

Centuria Investor

Centuria

User Guide



Centuria Investor











Centuria | INVESTOR

Centuria Investor is Centuria's online portal that provides fast 24/7 internet access.

View and manage your investments, link holdings, update personal information and apply for a new investment.

Key Features:

- Portfolio View;
- View and manage your personal information;
- Access online statements and advices;
- Cast direct proxy votes online;
- View information about your holdings; and
- What's New in Centuria Investor

 Home
 History
 Statements & Advices
 Voting
 Company Announcements
 Payment Instructions
Banking Information
Reinvestments & Donations
Savings Plans
 My Details
 Communication Options
 What's New
 Bonds

Register for a Centuria Investor Account

If you are not a registered user with Centuria Investor, you can register in three simple steps:

1. Visit CenturiaInvestor.com.au and select **Register now**
2. Complete the details on your Centuria Property Fund holding including your holding type (Unit Trust) and Unitholder Number, as provided in your last distribution or tax statement.
3. Select **“Register”** to set up your account

The screenshot displays the Centuria Investor website interface. At the top, it says "Welcome to Centuria Investor". Below this, there is a "Registered User Login" section with input fields for "Username" and "Password", a "Login" button, and a link for "Forgot Login Details?". Below the login section, there is a "Not a Registered User?" section with a "Register now" button and a link for "Individual investment access". To the right of the login section, there is a large image of a modern building and a dark box with the text "Centuria Diversified Property Fund" and "Maximize your property investing opportunities" with an "Invest now" button. At the bottom, there is a disclaimer: "We recommend using the latest version of Internet Explorer, Chrome, Firefox, Safari or Opera to access this site. If you are using an older browser, the site may not function as intended." and "This site requires popups to function. If you are using a popup blocker, please disable it for this site."

My Portfolio

- View your current holding balance
- View the value of your investment
- Update your contact information
- Consolidate your investments onto a single portfolio

The screenshot displays the Centuria Investor 'Portfolio view' interface. On the left is a dark navigation sidebar with icons and labels for Home, History, Statements & Advices, Voting, Company Announcements, Payment Instructions, My Details, Communication Options, What's New, and Bonds. The main content area is titled 'Portfolio view' and includes a 'Primary investor' section with a blurred name and an 'Edit details' link. To the right, a dark box shows the 'Approximate portfolio value*' as '\$36,938.47', with '2 Accounts' and '2 Holdings' listed below. The 'My portfolio' section features a table of holdings with columns for Security Class, Holdings, Close Price*, and \$Value*. The table lists 'Centuria Property Funds Limited' with a sub-row for 'Centuria Bottleyard Apartments Debt Fund' (30,000 units, 0.0000 price, N/A value) and 'Centuria Life Limited' with a sub-row for 'Centuria Australian Shares Fund' (13,034 units, 02-Aug-2019 price). An 'Add investor' button is in the top right of the table area. A disclaimer at the bottom explains the 'Close Price' for ASX-listed securities.

Security Class	Holdings	Close Price*	\$Value*	
Centuria Property Funds Limited				
Centuria Bottleyard Apartments Debt Fund - Unit Trust	30,000	0.0000 25-Jan-2019	N/A	Actions-
Centuria Life Limited				
Centuria Australian Shares Fund - Bond	13,034	02-Aug-2019		Actions-

History

This menu enables you to view your:

Holdings Balance

Results

PLEASE NOTE: The balances shown below may not be a complete record of your current holding as there may be transactions which are not yet registered.

Centuria Property Funds Limited
Centuria Geelong Office Fund
0100116367 - Unit Trust

Balance Details	No of Securities	\$Price	Price Date	\$Value
Holding Balance Date 08-Aug-2019	10,000.0000	1.0000	31/12/2018	10,000.00

*All times are displayed in Sydney time.

