

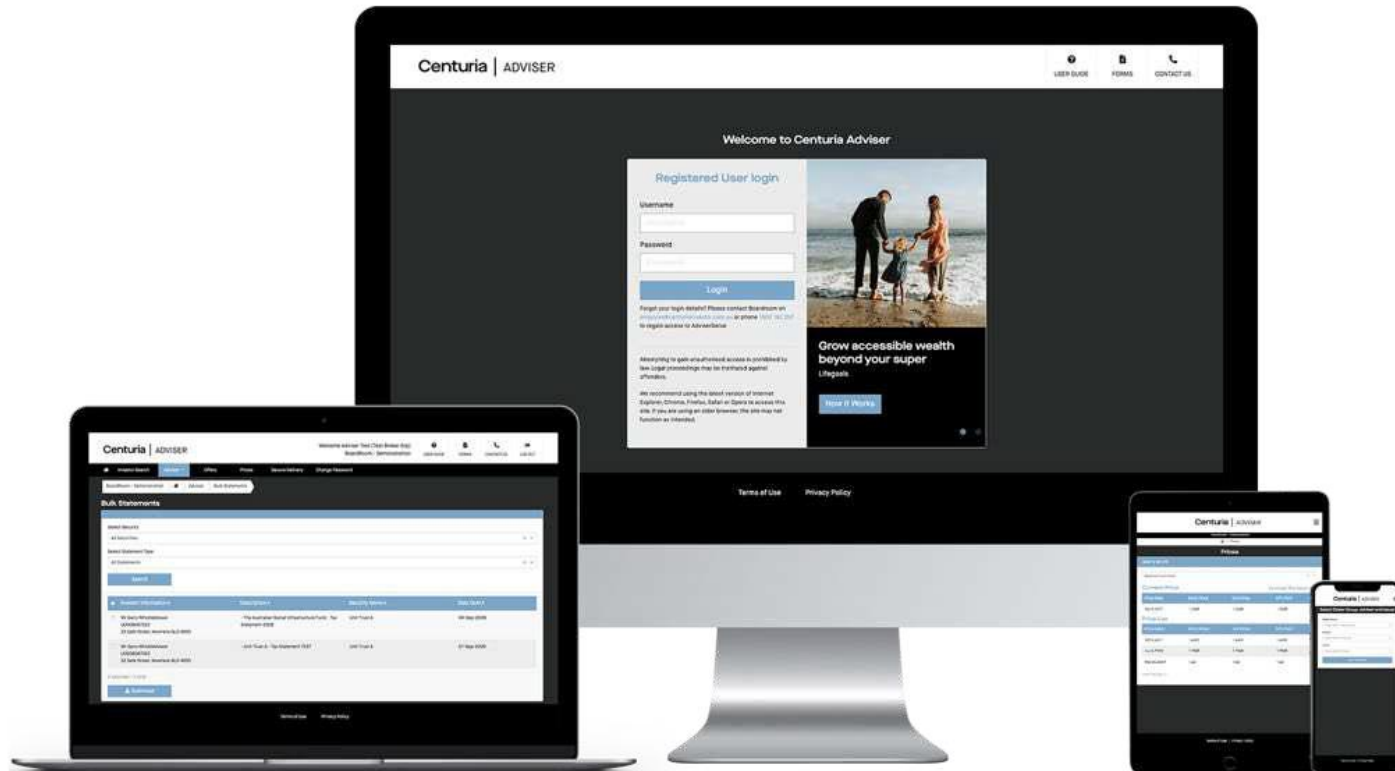
Centuria Adviser

User guide

Centuria

Centuria Adviser

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.



Key benefits:

- 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
- 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 Centuria Adviser with your existing username and password.

If you are 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 Adviser.Enquiry@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 Human Rights Policy

Accessing Centuria Adviser (...cont)

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.

