SMA INVESTOR USER GUIDE

BlackRock

SMA USER GUIDE: Investor

Contents

Before you begin:

1] Ensure that you have read the Product Disclosure Statement [PDS]. Please ask your Adviser for a copy

2] Ensure that you have a User ID and Password. If not, please call your Adviser

3] Download internet security setting instructions from the SMA system provider's website: www.praemium.biz/Download/Windows_XP_SP2.pdf

1. Basics

1a. Logging into the SMA

Please consult your Adviser for your User ID and password, and the website address through which you will log into your SMA.

1b. Access level

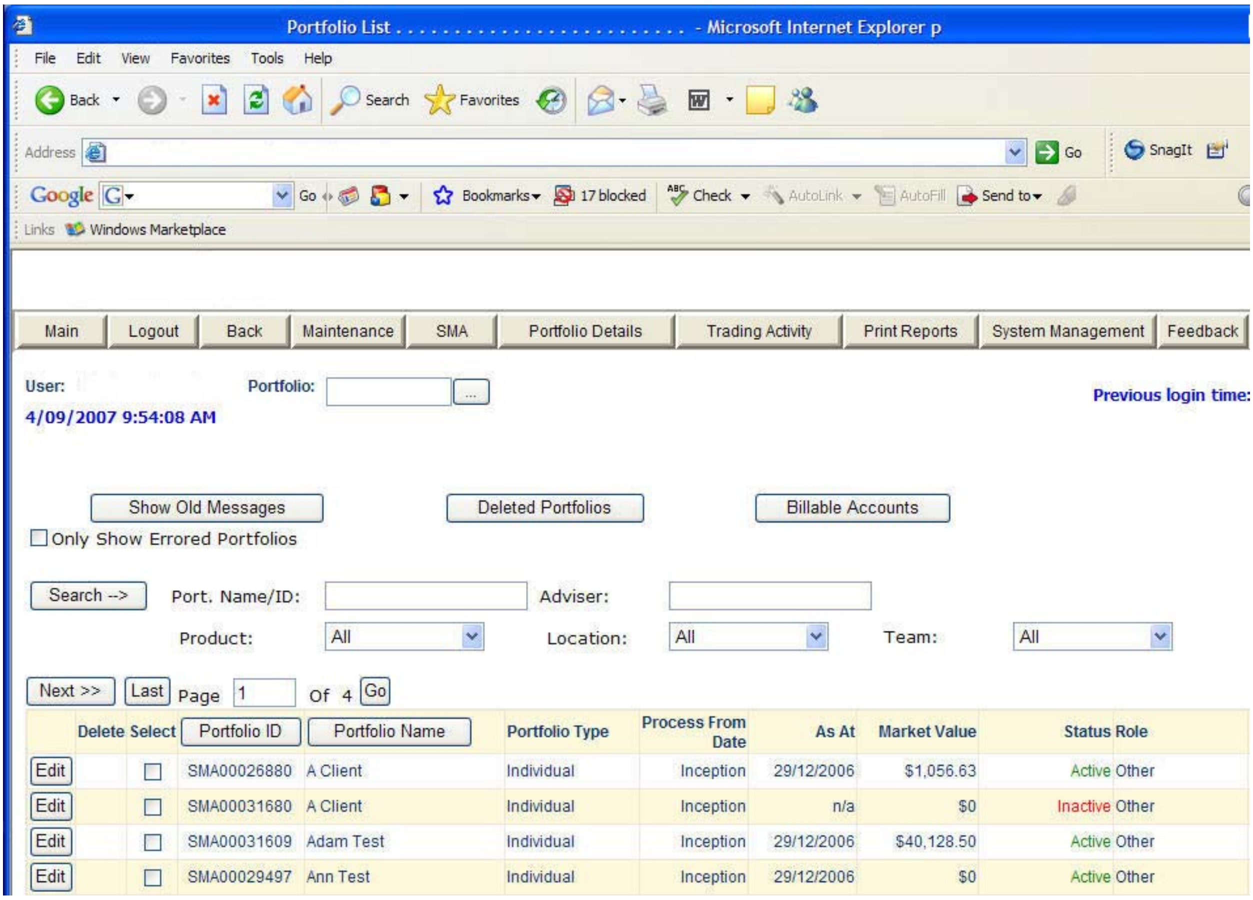
As an investor, your User ID and Password will give you access to view your account and its details and print reports on the System. To perform any other transactions, contact your Adviser.

