



**Appendix 1**

**Roles and Responsibilities**

Role	Ongoing Accountability / Responsibility
<b>Boards</b>	<ul style="list-style-type: none"> <li>▶ Ensuring all regulatory and legal requirements are met, including financial reporting obligations.</li> <li>▶ Ensuring appropriate risk management, conflict management and compliance programs are in place.</li> <li>▶ Ensuring Morningstar’s business operates ethically and transparently.</li> <li>▶ Reporting any material personal interests in accordance with this policy.</li> <li>▶ Provide direction to Senior Management by identifying the principle risks facing the companies and setting the risk appetite statement.</li> </ul>
<b>Board Chairperson</b>	<ul style="list-style-type: none"> <li>▶ Providing appropriate leadership to the board</li> <li>▶ Assisting Morningstar, Inc’s General Counsel with ensuring board membership is robust, balanced and appropriate to Morningstar’s needs</li> <li>▶ Directing board discussion to ensure critical issues facing the business are addressed.</li> <li>▶ Monitoring the board’s performance.</li> <li>▶ Approving the minutes and ensuring they are an accurate reflection of the board meeting.</li> </ul>
<b>Company Secretary</b>	<ul style="list-style-type: none"> <li>▶ Establishing the agenda for each board meeting with input from the chairperson.</li> <li>▶ Recording the minutes and ensuring they are signed and maintained in accordance with Corporations Act.</li> <li>▶ Director appointment and resignation process including completing relevant fit and proper checks on all new director appointments including ASIC disqualified persons check and relevant police checks.</li> <li>▶ Maintaining the Directors and Officers conflict of interest register.</li> </ul>
<b>Morningstar Risk Management Committee</b>	<ul style="list-style-type: none"> <li>▶ Overseeing the implementation and operation of Morningstar’s Risk Management Program.</li> <li>▶ Monitoring, reviewing and updating as necessary, Morningstar’s Risk Profile Report.</li> <li>▶ Reviewing and endorsing changes to the Risk Management Program prior to Board approval.</li> <li>▶ Receiving and reviewing risk monitoring reports.</li> </ul>

	<ul style="list-style-type: none"> <li>▶ Promoting a risk management culture within Morningstar.</li> </ul>
<b>Morningstar Investment Management Compliance Committee</b>	<ul style="list-style-type: none"> <li>▶ Monitoring to what extent Morningstar complies with the Schemes' Compliance Plans and to report on its findings to Morningstar.</li> <li>▶ Report to the Board any actual or suspected breach of the Corporations Act involving the Schemes or any breach of the provisions which are prescribed by the Corporations Act to be included in the Schemes' Constitution after it becomes aware of the relevant breach or suspected breach.</li> <li>▶ Report to ASIC if the Committee is of the view that Morningstar has not taken, or does not propose to take appropriate action to deal with a matter reported under the point noted above.</li> <li>▶ Assess at regular intervals (determined by the Committee) whether the Schemes' Compliance Plans are adequate, to report to Morningstar on the assessment and make recommendations to Morningstar about any changes that it considers should be made to the Compliance Plans.</li> <li>▶ Do such other things as the Corporations Act requires.</li> </ul>
<b>Morningstar Investment Management Due Diligence Committee</b>	<ul style="list-style-type: none"> <li>▶ Ensuring regulated Documents do not contain any statements which are misleading or deceptive.</li> <li>▶ Ensuring there are no material omissions from the Regulated Documents.</li> <li>▶ Ensuring no misleading or deceptive conduct is involved in the preparation of Regulated Documents and that all statements are appropriately qualified so as not to mislead.</li> <li>▶ Ensuring regulated Documents satisfy all content requirements of the Law and include any other information which may be material to an investor's decision to acquire a product. This requirement is circumscribed by:             <ul style="list-style-type: none"> <li>○ the knowledge of the issuer and other involved parties including named advisors and directors;</li> <li>○ the fact that information which could be expected to be generally known is not required to be disclosed; and</li> <li>○ information which is not applicable to the product need not be disclosed.</li> </ul> </li> <li>▶ Ensuring regulated Documents satisfy all relevant FSC Standards.</li> <li>▶ Ensuring all reasonable steps are taken to ensure that the Regulated Documents are not defective.</li> </ul>
<b>Morningstar Investment Management</b>	<ul style="list-style-type: none"> <li>▶ Ensuring investment management provided is consistent with global investment policies set by Morningstar's Investment Management division.</li> <li>▶ Resolving any conflicts of interest arising from investment advisory and investment management activities.</li> <li>▶ Adopting, periodically reviewing and ratifying revised Investment Guidelines.</li> <li>▶ Monitoring compliance with Investment Guidelines and the performance relative to objectives of underlying portfolios.</li> </ul>



**Asia Pacific  
Investment  
Policy  
Committee**

- ▶ Ratifying investment decisions taken by the investment sub-committees which encompass all matters relating to the investment management of the Model Portfolios including:
  - Investment strategy design, asset allocation, portfolio construction, and risk management.

**Management**

- ▶ Management of day-to-day operations of Morningstar in accordance with Board delegations of authority and Morningstar, Inc. corporate policies.