Super Concepts

Investment Portfolio Service Features

and

Fee Schedule

September 2023

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SuperConcepts

About Us

SuperConcepts is an industry leader with over 30 years of experience providing award-winning SMSF, investment administration and technology solutions to thousands of trustees, investors and professionals. We take the hassle out of investment administration by offering a reporting solution for your investments, enabling you to focus on investing whilst keeping you up to date with your portfolio overview. By combining a wealth of experience with the use of the latest technology, SuperConcepts provides portfolio information online, 24 hours a day, 7 days a week.

You can contact us by telephone, email or by post.

SuperConcepts
Phone: 1300 023 170
Email: ips@superconcepts.com.au
Address: GPO Box 2282, Adelaide SA 5001

What is Investment Portfolio Service?

Our Investment Portfolio Service (IPS) provides a comprehensive administration function for investment portfolios. We handle the administrative complexities such as recording trades, income, expenses, CGT details and investment summaries. Our service provides updates on cash balances, listed shares and managed fund prices, recording of corporate action events, dividend reinvestment participation and income summary.

Service features

✓ Mailhouse	✓ Income and expense reporting
✓ Online access	✓ Asset portfolio valuation
✓ Corporate action administration	✓ Investment Summary
✓ Daily administration	✓ Realised CGT reporting
✓ Bank account reconciliation	✓ Unrealised CGT reporting
✓ Trade reconciliation	✓ Cash transaction reporting
✓ Income reconciliation	✓ Annual tax reporting

Operating cash account

Each portfolio requires a working cash account in the name of the entity. Upon establishment, we can assist with arranging the opening of a cash account, which will be selected from one of the institutions we work with to receive automated electronic transfer of data. The working cash account is reconciled regularly against the trades and income expected to be received.

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Appointment and Authorisation as Portfolio Administrator

Under this appointment, SuperConcepts will also:

- Quote TFN and direct credit where details not recorded on the registry via CHESS message.
- Update instruction to the relevant share registry/investment company on your dividend reinvestment preference.
- Prepare change of address where required.

A wide range of investment options

Our service allows advisers and their clients complete freedom when investing. There are no investment restrictions or preferred list of investment or stockbrokers when using our service. Investments are held in the name of the investing entity.

Our service caters for the following wide range of investments but is not limited to:

- ASX listed shares
- Exchange Traded Funds (ETFs)
- Cash and term deposits
- Managed funds
- Property
- Alternative investments, such as collectibles and artwork

Our Fee Schedule

The Fee Schedule outlines the cost that we will charge for the administration services we supply to you. All fees in this schedule are in Australian dollars and are exclusive of GST.

Included Services		
	Per month	Per annum
Administration	$ 150	$ 1,800

Ex. GST

Additional Services		
Initial client data loading	$ 25	Per asset
Printed reports	$ 50	Per report pack
Additional bank accounts	$ 50	Per quarter per non-datafed bank account
Issuer sponsored holdings	$ 15	Per asset

Ex. GST

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Summary of Services

- All investment remains in the client's own name and held under a broker account with CHESS HIN.
- Dedicated GPO Box as we act as the mailhouse. All assets mailing address to be registered:

  SuperConcepts
  GPO Box 2282
  Adelaide SA 5001
- Change of Address, TFN, Direct Credit and DRP instructions are updated by SuperConcepts where applicable.
- Monthly income and cash reconciliation.
- Notify the client of corporate action upon receipt of the paperwork.
- Reconcile client participation in corporate action and update details on the client's portfolio.
- Assist with lodging W8 Ben/E form and FATCA forms to the registry upon provided information completed correctly by the client.
- Update non-residency status where required.
- Update tax components and prepare a set of end of year reporting to clients to assist with their tax return preparation.
- No annual reports or Proxy Forms will be offered. Clients may obtain these online via share registries.

SMSF Administration Solutions Pty Ltd ABN 76 097 695 988 AFSL 291195 trading as SuperConcepts is responsible for the services as set out in this document.

Fees and charges are current as at 1 September 2023 and are subject to change.

SC_IASF_20230915