EXELSUPER

SuperSMA Accumulation Training Guide

22/01/2015

Agenda

praemium

Logging into the SMA

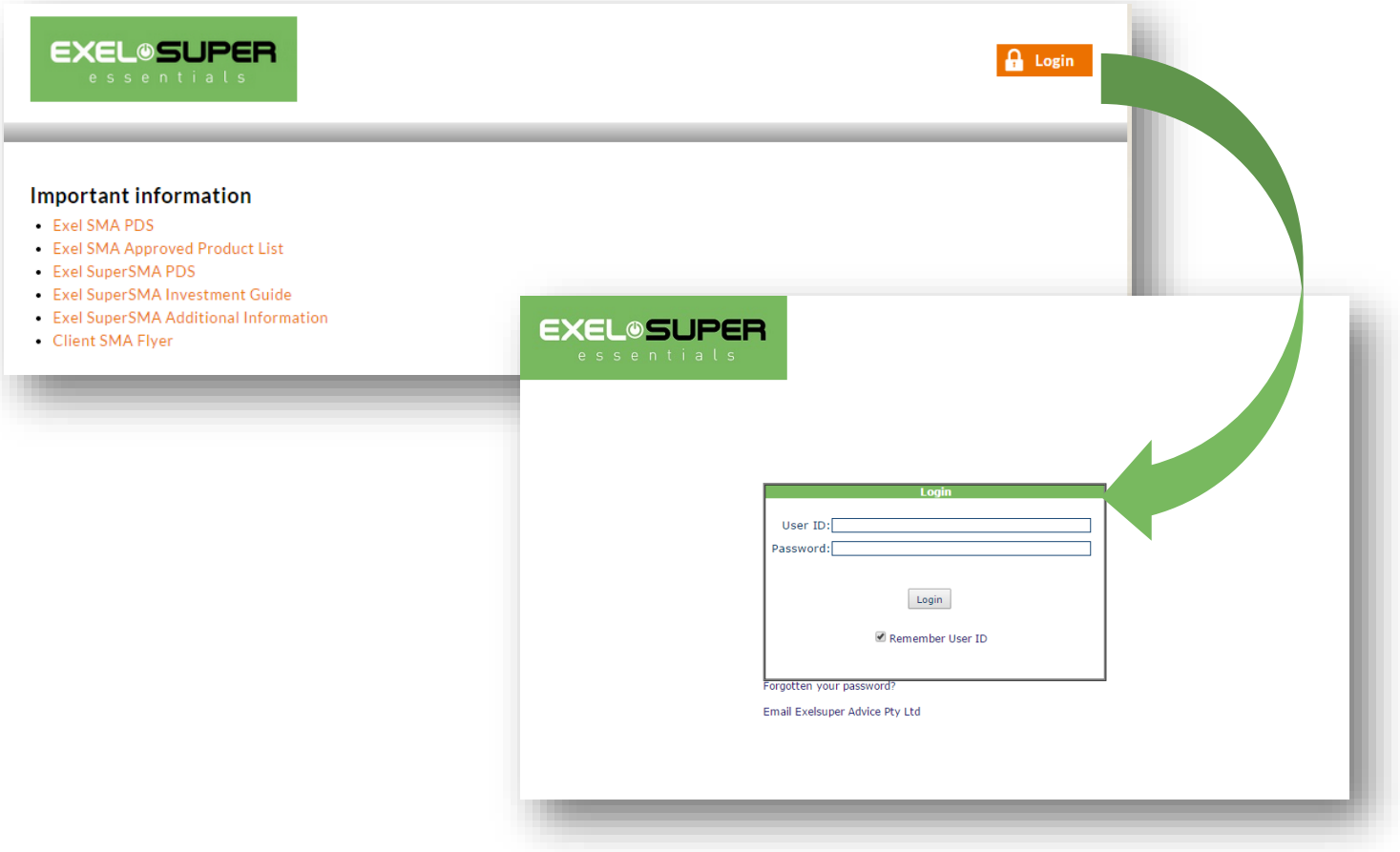
Creating a SuperSMA Application

Reporting

Support

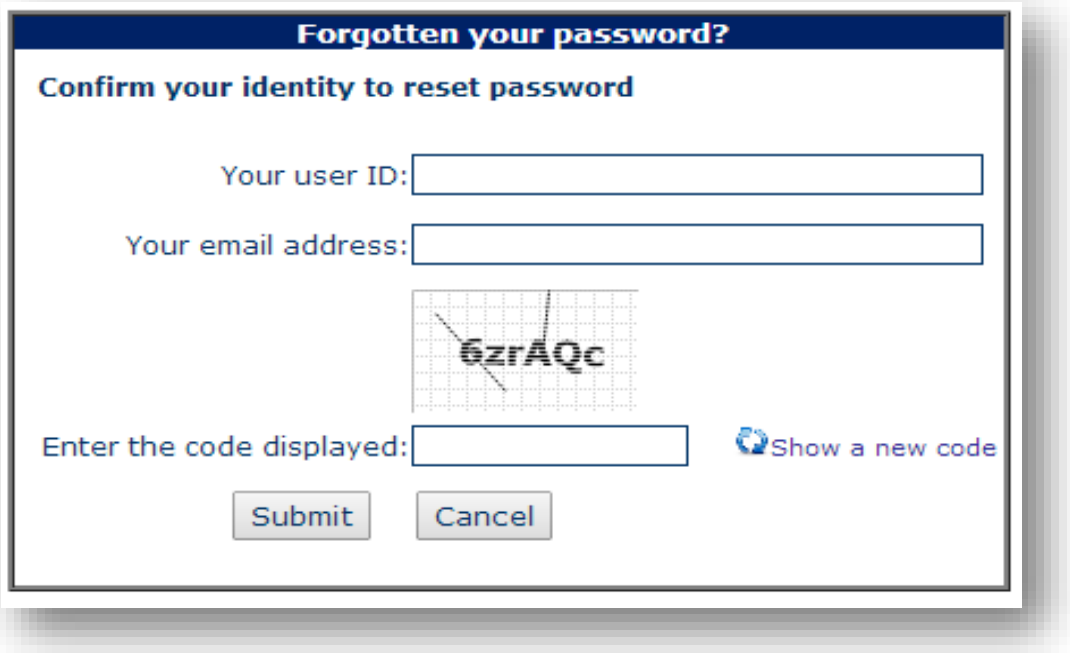
Log into the SMA

Log into the SuperSMA via the Exel Super landing login page



Reset your password

