



Portfolio Management Service Adviser guide

1 September 2014

What is the Portfolio Management Service?

Managing an investment portfolio today is a full-time job, and the ever-increasing complexities of the taxation system make accurate record keeping essential.

Our Portfolio Management Service (PMS) provides you and your clients with a comprehensive administration, reporting and record-keeping facility that takes the headache out of managing investments. With so much information available, you and your clients will be better informed when important decisions need to be made.

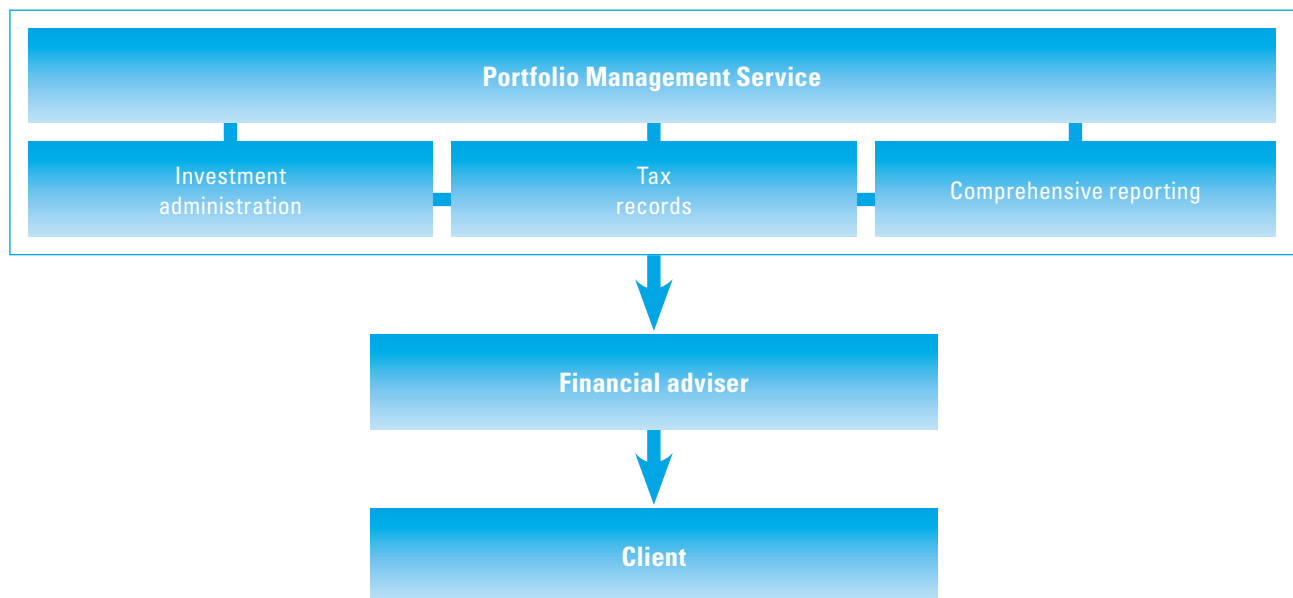
Why choose the Portfolio Management Service?

With two investment menus and a choice of investment ownership, the PMS enables you and your clients to construct a truly unique investment portfolio of direct property, direct shares, retail and wholesale managed funds and fixed interest, as well as some of the more non-traditional assets – antiques, collectables and artworks. If an asset can be valued, it can be included in your clients' portfolios. The PMS is particularly suited to your clients who have a diverse range of investments because it provides consolidated reporting on all assets. This makes the PMS ideal for SMSF trustees, private unit trusts, family trusts and individuals.

About us

We provide a comprehensive range of investment management, estate planning and administration, superannuation, accountancy and trustee services. These services are enhanced by specialist advice in the areas of Wills, retirement planning and powers of attorney that enable you to offer your clients access to a complete solution for the management, preservation and transfer of their wealth.

We have been providing financial services to people and businesses throughout Australia for over 130 years. As a prominent licensed trustee company we hold an Australian Financial Services Licence and have offices across Australia.



1. Choice of investment menu

Select investment menu	Unrestricted investment menu
Ownership: Custodial only	Ownership: Custodial or own name
Investments available: <ul style="list-style-type: none"> IOOF MultiMix Trusts. ASX listed securities including direct shares, exchange traded funds and hybrid securities. 	Investments available: <ul style="list-style-type: none"> Wholesale managed funds. Retail managed funds upon application (including IOOF MultiMix Trusts). ASX listed securities including direct shares, exchange traded funds and hybrid securities. Term deposits. Unlisted investments. Private assets including property.

