



# Wholesale Access Fund IDPS guide

Dated 1 December 2022

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## How to use this guide

This guide is important because it will help you decide whether the Australian Executor Trustees (AET) Wholesale Access Fund (WAF) is suitable for your needs. You can use it to compare the WAF with any other investment product you may be considering.

This guide describes the key features, risks and purpose of the WAF. It also contains some information we are required to include by law.

This guide refers to the AET WAF Product list, which includes information relating to the wholesale funds available for investment through the WAF (as at the date of this guide) such as the wholesale fund name and identification code (APIR code). Information contained in the Product list forms part of this guide.

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General enquiries about investing in the Wholesale Access Fund should be directed to your financial adviser.

# Before you start

Information in this guide may change from time to time. Where the change is not materially adverse to you we may update this guide on our website at [www.aetmyportfolio.com.au](http://www.aetmyportfolio.com.au). We will give you a paper copy of any updated information, without charge, on request.

This is a guide for the WAF and is dated 1 July 2022. It is issued by Australian Executor Trustees Limited (AET), the Service Operator and custodian of the WAF. AET holds an Australian Financial Services Licence authorising the operation of the WAF.

The WAF is an investor directed portfolio service (IDPS). This guide is not a product disclosure statement for the purposes of the *Corporations Act 2001*. It has been prepared in accordance with the Australian Securities and Investment Commission (ASIC) Class Order CO 13/763 entitled 'Investor directed portfolio services'.

AET is referred to in this guide as 'AET', 'the Service Operator', 'we', 'our' or 'us'. AET is part of the EQT Holdings group. Interests held in the wholesale funds acquired through the WAF do not represent assets or liabilities of AET or any other company or businesses within the EQT Holdings group. A reference to a financial adviser is to a person who holds an Australian Financial Services Licence or is an authorised representative of an Australian Financial Services Licensee under the *Corporations Act 2001*. The WAF Product list is referred to as the 'Product list'.

Where this guide is distributed in electronic form, the information is set out in the same way as the original paper form. Paper copies of this guide and application form are available on request from us free of charge.

Our website is AET My Portfolio ([www.aetmyportfolio.com.au](http://www.aetmyportfolio.com.au)). Our online facility is referred to in this guide as 'AET My Portfolio'.

This guide does not take into account the objectives, financial situation or needs of any particular investor. You should obtain advice from a financial adviser before making an investment decision.

The offer to invest in the WAF is only available to persons receiving this guide within Australia (including receiving it electronically). Applications for investment will not be received from persons accessing this guide from outside of Australia.

Further information about the WAF is available by contacting us, using the details on page 5 of this guide.

## Disclaimer

Neither AET, nor any other related or associated company, the investment managers providing the wholesale funds, service providers or the related bodies corporate of the parties mentioned, guarantee the repayment of capital or the performance or any rate of return of the wholesale funds acquired through the WAF. Investments made through the WAF into the wholesale funds are subject to investment risks and other risks. This could involve delays in the repayment of principal and loss of income or principal invested.

Before you invest in any wholesale fund accessible through the WAF you should read the wholesale fund's product disclosure statement. To obtain a copy of a wholesale fund's product disclosure statement, simply:

- ask your financial adviser
- download a copy from AET My Portfolio
- call us on 1800 254 180.

To make an initial investment into the WAF, you must have a financial adviser. You and your financial adviser may access the WAF via:

- the AET Portfolio Management Service (PMS)
- the AET self-managed super fund (SMSF)
- an approved promoter of the WAF.

Your financial adviser will provide you with all relevant information.

# Introduction to the WAF

## About the WAF

The WAF is an investor directed portfolio service (IDPS) designed to provide investors with indirect access to an extensive range of wholesale funds. Wholesale funds are formally referred to as managed investment schemes which pool investors' funds to invest in asset classes such as cash, fixed interest securities, property, international and Australian shares and alternative assets and strategies.

In this document we refer to managed investment schemes as 'wholesale funds' and the operators of these wholesale funds are referred to as 'investment managers'.

The costs of investing in wholesale funds may be lower than the costs of investing in comparable retail funds available to most investors. Wholesale funds are not usually accessible to most investors, primarily because of the large initial investment required.

By pooling investors' monies, we offer smaller investors access to wholesale funds. This can enable you to expand your investment opportunities and lower your cost of investing. Through the WAF, you can invest at any time. Your financial adviser will instruct us as to which wholesale funds you wish to access. Based on those instructions, we then make the investment for you and provide consolidated reporting to you or your appointed financial adviser on a regular basis, through either the PMS, SMSF or via the promoter of the WAF. We will also arrange for the administration, settlement and custody of your investments.

The WAF was established by a trust deed (Trust Deed) dated 16 December 1997 (as amended from time to time) and is operated as an IDPS.

## About Australian Executor Trustees

At Australian Executor Trustees (AET), we are one of Australia's largest and most experienced non-government providers of professional trustee services, with more than \$7.5 billion in funds under management and administration (as at 31 December 2021).

Established in 1880, we have been helping Australians for over 140 years to build, manage, protect and transfer their wealth so they have peace of mind about their financial future.

Today, we offer specialist estate and trustee services through our two core businesses – Private Client Services and Superannuation Solutions.

Our comprehensive range of services includes:

- Wills and estate planning
- executor services
- trustee services
- philanthropic services
- self-managed superannuation solutions.

AET is part of the EQT Holdings group.

We have issued this guide in our capacity as both the Service Operator and custodian of the WAF. No other company within the EQT Holdings group is responsible for any statement or any information contained in this guide.

As the Service Operator of the WAF, we are responsible for the day-to-day operations of the WAF. As the custodian of the WAF, we are responsible for holding the assets of the WAF on trust separately from our own assets and the assets of any trust.

Our most recent auditor's report has been lodged with ASIC. We will provide you with a copy free of charge on request or you can obtain a copy from AET My Portfolio.

## The Product list and investment selection of wholesale funds available through the WAF

The wholesale funds that you can invest in are listed in the Product list. The Product list is updated by us on a regular basis. Please note that where you invest in the WAF via a promoter there may be investment restrictions within the promoter's approved product list or similar product list offered by the promoter.

You can request the addition of a wholesale fund to the Product list by contacting your financial adviser. By placing a wholesale fund on the Product list we:

- seek representations from the investment manager of the wholesale fund that the fund has a product disclosure statement that complies with the disclosure requirements contained in the *Corporations Act 2001*
- require the fund manager to notify us if they become aware that the product disclosure statement no longer complies with those disclosure requirements (or becomes untrue or misleading)
- obtain the consent of the investment manager to include the wholesale fund on the Product list (if necessary) and the minimum investment amount is met.

We do not endorse individual products as being suitable for investment or make any representation about their worth or security. You must determine this in conjunction with your financial adviser. We may vary the funds on the Product list at any time without notice to you by either adding or removing a wholesale fund from the Product list. If a fund is removed from the Product list, you may be required to withdraw from that fund. You may incur a capital gains tax liability and a buy-sell spread where your wholesale fund is redeemed. We recommend that you discuss the implications with your tax adviser.

Further information about each wholesale fund is contained in the product disclosure statement for the fund.

To obtain a copy of the Product list or a product disclosure statement for a wholesale fund listed in the guide, simply:

- ask your financial adviser
- download a copy from AET My Portfolio
- call us on 1800 254 180.

## The role of your financial adviser

As the WAF is designed to work in conjunction with your financial adviser, you will need to appoint and maintain a financial adviser for the life of your WAF account. Your financial adviser will receive information about your account and give instructions to us on your behalf. Your financial adviser will have most powers you have in respect of your WAF account, including:

- submitting instructions to buy or sell interests in wholesale managed funds
- changing or updating your WAF account information
- receiving quarterly and annual reports (including electronically).

As part of your WAF application you indemnify us for the actions of your appointed financial adviser.

When you appoint a financial adviser, this means that you automatically authorise your financial adviser and their staff, as your agent, to operate your account and to give any instructions to us on your behalf in relation to your account, by any method acceptable to us, including electronically.

This authority does not authorise your financial adviser to:

- withdraw any funds from your investments in the WAF into your PMS or SMSF account or promoter's cash account
- sign any form on your behalf where the law or an external party requires your signature on the form
- authorise any other person to operate your account.

Accordingly, any current or future financial adviser you appoint can do everything you can do with your account except the instructions listed above. We will continue to follow instructions given by your financial adviser under their authority until we receive notice in writing signed by you to cancel the authority.

Your financial adviser is required to provide you with a product disclosure statement for each of the wholesale funds you choose to invest in. Alternatively, you can access the product disclosure statements for the available wholesale funds on AET My Portfolio.

## What if I cease to have a financial adviser?

You should maintain your financial adviser throughout your investment in the WAF. The Product list is extensive and identifying the right investment strategy for you can be complex and risky without professional assistance, as you may not be fully aware of the risks and benefits of investing according to your personal circumstances and financial or taxation position.

