

Professional Investment Portfolio Administration

Portfolio Administration Service Agreement



PPA

Administration Services Pty Ltd

ABN 21 099 015 086

Locked Bag 8144

Malvern Vic 3144

Phone: 03 9504 8848

Fax: 03 9504 8544

PPA Portfolio Administration Service Agreement

This document is the agreement for a portfolio administration service between PPA Administration Services Pty Ltd (PPA) and the investor described below.

Under this agreement PPA will on behalf of the investor:

- Assume responsibility for the processing of the investor's investment portfolio correspondence, the recording of the financial aspects of such correspondence and the banking of income and other receipts due to the investor to a cash management or other like account nominated by the investor,
- Issue portfolio reports for the quarters ending September, December, March and June of each financial year to the investor,
- Forward to the investor (or the investor's investment advisor) any correspondence received by PPA requiring action on behalf of the investor such as new issues, rights and placements, and
- Provide the investor with an annual source document file containing all relevant tax related correspondence received by PPA.

Administration Authority

The investor authorises PPA to:

- Instruct Registries to change the investor's postal address to c/- PPA Administration Services Pty Ltd,
- Instruct Registries to direct credit the payment of monies due to the investor to the investor's cash management or other like account nominated in Section 5 - Cash Management Account,
- Advise Registries of the investor's Tax File Number and/or Australian Business Number,
- Obtain contract notes, ledger statements, transaction and account details and such other documentation and information as PPA may require from time to time including the establishment of on-line enquiry with Registries for this purpose,
- Amend the investor's account and investment registration details to that disclosed in this Agreement and to consolidate Shareholder Identification Number and Shareholder Reference Number holdings of the investor as required,
- Sign and seal and deliver any deed or instrument in writing on behalf of the investor that may be required to be so signed and sealed and delivered by the Registries in relation to the investor's investments, and
- To do such other act, matter or thing on behalf of the investor that is incidental to any of the above stated actions.

But the investor does not authorise PPA to:

- Undertake any action or make any instruction that would result in a change in the beneficial ownership of the investor's investments except where the investor has specifically instructed PPA in writing to execute any document giving effect to such change in beneficial ownership, and
- Undertake any action or make any instruction that would result in a disposition of the investor's cash funds and/or investments except where the investor has specifically instructed PPA in writing to execute any document giving effect to such a disposition.

In this document, registries means any share registry, investment manager or licensed security dealer that undertakes or manages investment ownership records.

Fill in sections 1a~1c for investments held in individual names.

Individuals who are trustees of trusts or superannuation funds should fill in this section.

Example: John Michael Citizen
Mary Jane Citizen

Fill in section 1d for investments held in a company.

Corporate trustees of trusts or superannuation funds should fill in this section.

Example: Citizen Holdings Pty Ltd

1. Investor Details

1a. Investor 1

Mr/Ms/Mrs/Other Surname

Given Names

Date of Birth

Day

Month

Year

Tax File Number

Tax Residence (if not Australia eg. New Zealand)

1b. Investor 2 (if applicable)

Mr/Ms/Mrs/Other Surname

Given Names

Date of Birth

Tax File Number

Tax Residence (if not Australia eg. New Zealand)

1c. Investor 3 (if applicable)

Mr/Ms/Mrs/Other Surname

Given Names

Date of Birth

Tax File Number

Tax Residence (if not Australia eg. New Zealand)

1d. Companies

Name (name of company)

ABN

Tax File Number

Tax Residence (if not Australia eg. New Zealand)

Contact Name (first name and surname of the individual PPA should contact)

Position (eg. Director)

This is your sub-account registration details (refer to your SRN/HIN statements for existing investments)

*Examples: Citizen Family A/C
Citizen Super A/C*

*Examples:
Citizen Family Superannuation Fund
Citizen Family Trust
J&M Citizen Partnership*

This is the address that PPA will use for all correspondence

PPA will use these numbers to contact you when written correspondence is inappropriate

Enter the start date from which you request PPA to produce its reports. For example, you should enter 1 July if you require reports for the whole tax year commencing from the preceding 1 July, even if you sign this agreement in November.

1e. Investor Sub-Account Designation Details

2. Superannuation Funds, Trusts or Partnerships

Name (name of Superannuation Fund, Trust or Partnership)

--

ABN

Tax File Number

--

--

3. Investor Contact Details

Investor Address

State

Postcode

--	--	--

--	--	--	--

Telephone - Business

Telephone - Home

()

()

Telephone - Mobile

Fax

--

()

E-mail address

--

4. Commencement Date of Portfolio Reporting

The commencement date of this agreement is:

Day	Month	Year
-----	-------	------

PPA

Administration Services Pty Ltd

ABN 21 099 015 086

Please ensure that this account is used primarily for investment transactions and has an on-line enquiry facility.

PPA will organise all monies to be paid to this nominated account.

PPA will work with this investment advisor to manage your investment documentation.

Your answers to these questions will help PPA work effectively with your financial advisor.

5. Cash Management Account

The investor nominates the following cash management account for the banking of income and other receipts received by PPA on behalf of the investor:

BSB Number

--	--	--	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--

Financial Institution

--

Branch

--

Account Name

6. Investment Advisor

The investor's investment advisor is:

Firm

--

Address

Advisor

--

Telephone

()

Investor's Account Number:

--

Is the investor CHES sponsored with the above firm?

Yes ☐ No ☐

Does the investor authorise PPA to organise the sponsorship of all investments where possible with the above firm?

