



DOMINION

Dominion Portfolio Service Supplementary Information and Financial Services Guide

Issued 30 August 2011

Issued by Oasis Fund Management Limited
ABN 38 106 045 050, AFSL 274331 as Operator of
the Dominion Portfolio Service (Portfolio Service).

About this Supplementary Information and Financial Services Guide

This Supplementary Information and Financial Services Guide (SIFSG) is to be read in conjunction with the Information and Financial Services Guide issued on 21 June 2010 (IFSG) for the Dominion Portfolio Service.

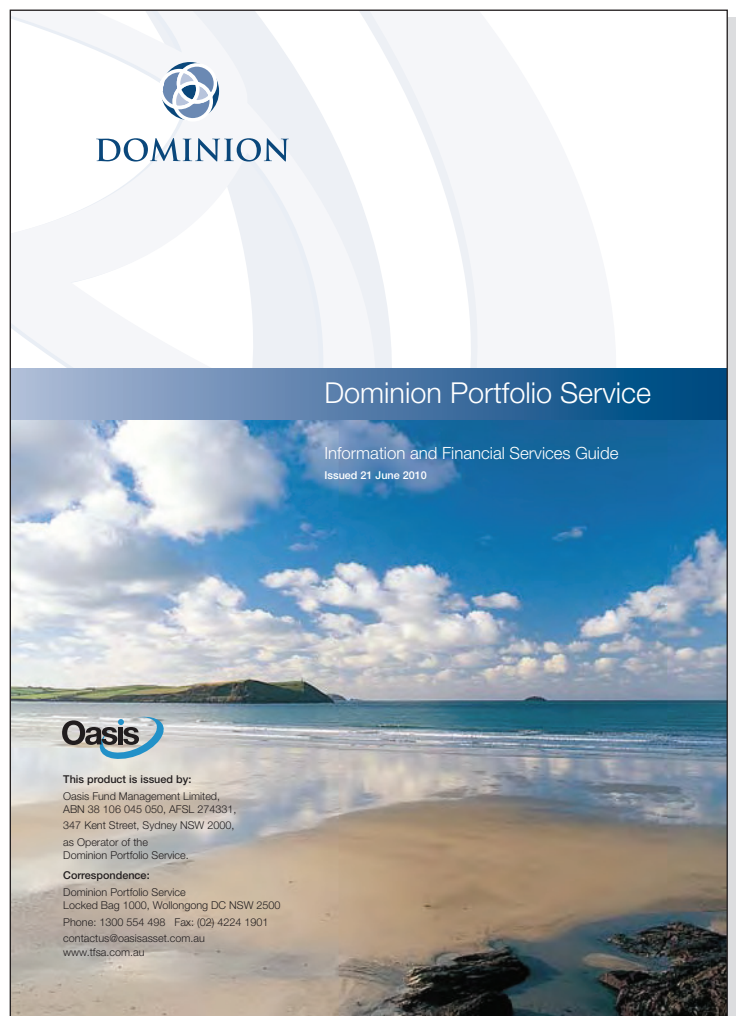
From 30 August 2011, the Information and Financial Services Guide for the Dominion Portfolio Service comprises:

- the IFSG, and
- this SIFSG.

Purpose of this SIFSG

The purpose of this SIFSG is to disclose:

- the increase of the amount of the Adviser Service fee
- the removal of the adviser portion of the Administration fee, and
- the change of the new distributor of this product to TFS Operations Pty Limited (ABN 86 146 108 367).



(a) Page 6

The section titled 'Adviser Service fee' is deleted and replaced as follows:

Adviser Service fee*

Up to 2.05% p.a. of your account balance.

(b) Page 13

The section titled 'Adviser remuneration', is to be deleted and replaced by:

Adviser remuneration

Your adviser will assist you to plan, implement and evaluate your financial strategy to help you reach your goals. Your adviser will also implement ongoing account transactions. Therefore your adviser will receive payment (remuneration) for providing these services.

Your adviser meets their expenses from this remuneration, and also relies on it to provide an income.

The distributor of this product (with which your adviser is associated), may be entitled to receive a share of the Administration fee.

The fees paid to your adviser are as follows:

- **Deposit fee** – this fee generally cannot exceed 4.40% including GST (\$440 per \$10,000 invested) and may be levied on deposits you make. This fee is negotiable with your adviser and is included in the fee table on page 10.
- **Adviser Service fee** – you may agree with your adviser on an additional Adviser Service fee of up to 2.20% p.a. including GST of your account balance (up to \$220 per \$10,000 invested). This fee is negotiable with your adviser and if applicable, will be deducted half monthly from your Cash Account. Your account balance for the purposes of the Adviser Service fee includes 100% of the value of any external assets for which you use the Integrated Portfolio Reporting Service in addition to the managed investments and listed securities you hold within the Portfolio Service.

Note: The actual amounts paid by you are reduced by the amount of the Reduced Input Tax Credit (RITC).

Alterations in adviser remuneration

You can negotiate the Deposit fee and Adviser Service fee with your adviser. Written authorisation from you is required to change the adviser fees on your account.

(c) Page 15

The section titled 'Other payments' is to be deleted.

(d) Page 15

The section titled 'Investment management and other supplier payments' is to be deleted and replaced as follows:

Investment management and other supplier payments

The Operator may receive payments from investment managers and other financial institutions (Institutions). These amounts are generally calculated on the value of the assets invested with the Institution and are paid at a rate of up to 1.10% p.a. The Operator may pay TFS Operations Pty Limited (ABN 86 146 108 367) a portion of the amounts received. This is not an additional cost to you.

(e) Page 15

The section titled 'Total Financial Solutions Australia Pty Ltd' is to be deleted and replaced as follows:

TFS Operations Pty Limited

The Operator will pay TFS Operations Pty Limited a portion of the Administration fee as the distributor of this product. This payment does not represent an additional cost to you.

(f) Page 37 (Application form)

Step 13 of the Application form under the section titled 'Adviser Service fee' is to be deleted and replaced as follows:

Adviser Service fee

(The maximum fee is 2.20%)

 %

Percentage amount** including GST **OR**

(0 – 2.20% p.a.)

 %

Flat dollar amount** including GST

IMPORTANT NOTE: The change to the Adviser Service fee shown above is disclosed on the Application form on the next page. As such, new members must use the Application form on the next page to join the Portfolio Service.

STEP 3. Details of applicant/s (continued)

Residential address*:
 State: Postcode:

Postal address:
 State: Postcode:

Home phone: Work phone:

Mobile phone: Fax:

Email address:

Applicant 2 (joint owner)

Title: Mr Mrs Miss Ms Other:

Surname:

Given names:

Date of birth: / /

Residential address*:
 State: Postcode:

Postal address:
 State: Postcode:

Home phone: Work phone:

Mobile phone: Fax:

Email address:

* If you wish to have listed security trading on your account you must provide a residential address.

STEP 4. Listed securities nomination & dividend election (optional)

This section is to be completed if you wish to invest in listed securities. When completing your dividend election, note that the option you nominate (tick one box only), will apply to all your dividend paying listed securities. Please ensure that you have provided a residential address at Step 3.

- Cash Account – All dividends from all listed securities will be deposited in your Cash Account (default)* OR**
- Dividend Reinvestment Plan – All dividends from listed securities (where applicable), will be reinvested in the relevant listed security **

* If you have provided conflicting instructions, the Operator will apply the default and deposit all dividends in your Cash Account.

** Dividends will be reinvested for those listed securities where a Dividend Reinvestment Plan is available. Where this is not the case, dividends will be deposited in your Cash Account.

STEP 5. Initial investment details

How will this investment be made?

- Cheque; make cheques payable to the Dominion Portfolio Service
- EFT/Easy Payment*
- BPAY*
- Direct Debit Request (DDR)*

* Please contact Client Services for information on making an investment via EFT/Easy Payment, BPAY or DDR.

STEP 9. Regular withdrawal facility

I/we wish to make use of the regular withdrawal facility*:

Yes **OR** No (go to Step 10)

* Please note that the regular withdrawal facility is not available to investors with margin lending accounts.

Please indicate the month you wish your withdrawals to commence:

Please indicate the amount and frequency of withdrawals.

Withdrawals are scheduled for the 5th day of the month. Please allow three days prior to the first withdrawal for processing.

Amount: \$

Frequency: Monthly **OR** Quarterly **OR** Half yearly **OR** Annually

If you would like to use the regular withdrawal facility you must complete Step 10.

STEP 10. Nominated bank account

The details of my/our bank/credit union/building society account to which withdrawals and/or distributions should be paid are as follows:

Financial institution:

Branch:

Account name:

BSB number: - Account number:

STEP 11. Personal representative facility

I/we wish to appoint a personal representative:

Yes **OR** No (go to Step 12)

Personal representative's details

Title: Mr Mrs Miss Ms Other:

Surname:

Given names:

Postal address:

State: Postcode:

Home phone: Work phone:

Mobile phone: Fax:

Email address:

- In signing, I/we acknowledge that I/we understand that by appointing a personal representative, the Operator will act on instructions from the personal representative as if those instructions were made by myself/ourselves.

Signature of applicant:

Date: / /

Signature of personal representative:

Date: / /

STEP 12. Instructions for joint owners

Instructions to be signed by:

All owners **OR** Any owner **OR** A nominated owner

Name of nominated owner:

This nomination applies to future instructions only. All owners are required to sign a Application form.

STEP 13. Charges and brokerage (ADVISER USE ONLY)

Adviser company:

Adviser name:

Adviser code: (if known) Phone:

Email address:

Initial investment (applied to amounts supplied at Step 5 of the Investment authority)

Upfront fee / Option 1

(The maximum fee is 4.4%)

% Percentage amount* including GST **OR**

\$ Flat dollar amount** including GST **OR**

(0 – 4.4%)

Deferred fee / Option 2

1.1% **OR** 2.2% **OR** 3.3% **OR** 4.4% (includes GST) (\$5,000 minimum transfer)

Adviser Service fee

(The maximum fee is 2.20%)

% Percentage amount** including GST **OR**

\$ Flat dollar amount** including GST

(0 – 2.20% p.a.)

Additional and regular investments

(The maximum fee is 4.4%)

% Percentage amount* including GST

(0 – 4.4%)

Dealer's stamp

* If no amount is nominated, the maximum amount will apply.

** If no amount is nominated, a nil amount will apply.

Adviser's signature:

Date: / /

STEP 14. Declaration and authorisation

- I/we hereby apply to invest through the Dominion Portfolio Service (Portfolio Service).
- I/we hereby acknowledge that we have received and read the current Information and Financial Services Guide (Guide) and agree to the terms of the Portfolio Service as set out in the Guide, completed forms and the contract governing provision of the Portfolio Service.
- I/we agree that Oasis Fund Management Limited (Operator) is entitled to alter the terms and conditions of the Portfolio Service at any time after giving me/us notice.
- I/we agree that, in the case of jointly owned accounts, unless otherwise specified, either owner may issue instructions to the Operator.
- I/we authorise the Operator to provide my/our personal representative and/or adviser with information regarding my/our investments.
- I/we authorise the use of my/our Tax File Number(s) (TFN) or Australian Business Number (ABN), where it/they has/have been provided, for this and any subsequent investments through the Portfolio Service.
- I/we agree to indemnify the Operator in respect of any losses made as a result of my/our participation in the Integrated Portfolio Reporting Service (IPRS), except in the case of negligence and to the extent permitted by the law.
- I/we agree that I/we or my/our appointed adviser or agent am/are wholly responsible for the accuracy and currency of the information provided in relation to investments administered within the IPRS.
- I/we also acknowledge that Oasis Fund Management Limited does not take any responsibility for the accuracy and currency of investment information provided by me or my appointed adviser or agent in relation to investments administered within the IPRS.
- I/we undertake to check the accuracy and currency of valuations and transactions of my/our IPRS assets with those valuations and transactions provided on my/our quarterly and annual reports and contact my/our adviser or Client Services if I/we have any concerns.
- I/we acknowledge that the IPRS is a reporting service only and that the Operator takes no responsibility for the choice of investment that I/we acquire and subsequently arrange reporting for via the IPRS.
- I/we acknowledge that, while all care is taken in the provision of tax reporting, the Operator should not be taken to be providing tax advice and that I/we should seek the services of a tax professional if I/we require tax advice.
- I/we agree that when I/we acquire investments through the Portfolio Service, that I/we will obtain all necessary disclosure documents for the investments and any updated information either by contacting Client Services on 1300 554 498, by email at contactus@oasisasset.com.au or by visiting the website at www.tfsa.com.au
- I understand that my access to and use of the Dominion website is subject to my acceptance of the terms and conditions available at www.tfsa.com.au. Terms and conditions are also available by contacting Client Services on 1300 554 498. I have read and understand the terms and conditions and I undertake to observe and be bound by them.
- I/we understand that neither the Operator nor any of the managers of the investments offered through the Portfolio Service guarantee repayments of capital nor any particular rate of return.
- I/we agree to indemnify the Operator in respect of any losses made as a result of my/our participation in the Portfolio Service, except in the case of negligence and to the extent permitted by the law.
- Where I have an adviser, I authorise my adviser to transact on my behalf including transacting in listed securities and managed investments.
- I acknowledge that where my adviser provides instructions to the Operator, the Operator will act on those instructions without consulting me.
- I/we consent to my adviser transacting and receiving information on my behalf and agree not to hold the Operator responsible in any way for any transactions entered into by my adviser on my behalf.

Signatory requirements

- Application forms for individuals should be signed personally or under power of attorney.
- In the case of joint owners, the Application form should be signed by all owners or under power of attorney.
- In the case of partnerships, the Application form should be signed by the person authorised to sign on behalf of the partnership. The relevant partnership authority must be enclosed with the Application form.
- In the case of companies, the Application form should be signed by two directors or one director and the company secretary or the Sole director/Secretary or under power of attorney.
- In the case of unincorporated bodies, the Application form should be signed by authorised signatories.
- In the case of non-corporate trustees, the Application form should be signed by all of the trustees personally or under power of attorney.
- Where the Application form is signed under a power of attorney, the relevant power of attorney must be enclosed with the Application form.
- All signatories warrant that they have authority to enter into, invest through and give instructions in respect of the Portfolio Service.

This step continues on the next page.



DOMINION



DOMINION

Dominion Portfolio Service

Information and Financial Services Guide

Issued 21 June 2010



This product is issued by:

Oasis Fund Management Limited,
ABN 38 106 045 050, AFSL 274331,
347 Kent Street, Sydney NSW 2000,
as Operator of the
Dominion Portfolio Service.

Correspondence:

Dominion Portfolio Service
Locked Bag 1000, Wollongong DC NSW 2500
Phone: 1300 554 498 Fax: (02) 4224 1901
contactus@oasisasset.com.au
www.tfsa.com.au

About this Information and Financial Services Guide

Information and Financial Services Guide (Guide) for the Dominion Portfolio Service

This Guide describes the main features, benefits, costs and risks of investing in the Dominion Portfolio Service (Portfolio Service). The Portfolio Service is an 'Investor Directed Portfolio Service' (IDPS) governed by class orders made by the Australian Securities and Investments Commission (ASIC) under the Corporation Act. To invest in the Portfolio Service, you must complete an Application form.

Oasis Fund Management Limited (Oasis), ABN 38 106 045 050, AFSL 274331, issued this Guide on 21 June 2010.

Oasis Fund Management Limited (Operator) is the legal entity that operates the Portfolio Service.