Should you cease to have a financial adviser, you can continue to be an investor in the WAF. Please contact us and we will advise you on how you can continue to be an investor in the WAF and how you can provide instructions in relation to your investments. Generally, any instructions concerning your investment will have to be made using our forms which are available on AET My Portfolio.

## The role of the WAF promoters

Typically, the WAF is available in conjunction with the PMS or SMSF. If you do not already have a PMS or SMSF account you may access the WAF via a promoter. A promoter may use the WAF and promote the product in conjunction with their own personalised portfolio services. A promoter must hold and maintain at all times an Australian Financial Services License which authorises it to provide financial product advice and dealing services to retail clients. The promoter may only offer you the WAF if they have a current agreement in place with us to promote the WAF. Your financial adviser, or the promoter, will be able to provide you with further information on services available through the promoter that allow you to access investments in the WAF.

## Key features of the WAF

Wholesale Access Fund	Accessing the WAF via the PMS or SMSF	Accessing the WAF via a promoter
ABN	84 007 869 794	84 007 869 794
Investment options	Wholesale managed funds only	Wholesale managed funds only
Investment menu	Refer to the current Product list	Refer to the promoter's approved
<b>Minimum</b>		
Minimum initial investment in the WAF	\$10,000	\$10,000
Minimum initial investment in each wholesale fund	\$5,000	\$5,000
Minimum additional investment in each wholesale fund	\$1,000	\$1,000
Minimum withdrawal from each	\$1,000	\$1,000
<b>Distribution options</b>		
Distribution cashing	The default option is for distributions to be paid to your linked cash account.	The default option is for distributions to be paid to your linked cash account with the promoter.
Distribution reinvestment	Distribution reinvestment is available where the wholesale fund allows it.	Distribution reinvestment is available where the wholesale fund allows it.
<b>Consolidated statements</b>		
Hard copy	Annually	We will provide quarterly statements to the promoter. They in turn will provide you with consolidated reporting which includes your investments through the WAF as well as the other investments they administer on your behalf.
Online	Any time	
Available consolidated statements	Portfolio valuation report Income and expense summary Capital gains tax (CGT) sales report Unrealised gain/(loss) report	We will provide you with an annual statement and a WAF audit report.
<b>Contact us</b>		
Telephone	1800 254 180	Contact your financial adviser
Website	<a href="http://www.aetmyportfolio.com.au">www.aetmyportfolio.com.au</a>	Contact your financial adviser
Email	<a href="mailto:aetclientfirst@aetlimited.com.au">aetclientfirst@aetlimited.com.au</a>	Contact your financial adviser
Mail	Australian Executor Trustees Limited AET ClientFirst GPO Box 546 Adelaide SA 5001	Contact your financial adviser

## Benefits of investing in the WAF

The major benefits of investing through the WAF include:

**Choice:** the WAF offers a wide selection of wholesale funds to choose from.

**Consolidated reporting:** we provide consolidated reports covering your investments (rather than you receiving multiple statements for each investment) which makes taxation and record keeping easier. You and your financial adviser can access these reports on AET My Portfolio via the PMS or SMSF. Your financial adviser receives the reports on your behalf. Similarly, if you are investing in the WAF via a promoter, they may provide reporting services that consolidate all the investments you have with them, including the WAF.

**Control:** you can increase or decrease your investment at any time (subject to the minimum amounts in the previous table and the wholesale funds' timings for applications and withdrawals). Delays may apply when investing in and redeeming from illiquid managed investments. Investments and redemptions will be based on the timing restrictions imposed by the investment managers of those wholesale funds.

**Cost savings:** wholesale funds generally do not charge entry or exit fees and charge lower ongoing fees than comparable retail funds. Because you cannot ordinarily access the wholesale funds directly, by investing in the WAF you are getting indirect access at a lower cost.

**Investment expertise:** through the WAF, you have access to investment managers not ordinarily available to retail investors.

**Less paperwork:** you only need to deal with us instead of each investment manager. This means less paperwork and administration for you.

## Which wholesale funds can you choose?

The range of investment options available includes diversified managed investments that invest across a range of different asset classes (such as balanced investments), specific asset class or sector managed investments (such as Australian shares).

## Risks associated with investing in the WAF

All investments carry some level of risk. Different investment strategies carry different levels of risk, depending on the assets that make up the investment strategy. Those assets with the highest long-term returns may also carry the highest level of short-term risk.

Risks can be managed but not completely eliminated. It is important to understand that:

- the value of your investment may go up and down
- investment returns will vary and future returns may differ from past returns
- returns are not guaranteed and there is always the chance that you may lose money on any investment you make
- laws affecting your investment in a managed investment scheme may change in the future
- the appropriate level of risk for you will depend on a range of factors including your age, investment time frame, where other parts of your wealth are invested as well as your tolerance for risk.

**Conversion risk:** the risk associated with a hybrid security that can convert into an ordinary share that cannot be readily changed into an equivalent value of cash.

**Counterparty or default risk:** there is a risk that a party which has contracted with the underlying investment managers fails to meet its contractual obligations, resulting in loss of capital of the relevant fund. Counterparties include clearing brokers for exchange-traded futures and options, foreign exchange forward agreement counterparties and borrowers under securities lending agreements.

**Country risk:** the risk that a country in which the managed fund invests may become politically unstable which may prevent assets (such as shares) being sold or the proceeds being repatriated to Australia.

**Currency risk:** the risk of incurring losses in relation to the value of overseas investments as a result of movements in international exchange rates, that is, the price of a currency in terms of another.

**Derivatives risk:** the risk that the value of the derivatives failing to move in line with the underlying asset, potential illiquidity of the derivatives, the relevant managed fund not being able to meet obligations as they arise, and counterparty risk (this is where the counterparty to the derivative contract cannot not meet its obligations under the contract).

**Equity risk:** the risk that the value of a company's shares fall because of unexpected and adverse changes in the company's operations or its environment.

**Inflation risk:** the risk that inflation reduces the purchasing power of assets or income.



**Interest rate risk:** changes in interest rates can have a negative impact directly or indirectly on investment value or returns, for example the income return on a fixed interest security can become less favourable and your investment amount can depreciate.

**Investment manager risk:** the risk that the investment manager fails to anticipate market movements, manage risks or execute their fund's investment strategy effectively.

**Investment specific risk:** the risk that the performance factors relating to a particular security, for example credit rating, could deteriorate.

**Leverage or borrowing risk:** the funds may be exposed to leverage or borrowing strategies that can magnify both the gains and losses on investment returns.

**Liquidity risk:** the risk that a security and/or investment asset cannot be converted into cash with little or no loss of capital and minimum delay.

**Market risk:** economic, technological, political or legal conditions, and even market sentiment, can (and do) change, and this can mean the investments in those markets can change in value.

**Regulatory risk:** the risk that the value of some investments may be adversely affected by changes in government policies, regulations and taxation laws. In particular, changes in tax rates may affect the price of franked securities.

**Securities lending risk:** the risk associated with securities lending including the loss of collateral value in the event of a borrow default (similar to counterparty or default risks), loss of voting rights (because securities are transferred absolutely to the borrower), custody and operational risks (dividends and interest payments are still required to be accounted for).

**Short selling risk:** short selling refers to selling stocks that you do not own and buying them back at a future date. Managed funds may be exposed to short selling risk where underlying investment managers engage in short selling strategies. Establishing a short position involves a higher level of risk than investing in a security. This is because when a fund invests in a security the maximum loss is generally limited to the amount invested. With short positions, there is theoretically no limit on the loss because the loss will continue to increase as the price of the security increases.

**Timing risk:** the risk that, at the date of investment, money is invested at higher market prices than those available soon thereafter. Alternatively, it could also mean the risk that, at the date of withdrawal, investments are redeemed at lower market prices than those that were recently available or that may have been available soon thereafter.

**Fund risk:** the following risks may apply when investing in wholesale funds:

- characteristics such as distribution frequency may change
- a wholesale fund could be terminated.

## Labour standards, environmental, social and ethical considerations

Different investment managers have different policies regarding the extent to which they take into account labour standards, environmental, social or ethical considerations. Information regarding these policies will be disclosed in the product disclosure statement of the managed investment.

We do not currently take into account labour standards, environmental, social or ethical considerations when selecting, retaining or removing investment managers and wholesale funds from the Product list.

## Conflicts of interest management

As AET is a large financial institution that participates in both domestic and international markets both real and perceived conflicts of interest may arise when adding to or removing from the investment menu. We have policies as to how conflicts are managed and these policies apply to the investment selection process. The same selection process is applied in selecting both related and unrelated managed investments to the menu.

## Differences between investing directly and investing through an IDPS (such as the WAF)

It is important to know that investing directly in a wholesale managed fund and investing through the WAF is not the same as holding those investments in your own right. This includes not having the same rights as direct investors and not having access to cooling off rights, withdrawal rights where a PDS for a wholesale fund becomes defective before issue, or voting rights.

