INSTRUCTION TO CHANGE DEALER GROUP AND/OR PDS

praemium

This document will assist you with transferring your clients to a new PDS on the Praemium SMA platform.

Part 1 - Conditions for transfer

As Responsible Entity Praemium requires that the following conditions be met before allowing the transfer to proceed. Please ensure that:

- The clients concerned have agreed to the change and have been given access to the new PDS.
- The fees charged to the clients on the original PDS are within the allowable limit for fees on the new PDS.
- The models currently subscribed to by the clients are available on the new PDS.
- Any customisations and fee offsets applicable to the clients are available on the new PDS.
- If margin lending is applicable to your clients then the margin lender must approve the change of PDS. Their authority to effect these changes must accompany this instruction.

If all the above conditions are met, your clients will retain their existing SMA account numbers and login details upon transfer to the new PDS.

If your clients' accounts **do not** initially meet the conditions of the new PDS you have two options to proceed:

- Arrange with your clients to make the necessary changes to their accounts in order to meet all the conditions listed above, or
- Register as an adviser, set up new SMA accounts under the new PDS and have the clients sign new application forms. Once we receive the new completed applications and your instructions, we will then arrange for the transfer of assets to new accounts. In this instance clients will receive new account numbers and their transaction history will remain with the old account.

Part 2 - Registering as an adviser

In order for your clients to be given access to the new PDS you will need to be registered as an adviser on the new service. Please fill out the **New Adviser Registration Form** available on the Praemium website. You will be sent your new login details after registration.

Part 3 - Authorisation

To authorise this transition please sign the declaration below. Attach a) the complete list of the clients concerned, b) authorisations from the old dealer group/adviser, and c) the authority from the relevant margin lender (if applicable). Email to Praemium at support@praemium.com.au or post to Praemium Australia Limited, PO Box 322, Collins Street West, Victoria, 8007.

Adviser Declaration

Please accept this instruction as authority to transfer my SMA clients that are named in the attached list from the

______________ PDS to the ______________ PDS.

I confirm that:

- These accounts are to remain linked to the same client login and subscribed models as they are now.
- The client accounts will remain at the same fee rate for all fees including (if applicable) Adviser, Dealer Group and Research Fees.
- All fee arrangements are FoFA compliant.
- All named clients have been advised of the change and have been given access to the relevant PDS.
- This request has been reviewed and approved by the appropriate margin lender (if applicable) and their authority to effect these changes accompanies this instruction.

Signature of Adviser

Date

Print Name