All results can be viewed online or printed as a PDF or Excel Report

History

This menu enables you to view your:

Transactions

Results

PLEASE NOTE: The balances shown below may not be a complete record of your current holding as there may be transactions which are not yet registered. [Download this report](#)

Transaction	Subregister	Reference	Number of Securities	Price	Total Securities	
Closing Balance				\$1.0000	10,000.0000	
24-May-2018 Application	Unit Trust	0100116367	10,000.0000	\$1.0000	10,000.0000	More Details ▾

Displaying all transactions since 01/07/2012.
No prior transactions exist.

All results can be viewed online or printed as a PDF or Excel Report

History

This menu enables you to view your:

Payments

Results

PLEASE NOTE: The balances shown below may not be a complete record of your current holding as there may be transactions which are not yet registered. [Download this report](#) 

Payment Type	Number of Securities	Net Payment	Calculation Currency	Method	
17-Jul-2019 UnitTrust	10,000.0000	\$59.18	AUD	EFT	More Details 
11-Jun-2019 UnitTrust	10,000.0000	\$61.15	AUD	EFT	More Details 
10-May-2019 UnitTrust	10,000.0000	\$59.18	AUD	EFT	More Details 
10-Apr-2019 UnitTrust	10,000.0000	\$61.15	AUD	EFT	More Details 
11-Mar-2019 UnitTrust	10,000.0000	\$55.23	AUD	EFT	More Details 

All results can be viewed online or printed as a PDF or Excel Report

Statements & Advices

Select the Issuer to view your **Statements & Advices**

Click “**View**” to print and download.

If you cannot see the statement you require here, you can search for past payments and retrieve details of income and tax via the left-hand menu tab, History and select Payments.

If you require a copy of the original statement received, these can be obtained by contacting Centuria Investor Services on 1800 182 257 (within Australia) or +61 2 9290 9689 (outside Australia) or email

Property.Enquiry@CenturiaInvestor.com.au

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Statements & Advices

Include Historical Investments

Issuer: Centuria Property Funds Limited

Description	Security Class	Date Sent	Email Address	Email Elected?	
Centuria Geelong Office Fund - June 2019 Distribution Statement	Centuria Geelong Office Fund	18-Jul-2019		Y	View
Centuria Geelong Office Fund - May 2019 Distribution Statement	Centuria Geelong Office Fund	11-Jun-2019		Y	View
Centuria Geelong Office Fund - April 2019 Distribution Statement	Centuria Geelong Office Fund	10-May-2019		Y	View
Investment Confirmation Statement - 29-05-2018 - Centuria Iskia Development Fund	Centuria Iskia Development Fund	29-May-2018	—	N	View
Investment Confirmation Statement - 26-04-2018 - Centuria Geelong Office Fund	Centuria Geelong Office Fund	26-Apr-2018	—	N	View

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Company Announcements

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To view and download your
Company Announcements such as:

- Annual Report
- Half Yearly and Quarterly Review
or
- Investor Updates

Select from the list or click “**View**”

The screenshot displays the Centuria Investor portal interface. On the left is a dark navigation menu with the following items: Home, History, Statements & Advices, Voting, Company Announcements (highlighted), Payment Instructions, My Details, Communication Options, and What's New. The main content area is titled 'Company Announcements' and features a 'Select Issuer' dropdown menu currently set to 'Centuria Property Funds Limited'. Below this is a table of announcements:

Company Announcements		
Centuria Diversified Property Fund - Quarterly Fund Update June 2019	29/07/2019	View
Centuria Geelong Office Fund - Quarterly Fund Update June 2019	08/07/2019	View
Centuria Iskia Development Fund - Quarterly Fund Update June 2019	08/07/2019	View
Centuria Property Funds - Quarterly Conference Call Schedule - August 2019	04/07/2019	View
FATCA and CRA FAQ - 2019	13/06/2019	View
Automatic Exchange of Information (AEOI) Self Certification Form	13/06/2019	View

Voting

If a meeting is open, you can cast your electronic vote online.

By clicking “**Vote**”, you will be prompted to enter your unique **Voter Access Code(VAC)**, which was provided on the meeting proxy form and proceed to cast your vote.

