



INSYNCWEALTH

Portfolio Administration Service

UPDATE 01/02/2023

INSYNCWEALTH

Level 36, 1 Macquarie Place Sydney, NSW 2000 | GPO Box 4474 Sydney NSW 2001

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CAR 001294516 of **AFSL** 384713 | **ABN** 12 654 957 838

insyncwealth.com.au



INSYNC WEALTH

Overview

The Portfolio Administration Service functions to assist in managing the administration of your investments, investment income and tax reporting. Designed to integrate directly into your existing Insync Wealth investment account in an easy and convenient format, tasked with managing the daily administration of your investment portfolio.

Simplify the way your portfolio is administered and reviewed while still retaining overall control without the burden of administration. We will help you to track and reconcile transactions, account for income and monitor performance.

Integrate assets across multiple asset classes, including domestic and international equities, fixed income, managed funds and numerous external assets. With a centralised mailbox, all investment correspondence will be administered centrally, giving you the peace of mind and ability to view your entire portfolio in one place.

Build a diversified portfolio through expertise advice and insight into asset allocation and performance. Quarterly Reports and Annual Tax Statements will allow for tax specialists and other professionals to work alongside you to build for a better future. Comprehensive reporting in all investment activity such as realised and unrealised capital gains and losses will allow for you to spend more time on your overall investment strategy and portfolio performance.



Centralised Mailbox



Administration of investments across multiple asset classes



Access and ability to focus on portfolio performance and investment strategy



Comprehensive Reporting and Annual Tax Statements assist your accountant and other service professionals

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General

This Portfolio Administration Service Agreement (Agreement) sets out the terms and conditions under which Insync Wealth Pty Ltd (Insync Wealth) will provide you with the Portfolio Administration Service.

The Portfolio Administration Service functions to assist in managing the administration of your investments, investment income and tax reporting. The Portfolio Administration Service is not a managed discretionary account. Other than those powers granted under the Limited POA, you retain absolute control, beneficial ownership and discretion in providing execution instructions to Insync Wealth.

Through the Portfolio Administration Service, Insync Wealth may assist in simplifying the administrative nature of rights issue, entitlements issue, placements, dividend reinvestment plans or other such Corporate Action. To facilitate such functions, the registered mailing address of your investment account will be directed to Insync Wealth. Insync Wealth will not act on your behalf without first obtaining your instructions. Where Insync Wealth has not received your instructions by the sooner of the closing date for the offer or a date Insync Wealth nominates, you are taken to have instructed Insync Wealth to allow any entitlement or offer to lapse.

Investments, are held directly under your name, except where you instruct Insync Wealth otherwise, or in which such investments are unable to be held other than through a bare trustee or under a custodial arrangement.

Scope

The Portfolio Administration Service will operate in relation to your investments in financial products held with Insync Wealth or arranged through Insync Wealth, being:

- i. financial products listed or traded on an exchange, including international financial products;
- ii. holdings held on your behalf through Insync Wealth's agents or nominee company, including international financial products purchased by Insync Wealth on your behalf,
- iii. unlisted securities, subject to agreement with Insync Wealth
- iv. any cash products arranged by Insync Wealth on your behalf
- v. any cash management account that Insync Wealth arranged on your behalf or that Insync Wealth can access on your behalf.

Insync Wealth may, at your request, also report on External Assets. These External Assets may include, but is not limited to, managed funds, and other financial products held outside of your account with Insync Wealth. As Insync Wealth does not administer these assets, any liability or loss, realised or implied, as a result of relying on incorrect information, errors or omissions is hereby waived.

Reporting

Insync Wealth will provide you with comprehensive reporting each quarter, as well as an annual end of year tax report. The reports will include:

- i. all transactions and cash flows
- ii. market value of your portfolio as at the end of the period
- iii. all relevant corporate actions
- iv. investment income received and accrued, and
- v. realised and unrealised capital gains.

Insync Wealth reserves the right to vary the content and the format of the Reports at any time.

Insync Wealth does not guarantee that the Reports will be free from any errors or omissions and Insync Wealth takes no responsibility for any errors, omissions, inaccuracies or misstatements and shall not be liable to you for the same.

Included Services

Insync Wealth will deal with all documentation received on your behalf as part of the Portfolio Administration Service, including documents from share registries of companies in which you hold an interest.



Depending on the nature of the document, you authorise Insync Wealth act, including:

- i. depositing all dividend or other payments received into your nominated bank account
- ii. items which do not require any action by you, safe disposal of the documents where copies can readily be obtained, retaining the documents or dispatching them to you, and
- iii. items which require action by you, obtaining your instructions and acting accordingly.

If Insync Wealth does not receive your instructions by the earlier of the time required as set out in the documentation for the relevant Corporate Action or a time prescribed by Insync Wealth for the provision of your instructions, Insync Wealth will not take any action.

You acknowledge that Insync Wealth does not provide you with tax advice and you should you're your own independent advice from a tax professional prior to making any investment decisions.