The Service Operator, or its delegate, will be the legal owner and registered unit holder of the assets rather than you. As such, the Service Operator may exercise the rights of a unit holder or decline to exercise them. You have a beneficial interest in the wholesale funds of your portfolio. As you are not the registered owner of any wholesale funds, you cannot participate in meetings of investors of the wholesale funds, nor do you have any voting rights (refer to the 'Voting policy' section below for further information).

The following table illustrates some key differences.

Investing through the WAF	Investing directly
You have access to a range of wholesale funds that generally charge lower fees than equivalent retail funds.	Generally, you only have access to retail managed investments, unless you have a large sum of money to invest, or if you are a professional investor and can invest directly in wholesale funds.
We have custody of your investments but you are the beneficial owner of them. All investments are legally held by us in the name of the WAF on trust for you and not in your own name. Generally, you will not receive any direct communications from the underlying fund managers.	You are the legal and beneficial owner of the investments and hold the investments directly in your name.
You pay no entry, exit or switching fees when you change your managed investments within the WAF <sup>1</sup> .	If you switch from one wholesale fund to another you may incur entry or exit fees on any amount that you switch.
Income received from any wholesale funds is collected first by us and deposited into your cash account. It is then reinvested back into those same managed investment(s) (default option) or other managed investments of your choosing.	Income received from any managed investments will be reinvested or paid directly to you by each investment manager. You need to deal with each one separately.
You have one point of contact for all investment administration issues and receive a consolidated report for your account.	You need to contact each fund manager separately for all investment administration issues. You will receive numerous communications such as reports, valuations and accounts from each fund manager for each investment you hold.
You do not have any specific cooling-off rights with respect to the underlying investments that we purchase on your behalf. We provide a five day cooling-off period in respect of your initial investment through the WAF.	If you invested directly in a wholesale fund you would generally be entitled to a 14-day cooling-off period to change your mind and cancel your investment. Term deposits can generally be redeemed early subject to an interest rate penalty and/or a processing fee.
Any cash withdrawals from the WAF are subject to our rules and procedures, including any cash account or investment restrictions.	You deal directly with the relevant investment manager to make cash withdrawals. They may have their own rules, procedures and restrictions.
We will receive and review all communications received in relation to the listed investment holding. All responses to these communications will be completed by us, in accordance with the terms outlined in this guide.	You receive and are responsible for responding to all communications from the listed entity in relation to your listed investment holding, including corporate action notices.
As we are the registered holder of accessible investments, we are the direct investor and hold all relevant withdrawal rights. These rights may differ due to our wholesale client status and depending on whether we were provided with a PDS or other disclosure document for the purposes of investing on your behalf.  Withdrawal rights for an accessible investment may not be available if the relevant PDS or disclosure document becomes defective before issue of the investment. Because we will be the registered owner, the product issuer would not be required to return the investment to you or provide you with other options such as notification of an option to withdraw under s724 (for disclosure documents) or s1016E (for PDSs) of the Corporations Act.  If we do receive notice of an option to withdraw in the above circumstances, we would generally pass such notice onto you and make a copy of any replacement or supplementary disclosure document available, where practicable. You may notify us if you wish to withdraw.	You will have any relevant withdrawal rights. Where a PDS or disclosure document becomes defective before the issue of the investment, the issuer must offer you the ability to have your investment returned to you or offer you an option to withdraw your investment.
You have no entitlement to vote or to any additional benefits or interest in a wholesale fund.	You are entitled to vote and to any additional benefits associated with your holding of the wholesale fund.

<sup>1</sup> When you move money in or out of the WAF or when you switch between wholesale funds, you may incur a buy-sell spread which is included in the unit price of the wholesale fund you choose.

## Voting policy

Where we receive notices of meetings or resolutions that relate to the wholesale funds, we do not generally pass this information on to you or your financial adviser, except in circumstances which may have a material impact to unit holders such as the winding up of the fund.

We maintain a voting policy under which we do not offer voting rights to investors. A copy of our voting policy is available free of charge on request.

## 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 account balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

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

You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the fund or your financial adviser.

### TO FIND OUT MORE

If you would like to find out more, or see the impact of the fees based on your own circumstances, the **Australian Securities and Investments Commission (ASIC)** website ([www.moneysmart.gov.au](http://www.moneysmart.gov.au)) has a managed funds fee calculator to help you check out different fee options.

This section shows the 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 assets of the scheme as a whole.

Taxes are set out in another part of this guide. For more information please refer to the 'Taxation information' section on page 17 of this guide.

You should read all the information about fees and costs as it is important to understand their impact on your investment. All fees shown in this guide include GST less any reduced input tax credits (where applicable). Where fees and costs have been quoted to two decimal places, the actual amount may have been rounded.

## Fees and costs summary

Type of fee or cost	Amount	How and when paid
<b>Ongoing annual fees and costs<sup>1</sup></b>		
<b>Management fees and costs</b> The fees and costs for managing your investments <sup>1</sup>	<b>Administration Fee</b> The fee for investing in the WAF – Nil	The Administration Fee is a Not applicable
	<b>Investment fees and costs</b> The fees and costs charged by us relate only to gaining access to the underlying funds through the AET WAF and do not include the fees and costs that relate to investing in underlying funds. However, investment fees and costs will apply and the amount of these fees and costs will depend on the wholesale funds selected by you from the Product list.	Generally calculated daily as a percentage of the amount you have invested in each wholesale fund. It is not deducted directly from your account but is generally incorporated into the unit price of the wholesale fund and is generally charged monthly or quarterly in arrears. The most recent investment fees and costs applied by each fund manager can be obtained from the relevant PDS for each wholesale fund.
<b>Performance fees<sup>1</sup></b> Amounts deducted from your investment in relation to the performance of the product.	We do not charge performance fees, however a fund manager may charge a performance fee for a particular wholesale fund when the investment return generated by the wholesale fund exceeds a specific criteria or benchmark.	Generally calculated daily as a percentage of the amount you have invested in each wholesale fund. It is not deducted directly from your account but is generally incorporated into the unit price of the wholesale fund and is generally charged monthly or quarterly or annually. The most recent performance fees applied by each fund manager can be obtained from the relevant PDS for each wholesale fund.
<b>Transaction Costs<sup>1</sup></b> The costs incurred by the scheme when buying or selling assets.	We do not charge any transaction costs, however transaction costs will apply and the amount of these transactions costs will depend on the wholesale fund selected by you from the Product list.	Generally included in the unit prices of each wholesale fund. The transaction costs that apply to each wholesale fund can change from time to time. The most recent transaction costs applied by each fund manager can be obtained from the relevant PDS for each wholesale fund.
<b>Member activity related fees and costs (fees for services or when your money moves in or out of the product)<sup>1</sup></b>		
<b>Establishment fee</b> The fee to open your investment	Nil	Not applicable
<b>Contribution fee<sup>2</sup></b> The fee on each amount contributed to your investment.	Nil	Not applicable
<b>Buy-sell spread<sup>3</sup></b> An amount deducted from your investment representing costs incurred in transactions by the scheme	We do not charge buy-sell spreads, however a buy-sell spread will apply and the amount of the buy-sell spread will depend on the wholesale fund selected by you from the Product list.	A buy-sell spread is added to, or deducted from (as applicable), the unit price of the relevant wholesale fund. The buy-sell spread that applies to each wholesale fund can change from time to time. Please refer to relevant PDS for each wholesale fund for specific details.
<b>Withdrawal fee<sup>2</sup></b> The fee on each amount you take out of your investment.	Nil	Not applicable
<b>Exit fee<sup>2</sup></b> The fee to close your investment	Nil	Not applicable
<b>Switching fee</b> The fee for changing investment options.	Nil	Not applicable

1 Please refer to “Additional explanation of fees and costs” section on page 11 for further information on transaction costs and performance fees, and other fees such as advice fees.

2 This fee includes an amount payable to an adviser.

3 Buy-sell spreads –you may incur a buy-sell spread which is included in the unit price of the wholesale fund you choose. See the ‘Transaction costs’ section on page 11 of this IDPS guide or the product disclosure statement for the particular wholesale fund for more details.

Note: It is important that you understand the fees of any wholesale fund selected by you, please refer to the relevant product disclosure statement for each wholesale fund.

## Additional explanation of fees and costs

### Our fees

The WAF does not charge an establishment fee, contribution fee, withdrawal fee or exit fee. We will not charge fees, transaction costs or account keeping fees for performing our role as Service Operator or custodian of the WAF before the expiry or withdrawal of this guide. If we decide to charge fees, transaction costs or account keeping fees then we may only do so upon giving investors 30 days' notice in writing before the fee takes effect.

### Management fees and costs

The estimated management costs are made up of the investment management fee, which is the fee charged by the investment manager for overseeing and managing the assets invested in the wholesale fund, and the indirect costs.

The management costs applied by the underlying fund managers for the available wholesale funds as at the date of this guide are set out in the Product list. For further information, please refer to the product disclosure statement for the relevant wholesale fund.