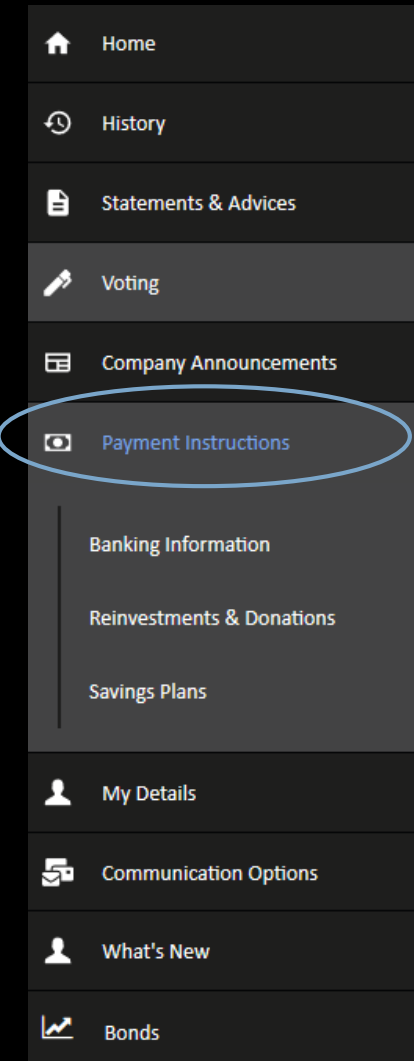
The screenshot shows the Centuria Investor Voting page. At the top, the header includes the Centuria | INVESTOR logo on the left and 'Contact us' and 'Log out' links on the right. A dark sidebar on the left contains a navigation menu with the following items: Home, History, Statements & Advices, Voting (highlighted), Company Announcements, Payment Instructions, My Details, Communication Options, and What's New. The main content area is titled 'Voting' and contains the following text: 'Cast your vote online for upcoming meetings listed below.' followed by a 'Refresh Page' button. Below this is a 'PLEASE NOTE:' box with the text: 'Voting Online will open in a new web browser window. If your web browser is running a pop up blocker, you may need to allow pop ups for this website, or use a different web browser. After allowing pop ups, you may have to click the "Vote" button again to access Voting Online.' At the bottom of the main content area, there is a note: 'No Issuer with online proxy voting available at this time.'

Payment Instructions

This menu allows investors to enter, delete or update

- Banking Information
- Distribution Reinvestment Plan or;
- Donation Plan Elections

You can **view**, **add** or **update** your payment instructions, including Bank Account, Reinvestment or Donation Plan Elections and Savings Plans if available.



Payment Instructions

1. Banking information

The Banking information screen will display any existing banking instructions recorded for each issuer. To add, update or delete simply follow the prompts and complete the relevant information

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Banking Information

The banking details that you have recorded for each issuer will be used for all future electronic payments from that issuer.

Include Historical Investments

Issuer	Currencies Available	Domicile	Payment Currency	Account Details	Account Name
<input type="checkbox"/> Centuria Property Funds Limited	Multiple	AUSTRALIA	AUD	Bank Code: <input type="text"/> Account Number: <input type="text"/>	MR & MRS <input type="text"/>

Payment Instructions

2. Reinvestments & Donations

This menu allows you to reinvest all or some of your dividend/distribution payments or donate some of payments towards a donation plan.

All active elections will be visible on screen.

To add, update or delete simply follow the prompts and complete the relevant information.

The screenshot displays the 'Reinvestments & Donation Plans' page in the Centuria Investor portal. The left-hand navigation menu includes options like Home, History, Statements & Advices, Voting, Company Announcements, Payment Instructions (highlighted), Banking Information, Reinvestments & Donations, My Details, Communication Options, and What's New. The main content area features a title 'Reinvestments & Donation Plans' and a message stating that these plans are available for certain issuers. It provides instructions on how to change preferences online or via BoardRoom. A checkbox for 'Include Historical Investments' is present, and a table with columns for Plan Type, Plan Name, and Participation is shown, currently displaying 'There are no results to display.'

