

PLEASE TICK APPLICABLE BOX

- New portfolio** (please complete sections 1 and 3 onwards)
- Existing portfolio** (please complete section 2 onwards)

ACCOUNT TYPE

- Individual** **Unit trust**
- Company** **Discretionary trust**
- Partnership** **Deceased estate**

SECTION 1 - NEW PORTFOLIO DETAILS

Portfolio name

SECTION 2 - EXISTING PORTFOLIO DETAILS

Portfolio name

Company / Trust ABN (if applicable)

Trust TFN (if applicable)

Company / Corporate trustee details (if applicable)

Full name

Registered address

A.C.N

 Please tick if you would like to use Multiport's company secretarial service

 Please specify which individuals (from page 2) using A, B, C or D is the Chairman Secretary

Current administrator details

Please provide details of the portfolio's current administrator to allow us to obtain the records and information necessary to undertake the administration of your portfolio.

Company name

Contact name

Street number and name

Town/Suburb

State

Postcode

Telephone

Mobile

Facsimile

Email

Current broker details

Please indicate if your listed shares are:

Issuer sponsored (please provide copies of all holding statements) OR Broker sponsored (please complete below)

Holder identification number

Company name

Contact name

Street number and name

Town/Suburb

State

Postcode

Telephone

Mobile

SECTION 3 - INVESTOR DETAILS

	Person A (Primary contact)	Person B	Person C	Person D
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
TFN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please indicate	<input type="checkbox"/> Individual trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person	<input type="checkbox"/> Individual trustee <input type="checkbox"/> Director <input type="checkbox"/> Investor <input type="checkbox"/> Authorised person

How many authorised persons are required to sign instructions on behalf of the fund?

Additional authorised contacts

In addition to the authorised contacts specified above, your nominated adviser listed on page 4 is authorised to issue instructions to us on behalf of the portfolio.

SECTION 4 - ADMINISTRATION AND REPORTING

Please specify the first financial year for which Multiport is required to prepare a detailed Income Tax Estimate report.

Portfolio reporting details

Investment portfolio reports are supplied by email. Unless specified, reports will be sent to both parties.

Please indicate where investment portfolio reports should be sent: Adviser Investor None (website access only)

Please indicate where annual tax reports should be sent: Adviser Investor Accountant (List details below)

Do you require (quarterly): Detailed Transaction and Capital Gains report Yes No

We also provide the ability to measure your fund's performance against a range of benchmarks.

Please indicate from the following list which is to be the most appropriate primary benchmark.

Benchmarks - Super

- MorningStar Balanced - Super
- MorningStar Moderate - Super
- MorningStar Growth - Super
- MorningStar Aggressive - Super

Benchmarks - Pension

- MorningStar Balanced - Pension
- MorningStar Moderate - Pension
- MorningStar Growth - Pension
- MorningStar Aggressive - Pension

Benchmarks - Investment Trust

- MorningStar Balanced - Inv Trust
- MorningStar Moderate - Inv Trust
- MorningStar Growth - Inv Trust
- MorningStar Aggressive - Inv Trust

Benchmarks - Other

- All Ordinaries
- S&P ASX200 Accumulation
- S&P ASX200 Property Accumulation
- FTSE 100 (UK)
- Dow Jones Industrial (US)
- Nikkei 225 (Jap)
- DAX (GER)
- Hang Seng (HK)
- MSCI \$A

Taxation management

Unless otherwise specified below we will calculate a realised gain so as to minimise the capital gains. If you would like to use an alternative method, please indicate below:

- LIFO (Last in first out)
- FIFO (First in first out)

Accountant

Company/Firm name

Contact

Postal address

Contact telephone

Mobile

Facsimile

Email

Cash account

Under the administration arrangements between you and us, we use either a Macquarie Cash Management Account, a BWA Cash Management Trust, a BWA Cash Management Account, an Adelaide Cash Management Trust or an Adelaide Cash Management Account as we have a nightly download facility with these organisations.