The terms 'Operator', 'we', 'us' and 'our' in this Guide refer to Oasis Fund Management Limited.

The terms 'investor', 'you' and 'your' refer to the investor using the Portfolio Service.

An investment in the Portfolio Service does not represent an investment with, or liability of Oasis.

Oasis does not guarantee the repayment of capital or the growth in value or performance or return on any asset acquired using the Portfolio Service.

In the event of any material occurrence that results in the information contained in this Guide becoming false or misleading, the Operator will withdraw, replace or amend this Guide. Amendments will be made by issuing a supplementary guide.

Interests to which this Guide relates will only be issued to a personal investor on receipt of a completed Application form issued together with this Guide.

Obtaining advice before investing

If you require information or advice about your specific financial needs and objectives we recommend you consult your adviser.

Your adviser

The term 'adviser' refers to either a financial services licensee or an authorised representative of a financial services licensee.

In relation to the Portfolio Service, you may use the services of a professional adviser to provide:

- initial and ongoing advice and guidance
- education and financial planning services.

If you require assistance with your Portfolio Service account, you should consult your adviser.

Your adviser may receive payment for providing these services. The amount they receive is included in certain fees charged to your account.

If you need more information

You can obtain further information about the Portfolio Service and the Operator by contacting Client Services on 1300 554 498 or by writing to the Operator at the correspondence address shown on the inside back cover.

Important notice

Investments in the Portfolio Service are subject to investment risk. The level of this risk is dependent on the investments you have chosen. Other risks include potential delays in processing withdrawals, reduction in your investments and potential loss of retirement income. The inclusion of an investment in the Portfolio Service's menu is not a recommendation or advice by the Operator.

The Operator does not guarantee your investments or the returns on any of your selected investments.

The information contained in this Guide is general in nature and does not take into account your individual circumstances. To determine if the Portfolio Service is appropriate to your individual circumstances you should seek professional advice.

Contents

Introducing the Dominion Portfolio Service	2
Building a solid financial structure	3
Your guide to the Dominion Portfolio Service	5
Key features at a glance	6
Setting up your account	7
Fees and other costs	9
Additional explanation of fees and costs	13
Choosing your investments	16
Your Cash Account	21
Managing your account	23
Account information and communications	27
Taxation	28
Making withdrawals	29
Important additional information	30
Application form instructions	32
Application form	33
Directory	Inside back cover

Change of ownership

From May 2002 until late 2009 ING Australia (INGA) operated as a joint venture between Australia and New Zealand Banking Group Limited (ANZ) and global ING Group (ING). ANZ recently purchased all of ING group's shareholding in INGA, and now owns 100% of the company.

ANZ is one of Australia's largest companies and is among the top 50 banks in the world. ANZ has operations in 32 countries and has more than 40,000 staff servicing eight million customers* globally.

Given the above we note that Oasis Fund Management Ltd (OFM), the issuer of this product is a subsidiary of ANZ. ANZ is an authorized deposit taking institution (ADI) under the Banking Act 1959. OFM is not an ADI.

Except for the circumstances listed below:

- OFM as described in the FSG and at law; and
- ANZ in relation to investments in ANZ Bank accounts;

an investment in this product is neither a deposit nor liability of ANZ or any other member of the ANZ Group; and neither ANZ nor any other member of the ANZ Group stands behind or guarantees OFM or the capital or performance of any securities issued to, or assets held by you.

Your investment is subject to investment risk, including possible delays to repayment and loss of income and money invested.

* Includes two million customers from the recently acquired RBS Asia business.

Introducing the Dominion Portfolio Service

The Dominion Portfolio Service (Portfolio Service) is an Investor Directed Portfolio Service (IDPS). An IDPS may also be referred to as a 'wrap account'. The Portfolio Service provides you with tools that enable you and your adviser to build a solid financial structure to help achieve your financial goals.

The Portfolio Service allows you to:

- gain access to a broad range of investments in wholesale managed investments that are not normally accessible to investors directly
- gain access to a selected range of retail managed investments (generally at a lower Indirect Cost Ratio (ICR) than is charged to retail investors)
- invest in all CHESS eligible ASX listed securities your adviser is authorised to trade in
- make investments and withdrawals when you choose
- receive written confirmation of your investments and withdrawals
- receive quarterly information about all of your investments in a single report
- receive consolidated information annually to assist you in preparing your tax return
- receive investment information and account balances at any time via our website or by phone or email from Client Services upon request.

By providing the right tools, the Portfolio Service significantly reduces the time and effort you need to spend on administering and monitoring your investments, allowing you and your adviser to spend more time on developing and implementing an appropriate advice strategy to help you realise your personal goals and objectives.

The Operator's role

Oasis Fund Management Limited (Oasis), ABN 38 106 045 050, is the legal entity (Operator) operating the Portfolio Service.

Oasis holds an Australian Financial Services Licence, AFSL 274331, which allows it to operate an IDPS. The Operator must, among other things, act honestly and with reasonable care and diligence. In particular, the Operator is authorised to provide general financial product advice and deal in financial products for investors in the Portfolio Service.

IDPS services are regulated under the Corporations Act, Regulatory Guide 148 and class orders issued and regulated by the Australian Securities and Investments Commission (ASIC).

Ease of management

The Portfolio Service offers access to a broad range of investments under a single reporting structure. This allows you and your adviser to easily review your investments at any stage.

Subject to minimum investment requirements, you will have full flexibility to move your investments as circumstances change.

Importantly, all reporting, including taxation reporting, is provided on a consolidated basis.

Security and control

The security of your investment in the Portfolio Service is enhanced due to the separation of roles between:

- who is authorised to issue instructions concerning your investments (your adviser)
- who administers and reports on your investments (the Operator, with the Administrator's assistance)
- who holds custody of your investments (the Custodian), and
- who audits the Dominion Portfolio Service (the Auditor).




Communication and reporting

The Portfolio Service provides you and your adviser with regular reporting tools to review your investment strategy so that you can see if your financial structure continues to match your plans.

These reports keep you informed about the value of your investments and other relevant details, such as investment performance and asset allocation. They also provide records of transactions involving your investments.

Tax reports are also provided, which show the amount and type of income you have received from your investments to assist you in preparing your tax returns.

Building a solid financial structure

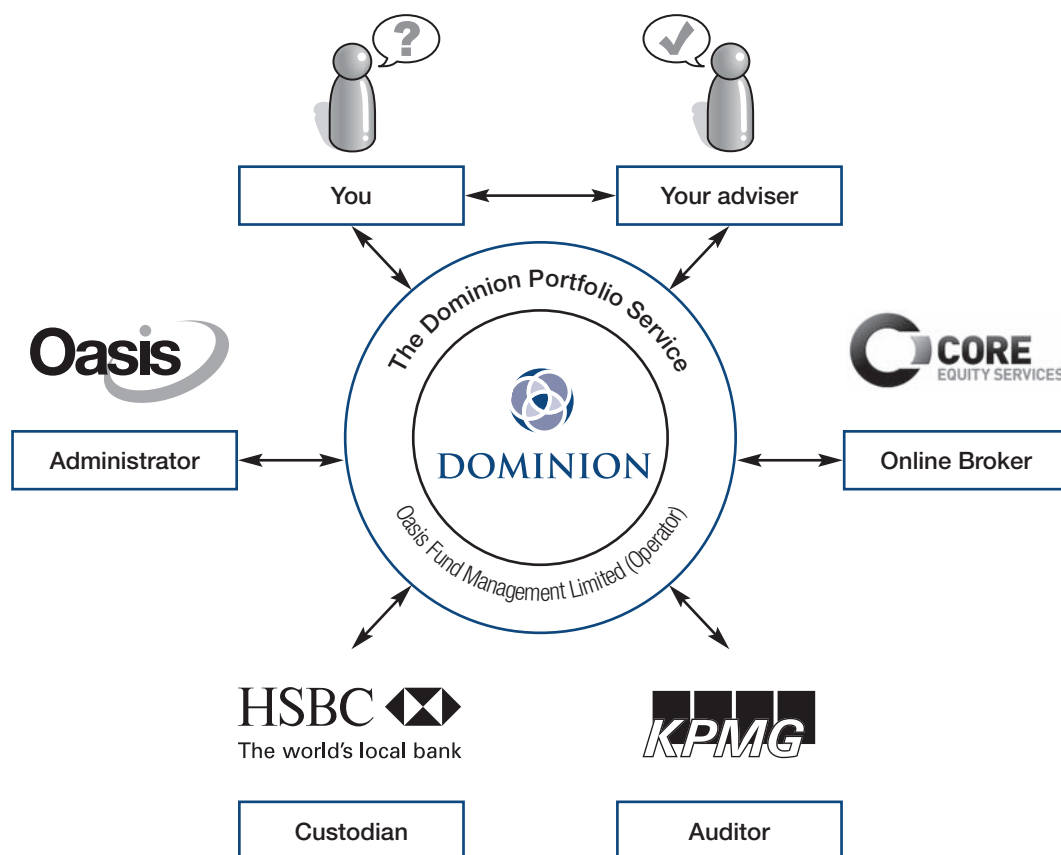
YOU	DOMINION PORTFOLIO SERVICE	YOUR ADVISER
	 <p data-bbox="651 562 940 607">DOMINION</p>	
<p data-bbox="161 707 523 813">You set the goals and are the beneficial owner of the investments.</p>	<p data-bbox="627 689 967 831">The Portfolio Service provides the tools to help build a solid financial structure.</p>	<p data-bbox="1062 707 1445 813">Your adviser helps you to plan your financial structure and reach your goals.</p>
<p data-bbox="140 887 536 1115">Imagine that your investments are like a house. Many people strive to build and pay for a house so that it can provide protection and comfort for themselves and those close to them. In a similar way, people strive to save and accumulate assets to provide financial security.</p> <p data-bbox="140 1137 536 1424">While many people have a goal of reaching financial security, they often find that they need assistance in achieving their goals. This is why it is important to have the assistance of a professional adviser who can help you design the financial structure that will realise your goals and also help you choose the most appropriate tools with which to build it.</p>	<p data-bbox="595 887 951 943">In order to build your financial structure, you need the right tools.</p> <p data-bbox="595 965 999 1279">The Portfolio Service is designed to provide the tools that you and your adviser require. It does this by putting into the hands of you and your adviser a range of administration and reporting tools that give you control over the construction and monitoring of your investments. It also gives you access to a wide range of investments that provide the materials with which to build your financial structure.</p> <p data-bbox="595 1301 999 1503">The Portfolio Service allows you to easily manage and guide your financial structure as it grows from the drawing board of your financial plan to reality, by taking away much of the hard work. This leaves you more time to enjoy achieving your financial goals.</p>	<p data-bbox="1046 887 1453 1088">In planning a financial structure to achieve your financial goals, your adviser will ensure that it is designed properly, with investments that provide a solid foundation and furnish it with a level of risk and return that you are comfortable with.</p> <p data-bbox="1046 1111 1453 1245">Your adviser will construct a financial structure that can assist your investments in enduring the financial storms that occasionally blow through investment markets.</p>

Investing through the Dominion Portfolio Service versus investing directly

The table below explains the key differences between investing in managed investments and listed securities through the Portfolio Service and investing in managed investments and listed securities directly.

Investing through the Dominion Portfolio Service	Investing directly
Most managed investments are available on a wholesale basis with generally lower fees than on a retail basis.	You normally only have access to retail managed investments with generally higher fees.
You receive a consolidated report with information about your investments and transactions.	You receive reports from different investment managers and share registries about your investments and transactions.
Distributions and income from your managed investments, and dividends from your listed securities, may be paid to your Cash Account or re-invested. Investment income paid to your Cash Account can then be paid to a nominated bank account.	Distributions and income from your managed investments and dividends from listed securities are paid to you separately from each of your investments, or can be re-invested.
You pay no entry and exit fees when you switch between managed investments (refer to 'Netting of investments' on page 15).	You may have to pay entry and exit fees when you switch between managed investments.
Your managed investments and listed securities are held in the Custodian's name, but you retain full beneficial ownership.	Your managed investments and listed securities are held in your name and you have full beneficial ownership.
Time to complete purchases and sales of managed investments is dependent on our procedures and those of the underlying investment managers. For listed securities this is dependent on you and your adviser.	Time to complete purchases and sales of managed investments is dependent on the procedures of the investment managers. For listed securities this is dependent on you.
Notices and other communications from investment managers or listed companies are not sent directly to you. Consolidated information is provided to you by the Operator.	You receive notices and other communications directly from each investment manager or listed company.
There are charges for using the Portfolio Service.	There are no additional charges, however managed investment fees may be higher when investing directly.
You only need to complete one application.	You must complete applications for each investment.
You can rebalance the managed investments portion of your portfolio with one instruction.	You must instruct each investment manager separately to rebalance your portfolio.
You have access to participation in corporate actions via your adviser, but generally do not have corporate action voting rights in relation to listed security holdings.	You have corporate action voting rights in relation to listed security holdings.

Your guide to the Dominion Portfolio Service



The Administrator

The Operator outsources the administration of the Portfolio Service to Oasis Asset Management Limited (ABN 68 090 906 371). The Operator is a 100% owned subsidiary of Oasis Asset Management Limited. Oasis Asset Management Limited performs the administration function under an agreement between Oasis Asset Management Limited and the Operator.

The Online Broker

Core Equity Services (Core), ABN 67 009 136 029, has been appointed as the Online Broker for the Portfolio Service. When you wish to buy or sell financial products listed on the ASX as part of your investment in the Portfolio Service, the Operator trades as principal with Core.

Core is a leading provider of online broking services in the Australian market and is a wholly owned subsidiary of the Commonwealth Bank of Australia.

The Custodian

The Operator has appointed HSBC Bank Australia Limited (HSBC), ABN 48 006 434 162, AFSL 232595, as the independent custodian of the Portfolio Service.

The Auditor

KPMG are the auditors of the Portfolio Service. KPMG is one of the world's leading professional services firms with over 135,000 people worldwide and provide audit, tax and advisory services in around 140 countries. In Australia, KPMG operates nationally across 13 offices with over 4,500 people.

