



# At a glance

# Portfolio Service

## Bring it all together with our Portfolio Service

CommSec Adviser Services and Colonial First State have come together to create a unique way to administer your clients' portfolios. This innovative solution will provide a cost-effective administration and reporting service to help you manage custodial and directly held assets together, in one place.

Designed to overcome the challenges of managing assets off-platform, Portfolio Service's combination of investment choice, functionality and flexibility will allow you to deliver outstanding service to clients with sophisticated investment needs.

Portfolio Service is an administration and reporting service for the following directly held and custodial accounts:



### Accelerator Cash Account (ACA)

Central cash hub.



### Trading Account

Trade and manage listed securities.



### Managed Investments Account

Optional facility for managed funds, managed accounts<sup>1</sup> and term deposits.

Directly held in client's name

Held in custody<sup>2</sup>

**CommSec**  
Adviser Services

# Why choose Portfolio Service?

## Investment choice

Portfolio Service will offer an extensive range of investment options, including:



Cash



ASX listed securities including in-depth listed securities research



A range of wholesale managed funds along with comprehensive managed fund research



A suite of managed account portfolios<sup>1</sup>



Term deposits from a number of leading providers, across a range of terms (up to five years)

## Efficiency

Designed to grow your business, with less administration, Portfolio Service will include a range of tools to help drive efficiencies for your business:



### Consolidated reporting & streamlined administration

- Online corporate actions management, including a mail management service that handles all share registry paperwork
- Comprehensive client reporting including portfolio valuation, asset allocation, performance, capital gains, tax and income reports
- Capital gains reporting and parcel selection tools help calculate a client's capital gains tax position. Utilising first in, first out (FIFO), last in, first out (LIFO) or parcel selection methodology to enable your client to manage their capital gains' position
- Managed account<sup>1</sup> and model portfolio solutions to help streamline your business and gain greater efficiencies in client portfolio management



### Applications & transactions

- Streamlined account applications
- Efficient online transactions



### Data feeds

- Access to a range of data feeds including COIN, XPLAN, BGL, Platformplus and Class



### Visibility

- View key information at your fingertips with an intuitive adviser dashboard
- Receive notifications about account applications and maturing term deposits via Action Centre
- Third party access available for accountants and other third parties to view and print client reports
- Access for investors will allow your clients to view and print reports related to their Portfolio Service

## Flexibility



### Fee structure to suit your business model

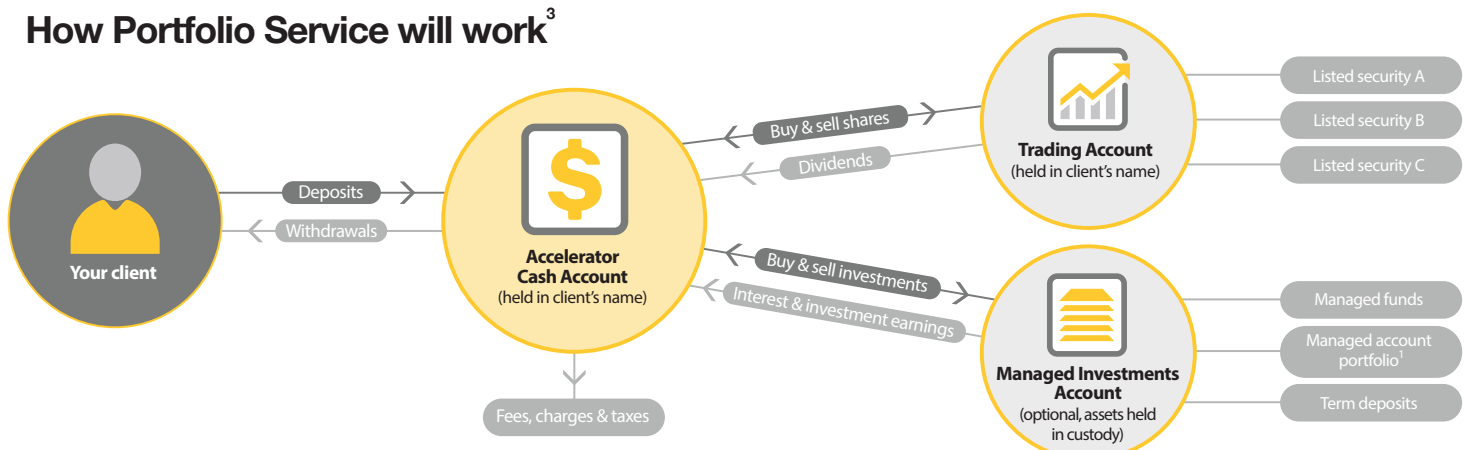
- Flat fee structure for the administration and reporting service
- Licensee groups can choose to absorb the Administration Fee, or pass on to clients
- An Administration Fee discount of up to 20% across related family members with linked Portfolio Services
- Ability to also facilitate the payment of your clients' fees with flexible options, including an Ad hoc Advice Fee, customisable Advice Fee and Licensee Service Fee tiers, and index linking of dollar-based ongoing fees



