

Grove Portfolio Online

3. Access Authority for Authorised Users Form



PLEASE USE BLACK INK

1 Name of new Authorised User

Mr Mrs Miss Ms Dr

First name(s) Surname

Date of birth (please complete for security reasons) / /

2 Authorised Users contact details?

Postal address Postcode

Office address (if different from postal address) Postcode

What are the new Authorised User's contact numbers?

BH () Fax ()

Mobile

What is your email address?

3 Who is your adviser?

Adviser Organisation

Adviser Contact Person

Access to Grove Portfolio online (GPO).

4 Please select the authorised access level for the new Authorised User

Account Name	Account code	Access level*	Signature of Authorised User
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> View <input type="checkbox"/> Transact Setup <input type="checkbox"/> Authorise	<input type="text"/>

* View Access – allows you to run reports and perform inquiries

* Transact Setup Access – gives you the same access as View plus allows you to enter orders (but not authorise them) and amend selected client profile information.

* Authorise Access – gives you the same access as Transact Setup plus allows you to authorise orders.

Please see Terms and Conditions for access terms on the reverse of this form.

5 Your signature

I confirm that the above Authorised User is to have access to all our account(s) and sub account(s) with Grove Portfolio Online, to the level noted above. I have read and understood the terms and conditions applying to this registration as set out on this form and will procure that the above Authorised User comply with them.

I will provide the above Authorised User with a copy of the terms and conditions set out in this form and inform them that they must read and understand the terms and conditions applying to them as an Authorised User.

Only Authorised Signatories, as notified to Grove, may sign this form. If in doubt, the names of your current Authorised Signatories are in the client profile area of Grove Portfolio Online. Please provide a copy of delegated authority or Power of Attorney.

By signing this form you agree to the Terms and Conditions set out on the reverse of this form.

Authorised Signatory <input type="text"/>	Authorised Signatory <input type="text"/>
Name <input type="text"/> Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Name <input type="text"/> Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Corporate Title: <input type="text"/>	Corporate Title: <input type="text"/>

Your personal information provided to Grove on the Application Forms or otherwise is collected in accordance with Grove's Privacy Statement. By signing each Application Form, you authorise Grove to collect, maintain, use and disclose your personal information in the manner set out in Grove's Privacy Statement, which is available on request and at no charge.

Office use only	M Code <input type="text"/>	S Code <input type="text"/>	SSC <input type="text"/>	Sig <input type="text"/>	F/end <input type="text"/>
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Terms and Conditions To Which You Agree

Definitions of View, Transact Setup and Authorise Access

View Access only provides limited access to the online environment. It allows the user to run reports and perform inquiries, but does not permit any orders (e.g. to “buy” or “sell” equities, wholesale managed funds or other assets) to be entered.

Transact Setup gives the same access as View access plus allows orders to be entered but not authorised and selected client profile information to be amended.

Authorise Access provides the user with access to all areas of the account and all functionality (including entering and cancelling orders where available).

Grove Portfolio Online conditions – Background

- A. As a Client of Grove Portfolio Online you and your Authorised Users are able to access software containing data and transact from a remote location. This facility includes associated data, information and software owned by or licensed to Grove Research & Advisory Pty Limited (ABN 93 052 348 026) (**Grove**) and other parties including Investment Administration Services Pty Limited (ACN 109 199 108) (**IAS**).
- B. IAS and Grove agree to allow you and your Authorised Users access to and use of Grove Portfolio Online on the conditions below.
- C. You acknowledge that you have established, or have applied to Grove to establish, a Grove Portfolio Online Account and agree to be bound by the terms and conditions that apply to holders of a Grove Portfolio Online Account outlined on Form 2 – Account Set Up. “You” refers to you as the Client in whose name the Grove Portfolio Online account has been established.
- D. You acknowledge that as the Client you are bound by the terms of the Custody Terms and Conditions with Grove and ANZ (ABN 11 005 357 522) (“**Custodian**”) that you have been or will be provided with by Grove pursuant to which the Custodian is to hold legal title to and act as custodian of all your investments made through Grove Portfolio Online.

Acknowledgement – Deposit Style Products

Grove Portfolio Online (**GPO**) is an online investment portfolio transaction, management and reporting service provided by Grove Research and Advisory Pty Ltd (**Grove**) that provides you, amongst other services, with a service through which you can select a number of term deposit accounts (**Term Deposit Accounts**).

The Term Deposit Accounts available through GPO are not financial products of Grove. Grove is not a bank and takes no responsibility for the Term Deposit Accounts. The Term Deposit Accounts are deposit products of the banking institutions (**Banks**) identified in GPO as the providers of those accounts. Each Term Deposit Account is provided by the relevant Bank on and subject to the terms and conditions of its disclosure documents, which each Bank has made available to you on GPO.

Grove does not hold any cash that is provided by you in relation to the GPO service in general or any Term Deposit Accounts selected by you in particular. Grove is not a banking institution and does not provide any banking or custodial like services to you or on your behalf in respect of the GPO service in general or the Term Deposit Accounts in particular.

Accordingly, the provision (if any) of any Term Deposit Account by a Bank does not create any legal responsibilities, obligations or duties of Grove towards you in respect of the issue, supply and ongoing provision of the Term Deposit Accounts over and above the obligations of Grove under the existing client agreement between you and Grove (**the Client Agreement**).

Except where you have approached Grove for advice and Grove has provided advice in writing, Grove shall not be taken to have given you advice in relation to any of the Term Deposit Accounts. You are encouraged to read the Banks’ disclosure documents on GPO and to make your own other inquiries and/or seek advice before selecting any of the Term Deposit Accounts for investment.

