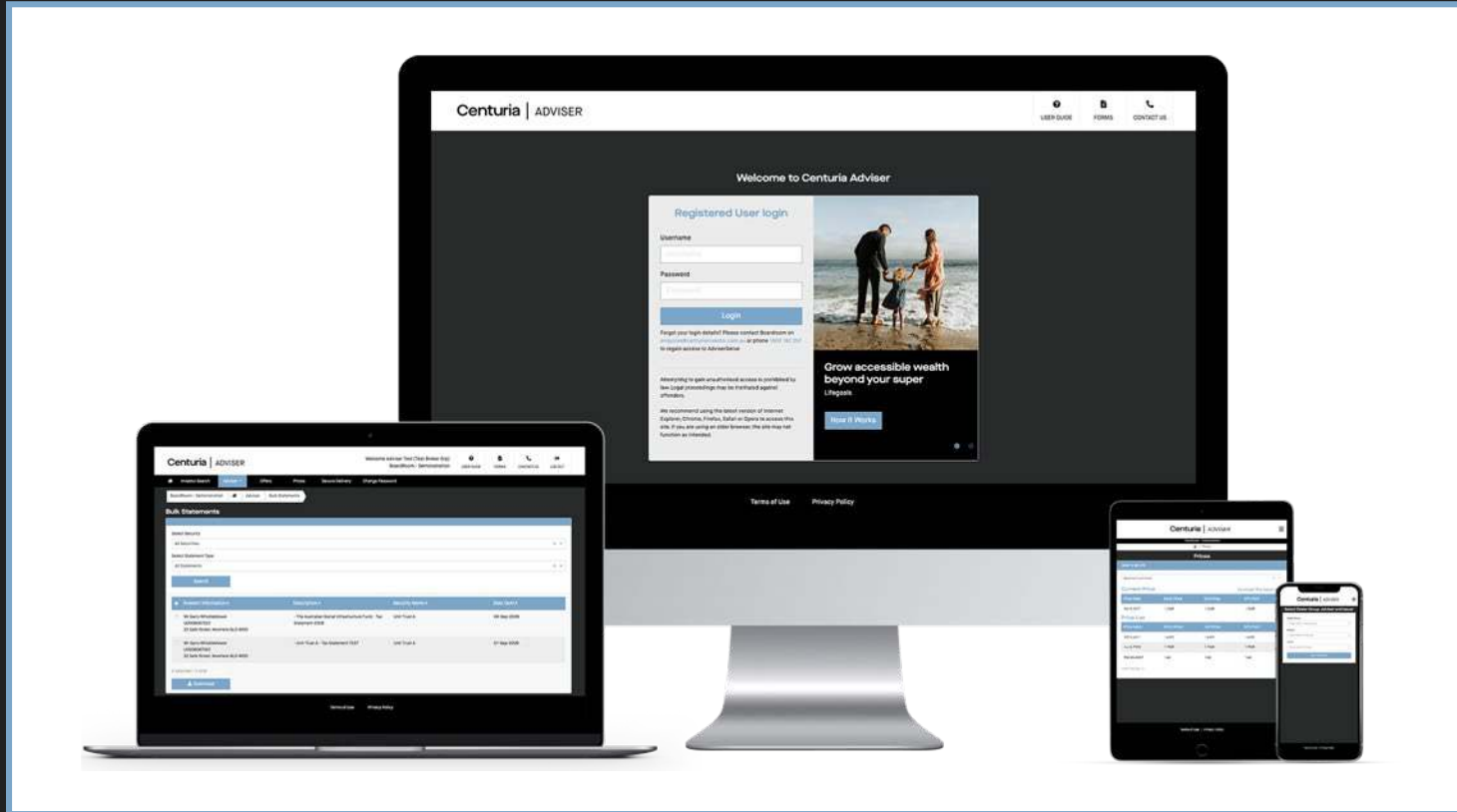


Centuria Adviser

Centuria

User Guide



Centuria Adviser provides advisers and dealer groups the ability to search and access essential information regarding their client's investments, 24/7, anywhere you have an internet connection.