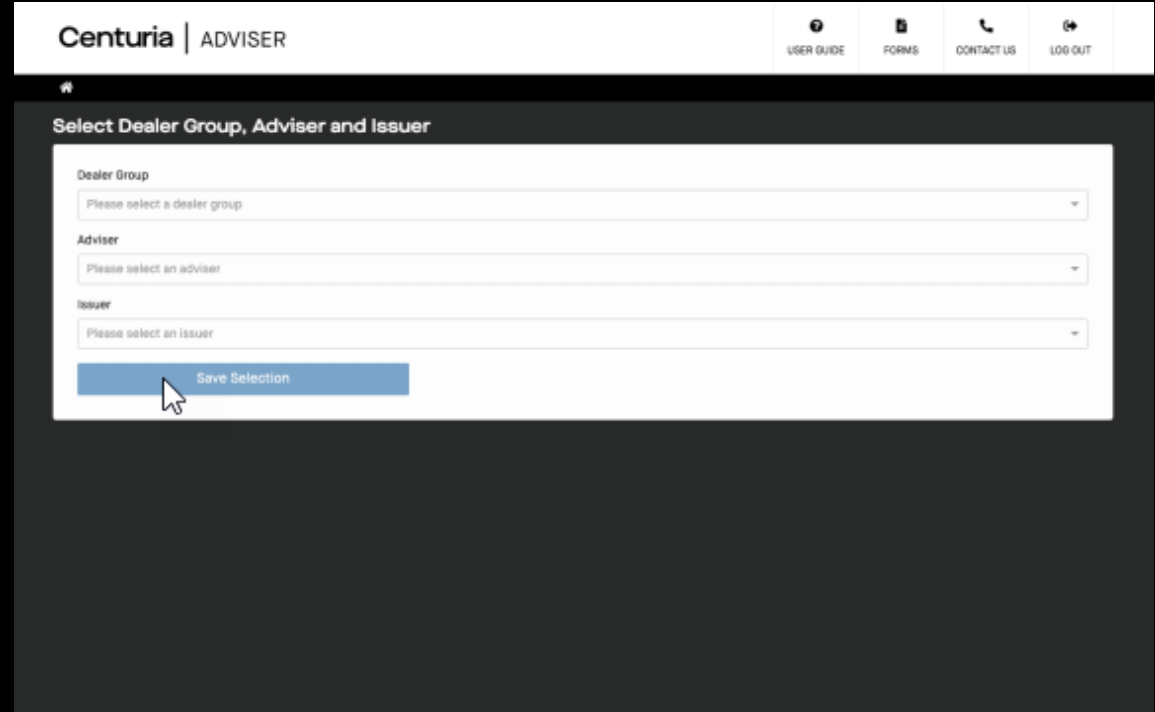
Step 4:

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 displays the Centuria Adviser web application interface. At the top, the header reads "Centuria | ADVISER". To the right of the header are four navigation links: "USER GUIDE", "FORMS", "CONTACT US", and "LOG OUT". Below the header, the main content area is titled "Select Dealer Group, Adviser and Issuer". This area contains three dropdown menus: "Dealer Group" with the placeholder text "Please select a dealer group", "Adviser" with "Please select an adviser", and "Issuer" with "Please select an issuer". Below these dropdowns is a blue button labeled "Save Selection". A mouse cursor is positioned over the "Save Selection" button. At the bottom of the page, there are two links: "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

I Issuer sponsored

C CHESS

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 web application. The top navigation bar includes the Centuria logo, 'ADVISER', and a welcome message: 'Welcome Adviser Test (Test Broker Grp) BoardRoom - Demonstration'. There are links for 'USER GUIDE', 'FORMS', 'CONTACT US', and 'LOG OUT'. The main navigation menu has 'Investor Search' selected, along with 'Adviser', 'Offers', 'Prices', 'Secure Delivery', and 'Change Password'. The breadcrumb trail shows 'BoardRoom - Demonstration' > 'Investor Search'. The 'Investor Search' section has a search input field with the placeholder 'Enter your search'. Below it are radio buttons for 'All', 'Reference Number', and 'Keyword'. A 'Select Security' dropdown menu is set to 'All Securities', with a 'Search' button to its right. The 'Results' section shows a table with columns: 'Investor s', 'Reference', 'Security', 'Units', 'Value', 'Closing Price Date', and 'Closing Price'. A single result is displayed for 'Mr Gary Whistleblower' with address '22 Safe Street, Nowhere QLD 4000'. The table row shows: Reference: U0008067023, Security: UNIT Trust A, Units: 275,000.0000, Value: 275,000.0000, Closing Price Date: 29/10/2019, Closing Price: 1.0000. At the bottom of the results, it says '0 selected / 1 total'. A 'Download This Report' link is also present. The footer contains 'Terms of Use' and 'Privacy Policy'.