To the extent permitted by law, Grove:

1. does not accept any responsibility whatsoever (including in contract, tort or negligence) for any act or omission of the Bank including in relation to the provision of the Term Deposit Accounts;
2. is not responsible, either directly or indirectly, for your whole or partial reliance on any information accessible by or through, or omitted from, the GPO website, a Bank’s website, any product disclosure statement or any other document containing information relating to the Term Deposit Accounts issued, supplied or provided to you or to Grove by the Bank; and
3. does not give any representation, warranty or guarantee (including its fitness for purpose) in relation to the Term Deposit Accounts.

You must hold a minimum of \$10,000 or 1% of the aggregate value of the funds allocated by you from time to time to Term Deposit Accounts (your Term Deposit Portfolio) (whichever is greater) in your ANZ High Yield Cash Account.

You will be charged a fee calculated at the rate of 0.065% per annum calculated on a daily basis on the aggregate value of the funds you have selected for allocation to Term Deposit Accounts. These fees will be deducted from your nominated ANZ High Yield Cash Account by Grove on a monthly basis. In the event that there are insufficient funds standing to the credit of your nominated ANZ High Yield Cash Account to settle your obligation to pay these fees, then Grove reserves the right to deduct the amount of all fees owing by you in respect of your entire Term Deposit Portfolio proceeds payable on maturity of any term deposit account within the Term Deposit Portfolio either before or after those proceeds are credited to your nominated ANZ High Yield Cash Account.

Conditions of Use

1. You accept that these conditions apply each time you use Grove Portfolio Online.
2. You agree:
 - (a) to ensure that your representatives only use Grove Portfolio Online:
 - (i) if they are Authorised Users as defined in the Custody Terms and Conditions;
 - (ii) for legitimate purposes associated with your Grove Portfolio Online Account and to the extent permitted by your unrevoked authority; and
 - (iii) in accordance with conditions attaching to all means of access, security codes and devices made available to you in connection with Grove Portfolio Online (including the access code, user identifications, passwords and PINs which are collectively referred to as codes);
 - (b) to only upload data on the terms agreed with Grove and the Custodian from time to time;
 - (c) not to interfere or damage (or attempt to interfere or damage) any code, data or software associated with Grove Portfolio Online (other than to make authorised transactions);
 - (d) to keep confidential any information or data obtained by you at any time by using Grove Portfolio Online;
 - (e) to keep each code:
 - (i) confidential and on the terms on which it is given to you; and
 - (ii) secure against any improper or unauthorised use;
 - (f) to restrict access to Grove Portfolio Online to your Authorised Users;
 - (g) to ensure each of your representatives acting in connection with Grove Portfolio Online, including, without limitation, Authorised Users, complies with these terms and conditions as if they were subject to them personally; and
 - (h) to ensure you understand and comply with these terms and conditions of use and enforce them at your expense.

Terms and Conditions To Which You Agree - continued

3. You will immediately advise the Custodian or Grove if:
 - (a) any person to whom Grove has issued a code ceases to be an Authorised User or you wish them to cease to be an Authorised User; or
 - (b) you suspect a breach of any of these terms and conditions of use by you, or any of your employees, representatives or Authorised Users.
4. The Custodian and Grove will be entitled to:
 - (a) assume that any user has appropriate authority each time Grove Portfolio Online is used in conjunction with your codes unless you give the Custodian or Grove prior advice to the contrary; and
 - (b) complete any transactions effected subject only to sufficiency of funds, and other terms agreed between Grove and you via Grove Portfolio Online.
5. You accept full responsibility for any expense, loss or liability (howsoever characterised or caused) incurred by the Custodian or Grove, or you as a result of:
 - (a) any act or omission taken by the Custodian in accordance with Proper Instructions on which the Custodian is entitled to rely under the terms of the Custody Terms and Conditions; and
 - (b) any negligent or fraudulent act or omission by you or your representatives (including, without limitation, an Authorised User) or a breach by you of the terms of the Custody Terms and Conditions, except to the extent caused by negligence, fraud, default, or misconduct of the Custodian or Grove or their employees.
6. Anything associated with or available through Grove Portfolio Online belongs to Grove or IAS and is protected by intellectual property rights. You agree not to access, download or otherwise use such property other than as expressly permitted by these conditions. You will be responsible for and indemnify Grove and IAS for any expenses, loss or liability incurred as a result of any unauthorized use of such property.
7. Subject to conditions and warranties implied by legislation, each of the Custodian, IAS and Grove excludes:
 - (a) liability for any delay, interruption or unavailability of Grove Portfolio Online and for inaccuracy or incompleteness of data provided by any person and available on Grove Portfolio Online; and
 - (b) all terms implied by statute, general law or custom except ones that may not be excluded. If IAS or Grove breach any condition or warranty implied by legislation into a contract with a customer, IAS and Grove each limit liability for that breach to a resupply of the goods or services in respect of which the breach occurred.
8. IAS and Grove reserve the right to:
 - (a) change any of these conditions at any time and you agree to comply with those changes from the time you are notified; and
 - (b) suspend or terminate your use of Grove Portfolio Online at any time for any reason.
9. Your right to use Grove Portfolio Online is personal to you and cannot be assigned or transferred.

Instructions to the Client

1. Read, understand and agree to all the conditions on this form – give a copy to each new Authorised User so they are aware of the terms.
2. Sign the form and remember to include the signature of the new Authorised User and have this form authorised by an Authorised Signatory.
3. Retain a copy for your records.
4. Send this form to: Grove Research & Advisory.
If you have any queries about completing this form please contact **Grove** on **02 8246 8800**.