NOTE: As the System operates in real time, you will be able to view transactions that have been input into the System but may not yet have been confirmed. This means that what you see in your account may alter as transactions are confirmed immediately or adjusted then confirmed.

NOTE: The first time you log in, you will be prompted to change your password.

1c. Main screen

Once you have logged in, you will see the Portfolio List or Main screen. To return to this screen at any time, click the menu button called Main.



Menus & sub-menus

Other menu buttons available to you are:

MENU FUNCTION	EXPLANATION
Main	*Takes you back to the Main screen at any time.*
Logout	*Logs you out of the System.*
Back	*Takes you back to the previous screen.*
Maintenance > User Maintenance > **Change User Details**	*Allows you to view your details.*
Maintenance > User Maintenance > **Change User Preferences**	*Allows you to change your general preferences & report order.*
Maintenance > User Maintenance > **Change Password**	*Allows you to change your current password.*
Maintenance > Portfolio Management > **Portfolio User Links**	*Shows who can view a given account.*

Maintenance > Portfolio Management > **Balance history**	*Shows your balance history.*
SMA > SMA Account Setup > **Maintain an SMA Account**	*Allows you to view the details of your account in the System.*
SMA > **Link Portfolio to Model**	*Allows you to view the rebalance type, % weighting, a Model Portfolio and its Performance.*
SMA > **View PDS Document**	*Shows you the PDS for your SMA Account.*
Portfolio Details > **Portfolio Valuation - by Security**	*Shows the composition and value of your Portfolio.*
Portfolio Details > **Portfolio Performance**	*Shows how the Portfolio has performed for a given period.*
Portfolio Details > **Holding Performance**	*Shows the Holding Performance for a given period.*
Portfolio Details > **Portfolio Search**	*Allows you to search for a Portfolio.*
Trading Activity > **Cash Book**	*Shows cash transactions on your Account.*
Trading Activity > **Cash Book Summary**	*Shows a summary by transaction type over a given period.*
Trading Activity > **Transaction History**	*Shows a history of all transactions up to a specific date. Unconfirmed corporate actions are marked. Trades where the settlement date is in the future are also unconfirmed.*
Trading Activity > Income & Expenses > **Income Details**	*Shows the details of all income to a specific date.*
Trading Activity > Income & Expenses > **Income declared & not paid**	*Shows where X date has passed, so income has been generated for the account but not yet received.*
Trading Activity > Income & Expenses > **Expense Details**	*Shows details of expenses to a specific date.*
Print Reports	*Allows you to specify reports and details for printing.*
Feedback	*Allows you to provide feedback.*

1d. Consolidated accounts

Consolidating accounts means that in addition to individual accounts, you will have one account where you can view the total of any accounts included in the consolidation.

If you would like to consolidate your accounts, [personal, Self-Managed Super Fund, partners account, children's trust accounts etc] contact your Adviser.

1e. Changing a password

Step	Action
1	Log into the Service. *The Portfolio List screen appears.*
2	From the Maintenance menu, select **User Maintenance** then **Change Password**.

	 *The Change password screen appears with current and new password fields.*
3	Fill in these fields then click **Save New Password**. *The System changes your password.*

1f. Resetting a password

If you have forgotten your password and need to reset it, please contact your Adviser.