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Reinvestments & Donation Plans

Reinvestment & Dividend Donation Plans are available for the following issuers

Reinvestment plans allow you to reinvest some or all of your dividend payments to acquire new holdings. Some issuers also offer donation plans, allowing you to donate some or all of your dividend payments to one or more charities supported by the issuer. Participation in reinvestment and/or donation plans is optional. The participation details set here will apply to all future payments until you change them.

You can change your preferences online for some issuers below.

Alternatively, you can change your preferences by completing and posting a new election form to BoardRoom. If you need further information please contact us.

Include Historical Investments

Plan Type	Plan Name	Participation
There are no results to display.		

My Details

1. Linked Investors

The ability to view and manage the administration of multiple holdings within a single login.

Add

Select either the Registration or Centuria Investor Details to identify the investor to be added to the portfolio/

Once investor receives and approves the request, the investor's holdings will be added to your Centuria Investor Portfolio. You can remove the investor from your Centuria Investor portfolio at any time.

Remove

Click the “**Remove**” button next to the investor's name in your portfolio.

Add Investor to Your Centuria Investor Portfolio

Complete the investor's details below and send them an Centuria Investor portfolio authorisation request.

Once they approve the request, the investor's holdings will be added to your Centuria Investor portfolio. You can remove the investor from your Centuria Investor portfolio at any time.

Please select one of the following options to identify the investor:

Registration Details Centuria Investor Details

To help us identify the investor, please enter their registrations details.

All the investments held under the investor will be included in this request.

Issuer Enter name or code	Holding Type Please Select
Reference Number Enter SRN/HIN/Unitholder Number	Name Enter all or part of registered name
Postcode (if Australian Holding Address)	Country (if outside Australia) Please Select

I have read and accept the terms and conditions.

VERIFY **CANCEL**

Add Investor to Your Centuria Investor Portfolio

Complete the investor's details below and send them an Centuria Investor portfolio authorisation request.

Once they approve the request, the investor's holdings will be added to your Centuria Investor portfolio. You can remove the investor from your Centuria Investor portfolio at any time.

Please select one of the following options to identify the investor:

Registration Details Centuria Investor Details

To help us identify the investor, please enter their Centuria Investor details.

Centuria Investor Username	Name Enter all or part of registered name
Postcode (if Australian Holding Address)	Country (if outside Australia) Please Select

I have read and accept the terms and conditions.

VERIFY **CANCEL**

My Details

2. Contact Details

You can view and update your personal details, such as address, email and mobile phone numbers.

Contact Details

Investor Name		
MRS [REDACTED] & MR [REDACTED]		
Issuers	Registered Address	Email Address
Centuria Property Funds Limited	[REDACTED]	[REDACTED]
		Mobile Phone
		[REDACTED]

UPDATE

My Details

3. Tax File Number

You can check to see if a Tax File Number has been recorded, update or removed. Simply Click the Issuer and either Update or select Remove to Delete.

Tax File Number

The Australian Tax File Number details that you have recorded for each issuer will be used for all future payments from that issuer.

Include Historical Investments

<input type="checkbox"/> Issuer	Status
<input type="checkbox"/> Centuria Property Funds Limited	Quoted

UPDATE

REMOVE

My Details

4. FATCA- CRS Information

Australia is one of many countries that has passed laws and entered into international agreements for the Automatic Exchange of Information (AEOI) to assist in making sure everyone pays the right amount of tax.

Click “**Update**” to provide or update your FATCA- CRS status for your investment.

FATCA-CRS Information

Australia is one of many countries that has passed laws and entered into international agreements for the Automatic Exchange of Information (AEOI) to assist in making sure everyone pays the right amount of tax.

As a result, we are required to identify foreign tax residents and report their details and relevant financial account information to the Australian Tax Office (ATO). The ATO will then exchange this information with other countries who have passed similar laws.

There are two AEOI laws that may affect you: the Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS).

