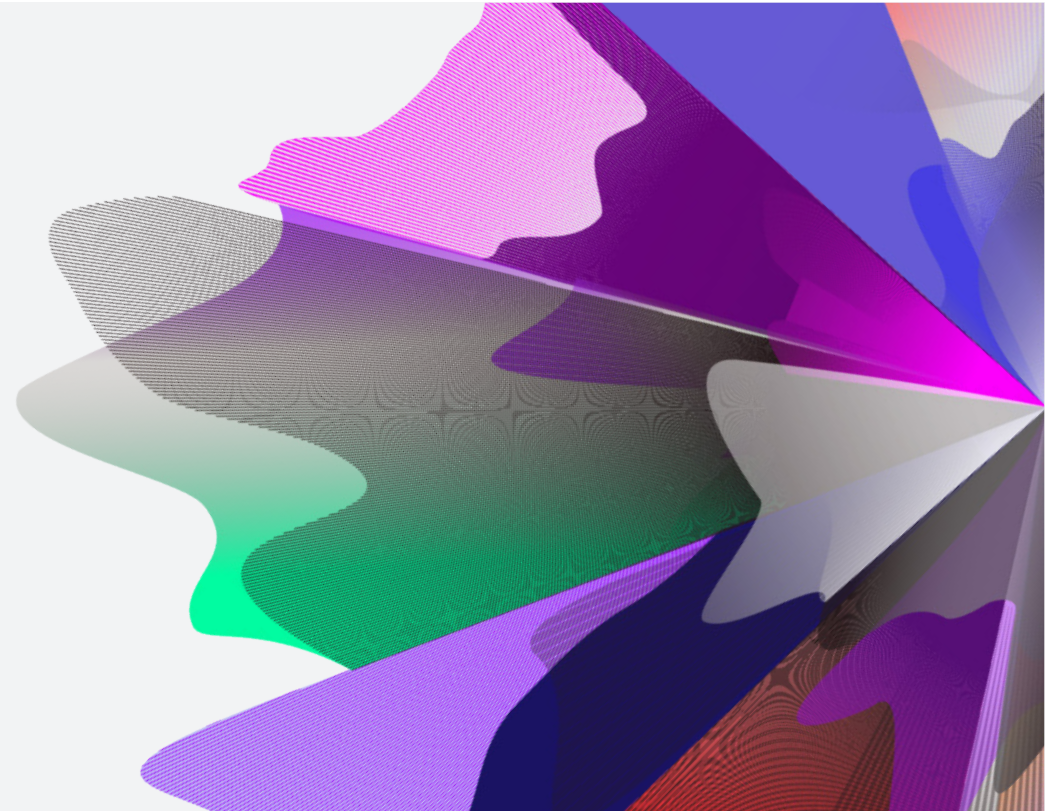




EXPAND



Expand Functionality – Buy, sells and reweights

July 2024
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.

The screenshot displays the EXPAND platform dashboard. At the top, there is a navigation bar with tabs for 'Home', 'Activity', and 'Your clients'. A search bar is located on the right side of the navigation bar. The main content area features a blue header with the greeting 'Good afternoon, John'. Below the header, there is a 'Recent updates' section on the left, followed by a grid of six functional tiles: 'Your clients', 'Activity', 'New application form', 'Recent reports', 'Investment explorer', and 'Platform guides'. A green circle with the number '1' is positioned over the 'Your clients' tile, with an arrow pointing to it from a larger green circle with the number '1' located above the navigation bar. The background of the dashboard is a scenic image of a hot air balloon over a green landscape.

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.

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

The screenshot displays the 'Investments' page in the 'Portfolio' view. The navigation bar includes 'Summary', 'Account details', 'Investments', 'Transactions', 'Fees', 'Insurance', 'Beneficiaries', 'Move money', and 'Reports'. The 'Investments' section is active, showing a table of investments. The table has columns for 'Investment performance (%)', 'Current value', 'Units', 'Unit price (\$)', 'Price date', and 'Current % of portfolio'. The 'Cash Account' row shows 'Amount available to invest - \$975.49', '3.85%', '\$93.49', and '0.1'. Below this are sections for 'Managed Portfolio Service', 'Separately Managed Accounts', and 'Managed investments'. The 'Managed investments' section shows 'MLC WS Index Plus Balanced Portfolio' with columns for 'Investment performance (%)', 'Current value', 'Units', 'Unit price (\$)', 'Price date', and 'Current % of portfolio'. The 'MLC WS Index Plus Balanced Portfolio' row shows '4.04%', '\$106,805.36', '92,960.72', '1.1489', '24/11/2023', and '99.9'. To the right of the 'MLC WS Index Plus Balanced Portfolio' row are 'Buy' and 'Sell' buttons. Below the 'Managed investments' section is an 'Add a new managed investment' section with a search bar and an 'Add' button.

