'Submit' to confirm the request

[Terms & Conditions](#)