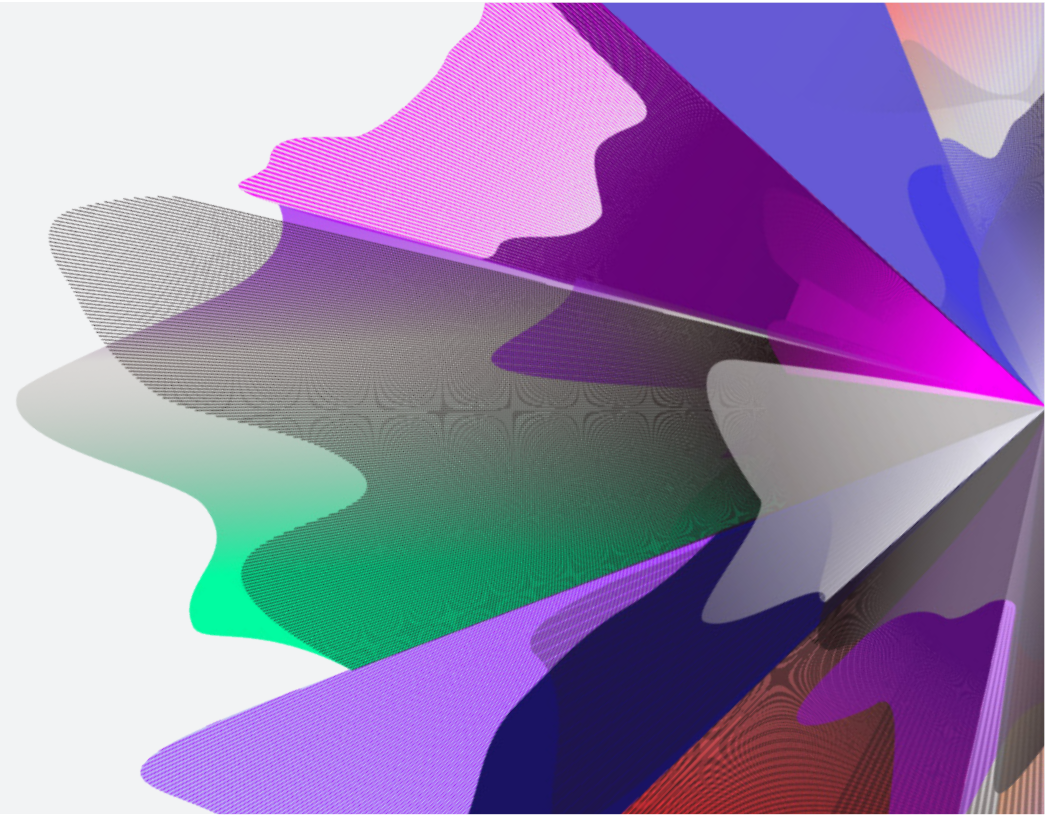




**EXPAND**



## Expand Functionality – Standing Instructions

March 2024  
[myexpand.com.au](https://myexpand.com.au)

# Cash account management

The Cash Account is used to process all cash transactions that occur within the account. For example, all money paid into the account and any earnings from the investment options go through the Cash Account, and all fees and costs (excluding indirect costs), taxes, and withdrawals (where applicable) are paid out of this account.

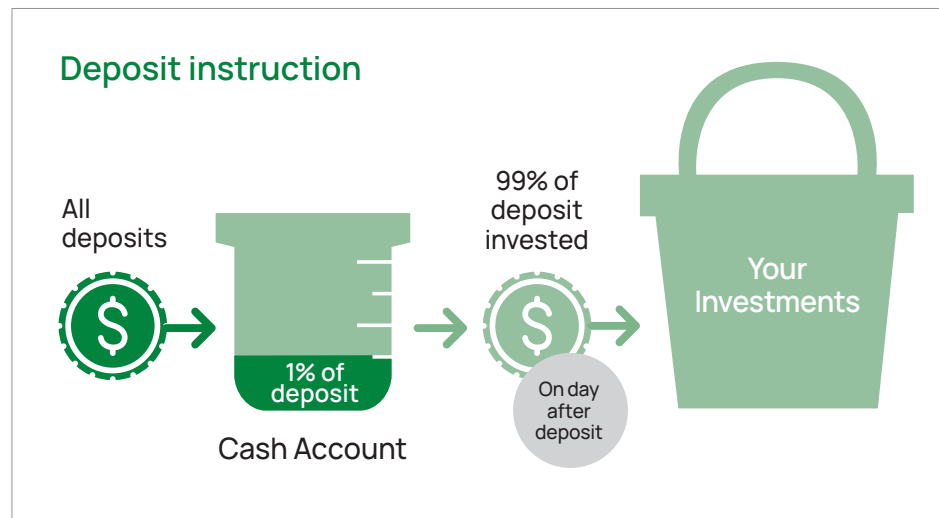
To automatically manage the operation of the Cash Account and the investment holdings (instead of you having to initiate each time) you can use the following Standing Instruction features available to you:

- **Deposit instructions** – how deposits (less any *Advice Fee – Upfront* or taxes) are to be invested.
- **Income preferences** – how income from either managed investments, or income generated in the SMA Model Portfolio, or income distributions from investments held within an MDA model, can be re-invested using one of four methods.
- **Cash Account preferences** – the balance you want to top up to, and how the Cash Account is to be topped up, by redeeming managed investments held within the account using one of three methods.

## Deposit instructions

Deposit instructions are utilised whenever a deposit is made to the cash account, deposit instructions can include the Cash Account, managed investments, SMA Model Portfolios or Managed Discretionary Accounts.

**Please note** that you will only be able to select a SMA or MDA in the Deposit Instructions if the account has already bought into the SMA Model Portfolio or the MDA model. In the case of MDAs, this means any future deposit will be invested in the MDA model when the MDA provider next rebalances.

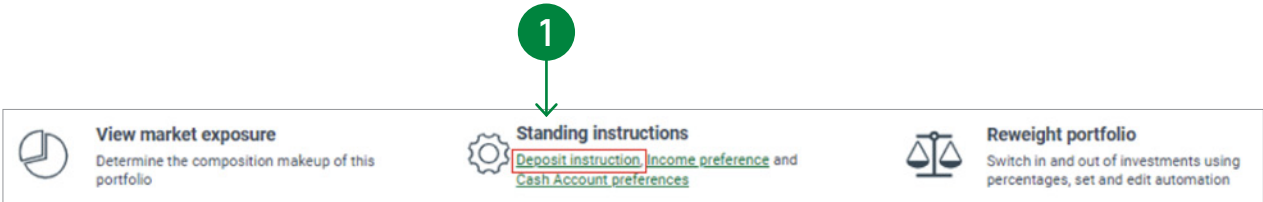


# Deposit instructions (cont.)

**1** To set or manage Deposit instructions, from the Account Summary page, navigate to the Investments tab. Under *Standing instructions* click the Deposit instruction option in the footer of the Investment tab.

**2** To find an investment, you can look for new managed investments by **entering the investment name or code (APIR code)** in the search field. If the account holds an SMA model, this can be added to the deposit instruction in the same manner.

**3** To add it to the instructions click on the **investment** from the drop down list.



×
Deposit instruction

▶ [What is a Deposit instruction?](#)

Investment Option	Current	Future	Impact
<b>Cash Account</b> <small>(Minimum 1.00%)</small>	100.00 %	<input type="text" value="100.00 %"/>	

✔ Valid
100.00 %

Add a new investment

+
mld
× Clear

- MLC Global Private Equity Fund  
MLC5609AU
- MLC Wholesale Horizon 7 Accelerated Growth Portfolio  
MLC0449AU
- MLC Wholesale IncomeBuilder  
MLC0264AU
- MLC Wholesale Index Plus Balanced Portfolio  
MLC7387AU
- MLC Wholesale Index Plus Conservative Growth Portfolio  
MLC7849AU

↻ Reset
Save

**2** →

**3** →

# Deposit instructions (cont.)

- 4 Enter the % to allocate to each investment – enter percentages with up to two decimal places.
- 5 Include at least the default minimum allocation of 1% against the Cash Account.
- 6 The percentages allocated to the Cash Account and selected investment option(s) must add up to 100%.
- 7 To store the changes, click **Save**.

The screenshot shows a 'Deposit instruction' form with the following components:

- 4**: Points to the 'Future' column header and the '10.00 %' input field for the Cash Account.
- 5**: Points to the 'Cash Account' row, which includes the text '(Minimum 1.00%)'.
- 6**: Points to the 'Valid' status bar at the bottom, which shows '100.00 %'.
- 7**: Points to the 'Save' button at the bottom right.