Buys/Sells (cont.)

For SMAs

Buying into a new SMA

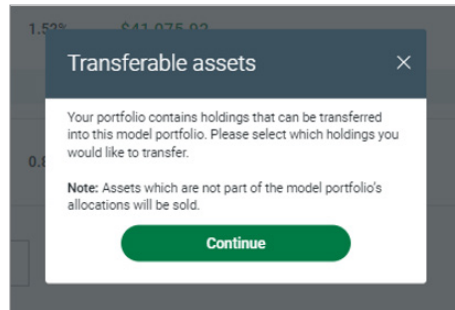
- 5 Input the amount from available cash to invest in the SMA and select **Add**.
- 6 Where available, you will have the option to transfer current portfolio holdings into the SMA.

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 different for each Model Portfolio. For minimum initial investment refer to the individual SMA PDS.

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



Separately Managed Accounts

SMA Antares Elite Opportunities <small>NUN0054AU</small>	1.98%	\$36,474.18	5.3	Buy	Sell	⋮
Pending transactions total -\$4,466.66						
SMA JBWere Income <small>JPL0001AU</small>	1.52%	\$41,075.92	5.9	Buy	Sell	⋮
Pending transactions total \$254.74						
SMA Perennial Value Shares for Income <small>NUN0053AU</small>	0.88%	\$31,737.22	4.6	Buy	Sell	⋮

Selected investment

SMA MLC Premium High Growth 98 (NUN8186AU)
🗑️

Holdings available to transfer	Units	Value	Transfer into model portfolio	Value to be transferred
Fairview Eqt Partners Emerging Co. Fund <small>ANT0002AU</small>	12,227.9597	\$23,800.50	<input checked="" type="checkbox"/>	\$23,800.50
Cash Account Amount available to invest	-	\$118,283.88	<input type="text" value="\$"/>	\$0.00
Total amount				\$23,800.50

Cancel
Add

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**.

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.**

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.

Portfolio	Consolidated	Investment performance (%) ?	Current value ?	Units	Unit price (\$)	Price date	Current % of portfolio		
✓ NUN0054AU		1.98%	\$36,474.18				5.3	Buy Sell	
Pending transactions total -\$4,466.66									
✓ SMA JBWere Income	JPL0001AU	1.52%	\$41,075.92				5.9	Buy Sell	
Pending transactions total \$254.74									
✓ SMA Perennial Value Shares for Income	NUN0053AU	0.88%	\$31,737.22				4.6	Buy Sell	
SMA MLC Premium High Growth 98 NUN8186AU Draft transfer \$73,800.50 Edit Delete									
Add a new SMA investment									
Start typing a name or code...									
Managed investments									
Ausbil Australian Active Equity Fund	AAP0103AU	4.10%	\$24,598.91	6,325.5782	3.8888	10/03/2024	3.5	Buy Sell	
BlackRock Global Allocation Fund (Aust)	MAL0018AU	4.73%	\$24,732.77	21,803.28	1.1344	24/11/2023	3.6	Buy Sell	
Your draft order									
Buy (1)	Sells	Transfers (1)	Cash impact						Delete draft Save draft Review order
-\$50,000.00	\$0.00	\$23,800.50	-\$50,000.00						

10

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.