The first time you log in you will be required to reset your password.
If you forget your password select “Forgotten your password?”
and a new password will be emailed to you.



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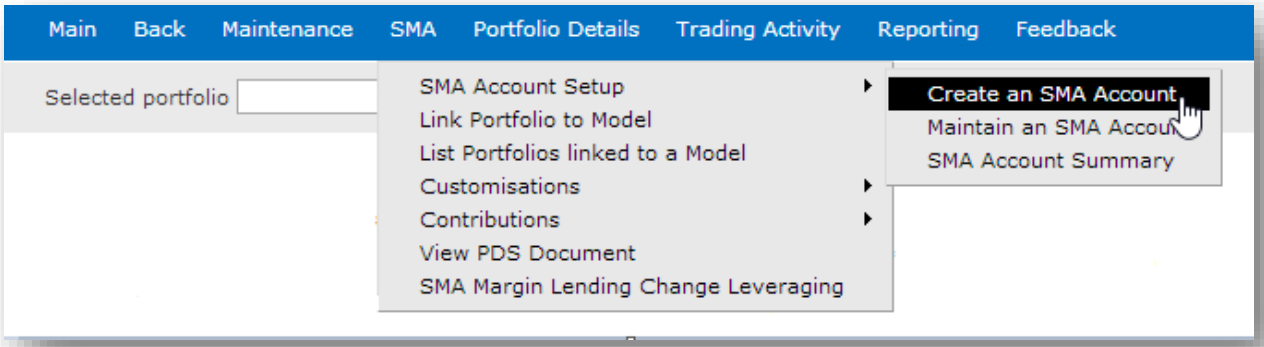
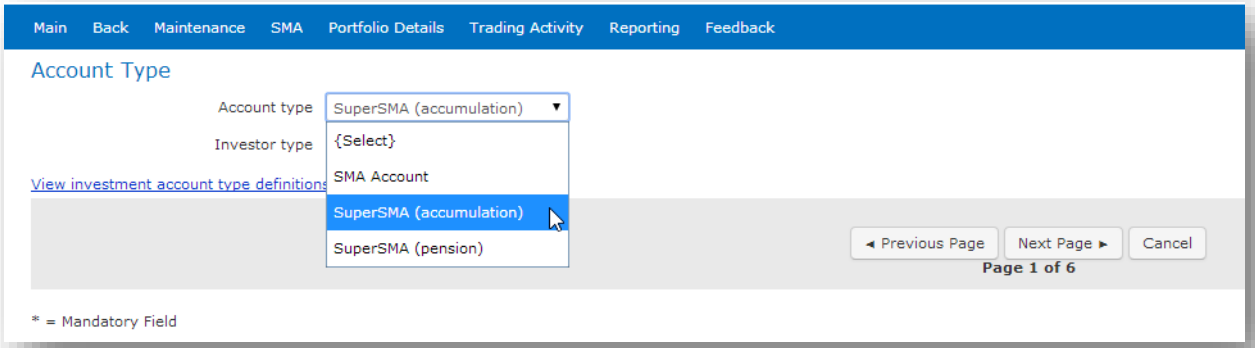
SuperSMA online application

