

# PORTFOLIO ADMINISTRATION AND REPORTING.

Introducing Bell Potter's Portfolio Administration Service

# ABOUT US

Bell Potter is one of Australia's leading full service private client stockbroking and financial advisory firms, with over 360 experienced advisers specialising in offering a customised service dedicated to achieving individual investment strategies.

Because we are a full service stockbroking firm, our clients receive a comprehensive approach to their investments - rather than just stock selection or execution of orders - providing customised advice across all asset classes.

Our strength lies in being able to provide focused investment solutions which meet our client's investment goals: to build and preserve their wealth.

# WHAT IS PAS

Our Portfolio Administration Service (PAS) is a comprehensive wealth administration service that incorporates investment administration and tax reporting. It is designed to be used in conjunction with customised advice provided by your adviser, who also provides trade execution and access to research.

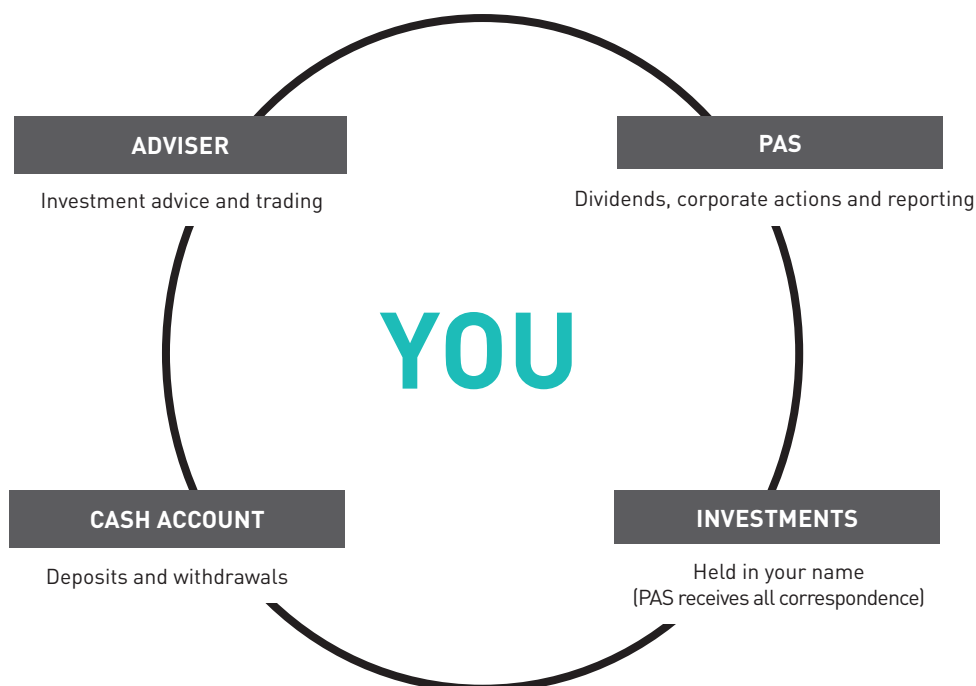
PAS delivers the best of both worlds: we take care of all paperwork associated with administering your investment portfolio – while you keep all the benefits associated with owning your own share portfolio.

With PAS you enlist the expertise of an investment adviser who provides personal advice and a portfolio structured around your financial and investment objectives. You are also supported by a team of experienced investment administrators that take care of all the day-to-day administration associated with your investments.

This premium service is exclusively offered to Bell Potter clients with investment portfolios over \$250,000; including those held personally, in self-managed superannuation funds, family trusts and companies.

We invite you to learn more about the service.

## PAS STRUCTURE: PLACING YOU IN THE CENTRE OF THE SERVICE

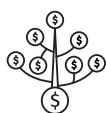


# KEY BENEFITS



## Customised investment advice provided by your adviser

Your Bell Potter adviser works with you to understand your financial situation and investment objectives before you invest, and offers advice on a range of direct investments.



## Administration of a wide range of investments

Bell Potter is able to administer a wide range of investments including domestic and international shares, managed funds, cash, fixed interest and client controlled assets.



## Ease and convenience

Bell Potter processes the associated paperwork, liaises with registries on your behalf, and reconciles your investment income, leaving you free to focus on your investment strategy.



## Centralised investment portfolio

Centralising your portfolio administration through PAS enables you to keep track of all your investments with a single contact point. This ensures you always have a comprehensive view of your investments, helping you and your adviser make informed decisions.



## Mailbox service

All correspondence regarding your investments is sent directly to Bell Potter.

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### Comprehensive reporting and online access

Bell Potter will send you a quarterly report detailing your investment activity, income, expenses, and realised and unrealised capital gains and losses.

Bell Potter also provides a comprehensive annual tax report that you can simply forward to your accountant.

Reports are available to view online at [www.bellpotter.com.au](http://www.bellpotter.com.au) and are updated daily.



### Control

At all times, you retain control and beneficial ownership over your investments.



### Improved decision making

Up-to-date and accurate information to assist in making informed decisions.



### Corporate action management

Take up corporate actions (eg. rights issues and share purchase plans) with a single phone call or email.



### Tax deductible fees

Fees for this service may be tax deductible - please confirm this with your taxation specialist.

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# BELL POTTER'S APPROACH

**1** **INVESTMENT STRATEGY**  
Your adviser has a conversation about your financial position and financial goals.

**3** **IMPLEMENTATION**  
With your approval, your adviser implements the plan in close consultation with you.

**2** **PLAN**  
Your adviser creates a personalised investment plan tailored to your objectives and risk profile.

4

#### **ADMINISTRATION**

We manage the correspondence and paperwork of your investments including actioning corporate actions, dealing with share registries and reconciling income on your investments.

6

#### **REVIEW**

Your adviser regularly reviews your investments as your needs change and help you take advantage of market opportunities as they arise.

5

#### **REPORTING**

We provide comprehensive quarterly statements, and an annual tax report you can simply forward to your accountant.

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#### **LEARN MORE**

**Speak to a Bell Potter Adviser to learn how PAS can help you reduce the administration burden associated with your investments.**

**1300 0 BELLS(23557)  
info@bellpotter.com.au  
www.bellpotter.com.au**

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Disclaimer: This booklet has been provided for information purposes only. The booklet does not take into account the investment objectives, financial situation and needs of any particular investor. These matters should be considered when deciding whether the investment is appropriate. Before opening an account with Bell Potter you will need to carefully consider the appropriate Product Disclosure Statement or information booklet. V161129.

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**Bell Potter**  
**Securities Limited**

Level 29, 101 Collins Street  
Melbourne VIC 3000  
Australia

Tel 1300 0 BELLS (23557)  
[www.bellpotter.com.au](http://www.bellpotter.com.au)

ABN 25 006 390 772  
AFS Licence No. 243 480