Investment Option	Current	Future	Impact
<b>Cash Account</b> (Minimum 1.00%)	100.00 %	10.00 %	▼ 90.00 %
<b>Managed Investments</b>			
<b>MLC Wholesale Index Plus Balanced Portfolio</b> MLC7387AU	0.00 %	50.00 %	▲ 50.00 %
<b>MLC Wholesale Inflation Plus - Moderate Portfolio</b> MLC0920AU	0.00 %	40.00 %	▲ 40.00 %

Valid 100.00 %

Add a new investment

+ Start typing a name or code...

Reset Save

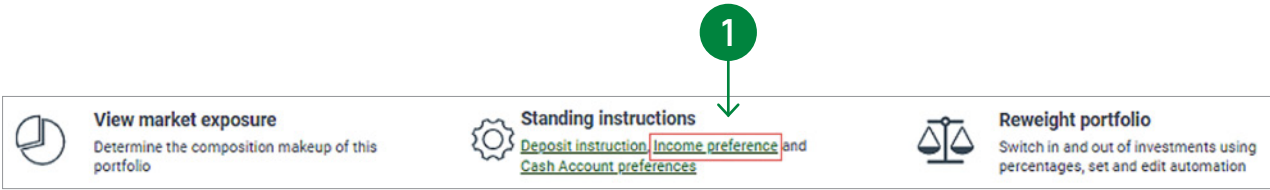
# Income preferences

Income distributions received from investment options are automatically credited to the Cash Account, or the cash account managed by the model provider (if applicable). Income from managed investments or income generated in the SMA Model Portfolio, can then be re-invested using one of the following four methods (only one can be selected):

- **Re-invest (default option)** – the income distribution is invested back into the same managed investment or SMA Model Portfolio.
- **Retain in the Cash Account** – all income distributions remain in the Cash Account to accumulate, until we receive an instruction. SMA income will be credited to the SMA cash account and transferred out to the platform cash account.
- **Income instruction – percentage** – the income from the managed investments or income received within the SMA Model Portfolio are to be invested into one or more managed investment(s).
- **Nominated bank account (Investment only)** – allows income distributions from cash, managed investments, SMA Model Portfolios, and listed investments paid quarterly or half-yearly to the nominated account with the financial institution.

**Note** for MDA models – Income distributions from investments held within an MDA model are paid into the cash account managed by the MDA provider. Where there has been an election to retain income distributions in the Cash Account as part of the income preferences, then any income earned within the MDA model will be transferred from the cash account managed by the MDA provider to the Cash Account, or it can be paid to the nominated account with the financial institution.

**1** From the account Summary page navigate to the Investments tab, then click on the **Income Preferences** link in the footer of the Investment tab.



## Income preferences (cont.)

- 2 Choose the method you desire using the drop down list.
- 3 To **reinvest income** is the default from the drop down list.
- 4 If the income is to be retained in the cash account, choose **Retain in Cash Account**.
- 5 To store these changes, click on **Save**.

The image shows two screenshots of the 'Income preference' dialog box. The top screenshot shows the 'Reinvest (default option)' selected in the 'Income preference method' dropdown. A green circle with the number '2' points to the dropdown arrow, and a green circle with the number '3' points to the 'Reinvest' option in the expanded list. The bottom screenshot shows 'Retain in Cash Account' selected in the dropdown. A green circle with the number '4' points to this selection. Below the dialog boxes, a green circle with the number '5' points to a 'Save' button.

# Income preferences (cont.)

To specify an Income instruction – percentage instruction:

- 1 From the drop down list choose Income instruction – percentage.
- 2 When this option is first selected, the client's portfolio will pre-fill on the side panel, not their current allocation to each investment.

**Income preference**

▶ [What are Income preferences?](#)

Income preference method

Income instruction - percentage | v

Reinvest  
Re-invested back into the same managed investment

Retain in Cash Account  
Left to accumulate in your Cash Account

**Income instruction - percentage**  
Managed investment income is re-invested across one or more managed investments

Nominated bank account  
Income is paid periodically to your nominated external bank account

**Income preference**

▶ [What are Income preferences?](#)

Income preference method

Income instruction - percentage | v

Investment Option	Current	Future	Impact
<b>Cash Account</b> (Minimum 0.00%)	0.00 %	0.00 %	
<b>Managed Investments</b>			
<b>Investors Mutual Equity Income Fund</b> IML0005AU	0.00 %	0.00 %	
<b>Plato Australian Shares Income Fund - Class A</b> WHT0039AU	0.00 %	0.00 %	

▲ 100.00 % underallocated 0.00 %

Add a new investment

+ Start typing a name or code... | v

Reset Save

# Income preferences (cont.)

- 3 To determine how the income is applied, enter the **desired percentage** against each investment and save. The investments without a percentage will be removed from view.
- 4 Modify the search for new managed investments by entering the **investment name or code (APIR code)** in the search field.
- 5 Click on the **investment** to add and enter the desired percentage.