Benefits of using Centuria Adviser include:

- Quick and easy access to your investor's investment portfolio, transaction history and payment history;
- Real-time reports at your fingertips;
- Ability to download investor's distribution and annual tax statements;
- New bulk statement download facility allows you to download multiple statements of all your investors at the one time;
- View the offer application status of your investors; and
- View Adviser service fees and investment summary.

Accessing Centuria Adviser

Step 1:

To arrange access to Centuria Adviser, please contact Centuria Investor Services directly on Adviser.Enquiry@CenturiaInvestor.com.au or phone 1800 182 257. You will be issued with a login ID (username) and temporary password.

Step 2:

Access Centuria Adviser via www.centuriaadviser.com.au.

Note: If you are currently a registered user please log in to the new Centuria Adviser with your existing username and password. If you are currently a registered user but have forgotten your username or password, please contact Centuria Investor Services via the contact details mentioned in Step 1.

Centuria | ADVISER

FORMS CONTACT US

Welcome to Centuria Adviser

Registered User login

Username
Username

Password
Password

Login

Forgot your login details? Please contact Boardroom on enquiries@centuriainvestor.com.au or phone 1800 182 257 to regain access to AdviserServe

Attempting to gain unauthorised access is prohibited by law. Legal proceedings may be instituted against offenders.

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.

Grow accessible wealth beyond your super Lifegoals

How It Works

Terms of Use Privacy Policy

Accessing Centuria Adviser

Step 3:

Enter your username and password, then select “**Login**”. At this point you can change your password to something more memorable.

Note: Passwords are case sensitive.

Step 4:

If you are a dealer group and have access to multiple issuers and advisers, select the issuer and adviser you would like to view.

After making your selection, select “**Save Selection**”.

You are now able to use the navigation menu to view details and run reports on selected issuer and adviser(s).

Note: You can change issuers and advisers by selecting the “**Home**” button on the left of the menu bar.

The screenshot shows the Centuria Adviser web application interface. At the top, there is a navigation bar with the Centuria logo and the word 'ADVISER'. To the right of the logo are four icons with corresponding text: 'USER GUIDE', 'FORMS', 'CONTACT US', and 'LOG OUT'. Below the navigation bar is a dark grey bar with a home icon and the text 'Select Dealer Group, Adviser and Issuer'. The main content area is a white box containing three dropdown menus: 'Dealer Group' (with the placeholder text 'Please select a dealer group'), 'Adviser' (with the placeholder text 'Please select an adviser'), and 'Issuer' (with the placeholder text 'Please select an issuer'). Below these dropdowns is a blue button labeled 'Save Selection'. At the bottom of the page, there is a dark grey footer with the text 'Terms of Use' and 'Privacy Policy'.

Investor Search

This tab is specific to your investors.

Step 1:

Click on the “Investor Search” tab after selecting the issuer and adviser on the homepage. All your investors will appear on the screen.

You can also select either “Reference Number” or “Keyword” to conduct a search for specific investor.

U Unitholder

B Bond Number

N Policy Number

Ensure the prefix letter is in upper-case.

Alternatively, you can enter part of the holding name in the keyword search option.

The screenshot shows the Centuria Adviser Investor Search page. The top navigation bar includes the Centuria Adviser logo, a welcome message for a test user, and links for User Guide, Forms, Contact Us, and Log Out. Below this is a secondary navigation bar with tabs for Investor Search, Adviser, Offers, Prices, Secure Delivery, and Change Password. The main content area is titled 'Investor Search' and features a search input field with a dropdown menu set to 'All Securities'. Search options include 'All' (selected), 'Reference Number', and 'Keyword'. A 'Search' button is located to the right of the search input. Below the search options is a 'Results' section with a 'Download This Report' link. The results table has columns for Investor, Reference, Security, Units, Value, Closing Price Date, and Closing Price. One result is shown for 'Mr Garry Whistleblower' with a reference number of U0008067023, security of Unit Trust A, units of 275,000.0000, value of 275,000.0000, closing price date of 29/10/2019, and closing price of 1.0000. At the bottom of the results section, it indicates '0 selected / 1 total'. The footer contains links for Terms of Use and Privacy Policy.

