Expand Functionality – Buy, sells and reweights

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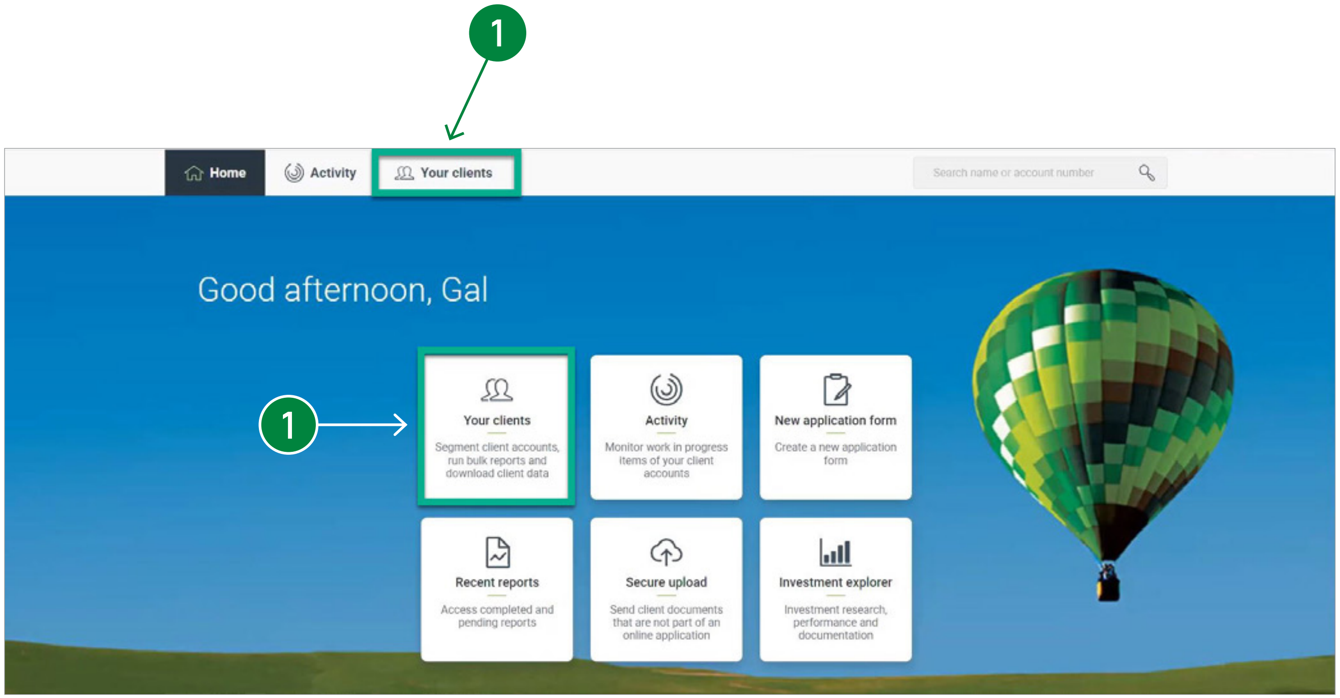
myexpand.com.au

Investments: Select client account

1 Select the account you wish to make a switch, trade or reweight to, by searching the account name or number using **Your clients**.

This section provides a way to look at your entire client list and utilise categories to filter your clients for reports and extracting data based on the search criteria.



Buy/Sells

2 From the Summary page, navigate to the Investments page. Here you can toggle between a Portfolio or a Consolidated view.

The Portfolio view shows the investments held within the account, as a dollar and percentage. It categorises them by investment type i.e., Cash Account, Managed Portfolio Service, Separately Managed Accounts (SMA), Managed Investments, Listed Investments and Maturing Investments.

