



myPAS
portfolio administration

Your Portfolio Set -Up

A checklist of information required for set up of your portfolio on myPAS

Your Name _____

Portfolio _____

- Please provide a current complete listing of all share and managed fund investments, both listed and unlisted.¹
- Unrealised Capital Gains Tax Report (if available)²
 - Your accountant may have this listing of all your current CGT cost bases, adjusted for any corporate actions such as de-mergers or buy-backs.
 - We will also need a detailed list of any transactions made since the date of your UCGT report
- If your UCGT is not available then we will need details of all the transactions that make up the current holding in each company. For CGT purposes you need only provide the history since September 1985, but we will require the opening balance at that date.
 - This history can be provided in an electronic file form or of course in written form, or copies of source documents. Please ensure that your complete history is included
 - We will require date of acquisition or sale, the code and the number of shares and acquisition price or disposal proceeds. If purchase or sale price is not available we can provide closing prices since September 1985.
 - Dates during which you were a member of any Dividend Reinvestment Plan or Bonus Plan for each holding. If you are sending documents as our source material, you don't need to include all your DRP copies, we will ask for the ones we need.
- In order to have your contract notes forwarded to our server each day for automatic update, we require the Name and Address of your broker, your account number and HIN. Please provide details below.
- Do you have a cash management account? Please provide details below.

¹ Current Holdings

- We will require ASX or other codes for each investment
- The number of each stock held
- We will use this to reconcile your history when we commence your set up

² Unrealised CGT Report

This must include the adjusted CGT cost base for each parcel of shares you own at a recent date. Note that your holding of BHP may have 1 or multiple parcels purchased at different times, all will have different cost bases adjusted for various actions such as de-mergers or Returns of Capital

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Personal Assets to be included (with current value)

Bank Accounts

Other Details

Name of brokers. Account numbers and HIN

Special Requirements

Other Notes

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