Investor	Reference	Security	Units	Value	Closing Price Date	Closing Price
Mr Garry Whistleblower 22 Safe Street, Nowhere QLD 4000	U0008067023	Unit Trust A	275,000.0000	275,000.0000	29/10/2019	1.0000

Investor Search

Step 2:

You can select to search for the investor in all securities or a specific security if the search is conducted using the “**Keyword**” option.

Step 3:

The results will display a brief summary of the investor and their holding balances.

Step 4:

You can view further information for each investor by selecting “**Investor Name**”.

Note: You can also download the results into a PDF or Excel file.

The screenshot displays the Centuria ADVISER Investor Search interface. At the top, there is a navigation bar with the Centuria logo and 'ADVISER' text. The user is logged in as 'Welcome Adviser Test (Test Broker Grp) BoardRoom - Demonstration'. The main navigation menu includes 'Investor Search', 'Adviser', 'Offers', 'Prices', 'Secure Delivery', and 'Change Password'. The 'Investor Search' page is active, showing a search form with the following elements:

- Search by: All Reference Number Keyword
- Enter keyword:
- Select security:
- Search button

Below the search form, the results are displayed in a table. A 'Download This Report' link is available. The table has the following columns: Investor, Reference, Security, Units, Value, Closing Price Date, and Closing Price.

Investor	Reference	Security	Units	Value	Closing Price Date	Closing Price
<input type="checkbox"/> Mr Garry Whistleblower 22 Safe Street, Nowhere QLD 4000	U0008067023	Unit Trust A	275,000.0000	275,000.0000	29/10/2019	1.0000

At the bottom of the results section, it shows '0 selected / 1 total'. The footer contains links for 'Terms of Use' and 'Privacy Policy'.

Investor Search

Once an investor is selected, a summary of their details with a navigation menu for further information is displayed.

Investor information is available in the navigation menu, categorised under:

- Summary;
- Details;
- History; and
- Statements & Advices.

Further options under these menus include:

- Investor Summary;
- Holding Balance;
- Tax Status;
- Contact Details;
- Transaction & Payment History; and
- Online Statement/Advices.

The screenshot shows the Centuria Adviser interface. At the top, there is a navigation bar with the Centuria logo and 'ADVISER' text. To the right, it says 'Welcome Adviser Test (Test Broker Grp) BoardRoom - Demonstration' and includes links for 'USER GUIDE', 'FORMS', 'CONTACT US', and 'LOG OUT'. Below this is a secondary navigation bar with 'Investor Search', 'Adviser', 'Offers', 'Prices', 'Secure Delivery', and 'Change Password'. The main content area has a breadcrumb trail: 'BoardRoom - Demonstration > Investor Search > Summary'. A 'Search Again' button is visible. The page title is 'Investor Summary Mr Garry Whistleblower'. Below the title is a tabbed menu with 'Summary', 'Details', 'History', and 'Statements & Advices'. The 'Details' tab is active, showing 'Investor Details' for MR GARRY WHISTLEBLOWER. A 'Download PDF Report' link is present. The details are organized into sections: Address (22 SAFE STREET, NOWHERE QLD 4000), Reference (I00071352617 / U0008067023), Email Address (uat@boardroomlimited.com.au), TFN/ABN (Not Quoted), and Banking Details (Not Recorded). Below this is the 'Current Balances' section, which is a table with columns for Security, Price Date, Price, Balance, and Value. It lists two entries: Fully Paid Ordinary Shares and Unit Trust A. The 'Recent Transactions' section is also a table with columns for Security, Subregister, Date, Description, and Unit Movement. It lists four transactions, all for Fully Paid Ordinary Shares, dated 15/07/2016, under the 'Issuer Sponsored' subregister, with descriptions of 'Distribution Plan Allotment' and unit movements of 2,201, 6,605, 6,605, and 3,302. A 'View All' link is provided for the transactions.