Investor search (...cont)

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 shows the Centuria Adviser web application interface. The top navigation bar includes the Centuria logo, 'ADVISER', and a welcome message: 'Welcome Adviser Test (Test Broker Grp) BoardRoom - Demonstration'. There are links for 'USER GUIDE', 'FORMS', 'CONTACT US', and 'LOG OUT'. 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 fields:

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

The results section displays a table with the following data:

Investor s	Reference	Security	Units	Value	Closing Price Date	Closing Price
<input type="checkbox"/> Mr Gary Whistleblower 22 Safe Street, Nowhere QLD 4000	U0006067023	Unit Trust A	275,000.0000	275,000.0000	29/10/2019	1.0000

At the bottom of the results section, it says '0 selected / 1 total'. There is also a 'Download This Report' link.

Investor search (...cont)

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
- Statements & advices.

Further options under these menus include:

- Investor summary
- Holding balance
- Tax status
- Contact details
- Transaction & payment history
- Online statement/advices.

The screenshot shows the Centuria Adviser interface. At the top, there is a header 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 the header is a navigation bar with 'Investor Search', 'Adviser', 'Offers', 'Prices', 'Secure Delivery', and 'Change Password'. The main content area is titled 'Investor Summary Mr Garry Whistleblower' and has a 'Search Again' button. Below this is a tabbed interface with 'Summary', 'Details', 'History', and 'Statements & Advices'. The 'Details' tab is active, showing 'Investor Details' for MR GARRY WHISTLEBLOWER. It includes fields for Address (22 SAFE STREET, NOWHERE GLD 4000), Reference (100071352617 / U0008067023), Email Address (wh@boardroomlimited.com.au), TFN/ABN (Not Quoted), and Banking Details (Not Recorded). There is a 'Download PDF Report' link. Below the details is a 'Current Balances' table with columns for Security, Price Date, Price, Balance, and Value. It lists 'Fully Paid Ordinary Shares' and 'Unit Trust A'. Below that is a 'Recent Transactions' table with columns for Security, Subregister, Date, Description, and Unit Movement. It lists several 'Fully Paid Ordinary Shares' transactions from 15/07/2016.

Security	Price Date	Price	Balance	Value
Fully Paid Ordinary Shares	01/04/2019	1.00	685,912	747,644.08
Unit Trust A	29/10/2019	1.0000	357,698.0000	357,698.00

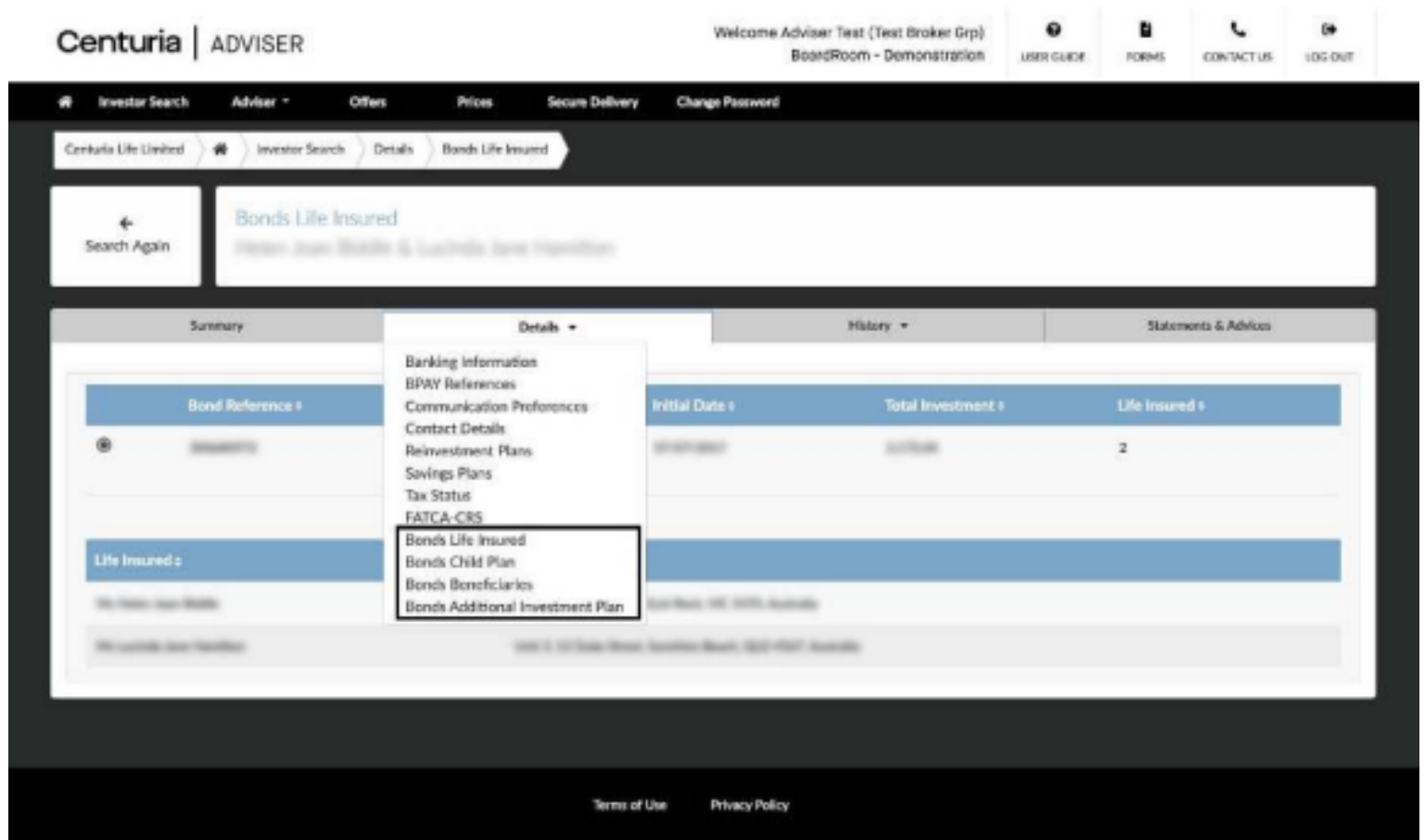
Security	Subregister	Date	Description	Unit Movement
Fully Paid Ordinary Shares	Issuer Sponsored	15/07/2016	Distribution Plan Allotment	2,201
Fully Paid Ordinary Shares	Issuer Sponsored	15/07/2016	Distribution Plan Allotment	6,605
Fully Paid Ordinary Shares	Issuer Sponsored	15/07/2016	Distribution Plan Allotment	6,605
Fully Paid Ordinary Shares	Issuer Sponsored	15/07/2016	Distribution Plan	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
- Bonds additional investment plan.



