

Investing in the Bell Potter Managed Investments IDPS

Step 1

Evaluate the investment options by

- Reviewing the Investment Menus
- Reviewing the Bell Potter Research list of Recommended Funds in each asset class
- Reviewing Lonsec Research considering only investments that are rated 'Investment Grade' or above

How/Where:

- Private Wealth tab on the Client Profile in *Fusion* – includes links to the Investment Menus and Client Guide
- *Intranet* – Private Wealth Service section which contains:
 - Client Guide (includes the IDPS PDS)
 - Investment Menus
 - Lonsec Research?
 - Bell Potter Recommended List

Step 2

Make recommendation to client by sending the following documents:

- A SOA (retail only?) which includes a Basis of Advice. The BOA can be:
 - Bell Potter written (Recommended Funds only); or
 - LonSec one pager for Investment Grade funds outside of Recommended List
 - If fund is not Investment Grade. BOA with rationale for selection in light of client best interest required to be submitted to, and reviewed by CIO before proceeding
- PDF of the Client Guide (includes IDPS PDS)
- The PDS of the underlying investment fund being proposed.

Save the email correspondence and attachments on Client Profile on Fusion.

How/Where:

- Manual SOA to be generated on Fusion
- Intranet – Private Wealth Service section which contains:
 - Client Guide (includes the IDPS PDS)
 - Investment Menus
 - Lonsec Research?
 - Bell Potter Recommended List
- PDS to be sourced from the Fund Manager website (ensure the correct fund is selected)

Step 3

Execute the transaction by:

- Setting up the IDPS Account on Praemium (if they don't already have one)
- Transfer the funds from source to the new IDPS Cash Account from which the trade can be placed
- Make the fund application on Praemium (see step by step guide)

How/Where:

- Praemium portal – all applications are made on the Adviser Portal by the adviser and supported by the PWS service team.
- Funding will need to be transferred from Cash Trading Account (CMA, BFT etc) to the IDPS cash account to fund the investment. This is done as a funds transfer.
- Step by step guides are available for this process