

Instruction Sheet - Listed Equities



If you intend to purchase ASX listed equities please forward this to your broker.

The following is a list of steps to ensure efficient settlement when trading in listed equities.

CommSec Adviser Services should receive a copy of the contract note for every trade in listed equities.

The copy should be sent to:

CommSec Adviser Services
Locked Bag 34
Australia Square NSW 1214
Attn: Equities Settlements Dept
Email: mlopsequitysettlements2@cba.com.au

NB: If a copy of the contract note is not received in this office by noon on T+1, the trade will not settle on T+2 (ie the settlement date).

The account with your broker should be set up as follows:

Client/account name
<CommSec Adviser Services IL number "XXXX" >,
Client/account address

Please ensure CommSec Adviser Services Investment Loan number is listed on the client's account. Shares will be registered in sponsored format in client's own name.

NB: sponsorship will have no account designation - ie "CommSec Adviser Services IL number XXXX" will not be part of the registration details).

The maximum amount you can spend will be the difference between your credit limit and the amount already borrowed, subject to loan security ratios which are recalculated daily.

NB: brokerage should be allowed for in total.

CommSec Adviser Services settlement agent is:

Commonwealth Securities Limited (CommSec)
Locked Bag 34
Australia Square NSW 1214
PID (Participant I.D.): 1402
Settlement will be "DVP" with CommSec

CommSec Adviser Services contact details:

Contact us on 13 15 20 Monday to Friday
between 8.30am – 6pm Sydney time or
email us at adviserservices@cba.com.au