

## Instruction Sheet - Listed Equities



If you intend to purchase ASX listed equities please forward this to your broker.

The following is a list of steps to ensure efficient settlement when trading in listed equities.

**CommSec Adviser Services should receive a copy of the contract note for every trade in listed equities.**

**The copy should be sent to:**

CommSec Adviser Services  
Locked Bag 34  
Australia Square NSW 1214  
Attn: Equities Settlements Dept  
Fax: (02) 8292 5532

*NB: If a copy of the contract note is not received in this office by noon on T+2, the trade will not settle on T+3 (ie the settlement date).*

**The account with your broker should be set up as follows:**

Client/account name  
<CommSec Adviser Services IL number "XXXX" >,  
Client/account address

Please ensure CommSec Adviser Services Investment Loan number is listed on the client's account. Shares will be registered in sponsored format in client's own name.

*NB: sponsorship will have no account designation - ie "CommSec Adviser Services IL number XXXX" will not be part of the registration details).*

The maximum amount you can spend will be the difference between your credit limit and the amount already borrowed, subject to loan security ratios which are recalculated daily.

*NB: brokerage should be allowed for in total.*

**CommSec Adviser Services settlement agent is:**

Australian Investment Exchange Ltd (AUSIEX)  
Locked Bag 3005  
Australia Square NSW 1215  
Fax: 1300 793 596  
PID (Participant I.D.): 6381  
Settlement will be "DVP" with AUSIEX

**CommSec Adviser Services contact details:**

Contact us on 1800 252 351 Monday to Friday  
between 8.30am - 6pm Sydney time or  
e-mail us at [adviserservices@cba.com.au](mailto:adviserservices@cba.com.au)