Fees

The fee for the Portfolio Administration Service is calculated as a percentage of the market value of your portfolio, calculated and charged monthly based on the average market value of your portfolio over the month.

A minimum monthly fee may apply. This means that if the Portfolio Administration Service Fee is less than the Minimum Fee, then the Minimum Fee will be payable.

If either party terminates the Portfolio Administration Service part way through a quarter, you will be charged the Portfolio Administration Service Fee for that quarter on a pro-rata basis taking account of the period of the quarter that had elapsed prior to termination.

In addition to the fees as set out above, you must also pay to Insync Wealth the amount of any Goods and Services Tax (GST) where applicable or other similar tax or charge relating to the supply of the services to you.

You authorise Insync Wealth to withdraw any amounts owing by you to Insync Wealth, including for the Portfolio Administration Service Fee and GST, from your Bank Account. Failing this, you authorise Insync Wealth to sell securities of yours and pay any amounts owing to Insync Wealth from the proceeds of the sale.

Authorisations

You authorise Insync Wealth to carry out all acts necessary in providing the Portfolio Administration Service including, without limitation:

- i. deposit and withdraw funds from and into your nominated bank account
- ii. register your interests in financial products care of the Insync Wealth mailing address
- iii. receive any documentation on your behalf in relation to your interests or investments
- iv. quote your tax file number(s) or exemption(s)
- v. provide your personal information as defined in the Privacy Act to any other party in the absolute discretion of Insync Wealth
- vi. quote your bank account details for the purpose of all income payments direct to your nominated bank account, and
- vii. pay any fees due to Insync Wealth from your nominated bank account.

Term, Amendment and Termination

Either party may terminate this Agreement at any time by giving the other party written notice.

Insync Wealth may amend this Agreement by giving you 10 days written notice.

This Agreement is governed by, and construed in accordance with, the laws of New South Wales and each party submit to the exclusive jurisdiction of the Courts of New South Wales.



INSYNC WEALTH

Portfolio Administration Service

Application Form

Account Number

Account Name

Designation

Fee Schedule

- Administration Fee - 0.4% plus GST per annum, paid monthly, minimum \$200 plus GST per annum.
- \$500 flat plus GST
- Minimum Annual Fee (if applicable) paid monthly plus GST

Declaration

By signing this application form, you declare that you:

- Request Insync Wealth to change the registered address of your investment account care of Insync Wealth
- Agree to pay fees to be charged for this service set out above, and
- Acknowledge that you have read, understood, and agree to be bound by the terms and conditions of the Agreement.

Individual 1/Director/Sole Director

Print name

Signature

Date

Individual 2/Director/Sole Director

Print name

Signature

Date

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INSYNC WEALTH

Limited Power of Attorney

Application Form

Account Number

Account Name

Designation

This Limited Power of Attorney (POA) is granted, for the purpose of authorising Insync Wealth Pty Ltd (Insync Wealth) or its agents, to undertake all actions and functions necessary on your behalf in connection with the provision of the Portfolio Administration Service.

I/We hereby appoint, Insync Wealth and each nominated employees and authorised representatives as my/our agent and attorney (attorney) with full power and authority to undertake and perform on my/our behalf all actions necessary, usual or desirable to enable Insync Wealth to perform all the functions and obligations forming part of the Portfolio Administration Service including (but without limitation):

- i. applying for, purchasing, subscribing, disposing, selling, transferring and otherwise dealing in shares, derivatives, bank accounts and other cash products, unlisted securities, fixed interest products, managed funds and any other investments (financial products)
- ii. making deposits to and withdrawals from my/our bank account, including for the settlement of transactions in financial products and payments associated with the Insync Wealth Portfolio Administration Service
- iii. accessing any relevant information in respect of your Bank Account and any other external account, including financial records, and you authorise the relevant financial institutional to provide such access to Insync Wealth
- iv. receiving notices from, and giving instructions to, third parties such as share registries, accountants or solicitors, on your behalf, in order to fulfil the function of the Portfolio Administration Service; and
- v. executing and delivering any document on your behalf necessary or incidental to the functions and obligations required in the provision of the Portfolio Administration Service, authorised under this POA, including the execution of taxation documentation.

This Power of Attorney commences on the date of execution and will continue until terminated in accordance with the Terms and Conditions set out in the Portfolio Administration Service Agreement.

Individual 1/Director/Sole Director

Print name

Signature

Witness Name

Witness signature

Date

Individual 2/Director/Company Secretary

Print name

Signature

Witness Name

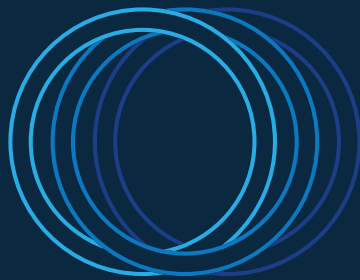
Witness signature

Date

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