Security	Price Date	Price	Balance	Value
Fully Paid Ordinary Shares	01/04/2019	1.09	685,912	747,644.08
Unit Trust A	29/10/2019	1.0000	357,698.0000	357,698.00

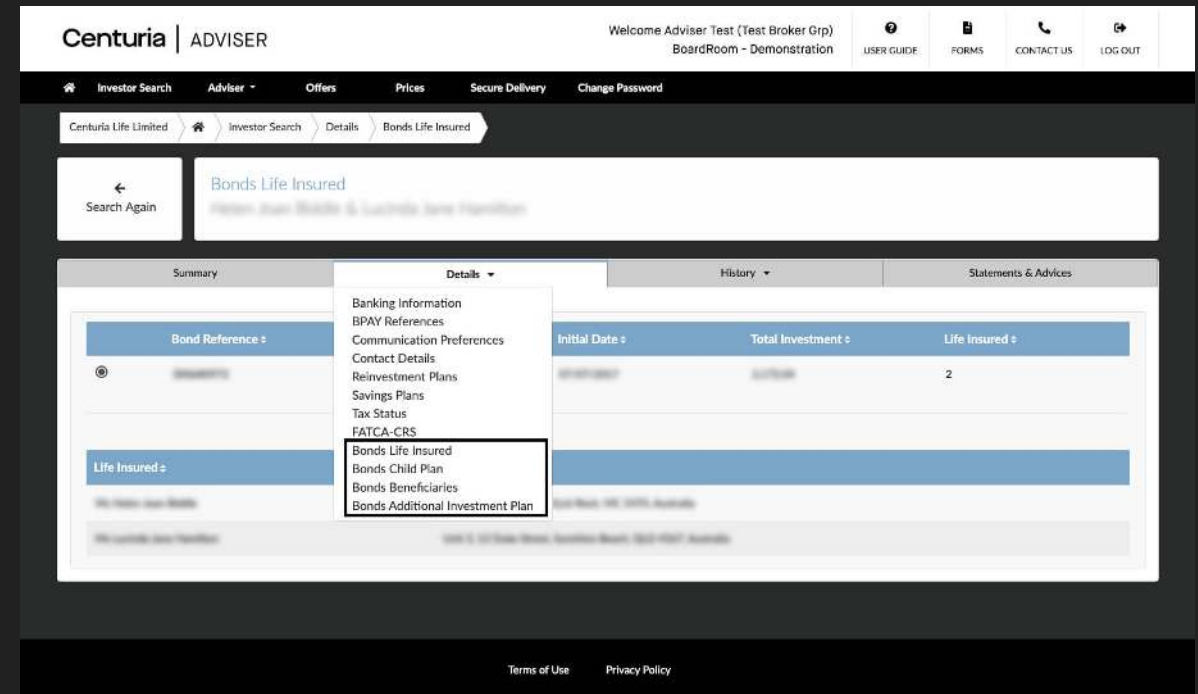
Security	Subregister	Date	Description	Unit Movement
Fully Paid Ordinary Shares	Issuer Sponsored	15/07/2016	Distribution Plan Allotment	2,201
Fully Paid Ordinary Shares	Issuer Sponsored	15/07/2016	Distribution Plan Allotment	6,605
Fully Paid Ordinary Shares	Issuer Sponsored	15/07/2016	Distribution Plan Allotment	6,605
Fully Paid Ordinary Shares	Issuer Sponsored	15/07/2016	Distribution Plan Allotment	3,302

Bonds

If the investor holds investments under Centuria Bonds, you can access Bond details by selecting the “**Details**” tab in the navigation menu from the Investor Summary page.

