



Hostplus Self-Managed Invest

User Guide for Direct Investors

THAT'S
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1. New account applications



1.1 Individual trustee application

Potential investors can access the Individual Trustee online application form via the Hostplus website:

<https://hostplus.com.au/smsfs>

1. To start a new application form, click **Join / SMSF Join**

The screenshot displays the Hostplus website's navigation and main content. The top navigation bar includes links for Members, Employers, Advisers, and SMSF (which is underlined). A search icon and a 'Join' button are also present. Below the navigation, the main content area features a dark blue background with the text 'HOSTPLUS SELF-MANAGED INVEST'. A 'Contact Us' button is located at the bottom left of this section. On the right side, there is a white sidebar with four 'Join' options: Member Join, Pension Join, Employer Join, and SMSF Join. Each option includes a brief description and an arrow icon. The SMSF Join option is highlighted with a blue circle and an arrow.

Members Employers Advisers SMSF Search

HOSTPLUS Investment options Pricing and performance Tools and resources News & insights Login **Join**

Home > SMSF

HOSTPLUS SELF-MANAGED INVEST

If you have a Self-Managed Super Fund (SMSF), Hostplus Self-Managed Invest (SMI) could be right for you. With Hostplus SMI, you get to invest with one of Australia's top super providers while maintaining control of your SMSF. Enjoy the comfort and flexibility to invest when and how you want – and the freedom to access your funds whenever you need to.

Contact Us →

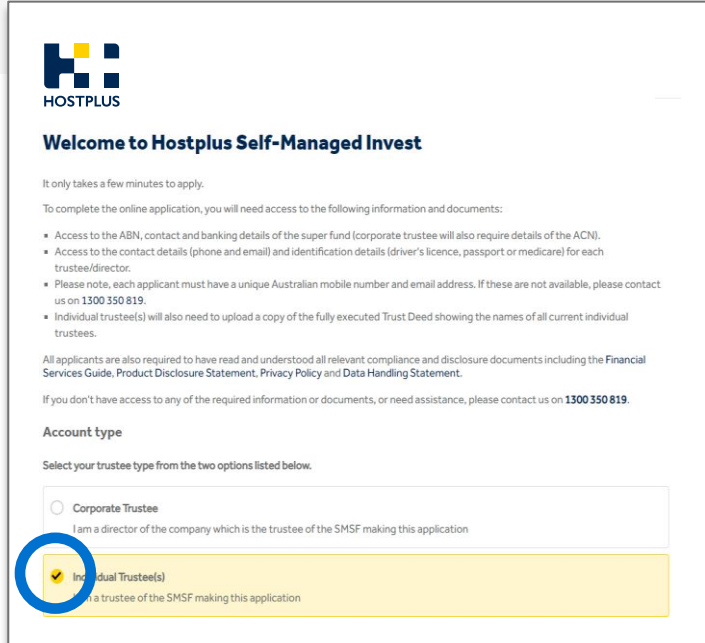
Member Join →
Everyone is welcome to join us as a member of our personal super plans.

Pension Join →
Starting a Hostplus Pension or joining Hostplus if you're not already a member is easy.

Employer Join →
No fees. Easy payments. Become a registered Hostplus employer in less than 10 minutes.

SMSF Join →
It only takes a few minutes to register to invest with Hostplus Self-Managed Invest.

2. Select **Individual Trustee(s)** and click **Next**.



HOSTPLUS

Welcome to Hostplus Self-Managed Invest

It only takes a few minutes to apply.

To complete the online application, you will need access to the following information and documents:

- Access to the ABN, contact and banking details of the super fund (corporate trustee will also require details of the ACNI).
- Access to the contact details (phone and email) and identification details (driver's licence, passport or medicare) for each trustee/director.
- Please note, each applicant must have a unique Australian mobile number and email address. If these are not available, please contact us on **1300 350 819**.
- Individual trustee(s) will also need to upload a copy of the fully executed Trust Deed showing the names of all current individual trustees.

All applicants are also required to have read and understood all relevant compliance and disclosure documents including the **Financial Services Guide, Product Disclosure Statement, Privacy Policy and Data Handling Statement**.

If you don't have access to any of the required information or documents, or need assistance, please contact us on **1300 350 819**.

