

# JM Financial Group



## PORTFOLIO ADMINISTRATION

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## Portfolio Administration Service

JM Financial Group offers a complete portfolio administration service (PAS). The PAS provides a comprehensive performance tracking and reporting service for your share portfolio.

The PAS undertakes all administrative and reporting functions related to your portfolio, including dividend payments, corporate actions, tax accounting and quarterly and annual reports.

The PAS includes a full performance reporting function and formal reports are sent to you each quarter as well as being available online at all times.

You can transact on your Portfolio at any time through the PAS, simply by instructing JM Financial Group.

Sandhurst Trustees Limited (Sandhurst) is the independent custodian for all PAS accounts. Sandhurst will hold, for your benefit, the shares in your PAS portfolio. When requested, Sandhurst is legally obliged to act in accordance with instructions from JMFG, including the transfer of shares and other assets back to you or otherwise at your direction.

Sandhurst is a wholly owned subsidiary of Bendigo Bank Limited and holds an Australian Financial Services Licence. Sandhurst is required as a condition of its Licence, to hold at least \$10M in net tangible assets and to hold adequate levels of insurance in relation to its custodial activities.

If you wish to open a PAS account, you will need to sign the application form attached to the PAS Investor Information Guide that sets out the relevant terms and conditions of the service.

## Benefits of the Portfolio Administration Service:

- ❖ Full administration management
- ❖ No company paperwork
- ❖ No missed dividend statements or corporate actions
- ❖ You choose the stocks you want to invest in
- ❖ Direct liaison between your accountant, financial adviser and JMFG
- ❖ No entry, exit, withdrawal or performance fees

## Reports Provided by JM Financial Group:

- ❖ Portfolio Appraisal
- ❖ Performance Report
- ❖ Transaction Report
- ❖ Income Summary
- ❖ Capital Gains/Losses Report
- ❖ Cash Ledger
- ❖ Adhoc reports on request

***Important information:*** PAS is operated by JM Financial Group Ltd ACN 007 364 132 (AFSL 238397)(JMFG).

*The information presented above is general factual information only and should not be considered financial product advice. Before acting on the information provided above, you should consider the appropriateness of becoming a client of PAS having regard to your investment objectives, financial situation and needs. You should also consider the Financial Services Guide issued by JM Financial Group Limited before you make any decision regarding the PAS. JM Financial Group Limited does not guarantee the repayment of capital invested in or the investment performance of any product which are subject to various investment risks*