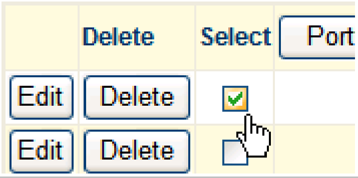
2. Viewing account details

Step	Action
1	Log into the Service. *The Portfolio List screen appears.*
2	On the Portfolio List screen, select the account you wish to view from the list and click the **Edit** button next to it.  *The Maintain an SMA Account screen appears with the account details.*
3	To view account customisations (if your Service allows them), from the SMA menu, select **Customisations** then any of **Security Substitutions**, **Minimum Trade Size**, or **Holding Locks.** *The customisation details appear.*
	Note: If the PDS you are using does not allow customisations, you will NOT have access to these menu options. **Note:** The mandatory minimum cash holding appears in your account as a cash line and will only be debited to pay fees when fees are due.

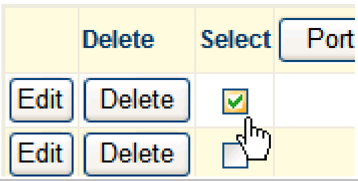
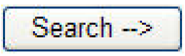
3. Portfolio reporting - account level

3a. Viewing account valuation

Step	Action
1	Log into the Service. *The Portfolio List screen appears.*

2	On the Portfolio List screen, select the account you wish to view from the list and tick the **Select** box next to it. 
3	From the Portfolio Details menu, select **Portfolio Valuation - by Security**. *The Portfolio Valuation – by Security screen appears.*
4	You can choose to have the valuation displayed at any previous date by entering that date in the **Recalculate to** field then clicking the mauve **Recalculate to** button. A message box appears telling you that the positions have been rebuilt.
5	Click **OK.** *The screen reappears with positions rebuilt to that date.*
	Note: As the most recent price on the system is the previous business day's closing price, it is not relevant to recalculate the portfolio to today's date. If the Model Manager has delayed visibility, you may not be able to view current details.

3b. Viewing transaction history

Step	Action
1	Log into the Service. *The Portfolio List screen appears.*
2	On the Portfolio List screen, select the account you wish to view from the list and tick the **Select** box next to it. 
3	From the Trading Activity menu, select **Transaction History**. *The Transaction History screen appears.*
4	You can search for specific transactions. Click the **Search** button, enter your criteria then click **Submit**. 

3c. Viewing performance

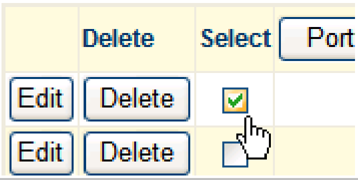
Step	Action
1	Log into the Service. *The Portfolio List screen appears.*
2	On the Portfolio List screen, tick the **Select** box next to the account you wish to view.
3	From the Portfolio Details menu, select **Portfolio Performance**. *The Portfolio Performance screen appears.*
	Market Value at ddmmyyyy: Market value at the beginning of the period. **Income Received**: Income received during the period. See the Income Details screen for further information. **Net Capital Inflow (including income):** Click Detail for a breakdown of this figure. **Market Value at ddmmyyyy**: Market value at the end of the period. **Securities Transferred In**: The value of securities transferred in during the period. **Gross Gain/(Loss) for Period**: The dollar value of the increase/decrease in portfolio value over the period. **Tax Credits**: Any tax credits due to be received on income. See the Income Details screen for further information. **Expenses Paid**: Any fees paid during the period. **Net Gain/(Loss):** Change in overall value for the period. **Average Market Value**: The average daily portfolio value for the period. **Net Performance**: Net gain/loss divided by the average market value.
4	Enter the following details in the following fields:

In this field...	*do this...*
For Period:	Enter the relevant 'From Date'
To:	Enter the 'To Date'
Comparative Indices	Select up to two comparative indices from the dropdown lists at the foot of the screen.