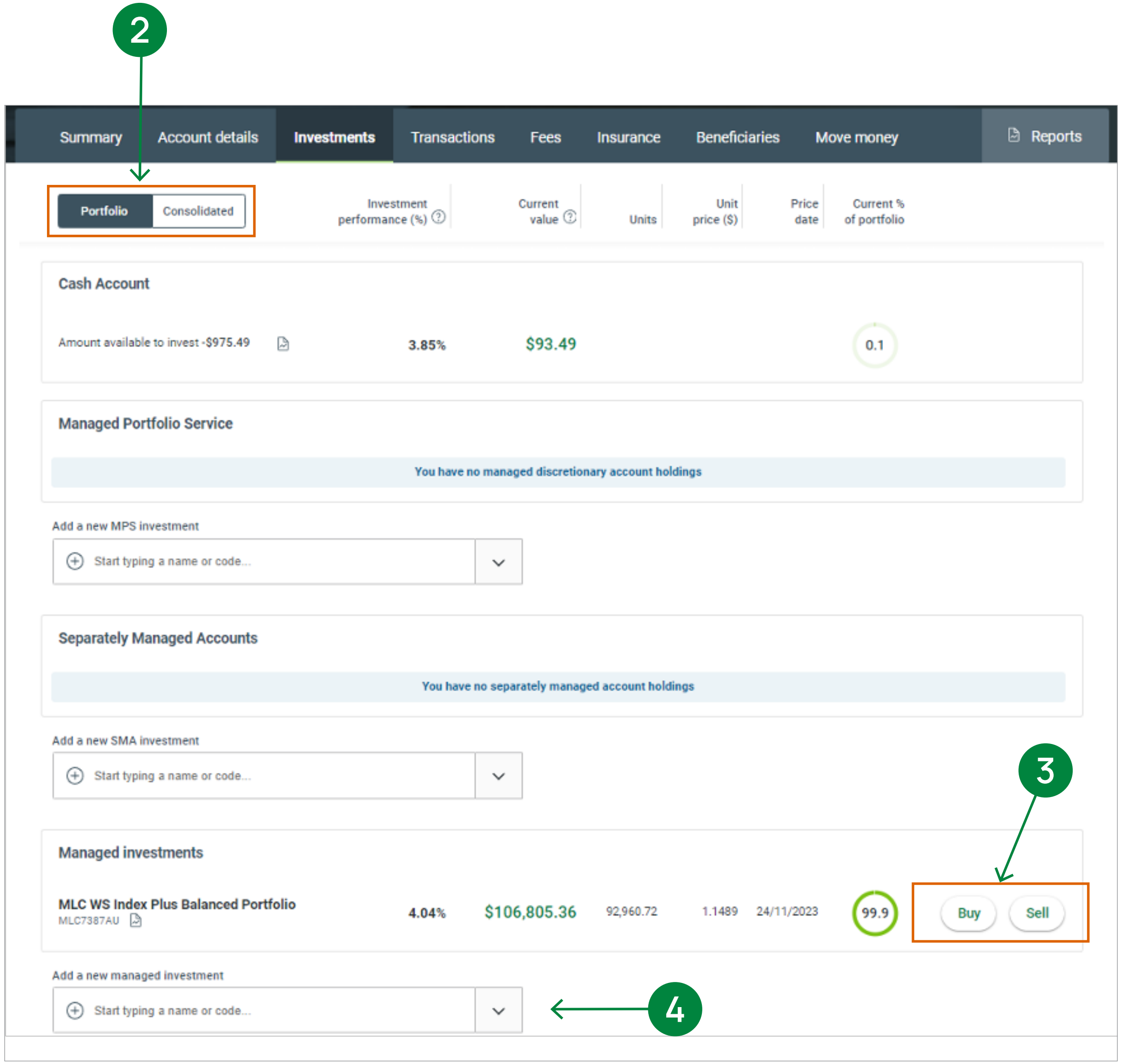
The Consolidated view displays a consolidated view of the investments held within the account, including the underlying investments in a MPS and SMA. It categorises them by investment type i.e., Cash Investments, Managed Investments, Listed Investments and Maturing Investments.

Please note that trading is disabled in the consolidated view.

3 To sell or purchase additional units of existing asset holdings from available cash, select the Buy or Sell button on the right of each investment.

4 To buy a new managed investment, listed or maturing investment from available cash, select the investment from the relevant drop-down list by entering the name or code. Enter the amount to invest and select the **Add** button.

Buys and sells occurs simultaneously which will allow you to use the proceeds of a sell immediately to buy an investment.



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Buys/Sells (cont.)