Key features at a glance

Suitable for	Investments	Fee overview	Additional features														
<ul style="list-style-type: none"> Individuals* Joint applicants* Companies Partnerships Trusts Superannuation funds including self-managed superannuation funds Executors Unincorporated bodies and clubs Incorporated associations <p>* natural persons 18 years of age and over</p> <p>Minimum investment</p> <p>Initial investment No minimum. However, there is a minimum administration fee if your account balance is below \$10,000.</p> <p>Additional investments No minimum.</p> <p>Regular monthly investments No minimum.</p>	<p>Extensive investment options</p> <p>The Portfolio Service offers you a wide choice of managed investment options which include:</p> <ul style="list-style-type: none"> multi sector investment options (a mix of asset sectors) and single sector investment options (specific asset sectors e.g. cash, fixed interest, property or shares). <p>You also have access to:</p> <ul style="list-style-type: none"> all securities listed on the Australian Securities Exchange (ASX) which are tradeable on CHESS term deposits, which offer a range of terms and other features. <p>This choice allows you to tailor your investments according to your investment preferences and tolerance to risk and return.</p> <p>Automatic rebalancing</p> <p>You can elect to automatically rebalance your managed investments quarterly, half yearly or annually in order to realign them with your current investment selection. The Operator does not charge for this service. However, transaction costs may apply, including buy/sell spreads for managed investments.</p>	<p>Deposit fee*</p> <p>Up to 4.10%.</p> <p>Administration fee</p> <table border="1"> <thead> <tr> <th>Account balance</th> <th>Fee p.a.</th> </tr> </thead> <tbody> <tr> <td>First \$50,000</td> <td>1.179%</td> </tr> <tr> <td>Next \$50,000</td> <td>1.076%</td> </tr> <tr> <td>Next \$150,000</td> <td>0.769%</td> </tr> <tr> <td>Next \$250,000</td> <td>0.615%</td> </tr> <tr> <td>Next \$500,000</td> <td>0.461%</td> </tr> <tr> <td>Amount over \$1 million</td> <td>Nil</td> </tr> </tbody> </table> <p>A minimum Administration fee of \$4.91 per half month (\$117.90 p.a.) applies if your account balance is below \$10,000.</p> <p>Member fee</p> <p>Nil.</p> <p>Investment Management fee</p> <p>0.18% p.a. to 2.39% p.a.</p> <p>Brokerage</p> <p>Trading via the Online Broker</p> <p>0.10% of the transaction value with a minimum charge of \$39.00 per trade.</p> <p>Trading via an external broker</p> <p>If you trade via an external broker, you will agree on the brokerage to be charged with your adviser and the external broker.</p> <p>A settlement fee of \$20.50 per contract note is charged in addition to the negotiated brokerage.</p> <p>Adviser Service fee*</p> <p>Up to 1.025% p.a. of your account balance.</p> <p>* The amount of this fee can be negotiated with your adviser.</p>	Account balance	Fee p.a.	First \$50,000	1.179%	Next \$50,000	1.076%	Next \$150,000	0.769%	Next \$250,000	0.615%	Next \$500,000	0.461%	Amount over \$1 million	Nil	<p>Deposits</p> <p>You can choose from four convenient methods to deposit into your Portfolio Service account; via Electronic Funds Transfer (EFT/Easy Payment), BPAY®, Direct Debit Request (DDR) or by cheque.</p> <p>® Registered to BPAY Pty Limited, ABN 69 079 139 518.</p> <p>Dollar Cost Averaging</p> <p>You can invest via Dollar Cost Averaging (DCA), which works by investing a set dollar amount at regular intervals and has the effect of averaging out the cost of the units you buy in a managed investment over time.</p> <p>Regular communications</p> <p>Receive regular communications and have easy access to information on your account.</p> <p>Website</p> <p>Visit the Dominion website via www.tfsa.com.au to obtain 24 hour online access to information about your account balance, investment options, investment performance, unit prices, transaction history and news items.</p> <p>Client Services</p> <p>1300 554 498</p> <p>You can contact Client Services for information on your account, including your investment options and performance.</p>
Account balance	Fee p.a.																
First \$50,000	1.179%																
Next \$50,000	1.076%																
Next \$150,000	0.769%																
Next \$250,000	0.615%																
Next \$500,000	0.461%																
Amount over \$1 million	Nil																

Setting up your account

Eligibility to invest

Before investing, you must first determine whether you are eligible to invest in the Portfolio Service. The following types of investors are eligible to use the Portfolio Service:

- individuals – natural persons 18 years of age and over
- joint applicants – natural persons 18 years of age and over
- companies
- partnerships
- trusts
- superannuation funds (including self-managed superannuation funds)
- executors
- unincorporated bodies and clubs
- incorporated associations.

The five steps to investing in the Portfolio Service

1. Read the Dominion Portfolio Service – Information and Financial Services Guide (Guide) (this document)

If you are eligible, you and your adviser must review the Guide carefully before investing, to see if the Portfolio Service is appropriate to your needs.

2. Complete the Application form

You must provide the completed Application form at the same time as, or prior to, making your initial investment.

3. Complete the Investment Authority

You must also complete an Investment Authority which indicates the managed investments into which you wish to invest. Where you intend to invest in listed securities, the required funds must be allocated to the Cash Account and those assets will be purchased after your Portfolio Service account has been established.

4. Arrange your initial investment

Attach a cheque for the amount of your initial investment, with the cheque made payable to 'Dominion Portfolio Service' and crossed 'Not negotiable'. Initial investments can also be made by EFT/Easy Payment, BPAY or DDR, but can only be made once your Portfolio Service account has been established by the Operator and your account information has been provided.

5. Post to the Dominion Portfolio Service

Post the Application form, Investment Authority and cheque (if applicable) to:

Dominion Portfolio Service
Locked Bag 1000
Wollongong DC NSW 2500

Normally your adviser will help you complete the paperwork to set up your account.

Asset transfers

In-specie transfers of acceptable managed investments and listed securities are available into and out of the Portfolio Service.

Tax File Numbers and Australian Business Numbers

We are permitted under tax legislation to collect Tax File Numbers (TFN).

You are not required to quote your TFN or, if you have one, your Australian Business Number (ABN). However, if you are an Australian resident for taxation purposes and a TFN or ABN is not provided, and an exemption is not claimed, we are required to withhold tax at the highest marginal rate, plus Medicare levy, from distributions, dividends and interest payments received.

Minimum investment requirements

There are no minimum investment requirements when you join the Portfolio Service.

Please note that for managed investments, small amounts, generally less than \$1,000 per managed investment, may not be invested or redeemed immediately due to investment costs and/or investment manager minimum investment requirements. There is a recommended investment of \$1,000 for listed securities.

Additional investments

You can build up your investment in the Portfolio Service by making additional investments at any time, using the following methods:

Electronic Funds Transfer (EFT/Easy Payment)

To make deposits via EFT/Easy Payment, you will need to deposit funds using the Portfolio Service's BSB and your unique account number. These account details are disclosed in the welcome letter you will receive upon joining the Portfolio Service and is also available in the secure area of the website.

BPAY

You can make deposits by using the BPAY Biller Code below:

Biller Code: 212746

You will also require a Customer Reference Number, which will be disclosed on the welcome letter you will receive upon joining the Portfolio Service.

Direct Debit Request (DDR)

You can make regular investments into the Portfolio Service by completing a DDR form. Deduction of regular investments will then commence from your nominated Australian financial institution account on a monthly, quarterly, half-yearly or yearly basis on the 16th of the month.

If you wish to use the regular investment facility the Operator requires that you:

- read and understand the DDR agreement on page 41
- complete and return the DDR form on page 43.

You can vary the amount deducted from your nominated account at any time by providing us with a written request. If you wish to change the financial institution from which your deposits are deducted, then you must provide us with a new DDR form.

Cheque

If you make a deposit by cheque, please ensure that the cheque is made payable to the 'Dominion Portfolio Service' and is crossed 'Not negotiable'.

Fees and other costs

Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long term returns.

For example*

Total annual fees and costs of 2% of your balance, rather than 1%, could reduce your final return by up to 20% over a 30 year period, e.g. reduce it from an amount of \$100,000 to \$80,000.

* This example is provided for illustration only, is based on the factors stated and should not be taken to contain an estimate or guarantee.

You should consider whether features such as superior investment performance or the provision of better investment services justify higher fees and costs.

You may be able to negotiate lower Deposit fees and management costs where applicable.

Disclosure of fees and other costs

This document shows fees and other costs that you may be charged. These fees and costs may be deducted from your money, from the returns on your investment or from the Portfolio Service assets as a whole.

Taxes are set out in another part of this document.

You should read all the information about fees and costs because it is important to understand their impact on your investment.

Fees and costs for particular investment options are set out in their relevant disclosure documents. These fees and costs are additional to the fees and costs of the Portfolio Service. You must look at both this Guide and the disclosure documents for a particular investment option in order to know all of the fees and costs that are payable.

Deposit fee options

You have two different fee payment options for the Deposit fee:

- **Option 1 – pay upfront** – where you pay the Deposit fee upfront, at the time when you make each investment into your account
- **Option 2 – pay later** – where you pay the Deposit fee later (half monthly over four years). This option is not available on regular investments.

Note: You may pay more in total fees if you choose to pay Deposit fees later.

Type of fee or cost	Amount	How and when paid
Fees when your money moves in or out of the Portfolio Service		
Establishment fee The fee to open your investment.	Nil	Not applicable
Deposit fee¹ The fee on each amount deposited by you.	Option 1 – pay upfront: Up to 4.10% (\$0 to \$410 per \$10,000). Alternatively you can arrange with your adviser that a fixed dollar amount be deducted, which may be greater or less than 4.10%. The amount of this fee can be negotiated with your adviser.	Option 2 – pay later^{2,3}: 0 – 5.13% (\$0 to \$513 per \$10,000). The option to pay later is only available for deposits of \$5,000 or more. The amount of this fee can be negotiated with your adviser.
		Option 1 – pay upfront: This fee is deducted from each deposit at the time it is deposited into your account. Option 2 – pay later: With this option there is no fee charged upfront. Instead, the Deposit fee is payable half monthly from the Cash Account over four years at a rate of up to 0.0534% of the original amount invested to a maximum of 5.13% over four years (i.e. 0.0534% x 96 payments = 5.13%).
Withdrawal fee The fee on each amount you take out of your investment.	Nil	Not applicable
Termination fee The fee to close your investment.	Nil	Not applicable

1. This fee includes an amount payable to your adviser. Refer to 'Adviser remuneration' on page 13.

2. Once Option 2 is selected it cannot be reversed. Where you select Option 2, this means that 100% of your investment is initially invested (subject to the minimum Cash Account requirement). If the value of your investment falls to less than 20% of the original amount invested under Option 2, within the first four years due to withdrawals or a reduction in the value of your investments, any outstanding Deposit fee payments will be deducted from your Cash Account.

3. Where you select Option 2, this means that 100% of your deposit is initially invested (subject to the Cash Account minimum). For example*, where an amount of \$10,000 is deposited and the maximum Option 2 fee is applied, generally, the Option 2 fee payable after the first half monthly payment would be \$5.34 (i.e. 0.0534% of \$10,000). After four years the total Option 2 fee payable would be \$513 (i.e. 5.13%). The amount of this fee can be negotiated with your adviser.

* This example is provided for illustration only, is based on the factors stated and should not be taken to contain an estimate or guarantee.

Type of fee or cost	Amount	How and when paid														
Management costs – The fees and costs for managing your investment																
Administration fee⁴ The fee to cover the general administration of the Portfolio Service.	<table border="1"> <thead> <tr> <th>Account balance</th> <th>Fee p.a.</th> </tr> </thead> <tbody> <tr> <td>First \$50,000</td> <td>1.179%</td> </tr> <tr> <td>Next \$50,000</td> <td>1.076%</td> </tr> <tr> <td>Next \$150,000</td> <td>0.769%</td> </tr> <tr> <td>Next \$250,000</td> <td>0.615%</td> </tr> <tr> <td>Next \$500,000</td> <td>0.461%</td> </tr> <tr> <td>Amount over \$1 million</td> <td>Nil</td> </tr> </tbody> </table> <p>A minimum Administration fee of \$4.91 per half month (\$117.90 p.a.) applies if your account balance⁵ is below \$10,000.</p> <p>This fee is not negotiable with your adviser.</p>	Account balance	Fee p.a.	First \$50,000	1.179%	Next \$50,000	1.076%	Next \$150,000	0.769%	Next \$250,000	0.615%	Next \$500,000	0.461%	Amount over \$1 million	Nil	This fee is calculated as an annual percentage of the value of your account balance at the time it is deducted from your Cash Account. This fee is deducted half monthly from your Cash Account.
Account balance	Fee p.a.															
First \$50,000	1.179%															
Next \$50,000	1.076%															
Next \$150,000	0.769%															
Next \$250,000	0.615%															
Next \$500,000	0.461%															
Amount over \$1 million	Nil															
Member fee The fee to cover member account keeping costs.	Nil	Not applicable														
Investment Management fee⁶ The fee charged by the managers of underlying assets for the management and administration of those investments held within the Portfolio Service.	Currently estimated to range from 0.18% p.a. – 2.39% p.a. (\$18 to \$239 per \$10,000) depending on the managed investments chosen.	This fee is calculated as an annual percentage of the value of your managed investment. The amount you pay for selecting specific managed investments is provided in the disclosure document for each managed investment. Please note that the fees charged by the underlying investment manager may change in the future. The Investment Management fee is deducted before calculating the unit price of each managed investment.														
Service Fees⁷																
Investment Switching fee The fee for changing investment options.	Nil	Not applicable														

4. This fee includes an amount payable to the financial services licensee with which your adviser is associated. Refer to 'Adviser remuneration' on page 13

5. Your account balance for the purposes of the Administration fee includes the total balance of funds in managed investments, listed securities and an amount equal to 20% of the value of any external assets for which you use the Integrated Portfolio Reporting Service (IPRS). The Administration fee that applies to the value of IPRS assets will be deducted monthly from your Cash Account.

6. The Cash Account minimum to be maintained is set out under 'Cash Account minimums' on page 21. The usual

Investment Management fee does not apply to the Cash Account balance. Rather, a fee within the range of 0.18% to 2.39% p.a. (\$18 to \$239 per \$10,000) of the Cash Account applies and is deducted from the interest payable before it is credited to your account.

7. There are service fees payable such as Adviser Service fees, which may be paid to your adviser or Special Request fees which may be paid to the Operator. Fees relating to the recovery of taxation paid where no TFN had initially been provided, but is later provided, to the Operator, may also apply. Refer to 'Adviser remuneration' and 'Special request fees' on pages 13 and 14.

Example of annual fees and costs for a balanced investment option*

The table below gives an example of how the fees and costs in a balanced investment option* for this product can affect your investment in the Portfolio Service over a 1 year period. You should use this table to compare this product with other IDPS products. The example assumes that the Option 1 Deposit fee has been chosen. If the Option 2 Deposit fee were chosen the costs would be higher. The example also uses the maximum Administration fee. The example is provided for illustration only, is based on the factors stated and should not be taken to contain an estimate or guarantee.

EXAMPLE The balanced investment option*		Balance of \$50,000 with total deposits of \$5,000 during the year**
Deposit fees	0 – 4.10%	For every \$5,000 you put in, you will be charged between \$0 and \$205.
PLUS management costs	2.219% ***	AND for the first \$50,000 you have in the Portfolio Service, you will be charged \$1,109.50 each year.
EQUALS cost of the Portfolio Service		If you put in \$5,000 during a year and your balance was \$50,000, then for that year you will be charged fees from: \$1,109.50 to \$1,314.50 What it costs you will depend on the investment option you choose and the fees you negotiate with your adviser.

* The balanced investment option chosen for this example is the Russell Balanced Fund Class C (government regulations require a balanced investment option to be used in the example; being an investment option in which the ratio of investment in growth assets, such as shares or property, to investment in defensive assets, such as cash or bonds, is as close as practicable to 70:30). The Investment Management fee for this option is 1.04% p.a. Please note that the Investment Management fee for other balanced investment options available in the Portfolio Service may be higher or lower than 1.04% p.a.

** For this example, it is assumed that a balance of \$50,000 is invested in the Russell Balanced Fund Class C. This must be read subject to the requirement that the Cash Account minimum is maintained at the greater of \$300 or the percentage as determined by your account balance subject to a maximum of \$10,000. This balance is subject to a fee different to the usual Investment Management fee (see note 6 on page 10).

*** Based on the actual management costs (1.04% p.a.) and the Administration fee (1.179% p.a.) at the time of issue.

Additional explanation of fees and costs

Management costs

Administration fee

Administration fees apply to your account as set out on page 11. These fees are calculated as a percentage of your account balance.

A minimum Administration fee of \$4.91 per half month (\$117.90 p.a.) applies if your account balance is below \$10,000.