Adviser

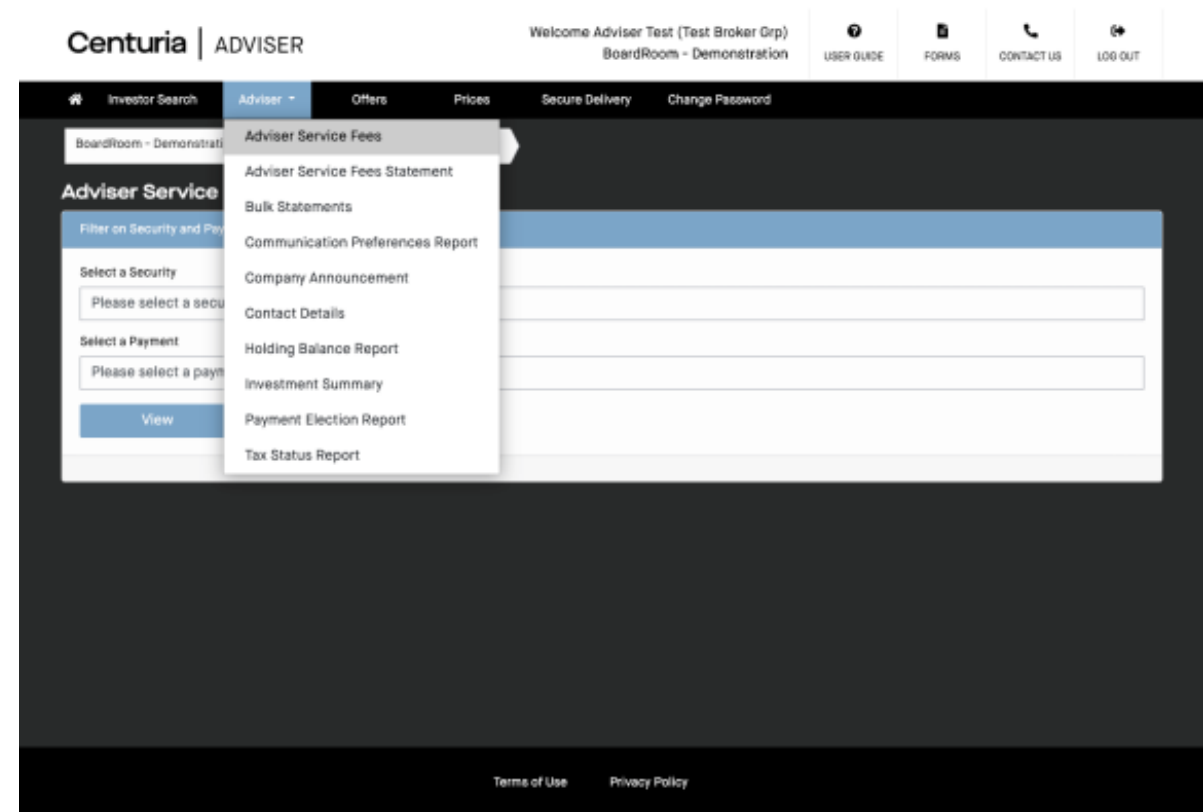
This tab is specific to an adviser or dealer group linked to an investor in unlisted funds or bonds and assigned to the User.