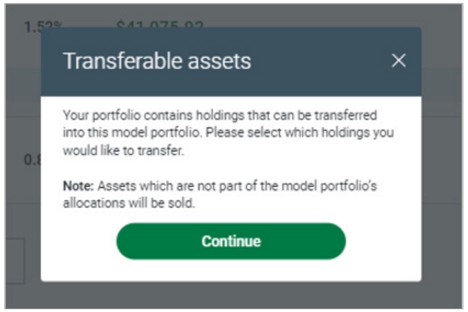
For SMAs

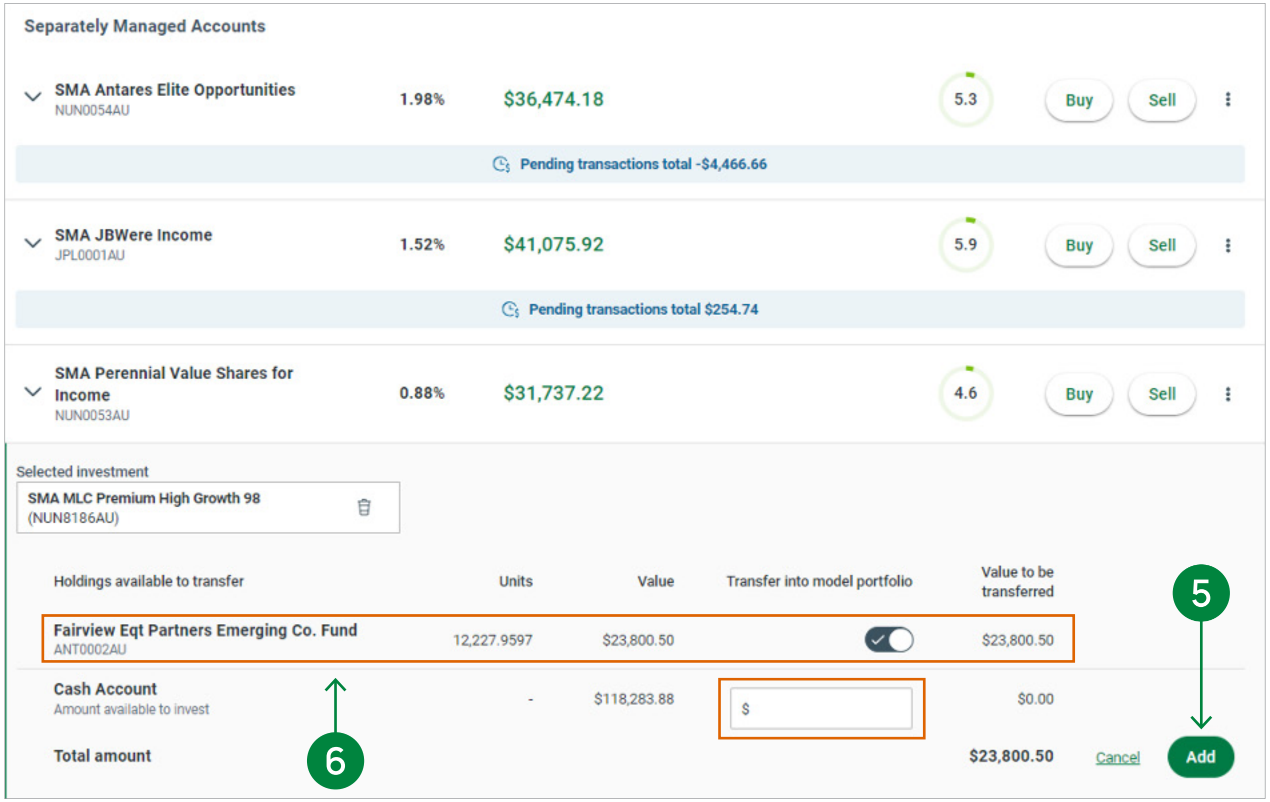
Buying into a new SMA

5 Input the amount from available cash to invest in the SMA and select **Add**.

6 Where available, you will have the option to transfer current portfolio holdings into the SMA.

You will only have the option to transfer 100% of the holding value. Select the toggle under **Transfer into model portfolio** if you would like to transfer the current portfolio holding.





Minimum investments for SMAs

The minimum initial investment is:

- $10,000 for single sector (listed investments) models
- $50,000 for multi-asset models.

There is no minimum for additional investments in a SMA model portfolio.

Buys/Sells (cont.)

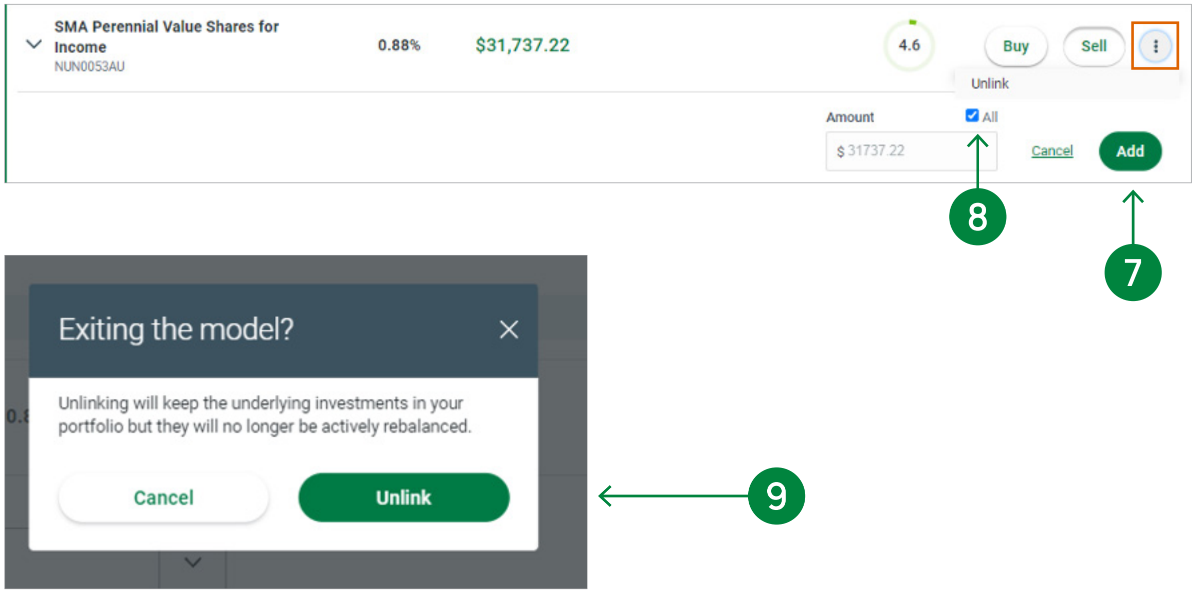
Buying, selling, or transferring out of an existing SMA