1. From the menu bar, select SMA > SMA Account Setup > Create SMA Account



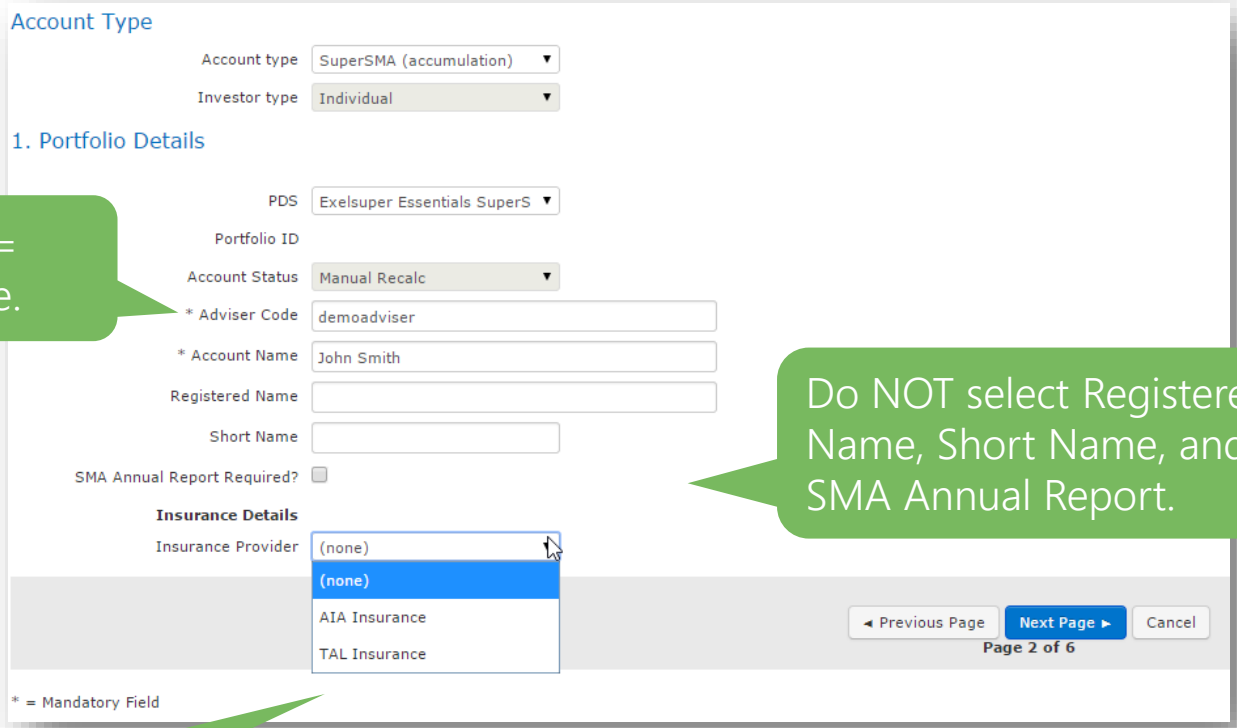
2. Select Investor Type – SuperSMA (accumulation)



Portfolio details

Enter Portfolio Details.

Note: mandatory fields are the **Adviser Code** and **Account Name.**



Adviser Code = your Username.

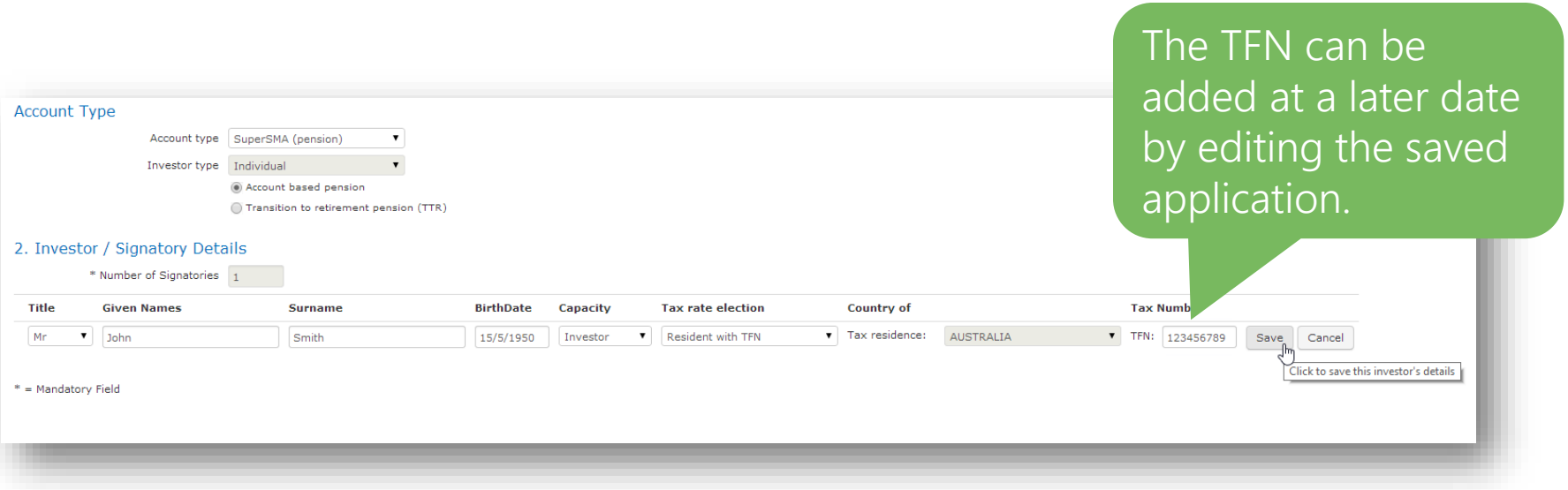
Do NOT select Registered Name, Short Name, and SMA Annual Report.