Reporting functions related to advisers include:

- Contact details
- Service fees
- Fee statements
- Bulk statements
- 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

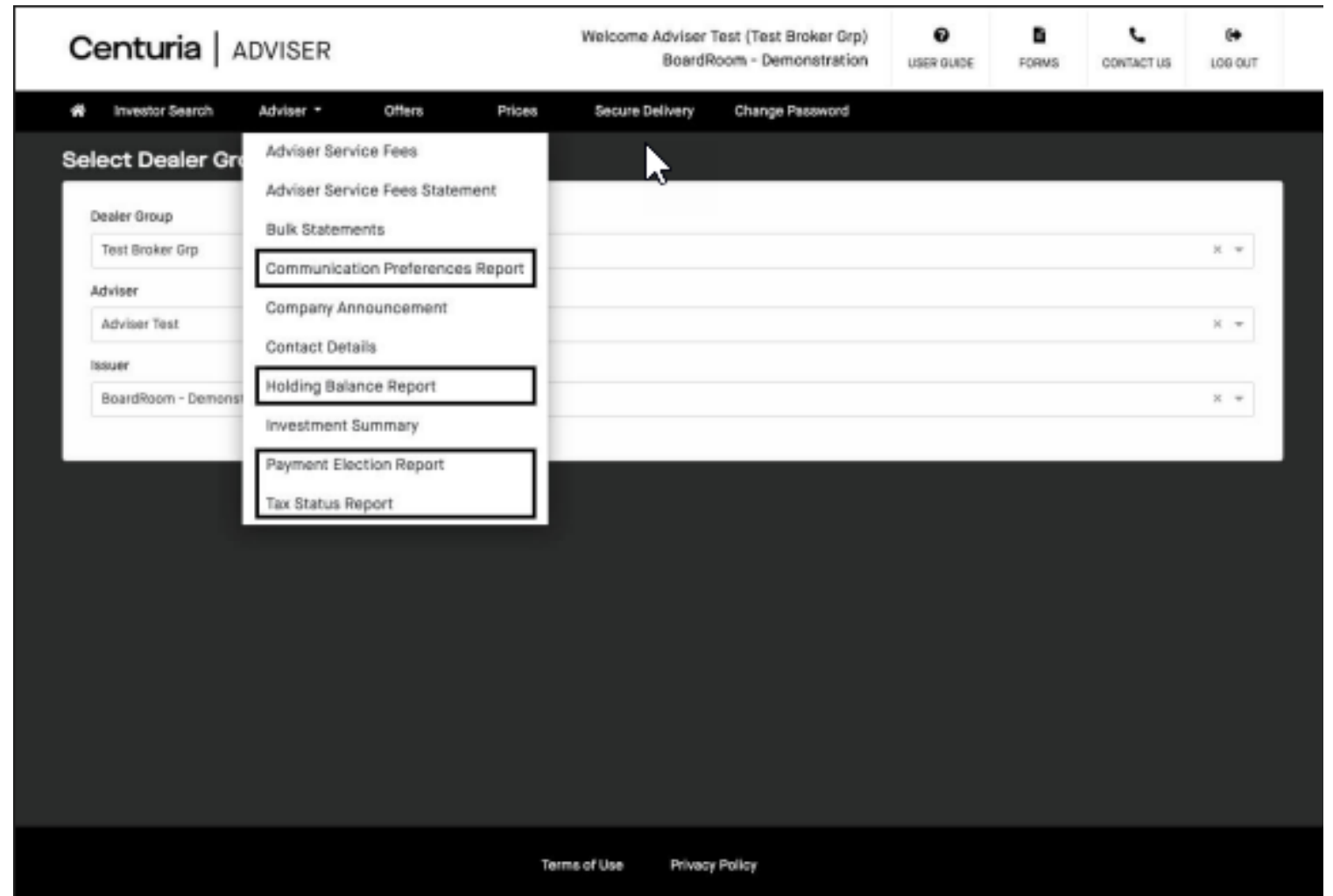
Step-by-step instructions and helpful on-screen tips are available to guide you through generating reports.