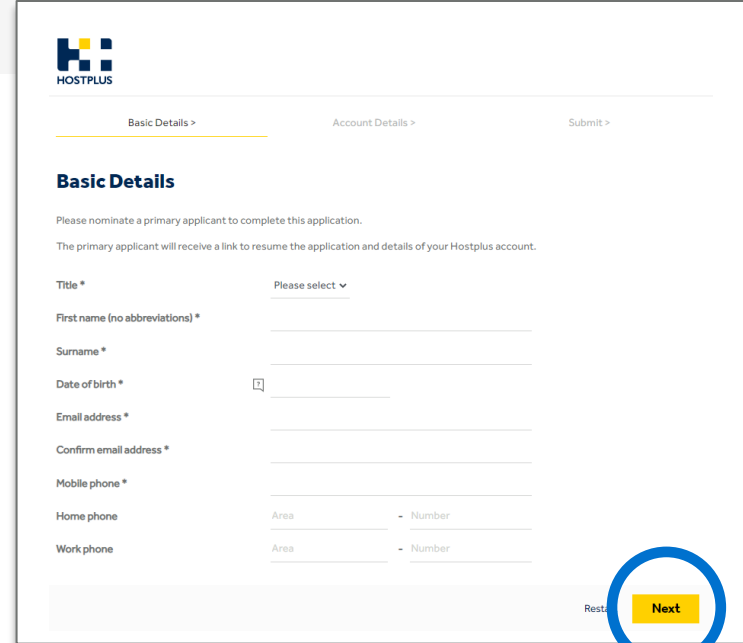
Account type

Select your trustee type from the two options listed below.

Corporate Trustee
I am a director of the company which is the trustee of the SMSF making this application

Individual Trustee(s)
I am a trustee of the SMSF making this application

3. Complete **Primary Applicant details** and click **Next**.



HOSTPLUS

Basic Details > Account Details > Submit >

Basic Details

Please nominate a primary applicant to complete this application.
The primary applicant will receive a link to resume the application and details of your Hostplus account.

Title * Please select v

First name (no abbreviations) * _____

Surname * _____

Date of birth * 📅 _____

Email address * _____

Confirm email address * _____

Mobile phone * _____

Home phone Area - Number

Work phone Area - Number

Rest... **Next**

4. Complete **Superannuation Fund** details, upload the trust deed, and click **Next**.

5. Complete **Individual Trustees Authority level** and click **Next**.

👉 Click **Add a trustee** to add all additional Trustees.

The screenshot shows the 'Superannuation fund (SMSF) details' form. At the top, the HOSTPLUS logo is on the left, and a navigation bar contains 'Individual Trustees(s) >', 'Account details >', 'Personal details >', 'Review >', and 'Submit >'. The main heading is 'Superannuation fund (SMSF) details'. Below this, the 'Fund' section includes a text input for 'Full name of the fund *' with a blue circle highlighting the cursor, a text input for 'Australian Business Number (ABN) *', and a file upload area for 'Upload a fully executed Trust Deed showing the names of all current Individual trustees *' with an 'Upload trust deed' button. At the bottom right, there are 'Save and continue later' and 'Next' buttons.

The screenshot shows the 'Trustees' form. At the top, the HOSTPLUS logo is on the left, and a navigation bar contains 'Individual Trustees(s) >', 'Account details >', 'Personal details >', 'Review >', and 'Submit >'. The main heading is 'Trustees'. Below this, the instruction 'Please provide the names of all trustees.' is followed by two sets of form fields. Each set includes 'Title *' (a dropdown menu), 'First name (no abbreviations) *', 'Middle name', and 'Surname *'. The first trustee's 'Authority level *' is set to 'Account authority'. The second trustee's 'Authority level *' is set to 'Please select'. At the bottom, there is an 'Add a trustee' button and a navigation bar with 'Back', 'Save and continue later', and 'Next' buttons.

6. Complete **Investment instructions** and click **Next**.

- 1 Minimum investment is \$10,000, including a \$240 joining fee

A minimum of \$5,000 per investment applies

Be sure to select the correct units – Accumulation or Pension

Investment instructions


You will need a minimum initial investment of \$10,000 (including a \$240 joining fee) to set up your Hostplus Self-Managed Invest account. A minimum of \$5,000 per investment option also applies.

You can only select pension units if a member of your SMSF is in the pension phase. If you are currently in the Transition to Retirement (TTR) phase, you can only invest in accumulation units.