Nominate the insurance provider only if insurance is required.

Log into the insurers website to obtain a quote and lodge an application. Remember, to add the SMA number to the application. Insurance guides can be found on your landing page.

Signatory setup

Enter **Signatory Details** and click **Save**.

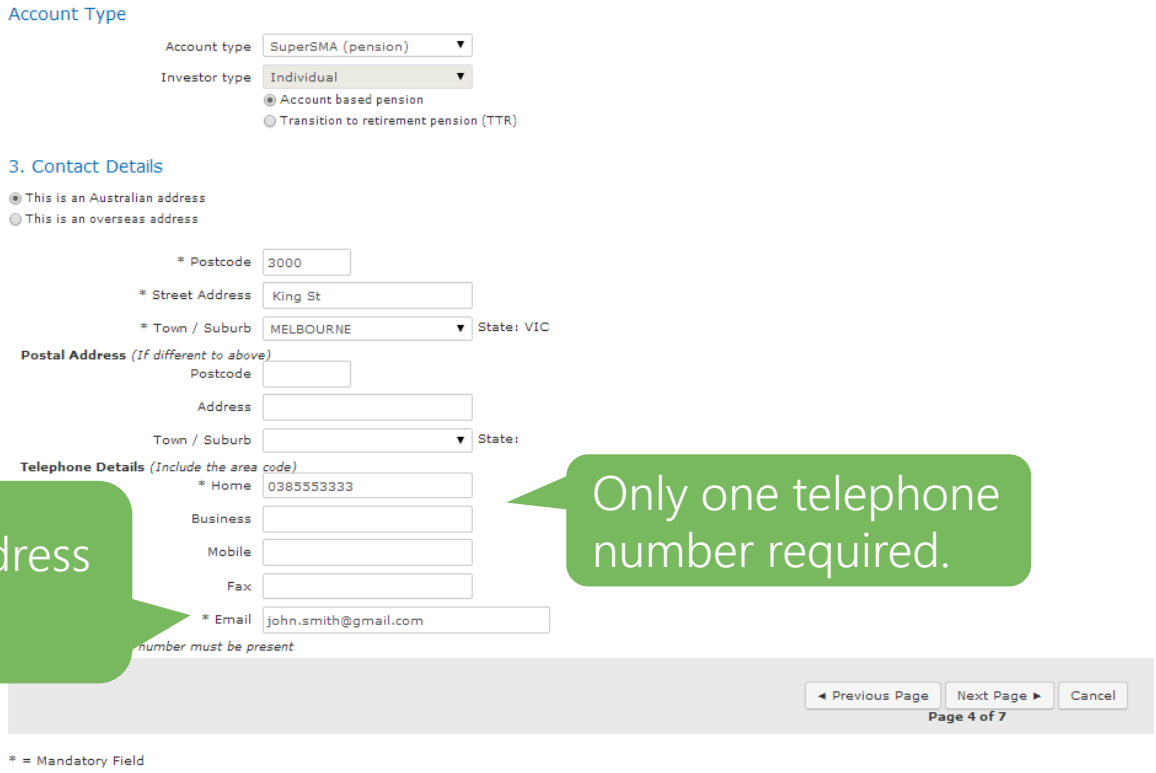


The TFN can be added at a later date by editing the saved application.

Please note: The application will not be approved without the TFN.

Contact Details

Enter client's **Contact Details** – all fields with an asterisk are mandatory.



An e-mail address is mandatory.

Only one telephone number required.

Employer contributions & Nomination of beneficiaries

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Account Type

Account type: SuperSMA (accumulation)

Investor type: Individual

4. Employer contributions

Will the investor's employer be contributing to the fund on their behalf? ☐
If ticked, please complete the Employer Contribution Form.

Select if the investor's employer will be contributing to the fund. If yes, please complete the Employer contribution form.

5. Nomination of beneficiaries

Optional: If you do not complete this section, the Trustee will decide how death benefit will be paid on this account.

Full name of nominated beneficiary	Relationship to member	Proportion of benefit %
Karen Smith	Spouse	100
	Spouse	
	Spouse	
	Spouse	

Binding nomination

If the investor would like to make a non lapsing binding nomination, please complete the "Nomination of Beneficiary" form.

◄ Previous Page | Next Page ► | Cancel

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* = Mandatory Field

- For a non-binding nomination, please enter the details of the nominated beneficiaries in Section 5.
- For a binding nomination (non-lapsing), please complete the nomination form.

Fees

Enter your fees and click **Validate**.