This includes:

- Bonds Life Insured;
- Bonds Child Plan;
- Bonds Beneficiaries; and
- Bonds Additional Investment Plan.



Adviser

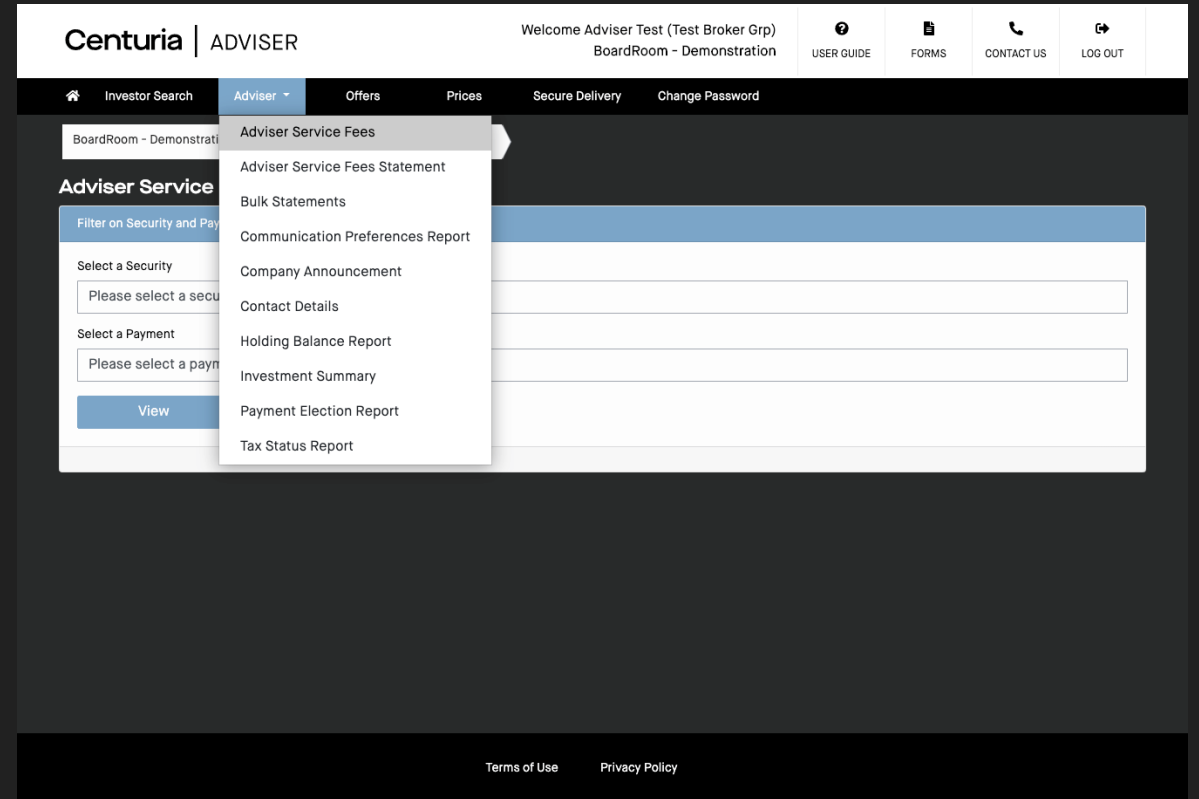
This tab is specific to an adviser or dealer group linked to an investor in unlisted funds or bonds and assigned to the User.

Reporting functions related to advisers include:

- Contact details;
- Service fees;
- Fee statements;
- Bulk statements; and
- Investment summaries.