Fund	Investment amount	Joining fee	Net investment amount
Accumulation - Australian Shares - Indexed	\$ 10,000	\$ 160	\$ 9,840
Accumulation - Balanced	\$ 5,000	\$ 80	\$ 4,920
Accumulation - Diversified Fixed Interest - Indexed	\$	\$ 0	\$ 0
Accumulation - Indexed Balanced	\$	\$ 0	\$ 0
Accumulation - Infrastructure	\$	\$ 0	\$ 0
Accumulation - International Shares - Emerging Markets	\$	\$ 0	\$ 0
Accumulation - Property	\$	\$ 0	\$ 0
Pension - Australian Shares - Indexed	\$	\$ 0	\$ 0
Pension - Balanced	\$	\$ 0	\$ 0
Pension - Diversified Fixed Interest - Indexed	\$	\$ 0	\$ 0
Pension - Indexed Balanced	\$	\$ 0	\$ 0
Pension - Infrastructure	\$	\$ 0	\$ 0
Pension - International Shares - Emerging Markets	\$	\$ 0	\$ 0
Pension - Property	\$	\$ 0	\$ 0
Total amount to be invested	\$ 15,000	\$ 240	\$ 14,760

Back Save and continue later **Next**

7. Complete the **Product Suitability Questions**, then click **Next**.



Individual Trustee(s) > Account details > Personal details > Review > Submit >

Product Suitability Questions

Please answer the following questions in relation to the product(s) you have selected. All questions must be answered.

Has the investor received financial product advice provided in relation to this investment in Hostplus SMI?

Yes
 No

What percentage of the SMSF investment portfolio does the investment in Hostplus SMI comprise?

Greater than 75%
 Between 25% - 75%
 Less than 25%

What is the expected timeframe of the investor's investment in Hostplus SMI?

Greater than 7 years
 Between 5 - 7 years
 Less than 5 years

What is the investor's appetite for risk?

High - Very High
 Medium - High
 Low - Medium
 Very Low - Low

Back Save and continue later **Next**

8. Complete **SMSF banking details** and click **Next**.

The screenshot shows the 'SMSF banking details' form in the Hostplus system. At the top left is the Hostplus logo. A navigation bar contains five items: 'Individual Trustee(s) >', 'Account details >' (which is underlined in yellow), 'Personal details >', 'Review >', and 'Submit >'. The main heading is 'SMSF banking details'. Below it is a note: 'Please note that Hostplus does not permit third party payments. The bank account name must be in the name of the SMSF and must be an Australian bank account.' There are four input fields: 'Account name *' with a help icon, 'Bank or financial institution name *', 'BSB *', and 'Bank account number *'. At the bottom, there are three buttons: 'Back', 'Save and continue later', and a yellow 'Next' button.

10. To appoint an Authorised Representative (Financial Adviser or Accountant), select **Yes** and complete their details, then click **Next**.

i Top half of optional page if **Yes** is selected.

The screenshot shows the 'Nomination of an Authorised Representative' form in the Hostplus system. At the top left is the Hostplus logo. A navigation bar contains five items: 'Individual Trustee(s) >', 'Account details >' (which is underlined in yellow), 'Personal details >', 'Review >', and 'Submit >'. The main heading is 'Nomination of an Authorised Representative'. Below it is a note: 'You may wish to appoint your Financial Adviser or your Accountant as an Authorised Representative to your account. Your Authorised Representative may be appointed to have either: Account Authority – Online access to transact on behalf of the Trustee and change static data (excluding change of Fund bank account); or Information only Access – Online access to view account information. By completing this section you create an authority that remains valid until revoked in writing by the Trustees. The appointment of an authorised representative is governed by the terms set out in the PDS.' There is a question: 'Do you wish to appoint an authorised representative?' with radio buttons for 'Yes' (selected) and 'No'. Below are three input fields: 'First name *', 'Surname *', and 'Authority level *' with a dropdown menu showing 'Please select'.

- Bottom half of the **Yes** to appointing an Authorised Representative page.

A screenshot of a web form for appointing an Authorised Representative. The form is divided into several sections: 'Authority level *' with a dropdown menu showing 'Please select'; 'Business Details' with fields for 'Practice / Business name *', 'Business / Practice ABN *', 'Licensee name', 'AFSL number', and 'Licensee ABN'; 'Principal place of business address' with fields for 'Street name and number *', 'Suburb *', 'State *' (dropdown), and 'Postcode *'; and 'Contact details' with fields for 'Work phone' (Area and Number), 'Mobile phone *', and 'Email address *'. At the bottom, there are three buttons: 'Back', 'Save and continue later', and a yellow 'Next' button.

- 10. If the SMSF does not want to appoint an Authorised Representative, select **No** and click **Next**.

- If **No** is selected, the page looks like this.