7 Input the amount you wish to buy or sell and select **Add** (refer to the minimum trade and tolerances below).

There is a maximum redemption value for partial SMA sells. This amount will be shown when you input an amount. For partial sells, the cash will be deducted from SMA cash and will be made available. Once cash is transferred out of SMA cash, a SMA model rebalance is triggered.

8 To sell the total balance of the SMA and its underlying assets, select the **All** tick box. This will then transfer the proceeds to SMA model cash which will then be transferred to cash on platform.

9 To transfer out of the SMA model, you can select to **Unlink** your SMA, which is available on the ellipses menu button next to Sell. This will transfer (in-specie) the underlying assets to platform, no investments are sold when you unlink. Available cash and the listed investments will be available immediately. From here you can then follow the steps above to proceed with the sell. **Note: This option is not available for Expand Essential accounts.**



Minimum trade and tolerances

The minimum trade and tolerance applicable to a purchase or sale of the underlying investments within the Model Portfolio is as follows:

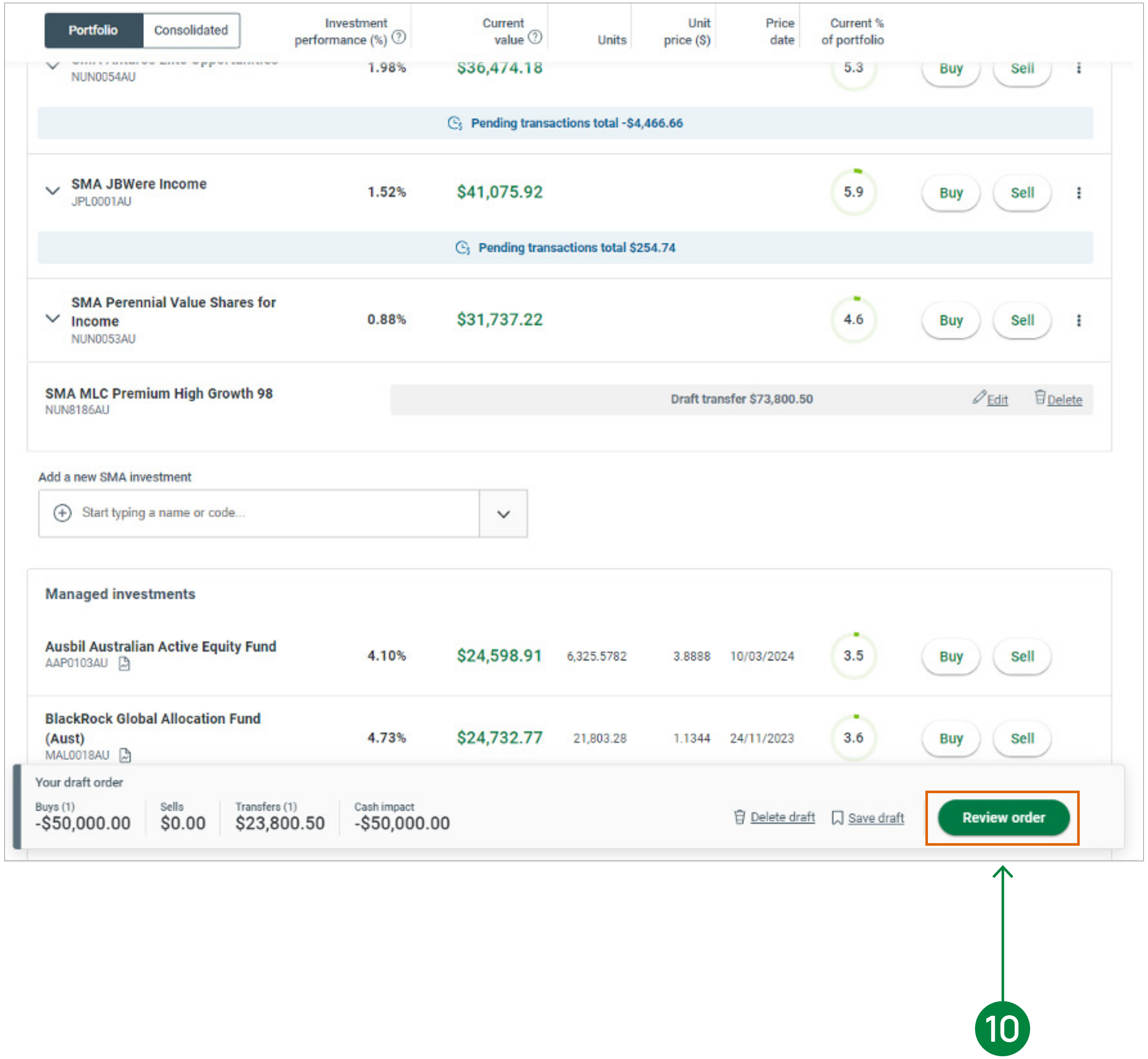
Minimum trades	Tolerance
Listed investments – $250	20%
Managed investments – $100	10%
Cash	10%