Account Type

Account type: SuperSMA (accumulation)

Investor type: Individual

6. Fees

Fee Schedule: Praemium SuperSMA

Fees that cannot be overridden:

Administration Fee	SuperSMA Admin Fee
Other	SuperSMA Fund Accounting Fee
Other	SuperSMA Indirect Cost Ratio

Fees that can be overridden:

Fee	Default rate	Override of default rate	
Adviser Fee up to 1% p.a. ex GST	$0	None	Edit
Dealer Group Fee up to 1% p.a. ex GST	$0	None	Edit

Establishment Fee ($): 880

◂ Previous Page | Validate | Cancel

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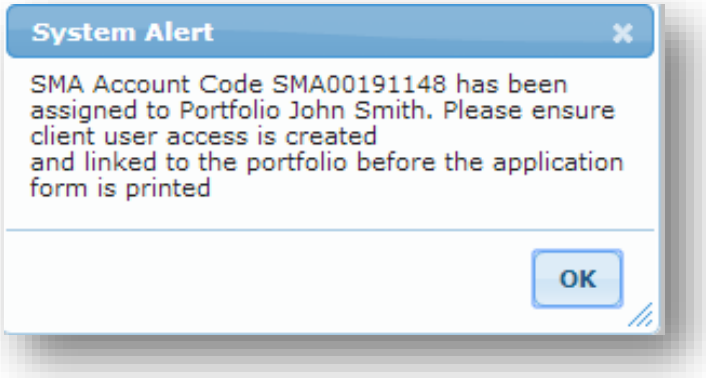
Click **Edit** to enter your fees, either as % of FUM or dollar amount.

Add an **Establishment Fee** where applicable.

SMA Account Code confirmation

Once all these steps are complete you will receive confirmation of your SuperSMA Account Code.

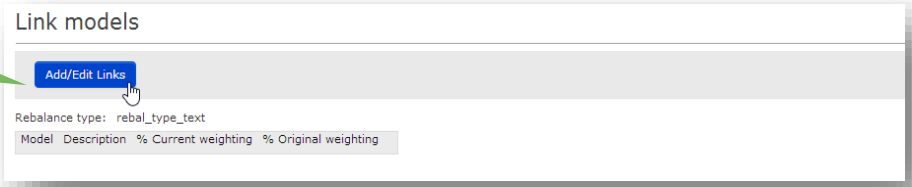


Praemium will then set up your client's user details and e-mail them to you.

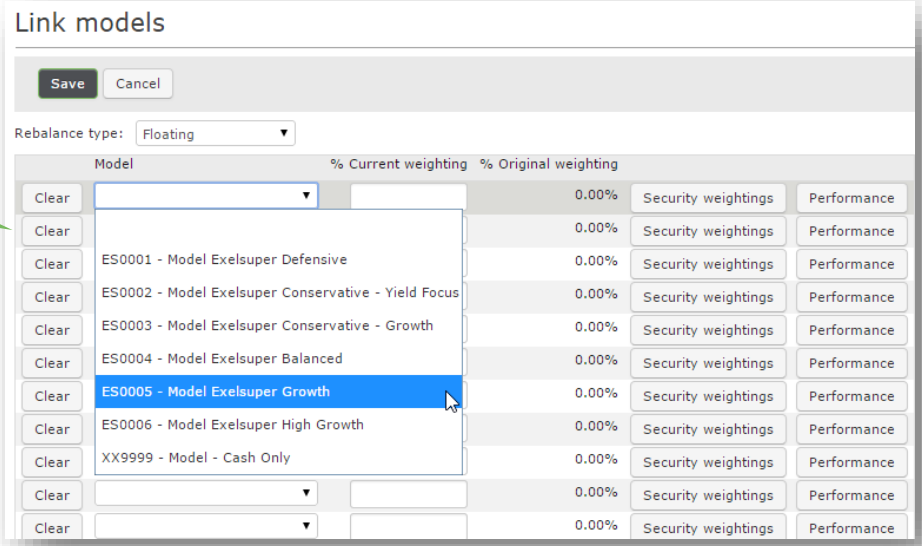
Linking models

Each new SuperSMA account must be linked to a model.

Click **Add/Edit** Links to link the model to a SuperSMA account.