### Comprehensive portfolio management functionality

- You can transfer investments in-specie into the Trading Account and the Managed Investments Account, subject to approval
- An optional manual registry feature will allow you to record assets and liabilities held outside of Portfolio Service, giving you a more complete picture of your client's position
- A range of income reinvestment options for managed funds and dividend reinvestment plans for listed securities
- A range of regular investment options

## How Portfolio Service will work<sup>3</sup>





## Portfolio Service

Who can apply?	Investment options	Minimum amounts per transaction
<ul style="list-style-type: none"> <li>Individuals</li> <li>Joint investors</li> <li>Companies</li> <li>Trusts</li> <li>Self-managed super funds (SMSFs)</li> </ul>	<ul style="list-style-type: none"> <li>Cash – held directly in the client's name</li> <li>ASX listed securities - held directly in the client's name</li> <li>A range of wholesale managed funds</li> <li>A range of professionally managed account portfolios<sup>1</sup> from leading portfolio managers</li> <li>Term deposits from a range of institutions</li> </ul>	<ul style="list-style-type: none"> <li>Listed securities: \$500</li> <li>Managed funds: \$1 (purchases) and \$10 (sells)</li> <li>Term deposits: \$10,000</li> <li>Managed account portfolios<sup>1</sup>: refer to the relevant managed account disclosure document for any applicable minimum amounts</li> </ul>
ACA features <sup>4</sup>	Minimum opening ACA balance	
<ul style="list-style-type: none"> <li>Everyday banking functionality through NetBank, 24/7 phone banking, ATMs and Australia's largest retail banking network</li> <li>Keycard options</li> </ul>	<ul style="list-style-type: none"> <li>\$5,000</li> </ul>	
Mail house service	Online corporate actions management	
<p>All share registry correspondence including dividend statements, corporate actions and shareholder notices will be managed for you.</p> <p>You will be able to provide dividend instructions, such as dividend reinvestment plan nominations via our online portal.</p>	<p>You can participate in all corporate actions electronically via our online portal. You won't need to provide us with paperwork, signatures or manual payments for corporate actions.</p>	

## Regular facilities

Regular investment facility (paid from your client's ACA)	Income reinvestment facility	Regular sell facility
<p>Available on monthly, quarterly, half yearly or yearly frequencies. You can nominate to invest into:</p> <ul style="list-style-type: none"> <li>currently held managed funds or managed account portfolios<sup>1</sup>; or</li> <li>a linked model portfolio.</li> </ul> <p>You can nominate to regularly invest:</p> <ul style="list-style-type: none"> <li>a fixed dollar (\$) amount;</li> <li>surplus cash exceeding a specified dollar (\$) amount of the ACA balance; or</li> <li>surplus cash exceeding a specified percentage (%) of the Portfolio Service balance.</li> </ul>	<p><b>Managed funds</b> You may reinvest income into:</p> <ul style="list-style-type: none"> <li>the same managed fund;</li> <li>a linked model portfolio; or</li> <li>the ACA.</li> </ul> <p><b>Listed securities – dividend reinvestment plan (DRP)</b></p> <ul style="list-style-type: none"> <li>Dividend income from listed securities can be reinvested into shares in the company if a DRP is offered by the company</li> <li>If a company does not offer a DRP, a cash dividend will be received and deposited into the ACA</li> <li>A DRP election is established at the Portfolio Service level and will apply to all ASX listed securities directly held within Portfolio Service, where DRP is available</li> </ul>	<p>Available on monthly, quarterly, half yearly or yearly frequencies.</p> <p>You can nominate to sell:</p> <ul style="list-style-type: none"> <li>a fixed dollar (\$) amount; or</li> <li>when the ACA balance is below a nominated dollar (\$) amount; or</li> <li>when the ACA balance is below a nominated percentage (%) of the Portfolio Service balance.</li> </ul>