[What is FATCA?](#)

[What is CRS?](#)

Please provide your FATCA-CRS status for your investment in the following issuers

Include Historical Investments

Issuer	Investor Type	
Centuria Property Funds Limited	None	Update

Prior to 1 July 2017, we were only required to report your FATCA status to the United States government. To view historical information relating to your FATCA status, please [click here](#).

My Details

5. Change your Username

Simply enter the current username, new username and password to update your details online.

Change Username

Current Username

New Username (6 to 32 characters long) ?

Current Password

UPDATE

6. Change your Password

To update your current password, simply enter your current password, new password and confirm.

Change Password

Current Password

New Password (8 to 32 characters long) ?

Confirm New Password

UPDATE

Communication Options

You can elect a **default option** for your communication preferences per category, or for **specific communication** types. Simply select your preference and update.

Home

History

Statements & Advices

Voting

Company Announcements

Payment Instructions

Banking Information

Reinvestments & Donations

Savings Plans

My Details

Communication Options

What's New

Bonds

Communication Options

Default Communication Preferences

Select your preferred communication option as default for all communications within each category.

Category	Preference	
Reports Includes annual, quarterly and financial reports.	Email	<input type="button" value="Edit"/>
Notices Notice of Meeting documents, including proxy/voting forms for Annual General Meetings, General Meetings or Unitholder Meetings.	Post	
Statements Includes holding statements, distribution or dividend statements, and annual tax statements.	Email	
Announcements Marketing and general company announcements.	Email	

Individual Communication Preferences

For each individual communication, you can apply default category settings or override them with your preferred communication option.

Issuer	Category	Communication	Preference	
Centuria Property Funds Limited	Reports	Other Correspondence (Review Magazine)	None	<input type="button" value="Edit"/>
	Reports	Annual and Half Year Financial Report Election	Your default (Email)	
	Notices	Notices	Email	
	Statements	Statements	Your default (Email)	
	Announcements	Announcements	Your default (Email)	
	Announcements	Privacy	Your default (Email)	

What's New

Access “What's New” to help guide you how to use the latest features

Centuria | INVESTOR MRS SARA THOMASINA RALSTON & MR DEAN RUSSELL RALSTON Contact us Log out

What's New in Centuria Investor

Improved Navigation

We've rearranged items in the website navigation to help you find the information you need in Centuria Investor. You can also easily switch between securities and issuers inside these web pages, where relevant.

Inside the 'History' menu, you can find your holding balance history, payment history and transaction history.

Inside the 'Payment Instructions' menu, you can update your banking information and reinvestments & donation plans.

Inside the 'My Details' menu, you can update details such as communication options, contact details and tax file number.

[Watch Video](#)

Improved Centuria Investor Registration Process

To streamline the registration process, we now offer investors security verification through their email and mobile phone details saved in the registry. For security reasons, if investors don't have these details saved in the registry and have a portfolio size of over \$50,000, we'll still require a security verification by posting an activation code to their registered address.

For investors who have already created a Centuria Investor username and have a temporary password, they can log into Centuria Investor through the 'registered user login' section. For investors who have a temporary password but have not created a Centuria Investor username, please register for Centuria Investor.

[Register Now](#) [Watch Video](#)

Link All Your Holdings Under One Centuria Investor Login

You can now manage multiple holdings by creating a Centuria Investor portfolio. You can have up to 10 investors within your portfolio.

[View New Feature](#) [Watch Video](#)

Investor Name	Holdings
Diana	2 Holdings
Harris	3 Holdings
Caroly	1 Holding

FAQs

What is my reference number and how do I get it?

The reference number can be found on holding and distribution statements.

I can't find my statement and need the reference number, what do I do?

Please contact Centuria Investor Services on 1800 182 257 (within Australia) or call +61 2 9290 9689 (outside Australia).

Forgot your login details

Go to CenturiaInvestor.com.au and click "Forgot Login Details" and follow the prompts on screen.

Can I view my holdings without creating an account?

Yes you can. You can click on the Individual Investment Access link and enter your details to view your personal details and holding information.