Accordingly, if an existing portfolio is currently not using any of these accounts, it will be necessary to change the portfolio bank/cash account. To facilitate this change, we will prepare an application together with a bank closure letter for your signing to close the existing account arrangements and open the new account.

I/We request you to arrange for the opening of a working cash account as follows:

- Macquarie Cash Management Account
 BWA Cash Management Trust BWA Cash Management Account
 Adelaide Cash Management Trust Adelaide Cash Management Account

The portfolio has an existing bank account with Macquarie Bankwest Adelaide

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Account name

BSB

Account number

Please confirm your operating instructions for the cash account:

- Any one of the individuals Any two of the individuals

Under Multiport's daily administration service Multiport's authorised officers will act as an authority on the fund's cash account.

SECTION 5 - ADVISER DETAILS

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Surname

Given name

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AFSL

Licensee name

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Postal address

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Street address

Town/Suburb

State

Postcode

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Telephone

Facsimile

Email

<input type="text" value="X"/>	
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Adviser's signature

Date

Adviser fees

I/We hereby authorise payment of the following fees until I/we notify you otherwise:

Initial fee \$ or % of portfolio value or initial contribution

Ongoing fee \$ per annum or % per annum of gross portfolio value, payable:

Frequency (insert monthly, quarterly or yearly) Commencement date / /

Split of adviser fee or third party fees (If applicable)

I/We hereby authorise payment of the following fees to the named third party until I/we notify you otherwise:

Name of adviser/third party	Initial fee	Ongoing fee
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 6 - WEBSITE ACCESS AND TERMS AND CONDITIONS

One of the features of our administration and reporting service is online reporting. For the protection of your privacy, please refer to the terms and conditions provided. In applying for a password and user ID for the website, www.multiport.com.au, you will be agreeing to be bound by the terms and conditions.

Please advise your nominated user ID and password below:

User ID

Password

(Please note that the user ID and password cannot be the same and must be at least 5, but no more than 12 characters long)

Terms and conditions

Please ensure that you have read and understood these before you sign the form below.

1. Security

As a user of the website, you may nominate your own user ID and password. To maintain security you must keep your user ID and password confidential and store them separately at all times. You must not disclose your user ID or password to any other person or circulate or reveal any confidential information regarding it. Access to the website is only available to you whilst you hold a current user ID and password. Once access is granted, all actions will be deemed to be made by you or made with your authority.

If you feel that your user ID or password have been compromised, lost or misplaced, please contact us immediately by telephone on (02) 9230 0177, fax (02) 9230 0188 or email help@multiport.com.au. You may cancel your registration with us at any time in writing.

2. Indemnity

You agree to indemnify us, and all other users of www.multiport.com.au against any claim, loss, cost, damage, action or expense which we or any other user may experience arising from your unlawful, negligent or wrongful use of the website, your failure to keep your user ID or password confidential, the use of www.multiport.com.au by any other person on your behalf, the use of your password by any other person, the unauthorised use or circulation of information not in the public domain accessed and available to you through your access to www.multiport.com.au

3. Liability of Multiport Pty Ltd ACN 097 695 988

The website allows you access to information regarding your portfolio and it also provides reports and information including (but not limited to) current portfolio details, investment comparisons, bank statements and asset allocation. We will take all reasonable steps to ensure the information provided on www.multiport.com.au is accurate, current and complete. We will not be liable for any loss or damage resulting from:

- i) any omission, error or inaccuracy in information provided to us, including information provided by third parties
- ii) any unauthorised access to information on www.multiport.com.au (including your portfolio details), and
- iii) any unavailability of www.multiport.com.au or the failure of any function to perform in whole, or in part, on the website.

We will use our best efforts to provide access to www.multiport.com.au on a 24 hour basis. However, there may be interruptions to the site to facilitate maintenance or other reasons. We will not be liable for interruptions to www.multiport.com.au

4. Changes to the website

We reserve the right to change, remove or add to the information provided on the website, and to also limit access or cease providing information or certain information on the website.

