Premium Portfolio Service (PPS)

ENJOY INVESTING WITHOUT THE ADMINISTRATIVE BURDEN

FOR THE SMART INVESTOR

You enjoy being in control of your investments and taking the time to track market performance and opportunities. What you don't enjoy is having to stay on top of the endless administration and paperwork, as well as manually assessing your portfolio's performance. You'd also appreciate a sounding board from time to time, someone who knows the ins and outs of building and maintaining a successful portfolio.

What is Burrell's Premium Portfolio Service (PPS)?

Burrell's PPS service provides a complete solution to support your investment activities: a client-focused PPS administration team to handle the administration and paperwork, a skilled personal investment advisor to guide and support you, valuable research to inform you, and super-smart technology to capture it all and enable you to make better investment decisions.

PPS for you = an administrative team, a personal advisor, valuable research, and super-smart technology.

Together they support you to enable you to do what you enjoy, building and managing a successful and rewarding investment portfolio.

The PPS service suits all types of smart investors: individuals, partnerships, super funds, estates, not-for-profit organisations, companies and trusts.

How does it work?

A PPS team to attend to your administration and paperwork. The administration services we provide are listed in Figure 1. For you, these services mean that you no longer have to feel the pressure or take the time to action and manage your paperwork.

You won't be bombarded with corporate actions paperwork to evaluate and act on, lengthy prospectuses to read, and dividend statements to make sense of at tax time.

PPS takes the time and worry out of keeping your shareholder records organised.

You won't have to actively review your bank account to make sure that the dividends you see on paper are paid up, and tax time will become much easier with a fully prepared end of year statement on income and capital gains sent to you or your accountant, saving you more time and cost.

Elaine Anderson, Director and PPS Team Leader. *Elaine and her team take the time and worry out of owning a share portfolio. Everyday, they attend to our clients' administration, paperwork, compliance, reporting and tax concerns. At each step, client service is paramount.*

"Elaine has, for a number of years, been one of our principal points of contact with respect to Burrell's portfolio and wealth management services. Elaine is knowledgeable and objective in our business dealings, above all she is a skilled problem solver, always helpful and cooperative, a delight to work with."
Sonny Wright

Smart technology 24/7. The Burrell PPS internet technology is the hub that will transform your administration and performance tracking worries. Once we set you up, you will have 24/7 access to your current portfolio capturing all asset classes, even personal assets like property and collectibles.

At the end of each day's trade, transactions for listed securities update automatically from our in-house trading system, as do corporate actions, dividend distributions, interest payments and re-investments.

Your portfolio also links automatically to your cash management account making for easy access to investment moneys and payment of dividends. And all this is automated, making management of your portfolio quick and easy, error-free, and largely paper-free too.

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A personal advisor to guide and support you. Whether you already have an established portfolio or are just starting out, we will meet with you to get to know your personal investment objectives. Your personal investment advisor will then be primed to assist you with investment selection, buying and selling shares, responding to corporate actions, and working with you to review and help grow your portfolio.

Even the most skilled investors can benefit from a second opinion.

Our PPS technology also helps your advisor view your complete portfolio structure at a glance, enabling you to receive more informed investment recommendations, more quickly.

Information at your fingertips, anytime. At the end of the day, our clients most want to know the current status and performance of their investments, specifically the value of their total portfolio, what individual investments they own, what they paid for it, and what yield is being realised. The Burrell PPS technology provides this information and so much more for example:

- Access performance calculations like realised and unrealised gains and losses, income/distribution and franking credits
- Benchmark your portfolio's performance against ASX indices
- Compare the performance of different asset classes
- Produce 'as at' reports to show the state of your portfolio as at a past date
- Test 'what if' scenarios to determine your net position by hypothetically changing critical drivers.

These reports can be extracted by you at any time, and also act as a powerful tool for your personal investment advisor come review time and when advising you on opportunities. Many of our clients' accountants also rely on the PPS paperless reports to perform their audits: they don't need to see the supporting paperwork.

If you need anything else, just contact your advisor or our research analyst. We'd be happy to help.

You'll have all the information you need to build and manage a successful portfolio. As well as your online portfolio, we will provide you with our **Burrell Desktop software** which gives you access to most of the market and portfolio information our advisors access in their day to day operations.