### Performance fees

As Service Operator, we do not charge any performance fees. However, a fund manager may charge a performance fee for a particular wholesale fund when the investment return generated by the wholesale fund exceeds a specific criteria or benchmark referred to in the Fee Table as a 'performance fee'.

The performance fee (if applicable) is generally calculated daily as a percentage of the amount you have invested in the wholesale fund. The fee is generally deducted on a monthly, quarterly or annual basis. A fund manager would normally incorporate the cost into the unit price of the wholesale fund. The unit price may reduce as a result of performance fees or increase as a result of negative performance fees.

The underlying fund managers that can charge a performance fee are outlined in the Product list. Any applicable performance fee is included in the investment fees and costs stated in the Product list and is current at the date of publication. For up-to-date information please refer to the relevant PDS for each wholesale fund.

### Transaction costs

Some wholesale funds have a difference between their entry (purchase) and exit (sale) unit prices and this is referred to as the buy-sell spread. This difference is an allowance for the transaction costs (such as brokerage, clearing and settlement costs and stamp duty, if applicable) of buying and selling the underlying securities/assets incurred by the fund manager of the particular wholesale fund.

The buy-sell spread (if applicable) is incurred when you purchase or redeem units in a wholesale fund (at the time of a switch or when you move money in or out of your account) and is in addition to investment fees and costs and performance fees. However, the buy-sell spreads are not charged separately to your account – they are generally included in the unit prices of each wholesale fund. The buy-sell spread that applies to each wholesale fund can change from time to time. Details of the buy-sell spread (or how to obtain the current buy-sell spread) applicable to each wholesale fund are outlined in the product disclosure statement issued by the fund manager for the particular wholesale fund.

Other transaction costs may also be incurred in managing the underlying funds of the wholesale funds selected by you. These transaction costs may include brokerage, settlement costs, clearing costs, stamp duty, and custody costs. The costs of trading in over the counter derivatives may also give rise to transaction costs.

These transaction costs are in addition to investment fees and costs but are not charged separately to your account – they are generally included in the unit prices of each wholesale fund. The transaction costs that applies to each wholesale fund can change from time to time. Details of the net transaction cost applicable to each investment option are outlined in the Product list, and the product disclosure statement and/or other disclosure documents issued by the fund manager for the particular wholesale fund.

### Fee changes

We have the right to increase the management costs or to charge fees not currently levied, in each case, up to the maximum limits set out in the constitutions governing the wholesale fund without your consent. If we choose to exercise this right, we will provide you with at least 30 days prior written notice.

## Other payments and benefits

### Financial adviser benefits

Where the law allows, we may pay alternative forms of remuneration and/or non-monetary (soft dollar) benefits to a financial adviser or their dealer group.

These alternative forms of remuneration and/or non-monetary benefits are paid from our resources and are not separate or additional charges to you.

The financial adviser should provide you with the details of any such benefit that they may receive with respect to the WAF. This information will be included in the financial adviser's Financial Services Guide and/or a Statement or Record of Advice.

## Promoter fees

We may at our discretion charge promoters a fee for accessing the WAF and this fee may be paid entirely by the promoter for your benefit or the promoter may pass the fee on to you as an additional cost.

## Fund manager payments

We may receive a fee from the fund managers of certain investment options for administration and investment related services. Any arrangements that have been entered into are in line with government reforms and will be charged on a flat dollar basis. Fund manager payments may vary. They are an administrative related fee retained by us and are not an additional cost to you

## Related wholesale funds

The Product list may include wholesale funds that are managed by other member companies within the EQT Holdings group. We do not receive commission for retaining these funds on the Product list.

## Example of annual fees and costs for a balanced investment option or other investment option

This table gives an example of how the ongoing annual fees and costs in the IOOF MultiSeries 70 investment option through this product can affect your investment over a 1-year period. You should use this table to compare this product with other products offered by other investment platform products.

EXAMPLE— IOOF MultiSeries 70		Balance of \$50,000 with a contribution of \$5,000 during the year
Contribution Fees	Nil	For every additional \$5,000 you put in, you will be charged \$0.
<b>PLUS</b> Management fees and costs	Administration fee – Nil Investment fees and costs of 0.50% x \$50,000	<b>And</b> , for every \$50,000 you have in the IOOF MultiSeries 70, you will be charged or have deducted from your investment \$250 each year.
<b>PLUS</b> Performance fees	Nil	<b>And</b> , you will be charged or have deducted from your investment \$0 in performance fees each year.
<b>PLUS</b> Transaction costs	0.07%	<b>And</b> , you will be charged or have deducted from your investment \$35 in transaction costs.
<b>Equals</b> Cost of IOOF MultiSeries 70		If you had an investment of \$50,000 at the beginning of the year and you put in an additional \$5,000 during that year, you would be charged fees and costs of: <b>\$285*</b> <b>What it costs you will depend on the investment option you choose and the fees you negotiate.</b>

\* Additional fees may apply.

This is an example only and the fees and costs may vary for your actual investment. Additional costs may be charged by the issuers of the products that you decide to invest in. For more information, please refer to the product disclosure statement of the wholesale fund selected by you.

Note: This example assumes the \$5,000 deposit occurred at the end of the first year therefore it does not include the management costs on the additional \$5,000 invested, nor does it take into account any movement (up or down) in the value total amount invested.

You should read the important information about 'Fees and other costs' on page 9 of this **IDPS guide** before making a decision. The material relating to 'Fees and other costs' may change between the time when you read this **IDPS guide** and the day you acquire the product.

# Investing and transacting in the WAF

## How to establish a WAF account

Your total initial investment into the WAF must be at least \$10,000 and your initial investment in each wholesale fund must be at least \$5,000. We do not accept cash deposits.

To establish a WAF account, please read and consider this guide. With the assistance of your financial adviser, you need to:

- select the wholesale funds you would like to invest in from the current Product list. You should read and consider a wholesale fund's product disclosure statement, in consultation with your financial adviser, before making the decision to invest
- complete the application form which accompanies this guide
- send the completed forms and application monies to either:
  - a WAF Promoter if you are accessing the WAF via a Promoter  
OR
  - directly to us at:
 

**Australian Executor Trustees Limited**  
**AET ClientFirst**  
**GPO Box 546**  
**Adelaide SA 5001.**

## Accepting your application

### Receipting your application monies

Our aim is to ensure your investment decisions are put in place as soon as possible.

We will hold any application monies for your benefit in a trust account until your account is established. Any interest earned on the trust account will be credited to your linked cash account.

If you are transferring existing investments in to the WAF, your account will be established as soon as practicable. For more information, please refer to the section 'Establishing your linked cash account' on page 13.

If we receive an incomplete application form along with a cheque, we will deposit the cheque in a trust account on your behalf until we receive a completed application form. If we have not received a completed application form within 30 days of receipt of your investment monies, we will return your application amount to you plus any interest accrued as soon as possible. We may reject an application for any reason, although it is anticipated that this will rarely occur. Should this occur, your monies will be returned to you within seven days of our decision to reject the application.

## Establishing your linked cash account

As part of your WAF application, you will need to nominate a cash account. If you invest in the WAF via the PMS or SMSF, it will be the cash account attached to your PMS or SMSF account. If you invest in the WAF via a promoter, it will be a cash account linked to them.

The monies in your linked cash account will be used by us to settle your transactions, including:

- the purchase of initial and additional units in wholesale funds (but only when you provide us with a request to do so)
- receipting distributions
- receipting monies received from the sale of units.

As part of your application you will authorise us to debit your linked cash account for costs, charges and expenses properly incurred by us as the custodian and Service Operator of the WAF. For information on costs, please refer to the section 'Fees and other costs' on pages 9 to 12.

We reserve the right not to complete a transaction if insufficient funds are available in your linked cash account or your transaction request is incomplete.

## Placing your investments

Once we have received your correctly completed application form, and your application monies have been cleared, we will invest your money as soon as practicable in the wholesale funds that you have selected. Generally, wholesale funds accept applications each business day, however, some accept applications less frequently such as weekly or monthly. The frequency at which the wholesale fund accepts applications is stated in the wholesale fund's product disclosure statement.

## Confirmation of your purchase

The investment manager will issue us with written confirmation of the number of units and unit price at the time of purchase. The unit price applicable to the units associated with your investment will be determined by the relevant wholesale fund's rules for processing applications, which is stated in the product disclosure statement for the relevant wholesale fund.

## Viewing your investments

We will allocate the selected wholesale fund investments to your linked cash account. A schedule of your current investments in the WAF is available via a portfolio valuation report and each purchase or sale of units in any investment will be reflected in your linked cash account statement. Both reports are available online at AET My Portfolio. If you are investing in the WAF via a promoter, these investments may be viewed through the reporting or platform services they offer.

## Making investments and redemptions in the WAF

The following table summarises the investments you can make in the WAF. Before making any decision, in consultation with your financial adviser, please read and consider the relevant wholesale fund's product disclosure statement.