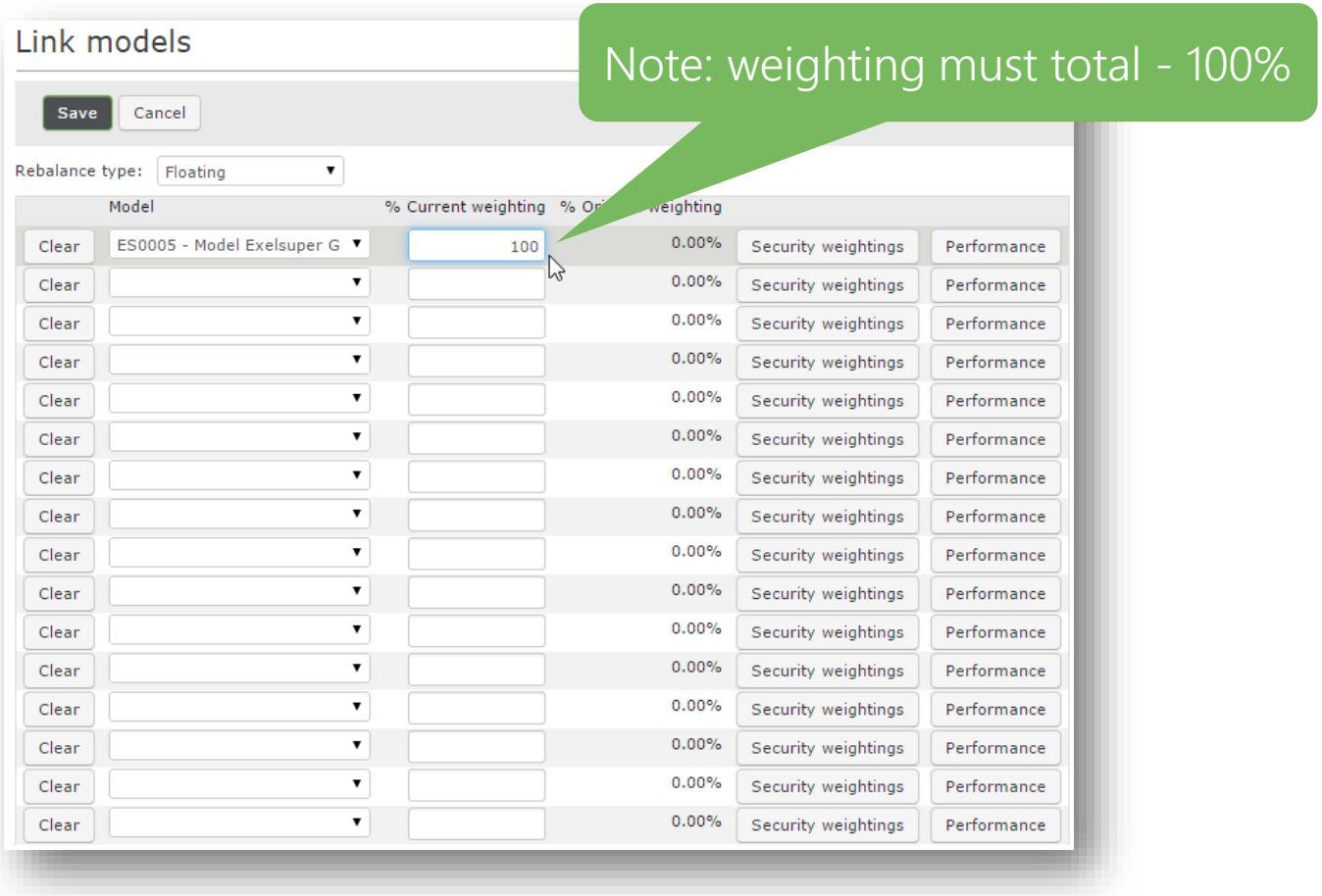


Select an **Exelsuper** model.



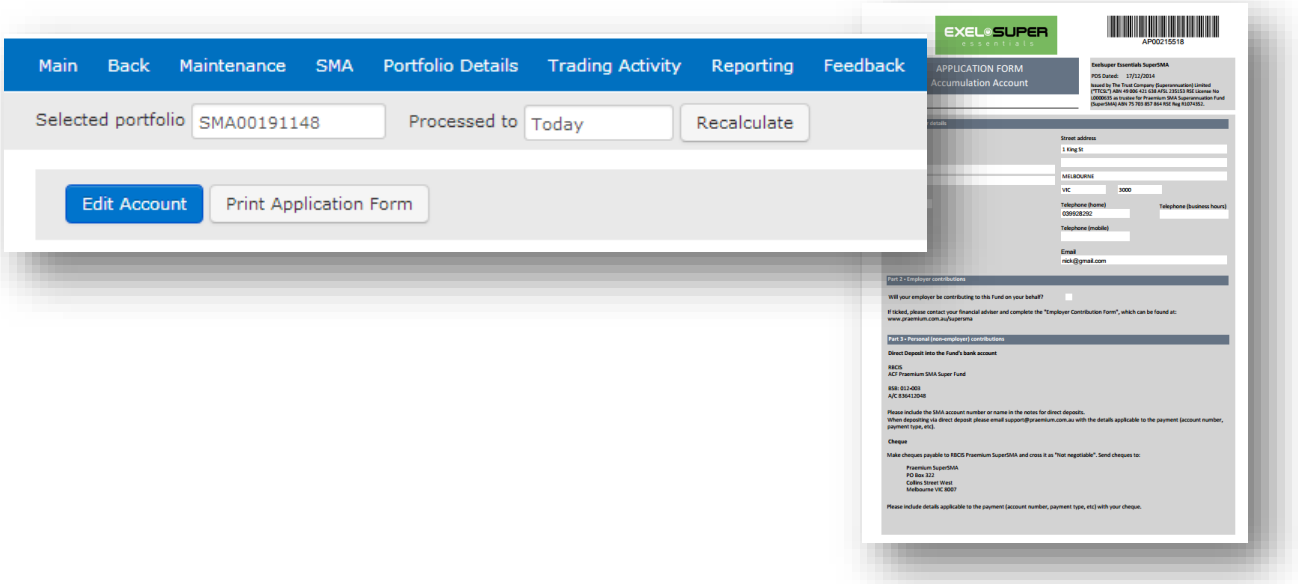
Assign weightings

Assign a percentage of the investment to each model.