Further information is available using the help button.

Reports available on Centuria Adviser include:

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

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



Adviser reporting (...cont)

Click 'Adviser' and select a report you wish to run.

(e.g. 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 displays the Centuria Adviser web application interface. At the top, the header includes the Centuria logo and 'ADVISER' text. To the right, there is a user greeting: 'Welcome Adviser Test (Test Broker Grp) BoardRoom - Demonstration'. Navigation links for 'USER GUIDE', 'FORMS', 'CONTACT US', and 'LOG OUT' are visible. Below the header, a secondary navigation bar contains 'Investor Search', 'Adviser', 'Offers', 'Prices', 'Secure Delivery', and 'Change Password'. The main content area shows a breadcrumb trail: 'BoardRoom - Demonstration > Adviser > Holding Balance Report'. The title 'Holding Balance Report' is prominently displayed. Underneath, a 'Report Criteria' section contains three steps: 1. 'Select one or more securities' with a dropdown menu labeled 'Select Security' and a 'Need Help?' link; 2. 'Holding balance (as at) date' with a date input field set to '07/05/2020' and a calendar icon; 3. 'Select your reporting preference' with a checkbox labeled 'Include Nil Holders'. A blue 'Generate Report' button is positioned at the bottom left of the form, and a note states 'Note: Your report will be delivered to Secure Delivery'. At the very bottom of the page, 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.

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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 Offers

Offers

Offer Name	Status	Open/Closed Dates	Actions
Demo - Online Application Offer	Open	16/12/2019 - N/A	
demo for online app	Open	17/12/2019 - N/A	
Boardroom Demo - Online Application Offer	Open	18/11/2019 - N/A	
demo for online app	Open	18/11/2019 - 18/11/2020	
Demo - Online Application Offer	Open	06/11/2019 - N/A	
demo for online app	Open	07/07/2015 - N/A	
Demo - Online Application Offer	Open	19/12/2016 - N/A	
demo for online app	Open	11/02/2020 - N/A	
Demo - Online Application Offer	Closed	01/11/2006 - 28/12/2018	
IPO Online Offer	Open	10/10/2016 - 26/12/2020	

Application Link PDS Investor Application Status Adviser Service Fees Book Build

Terms of Use Privacy Policy

Prices

The tab enables you to:

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

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' (highlighted), 'Secure Delivery', and 'Change Password'. The main content area has a breadcrumb trail 'BoardRoom - Demonstration > Prices'. Under the 'Prices' heading, there is a 'Select a security' dropdown menu currently showing 'Secured Loan Fund'. To the right of this dropdown is a 'Download This Report' link. Below the dropdown are two tables. The first table, titled 'Current Price', has columns for 'Price Date', 'Entry Price', 'Exit Price', and 'NTA/NAV', with one row of data for 'Oct 6, 2017'. The second table, titled 'Price List', has columns for 'Price Date', 'Entry Price', 'Exit Price', and 'NTA/NAV', with three rows of data for 'Oct 6, 2017', 'Jun 4, 2015', and 'May 20, 2004'. At the bottom of the table area, it says 'Total records: 3'. The footer contains links for 'Terms of Use' and 'Privacy Policy'.

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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

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 (e.g. 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 shows the Centuria Adviser Secure Delivery portal. The header includes the Centuria Adviser logo, user information (Welcome Adviser Test (Test Broker Grp), BoardRoom - Demonstration), and navigation links (USER GUIDE, FORMS, CONTACT US, LOG OUT). The main navigation bar contains links for Investor Search, Adviser, Offers, Prices, Secure Delivery (active), and Change Password. The breadcrumb trail shows BoardRoom - Demonstration > Secure Delivery. The page title is Secure Delivery. Below the title is a filter section with a date range selector (From: 23-04-2020, To: 07-05-2020) and a Refresh button. A yellow warning message states: "Some reports take a few moments to generate. If you cannot see your report, try refreshing the page again." The Results section displays a table with columns: 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	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	Adviser Holdings Report	05-May-2020 12:16:47 PM	Not viewed	06-Nov-2021 12:16:47 PM

FAQs

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**

Centuria

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