A screenshot of the 'Nomination of an Authorised Representative' page. At the top left is the 'HOSTPLUS' logo. A navigation bar contains links: 'Individual Trustees(s) >', 'Account details >' (underlined), 'Personal details >', 'Review >', and 'Submit >'. The main heading is 'Nomination of an Authorised Representative'. The text explains that the user can appoint a Financial Adviser or Accountant and lists two options: 'Account Authority' and 'Information only Access'. It states that completing this section creates an authority valid until revoked. Below this, it asks 'Do you wish to appoint an authorised representative?' with radio buttons for 'Yes' and 'No' (selected). At the bottom, there are three buttons: 'Back', 'Save and continue later', and a yellow 'Next' button.

11. Complete **Personal details** for all Individual Trustees and click **Next**.

1 Top half of the **Personal details** page.

The screenshot shows the top half of the 'Personal details' page. At the top left is the 'HOSTPLUS' logo. Below it is a navigation bar with links: 'Individual Trustee(s) >', 'Account details >', 'Personal details >' (which is underlined), 'Review >', and 'Submit >'. The main heading is 'Individual details'. Below this, it states: 'This individual has been nominated for the following roles: Trustee'. A sub-heading says 'Please complete the details below.' The form includes fields for 'Title *' (a dropdown menu), 'First name (no abbreviations) *', 'Middle name', 'Surname *', and 'Date of birth *' (with a calendar icon). Underneath is the 'Identification information' section, which includes a note: 'To proceed with the application, please provide one of the following identification options. If you do not have access to these, please contact 1300 350 819.' There are three checkboxes: 'Drivers Licence', 'Passport', and 'Medicare'.

2 Bottom half of the **Personal details** page.

The screenshot shows the bottom half of the 'Personal details' page. It features a 'Residential address' section with a note '(This cannot be a PO Box)'. The form includes fields for 'Start typing your address' (with a search icon), 'Property name (if applicable)', 'Unit number', 'Street number', 'Street name *', 'Street type *' (a dropdown menu), 'Suburb *', 'State *' (a dropdown menu), 'Postcode *', and 'Country' (with a dropdown menu showing 'Australia'). Below this is the 'Contact details' section, which includes a note: 'Each individual must have their own mobile phone number and e-mail'. There are fields for 'Mobile phone *', 'Home phone' (with 'Area' and 'Number' sub-fields), 'Email address *' (with 'csemmens@hostplus.com.au' entered), and 'Confirm email address *' (with 'csemmens@hostplus.com.au' entered). At the bottom right, there are three buttons: 'Back', 'Save and continue later', and 'Next' (which is highlighted in yellow).

12. Review the application to ensure that information is correct and click **Next** to move to submit the application.

❗ If information is incorrect, click **Edit** to update.

Review application

- Application details
- Fund
- Trustees
- Investment instructions
- SMSF banking details
- Product Suitability Ques...
- Nomination of an Author...
- Trustee 1 Example
- Trustee 2 Example

Application details

Reference number	1234567
Account type	Individual Trustee(s)
Date created	30/06/2022 15:30

Fund

Example Super Fund [Edit](#)

Full name of the fund *	Example Super Fund
Australian Business Number (ABN) *	1234567890
Upload a fully executed Trust Deed showing the names of all current individual trustees *	Example_Super_Fund_Trust_Deed.pdf

Trustees

Trustees [Edit](#)

Trustee name *	Mr Trustee 1 Example
Authority level *	Account authority
Trustee name *	Mr Trustee 2 Example
Authority level *	Information only authority


Submit application

If all the application details are correct please proceed to the applicant declaration section to complete your application.

[Back](#) [Save and continue later](#) [Next](#)

❗ You will be sent a four-digit completion **PIN** via email, which is required to submit their application.

❗ Example of PIN email that the primary applicant receives:



Hi Trustee 1,

Thank you for your application to join the Hostplus Self-Managed Invest. Your application reference number is **1234567**.

You can resume your application any time [here](#). To complete your application, you'll need to enter the following four-digit PIN **1234**.

Before you submit, it's important you read the [Financial Services Guide](#), [Product Disclosure Statement](#), [Privacy Policy](#) and [Data Handling Statement](#).

Once your application has been approved, we will send you instructions on how to make a deposit into your Hostplus account.

In the meantime, if you have any questions please contact us on 1300 350 819.

Your details will only be stored for 5 business days from the day you commence your application, after which time any incomplete applications will be deleted.

We look forward to welcoming you to the Hostplus Self-Managed Invest.

Kind regards,
Hostplus

The information contained in this document is of a general information only. It does not and is not intended to contain any recommendations, statements of opinion or advice and does not take into account any of your objectives, financial situation or needs. Before making a decision about this product and its appropriateness to your circumstances, it may be beneficial to obtain financial advice from a licensed financial adviser or planner.