Note:

- Not all reports have the ability to run for multiple classes
- Not all reports can be exported into both PDF and Excel
- Selected reports can be viewed immediately on-screen without having to visit Secure Delivery



Adviser Reporting

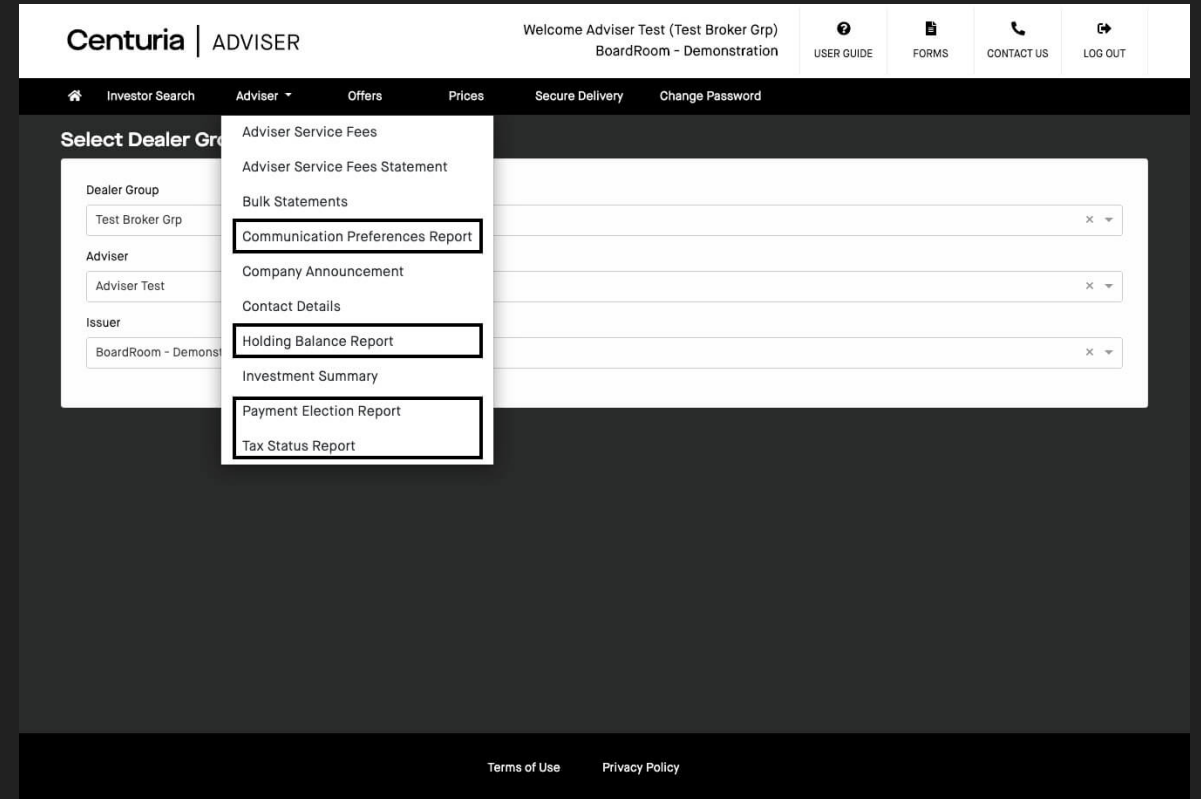
Step-by-step instructions and helpful on-screen tips are available to guide you through generating reports.

Further information is available using the help button.

Reports available on Centuria Adviser include:

- Holding balance report;
- Payment election report;
- TFN status report; and
- Communication preference report.

Selected reports have the ability to run per fund or for multiple funds.