Investment Management fee

Investment Management fees will apply if you choose to invest in a managed investment through the Portfolio Service. Investment Management fees are the fees and costs charged by the investment manager/s of a managed investment and are used to cover the investment, operating and custody costs incurred by the investment manager in the operation of the underlying investments. The Investment Management fees will vary and are detailed in the relevant disclosure document for the underlying investment. The Investment Management fee may also change as determined by the investment manager.

These costs do not apply to investments in listed securities.

The Investment Management fee ranges shown in the fees table on page 11 indicates the range of Investment Management fee (from lowest to highest) of the current managed investment options available through the Portfolio Service. These costs may not include performance-based fees which may be payable by investors. Performance-based fees may apply when investment performance exceeds set benchmarks or other specified criteria as specified in the underlying investment's disclosure document.

Performance-based fees range from 0% to 25% of outperformance above a benchmark depending on the managed investments chosen. The performance-based fee payable is provided in the disclosure document for each managed investment and may vary from the above in the future.

For example*

Consider a situation where investment returns are 20% for one year and the hurdle (benchmark) is 10% for the same period, i.e. the investment return has exceeded its benchmark by 10%. The performance fee of say, 25% is then applied to the 10% outperformance and the investment manager would receive 2.50%. In some cases investment managers need to 'make good' prior losses before a performance fee is payable.

* This example is provided for illustration only, is based on the factors stated and should not be taken to contain an estimate or guarantee.

Expense recoveries

This is an estimate of the out-of-pocket expenses the Operator is entitled to recover from the Portfolio Service. Expense recovery fees will be deducted from time to time from your Cash Account. The Operator is entitled to recover previously unrecovered expenses as well as ongoing expenses as they are incurred.

The expenses that can be recovered are limited to:

- audit
- bank charges
- custodian
- compliance costs
- taxation advice costs
- government taxes, duties and levies
- legal
- postage
- printing and stationery

Adviser remuneration

Your adviser will assist you to plan, implement and evaluate your financial strategy to help you reach your goals. Your adviser will also implement ongoing account transactions. Therefore your adviser will receive payment (remuneration) for providing these services.

Your adviser meets their expenses from this remuneration, and also relies on it to provide an income.

The financial services licensee with which your adviser is associated and your adviser may be entitled to receive a share of the Administration fee and/or equity in Total Financial Solutions Australia Pty Ltd or an associated company once total funds invested by their clients reaches a specified level. This level and the value of the potential benefit is unable to be quantified at this point in time.

However, any dividends paid from Total Financial Solutions Australia Pty Ltd or an associated company to shareholders will be made from company funds and will not be at any further cost to you.

The fees paid to your adviser are as follows:

- **Deposit fee** – this fee generally cannot exceed 4.40% including GST (\$440 per \$10,000 invested) and may be levied on deposits you make. This fee is negotiable with your adviser and is included in the fee table on page 10.
- **Adviser Service fee** – you may agree with your adviser on an additional Adviser Service fee of up to 1.10% p.a. including GST of your account balance (up to \$110 per \$10,000 invested). This fee is negotiable with your adviser and if applicable, will be deducted half monthly from your Cash Account. Your account balance for the purposes of the Adviser Service fee includes 100% of the value of any external assets for which you use the Integrated Portfolio Reporting Service in addition to the managed investments and listed securities you hold within the Portfolio Service.

- **Administration fee** – 0.55% p.a. (\$55 per \$10,000 invested). This fee is calculated as an annual percentage of the value of your current account balance and is deducted half monthly from your Cash Account. It is important to note that this fee may be paid to the financial services licensee (with which your adviser is associated), who may also pay all or a portion of this fee to your adviser. This fee is not negotiable with your adviser and is included in the fee table on page 11.

Note: The actual amounts paid by you are reduced by the amount of the Reduced Input Tax Credit (RITC).

Alterations in adviser remuneration

You can negotiate the Deposit fee and Adviser Service fee with your adviser. Written authorisation from you is required to change the adviser fees on your account.

Asset transfers

An amount of \$61.50 per asset is charged for managed investment and listed security transfers both when transferring assets into or out of the Portfolio Service. This process is referred to as an in-specie transfer.

Dishonour fee

Where you attempt to make an investment or transfer, whether by cheque or otherwise, and it is subsequently dishonoured, a fee of \$51.25 may be deducted from your Cash Account.

Special request fees

For any special requests (e.g. for additional information), the Operator reserves the right to impose a reasonable charge. A fee will apply if you wish for the Operator to arrange for a refund of the tax deducted from your account for failing to provide a TFN.

Managed investment transaction costs

Buy/sell spread differential

A buy/sell price spread represents the difference between the purchase and sale price of units in a managed investment. The purpose is to compensate existing investors for transaction costs incurred when buying or selling assets as investors enter or leave an investment option. At the date of issue of this Guide the buy/sell spread of managed investment options ranges from 0.00% – 2.20% (\$0 to \$220 per \$10,000). This is an additional cost when you purchase or sell units in a managed investment. Generally, no part of the buy/sell spread differential is paid to the Operator or the investment manager except in the circumstances explained under 'Netting of investments' on page 15.

Listed security transaction costs

Brokerage

Brokerage is the cost of purchasing or selling listed securities on the ASX via a registered broker. It is a fee that is paid to the broker for managing the transaction.

- **Online Broker** – For trades executed via the Online Broker, the Operator will be charged brokerage of 0.10% of the trade value with a minimum charge of \$39.00 per trade. This fee is paid by you to the Portfolio Service.
- **External Broker Share Settlement fee** – If you trade via an external broker, you will agree on the brokerage to be charged with your adviser and the external broker. You will be charged \$20.50 per transaction by the Portfolio Service in addition to the brokerage fee charged by the external broker. This fee covers administration costs. Please refer to your adviser or Client Services for brokerage charged by external brokers.

The Operator may receive a rebate payment with respect to brokerage and other fees paid by it to the Online Broker.

Other costs

- **Trade fail fees** – In the unlikely event of a trade failing to settle as scheduled, the Operator reserves the right to pass on all costs as charged by the ASX and broker for the trade settlement failure. The ASX currently charges 0.10% (excluding GST) per day of the settlement shortfall amount with a minimum charge of \$100.00 (excluding GST) per day.
- **Manual Handling fee** – If for some reason a trade requires manual intervention by the Operator to achieve settlement, a fee of \$20.50 may be charged every time the trade is handled. This fee will be charged to your adviser who reserves the right to pass on the charge to you.
- **Off Market Transfer fee** – Where you transfer your listed securities assets from one account (HIN) to another a fee of \$25.63 applies to each listed security asset transferred.

Other fee related issues

Indexation

The Operator may index the Dishonour fee, the thresholds for the Administration fee tiers and the minimum Administration fee by the annual Consumer Price Index (CPI) movement. The Operator reserves the right to defer accumulated CPI increases to a later date.

Fee changes

The Operator reserves the right to alter fees at any time where it considers it reasonable to do so. You will be given notice of any new fee/charge or increase in fee/charge.

Non-custodially held assets

Non-custodially held assets such as, CMT and IPRS assets are held directly in your name, unlike managed investments and listed securities which are held in the name of the Custodian appointed by the Portfolio Service. As a result we are unable to claim Reduced Input Tax Credits (RITCs) from the Tax Office for 75% of the GST included in the fees charged on these assets.

To compensate for the inability to claim RITCs on fees charged on non-custodially held assets, the fees paid will only be 93.2% of the equivalent fees paid on managed investments. This results in the same fee being charged for all assets types including the effect of GST and RITCs.

Other payments

There will be other payments made to Total Financial Solutions Australia Pty Ltd, the financial services licensee with which your adviser is associated. These payments are based on the total value of all accounts that are administered by Oasis on behalf of Total Financial Solutions Australia Pty Ltd or on some other basis agreed. In these circumstances, the total of such payments will not exceed 0.10% excluding GST of the total value of the accounts that are administered by Oasis on behalf of Total Financial Solutions Australia Pty Ltd. This type of payment will not be an additional cost to you, over and above the Administration fee.

Goods and Services Tax (GST)

The supply of most goods and services within Australia is currently subject to a 10% GST. The fees referred to in this Guide have been calculated inclusive of the GST and net of Reduced Input Tax Credits (RITCs).

The Portfolio Service is generally entitled to claim RITCs from the ATO for 75% of the GST, thereby reducing the effective GST rate to 2.5%. RITCs will be credited to your account when the Operator receives them from the ATO, which can be up to two months after they are paid by you.

For example*

The maximum Deposit fee including GST and net of RITC is 4.10%. The GST component of this is 0.40%, being one eleventh (1/11th) of the gross amount of 4.40%. The Portfolio Service will receive a RITC from the ATO of 0.30%, being 75% of the GST paid. The amount that you pay after the impact of the GST is therefore 0.10%, being 0.40% less 0.30%.

Gross Deposit fee	4.40%
GST component	0.40% minus
RITC that the Service receives from ATO	0.30%
Equals: Amount of GST paid by you	0.10%
Maximum Deposit fee you pay	4.10%

RITCs are credited to your account monthly.

The remuneration paid to your adviser includes GST. Your adviser must pay GST to the ATO at a rate of 10% on any remuneration received.

For example*

If your adviser receives 4.40%, 0.40% of this (being one eleventh i.e. 1/11th) of 4.40%, is paid by your adviser to the ATO. The adviser remuneration after paying GST is therefore 4.00%.

Adviser remuneration including GST	4.40% minus
GST component	0.40%
Equals: Final adviser remuneration	4.00%

* This example is provided for illustration only, is based on the factors stated and should not be taken to contain an estimate or guarantee.

Interest earnings, distributions, dividends and RITCs when you leave the Portfolio Service

If you leave the Portfolio Service, the Operator may retain interest, distributions, dividends and RITCs yet to be paid where this total amount is less than \$25, per account you hold.

Investment management and other supplier payments

The Operator may receive payments from investment managers and other financial institutions (Institutions). These amounts are generally calculated on the value of the assets invested with the Institution and are paid at a rate of up to 1.10% p.a. The Operator may pay Total Financial Solutions Australia Pty Ltd (ABN 58 003 636 968) a portion of the amounts received. This is not an additional cost to you.

Netting of investments

The Operator or its agents may offset your instructions to buy or sell investments against instructions from other investors. The Operator intends to do this in relation to managed investments but not in relation to listed securities. Any resulting benefits in relation to the reductions in custodian costs will be passed on to you. The Operator or its agents are entitled to retain any resulting benefit that may be gained in respect of the buy/sell spread on underlying managed investments.

Total Financial Solutions Australia Pty Ltd

The Operator will pay Total Financial Solutions Australia Pty Ltd a portion of the Administration fee as the promoter of the Portfolio Service. This payment does not represent an additional cost to you.

Alternative forms of remuneration

The Investment & Financial Services Association (IFSA) together with the Financial Planning Association (FPA) have established a code of practice on alternative forms of remuneration in the wealth management industry. The Operator as a member of IFSA, is subject to the code.

Generally, alternative forms of remuneration occur under arrangements which provide for certain material benefits, other than the payment of commissions or service fees, to be obtained by a representative or licensee from an investment manager or platform provider (or any other third party), in return for using that particular investment manager's product or platform. Any form of alternative remuneration that is \$300 or more in value, per transaction or item, is considered 'material' and is thereby subject to the code.

The Operator is required to maintain a public register in relation to those payments or transfers that are material. The register will contain details of date, type of remuneration, the value of the alternative remuneration and the name of the giver/receiver as appropriate. The register will be available for inspection on request by members of the public and is to be provided within seven days of the date of the request and is to be updated at least quarterly.

Choosing your investments

A range of investment choices

The Portfolio Service offers you a carefully selected range of investment options including ASX listed securities and managed investments from some of the leading investment managers in Australia and around the world.

Your investment choices include:

- **the Cash Account**
- **term deposits**
- **listed securities**
- **managed investments** – including:
 - **multi sector options** – investments that diversify across two or more asset sectors (cash, fixed interest, property and shares), and
 - **single sector options** – investments that predominantly focus on one specific asset sector.

Your investment strategy

Your adviser should assist you in devising and implementing an investment strategy that fits with your individual goals and objectives. A sound strategy will take into consideration your individual investment goals and objectives, investment timeframe and risk profile, and provide for an appropriate level of diversification.

Once you and your adviser have decided on a strategy, you can choose and acquire investments through the Portfolio Service to implement it.

Investment performance

Overall investment performance of your portfolio will be determined by the investments you select with the assistance of your adviser.

The performance of investments you choose will depend on such factors as the type of investments chosen, the prevailing market conditions and the state of domestic and international economies.

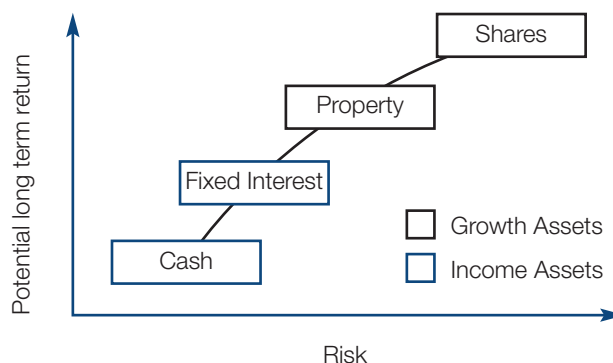
Neither the Operator nor the investment managers guarantee the performance of any investment option accessible through the Portfolio Service.

Risk and return

Generally, the return of an investment is dependent on the risk associated with the investment. With a higher risk investment, such as listed securities, there is the potential for higher returns but also a greater potential for volatility in the value of the investment.

With a lower risk investment, such as cash or a capital stable managed investment, the potential returns are usually lower and the potential volatility is also less. Your adviser should help you to assess your tolerance to risk and return objectives. Your chosen investments should reflect this.

The graph below illustrates in broad terms the relationship usually expected between investment risk and return.



Individuals have different preferences when it comes to risk and return. Those seeking to maximise returns may be less concerned about short term losses because of a higher tolerance to risk or a longer investment time horizon. Those seeking to preserve their capital may be more concerned about short term losses because of a lower tolerance to risk or a shorter time horizon.

When choosing an investment option, past performance should not be taken as an indication of likely future performance.

Diversifying to reduce risk

Investments are affected differently by economic, political and other factors. One method of reducing risk is to diversify your investment by selecting a range of:

- asset sectors (cash, fixed interest, property, shares)
- investment markets (Australian and international)
- investment managers
- investment management styles.

Diversification is amongst the most important principles in investment management, as it can significantly reduce the variability of a portfolio's returns. By not having all your eggs in one basket, diversification helps reduce the risk of suffering a short term fall in value and fluctuations in investment value and returns. A well-diversified portfolio of moderately risky investments may actually have a lower overall risk than a poorly-diversified portfolio of less risky investments.

The Operator strongly recommends that you spread your investments across a number of asset classes, managers and manager styles in a manner that best accords with your risk profile.

Risk factors

The Portfolio Service provides you with access to investments and is not an investment itself. Therefore, the investment risks explained below arise from the investments you may select.

Investment performance

The performance of investments will depend on such factors as the investments chosen, the prevailing market conditions and the state of domestic and international economies. Neither the Operator nor the investment managers guarantee the performance of any investment option accessible through the Portfolio Service.

Investment volatility

Investment volatility is a measure of the uncertainty of an investment's performance. Generally, with a higher risk investment, such as shares, there is the potential for higher returns but also a greater potential for uncertainty in its performance.