	Making an additional investment	Redeeming from an investment
<b>Investing in the WAF through the PMS or SMSF</b>		
<b>Minimum requirements</b>	\$1,000 for a wholesale fund that you already invest in AND \$5,000 for a wholesale fund that you are not already investing in.	\$1,000 per wholesale fund
<b>Service level</b>	Generally, purchases are processed within two business days of cleared funds being available in your linked cash account.	The time taken to pay redemptions will depend on the amount of time it takes the wholesale fund to process the withdrawal. Once we receive redemption proceeds from the fund manager we will credit your linked cash account within two business days.
<b>How to make a request</b>	WAF Additional investment form	WAF Redemption form
<b>Signing your request</b>	You, or your financial adviser on your behalf, can send us instructions. All transactions will be processed from your linked cash account in the PMS or SMSF.	You can send us instructions. All transactions will be processed from your linked cash account in the PMS or SMSF.
<b>How to submit your request</b>	Submit your request to us by: <b>Fax</b> 1800 781 166 <b>Email</b> forms@aetlimited.com.au <b>Mail</b> Australian Executor Trustees Limited Investment Services GPO Box 546 Adelaide SA 5001	
<b>Confirmation of transactions</b>	All transactions are processed through your linked cash account. You can access your linked cash account statement online via AET My Portfolio at any time.	
<b>Investing in the WAF via a Promoter</b>		
<b>How to make a request</b>	As per the method stipulated by the promoter.	As per the method stipulated by the promoter.
<b>How to submit your request</b>	Submit your request to the promoter and they, in turn, will send your instructions and application monies to us.	Submit your request to the promoter and they, in turn, will send your instructions to us.  Once the redemption has been paid by the investment manager we will send the cash to your linked cash account with the promoter.
<b>Confirmation of transactions</b>	All transactions are processed through your linked cash account. We provide confirmation of transactions to your promoter, who will provide confirmation of transactions to you.	



## More about redemptions

The time taken to pay redemptions will also depend on the amount of time it takes the investment manager to process the redemption request. Generally, investment managers process redemptions each business day. Where this is the case, you will usually receive your redemption proceeds within 14 days. Some investment managers process redemptions less frequently, in some cases only quarterly. Where this is the case it will increase the time it takes us to pay you your redemption proceeds. The frequency at which an investment manager processes withdrawals is stated in the product disclosure statement for the relevant wholesale fund(s).

Extended delays in the payment of redemptions may also happen if the funds are not liquid.

In certain circumstances, wholesale funds may also be subject to delays in processing redemptions, for example when the redemption request is large relative to the size of the fund or when the market for assets in which the fund invests is unexpectedly closed. Information about when the processing of redemptions could be delayed will appear in the wholesale fund's product disclosure statement.

Any fees and charges payable to the wholesale funds are deducted before your redemption is paid to you. We have discretion as to which wholesale fund investments, held on your behalf, will be sold to pay a redemption. However, as far as practicable, we will endeavour to sell investments in accordance with your instructions.

Once redeemed, your funds cannot be reinvested without a new investment request being completed. If investments are sold to pay a redemption, income tax (including capital gains tax) may be payable. You should refer to the section 'Taxation information' on page 17 of this guide and discuss the taxation consequences of redeeming your investments with your professional taxation adviser before you make a redemption.

## Distributions

You can choose to reinvest the distributions you receive from a wholesale fund, as long as the wholesale fund provides the option to do so. Whether you can reinvest distributions or not will be stated in the wholesale fund's product disclosure statement.

If you cannot reinvest your distributions or you choose not to, they will be paid to your linked cash account.

If you reside outside Australia, your distributions must be paid to your linked cash account. In this instance, you should seek advice from a tax adviser to understand the tax implications of becoming a non-resident.

If you wish to have distributions from a wholesale fund reinvested, please select the distribution reinvestment option on section 7 'Investment details' of the application form that accompanies this guide. Please note, you may not have the current product disclosure statement or supplementary product disclosure statement (if applicable) for a wholesale fund at the time your distribution is reinvested, however, all up-to-date documents are available via AET My Portfolio.

You can change your distribution instructions by notifying us in writing. Please make it clear which of your wholesale fund investments the change applies to and allow up to 30 days for it to be implemented.

Not all investment managers allow you to change your distribution instructions. If you submit a request for your distribution instructions to be changed for a wholesale fund and the changes are not permitted, we will advise you that the change cannot be made.

You can only change your instructions for wholesale funds that are on the current Product list. You cannot change your instructions for wholesale funds that no longer appear on the current Product list.

# Reports

Annual statements are available in hard copy and also accessible online at any time, subject to service interruptions or suspensions, via AET My Portfolio. If you invest in the WAF through the PMS or SMSF we will provide you with consolidated reporting that include your investments made through the WAF as well as the other investments we administer on your behalf.

To obtain access to AET My Portfolio, please contact your financial adviser or call us to obtain a copy of the 'Client access request form'.

If you invest via a promoter, they will provide you with consolidated reporting that includes your investments through the WAF as well as the other investments they administer on your behalf. Speak to your financial adviser about what the promoter can provide you with.

On a daily basis, AET My Portfolio provides:

- the current value (values are as up-to-date as possible, but in any event, are no more than 48 hours old – excluding hours on a day that is not a business day) of your wholesale fund investments
- transaction confirmations, such as applications, redemptions, any investments made and distributions received, and
- any revenue or expenses in relation to your wholesale fund.

On an annual basis, we will provide:

- a tax statement: this statement will be provided as part of your PMS account annual statements, and will take into account relevant details relating to your WAF investments. It will also include details of income you have received from your investments in the WAF during the financial year. This will also include a capital gains tax report with details about assessable capital gains or losses you may have realised due to the sale of investments. The manner in which you have disposed of your investments may not be consistent with the approach adopted to prepare your capital gains tax report. You should review the tax guide that accompanies your tax statement and if your circumstances differ, we recommend you seek professional tax advice
- an annual statement: the statement will contain complete details of all your transactions and investments, including the value of investments at the end of the financial year, which will be attached to the annual report and
- the annual audit report: this report is prepared by our auditors.

You can choose to appoint your financial adviser as your agent to receive reporting on your behalf. This means that reports that would usually be sent to you will be sent to your financial adviser. For more information about appointing your financial adviser as your agent see 'The role of your financial adviser' section on page 4.

Upon request and at no charge, we can provide you with:

- the voting policy of the WAF
- information on the consequences involved if you do not have a financial adviser to provide financial product advice to you and instructions to us in relation to the wholesale funds, including your ability to provide instructions in relation to the wholesale funds and continue to be an investor in the WAF
- the communications that would be provided to you if you were a direct investor in a wholesale fund.

## Taxation information

The following information is a general summary of the Australian income taxation matters that apply to Australian residents investing in the WAF. It is based on the Australian taxation law that is current at the date of issue of this guide. We recommend that you obtain professional taxation advice in relation to your individual circumstances before making a decision to invest in the WAF.

### Taxation of Managed Investment Trusts (MITs)

The managed funds which you can invest in through your account are generally MITs for taxation purposes. The trustee of an eligible MIT may elect into the attribution regime for the taxation of MITs. For those MITs that has elected into the attribution regime, they are referred to as Attribution Managed Investment Trusts (AMITs). If you invest in a MIT that elected to become an AMIT, that MIT may now attribute income to you without paying a cash distribution for that attributed income. This means that you may have to pay tax on the attributed income, even though you have not received a cash distribution for that income. Where applicable, TFN withholding tax and non-resident withholding tax may also apply to attributed income.

### Distributions

If you invest in the WAF, the investments are made by us on your behalf. Although we hold title to the investments of the WAF, you have a beneficial interest in them. Your taxation liability will be based on your investments in the WAF as if you held them directly in your own name. No tax will be payable by us. You are at all times entitled to receive the income from your investments in the WAF.

Income (including any capital gains distributed by the wholesale fund manager) credited to your account, reinvested on your behalf or declared but unpaid for the relevant tax period by the wholesale fund manager, will generally form part of your assessable Australian income and must be disclosed in your income tax return. The assessable income allocated to you for a particular year may not be equal to the cash distributed to you (or reinvested on your behalf) during that year.

The WAF will seek to pass on the benefits of any franking credits to you through the wholesale fund you select. These amounts should be disclosed as part of your assessable income in your Australian income tax return. Broadly, depending on your particular circumstances, you may be able to reduce your income tax liability by offsetting the franking credits against other tax payable (excluding the Medicare levy). In some circumstances, where you have no tax payable, you may be able to obtain a refund of excess franking credits or a conversion of excess franking credits into income tax losses. Your entitlement to claim franking credits as a tax offset against your Australian tax liability is subject to you satisfying the 'holding period rule'. It is recommended that you seek independent advice in relation to your individual circumstances.

The WAF will also seek to pass on to you the benefits of any foreign tax offsets. Broadly speaking, you may be able to offset the foreign tax paid against the Australian tax payable on the foreign income component of your distributions, subject to the foreign tax offset cap. To claim the foreign tax offsets, you will need to disclose these amounts as part of your assessable income in your Australian income tax return. It is recommended that you seek independent advice in relation to your individual circumstances.