Step	Action
5	If you have changed the performance period, click **Recalculate**. *The screen reappears with updated performance figures.*

4. Portfolio reporting - model level

4a. Viewing model subscriptions & weights

Step	Action
1	Log into the Service. *The Portfolio List screen appears.*
2	On the Portfolio List screen, tick the **Select** box next to the account you wish to view. 
3	From the SMA menu, select **Link Portfolio to Models**. *The Link Portfolio to Models screen appears.*
4	This screen shows the Models selected and their weights. Next to each model are the View Model buttons. Clicking the Portfolio button brings up the current breakdown for the model and clicking the Performance button brings up the Portfolio Performance screen for the model.
5	To access another model [or perform any other function], click the **Main** button and repeat steps 2 & 3.

5. Creating & printing reports

Reports can be created and printed directly for a single portfolio or packs can be created in a print file for multiple portfolios.

The most useful reports are: Portfolio Valuation by Security, Income, Realised CGT and Unrealised CGT.

5a. Creating reports for a single portfolio

Step	Action
1	Log into the Service. *The Portfolio List screen appears.*
2	On the Portfolio List screen, click **Print Reports**.  *The Print Reports screen appears.*
3	Select the **File Format** and **Format Style** from the drop-down lists. The usual file format

	is **Portable Document Format [pdf].**
4	Tick the **Select** boxes next to the selected Report names.
5	Adjust the **From Date** and **To Date** values according to your requirements.
	Note: For Taxation Reports the From Date and To Date will always default to the current financial year based on the date the Portfolio is recalculated to. See below.
6	You can choose to have the report displayed at any previous date by entering that date in the **Recalculate to** field at the top of the screen then clicking the mauve **Recalculate to** button. *A message box appears telling you that the positions have been built.*
	Note: You cannot change the **Recalculate to** field while the System is rolling forward from 6-8pm daily.
7	Make your selections from the drop-down lists in the second last right-hand column.
8	Click **Show Report**. *A file Download message box appears.*
9	Click **Save.** *A Save As message box appears*.
10	Save the file on your system and print as required.

5b. Creating reports for multiple portfolios

Step	Action
1	Log into the Service. *The Portfolio List screen appears.*
2	From the **Portfolio Details** menu, select **Portfolio Selection for Reports.** *The Portfolio Selection for Reports screen appears.*
3	Select the filter options in the fields as shown below [these are optional]:

In this field...	*do this...*
As At Date:	Enter date the account is recalculated to
All other fields	Leave at default settings

Step	Action
4	Click the **Search** button once all filters have been selected. *All portfolios will be listed.*
5	Tick the **Select** box next to the portfolios you want included in the reports. If all portfolios are required, click the **Select All** button. If selections need to be cleared, click the **Clear Selections** button. This data can be downloaded to Excel by clicking **Export to**

	Excel.
6	Once the portfolio selection has been completed, determine the order in which the packs will print by using the **Print Sequence:** list. When the sequence has been finalised, click the **Sort** button to rearrange portfolios in the correct order.
7	Now that you've selected the portfolios to be included in the reports, select the type of reports you wish to produce.
8	Click **Print Reports** on the menu bar. *The Print Reports screen appears.*
9	Select the **Format Style** from the drop-down list. The File Format must be pdf.
10	Tick the **Select** boxes next to the selected report names. The reports in each report pack will print in the order on the screen or will default to the user preference order if it has been set up.
11	Adjust the **From Date** and **To Date** values according to your requirements. If required, adjust the **Recalculate to** date at the top of the screen which defines all other dates.
12	Make your selections from the drop-down lists in the second last right-hand column.
13	Click **Create Report Packs**.  *A message box appears.*
14	Check the date and tick the **Email Completion Notice** box if notification is required that the report build has been completed.
15	Tick the **Create a zip file** tickbox if you would like to create a zip file. Pdf's for each portfolio will be split out individually underneath the zipped file.
16	Click **Build Reports** then close the message box. *The report files will now be compiled.*
17	To monitor progress of the report file being produced and all completed files, select **Download Report Packs** in the Portfolio Details menu**.** *The Download Report Packs screen appears showing details for the current file being completed.*
18	Click the **Refresh Stats** button to update progress details or **Cancel Reports** to cancel the file being created. *Once the report build has finished, the screen will update with the file name and the status will be Ready. If you elected to be notified, you will be emailed.*
19	To save this to your system, right click on the file name and save the file. The file can be opened and printed in Adobe Acrobat.