On top of this, each day you may receive Burrell's *Daily Research Notes*, each month you will receive the *Burrell Bourse*, and our latest research is available to you when you login at burrell.com.au.

Make better decisions and capture opportunities. Having all your investments accurately recorded in one place is a great feat in itself, but using this information to make better decisions and capture opportunities is something altogether more exciting.

We will give you priority notice of rights issues, takeover offers and other capital movements. You won't miss corporate actions: we will alert you to the opportunity, provide you with our considered recommendation, and if you give us the go ahead, we'll make it happen.

You'll also be in a better position to understand your tax position: we can proactively manage your capital gains tax position throughout the year and tax planning can be implemented prior to 30 June. No more searching for capital gains details at tax time or when you are looking to maximise an investment strategy.

A committed team who knows you and cares about your investments. If our PPS technology is the hub, our people are the heart. When you call us, you won't find a call centre. What you will find is a team of portfolio administration experts led by Elaine Anderson. When you speak to the same person every time, you don't have to explain your position again and again, and there is an implied level of responsibility you won't find in a call centre or larger firm.

Likewise, our trading, broking, research and settlement teams are close enough that we can respond to your instruction quickly and effectively. And our in-house stock clearing and settlements team - a rarity in Queensland stockbroking - means that we have superior control over trades and can proficiently process your pre-tax adjustments. An outsourced settlements function just can't move so fast.

You are always in control. Your advisor and PPS team make no decisions and take no action without consulting you first. You will have 24 hour online access to your current portfolio position and you'll receive all contract notes detailing the shares which you buy or sell. You can elect to receive more information if you want (such as prospectuses), that's entirely up to you. And if you ever wish to take over the administration of your portfolio, you can cancel Burrell's PPS service with one month's written notice.

Your investments are registered in your name, and you're always in full control of them.

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How do we help?

Strategy

- Determine your risk profile and portfolio investment strategy.
- Review your investments including shares, term deposits, fixed interest securities, listed and unlisted property trusts and unlisted managed funds.
- Review your portfolio including portfolio valuation and performance, asset allocation, industry weightings, buy and sell recommendations.

Reporting and administration

- Provide 24 hour online access to your investment portfolio at www.burrell.com.au.
- Access your Cash Management Account for investment moneys and dividends while attracting wholesale rates of interest.
- Liaise with registries for payment of dividends and tax file numbers.
- Provide a full investment ledger service: listed investment transactions updated via daily contract notes and dividend payments.
- Manage your daily mail for investments including dividend statements, corporate actions, prospectuses.
- Maintain unlisted investment and term deposit transactions.
- Upload investment history (e.g. cost bases, corporate actions, dividend payments).
- Advise you of all corporate actions and provide our recommendation for action.
- Review your capital gains position to maximise tax benefits.
- Send you/your accountant an end of year accounting tax pack.

Research and information

- Provide you with Burrell Desktop software which provides stock prices and indices, trades and turnover, charts and market depth, market activity, company news and dividends. It also links to your own portfolio information: all only 20 minutes behind real-time.
- Send you our monthly *Burrell Bourse* bulletin covering Research Analyst's Market View, The Advisor Watchlist, Company News & Updates, BurrellBlog, Yield News, Fixed Interest Summary.
- Send you our *Daily Research Notes* covering Overnight News, Company Research, Market Insights, Company Updates.
- Send you *Burrell Alert* emails detailing opportunities arising from current market activity if appropriate to your portfolio.
- Provide ad hoc research as requested by you.
- Invite you to our Burrell Briefings at no cost.

Figure 1. You make all the decisions regarding your investments. *We just provide the support you've dreamt of.*

Get started

Burrell's PPS fees are totally transparent and in most cases your portfolio costs are tax deductible.

To discuss how the PPS service would work for you including the cost involved, or for a demonstration of the Burrell PPS technology, please contact us for an obligation-free conversation. We'd be happy to take you through it.

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b **www.burrell.com.au/news-and-events/the-burrell-blog**

General Advice Disclaimer

This document contains general information only and doesn't take into account your personal objectives, financial situation or needs. You should consider the appropriateness of the information in this document with regard to your objectives, situation and needs. You should obtain financial advice tailored to your circumstances. Contact us if you would like to speak to a qualified financial adviser.