Please don't reply to this email, if you have any questions, please call us on 1300 350 819.

Issued by Host-Plus Pty Ltd ABN 79 008 634 704 RSEL No: L0000093 AFSL No: 244392 as trustee for the Hostplus Pooled Superannuation Trust ABN 13 140 019 340 RSE R1076257.

13. To complete the application, you must enter the unique four-digit **PIN**, accept the **terms and conditions** and click **Submit**.

The screenshot shows the Hostplus application completion page. At the top left is the Hostplus logo. A navigation bar contains links for 'Individual Trustees >', 'Account details >', 'Personal details >', 'Review >', and 'Submit >', with 'Submit >' highlighted in yellow. The main heading is 'Applicant declaration'. Below it, there is a paragraph explaining that an email with important documents was sent to the user's email address. Another paragraph states that the email contains a completion PIN. A form field is labeled 'Enter your completion PIN *' with a small square icon to its right. Below the form field is a link that says 'Click here to resend PIN.'. The next section is 'Terms and conditions', followed by a paragraph stating that by opening the account, the user confirms they have read and accepted the terms and conditions. The 'Electronic identity verification' section explains that personal information may be disclosed to a CRA for identity verification. At the bottom, there is a checkbox labeled 'I accept the terms and conditions above.' and a footer with three buttons: 'Back', 'Save and continue later', and 'Submit'.

i An email is also sent to the other applicants, they will also need to complete the Submit Application process.

The screenshot shows the Hostplus application status page. At the top left is the Hostplus logo. The main heading is 'Application status'. Below it, there is a paragraph thanking the user for submitting their application and providing their reference number, 1234567. There is a link to 'Edit your application if required.*' and a yellow 'Edit' button. A small note below states: '* This will reset the approval process and any applicants who have already completed and approved the application will be required to re-approve it. You are unable to edit an application once it has been approved by all applicants.' Below this is a table with the following data:

APPLICANT	STATUS	EMAIL
Trustee 1 Example	✓ Completed	
Trustee 2 Example	⚠ Pending approval	Re-issue email
Trustee 3 Example	⚠ Pending approval	Re-issue email

Below the table is the section 'What happens next?' with two numbered steps: 1. 'Additional account holders - we will email the additional account holder(s) to review the application and accept the terms and conditions of the account.' 2. 'Next steps - once all account holders have approved the application, we will review your application and provide you with instructions to make your initial investment. You may also be required to provide additional information.' The 'Questions?' section provides a contact number: 'In the meantime, if you have any questions please contact us on 1300 350 819'. At the bottom, there is a text input field.

① Example of PIN email that additional applicant(s) receive.



Hi Trustee 2,

We've received an application from Trustee 1. Example to setup a Hostplus Self-Managed Invest account for your self-managed super fund.

Before we process the application further, we'll need you to review and approve the application using [this link](#).

You will require the following four-digit PIN **2345** to complete the approval.

Before you approve, it's important you read the [Financial Services Guide](#), [Product Disclosure Statement](#), [Privacy Policy](#) and [Data Handling Statement](#).

If the details are incorrect, please decline the application and contact Fred Flintstone.

Your details will only be stored for 5 business days from the day you commence your application, after which time any incomplete applications will be deleted.

In the meantime, if you have any questions please contact us on 1300 350 819. Your application reference number is **1234567**.

We look forward to welcoming you to the Hostplus Self-Managed Invest.

Kind regards,
Hostplus

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Please don't reply to this email, if you have any questions, please call us on 1300 350 819.

Issued by Host-Plus Pty Ltd ABN 79 008 634 704 RSEL No: L0000093 AFSL No: 244392 as trustee for the Hostplus Pooled Superannuation Trust ABN 13 140 019 340 RSE R1076257.

① Example of the email that the primary applicant will receive once they reach the end and click on **Submit** (using PIN from that first email).

① If the application passes electronic validation, an email is sent to the Investor requesting funds.



Hi Trustee 1,

Thank you for submitting your application to join the Hostplus Self-Managed Invest. Your application reference number is **1234567**.

If you've nominated additional account holders, we will email them to review and approve the application.

To track the status of your application, or to send reminder emails to additional account holders please click [here](#).

Once all account holders have approved the application, we will send you further instructions on the setup of your account.

Your details will only be stored for 5 business days from the day you commence your application, after which time any incomplete applications will be deleted.

In the meantime, if you have any questions please contact us on 1300 350 819.