When application is complete

Check that all the information has been entered correctly, please print the Application Form, obtain the client and adviser signature then scan and e-mail to applications@praemium.com.au



Please note: binding death nomination forms must be mailed to:

Praemium Limited
PO Box 322, Collins Street West
Melbourne VIC 8007

Easy Transfer Form

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To transfer funds from another superannuation fund to the Super SMA, complete the Easy Transfer Form and mail with the application form to applications@praemium.com.au

EASY TRANSFER FORM

Issued by CCSL Limited ABN 51 104 967 964 AFSL 287084 RSE Licence No L0000758 as trustee for Praemium SMA Superannuation Fund (SuperSMA) ABN 75 703 857 864 RSE Reg R 1074352.

Complete this form if you would like to transfer all or part of your balance from another super fund to SuperSMA.

Return this completed form to:
SuperSMA
PO Box 322
Collins Street West, VIC 8007

Part 1 • Member details

Title: Mr

Name: John Smith

Date of birth: 15/05/1950

Tax File Number: 123456789

SuperSMA Member Number: SMA00207761

Street address: King St

MELBOURNE

VIC 3000

Telephone (home): 0385553333

Telephone (business hours):

Telephone (mobile):

Email: john.smith@gmail.com

Part 2 • Previous fund details

Fund name:

Member number:

Part 3 • Authorisation

- I authorise the transfer of
  - ☐ ALL
  - or
  - ☐ Approximately $ _____ from my previous fund to SuperSMA
- I authorise Praemium (or its agents) to contact my other super fund regarding this request to transfer my super.
- I understand that the Trustee of my previous fund is discharged from any further liability in respect of any amount once benefits have been transferred.
- I acknowledge that the Trustee cannot provide me with financial advice about the consequences of transferring benefits from my previous fund to SuperSMA and that I should consult an appropriately qualified adviser for such advice. I understand that I can request from my previous fund information that I may reasonably require for the purpose of understanding my benefit entitlement in my previous fund including information about fees and charges that may apply, or the effect of the transfer on my benefits, and have either obtained this information or do not require it.
- I declare that I have fully read this form and the information is true and correct.
- I request and consent to the transfer of super as described above.

Signed _____ **Date** _____

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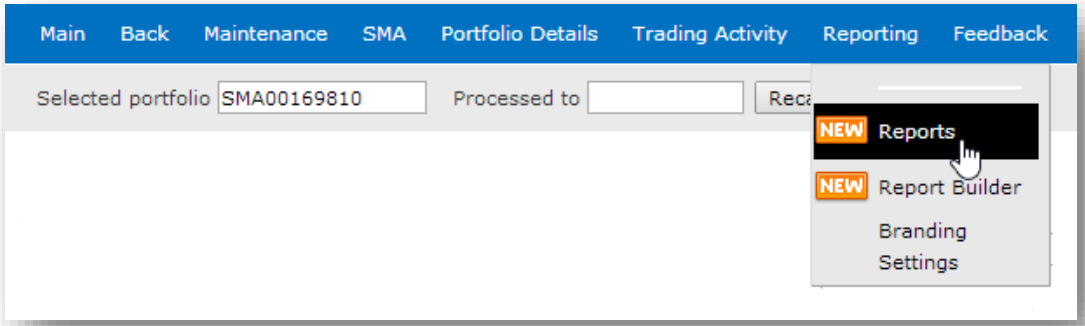
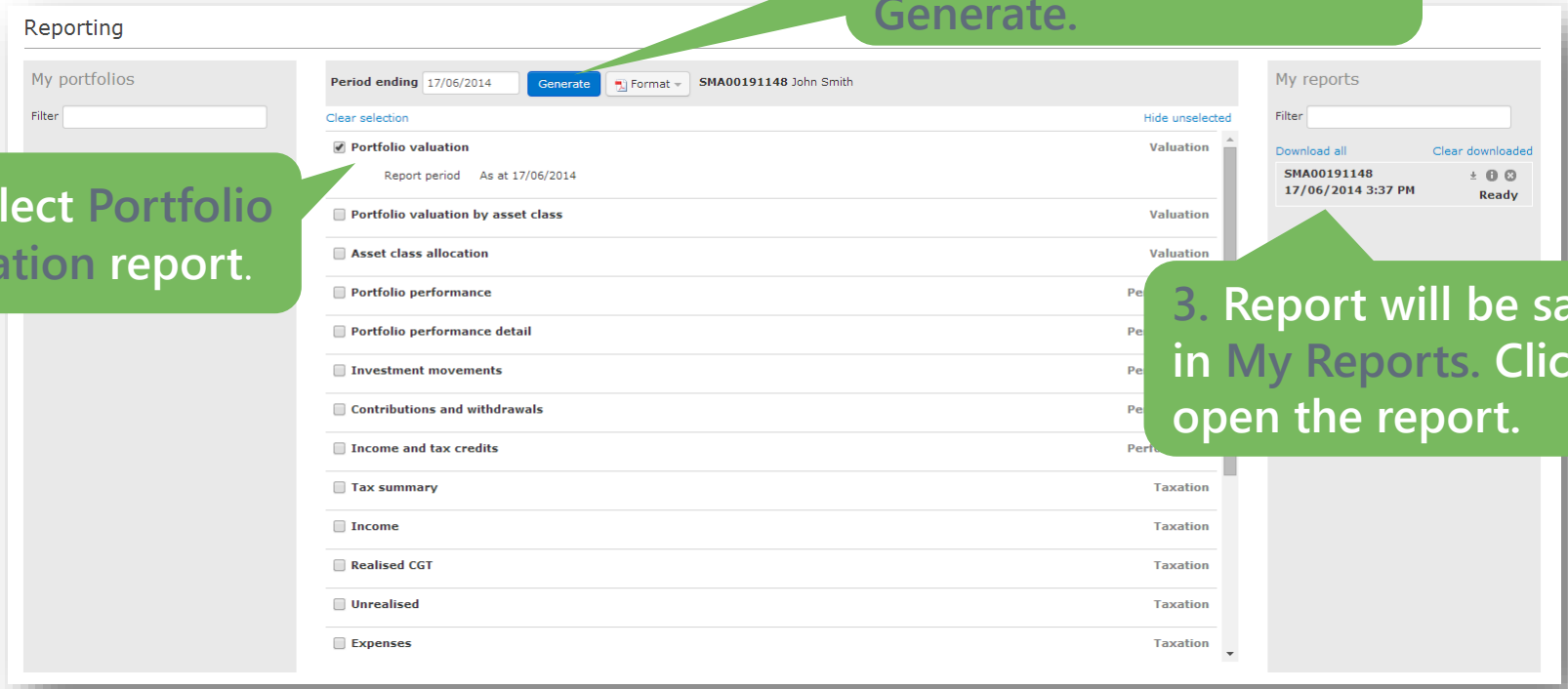
Generating client reports