11

Review and confirm [Download order instruction pdf](#)

Net cash movement ⓘ **-\$50,000.00**

Total brokerage **\$0.00**

Holding	Units	Unit price (\$)	Impact (\$)
Separately managed accounts			
<input checked="" type="checkbox"/> SMA MLC Premium High Growth 98 <small>NUN8186AU</small>	73,800.50		

[Save draft](#) [Show](#) **Submit order**

12

Your order has been submitted

Please note changes to your investment holdings do not automatically update your Standing Instructions. You can change your Standing Instructions via the Investments page or using the buttons below:

[Deposit Instruction](#)
[Cash Account Preferences](#)
[Income Preference](#)

Order documentation

[16829881_order_confirmation.pdf](#)

EXPAND Extra

Order Confirmation

Address: **M & S O'Shea Super Fund**
(Rodgers Family Superannuation Fund)
Mr Greg Pateamo Brye 16829881

Net Cash Movement **-\$50,000.00**

Date/Time: 20 Mar 2024 09:41 AM
 Tax optimisation method: First in first out

Separately Managed Accounts	Trans. Type	Order Type	Units	Unit price \$	Brokerage \$	Impact \$ (inc. costs)	Estimated assessable net gain/loss \$
SMA MLC Premium High Growth 98 <small>NUN8186AU</small>	SMA buy	Dollars	-	-	-	-\$73,800.50	-
Cash Account	SMA transfer in	Dollars	-	-	-	-\$50,000.00	-
Falview Equity Partners Emerging Companies Fund <small>ANT0002AU</small>	SMA transfer in	Units	12,227.9597	\$ 1.95	-	-\$23,800.50	-

Estimated brokerage: 90.00
 Order status: Submitted
 Requested by: M & S O'Shea Super Fund

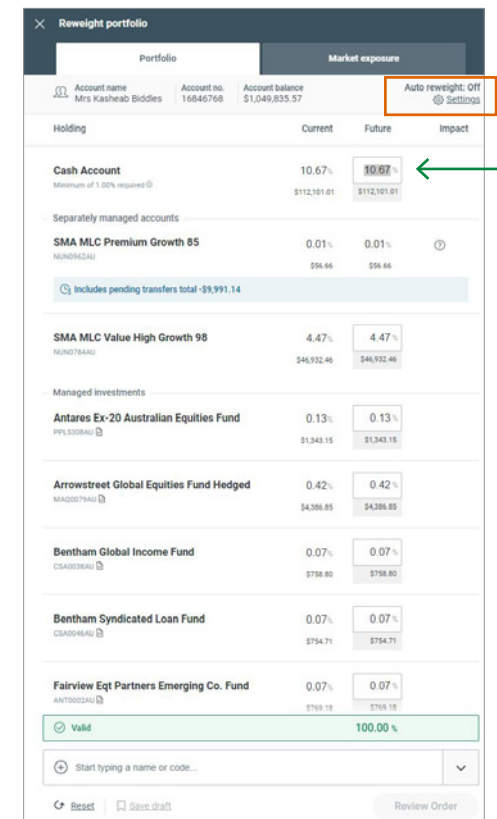
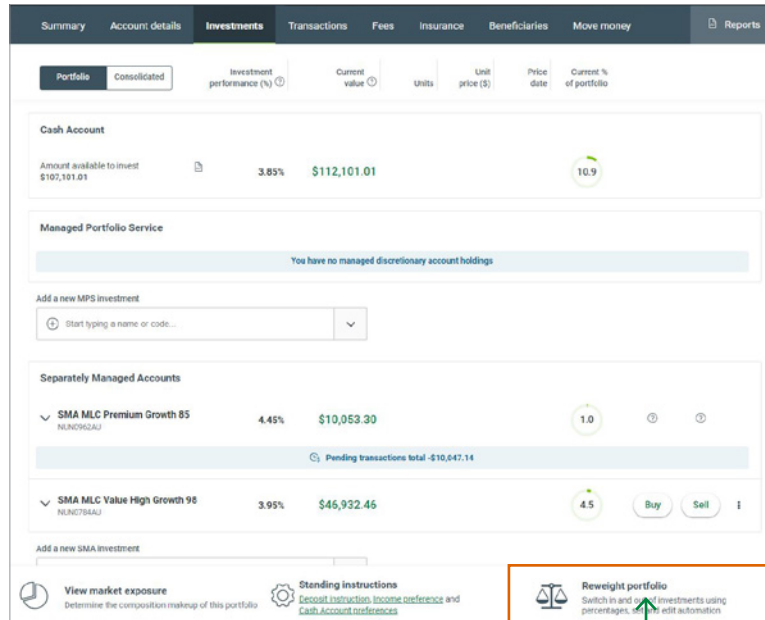
Reweight

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 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

Setting up new automatic reweights and SMAs Automatic reweights will only apply if the SMA has met the initial investment amount.