Kind regards,
Hostplus

The information contained in this document is of a general information only. It does not and is not intended to contain any recommendations, statements of opinion or advice and does not take into account any of your objectives, financial situation or needs. Before making a decision about this product and its appropriateness to your circumstances, it may be beneficial to obtain financial advice from a licensed financial adviser or planner.

Please don't reply to this email, if you have any questions, please call us on 1300 350 819.

Issued by Host-Plus Pty Ltd ABN 79 008 634 704 RSEL No: L0000093 AFSL No: 244392 as trustee for the Hostplus Pooled Superannuation Trust ABN 13 140 019 340 RSE R1076257.

2. Corporate trustee application

Potential investors can access the Corporate Trustee online application form via the Hostplus website:

<https://hostplus.com.au/smsfs>

1. To start a new application form, click **Join / SMSF Join**

The screenshot displays the Hostplus website's navigation and main content area. The top navigation bar includes links for Members, Employers, Advisers, and SMSF (which is underlined). A search icon and a 'Join' button are also present. Below the navigation, the main content area features a dark blue background with the text 'HOSTPLUS SELF-MANAGED INVEST'. A yellow 'Contact Us' button is located at the bottom left of this section. On the right side, there is a white sidebar with four join options: 'Member Join', 'Pension Join', 'Employer Join', and 'SMSF Join'. Each option includes a brief description and an external link icon. The 'SMSF Join' option is highlighted with a blue circle and an arrow.

Members Employers Advisers SMSF Search

HOSTPLUS Investment options Pricing and performance Tools and resources News & insights Login **Join**

Home > SMSF

HOSTPLUS SELF-MANAGED INVEST

If you have a Self-Managed Super Fund (SMSF), Hostplus Self-Managed Invest (SMI) could be right for you. With Hostplus SMI, you get to invest with one of Australia's top super providers while maintaining control of your SMSF. Enjoy the comfort and flexibility to invest when and how you want – and the freedom to access your funds whenever you need to.

Contact Us →

Member Join
Everyone is welcome to join us as a member of our personal super plans.

Pension Join
Starting a Hostplus Pension or joining Hostplus if you're not already a member is easy.

Employer Join
No fees. Easy payments. Become a registered Hostplus employer in less than 10 minutes.

SMSF Join
It only takes a few minutes to register to invest with Hostplus Self-Managed Invest.

2. Select **Corporate Trustee** and click **Next**.

HOSTPLUS

Welcome to Hostplus Self-Managed Invest

It only takes a few minutes to apply.

To complete the online application, you will need access to the following information and documents:

- Access to the ABN, contact and banking details of the super fund (corporate trustee will also require details of the ACN).
- Access to the contact details (phone and email) and identification details (driver's licence, passport or medicare) for each trustee/director.
- Please note, each applicant must have a unique Australian mobile number and email address. If these are not available, please contact us on **1300 350 819**.
- Individual trustee(s) will also need to upload a copy of the fully executed Trust Deed showing the names of all current individual trustees.

All applicants are also required to have read and understood all relevant compliance and disclosure documents including the **Financial Services Guide, Product Disclosure Statement, Privacy Policy** and **Data Handling Statement**.

If you don't have access to any of the required information or documents, or need assistance, please contact us on **1300 350 819**.

Account type

Select your trustee type from the two options listed below.

Corporate Trustee
I am a director of the company which is the trustee of the SMSF making this application

Individual Trustee(s)
I am a trustee of the SMSF making this application

Cancel **Next**

3. Complete **Primary Applicant** details including the **ACN** and click **Find company**.

HOSTPLUS

Basic Details > Account Details > Submit >

Basic Details

Please nominate a primary applicant to complete this application.

The primary applicant will receive a link to resume the application and details of your Hostplus account.

Title * Mr

First name (no abbreviations) * Trustee 1

Surname * Example

Date of birth * 30/06/1982

Email address * Example@examplesuperfund.com.au

Confirm email address * Example@examplesuperfund.com.au

Mobile phone * 0400000000

Home phone Area - Number

Work phone Area - Number

Prepopulate your company trustee details

Company information for Australian companies can be prepopulated if the company is registered with the Australian Securities and Investments Commission (ASIC) and this information is available.

Australian Company Number (ACN) * 123456789

Find company

Restart **Next**

- After clicking **Find Company** the bottom part of the screen updates to this view.

4. Complete **Superannuation Fund** details, and click **Next**

Prepopulate your company trustee details


Company information for Australian companies can be prepopulated if the company is registered with the Australian Securities and Investments Commission (ASIC) and this information is publicly available.