From the menu bar, select **Reporting** > **Reports**



Enter report data

Select the type and date of your report. For this exercise we will create a **Portfolio valuation** report.



1. Select Portfolio valuation report.

2. Select the Period ending date and click Generate.

3. Report will be saved in My Reports. Click to open the report.

The report

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SMA00187802: Smith Family Superannuation Fund

Portfolio valuation

As at 30 Apr 2014

EXELOSUPER essentials

Net portfolio value $32,496

Asset		Quantity	Avg unit cost $	Actual cost $	Unit price $	Market value $	% Net portfolio value	Gain/loss $	Est income[a] $	% Est yield[b]
ASX Listed										
ANZ	AUSTRALIA AND NEW ZEALAND BANKING GROUP LIMITED FPO	37	29.62	1,096	34.47	1,275	3.9%	179	61	4.8%
BHP	BHP BILLITON LIMITED FPO	113	34.52	3,900	37.75	4,266	13.1%	365	146	3.4%
CBA	COMMONWEALTH BANK OF AUSTRALIA. FPO	54	73.98	3,995	78.90	4,261	13.1%	266	207	4.9%
IJP	ISHARES MSCI JAPAN ETF CDIS 1:1 ISHMSCIJP	82	12.34	1,012	11.91	977	3.0%	<35	10	1.1%
IRU	ISHARES RUSSELL 2000 ETF CDIS 1:1 ISHRUSS2	12	112.88	1,355	119.80	1,438	4.4%	83	16	1.1%
RIO	RIO TINTO LIMITED FPO	16	57.76	924	61.70	987	3.0%	63	34	3.5%
TLS	TELSTRA CORPORATION LIMITED. FPO	214	4.90	1,049	5.22	1,117	3.4%	68	61	5.5%
WBC	WESTPAC BANKING CORPORATION FPO	145	30.85	4,474	35.12	5,092	15.7%	619	281	5.5%
WDC	WESTFIELD GROUP ORDINARY/UNITS FULLY PAID STAPLED SECURITIES	167	11.59	1,935	10.95	1,829	5.6%	<107	85	4.7%
Totals				**19,740**		**21,241**	**65.4%**	**1,502**	**901**	**4.2%**
Managed Funds										
PRM0010AU	MUTUAL CASH TERM DEPOSITS & BANK BILLS Price as at 29/04/2014	5,090	1.04	5,301	1.04	5,288	16.3%	<13	210	4.0%
Totals				**5,301**		**5,288**	**16.3%**	**<13**	**210**	**4.0%**
Cash										
*MONEYMKT	BlackRock Money Market Fund Price as at 28/01/2012	1,324	1.00	1,325	1.00	1,324	4.1%	-	37	2.8%
AUDCASH	MAIN CASH ACCOUNT	4,643	1.00	4,643	1.00	4,643	14.3%	-	91	2.0%
Totals				**5,968**		**5,967**	**18.4%**	**-**	**127**	**2.1%**
Portfolio totals				**31,008**		**32,496**	**100.0%**	**1,488**	**1,239**	**3.8%**
Net portfolio totals				**31,008**		**32,496**	**100.0%**	**1,488**	**1,239**	**3.8%**

(a) Estimated income
This estimation is based on historical returns and should not be regarded as an accurate indication of future earnings.

(b) Estimated % yield
The estimated yield is the estimated income as a percentage of the market value.

Dollar amounts have been rounded for display purposes. As a result individual line items may not sum up to the total amounts displayed.

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Your support team

Adviser Support

Operating Hours: 8am – 6pm AEST

Phone: 03 8622 1222

Email: support@praemium.com.au