Note: The above minimum trade does not apply to initial investments into an SMA Model Portfolio.

Buys/Sells (cont.)

10 Once all Buys and Sells have been entered, click on the **Review order** button to proceed. You will also have the option to save or delete the draft order.

Any saved draft orders can also be found under the Activity Monitor on your adviser dashboard.



Buys/Sells (cont.)

11 The **Review and confirm** side panel will display the impact of the switch instruction for review. Also, the order instructions can be downloaded by selecting the **Download order instruction** pdf link. Panel will appear and show buys and sells for the transaction. To submit the instruction, enter your password and click on **Submit Order**.

12 When the order has been submitted, the order confirmation can be downloaded by selecting the **Order documentation** link. At this window panel, you can change standing instructions if required.

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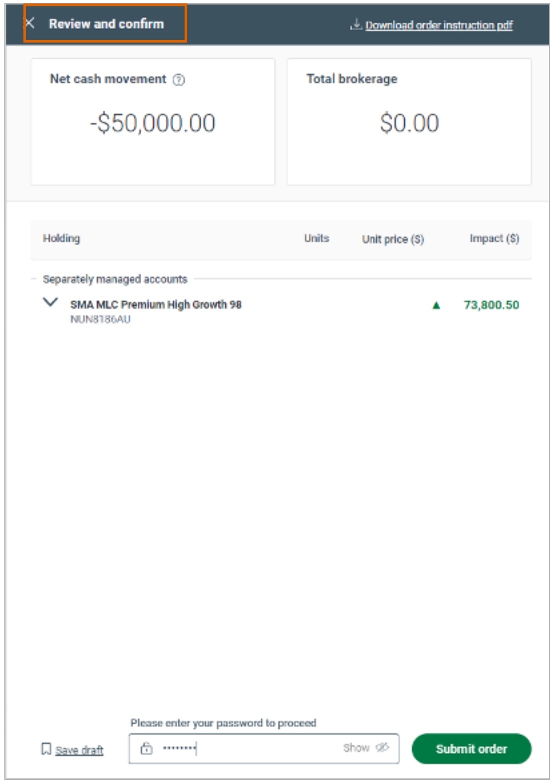

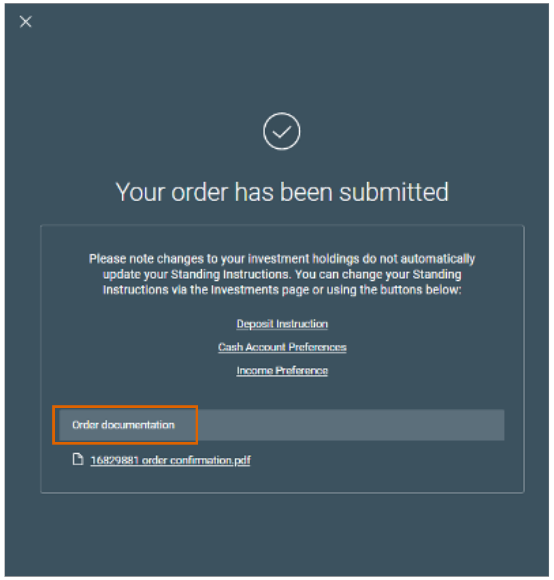

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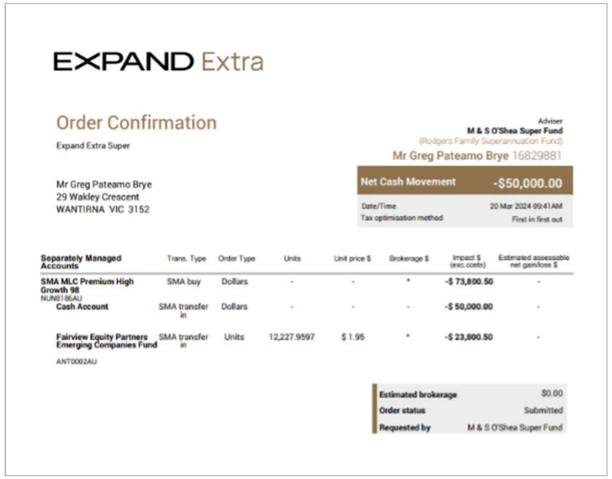


Reweight

Reweights can be applied to managed funds, SMAs and listed securities. **NOTE**: If the account holds investments in a Managed Discretionary Account (MDA), the reweight feature is not available.