With a lower risk investment, such as cash or a capital stable managed investment, the level of uncertainty around its performance is usually lower but the potential returns are also less.

Investment specific risk

The value of an investment such as a share in a company can be affected by events that are specific to that company. For example changes to management, profit and loss announcements and changes to its business or regulatory environment are all events that can have a positive or negative effect on the value of the company.

Investment manager risk

For managed investments, the investment manager may underperform compared to other managers of the same or similar type (for example, the investment manager misreads the market).

Liquidity risk

Investment in mortgages, direct property, unlisted property, small specialised markets or alternative investments are often illiquid; i.e. hard to buy and sell quickly. Some managed investments may also be illiquid if redemptions from an investment are suspended by the investment manager, which could cause delays in your ability to withdraw or switch investments.

Service provider risk

Your investment may be impacted if the Operator or one of its service providers encounters problems (for example, IT system failure).

Investing in managed investments

When you join the Portfolio Service and nominate managed investments on your account your adviser will have authority to transact in managed investments on your behalf.

To select your initial managed investment options, you must complete the separate Investment Authority.

Additional one-off deposits received into your account will be invested according to your additional investment instructions provided on your Investment Authority. Where additional investment instructions have not been provided, deposits will be invested according to your initial investment instructions.

Regular investments received into your account via direct debit will be invested according to your regular investment instructions provided on your Investment Authority. Where regular investment instructions have not been provided, deposits will be invested according to your additional investment instructions. Where additional investment instructions have not been provided, deposits will be invested according to your initial investment instructions.

Subsequent managed investment selections and changes can also be made by contacting your adviser.

Purchases of listed securities, cannot be included in the investment instructions in the Investment Authority. Purchases of these assets must be arranged through your adviser.

If you do not make a managed investment selection or we have not received your Investment Authority, deposits will be automatically invested in your Cash Account.

Disclosure documents for managed investments

The managed investments that you acquire through the Portfolio Service each have a separate disclosure document. The Operator must be satisfied that you have received the necessary disclosure documents for the managed investments that you select in the Portfolio Service prior to carrying out your investment instructions. You agree when you become an investor in the Portfolio Service and when you acquire new managed investments through the Portfolio Service that you will either obtain the necessary disclosure documents from our website at www.tfsa.com.au or that your adviser has provided you with the necessary disclosure documents.

How units in managed investments are allocated

The number of units you will be allocated in a managed investment will be the amount of money invested divided by the buy price at the time the units were purchased by the Operator.

How units in managed investments are purchased and sold

The Operator invests in and redeems managed investments on a daily basis (business days only) on behalf of its investors. This will only occur for your chosen managed investments once your application is processed. This is also subject to minimum investment requirements and the time taken to process investments by the managers of the underlying managed investments and may result in the unit price being higher or lower than that prevailing on the date your instruction was received by the Operator. The Operator is not liable for any loss that may result from this occurring.

Redemptions of some managed investments may take up to three months or more depending on the investment, or longer if suspended. Refer to the disclosure document for each specific investment for more information on redemption timeframes for each investment.

Changes to the available managed investment options

The Operator may change the available managed investment options in the following circumstances:

- **Review of managed investment options** – As part of its ongoing review process, the Operator continually monitors the suitability of the managed investments offered and may add or remove managed investments.
- **Closure of a managed investment (new monies)** – An investment manager or the Operator may close a particular managed investment to all new monies. Your current investment in this option will not be affected. However, subsequent investments that would have been made to this option will be directed to the Cash Account.
- **Closure of a managed investment (new investors)** – An investment manager or the Operator may close a particular managed investment to all new investors. New investors will not be able to invest funds into this investment option but investors with current investments in this option will not be affected.
- **Termination of a managed investment** – An investment manager or the Operator may terminate a managed investment to all new and existing investors. This will require your investment to be sold and the proceeds re-invested into the Cash Account. Subsequent investments that would have been made to this option will also be directed to the Cash Account.

If a managed investment is closed or terminated, we will notify you and your adviser of any relevant impact on your investment and investment instructions that you have provided.

Investments ceasing to be offered

The Operator may dispose of an investment held in respect of your account without consulting you or your adviser in the following limited circumstances:

- if the Operator ceases to offer the relevant investment strategy
- if the Operator removes the investment from the list of available investments under the relevant investment strategy
- if the investment is liquidated, closed or not available for any other reason.

If you become an investor in the Portfolio Service, you will be taken to have authorised and instructed the Operator to take such action. The proceeds of any such disposal will be credited to your Cash Account. It is important that you realise that such a disposal may not be consistent with your personal investment strategy and may give rise to certain costs. Although the Operator will not impose switching charges of its own during the life of this Guide, there may be transaction costs and costs associated with exiting particular managed investments, if so, these will be disclosed in the disclosure document for the relevant underlying investment. The Operator will not take into account the tax consequences for you of disposing of investments in such circumstances.

Notwithstanding the above, the Operator will endeavour to contact your adviser prior to any disposal unless circumstances require otherwise.

Financial derivatives

The managers of the underlying assets in the managed investment options may use financial derivatives such as futures, options, swaps and forward rate agreements. Whether financial derivatives are used depends on the investment strategies of the individual investment options. For more information about each investment option, please refer to the separate disclosure document for each managed investment, which can be obtained from your adviser.

Are labour standards or environmental, social or ethical considerations taken into account?

The managers of the underlying assets in the managed investment options, when making investment decisions, may take labour standards or environmental, social or ethical considerations into account. Whether or not the managers have such a policy is not taken into consideration by the Operator in the selection, retention or removal of the managers of the underlying assets.

Investing in listed securities

When you join the Portfolio Service and nominate listed security trading on your account your adviser will have authority to trade on your behalf (if licensed to provide listed security advice).

You have a choice of two methods to trade listed securities:

- **Online Broker** – the Operator will trade as principal with the Online Broker according to instructions given by your adviser. The cost is 0.10% (including GST/RITC) of the trade value, with a minimum charge of \$39.00 (including GST/RITC) per trade.
- **External brokers** – the Operator will trade as principal with a broker on the External Broker Panel according to instructions given by your adviser. A settlement fee of \$20.50 per contract note (including GST/RITC) applies in addition to the brokerage negotiated between you, your adviser and the external broker. Please consult your adviser or Client Services for the available brokers on the External Broker Panel.

When an instruction is given to the Online Broker on behalf of the Operator, a limit on the price can be set at which the trade will be executed or the market price can be accepted. Where a limit order is placed the order will remain open until it is fulfilled for a maximum of 21 days. The order will be cancelled if it is not fulfilled within this time.

The length of time it takes for the trade to be completed will depend on market conditions. The Online Broker or an external broker will settle the transaction according to the market settlement rules and market practice, but generally trade settlement occurs on the third ASX settlement day after execution.

Once the order is completed the Operator will remove funds from your Cash Account to settle the order.

It is important that you ensure your Cash Account has available cleared funds (this amount must be above your Cash Account minimum, please refer to page 21 for further information) prior to purchasing a listed security.

Following settlement, any securities purchased will be operated and sponsored in CHESS in the name of the Custodian by the Online Broker on behalf of the Operator.

Online broking service

The Online Broker has been appointed to provide an execution-only broking service to the Operator in relation to your adviser's instructions to buy or sell listed securities.

When trading instructions are entered over the Internet, they are sent directly to the Online Broker. In relation to transactions made over the Internet, the Online Broker will only act on instructions it receives from your adviser on behalf of the Operator.

When trading in listed securities with respect to your instructions, the Operator and the Online Broker are each bound by the Corporations Act 2001 (Commonwealth) and the rules, procedures, customs, usages and market practices of the ASX Group, as relevant.

External brokers

The Operator will provide a list of external stockbrokers with whom trade orders can be placed. Trading listed securities through the Portfolio Service can only occur through one of these stockbrokers, or through the Online Broker. The Operator may add or remove external stockbrokers from time to time. In these circumstances, the Operator will notify your adviser.

Trade notification

If an order has been placed via the Online Broker on behalf of the Operator, when the trade instruction has been executed your adviser will be notified via email. If an order via an external broker has been placed, a trade confirmation will be sent directly to your adviser by the external broker.

Cancellation of orders

It is the responsibility of your adviser to ensure your trade instructions are correct. Generally, once a trade is placed it cannot be cancelled or amended.

What is CHESS?

The Clearing House Electronic Subregister System (CHESS) is a paperless system which records listed security ownership on an electronic account, rather than by a paper certificate. It is operated by ASX Settlement and Transfer Corporation Pty Limited (ASTC) in accordance with the settlement rules (ASTC rules) by which participants must abide.

Listed security ownership and corporate actions

Listed securities held within the Portfolio Service are held on behalf of the Operator in the name of the Custodian and operated and sponsored in CHESS by the Online Broker. Although the securities are held in the name of the Custodian, you remain the beneficial owner of these securities at all times.

Your securities will be held under a unique individual Holder Identification Number (HIN) on the CHESS register, allowing your various listed security holdings to be grouped together. Under this structure your listed security holdings are held in the Custodian's name (HSBC), but unlike some other custodial arrangements you retain full entitlement to participate in voluntary corporate actions.

For further information please refer to 'HSBC custodial terms and conditions for listed securities' on page 31.

How corporate actions are treated

At certain times a corporate action such as a rights issue, bonus issue or share split, may occur which affects your listed security holdings. These may be involuntary, such as a share split, and require no action on your behalf or they may be voluntary, such as rights issues, and will only affect your holding should your adviser elect to participate.

Where a corporate action is initiated on a listed security you hold, the company's share registry will deal directly with the Operator. The Operator may forward any documents received from the share registry to your adviser or inform them where such documents may be obtained. The Operator will then act on any instructions provided by your adviser in relation to a voluntary corporate action, except to the extent where the corporate action requires the exercise of voting rights.

If a corporate action requires payment, you must ensure your Cash Account has sufficient funds to complete the transaction. If you do not have sufficient cleared funds available in your Cash Account at the time your instructions are received by the Operator, the transaction will not occur and the Operator has no liability in relation to the corporate action.

Your adviser (if licensed to provide listed security advice) is responsible for sending your instructions to the Operator prior to the specified cut-off time. It is also the responsibility of your adviser to contact the Operator prior to the specified cut-off time if you amend your election in regard to a corporate action instruction. Instructions received after the specified cut-off time, or amendments to your original instructions will be treated on a 'reasonable endeavours' basis. In the event that no instruction is issued, the Operator will take no action and the market default will apply.

The Operator will process all corporate action instructions upon receiving them and will monitor their progress to ensure successful completion. However, this is dependent on processing by third parties such as company registrars. The Operator is not liable for any loss that may result from third party delays or errors.

The Operator will contact your adviser in situations where your instructions cannot proceed – for example, insufficient funds and timing issues.

To ensure that your acceptances are not in breach of any market or business processes, the Operator reserves the right to correct any corporate action transactions on your behalf. In the situation where a sell down of assets is required, the Operator will be in contact with your adviser to notify them of this process. The Operator is not responsible for any investment losses resulting from its corporate action interventions on your behalf.

For further information on specific corporate actions as they happen, please consult your adviser.

Advice for listed securities

Disclosure documents are not available for listed securities that you acquire through the Portfolio Service.

You should obtain specific information on a listed security from your adviser before you acquire that investment.

Investing in term deposits

Term deposits are available within the Portfolio Service, offering a range of terms and other features. Contact your adviser for more information on term deposits.

Note: The Operator has a guideline that no more than 80% of an investor's account be invested in term deposits. This is due to the need to maintain minimum cash levels in your Cash Account to pay fees and taxes as required. If you have insufficient cash levels and we need to break the term of your term deposit to bring your Cash Account up to the minimum level, please be aware that early termination fees will apply. Refer to the term deposit disclosure document for more information on early termination penalties.

Investing in Cash Management Trusts (CMT)

The Adelaide Bank CMT and Macquarie CMT* are currently integrated with the Portfolio Service. A CMT must be previously established and linked to your Portfolio Service account prior to its selection on Portfolio Service forms. Instructions are available at www.tfsa.com.au to assist your adviser to establish a CMT account and link it to your Portfolio Service account.

The CMT is accessed through the Portfolio Service by way of a separate Product Disclosure Statement (PDS). You will need to read the PDS and complete the accompanying Application form. The PDS and Application form is available from your adviser.

You can nominate for part of your initial investment to be placed in your linked CMT account via the Investment Authority. Funds can also be transferred into the Portfolio Service from your linked CMT. Normal Portfolio Service standards and timing apply for funds transferred from or to a CMT account. The amount invested in a CMT account will be net of any upfront fees and Cash Account requirements.

If you have more than one CMT then funds will be transferred from or to your default CMT account. Your default CMT account is the first CMT account linked to your Portfolio Service account unless you have notified us otherwise in writing.

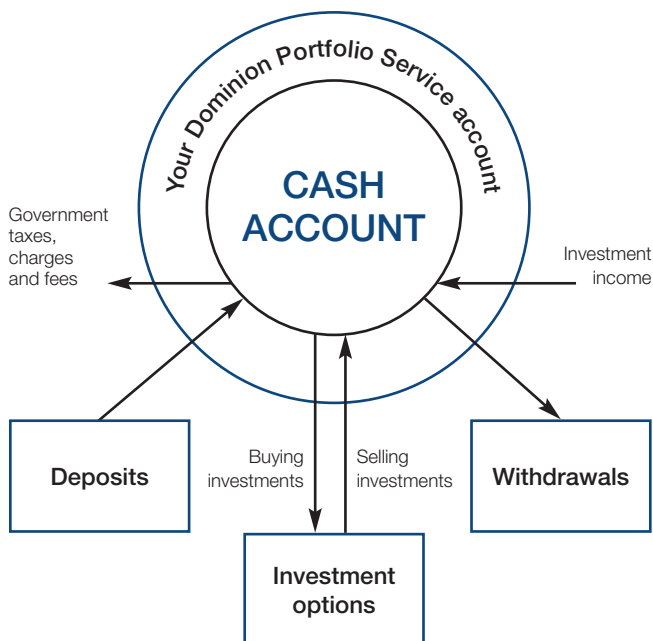
* The Macquarie Cash Management Trust (Trust) is a managed investment scheme. Macquarie Investment Management Limited is the Responsible Entity for the Trust. At a meeting on 22 April 2010, Trust unit holders approved the proposal to convert investments in the Trust into an at-call Cash Management Account (Macquarie CMA) with Macquarie Bank Limited. The conversion is scheduled to take place on the weekend of 31st July 2010. Investors will retain the same name and have the same functionality, BSB and account number, and be supported by the same service teams as the existing Trust account.

Your Cash Account

When you join the Portfolio Service, we will establish a Cash Account as part of your investment in the Portfolio Service.

Your Cash Account is used to:

- accept deposits prior to investment
- receive distributions and income from your investments
- fund withdrawal requests
- accept redeemed investments prior to reinvestment or withdrawal
- provide funds for regular withdrawals and fees.



You can elect to have all or part of your account balance invested in the Cash Account. The balance of funds held in the Cash Account will vary through the deduction of fees and investment processes such as investment rebalancing, income reinvestment and the Cash Account top up.

How your Cash Account is invested

The Cash Account is currently invested with a major Australian bank and in short term money market securities. The Operator may, at its discretion, choose different institutions and accounts to invest the Cash Account.

Cash Account minimums

The Cash Account minimum amount is set to the greater of \$300 or the percentage as determined by your account balance (see table) subject to a maximum of \$10,000.