Adviser Reporting

Click “**Adviser**” and select a report you wish to run.
(i.e. Adviser > Holding Balance Report)

Steps for generating reports:

Step 1: Select the fund(s)

Step 2: Select your reporting preference

Step 3: Click “**Generate Report**”. The report will then be available in Secure Delivery (see section about Secure Delivery)

Note:

- Not all reports have the ability to run against multiple funds
- Not all reports can be exported into both PDF and Excel
- Selected reports can be viewed immediately on-screen without having to visit Secure Delivery

The screenshot shows the Centuria Adviser web interface. At the top, there is a navigation bar with the Centuria logo and 'ADVISER' text. On the right side of the navigation bar, there is a welcome message: 'Welcome Adviser Test (Test Broker Grp) BoardRoom - Demonstration'. Below the navigation bar, there are several menu items: 'Investor Search', 'Adviser', 'Offers', 'Prices', 'Secure Delivery', and 'Change Password'. The 'Adviser' menu is currently selected. Below the navigation bar, there is a breadcrumb trail: 'BoardRoom - Demonstration > Adviser > Holding Balance Report'. The main content area is titled 'Holding Balance Report' and contains a 'Report Criteria' section. This section has three steps: 1. 'Select one or more securities' with a dropdown menu labeled 'Select Security'; 2. 'Holding balance (as at) date' with a date input field showing '07/05/2020' and a calendar icon; 3. 'Select your reporting preference' with a checkbox labeled 'Include Nil Holders'. At the bottom of the form, there is a blue 'Generate Report' button and a note: 'Note: Your report will be delivered to Secure Delivery'. In the footer, there are links for 'Terms of Use' and 'Privacy Policy'.

Offers

The **Offers** Menu shows all open and closed offers.

You can access the product disclosure statements (PDS) or information memorandums (IM) related to each offer.

If you wish to apply on behalf of an investor, select the apply icon and follow the prompts. A confirmation pop-up will appear and an email sent to confirm your application has been submitted.

You can also access the current status of the application.

For some Fund Managers, the bookbuild information details can be accessed.

The screenshot displays the 'Offers' section of the Centuria ADVISER interface. At the top, there is a navigation bar with 'Centuria | ADVISER' on the left and 'Welcome Adviser Test (Test Broker Grp) BoardRoom - Demonstration' on the right. Below this, a secondary navigation bar includes 'Investor Search', 'Adviser', 'Offers' (highlighted), 'Prices', 'Secure Delivery', and 'Change Password'. A breadcrumb trail shows 'BoardRoom - Demonstration' and 'Offers'. The main content area is titled 'Offers' and contains a table with the following data:

Offer Name	Status	Open/Closed Dates	Actions
Demo - Online Application Offer	Open	16/12/2019 - N/A	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
demo for online app	Open	17/12/2019 - N/A	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
Boardroom Demo - Online Application Offer	Open	18/11/2019 - N/A	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
demo for online app	Open	18/11/2019 - 18/11/2020	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
Demo - Online Application Offer	Open	08/11/2019 - N/A	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
demo for online app	Open	07/07/2015 - N/A	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
Demo - Online Application Offer	Open	19/12/2016 - N/A	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
demo for online app	Open	11/02/2020 - N/A	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
Demo - Online Application Offer	Closed	01/11/2006 - 28/12/2018	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]
IPO Online Offer	Open	10/10/2016 - 26/12/2020	[Apply] [PDS] [IM] [Status] [Fees] [Book Build]

At the bottom of the table, there is a legend for the action icons: [Apply] Application Link, [PDS] PDS, [IM] Investor Application Status, [Status] Adviser Service Fees, and [Book Build] Book Build. The footer of the page includes links for 'Terms of Use' and 'Privacy Policy'.

Prices

The tab enables you to:

- View current and historical prices of all funds/bonds; and
- Download the historical prices in Excel format.

The screenshot displays the 'Prices' tab in the Centuria Adviser interface. The page title is 'Prices' and the selected security is 'Secured Loan Fund'. The 'Current Price' section shows a price of 1.2345 as of Oct 6, 2017. The 'Price List' section shows a table of historical prices for three dates: Oct 6, 2017 (1.2345), Jun 4, 2015 (1.2345), and May 20, 2004 (1.62). A 'Download This Report' button is available for the current price. The footer contains links for 'Terms of Use' and 'Privacy Policy'.