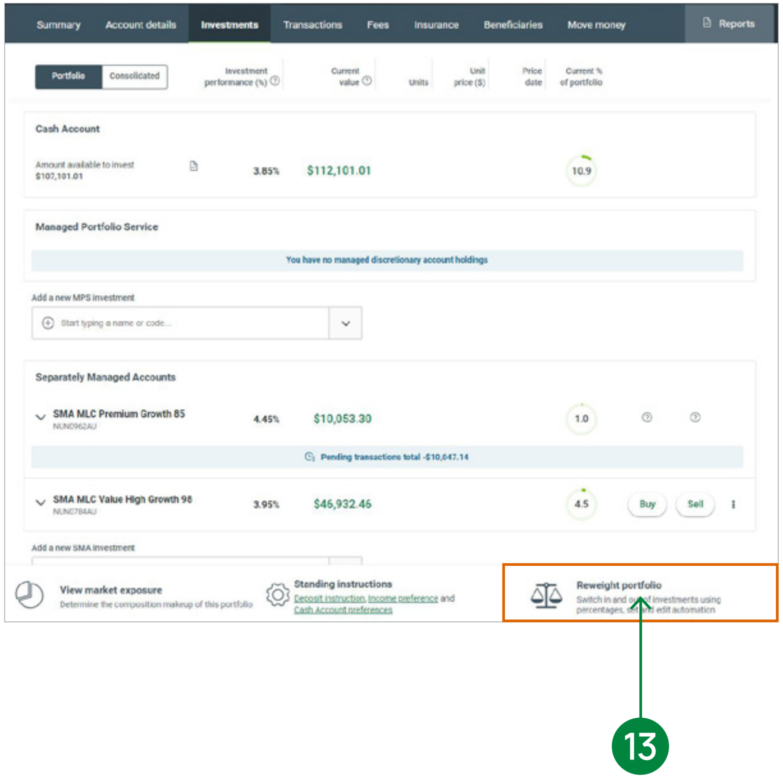
13 Within the **Investments** tab, navigate to the bottom of the page and select **Reweight Portfolio**. The Reweight portfolio panel will appear.

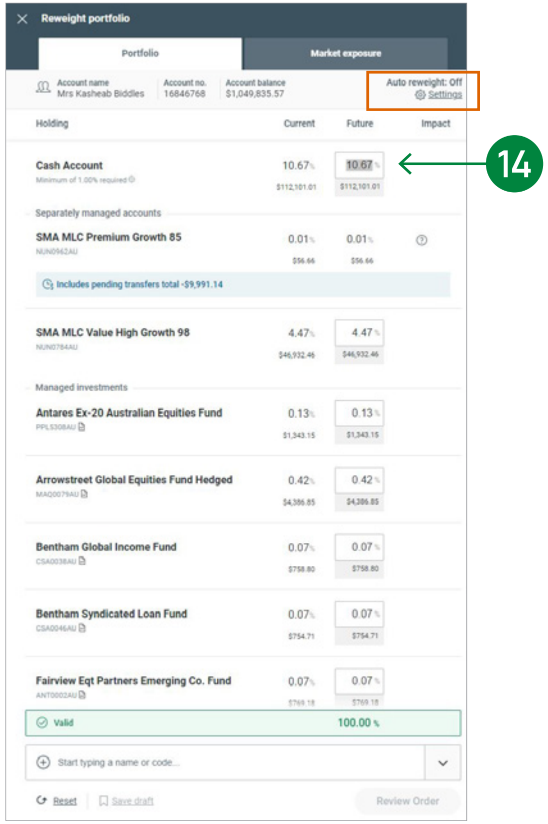
14 In the **Future** column, enter the weightings for the reweight of the portfolio. New investments can be added by searching the investment fund name, APIR code, ASX code or Listed Security Asset name in the search at the bottom of the reweight panel.

An automatic reweight, can also be set up for the account. To set up these preferences, select the link at the top of the Reweight portfolio panel.

Setting up new automatic reweights and SMAs

Automatic reweights will only apply if the SMA has met the initial investment amount.