6. Additional contributions

To make an investment in the Service and open an Account, you must complete (online) the Application and Nominated Representative Forms that accompany the PDS. Investments may be made at any time by electronic cash transfer or by transferring eligible securities into the Service. Regular Contribution Plans or Your Own Savings Plans are options for making automatic regular contributions to your Account. Please contact your Adviser to discuss all of the above options.

Note: See the **How to Invest** section of the PDS for more information about investing assets in the Service.

Once you have opened an account, all other transactions can be done online through your Adviser.

6a. Additional contributions using BPay

Call your participating financial institution to make a cash contribution from your nominated cheque, savings or cash management trust account.

You will need to know your Biller Code and Reference. If you created the Application Form online, these are noted on the form. If you sent in a paper-based Application Form, you can print out the details once the data has been entered into the System. Otherwise call the Adviser Services Centre on 1300 366 101.

7. Definitions

7a. Margin lending:

LVR is the Loan to Value Ratio. For each stock there is an LVR set by the margin lender, which is the percentage of that stock's value that the lender is prepared to lend on, eg, if BHP had an LVR of 70% and you had $100 worth of BHP, the lender would be prepared to lend you $70. The figure at the top of the Portfolio Valuation is the overall LVR taking all of the stocks held into account.

Free Limit is the Geared Value (Value x LVR) less the loan balance. It is the amount that you have in excess of the loan before a margin call might occur, based on your account size at the moment.

Estimated Borrowing Capacity is the absolute maximum additional amount you would be able to borrow, all other things being equal. It is calculated by dividing the Free Limit by 1 minus the LVR. Eg if a Portfolio had a total account value of $10,000, a loan balance of $5,000 and an LVR of 0.75, its estimated borrowing capacity would be $10,000. If the client borrowed a further $10,000 the total account value would be $20,000 and the loan would be $15,000. The geared value would also be $15,000 so the free limit would be 0.

7b. General:

The following columns appear on the Portfolio Valuation screen. Data is sourced from the Systems data supplier.

Est Income is an estimate (only) of the total income per share, equal to the sum of the dividends that each stock paid over the previous twelve months.

Est yield is the estimated dividend yield of a stock: Est Income / Value.

7c. Trading on your account:

The stocks selected for your Account will be determined by the Model Portfolio(s) that you select. Rebalancing in the Service is an automatic process whereby Model Portfolios are compared against investors' Accounts. The rebalancing process within the Service will be undertaken on each Rebalancing Date, generally each business day. However, your Account will only be affected in the following circumstances:

A] a Model Manager makes a change to one of the Model Portfolios you have subscribed to;

B] you make a contribution to or withdrawal from your Personal Portfolio;

C] you instruct us to switch Portfolio Models or make other alterations to your Account;

E] as a result of market movements, if you have chosen to fix your Model weights;

F] where your portfolio's cash balance has moved away from the minimum required as a result of income received, fees paid or drift in market prices.

The Model Managers generally review their Models each business day and may advise BlackRock of changes to their Model Portfolios at any time.

Dealing in securities for the Service will be undertaken by BlackRock on the advice of the relevant Model Portfolio Advisers. Dealing will occur on an aggregate basis across all Model Portfolios within the Service to take advantage of scale and netting opportunities. All securities will be allocated to the relevant Accounts on a pro rata basis.

In order to minimise the amount of brokerage paid, BlackRock will generally use a single execution only broker. However, BlackRock may use other brokers if market conditions and stock-specific factors warrant it.

7d. Minimum Trade Size:

If cash is above or below the 2% minimum holding by more than the minimum trade size, stocks will be bought or sold to invest excess cash or liquidate requisite cash. The System will trade the stock furthest from its weight within the Model Portfolio. This may happen as a result of a small cash transaction.

Further information

Client Services Centre: 1300 366 100

BlackRock