Australian Company Number (ACN) *

Find company

Company found: EXAMPLE PTY LTD (registered)

[Restart](#) **Next**



[Corporate Trustee >](#) [Account details >](#) [Personal details >](#) [Review >](#) [Submit >](#)

Superannuation fund (SMSF) details

Fund

Full name of the fund *

Australian Business Number (ABN) *

[Save and continue later](#) **Next**

i The following screen pre-populates.

5. Click **Next** to continue.

Corporate Trustee > Account details > Personal details > Review > Submit >

Company Details

Company Details

Full name of company * EXAMPLE PTY LTD

Company type Proprietary

Australian Company Number (ACN) * 123456789

Australian Business Number (ABN) 9876543210

Foreign entity for tax purposes No

Registered office address
(This cannot be a PO Box)

Start typing your address Enter your address...

Street number and name * 1 Fictional Street

Suburb * Sydney

State * NSW

Post code * 2000

Country Australia

Principal place of business address
(This cannot be a PO Box)

Same as registered office address

Back Save and continue later Next

6. Complete **Director details** and click **Next** to continue.

i Click **Add another director** to add all directors.

Corporate Trustee > Account details > Personal details > Review > Submit >

Director details

Please provide the names of all directors.

Title * Mr

First name (no abbreviations) * Trustee 1

Middle name

Surname * Example

Authority level * Account authority

Title * Mr

First name (no abbreviations) * Trustee 2

Middle name

Surname * Example

Authority level * Information only authority

Add another director Remove last director

Back Save and continue later Next

7. Complete **Investment instructions** and click **Next**

- 1 Minimum investment is \$10,000, including a \$240 joining fee
- 2 A minimum of \$5,000 per investment applies
- 3 Be sure to select the correct units – Accumulation or Pension

Investment instructions


You will need a minimum initial investment of \$10,000 (including a \$240 joining fee) to set up your Hostplus Self-Managed Invest account. A minimum of \$5,000 per investment option also applies.

You can only select pension units if a member of your SMSF is in the pension phase. If you are currently in the Transition to Retirement (TTR) phase, you can only invest in accumulation units.

Fund	Investment amount	Joining fee	Net investment amount
Accumulation - Australian Shares - Indexed	\$ 10,000	\$ 160	\$ 9,840
Accumulation - Balanced	\$ 5,000	\$ 80	\$ 4,920
Accumulation - Diversified Fixed Interest - Indexed	\$	\$ 0	\$ 0
Accumulation - Indexed Balanced	\$	\$ 0	\$ 0
Accumulation - Infrastructure	\$	\$ 0	\$ 0
Accumulation - International Shares - Emerging Markets	\$	\$ 0	\$ 0
Accumulation - Property	\$	\$ 0	\$ 0
Pension - Australian Shares - Indexed	\$	\$ 0	\$ 0
Pension - Balanced	\$	\$ 0	\$ 0
Pension - Diversified Fixed Interest - Indexed	\$	\$ 0	\$ 0
Pension - Indexed Balanced	\$	\$ 0	\$ 0
Pension - Infrastructure	\$	\$ 0	\$ 0
Pension - International Shares - Emerging Markets	\$	\$ 0	\$ 0
Pension - Property	\$	\$ 0	\$ 0
Total amount to be invested	\$ 15,000	\$ 240	\$ 14,760

Back Save and continue later **Next**

8. Complete the **Product Suitability Questions** and click **Next**

 **HOSTPLUS**

Individual Trustee(s) > Account details > Personal details > Review > Submit >

Product Suitability Questions

Please answer the following questions in relation to the product(s) you have selected.

All questions must be answered.

Has the investor received financial product advice provided in relation to this investment in Hostplus SMI?

Yes
 No

What percentage of the SMSF investment portfolio does the investment in Hostplus SMI comprise?

Greater than 75%
 Between 25% - 75%
 Less than 25%

What is the expected timeframe of the investor's investment in Hostplus SMI?