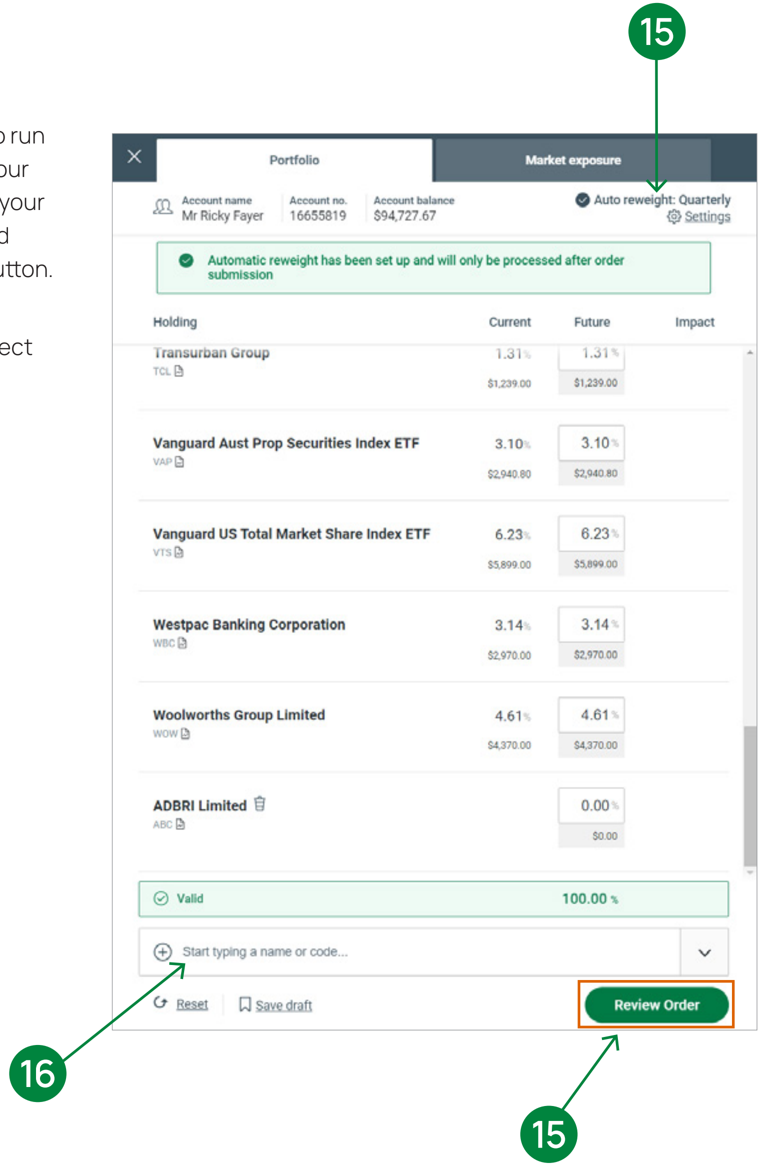


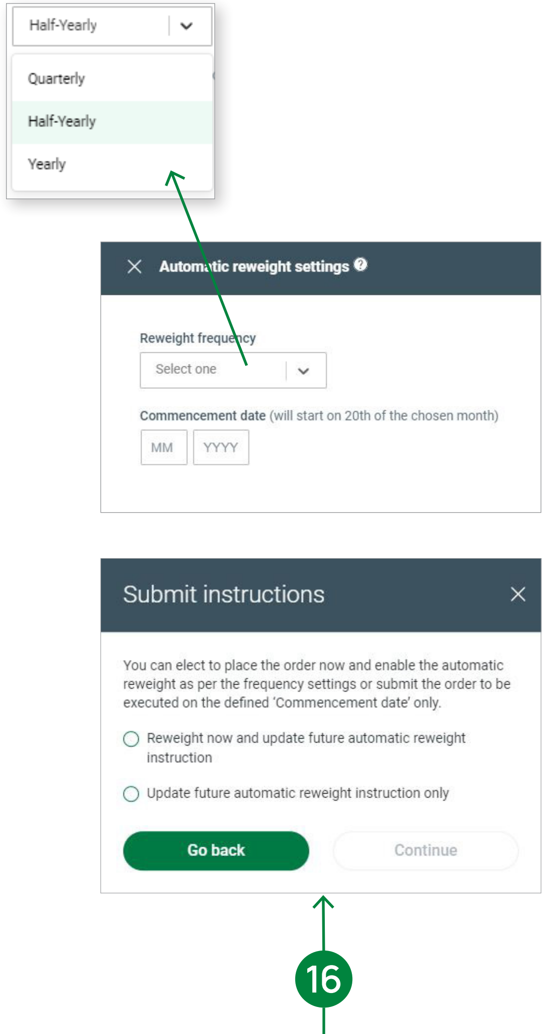
Reweight (cont.)

15 The Automatic Reweight frequency can be set to run quarterly, half-yearly and yearly, on the 20th of your chosen month at a 0% tolerance level, based on your Future allocation selection. Once the options and commencement date are set, select the **Save** button.