Tax free and tax deferred amounts may be distributed by a managed fund. These amounts are not included in your tax return, however, if you have a capital gain tax event on your units in this managed fund, you may need to adjust your investment's cost base for these amounts. AMIT trusts may distribute income in such a way that a cost base uplift, or downwards cost base adjustment may be required. The WAF tracks and updates the cost base and reduced cost base of your investments to take in to account the tax free and tax deferred distributions, together with any AMIT cost base adjustments required

## Capital gains tax (CGT)

Taxable capital gains may arise:

- as part of distributions from the wholesale funds, for example distributions including gains realised from the sale of capital assets by the wholesale fund
- by withdrawing from a wholesale fund, which would constitute a disposal of your investment.

Generally, qualifying individuals and trusts will be eligible to 50% discount of their nominal gains and complying superannuation entities are eligible to 33.33% discount of their nominal capital gains if:

- the cost base of the investment option is not indexed for inflation
- the investment option has been held for at least 12 months and
- the CGT event with respect to the particular investment option occurred after 11.45 am (by legal time in the Australian Capital Territory) on 21 September 1999.

Current and prior year capital losses must be applied before the relevant discount is calculated. Companies and investors who derive capital gains on investment options that are held for less than 12 months are not entitled to the CGT discount concessions and are instead assessed on all of the nominal gains.

If investment options are disposed of at a capital loss, individuals and complying superannuation entities can generally offset the nominal capital loss against capital gains made in the current income year before applying the relevant CGT discount if available.

Investors may, in general, be able to carry forward, indefinitely, the capital losses realised from investment options to be offset against future capital gains. If you are a taxpayer, other than an investor (such as a trader or institutional investor), the capital profits that you receive should be taxed as ordinary income.

## Tax file number

If you invest in the WAF, it is not compulsory to quote your tax file number (TFN). However, if you do not, then tax will be deducted at the highest marginal rate plus Medicare levy from the amount of income payable to you.

## Becoming a non-resident

If you were an Australian resident when you invested in the WAF and later become a non-resident, you must let us know and complete the relevant tax status declarations. Non-resident withholding tax is required to be withheld from certain investment income distributed/attributed to a non-resident investor. If you are not an Australian tax resident, you must let us know of your country of residency, in order for us to apply the correct withholding rate from your investment income.

Non-resident investors may only elect to have distributions from the WAF distributed to them as cash due to withholding tax requirements. Non-residents may not have the distributions reinvested.

As there are other significant implications for Australian resident investors who become non-residents, it is recommended that you seek independent advice in relation to your individual circumstances.

## Foreign taxes

Investments may be affected by foreign tax laws, which can reduce the amount you receive. Under some foreign laws you may be subject to additional obligations if you have a connection with a foreign country (for example by birth, residence, citizenship or property ownership). As noted earlier, if you are a foreign tax resident, you must let us know so that we can meet our withholding obligations based on your tax residence.

# Complaints

## Complaints about the WAF

For general enquiries about your account, please contact your financial adviser.

If you have a complaint about any aspect of your account, please call the Manager, Customer Care on 1800 254 180 or write to:

### Complaints Officer

Australian Executor Trustees Limited  
 (Part of the EQT Holdings group)  
 Level 1, 575 Bourke Street, Melbourne 3000  
 GPO Box 2307, Melbourne VIC 3000  
 Phone 1300 133 472  
 Facsimile +61 3 8623 5200  
 Email [equity@eqt.com.au](mailto:equity@eqt.com.au)  
 Web [www.eqt.com.au/contactus](http://www.eqt.com.au/contactus)

- your contact details
- your account number
- a detailed description of the facts surrounding your complaint.

We will provide you with all reasonable assistance and information you may require for the purpose of making a complaint and assist you in understanding our complaints handling procedures.

You have the option to lodge a complaint with AFCA directly rather than lodging a complaint with us. Otherwise, you can also lodge a complaint with AFCA if you are not satisfied with our response or if your complaint has not been resolved within the maximum timeframe prescribed by ASIC's Regulatory Guides (RG 271). AFCA provide a fair and independent financial services complaint resolution that is free to consumers. Time limits may apply to complain to AFCA. Please act promptly and consult the AFCA website to find out if or when the time limit relevant

to your circumstance expires.

**Website:** [www.afca.org.au](http://www.afca.org.au)

**Email:** [info@afca.org.au](mailto:info@afca.org.au)

**Tel:** 1800 931 678 (Free call)

**Mail:** Australian Financial Complaints Authority  
 GPO Box 3  
 Melbourne VIC 3001

## Complaints about wholesale funds

If you have a complaint relating to any of the wholesale funds available through the WAF, you may be able to raise your complaint directly with the investment manager of that wholesale fund. We can advise you if an investment manager has a dispute resolution system which allows you to raise complaints directly with them. To ascertain if this applies to you, please contact us.

## Complaints about your financial adviser

If you have a complaint relating to the advice you have received, as a first step you should contact your financial services provider's (licensee's) consumer complaints area to discuss your issue, tell them what your concerns are and how you would like them to be resolved. Your adviser should have provided you with a Financial Services Guide which would describe their dispute resolution process. If you no longer have the Financial Services Guide you can obtain another from your adviser's licensee.

If the licensee has not resolved the issue to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

**Website:** [www.afca.org.au](http://www.afca.org.au)

**Email:** [info@afca.org.au](mailto:info@afca.org.au)

**Tel:** 1800 931 678 (Free call)

**Mail:** Australian Financial Complaints Authority  
 GPO Box 3  
 Melbourne VIC 3001

# Other relevant information

## More about wholesale funds

Generally, the product disclosure statement for a wholesale fund contains information about the objectives, investment policy and investment approach of the fund manager, details about the fund manager, recent investment performance, risks, fees and other relevant information such as which tax regime may apply to the fund.

## About the Trust Deed

You can inspect a copy of the Trust Deed at our offices by prior arrangement, or we will provide you with a copy free of charge. We can amend the Trust Deed, but if the amendment would adversely affect investors' rights or interests, we must first obtain a resolution of investors. The Trust Deed includes information about:

- our duties in relation to the day-to-day management of the WAF
- our discretion to accept applications and our right to terminate an investor's participation in the WAF by giving 15 days' notice
- the covenants which protect the rights and interests of investors
- the need for an investor to authorise us to invest in the investments chosen by that investor
- procedures for meetings of investors
- the entitlement of investors to the distributions from their chosen investments and the crediting of distributions to their account
- procedures for applications and withdrawals
- our right to be reimbursed for all expenses, including the cost of audits, government duties, register maintenance, computer systems development and maintenance, investor services guides, the printing and delivery of accounts and various other disbursements in connection with the WAF
- our retirement
- the appointment of the auditor by us
- amendment of the Trust Deed by us and when investors need to vote on the amendment
- the limitation of investors' liability to the value of the assets held on their behalf in the WAF (although the law is uncertain in this area).

## Nature of an investor's interest

Each investor has a beneficial interest in the assets of the WAF held on the investor's behalf. No investor has any right to require the transfer to them of any specific assets of the WAF nor have they the right to participate in the WAF's management or operations (subject to certain rights exercisable by investors in a general meeting as specified in the Trust Deed).

## Termination of the WAF

The WAF will be terminated if:

- a court orders the WAF to be wound up
- we decide that due to legislation the WAF can no longer operate effectively
- a new service operator is not appointed to replace us or
- we give three months' notice of termination to investors.

## Service Operator's interests

We, or other entities within the EQT Holdings group, will not hold any investment either in the WAF or in any wholesale fund on the Product list (other than in a representative capacity). The Product list may include wholesale funds which are managed by us or any of our related entities.

## Your Privacy

We are committed to protecting your privacy. Any personal information we collect about you will be handled in accordance with our privacy policy, which outlines how we manage your personal information, how you may access or correct your personal information, and how you may complain about a breach of your privacy. To obtain a copy of our privacy policy, please contact AET ClientFirst on 1800 254 180 or visit our website ([www.eqt.com.au/global/privacystatement](http://www.eqt.com.au/global/privacystatement)).

We collect your personal information from the application form you complete when applying for this product for the purpose of providing you with the products and services that you request and for related purposes, including providing you with financial advice and ongoing services in relation to your account with us, or providing information about other products and services that may be of interest to you. If you do not provide all the information requested in your application form, we may not be able to process your application.

To verify your identity for Know Your Customer purposes, we may also solicit personal information about you from reliable identity verification service providers.

For the purpose of providing you with products and services you have requested, we may disclose your information to our related bodies corporate or external parties, including your financial adviser or employer, banks or other financial institutions, medical professionals, insurers, legal or accounting firms, auditors, mail houses, or when required or authorised to do so by law. It is generally unlikely that we will disclose your personal information overseas, however any overseas disclosure does not affect our commitment to safeguarding your personal information and we will take reasonable steps to ensure any overseas recipient complies with Australian privacy laws.

## Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) requirements

We are required to carry out proof of identity procedures for investors opening an investment account in the WAF or persons completing forms in relation to the WAF on the investor's behalf, such as a Power of Attorney or appointed Guardian for an investor.

These requirements arise under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF)*. Where you have not already provided us with appropriate identification, we will be required to collect and verify customer identification information when you request a withdrawal. We may also be required to collect customer identification at other times.

You must provide us with all information and documentation we reasonably require in order for us to:

- 1 confirm your identity or the identity of any other person related to the account or service;
- 2 manage money laundering, terrorism-financing or economic and trade sanctions risk;
- 3 comply with any laws in Australia or any other country.

If you do not provide the information or we are unable to verify the information, payment may be delayed or refused.

## Foreign Account Tax Compliance Act and Common Reporting Standard

Australia participates in Automatic Exchange of Information (AEOI) under the Foreign Account Tax Compliance Act (FATCA) and the Common Reporting Standard (CRS) which require financial institutions, including the WAF, to identify and report information relating to investors who are a resident of a foreign jurisdiction for tax purposes. This information is reported to the Australian Taxation Office (ATO) and will be exchanged with other participating countries. We are required by this law to ask investors who may be a foreign resident for tax purposes to supply additional identification and tax information to us.

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**Foreign Residents only – Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS)**

Under FATCA and CRS laws, we are required to ask all investors to provide additional information about their tax residency. Tax residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person’s residence or place of work. This information will be reported to the relevant tax authority within Australia or internationally. Refer to section 9 for information.

For all countries where you are a tax resident please provide a TIN (Tax Identification Number) which is the number assigned by each country for the purposes of administering tax laws such as a Social Security Number in the US. If a TIN cannot be provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

**Reasons for not providing a TIN – please select one reason below (if applicable).**

Reason A – The country of tax residency does not issue TINs to tax residents, or

Reason B – You have not been issued with a TIN – please provide details for this reason, or

Reason C – The country of tax residency does not require the TIN to be disclosed.

Country	TIN	Reason for no TIN

Reason you have not been issued with a TIN (if applicable)

If there are more countries, provide details on a separate sheet and tick this box .

**Note:** It is important that we hold up to date records, so please call AET ClientFirst on 1800 254 180 if the details you have provided change at any time.

**Section 4: Joint personal investor details**

Your WAF account will be linked to the cash account you specified in section 1 or 2. Please ensure the name of your WAF account corresponds with the name of your linked cash account.

Title  Surname

Given name(s)

Birth date (dd/mm/yyyy)  /  /  Gender  Male  Female

**Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) requirements**

In accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF), please advise the following: (Note: your application cannot be processed unless the ‘Politically Exposed Person’ section is completed and you may be requested to provide additional information and documentation to facilitate compliance with the AML/CTF legislation).

**Politically Exposed Person**

Politically exposed persons (PEP) are individuals who occupy a prominent public position or function in a government body or international organisation, both within and outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No

If you have nominated yourself to be a Politically Exposed Person, you must complete and attach:

- a Politically Exposed Persons form ([www.aetmyportfolio.com.au](http://www.aetmyportfolio.com.au))
- original certified copies of your identification documents.

Are you a tax resident of Australia?  Yes  No  
 Are you a tax resident of another country?  Yes  No

Please answer both tax residency questions as you can be a tax resident of more than one country. If you are only a tax resident of Australia and no other country please proceed to Section 5.

**Foreign Residents only – Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS)**

Under FATCA and CRS laws, we are required to ask all investors to provide additional information about their tax residency. Tax residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person’s residence or place of work. This information will be reported to the relevant tax authority within Australia or internationally. Refer to section 9 for information.

For all countries where you are a tax resident please provide a TIN (Tax Identification Number) which is the number assigned by each country for the purposes of administering tax laws such as a Social Security Number in the US. If a TIN cannot be provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

**Reasons for not providing a TIN – please select one reason below (if applicable).**

- Reason A – The country of tax residency does not issue TINs to tax residents, or
- Reason B – You have not been issued with a TIN– please provide details for this reason, or
- Reason C – The country of tax residency does not require the TIN to be disclosed.

Country	TIN	Reason for no TIN

Reason you have not been issued with a TIN (if applicable)

If there are more countries, provide details on a separate sheet and tick this box .

**Note:** It is important that we hold up to date records, so please call AET ClientFirst on 1800 254 180 if the details you have provided change at any time.

**Section 5: Company/trust investors**

Your WAF account will be linked to the cash account you specified in section 1 or 2. Please ensure the name of your WAF account corresponds with the name of your linked cash account.

Company or corporate trustee name

Name of primary contact for account

Superfund or Trust ABN (if applicable)

--

ACN

--

Politically exposed persons (PEP) are individuals who occupy a prominent public position or function in a government body or international organisation, both within and outside Australia. This definition also extends to their immediate family members and close associates.



### Single person, trust, partnership or company

TFN

				–						–				
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or Exemption

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### Joint account

TFN

				–						–				
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or Exemption

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### Notes

- Collection of TFN information is authorised and its use and disclosure are strictly regulated by the tax laws and the *Privacy Act*.
- If you are claiming an exemption, please note the following:
  - **Pensioner** – in the space for exemption please write the full name of the pension you are receiving, eg age pension
  - **Child under 16** – in the space for exemption, please write the child's date of birth
  - **Trust account** – the exemption must apply to the name in which the account is held
  - **Exempt organisations** – please write 'Not lodging' and the reason why the organisation is not required to lodge a tax return in the space provided for exemption.

### Section 7: Investment details

Please provide your investment instructions and whether you would like distributions reinvested. If you do not make a nomination, your distributions will be paid to your linked cash account. Note the minimum initial investment in each wholesale fund is \$5,000.

Name of wholesale fund	Reinvest Please select (✓)	APIR code	Amount (\$)
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
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	<input type="checkbox"/>		
	<input type="checkbox"/>		

## Section 8: Financial adviser details

### Financial adviser use only

#### Declaration by financial adviser

- I have taken into account the personal needs and circumstance of the investor(s).
- I have considered the following issues:
  - the risks involved in making, holding and realising, and the likely return from, the wholesale fund, having regard to the investor's objectives and expected cash flow requirements
  - the liquidity of the wholesale fund and investor(s)
  - the ability of the investor(s) to discharge current and prospective liabilities
  - that my advice relates solely to the interests of my client(s) in this product.
- I declare I am a licensed financial adviser (or an authorised representative of a licensee) and that my license/licensee permits me to provide advice in relation to the WAF. I confirm I have provided all relevant disclosures to my client(s) in relation to their investment in the WAF and their chosen wholesale funds in line with my license obligations.
- I agree to receive: transaction confirmations, quarterly and annual statements via the AET My Portfolio facility. If my clients are investing via a promoter all transaction confirmations, quarterly and annual statements may be viewed through the reporting or platform service offered by the promoter.
- I acknowledge that by using the facsimile instruction, email service or AET My Portfolio, I indemnify Australian Executor Trustees from any loss or liability that arises from Australian Executor Trustees not receiving my facsimile or electronic request.
- I acknowledge that there is a risk that fax or electronic requests do not arrive at their intended destination from time to time and that Australian Executor Trustees is not responsible in such instances.
- I acknowledge that Australian Executor Trustees will take action based on any electronic instruction they receive that is in accordance with the 'Investing and transacting in the WAF' section commencing on page 13.
- I consent to provide AET access to all proof of identification records and other relevant documents for the purposes of the application if requested (pursuant to the AML/CTF Rules 7.2).
- I confirm that I have conducted the relevant customer identification procedure in line with the obligations under the AML/CTF legislation and:
  - I have attached original certified copies of each applicant's identification document(s) with this Application;
 

**Please note:** Compulsory where:

    - initial contribution is equal to or more than \$2 million or
    - the applicant is a Politically Exposed Person or
    - the applicant is not residing in Australia
  - I have sighted and retained copies of the necessary proof of identity documents as recorded in the Proof of identity table
  - Where the applicant is anything other than an individual or joint investor I enclose the appropriately completed FSC/FPA Identification form/s.
- I declare that I have met the obligations required by FATCA and CRS by ensuring that the applicant, and/or controlling persons of the applicant's, have provided valid and reasonable information in their answers relating to their tax residency (self-certification). This includes confirmation that the self-certification is complete and (please tick as relevant):
  - I am not aware of any information that conflicts with the tax residency and tax status provided by the applicant
  - OR
  - I have identified a conflict with the tax residency and tax status as provided by the applicant and have attached relevant information to the application for review by AET. Where there is a conflict I have made the applicant aware that the application may not be finalised until the conflict is reviewed and resolved.
- I also declare that I do not have a 'reason to know' that the information included in the self-certification is incorrect and/or unreliable. I undertake to inform AET if I become aware that any of these details change.