Yes ☐ No ☐

Are investment transactions settled by direct credit/debit authority with the above firm?

Yes ☐ No ☐

Are settlements made to the cash management account nominated above?

Yes ☐ No ☐

continued on next page.....

Does the investor authorise PPA to forward correspondence requiring an investment decision to the investor's investment advisor?
(If No, any correspondence will be sent directly to the investor).

Yes ☐ No ☐

Does the investor authorise PPA to disclose financial details and issue duplicate portfolio reports to the investment advisor?

Yes ☐ No ☐

The investor acknowledges that PPA may at its discretion remit a portion of its fees to the investment advisor in recognition of the administrative support provided by the advisor to PPA.

7. Income Tax Assumptions

PPA will estimate income tax liabilities based on the investor assumptions below.

For individuals/trusts/partnerships please specify the tax rate to apply

%

For superannuation funds and corporate taxpayers, PPA will apply the current applicable complying superannuation fund or corporate tax rate.

Is the investor subject to GST?

Yes ☐ No ☐

8. Self Managed Superannuation Funds

Does the investor wish to appoint a PPA affiliate to prepare the fund's statutory accounts and income tax return?

Yes ☐ No ☐

A fee of approximately \$950 per annum (plus GST) and a separate fee for audit of the fund applies for this service.

9. Details of Commencing Investment Portfolio

We need the details of your commencing investment portfolio and would appreciate if you could collate your records and attach them to this agreement. **Please attach COPIES only.**
The records we require are:

Relevant SRN/HIN statements or a list of your sponsored holdings where you are broker sponsored

Documents Attached?

Yes ☐ No ☐

Investment purchase details – either a list detailing purchases including purchase dates and purchase costs or copies of contract notes

Yes ☐ No ☐

A recent statement of your cash management account

Yes ☐ No ☐

Details of regular deposits to or withdrawals from the cash management account

Yes ☐ No ☐

Self managed superannuation fund – a copy of the fund's last statutory accounts and income tax return

Yes ☐ No ☐

10. Dividend Reinvestment Plans (DRP's)

PPA's policy is for investors to receive dividend income and not to subscribe to DRP's. PPA will not ordinarily on-forward DRP correspondence to the investor. If the investor wishes to participate in DRP's, there will be an additional charge for this service.

Do you want PPA to on-forward DRP correspondence?

Yes ☐ No ☐

*If you answer Yes to this question
PPA will contact you to discuss
your requirements.*

PPA

Administration Services Pty Ltd

ABN 21 099 015 086

11. Portfolio Administration Service Fee

The cost of the portfolio administration service as agreed with PPA is

%

 per annum (plus GST) and :

- Applies from the service commencement date in Section 4 - Commencement Date,
- Is subject to a minimum fee of \$375 per quarter or \$1,500 per annum (plus GST) payable quarterly in advance, and
- Is calculated on Total Portfolio Valuation (TPV). TPV means the total value of investments at market value including the balance of the cash management account before borrowings, income tax provision and accruals at the commencement of each quarter. PPA reserves the right to vary its basis of fee calculation by using the average of TPV calculated at each month end during the quarter if there are material movements in the investor's capital account or by substituting Total Transaction Values (TTV) in lieu of TPV for highly active accounts. TTV means the sum of all investment purchases and sales during the quarter.

12. Service Termination

PPA reserves the right to terminate this agreement and withdraw its services by providing 30 days written notice to the investor. The investor reserves the right to terminate this agreement by providing 30 days written notice to PPA. In the event of service termination PPA will instruct Registries to change the investor's postal address to that listed in Section 3 - Investor Contact Details unless otherwise instructed in writing by the investor.

13. Investment Advisor Only

The investment advisor must complete and date this section to enable PPA to remunerate the advisor.

Signature of Advisor

Date / /

Dealer Code

Dealer Stamp

Advisor Code

PPA use only:

Please sign as applicable to your circumstances.

14. Signatures

14a. Individual Investors

Signature of Investor 1

	<i>Date</i> / /
--	-------------------

Signature of Investor 2

	<i>Date</i> / /
--	-------------------

Signature of Investor 3

	<i>Date</i> / /
--	-------------------

14b. Companies Signing Under Seal

Signature of Director

	<i>Date</i> / /
--	-------------------

Name of Director (*please print*)

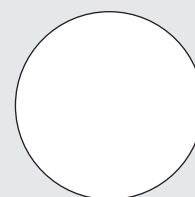
--

Signature of Director or Secretary

	<i>Date</i> / /
--	-------------------

Name of Director or Secretary (*please print*)

--



Affix Company Seal

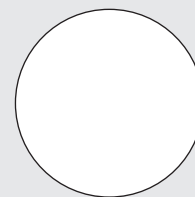
14c. Sole Director/Secretary Companies Signing Under Seal

Signature of sole Director/Secretary

	<i>Date</i> / /
--	-------------------

Name of sole Director/Secretary (*please print*)

--



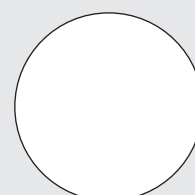
Affix Company Seal

15. Agreement Confirmation

PPA will confirm this agreement by providing the investor with a signed copy.

	<i>Date</i> / /
--	-------------------

PPA Administration Services Pty Ltd



Affix Company Seal

Please post this completed agreement to: **PPA Administration Services Pty Ltd**
Locked Bag 8144, Malvern, Vic 3144