2. Choice of investment ownership

a) Custodial ownership

Under a custodial ownership arrangement, we have custody of your client's investments but they retain the beneficial ownership. All investments are legally held by us in the name of Australian Executor Trustees in trust for your client, not in their name. We will manage all the share registry paperwork on behalf of your client and they will generally not receive any direct communications from the underlying investment managers.

b) Own name ownership

As the legal and beneficial owner of the investments, all assets (except wholesale funds and those that are held by the margin lender) are held in your client's name directly. Assets can be added to, or removed from, a portfolio without the need for a formal change of ownership (except for wholesale funds which are held under a custodial arrangement).

3. Real portfolio administration

We document the complete history of each asset within your client's portfolio which means the purchase date of the asset will be just that – not the date the asset came under our administration.

If you can provide us with share scrip information and all relevant tax parcel history, we will record this in the portfolio. The taxation reporting and online reports you access are then a true reflection of your client's portfolio.

4. Effective tax minimisation and planning opportunities

We maintain your client's capital gains records from the purchase date of the investment, which is not necessarily the date the investment came under our administration.

The PMS creates tax planning opportunities for your clients. With full taxation information on the investments in their portfolio, you can select the tax parcels you wish to sell.

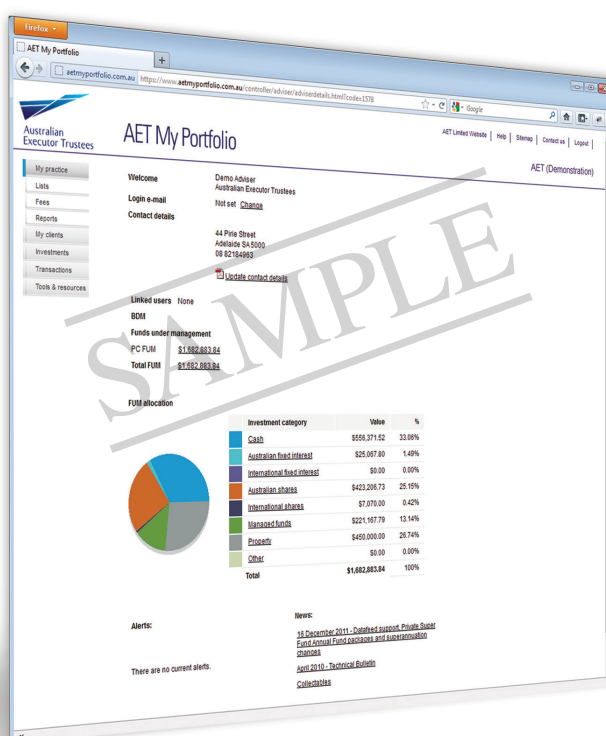
5. Comprehensive online access

Our website, AET My Portfolio, has extensive functionality and is easy to use.

You can access a complete suite of client reports, including:

- cash account statements
- portfolio valuation statements
- performance reports
- capital gains tax reports
- year-end reports.

When we hold your client's assets in custody, using AET My Portfolio, you can buy and sell ASX equities online through our preferred broker.



A complete suite of administration services for your clients

On establishment we will:

- set up the portfolio
- document all taxation and share scrip information on investments being added to the portfolio, as provided by you.

The day-to-day administration services we will provide to the portfolio include:

- all correspondence with brokers, fund managers and registries on your behalf
- recording and reporting on all portfolio investments
- processing all investment transactions:
 - unlisted assets: we will buy and sell on behalf of your client
 - listed investments: you will need to place the trade with your preferred broker and we will support settlement through the client's linked cash account with us
- maintaining the cash account, investment registers and capital gains tax records
- daily updates of portfolio values
- collecting portfolio income and paying portfolio expenses
- capital gains tax calculations
- notification when action is required for corporate actions, new issues and takeovers
- safe custody of scrip, share holding statements and other certificates.

Our year-end administration services and comprehensive taxation reporting includes:

- gains or losses from the sales of assets
- information on each acquisition listed separately
- the effects of indexation and/or discounting
- corporate action results from new issues, bonus issues and takeovers.

How to apply for the Portfolio Management Service

Firstly, your client needs to read and consider the Portfolio Management Service investor brochure, then complete the relevant application forms and return these to us.

Please note that the PMS is only available through a licensed financial adviser.

Contact us

We want to help you grow your business. To help you do this, we have a technical services manager, a training manager and a team of business development managers to support you and your office staff.

If you have any questions please contact us:

Freecall 1800 254 180

Email aetclientservices@aetlimited.com.au

Web www.aetmyportfolio.com.au