Centuria | ADVISER

Welcome Adviser Test (Test Broker Grp)
BoardRoom - Demonstration

USER GUIDE FORMS CONTACT US LOG OUT

Investor Search Adviser Offers Prices Secure Delivery Change Password

BoardRoom - Demonstration Prices

Prices

Select a security

Secured Loan Fund

Current Price

Download This Report

Price Date	Entry Price	Exit Price	NTA/NAV
Oct 6, 2017	1.2345	1.2345	1.2345

Price List

Price Date	Entry Price	Exit Price	NTA/NAV
Oct 6, 2017	1.2345	1.2345	1.2345
Jun 4, 2015	1.2345	1.2345	1.2345
May 20, 2004	1.62	1.62	1.62

Total records: 3

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Secure Delivery

Many reports (i.e. Holding Balance Report, Bulk Statements, etc.) are sent to Secure Delivery.

Additionally, BoardRoom may send reports directly to your Secure Delivery. This is a secure portal and the preferred method of sending files between BoardRoom and the Adviser.

To search for a specific report, re-order the list by security name, report name or date created. You can also filter by date range.

Reports can be downloaded multiple times. You can delete reports manually or through automatic removal after 30 days.

The screenshot displays the Centuria Adviser Secure Delivery interface. At the top, there is a navigation bar with the Centuria Adviser logo, a welcome message for 'Adviser Test (Test Broker Grp) BoardRoom - Demonstration', and utility links for User Guide, Forms, Contact Us, and Log Out. Below this is a secondary navigation bar with links for Investor Search, Adviser, Offers, Prices, Secure Delivery (highlighted), and Change Password. The main content area shows a breadcrumb trail for BoardRoom - Demonstration > Secure Delivery. A 'Filter by date' section allows users to view reports from 23-04-2020 to 07-05-2020, with a Refresh button. A yellow message box states: 'Some reports take a few moments to generate. If you cannot see your report, try refreshing the page again.' Below this is a table of results with columns for Security, Report, Description, Created, Last View, and Removal Date. Two reports are listed: 'Secured Loan Fund' (Adviser Serve Communication Preference Report) and 'All Securities' (Adviser Holdings Report). A 'Delete' button is visible at the bottom left, and a note at the bottom right states: '*Note: All times are displayed in Sydney time.' The footer contains links for Terms of Use and Privacy Policy.

Security	Report	Description	Created	Last View	Removal Date
<input type="checkbox"/>	Secured Loan Fund	Adviser Serve Communication Preference Report	06-May-2020 4:37:07 PM	Not viewed	07-Nov-2021 04:37:07 PM
<input type="checkbox"/>	All Securities	Adviser Holdings Report	05-May-2020 12:16:47 PM	Not viewed	06-Nov-2021 12:16:47 PM

I forgot my password or I've lock myself out.

Contact Centuria Investor Services to reset your password.

Can I make amendments to an Investors details such as phone number or email address?

No, only the investor can make changes online. All other details must come through the registry.

I can't see a particular Fund Manager as an Issuer when I log in.

This means you have not been set-up in the registry system as an adviser for that Fund Manager. Please contact Centuria Investor Services. You'll need to supply: Adviser Name, Adviser Email, Adviser Phone Number, Adviser Code (if known) and Dealer Group.

I can't see one of my client's holdings when I log in.

This means you have not been set-up in the registry system as the adviser for that client. This could be because the original application form did not include those details. Please contact Centuria Investor Services. You'll need to supply: Adviser Name, Adviser Email, Adviser Phone Number, Adviser Code (if known), Dealer Group AND a Signed Appointment of Authorised Representative form completed by the investor.

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