Selling all SMA model holdings

SMA model holdings cannot be sold down to 0% as part of the reweight instruction. To fully redeem from an SMA model and have future 0% in a SMA model, a 'Sell all' is required via the investments page (Refer to step 8 on Page 5).

Alternatively, an unlinking/transfer of all investments out of the SMA model to Platform without redeeming the investments can be made via 'Unlinking' on the Investments page (Refer to step 9 on Page 5). This option is only available on Expand Extra.

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.

Note: Investments that do not offer daily redemptions cannot be included in an automatic reweight.

- 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.

The screenshot shows the 'Market exposure' section of a portfolio. At the top, it displays account information: Account name (Mr Ricky Fayer), Account no. (16655819), and Account balance (\$94,727.67). The 'Auto reweight' is set to 'Quarterly'. A green notification bar states: 'Automatic reweight has been set up and will only be processed after order submission'. Below this is a table of holdings:

Holding	Current	Future	Impact
Transurban Group TCL	1.31% \$1,239.00	1.31% \$1,239.00	
Vanguard Aust Prop Securities Index ETF VAP	3.10% \$2,940.80	3.10% \$2,940.80	
Vanguard US Total Market Share Index ETF VTS	6.23% \$5,899.00	6.23% \$5,899.00	
Westpac Banking Corporation WBC	3.14% \$2,970.00	3.14% \$2,970.00	
Woolworths Group Limited WOW	4.61% \$4,370.00	4.61% \$4,370.00	
ADBRI Limited ABC		0.00% \$0.00	

At the bottom of the table, there is a 'Valid' indicator showing 100.00%. Below the table is a search bar with the placeholder text 'Start typing a name or code...'. At the bottom right of the table area, there is a green 'Review Order' button. A green circle with the number '15' points to the 'Auto reweight: Quarterly' dropdown menu, and another green circle with the number '16' points to the 'Review Order' button.

A dropdown menu showing the options for 'Automatic reweight frequency'. The options are: Half-Yearly, Quarterly, Half-Yearly (highlighted), and Yearly. A green arrow points from the 'Review Order' button in the main screenshot to this dropdown menu.

The 'Automatic reweight settings' dialog box. It has a title bar with a close button and a help icon. The 'Reweight frequency' is set to 'Half-Yearly' (selected from a dropdown). Below it is a 'Commencement date' field with the instruction '(will start on 20th of the chosen month)'. The date is set to 'MM' and 'YYYY'. A green arrow points from the 'Review Order' button in the main screenshot to this dialog box.

The 'Submit instructions' dialog box. It has a title bar with a close button. The text reads: 'You can elect to place the order now and enable the automatic reweight as per the frequency settings or submit the order to be executed on the defined 'Commencement date' only.' There are two radio button options: 'Reweight now and update future automatic reweight instruction' (selected) and 'Update future automatic reweight instruction only'. At the bottom, there are two buttons: 'Go back' (highlighted in green) and 'Continue'. A green circle with the number '16' points to the 'Go back' button.

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

Review and confirm

↓ Download reweight instruction pdf

Net cash movement [?] \$748.28

Total brokerage \$0.00

Tax optimisation: First in first out [?]

Investment orders Target allocation

Holding	Units	Unit price (\$)	Impact (\$)
Managed investments			
Fidelity Australian Opportunities Fund FID0021AU	-	19.805200 ▼	-1,266.76
Magellan Global Fund - Open Class Units (Managed Fund) MGE001AU	-	2.446000 ▲	518.48

Review investment orders above before you submit this order.

Please enter your password to proceed

Save draft Enter your password Show Submit order

EXPAND Essential
Reweight Instruction

Account Balance: \$234,947.77

Market exposure

Current

Future

Asset class	Current Portfolio %	Amount \$	Future Portfolio %	Amount \$
Australian Equity	0.00	0.00	56.81	140,515.87
International Equity	0.00	0.00	0.00	0.00
Real Property	0.00	0.00	0.00	0.00
Listed Property	0.00	0.00	0.00	0.00
Australian Fixed Interest	0.00	0.00	0.00	0.00
International Fixed Interest	0.00	0.00	0.00	0.00
Cash	100.00	234,947.77	40.19	94,431.90
Other	0.00	0.00	0.00	0.00
Total	100%	\$234,947.77	100%	\$234,947.77

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