**Income preference**

▶ [What are Income preferences?](#)

Income preference method  
Income instruction - percentage | v

Investment Option	Current	Future	Impact
Cash Account	15.00 %	<input type="text" value="15.00 %"/>	
- Managed Investments			
Antipodes Global Fund (Class P) IDF0015AU	20.00 %	<input type="text" value="20.00 %"/>	
Capital Group New Perspective Fund (AU) CIM0005AU	35.00 %	<input type="text" value="35.00 %"/>	
First Sentier WS Global Property Securities Fund FSF0434AU	30.00 %	<input type="text" value="30.00 %"/>	

Valid 100.00 %

Add a new investment

v

[Reset](#)



# Income preferences (cont.)

To select a nominated bank account instruction (for IDPS only):

- 1 If there is no previous election of a nominated bank account on the account, then you will be directed to the Nomination of Financial Institution form, alternatively nominate the distribution frequency.
- 2 To store these changes, click on **Save**.

The screenshot shows a web form titled "Income preference" with a close button (X) in the top left. Below the title is a section "What are Income preferences?" with a right-pointing arrow. Underneath is the "Income preference method" section, which contains a dropdown menu currently showing "Nominated bank account". Below this is a paragraph of text: "Your income distributions will be automatically paid out from your Cash Account directly to your nominated bank account either quarterly or half-yearly. The minimum automatic withdrawal amount is \$100.00." This is followed by the "Frequency" section with two radio buttons: "Quarterly" (unselected) and "Half-yearly" (selected). A callout "1" with a green circle and arrow points to the "Nominated bank account" section, which is a bordered box containing the following details: "Account name" (Dromak (Vic) Pty Ltd), "BSB" (032-515), "Account number" (118465827), and "Bank name" (Westpac Banking Corporation). At the bottom left of the form is a "Reset" button with a circular arrow icon. At the bottom right is a green "Save" button. A callout "2" with a green circle and arrow points to the "Save" button.

# Cash Account preferences

The Cash Account is used to process all cash transactions that occur within the account. There is a requirement to maintain a minimum cash balance, known as the product minimum in the Cash Account (usually 1%). This amount is used for funding fees and expenses, taxes, insurance premiums and pension payments (where applicable).

## Cash Account minimum

- 1 To manage the cash account preferences, navigate to the **Investments** tab, at the bottom of the Investments page under Standing instructions, click on the **Cash Account preferences** link.
- 2 To set the minimum top up method for the cash account, which occurs when the balance falls below zero, go to **Cash Account minimum**:
- 3 Then select the limit of the Cash Account to be one of the following:
  - the Product minimum 1.00% (default option),
  - the Deposit Instruction,
  - a Custom percentage (where a percentage higher than the minimum can be nominated),
  - or choose a dollar-based minimum in conjunction with the percentage-based minimum. We will always top up to the lower of the two. Please note the minimum amount for this is \$5,000.

The screenshot shows the 'Cash Account preferences' interface. At the top, there are three navigation options: 'View market exposure', 'Standing instructions', and 'Reweight portfolio'. The 'Standing instructions' option is highlighted with a red box and a green arrow labeled '1'. Below this, the 'Cash Account preferences' dialog is open. It has a title bar with a close button and the text 'Cash Account preferences'. Below the title bar, there is a link 'What are Cash Account preferences?'. The main section is titled 'Cash Account minimum' and contains the text 'If your Cash Account falls below zero, we will top it up to the lower of:'. Underneath, there are three options for the 'Percentage-based minimum': 'Product minimum 1.00% (default o...)' (highlighted with a green box and arrow labeled '2'), 'Product minimum 1.00%', and 'Deposit instruction 100.00%'. Below these, there is a 'Custom percentage' option with a sub-option 'Set a percentage greater than 1.00%'. At the bottom of the dialog, there is a 'Dollar-based minimum (optional)' section with a text input field containing '\$ 5,000.00' (highlighted with a green box and arrow labeled '3').