Account balance	Standard Cash Account minimum
Less than \$10,000	\$300
\$10,000 – \$99,999	3.00%
\$100,000 – \$249,999	2.00%
\$250,000 – \$499,999	1.50%
\$500,000 – \$999,999	1.00%
\$1 million or more	\$10,000

In addition to this, your Cash Account must also contain sufficient funds to pay:

- an amount equal to three monthly regular withdrawal payments, if applicable
- the amount required for the next quarterly income payment, where you have elected to have all distributions from managed investments and interest on your Cash Account balance paid by direct credit to a nominated financial institution account.

Where you have a regular withdrawal facility in place, your adviser should monitor your Cash Account balance to ensure sufficient funds are available to cover withdrawals due in the following three months.

The amount required to satisfy the Cash Account minimum will be deducted from the initial investment stated on the Investment Authority you submit when joining the Portfolio Service. Further, an amount will be deducted from any additional investments made to restore the minimum, where required.

Maintaining your Cash Account minimum

Your Cash Account balance should be regularly monitored by your adviser to ensure there are sufficient funds to meet the Cash Account minimum. If required, your adviser may need to redeem investments in order to top up your Cash Account to the minimum amount.

Your Cash Account is also monitored by the Operator on a quarterly basis to ensure you have the required minimum amount of cash. When your Cash Account falls below the minimum amount the Operator will redeem investments to top up your Cash Account. The top up process is performed quarterly in January, April, July and October on the last Sunday of the month.

Further, if two weeks prior to a Regular Withdrawal being made, your Cash Account is below the minimum level, the Operator will redeem your investments to top up your Cash Account to the minimum level.

Note: If the amount in the Cash Account exceeds the minimum amount, no top up will occur nor will your Cash Account balance be reduced to the minimum amount.

How the Operator redeems investments will be based on instructions provided in the Investment Authority when you first joined the Portfolio Service or new instructions provided on a subsequent form. In situations where there are no instructions provided, conflicting instructions, or the balance of your nominated managed investments are exhausted, the default option will apply and the Operator will sell managed investments in order from those with the largest balance to those with the smallest.

When topping up your Cash Account using the default option, the Operator will sell investments in the following order:

- 1. Managed investments that price daily** – these will be sold from those with the largest balance to those with the smallest.
- 2. Managed investments that do not price daily** – these will only be sold where the balance of your funds in all other investments are exhausted. Managed investments that do not price daily are marked with an asterisk (*) on the Investment Authority and are unable to be nominated for Cash Account top ups.
- 3. Listed securities** – these are unable to be nominated by you for Cash Account top ups, however where these need to be sold the Operator will contact your adviser to arrange the sell down, which will be conducted by your adviser on behalf of the Operator. In the situation where your adviser cannot be contacted the Operator may authorise the sell down of your listed securities.

Allocating additional amounts to the Cash Account

You may allocate an additional amount to the Cash Account by requesting a higher Cash Account percentage in the investment instructions provided on your Investment Authority. Your adviser can update your investment instructions at any time by submitting the request online.

Where you require that a deposit be held in the Cash Account, your additional investment instructions should be updated to allocate 100% to the Cash Account.

Managing your account

Adviser authority to transact

It is important to note that by becoming an investor in the Portfolio Service, you authorise your adviser to submit instructions to the Operator or to brokers relating to purchases and sales of investments in respect of your interest in the Portfolio Service. This authority includes the ability to submit investment instructions to the Online Broker to undertake purchases and sales of listed securities on behalf of the Operator according to your instructions and submitting instructions to the Operator in relation to the purchase and sale of managed investments. In carrying out this activity your adviser will be acting as your agent.

The Operator will act on your adviser's instructions and you will be notified of any purchases and sales of investments after they have been completed. Your consent will not be sought before the transaction occurs. In providing this authority to your adviser, you also agree to indemnify the Portfolio Service and the Operator from and against all actions, costs, claims and proceedings that may arise directly or indirectly as a result of giving this authority. While this authority allows your adviser to provide instructions to the Operator in relation to purchases and sales, it does not authorise them to provide instructions in relation to withdrawals.

How your account balance is calculated

Your account balance is the total value of your managed investments, listed securities, term deposits, linked CMT and your Cash Account.

The value of a managed investment is calculated by multiplying the number of units you hold in that managed investment by the sell unit price of the managed investment. The sell unit price is equal to the value of the assets (net of transaction costs) of a managed investment divided by the number of units on issue. Unit prices are generally calculated daily, however investments such as hedge funds may calculate their unit prices less frequently.

The value of each listed security you hold is calculated by multiplying the number of shares you hold in a particular listed security by the last sale price. The last sale price of a listed security is the price quoted at the close of the previous trading day on the ASX.

Are there any minimum investment requirements?

There are no minimum initial investment requirements within the Portfolio Service for each of the managed investments selected, but there may be minimums imposed by individual investment managers. Small amounts, generally less than \$1,000 per managed investment, may not be invested immediately due to investment costs and/or minimum investment requirements and will be retained in the Cash Account.

There is a minimum initial investment recommended within the Portfolio Service of \$1,000 for each listed security.

Investment earnings – interest distributions and dividends

Interest on your Cash Account

Interest earned on your Cash Account is generally paid monthly and is based on the average daily balance over the period. All interest earnings on your Cash Account balance will be retained in your Cash Account unless you wish to make distribution payments to a nominated bank account (refer to page 24 for more information).

Dividends from listed securities

You must elect on the Application form how you wish dividends received on your behalf to be treated.

You have two options:

- All dividends retained in your Cash Account (the default).
- Dividends re-invested back into the originating investments via a dividend reinvestment plan, for all listed securities that offer this facility, subject to the terms and conditions of the relevant dividend reinvestment plan.

The Operator will notify the share registry of dividend elections on your behalf.

It is important to note that the option you choose will apply to all your listed securities. If a listed security does not offer dividend reinvestment, dividends are retained in the Cash Account. You may change your dividend election at any time, however, this is dependent on processing by third parties. Further, if any of your listed security holdings are undergoing a corporate action, your instructions may not be completed within the specified cut-off time. The Operator is not liable for any loss that may result from third party delays or errors.

The share/company registry from which your dividends are received is responsible for the management and payment of dividends on listed securities acquired through the Portfolio Service.

Distributions from managed investments

Distributions received from your managed investments are generally paid quarterly, however, some managed investments distribute half yearly or annually. To determine the frequency of distributions for a particular investment, refer to the disclosure document for that investment.

You must elect on the Investment Authority how you wish distributions from your managed investments to be treated.

You have four options:

- All distributions retained in your Cash Account (the default).
- All distributions re-invested back into the originating investments*.
- All distributions re-invested according to your additional investment instructions*.
- All distributions and interest on your Cash Account paid to a nominated bank account.

* Small amounts, generally less than \$1,000 per managed investment, may not be reinvested immediately due to investment costs and/or minimum investment requirements.

If you prefer to specify how to manage income distributions at the individual investment level, you can nominate one of the above options for each managed investment to indicate whether income distributions will be reinvested or retained in the Cash Account. Where you do not select an option or select multiple options for a managed investment, income distributions for that managed investment will be retained in the Cash Account.

You should note that you may not have the current disclosure document for a managed investment at the time distributions are reinvested back into that managed investment. You can obtain a copy of the disclosure document from your adviser.

Distribution payments to a nominated bank account

You can elect to have all distributions, subject to a minimum of \$250 per quarter, from managed investments and interest on your Cash Account balance paid by direct credit to a nominated financial institution account. Payments by direct credit to a nominated financial institution account will be made quarterly by the fifth business day in the months of August, November, February and May.

If you elect to do this, distribution payments will be placed in your Cash Account until they are paid out to your nominated account. If the payment amount is less than the \$250 minimum or the payment will result in your Cash Account balance falling below the Cash Account minimum amount, then the distributions will remain in your Cash Account.

Please note that where you elect for all distributions to be paid to a nominated account, this option will apply to all managed investments that you hold. If you have margin lending, you should check with your margin lender whether distribution payments to a nominated bank account are allowed.

Interest on your CMT account balance

If you have a linked CMT account, interest on this account balance is credited to your CMT account. Your CMT provider will provide you with all transactional information and tax reporting for your CMT account. Please refer to the disclosure document for the CMT for more details.

Switch and reweight

To make a switch or reweight of your managed investments, simply contact your adviser who will then lodge the request with the Operator.

Your adviser can complete a reweight or a full or partial account balance switch on your behalf.

Once received, the Operator will act on your adviser's instructions and you will be notified of any switches or reweights after they have been completed.

Note: The switch and reweight process described above applies to managed investments only, not listed securities. Changes to your listed security holdings are made by your adviser issuing buy or sell instructions directly to the Online Broker or an external broker on behalf of the Operator.

Automatic rebalancing

What is automatic rebalancing?

Individual managed investments are subject to market flows and movements and consequently their actual balance may not always reflect the percentages allocated in your current investment instructions.

To enable your managed investments to be re-aligned with your selected percentage allocation, the Portfolio Service offers automatic rebalancing.

Automatic rebalancing is an optional facility which automatically restores the weighting of your managed investments to that which you have specified in your additional investment instructions, or in their absence, your initial investment instructions.

Note: Automatic rebalancing only applies to managed investments that price daily. Listed securities cannot be rebalanced.

How automatic rebalancing works

If you select this facility, the Portfolio Service periodically reviews your managed investments and will:

- sell managed investments that are over the selected percentage allocation*, and
- buy managed investments that are under the selected percentage allocation*.

* Small amounts, generally less than \$1,000 per managed investment, may not be invested or redeemed due to investment costs and/or minimum investment requirements.

When automatic rebalancing has been completed, the percentage allocated to each investment will match as closely as possible your additional investment instructions (after allowing for the Cash Account minimum). If additional investment instructions have not been provided, investments will be rebalanced according to your initial investment instructions.

In order to minimise the number of investment transactions made on your account and to meet upcoming cash requirements for items such as regular withdrawals, the rebalance process may result in a higher Cash Account balance than the Cash Account minimum or higher nominated amount.

You can elect to have your investment rebalance calculated:

- **quarterly** – in February, May, August and November
- **half yearly** – in February and August
- **annually** – in August.

You can elect to rebalance your investment options using the Investment Authority.

If there are any outstanding investment instructions for your account including purchases, switches or redemptions, your rebalance may be delayed.

Note: If your additional investment instructions include closed, frozen, illiquid investments or managed investments that do not price daily, or where an investment included in your additional investment instructions has a nil balance then your rebalance may not be actioned.

Investments you hold that are not included in your additional investment instructions will be excluded from the rebalance process, but the remaining investments will be rebalanced.

There is no charge to rebalance investment options. However you may incur costs associated with switching such as buy/sell spread costs.

Dollar Cost Averaging

What is Dollar Cost Averaging?

Trying to predict the best time to enter the market is near impossible. Dollar Cost Averaging (DCA) is one useful technique that aims to take the guesswork out of when to invest. It works by investing at set regular intervals and averaging out the cost of the units you buy in a managed investment over time. This may help manage and spread the risk of investing.

To determine if DCA is appropriate to your individual circumstances you should speak to your adviser.

How does Dollar Cost Averaging work?

To establish DCA you simply nominate an amount you would like to invest from your Cash Account on a regular basis and we will purchase managed investments according to your standing additional investment instructions, this means that you do not need to provide new additional investment instructions for your DCA plan. The minimum amount for each switch using DCA is \$100*. You must ensure there are sufficient funds in your Cash Account, as funds for the DCA will be drawn from the balance of your Cash Account.

* Small amounts (generally less than \$1,000 per managed investment), may not be invested due to investment costs and/or minimum investment requirements.

You can elect to have your DCA operate:

- weekly
- monthly, or
- quarterly.

DCAs are processed on set days according to the frequency selected by you. The actual start date of your DCA will be the next processing date available after the date you have nominated.

You cannot establish DCA if your standing additional investment instructions include managed investments that are closed, frozen or illiquid. Listed securities and term deposits are excluded from DCA.

You cannot elect to have both a DCA plan and automatic rebalancing. If rebalancing exists on your account and you select a DCA plan it will be automatically cancelled. Conversely if DCA exists on your account and you elect automatic rebalancing, the DCA plan will be automatically cancelled.

There is no charge to use the DCA facility, however you may incur costs associated with switching such as buy/sell spread costs for managed investments.

When does the Dollar Cost Averaging cease?

The DCA facility will be cancelled if one of the following occurs:

- if you have nominated one, the end of the DCA payment period
- if you have insufficient funds available in the Cash Account at the next due date
- if you have selected an investment that becomes frozen or closed prior to the expiry of the selected term
- if you request a full withdrawal on your account prior to the expiry of the selected term
- if you transfer to another account, or
- if you select an automatic rebalance facility.

How does Dollar Cost Averaging affect my Cash Account limit?

Please keep in mind that fees and withdrawals are deducted from your Cash Account. The Cash Account top up which occurs quarterly in January, April, July and October will exclude your DCA amount when calculating the amount required to maintain your minimum Cash Account limit.

To select DCA you must complete a Dollar Cost Averaging form, which is available from your adviser, the website or Client Services.

Margin lending

Margin lending, or gearing, involves borrowing money to invest. Depending on the assessed risk of a particular investment, a margin lender will loan up to a certain percentage of the value of the investment, with you providing the remainder of the funds required. This percentage is generally referred to as the maximum Loan to Valuation Ratio (LVR).

Generally, the margin lender requires security over all of your interests in the Portfolio Service. By applying for margin lending you instruct us to provide the required security.

The margin lender may provide both 'lump sum' and 'instalment gearing' margin lending services.

With 'lump sum' margin lending, a one off loan amount is made to fund your investments inside the Portfolio Service. Lump sum margin lending is generally used to finance a relatively large amount.

With instalment gearing, the margin lender will generally provide a smaller loan amount on a regular basis, generally monthly. You would also need to provide a percentage of the funds, as agreed with the margin lender, on the same regular basis. The total amount would then be deposited into your account and invested according to your instructions.

The margin lender generally has the right to sell any or all of your investments to maintain the LVR at a level below the maximum LVR. The selling of investments to maintain the LVR is referred to as a margin call.

If you take out a margin loan that is compatible with the Portfolio Service, your margin loan details, such as the current outstanding loan amount and current LVR, will be provided in certain reports to you and will be displayed along with details of your investments in the Portfolio Service on the Dominion website.

The margin lender will require that all forms used to operate your account are sent via the margin lender.

For more information about margin loans and to determine if a margin loan is appropriate for your particular circumstances, speak to your adviser.

We recommend you consult your adviser about appropriate insurance cover if you are using margin lending.

External Assets & Liabilities Facility

The Portfolio Service enables you to obtain a consolidated picture of all your assets and liabilities, including those held externally to the Portfolio Service.

External asset and liability details will be included in certain reports provided to you and will be displayed along with details of your investments in the Portfolio Service on the Dominion website.

The External Assets and Liabilities Facility is a reporting service only and we accept no responsibility for the accuracy of external asset and liability information provided by you or your adviser. You should check the accuracy and currency of valuations of your external assets and liabilities against the valuations provided in your quarterly and annual reports and contact your adviser or Client Services if you have any concerns. These assets and liabilities do not form part of your interest in the Portfolio Service and fees do not apply to them.

Integrated Portfolio Reporting Service

The Integrated Portfolio Reporting Service (IPRS), provides the opportunity to take the External Assets and Liabilities Facility to a higher level. The IPRS allows your adviser to maintain transaction information affecting selected assets.