16 When all the reweight information is entered, select the **Next** button on the reweight panel.

17 Prior to submitting a reweight, you can also elect to perform a reweight now as well as scheduling future reweights.





TIP: Once you submit your order, you can download a PDF reweight confirmation (see 11 – next page). Please download this PDF as there is no opportunity to download it again if you close this window.

Reweight (cont.)

18 The reweight instructions can be downloaded by selecting the link at the top of the Review and confirm panel. A PDF copy will generate.

> IMPORTANT: Please download this PDF as there is no opportunity to download it again if you close this window.

19 The reweight and/or auto reweight instructions will be submitted once your password is entered and the ***Submit Order*** button selected.

> HINT:
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> You have the option at this stage to save the Draft Re-weight rather than submit and return at a later date.
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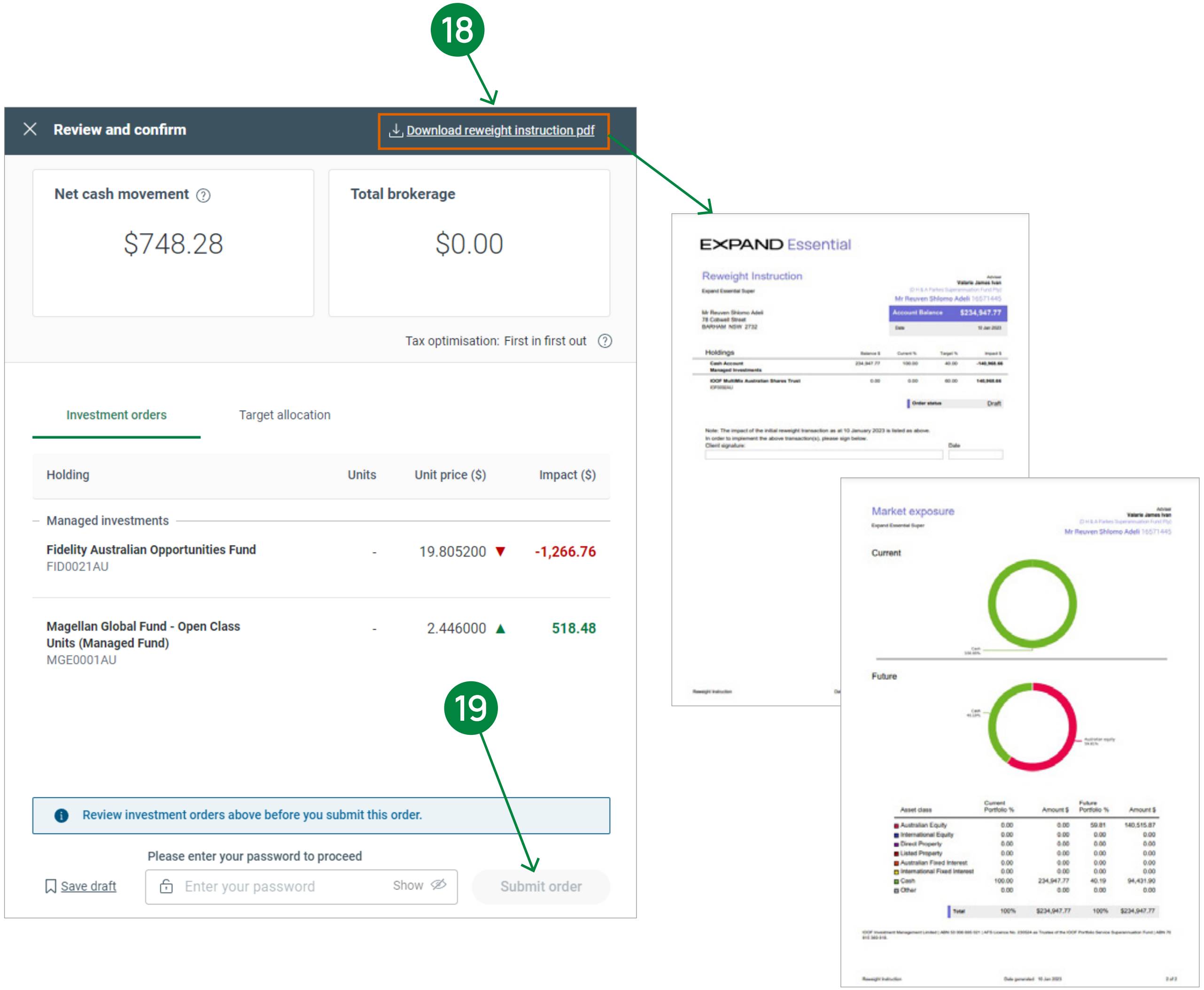
> To help assist you and your clients with investment information, support and tools, you can refer to the Investment Central website.



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