# Cash Account preferences (cont.)

## Top up instructions

When you make a withdrawal, or at the end of each month, after the deduction of any applicable fees, insurance premiums, tax or pension payments have been deducted (where applicable), and the Cash Account balance is zero or below, then the Cash Account needs to be topped up. It will be funded from the redemption of other managed investments held within the account, using one of the following methods (only one method can be selected):

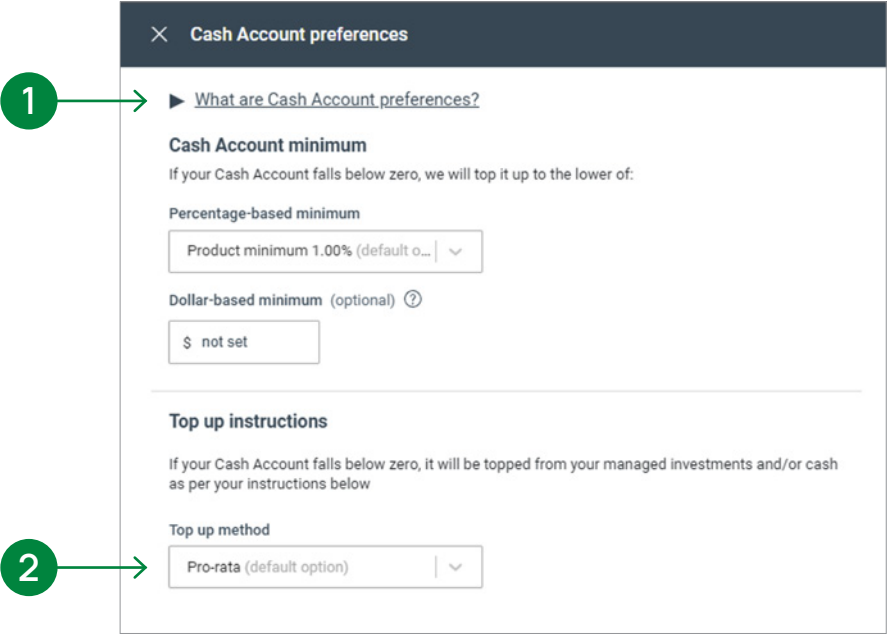
- **Pro-rata (default option)** – where funds are sold across all managed investments according to the proportion of the portfolio that they represent
- **Redemption Instruction** – Percentage – where funds sold from specific managed investments according to the nominated percentage allocation
- **Pecking order** – Investment(s) will be fully redeemed, one at a time, according to the prioritised list

Maturing investments, listed investments, SMA Model Portfolios, and restricted/illiquid investments are excluded from the top up process as are investments managed in accordance with an MDA model.

**1** To update the top up instructions on a client’s account, navigate to the bottom of the Investments tab under Standing Instructions, and click on the **Cash Account preferences** link.

**2** The **top up instruction** for the Cash Account is defaulted to a **Pro-rata basis**.

This is where funds are sold across all managed investments according to the proportion of the portfolio that they represent.



# Cash Account preferences (cont.)

### To specify a Redemption Instruction – percentage:

- 1 To search for **new managed investments**, enter the investment name or code (APIR code) in the search field.
- 2 To add the investment to the instructions, click on the **investment**.
- 3 Enter the **% to redeem from each investment** – enter percentages with up to two decimals places.
- 4 The percentages allocated against the selected investment option(s) must add up to 100%.
- 5 Click Save to store the changes.

**Top up instructions**

If your Cash Account falls below zero, it will be topped from your managed investments and/or cash as per your instructions below

Top up method  
Redemption instruction - percentage

Investment Option	Current	Future	Impact
IOOF Cash Management Trust PIM0002AU	50.00%	50.00%	
IOOF MultiMix Capital Stable Trust IOP0004AU	50.00%	50.00%	

Valid 100.00%

Add a new investment  
Start typing a name or code...

Reset Save

### To nominate a Pecking order:

- Investments will be listed in the order that they are added.
- To change their position in the Pecking order, **Drag and drop the investment**.

When ready to store the changes click on **Save**.

Note: For a lump sum withdrawal, the investment options to be redeemed can be indicated on the payment form. If specific instructions are not provided, we will draw from the investments according to the top up method nominated.

**Top up instructions**

If your Cash Account falls below zero, it will be topped from your managed investments and/or cash as per your instructions below

Top up method  
Pecking order

Order	Investment name	
1	MLC Wholesale Index Plus Conservative Growth Portfolio MLC7849AU	
2	MLC Global Private Equity Fund MLC5609AU	

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# EXPAND

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