mypas
portfolio administration

Portfolio Services Application – DIY Service

These details will allow us to accurately register you and your portfolio with us, and provide us with some information that will assist us identify you when you contact us.

Please return completed Form together with signed Agreement to below address.

Personal Details

Full Name ____________________

Home Address ____________________

Suburb ____________________ State ____________ Postcode ____________

Postal Address *(If different to above)* ____________________

Suburb ____________________ State ____________ Postcode ____________

Telephone Home (   ) ____________ Bus (   ) ____________ Mob ____________

Email address ____________________ Fax ____________

Portfolio Details

Portfolio Name* *(Eg JCR Estate)* ____________________

Registered Name * *(Eg Estate of the late J C Roberts)* ____________________

Tax File Number ____________________

Asset Allocation Target * Complete attached table if you require an Asset Allocation Target Report **Yes / No**

Will you require a Consolidated report facility ? * *(Ie. merge two or more portfolios into one report)* **Yes / No**

Will this portfolio have short sell activity? * **Yes / No**

Tax Type *(please circle)* * **Individual** **Trust** **P'ship** **Company** **Super** **Fund**

Do you wish to have contract notes downloaded daily from your broker? * **Yes / No**

Broker Details * HIN ____________ Broker Account ID ____________

Name and address of broker ____________________

Are you an overseas resident for tax purposes? **Yes / No** Withholding Tax rate ______ %

Are you registered for GST? **Yes / No** Percentage GST Applied ______ %

Do you have a current Unrealised CGT position report for all your holdings * **Yes / No** As at what date? ___/___/

Number of investors assoc with this portfolio * **One** **Other** ______

How many User IDs and passwords required * ______

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* Refer attached notes for clarification

Are we to act as 'mail house? * **Yes / No**

Annual Report Preferences *(Not Applicable for 'DIYers') (Please Circle)*

Hold and file, to return at year end

Forward when receive

Arrange for no hard copy reports to be sent out

Security Information *(For identification purposes only)* Date of Birth ___/___/___ Mother's Maiden Name ____________

Signed ______________________

Print name ______________________ Date ___/___/___

Second or other extra Portfolio Details

Portfolio Name* *(Eg JCR Estate)* ______________________

Registered Name * *(Eg Estate of the late J C Roberts)* ______________________

Tax File Number ______________________

Asset Allocation Target * Complete attached table if you require an Asset Allocation Target Report **Yes / No**

Will you require a Consolidated report facility ? * *(Ie. merge two or more portfolios into one report)* **Yes / No**

Will this portfolio have short sell activity? * **Yes / No**

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Do you wish to have contract notes downloaded daily from your broker? * **Yes / No**

Broker Details * HIN ______________ Broker Account ID ______________

Name and address of broker ______________________

Are you an overseas resident for tax purposes? **Yes / No** Withholding Tax rate ______ %

Are you registered for GST? **Yes / No** Percentage GST Applied ______ %

Do you have a current Unrealised CGT position report for all your holdings * **Yes / No** As at what date? ___/___/___

Number of investors assoc with this portfolio * **One** **Other** ______

How many User IDs and passwords required * ______

Are we to act as 'mail house? * **Yes / No**

Annual Report Preferences *(Not Applicable for 'DIYers') (Please Circle)*

Hold and file, to return at year end

Forward when receive

Arrange for no hard copy reports to be sent out

Notes

Portfolio name: Enter the new portfolio name *(Assets for each entity must be kept separate).*

Registered name: Enter the registered name for the stock. This must be exact.

Asset Allocation Target: To compare your portfolio's assets to your predetermined benchmark allocation please provide your allocation target below

Consolidated Reports: Portfolio Consolidation allows a merge of Portfolio Reports for 2 or more normal portfolios.

Tax Type: This defines the CGT discount rate for the portfolio.

Broker downloads: For your contract notes to be automatically updated into Mypas, you will need to instruct your broker(s) to provide the information. We will provide you with a standard letter to sign and forward to your broker. You will need to provide mypas with your broker, HIN and broker account ID.

Short Sells: If this type of trading activity is part of the portfolio, this modifies the CGT report headings.

Unrealised CGT position: mypas will normally apply corporate action activity and CGT calculations from the first trade date. However, if your accountant has provided a full unrealised position report *(At a specific date which has already been adjusted for corporate action activity and gives CGT cost bases for each parcel)* then mypas will commence as at the day after the unrealised position date. *(eg 01/07/2004)*

Asset Disposal Method: When calculating CGT positions, Mypas will default to "Minimise – Defer Gains" for its parcel selection. This may be changed to FIFO, Maximise – Accelerate Gains, Manual Selection etc in the Trading Menu, according to individual requirements

Number of investors: The # investors should be one except for joint accounts.

Number of users: The # of users/user IDs you wish to have full access to this portfolio.

Name of Financial Institution: Required to enable us to provide the appropriate direct debit information for your quarterly administration fee.

Asset Allocation Target: (Refer above)

Australian Shares	%	International Fixed Int	%
International shares	%	Cash & Equivalents	%
Listed Property	%	Aust. Options	%
Direct Property	%	Other	%
Aust Fixed Interest	%		

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