PRIVATE WEALTH SERVICE COVERSHEET

BELL POTTER

ACCOUNT INFORMATION

Account Number | Account Name

Account Designation (if applicable)

- [ ] PWS
- [ ] PWSBRO (Brokerage Free Rate)
- [ ] Discretionary Account (Please attach MDA Agreement)
- [ ] Non-resident for tax purposes
- [ ] Margin Lending

HIN

CASH TRADING ACCOUNT DETAILS

- [ ] Macquarie Cash Management Account
- [ ] Macquarie Accelerator Account
- [ ] Bell Potter Cash Trust Account

Complete prior to Application Form submission

- [ ] Confirm bank account(s) are linked on Fusion
- [ ] Verify bank account is not linked to another Fusion account

DEBIT/CREDIT INSTRUCTIONS FOR FEES & INCOME

- [ ] Cash Trading Account (as above)
- [ ] Margin Lending Account

TRADE MATCH TYPE (Please note, if no option is selected, the default method will be used)

- [ ] FIFO
- [ ] MIN GAIN
- [ ] MAX GAIN
- [ ] Manual

FEES

- [ ] Family Grouped for Billing

Linked Accounts

- [ ] Fee Exceptions
- [ ] Fee Approval Attached
- [ ] OFA letter signed and approved by Financial Planning team

Please note: Fee exceptions must match across all accounts in family group

Special Fee Instructions

Comments

INVESTMENT & COST BASE HISTORY

- [ ] Cash Only
- [ ] All securities acquired via Bell Potter

Estimated Portfolio Value

Assets Transferring in

- [ ] Assets from Deceased Estate
- [ ] Issuer Sponsored Holdings
- [ ] Managed Funds
- [ ] Non-standard Assets
- [ ] Self-Managed Super Fund
- [ ] Listed ASX - HIN from another CHESS Participant

ADVISER NOTES / SPECIAL INSTRUCTIONS

Completed by Adviser/DA | Date

TEAM LEADER TO COMPLETE

- [ ] Application checked for completeness
- [ ] LPOA signed
- [ ] Ongoing Fees (OFA)
- [ ] Fees checked and custom fee approval reviewed
- [ ] Account added to New Account Register
- [ ] Fees Approved by Senior Leadership
- [ ] Fee Allocation in Praemium

Signed off by | Date

APPENDIX A: ACCOUNT ESTABLISHMENT & RECONSTRUCTION – COST BASE INFORMATION

PWS provides full financial year CGT reporting as part of its service. The below specifies the required documentation in order to assist with the reconstruction of a client's portfolio.

This information can be sourced from a previous administrator, broker, accountant, share registries or via client records.

Please Note: Details provided for Cost Base reconstruction should be the original acquisition date and price or reduced Cost Base for each individual parcel. An average cost/total cost for number of shares held is insufficient to reconstruct a client portfolio.
If accurate Cost History is unknown/cannot be supplied for a specific parcel or asset, an acquisition date of unknown and zero cost will be applied. A CGT calculation will not be provided for these parcels/assets.

For assets transferring onto the service, please provide as applicable:

☐	**Account previously on a portfolio administration platform/ accountant**	– Portfolio Valuation (as at 30 June and date prior to stocks transferring) – Transaction History (from 30 June to date) – Realised and Unrealised CGT (from 1 July to date)
☐	**Listed Holdings – HIN from another Broker/ Margin Lender**	– Portfolio Valuation (as at 30 June and date prior to stocks transferring) – Transaction History (from inception to date)
☐	**Off Market Transfers – No change of Beneficial Owner**	– Cost History of purchases and sales, including corporate actions taken up
☐	**Off Market Transfer – Change of Beneficial Owner**	– Consideration and date of purchase
☐	**Issuer Sponsored Holdings**	– Holding Statement (clearly showing registration details and SRN) – Transaction Statement – Cost History of purchases and sales, including corporate actions taken up
☐	**Beneficiary of a Deceased Estate**	– Original Cost History of the Estate – Date of Death of the Individual
☐	**Individual to Joint Account (Individual's original cost will be carried forward)**	– Individual's original Cost History
☐	**From a Wrap Service (Assets will be only be reported from transfer in date)**	– Refer to individual asset requirements
☐	**Managed Funds**	– Current Statement (clearly showing the Investor Number) – Transferring funds from a Wrap service into the client's name can be complex. PWS will advise you on the process where applicable
☐	**Non-standard Assets**	– Holding Statement (clearly showing registration details and Investor Number) – Transaction Statement – Cost History of purchases and sales
☐	**Super Funds**	– Require an Unrealised CGT report as at 30 June and subsequent transactions from 1 July