5. Change of conditions

We reserve the right to change these terms and conditions of use at any time without notice to you.

6. Fees

Fees may be charged in relation to the access and use of the website. We will provide you with 30 days prior written notice and details of any fees before they are introduced or changed, however, it is not intended that fees will be charged.

7. Denial of access

We reserve the right to deny access to the website and/or particular portfolio details including where:

- i) you fail to keep your user ID or password secure, and
- ii) in our opinion, there are concerns regarding security or unauthorised access.

We have discretion to terminate access to the services and any information on this website and to terminate your user ID or password without notice.

8. Internet access

We have put in place specific security systems on the website, but we are unable to guarantee that in all circumstances that the site or the information contained on the site will not be subject to unauthorised access. We will not be liable for any loss, damage, claims, expenses arising from the unauthorised access to the site or information (including client records) retained on the site.

9. Transactions

Any transactions involving the movement of funds (for example, switches or withdrawals) will be processed in line with our current documentation relating to your investments.

10. Information from other providers

We use third party providers to provide investor information for the website. This information has not been prepared to take into account individual investment needs and objectives and therefore are not intended to be, and should not be relied upon for the purpose of making investment decisions. You should consult your financial adviser before making any investment decisions.

11. Ownership

We publish the website www.multiport.com.au. All information contained within the website is the copyright of Multiport Pty Ltd. You may not modify, tamper or alter the website, or the information contained on the site in any way. There are a number of registered trademarks, logos and symbols on this website which are either owned by Multiport Pty Ltd, or used with the permission of the trademark owners. You may not download, reproduce, transfer, publish, alter or use any such logos, symbols or trademarks for any purpose.

SECTION 7 - DECLARATIONS AND CONSENTS

Privacy policy

We are collecting your information to provide services you have requested. Some information is required under laws relating to these services. If your information is sensitive (eg health information), we will use it only for the purpose for which it was provided. We may use non-sensitive information for related purposes, such as maintaining our relationship with you. If you authorise us, or if legally required, we may share your information with external parties such as administrators, your banking service, your financial adviser and accountant, and government bodies. For our Privacy Statement, visit our internet site. To view or correct any information please contact us.

Personal information and privacy

- I/We acknowledge that you and my adviser (specified on page 6 of this form) collect my personal information in relation to my self managed superannuation fund in accordance with the above privacy policy.
- I/We consent to my personal information being available for marketing use by Multiport and my nominated adviser.

Declarations and consents

I/We agree to the website terms and conditions set out in section 6.

I/We hereby declare that the above information is true and correct.

I/We authorise you to contact the prior administrator of the portfolio to obtain necessary records and information to enable you to undertake the administration of the portfolio.

I/We acknowledge and agree that Multiport (and any person appointed by Multiport to act on its behalf) is appointed on the date set out below as the administrator of the portfolio.

I/We agree to Multiport and my/our adviser as set in section 5 (and any other person so designated by me/us) providing all information, documents and records to each other regarding my/our interests in the portfolio so that Multiport may perform the administration of the portfolio. I/We also understand that this may be by phone, facsimile, internet or other electronic means.

I/We hereby authorise Multiport to deduct and pay from the portfolio's cash account/bank account its fees as agreed in writing and my/our adviser or a third party as set out in this document.

I/We agree that neither I/we nor any person claiming through me has any claim to Multiport in relation to a payment made or action taken by Multiport under any of the facilities, if the payment or instruction is made in accordance with the relevant conditions and includes instructions that are later not shown to have been made by me.

I/We acknowledge that Multiport is entitled either to cancel or change the terms and conditions of the facilities, including the replacement of the administrator, but may not do so without written notice.

Portfolio name

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
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Client name

Client signature

Date

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
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Client name

Client signature

Date

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
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Client name

Client signature

Date

<input type="text"/>	<input type="text"/>	<input type="text" value="/ /"/>
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Client name

Client signature

Date