Maintaining IPRS asset transaction information, enables the Operator of the Portfolio Service to provide you with consolidated tax reporting, covering both your managed investments in the Portfolio Service and your selected IPRS assets.

Tax reporting is provided annually after the end of the financial year. Tax reporting includes an Income Report, Unrealised Capital Gains Tax Report and Realised Capital Gains Tax Report (if applicable).

The IPRS will only report on transactions involving certain types of assets. For further information contact your adviser or Client Services on 1300 554 498. Your adviser can assist you to maintain the details of any transactions involving IPRS assets via the Dominion website.

The IPRS is a reporting service only and we accept no responsibility for the accuracy of selected asset valuation and transaction information provided by you or your adviser. You should check the accuracy and currency of valuations and transactions of your selected assets against the information provided in your quarterly and annual reports and contact your adviser or Client Services if you have any concerns.

In using the IPRS you acknowledge that, while all care is taken in the provision of tax reporting, the Operator should not be taken to be providing tax advice and we recommend you seek the services of a tax professional if you require tax advice.

20% of the value of your selected IPRS assets will be included for the purpose of calculating the Administration fee.

100% of the value of your selected IPRS assets will be included for the purpose of calculating the Adviser Service fee.

Neither a Deposit fee nor an Investment management fee is applicable to assets within the IPRS.

20% of the value of any selected assets for which you use the IPRS will be added to the account balance used to calculate your Cash Account minimum. The Operator may review and vary this percentage from time to time to ensure that there are sufficient funds in your Cash Account.

Account information and communications

Communications you will receive

The Portfolio Service provides a diverse range of communications to keep you informed about your account, your investments and the Portfolio Service.

As an investor in the Portfolio Service you will receive the following information:

On Joining the Portfolio Service

- **Welcome letter** – confirming your membership details.
- **Login code and online password** – to access the Dominion website www.tfsa.com.au
- **Customer Reference Number** for BPAY and personalised **EFT/Easy Payment details**.

Periodically

- **Online newsletters** – periodically the Operator will issue newsletters online at www.tfsa.com.au to inform you of significant events relating to the Portfolio Service.

Regular reports

- **Quarterly Investment Reports** – You will receive a quarterly report providing information about your account up to the end of 31 March, 30 June, 30 September and 31 December each year. These reports provide you with information about transactions that have been undertaken and the value of your investments. These reports are available online in the member area within the Dominion website www.tfsa.com.au. If you prefer to view your Quarterly Investment Reports online rather than receive them by mail, you can nominate this option on the Application form.
- **Annual Reports** – You will also receive an annual report providing information about your account for the financial year ending 30 June. The Annual Report provides you with information about transactions, investment performance and asset allocation. A registered company auditor prepares an annual Audit Report on the Portfolio Service. This Audit Report will also be provided with the Annual Report.
- **Tax Reports** – Tax Reports for your managed investments and IPRS assets will be provided as soon as all required information has been received for the financial year ending 30 June. These reports show the quantity and type of income received, tax-deductible expenses and realised and unrealised capital gains.

Access to information about your account

The Portfolio Service provides you with easy and convenient online and phone access to information about your membership and investments.

Dominion website

The Dominion website provides you with a quick and convenient means of accessing comprehensive and up-to-date information on your account, news and investment performance updates.

You are able to access this free service at your own convenience by visiting www.tfsa.com.au

The secure area of the website can be accessed after you log on using your login code and online password provided in your welcome letter.

Account information

You can view a range of current and historical information on your account including:

- **Account Summary** – provides information about your account including your account balance.
- **Transaction Summary** – summarises transactions on your account including your investment values, unit prices and listed security prices.
- **Detailed Summary** – you can select any period of time and obtain a summary of your account balance, withdrawals, investment returns, deposits, fees and tax.

Investment performance

Monitor the performance of your investments and obtain current data on:

- unit prices
- asset allocation
- listed securities
- investment managers and options.

Phone access – Client Services

If you have an account query or require further information about your membership or the Portfolio Service, one of our friendly Client Services team representatives will be happy to assist you.

Our Client Services team can be contacted on 1300 554 498 (toll free) between 8.30 am to 6.00 pm Monday to Friday (Sydney Time).

This section provides an overview of some of the taxes that could affect your investments.

The taxation implications of your investments in the Portfolio Service are dependent on your own circumstances. We recommend you consult your adviser about the impact of tax on your investments.

The Portfolio Service has been structured with the intent that, for taxation purposes, you are 'absolutely entitled' to the investments held through the Portfolio Service. This means we will treat them as if you hold the investments yourself. In this case, for capital gains tax (CGT) purposes you, rather than us, are treated as dealing with the investments.

Tax on interest, distributions and dividends

Interest on the Cash Account balance is generally paid to your Cash Account unless you elect to use the 'Distribution payments to nominated bank account' option (refer to page 24).

Distributions from managed investments may be paid to your Cash Account, re-invested or paid direct to your nominated bank account. Dividends from your listed securities may be paid to your Cash Account or reinvested (if available).

These distributions and dividends may consist of different income components depending on the investment and may include franked dividends, capital gains, interest and foreign income. Depending on your circumstances, tax may be payable on investment income from distributions, interest and dividends.

Dividend imputation

Current taxation legislation allows for dividend imputation in order to eliminate the double taxation of dividends received by Australian listed shareholders.

If you invest in a managed investment or shares, your account may be credited with a 'franked dividend'. These are paid out of a company's taxed profits and may carry with them an 'imputation credit' for income that has already been taxed.

The franked dividend and any imputation credit will generally need to be included in your annual income tax return and will be assessed at the marginal tax rate applicable to you.

Income that is not subject to imputation is fully taxable and will be shown in income tax reporting issued to you by the Portfolio Service as 'Unfranked Dividend'.

Capital gains tax (CGT)

Generally, whenever an investment is disposed of by way of sale or transfer of ownership, a capital gain or loss will be realised which may have tax implications. A disposal may occur when you request a transaction such as a withdrawal, switch or transfer or there is a sale of investments to top up your Cash Account.

Additionally, distributions from managed investments may also be liable for CGT. Since investment managers typically engage in the disposal of underlying assets in a managed investment, the resulting income distributions to investors from this activity may contain components with a CGT liability.

To ensure the sale of your managed investments and listed securities is done in a tax effective way, your CGT position will be calculated to show the maximum capital loss then the minimum capital gains to offset any of the capital gains you may have.

Making withdrawals

To make a withdrawal, simply contact your adviser, who will ask you to authorise a Withdrawal form. They will then lodge the withdrawal request with the Operator.

As withdrawals are made from your Cash Account you must ensure there are sufficient cleared funds in this account to fund the withdrawal. You must also specify the managed investments to be sold in the event there are insufficient funds in your Cash Account to fund the withdrawal. If no managed investments are specified and you have insufficient funds in your Cash Account, then withdrawals will be funded by redeeming managed investments in accordance with your current Cash Account top-up instructions. Where the balance of managed investments is exhausted, withdrawals will be funded by the sale of any listed securities you hold. In such cases you must agree with your adviser which listed securities to sell and your adviser must provide these instructions to the Online Broker on behalf of the Operator.

When you make a withdrawal, payment can be made by cheque or by direct credit. To receive withdrawals via direct credit you must provide your financial institution account details in the Application form at the time of joining or on the Withdrawal form at the time of the withdrawal request. If there are sufficient cleared funds in your Cash Account and once your request is processed by the Operator, withdrawal requests processed by our bank before 5pm will, generally, be deposited into your financial institution account the next business day, but is dependent on the individual institutions processing times.

If you would like to withdraw assets by in-specie transfer, please contact your adviser.

Regular withdrawal facility

The regular withdrawal facility enables you to automatically receive monthly, quarterly, half yearly or annual payments from your Cash Account. Payments are deposited by direct credit into your nominated account.

The Application form provided with this Guide is used to set up the regular withdrawal facility and to supply any required details.

Note: The regular withdrawal facility is not available to investors with margin lending.

Withdrawals under this facility will be made on the 5th day of the month or on the preceding business day if the 5th day is not a business day.

Important additional information

What if your details change?

You should advise us immediately in writing of any changes or corrections to your:

- name (i.e. due to marriage, separation, deed poll)
- postal address.

Your personal information

To enable us to provide you with the products and services you require, we will request personal details and certain information from you.

Protecting the privacy of your personal details and information is important to us.

Privacy Policy

Privacy laws require us to make the following disclosure before collecting personal information from you:

- you may contact us by telephone or in writing (please refer to the inside back cover for our contact details)
- in most cases, if you so request, we will give you access to the personal information collected about you
- we need to collect personal information about you to process applications and to administer your investments
- we may disclose the personal information to our service providers for this purpose and, as necessary, to the Family Court (if you are involved in a case before it and we are legally required to do so) and as otherwise required by law
- if you do not provide the requested information, we may not be able to accept your application or administer your investments
- we may use personal information (but not sensitive information) collected about you to notify you of other products. This will only occur with the knowledge and consent of your adviser
- you authorise us to give information relating to your investment in the Portfolio Service to your adviser and financial services licensee and the Operator's marketing company, and acknowledge that your adviser, financial services licensee and the Operator's marketing company are your agents for the purpose of receiving this information.

You agree to the collection, use and disclosure of your personal information as set out above when you apply to become an investor in the Portfolio Service.

Accessing personal information

If you have concerns about the accuracy of any personal information that we hold, you may request access to this information by writing to:

**Client Services Manager
Dominion Portfolio Service
Locked Bag 1000
Wollongong DC NSW 2500**

Depending on the nature of the request, the Operator reserves the right to impose a reasonable charge for providing information you may request.

You may obtain a copy of our Privacy Policy by contacting the Portfolio Service.

Complaints resolution

If you have any enquiries or complaints, they will be handled in accordance with the Operator's enquiries and complaints procedures. This procedure requires a written complaint to be made to the Client Services Manager at the following address:

**Client Services Manager
Dominion Portfolio Service
Locked Bag 1000
Wollongong DC NSW 2500**

If you make a complaint and you are not satisfied with the Operator's handling of your complaint and our internal procedures have been exhausted, you may lodge a formal complaint with the Financial Ombudsman Service (FOS). The FOS is an independent body set up by the Investment and Financial Services Association (IFSA).

The FOS can be contacted at:

**Financial Ombudsman Service
GPO Box 3
Melbourne VIC 3001**

**Fax: (03) 9613 6399
Email: info@fos.org.au**

The FOS will not examine a complaint unless it has first been dealt with by the Operator's internal enquiries and complaints procedure. If the FOS accepts your complaint, it will attempt to resolve the matter through enquiry, conciliation and review.

Professional indemnity insurance

In accordance with the provisions of the Corporations Act, Oasis Asset Management Limited holds professional indemnity insurance with American Home Assurance Company (ABN 67 007 483 267) and is covered for \$10 million in claims in any one year. This covers the conduct of both current and former employees and authorised representatives of Oasis Asset Management Limited.

Lodgement of forms

All completed forms along with deposit cheque(s) should be mailed to:

**Dominion Portfolio Service
Locked Bag 1000
Wollongong DC NSW 2500**

Invalid or incomplete forms

The Operator reserves the right to refuse any notification of change in detail if it is invalid or incomplete.

Terms and conditions for accepting faxed instructions

You can fax certain requests to us on the relevant Portfolio Service form for the transactions you are requesting. The terms and conditions for faxed instructions, including switch requests are:

- The Operator is not responsible to you for any fraudulently completed request.
- The Operator is not responsible to you for any loss suffered by you in processing a fax that has been corrupted during transmission.
- The Operator will not compensate you for any losses that may result from (1) or (2) above.
- Should any fraud have taken place, you will release and indemnify the Operator against any liabilities whatsoever arising as a result of acting on any communication received by fax in respect of your investment.

Certain rights cannot be excluded under Federal and State laws. We expressly exclude all representations and warranties to the extent permitted by law.

Personal representative facility

This facility enables you to nominate another person, in addition to yourself, to authorise transactions on your behalf. This person could be your spouse or any other person, you wish to nominate. Some advisers (who are licensed to do so), may also be nominated as a personal representative. Please check with your adviser if they are licensed to act as your personal representative. The Application form provided with this Guide is used to set up the personal representative facility and to supply any required details.

Joint ownership

In the case of jointly owned accounts, any owner may issue instructions on the account unless specified otherwise on the Application form or notice in writing signed by all owners.

Joint owners will be treated as joint tenants. This means that investments are equally owned and that on the death of one owner, the surviving owner(s) will have title to the investments.

Anti-money laundering and counter terrorism

Under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 the Operator is required to identify, monitor and migrate the risk that the Portfolio Service may be used for laundering of money or financing of terrorism. Because of this you will be required to provide proof of your identity before we can accept your application and before you can withdraw your investment from the Portfolio Service. At a minimum, you will be required to provide the Portfolio Service with evidence that verifies your full name, your date of birth and your residential address.

IDPS contract

The IDPS contract, this Guide, the forms you sign, together with the relevant law, set out the details of our agreement with you.

The IDPS contract includes provisions regarding:

- establishment, variation and termination of the Portfolio Service
- our and your rights and obligations, although the most important ones are discussed in this Guide
- our powers to invest and value
- matters required by ASIC policy
- income and withdrawal provisions
- our right to be indemnified by you for charges and expenses incurred in relation to the Portfolio Service, including reimbursing ourselves for all expenses from assets we buy for you.

You can request a copy of the contract be sent to you, free of charge, by calling Client Services on 1300 554 498.

HSBC custodial terms and conditions for listed securities

HSBC Bank Australia Limited (ABN 48 006 434 162, AFSL No. 232595) (HSBC), has been appointed as the Custodian of the Portfolio Service's assets.

In respect of trading listed equities belonging to the Portfolio Service, Oasis as the Operator, has selected and appointed JDV Limited (ABN 67 009 136 029, AFSL No. 239956) (Core) as broker for the Portfolio Service for the purpose of equity execution and has instructed the Custodian to appoint Core as (1) CHESS sponsor for the Portfolio Service and (2) attorney for the Custodian, to operate and sponsor all listed equities belonging to the Portfolio Service (Core Sponsored Holding).

At the request of Oasis as the Responsible Entity:

all instructions in respect of the equities held in the Core Sponsored Holding are provided to Core directly by the investor or their appointed agent with no involvement whatsoever by the Custodian which means that the equities may be transacted upon or otherwise transferred or dealt with by Core as operator and sponsor of the Core Sponsored Holding, without the knowledge of the Custodian, and

all records of the equities held in the Core Sponsored Holding are kept by Core and Oasis Asset Management Limited as the Administrator for the Portfolio Service and not the Custodian.

As a result of the above, the listed equities in the Core Sponsored Holding are operated and sponsored in CHESS by Core and the Custodian does not have the ability to exercise exclusive control over such listed securities. Accordingly, and as expressly set out in the Custody Agreement, the Custodian has no responsibility whatsoever for any loss suffered by the Portfolio Service or any investors as a result of the Portfolio Service's decision to appoint and use the services of Core.

In appointing Core at the instructions of Oasis as the Responsible Entity, the Custodian does not make any representation or warranty as to the appropriateness or suitability of using Core and the appointment of Core is not an endorsement, approval or recommendation of Core by the Custodian.

The Custodian is under no duty to, and does not, supervise compliance with the investment objective, policy, investment restrictions, borrowing restrictions or operating guidelines of the Portfolio Service.

Application form instructions

The steps to be completed in the Application form are set out below.