## Proof of identity

Record of proof of identity (ID)^	ID document 1	ID document 2
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document issuer		
Issue date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Expiry date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Document number		
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted
Country of Issuer (if not Australia)		

<sup>^</sup> For further information on the types of proof of identity documents which can be attached or verified and retained, please refer to the proof of identity requirements section at the end of this application form. It also includes a list of persons authorised to certify copies of original documents.

Financial adviser's name

<input type="text"/>
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1 AET adviser code

<input type="text"/>
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or

2 a Financial adviser's dealer group

<input type="text"/>
----------------------

and

b Dealer group branch (city or suburb of the dealer group office you operate through)

<input type="text"/>
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Financial adviser's signature

<input type="text"/>
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Date

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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Financial adviser/dealer stamp

<input type="text"/>
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## Section 9: Investor declaration and signature

I/We have read and understood the guide to which this application relates to. I/We hereby:

- declare that the information in this form is true and correct
- acknowledge that I/we have personally received a complete and unaltered guide (or a printout of it) dated 1 July 2022 accompanied by or attached to the application form, before applying for the investments to which this guide relates
- acknowledge that a paper copy of the guide, together with the application form, is available free of charge on request from Australian Executor Trustees
- agree to be bound by the provisions of the Trust Deed (as amended from time to time)
- agree that if this application is incomplete, I/we authorise Australian Executor Trustees to hold my/our application money in a trust account within (for up to 30 days), pending receipt from me/us of a completed current application form
- acknowledge that by investing through the WAF, I/we do not have access to some of the rights and entitlements that would otherwise be available to me/us as a retail investor if I/we invested in the underlying financial products directly. I/we understand that this includes not having the same rights as direct retail investors or not having access to:
  - cooling-off rights (see the section 'Differences between investing directly and investing through an IDPS (such as the WAF)' on page 8 of the IDPS Guide);
  - withdrawal rights (see the section 'Differences between investing directly and investing through an IDPS (such as the WAF)' on page 8 of the IDPS Guide);
  - voting rights (see the section 'Differences between investing directly and investing through an IDPS (such as the WAF)' on page 8 of the IDPS Guide).
- are aware that if I/we invest in the WAF without the assistance of a financial adviser, that we may not be fully aware of the risks and benefits of investing according to our personal circumstances and financial or tax position (see page 4 of the IDPS guide)
- acknowledge that I/we will promptly advise my/our financial adviser and/or AET if these details change at any time over the course of this investment.

I/We instruct Australian Executor Trustees, as a standing withdrawal instruction, to:

- redeem funds from the Wholesale Access Fund (WAF) in an amount equal to the distributions paid from the wholesale funds that I/we hold a beneficial interest in and which is properly attributable to me/us; and
- pay the redemption proceeds to my linked cash account.

## Privacy

- Information (including my personal information) provided to the Service Operator is used for the purpose of opening an investment account and for other related purposes. For the purpose of providing me/us with the products or services I/we have requested, the Service Operator may disclose my/our personal information to its related bodies corporate, my/our financial adviser, professional advisers, businesses that have referred me/us to the Service Operator, banks and other financial institutions, or to provide me/us with information about other products or services that may be of interest to me/us. The Service Operator is required to collect my/our personal information under the *Corporations Act 2001* and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. If I/we do not provide all of the requested information, the Service Operator may not be able to action my/our request. To verify my/our identity for Know Your Customer (KYC) purposes, the Service Operator may also solicit personal information about me/us from reliable identity verification service providers. My/Our personal information will be handled in accordance with the Service Operator's Privacy Policy, which contains information about how I/we may access or correct my/our personal information and how I/we may complain about a breach of the Australian Privacy Principles. I/We may request a copy of the Privacy Policy by contacting AET on 1800 254 180 or at [aetlimited.com.au/privacy](http://aetlimited.com.au/privacy).

## Foreign Residents (including US citizens or residents) investor reporting requirements

- I/We am/are aware that under FATCA and CRS legislation my/our information will be reported to the tax authority within Australia and internationally if I am/we are a foreign resident or a US citizen or resident.

## Proof of Identity

- I/We am/are aware that AET are required to carry out proof of identity procedures upon opening an account. These requirements arise under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act). Where I am/we have not already provided AET with appropriate identification, AET will be required to collect and verify customer identification information when I/we request a withdrawal or at other times. If I/we do not provide the information or if AET is unable to verify the information, payment may be delayed or refused.

### Wholesale funds

- Confirm I/we have received, read and understood a current product disclosure statement (except where not required) in regard to each wholesale fund that I/we have selected in the 'Investment details' section.
- Acknowledge that investments through WAF or any interests in the wholesale funds are subject to investment risk, including possible delays in repayment and loss of income and capital invested.
- Acknowledge that neither the repayment of capital nor the investment performance of the investments in the wholesale funds is guaranteed by AET or its related companies.
- Acknowledge that the provision of the wholesale funds available through WAF should not be taken as the giving of financial product or investment advice by AET as AET is not aware of my/our investment objectives, financial position and particular needs.
- AET has provided me/us with the product disclosure statement(s) for the wholesale funds I/we have selected via AET My Portfolio and I/we agree to receive these product disclosure statement(s) by obtaining them from AET My Portfolio.
- I/We may not have the most current product disclosure statement and continuous disclosure information for a wholesale fund when switches and/or further investments are made into the WAF.

### Investment instructions

- Acknowledge that by using the facsimile instruction, email service or AET My Portfolio, I/we indemnify AET from any loss or liability that arises from AET not receiving the facsimile or electronic request or acting on an instruction bearing my/our account number, my/our signature or that of an authorised signatory on our account.
- Acknowledge that AET will take action based on any electronic instruction they receive that is in accordance with the 'Investing and transacting in the WAF' section commencing on page 13.

### Reporting

- Agree the Service Operator will provide me/us, or my/our agent on our behalf, with individual written transaction confirmations or other reporting required for this product by law.
- Agree to receive: transaction confirmations, quarterly and annual statements via the AET My Portfolio facility or if investing via a promoter, acknowledge that transaction confirmations, quarterly and annual statements may be viewed through the reporting or platform service offered by the promoter.

### Communications

- If I/We have consented to receive any communications from AET electronically, then I/we do so on the terms and conditions set out in the IDPS guide.

### Financial adviser

- I/We hereby authorise my/our current or any future financial adviser and their respective staff (my/our financial adviser), as my/our agent, to operate my/our account and to give any instructions on my/our behalf in relation to my/our account to AET by any method acceptable to it as set out in the IDPS guide.
- I/We release and indemnify AET and any member of the EQT Holdings group from and against all demands, actions, proceedings, claims, losses, liabilities and costs arising directly or indirectly out of or in connection with AET acting or omitting to act on instructions given by my/our financial adviser under this authority.
- I/We authorise AET to continue to follow instructions given under this authority until AET receives notice in writing signed by me/us to cancel the authority.

### Marketing material

- If you do not want AET or other members of the EQT Holdings group to use your personal information for marketing purposes, please tick this box



## Proof of identity requirements

AML/CTF law obligates the Service Operator to verify the identity of each applicant before providing financial services to them.

To meet these requirements as an individual or joint investor you must provide either a certified copy of A or B as below:

### EITHER A

ONE of the following documents:

- a current driver's license issued under State/Territory law (or a foreign equivalent) containing a photograph. Please copy front and back of the license
- an Australian passport (where expired within the proceeding 2 years this is acceptable)
- a Foreign passport or an international travel document issued by a foreign government, the United Nations (UN) or an agency of the UN, containing a photograph and signature of the person whose name the document is issued
- a card issued under Australian State or Territory Law for the purpose of providing a person's age containing a photograph
- National Identity card issued by a foreign government, the United Nations (UN) or an agency of the UN, containing a photograph or signature of the person whose name the card is issued.

### OR B

ONE of the following documents:

- birth certificate or birth extract issued under Australian State/Territory
- birth certificate issued by a Foreign government, the United Nations (UN) or an agency of the UN
- citizenship certificate issued by the Commonwealth
- citizenship certificate issued by a foreign government
- a concession (health or pension) card issued by the Department of Human Services or Centrelink.

AND

ONE of the following documents:

- a notice issued by Commonwealth, State or Territory government within the past 12 months that contains your name and residential address such as Tax Office Notice of Assessment or a letter from Centrelink regarding an assistance payment
- a notice issued by a local government body or utilities provider within the past 3 months that contains your name and residential address (such as a rates notice from local council or an electricity/gas bill).

### Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration office
Signed on behalf of the applicant	Guardianship papers or power of attorney

### Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'this is a true copy of the original document sighted by me' followed by their signature, printed name, qualification (such as Justice of the Peace, Australia Post employee) and date.

The following persons can certify copies of the originals as true and correct copies:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

### Other persons:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australia Diplomatic Officer (within the meaning of the *Consular Fee Act 1955*)
- Bailiff
- Bank officer with two or more continuous years of service
- Building society officer with two or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with two or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with two or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia

- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is either:
  - an officer; or
  - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Member of Chartered Accountants Australia and New Zealand
- Member of either:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licences
- Permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority;
  - or a local government authority;
 with two or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of either:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy.