## Reporting

Client reports	Business reports
<p><b>Online</b> (for advisers)</p> <ul style="list-style-type: none"> <li>Portfolio valuation</li> <li>Cash and Investment transaction statements</li> <li>Asset allocation</li> <li>Income statement reports</li> <li>Capital gains tax reporting</li> <li>Investment performance</li> <li>Portfolio return</li> <li>Transaction summary</li> <li>Fee report</li> <li>Tax invoice</li> </ul> <p><b>Online</b> (for investors)</p> <ul style="list-style-type: none"> <li>Portfolio valuation</li> <li>Transaction statement</li> <li>Asset allocation</li> <li>Income statement reports</li> <li>Capital gains tax reporting</li> <li>Performance</li> <li>Transaction summary</li> <li>Tax invoice</li> <li>Annual Managed Investments Account audit certificate</li> </ul> <p><b>Sent to clients<sup>5</sup></b></p> <ul style="list-style-type: none"> <li>Quarterly Portfolio Service statement</li> <li>Annual Portfolio Service statement</li> <li>Annual Portfolio Service tax statement</li> </ul>	<ul style="list-style-type: none"> <li>Model portfolio reporting</li> <li>Fee reporting</li> <li>Term deposits maturity reporting</li> <li>Investment transfer report</li> </ul>

## Portfolio Service fees

All figures disclosed below include GST. All fees relating to the Portfolio Service will be deducted from the client's ACA, unless otherwise agreed with the licensee group. Other fees and charges may apply. Please refer to the Portfolio Service Information Document for further information. This document will be available when Portfolio Service is launched.

### Administration Fee

The fee payable for the administration and reporting features of the Portfolio Service

\$2,200 per annum deducted from the ACA in arrears on a monthly basis. The fee is apportioned equally over 12 months. If a client joins or leaves Portfolio Service part way through the month, the fee will be prorated for the month.

A fee discount of up to 20% across related family members with linked Portfolio Services is available.

ACA	Trading Account	Managed Investments Account
No account keeping fees.  Other fees and charges may apply. Please refer to the ACA Standard Fees and Charges and ACA General Information Statement for further information.	No account keeping fees.  Brokerage is \$19.95 or 0.09% per trade (whichever is greater). An additional advice fee per trade may be charged on a fee-for-service basis.  Other fees and charges may apply. Please refer to the Share Trading Terms and Conditions and Financial Services Guide for further information.	No additional administration fees.  Transaction and other fees and charges (such as management costs for the relevant chosen investment option) may apply, including indirect cost ratios and buy/sell spreads. Please refer to the Managed Investments Account IDPS Guide and disclosure document for each investment for further information.

## Your advice fees

Portfolio Service offers the ability to facilitate the payment of your advice-related fees with flexible options for the following:

- Model Portfolio Management Fee
- Advice Fee
- Licensee Service Fee

<sup>1</sup> Managed accounts will be available within Portfolio Service in the future.

<sup>2</sup> The client is the beneficial owner of the investments in the Managed Investments Account.

<sup>3</sup> Income and fees relating to managed account portfolios will be credited to/deducted from the cash holding in the portfolio.

<sup>4</sup> Keycards are only available to customers with an Australian postal address.

<sup>5</sup> Statements issued by the Bank for the ACA will continue to be sent to your client.

## Find out more about Portfolio Service

For further information about Portfolio Service, please contact your CommSec Adviser Service or Colonial First State Business Development Manager or call CommSec Adviser Services on **1800 252 351**

Please refer to the Portfolio Service Information Document for more information on this offer and prior to providing advice on Portfolio Service to your clients. This document will be available when Portfolio Service is launched.

### Adviser use only

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Portfolio Service provides access to the Trading Account, Accelerator Cash Account (ACA) and Managed Investments Account, an investor directed portfolio service (IDPS). The Trading Account is a service provided by AUSIEX, a Participant of the ASX Group and Chi-X Australia. The ACA is a deposit product issued by the Bank and administered by AUSIEX, under the brand CommSec Adviser Services. The Managed Investments Account is an investor directed portfolio service operated by CFSCS.

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