Step	Instruction	Required/Optional
Step 1	To be completed by existing investors only. Existing investors then only need to complete the relevant sections of the form and sign the form.	Optional
Step 2	To be completed by all new investors. Please indicate the type of investor.	Required
Step 3	Applicant 1 (individual or joint owner) / partnership, company, unincorporated body or trustee – to be completed by all new investors and existing investors whose details have changed. Insert the relevant details of the individual investor, the first of any joint owners or a partnership, company, unincorporated body or trustee. Applicant 2 (joint owner) – to be completed by all new investors and existing investors whose details have changed. Insert the relevant details of the second of any joint owners. For new investors, where there are more than two joint owners, the details of any additional joint owners must be provided in a separate Application form.	Required
Step 4	To be completed by all new investors if investing in listed securities. Please elect how dividends are to be distributed.	Optional
Step 5	To be completed by all new investors. Please select how the initial investment will be made.	Required
Step 6	To be completed if viewing of regular reports via the internet is preferred.	Optional
Step 7	Insert tax details (not compulsory).	Optional
Step 8	To be completed if a regular investment facility is required.	Optional
Step 9	To be completed if a regular withdrawal facility is required.	Optional
Step 10	To be completed if an investor's distribution payments and/or regular withdrawals are to be paid to a nominated bank account.	Optional
Step 11	To be completed if a personal representative is to be appointed.	Optional
Step 12	To be completed in the case of joint owners.	Optional
Step 13	To be completed and signed by your adviser.	Required
Step 14	To be signed by all investors, including all joint owners (any additional joint owners must sign a separate Application form). In the case of a partnership, company, unincorporated body or trustee, the position held by the relevant signatories should be indicated.	Required
Step 15	Instructions and postage details for posting the Application form and any cheques.	Required

Forward all forms and cheques to:

Dominion Portfolio Service
Locked Bag 1000
Wollongong DC NSW 2500

Cheques should be made payable to the Dominion Portfolio Service.

If margin lending is being used, please forward the forms and cheques to the margin lender.

STEP 3. Details of applicant/s (continued)

Residential address*:
 State: Postcode:

Postal address:
 State: Postcode:

Home phone: Work phone:

Mobile phone: Fax:

Email address:

Applicant 2 (joint owner)

Title: Mr Mrs Miss Ms Other:

Surname:

Given names:

Date of birth: / /

Residential address*:
 State: Postcode:

Postal address:
 State: Postcode:

Home phone: Work phone:

Mobile phone: Fax:

Email address:

* If you wish to have listed security trading on your account you must provide a residential address.

STEP 4. Listed securities nomination & dividend election (optional)

This section is to be completed if you wish to invest in listed securities. When completing your dividend election, note that the option you nominate (tick one box only), will apply to all your dividend paying listed securities. Please ensure that you have provided a residential address at Step 3.

- Cash Account – All dividends from all listed securities will be deposited in your Cash Account (default)* OR**
- Dividend Reinvestment Plan – All dividends from listed securities (where applicable), will be reinvested in the relevant listed security **

* If you have provided conflicting instructions, the Operator will apply the default and deposit all dividends in your Cash Account.

** Dividends will be reinvested for those listed securities where a Dividend Reinvestment Plan is available. Where this is not the case, dividends will be deposited in your Cash Account.

STEP 5. Initial investment details

How will this investment be made?

- Cheque; make cheques payable to the Dominion Portfolio Service
- EFT/Easy Payment*
- BPAY*
- Direct Debit Request (DDR)*

* Please contact Client Services for information on making an investment via EFT/Easy Payment, BPAY or DDR.

STEP 6. Quarterly Reports

I would like to view my Quarterly Reports online rather than receive them by mail.

STEP 7. Tax details

Individuals / Joint owners

TFN Applicant 1: **OR**
ABN: **OR** Exemption Code:

TFN Applicant 2: **OR**
ABN: **OR** Exemption Code:

Partnership, company, unincorporated body or trustee

For superannuation funds, please insert the fund TFN, not the TFN or ABN of the trustee.

TFN: **OR**
ABN: **OR** Exemption Code:

Exemption codes

- 01 – If you receive an age pension, service pension, invalid pension or veteran’s pension.
- 02 – If you receive some other pension (i.e. wife, carer, widow, sole parent or special benefit).
- 03 – Associations, etc. – entities not required to lodge a tax return.
- 04 – Territory resident.
- 05 – Non-resident for tax purposes.

Your TFN/ABN details will be stored in a secure and confidential manner.

You are not required to provide your Tax File Number (TFN). If you choose not to provide your TFN or claim an exemption you are entitled to, we may be required to withhold tax at the highest marginal rate plus Medicare levy from any amounts to which tax is applicable. If you do provide your TFN, it may be passed on by us to other relevant parties, subject to the provisions of the Privacy Act and taxation laws. An Australian Business Number (ABN) may be used as an alternative to a TFN if your investment is undertaken in the course of an enterprise.

STEP 8. Regular investment facility

I/we wish to make use of the regular investment facility:

Yes **OR** No (go to Step 9)

Is the Regular Investment Facility to be associated with an instalment gearing margin lending program?:

- Yes – The regular investment amount specified below should be the total instalment amount, including your deposit and the margin lender’s deposit.
- No – Please ensure you complete a Direct Debit Request form.

Please indicate the amount and frequency of investments.

Amount: \$

Frequency: Monthly **OR** Quarterly **OR** Half yearly **OR** Annually

Please specify in the Investment Authority the managed investments into which you wish your regular investments to be placed.

STEP 9. Regular withdrawal facility

I/we wish to make use of the regular withdrawal facility*:

Yes **OR** No (go to Step 10)

* Please note that the regular withdrawal facility is not available to investors with margin lending accounts.

Please indicate the month you wish your withdrawals to commence:

Please indicate the amount and frequency of withdrawals.

Withdrawals are scheduled for the 5th day of the month. Please allow three days prior to the first withdrawal for processing.

Amount: \$

Frequency: Monthly **OR** Quarterly **OR** Half yearly **OR** Annually

If you would like to use the regular withdrawal facility you must complete Step 10.

STEP 10. Nominated bank account

The details of my/our bank/credit union/building society account to which withdrawals and/or distributions should be paid are as follows:

Financial institution:

Branch:

Account name:

BSB number: - Account number:

STEP 11. Personal representative facility

I/we wish to appoint a personal representative:

Yes **OR** No (go to Step 12)

Personal representative's details

Title: Mr Mrs Miss Ms Other:

Surname:

Given names:

Postal address:

State: Postcode:

Home phone: Work phone:

Mobile phone: Fax:

Email address:

- In signing, I/we acknowledge that I/we understand that by appointing a personal representative, the Operator will act on instructions from the personal representative as if those instructions were made by myself/ourselves.

Signature of applicant:

Date: / /

Signature of personal representative:

Date: / /

STEP 14. Declaration and authorisation

- I/we hereby apply to invest through the Dominion Portfolio Service (Portfolio Service).
- I/we hereby acknowledge that we have received and read the current Information and Financial Services Guide (Guide) and agree to the terms of the Portfolio Service as set out in the Guide, completed forms and the contract governing provision of the Portfolio Service.
- I/we agree that Oasis Fund Management Limited (Operator) is entitled to alter the terms and conditions of the Portfolio Service at any time after giving me/us notice.
- I/we agree that, in the case of jointly owned accounts, unless otherwise specified, either owner may issue instructions to the Operator.
- I/we authorise the Operator to provide my/our personal representative and/or adviser with information regarding my/our investments.
- I/we authorise the use of my/our Tax File Number(s) (TFN) or Australian Business Number (ABN), where it/they has/have been provided, for this and any subsequent investments through the Portfolio Service.
- I/we agree to indemnify the Operator in respect of any losses made as a result of my/our participation in the Integrated Portfolio Reporting Service (IPRS), except in the case of negligence and to the extent permitted by the law.
- I/we agree that I/we or my/our appointed adviser or agent am/are wholly responsible for the accuracy and currency of the information provided in relation to investments administered within the IPRS.
- I/we also acknowledge that Oasis Fund Management Limited does not take any responsibility for the accuracy and currency of investment information provided by me or my appointed adviser or agent in relation to investments administered within the IPRS.
- I/we undertake to check the accuracy and currency of valuations and transactions of my/our IPRS assets with those valuations and transactions provided on my/our quarterly and annual reports and contact my/our adviser or Client Services if I/we have any concerns.
- I/we acknowledge that the IPRS is a reporting service only and that the Operator takes no responsibility for the choice of investment that I/we acquire and subsequently arrange reporting for via the IPRS.
- I/we acknowledge that, while all care is taken in the provision of tax reporting, the Operator should not be taken to be providing tax advice and that I/we should seek the services of a tax professional if I/we require tax advice.
- I/we agree that when I/we acquire investments through the Portfolio Service, that I/we will obtain all necessary disclosure documents for the investments and any updated information either by contacting Client Services on 1300 554 498, by email at contactus@oasisasset.com.au or by visiting the website at www.tfsa.com.au
- I understand that my access to and use of the Dominion website is subject to my acceptance of the terms and conditions available at www.tfsa.com.au. Terms and conditions are also available by contacting Client Services on 1300 554 498. I have read and understand the terms and conditions and I undertake to observe and be bound by them.
- I/we understand that neither the Operator nor any of the managers of the investments offered through the Portfolio Service guarantee repayments of capital nor any particular rate of return.
- I/we agree to indemnify the Operator in respect of any losses made as a result of my/our participation in the Portfolio Service, except in the case of negligence and to the extent permitted by the law.
- Where I have an adviser, I authorise my adviser to transact on my behalf including transacting in listed securities and managed investments.
- I acknowledge that where my adviser provides instructions to the Operator, the Operator will act on those instructions without consulting me.
- I/we consent to my adviser transacting and receiving information on my behalf and agree not to hold the Operator responsible in any way for any transactions entered into by my adviser on my behalf.

Signatory requirements

- Application forms for individuals should be signed personally or under power of attorney.
- In the case of joint owners, the Application form should be signed by all owners or under power of attorney.
- In the case of partnerships, the Application form should be signed by the person authorised to sign on behalf of the partnership. The relevant partnership authority must be enclosed with the Application form.
- In the case of companies, the Application form should be signed by two directors or one director and the company secretary or the Sole director/Secretary or under power of attorney.
- In the case of unincorporated bodies, the Application form should be signed by authorised signatories.
- In the case of non-corporate trustees, the Application form should be signed by all of the trustees personally or under power of attorney.
- Where the Application form is signed under a power of attorney, the relevant power of attorney must be enclosed with the Application form.
- All signatories warrant that they have authority to enter into, invest through and give instructions in respect of the Portfolio Service.

This step continues on the next page.



DOMINION

Direct Debit Request Agreement

Our commitment to you

This outlines our service commitment to you in respect of the Direct Debit Request (DDR) arrangements made between Oasis Fund Management Limited (Operator), User ID: 126257, and you. It sets out your rights, our commitment to you and your responsibilities to us, together with details of what you should do for assistance.

Initial terms of the agreement

In terms of the DDR arrangement made between ourselves and you, we undertake to periodically debit your nominated account for the agreed amount for deposits to the Portfolio Service.

Drawing arrangements

- The first drawing under this direct debit arrangement will occur on the 16th day of the nominated month.
- If any drawing falls due on a day other than a business day, it will be debited from your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice will state the new amount, frequency, the next drawing date and any other changes to the initial terms.

Direct debits may not be available on your account. If in doubt, please refer to your bank/financial institution.

If you wish to discuss any changes to the initial terms, please contact Client Services on 1300 554 498.

Your rights

Changes to the arrangement

If you want to make changes to the drawing arrangements, please contact Client Services on 1300 554 498.

These changes may include:

- deferring the drawing
- altering the schedule
- stopping an individual debit
- disputing any debit
- suspending the DDR
- cancelling the DDR completely.

Note: Changes cannot be made within three business days of a drawing to allow for processing of your request.

Enquiries

Please direct all enquiries to us, rather than to your bank or financial institution. Enquiries should be made at least 14 days prior to the next scheduled drawing date.

All personal customer information held by ourselves will be kept confidential, except for information required to be provided to our bank in order to initiate the drawing from your nominated account, or as otherwise required by law.

Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take up the matter directly with us by contacting Client Services on 1300 554 498.
- If you do not receive a satisfactory response to your dispute from us, please contact your bank or financial institution, who will respond to you with an answer to your claim:
 - within 7 business days for claims lodged within 12 months of the disputed drawing or
 - within 30 business days for claims lodged more than 12 months after the disputed drawing.
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Note: Your bank or financial institution will ask you to contact us to resolve your disputed drawing prior to you involving them.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your bank or financial institution can confirm if this is the case)
- the authorisation given to draw on the nominated account is identical to the account signing instruction held by the financial institution where the account is based
- on the drawing date there are sufficient cleared funds in the nominated account
- you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution, we will attempt to draw the amount again on the 16th day of the following month. If three consecutive drawings are returned or dishonoured the DDR arrangement will cease. Where this occurs, a dishonour fee may be charged. Your financial institution may also charge a fee for each dishonoured drawing.



DOMINION

STEP 5. Declaration

I/We request the Operator, Oasis Fund Management Limited (User ID No: 126257), to arrange for funds to be debited from my/our nominated account at the financial institution shown above according to the schedule above, until further notice is provided in writing.

In signing this form I certify that I have read and agreed to enter into the Direct Debit Request agreement attached to this form. If the account being debited under this arrangement is a joint account, both signatures may be required. Whether they are required depends on the arrangements you have made with your financial institution.

Signature 1:

Date: / /

Signature 2
(if applicable):

Date: / /

STEP 6. Postage details

Please post this form to:

Dominion Portfolio Service
Locked Bag 1000
Wollongong DC NSW 2500

Directory



For immediate assistance please consult your adviser or call Client Services on 1300 554 498.

Operator

Oasis Fund Management Limited

ABN 38 106 045 050
AFSL 274331
RSE L0001755

Administrator

Oasis Asset Management Limited

ABN 68 090 906 371
ACN 090 906 371

Corporate Address

347 Kent Street
Sydney NSW 2000

Correspondence Address

Dominion Portfolio Service
Locked Bag 1000
Wollongong DC NSW 2500

Client Services

Telephone: 1300 554 498
Facsimile: (02) 4224 1901
Email: contactus@oasisasset.com.au

Website

www.tfsa.com.au

Custodian of the Portfolio Service

HSBC Bank Australia Limited

ABN 48 006 434
AFSL 232595

HSBC Centre,
Level 32
580 George Street
Sydney NSW 2000

HSBC Bank Australia Limited (ABN 48 006 434 162, AFSL No. 232595) (HSBC), has given its written consent to the issue of this Guide with the statements referring to it as the Custodian in the form and context in which they are included, and has not withdrawn its consent before the date of this Guide. HSBC has not authorised or caused the issue of this Guide or made any statement that is included in this Guide or any statement on which a statement in this Guide is based, except as stated above. Other than stated above, HSBC expressly disclaims and takes no responsibility for any statements in, or any omissions from, this Guide. This applies to the maximum extent permitted by law but does not apply to any material to which the consent given above relates.

Auditors of the Portfolio Service and the Operator

KPMG

Level 3
63 Market Street
Wollongong NSW 2500

Bankers of the Portfolio Service

Westpac Banking Corporation

For more information please contact:

Client Services

Telephone: 1300 554 498

8.30am to 6.00pm Monday to Friday – Sydney Time