Greater than 7 years
 Between 5 - 7 years
 Less than 5 years

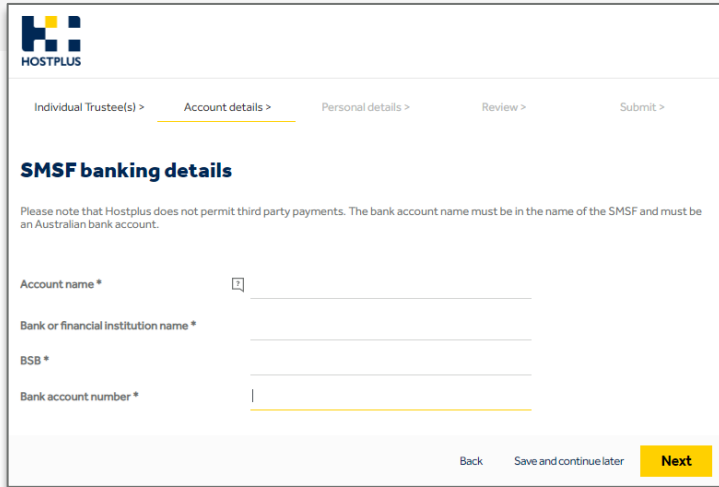
What is the investor's appetite for risk?

High - Very High
 Medium - High
 Low - Medium
 Very Low - Low

Back Save and continue later **Next**



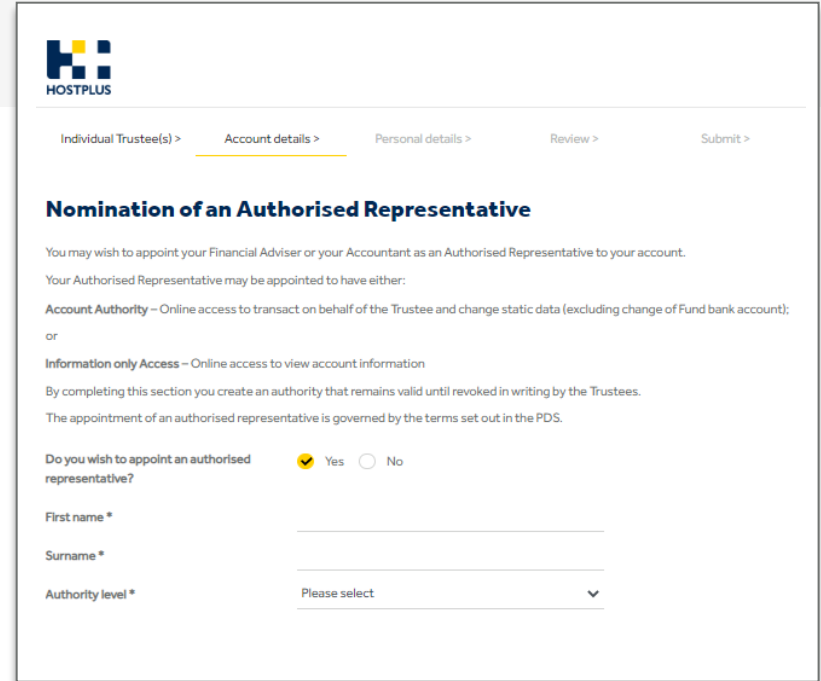
9. Complete **SMSF banking details** and click **Next**.



The screenshot shows the 'SMSF banking details' form in the Hostplus system. The breadcrumb trail at the top reads: Individual Trustees(s) > **Account details >** Personal details > Review > Submit >. The form title is 'SMSF banking details'. Below the title is a note: 'Please note that Hostplus does not permit third party payments. The bank account name must be in the name of the SMSF and must be an Australian bank account.' The form contains four input fields: 'Account name *' with a small icon to its right, 'Bank or financial institution name *', 'BSB *', and 'Bank account number *'. At the bottom of the form are three buttons: 'Back', 'Save and continue later', and a yellow 'Next' button.

10. To appoint an Authorised Representative (Financial Adviser or Accountant), select **Yes** and complete their details, then click **Next**.

i Top half of optional page if **Yes** is selected.



The screenshot shows the 'Nomination of an Authorised Representative' form in the Hostplus system. The breadcrumb trail at the top reads: Individual Trustees(s) > **Account details >** Personal details > Review > Submit >. The form title is 'Nomination of an Authorised Representative'. Below the title is the text: 'You may wish to appoint your Financial Adviser or your Accountant as an Authorised Representative to your account. Your Authorised Representative may be appointed to have either: Account Authority – Online access to transact on behalf of the Trustee and change static data (excluding change of Fund bank account); or Information only Access – Online access to view account information. By completing this section you create an authority that remains valid until revoked in writing by the Trustees. The appointment of an authorised representative is governed by the terms set out in the PDS.' Below this is a question: 'Do you wish to appoint an authorised representative?' with radio buttons for 'Yes' (selected) and 'No'. Below the question are three input fields: 'First name *', 'Surname *', and 'Authority level *' with a dropdown menu showing 'Please select'.

- Bottom half of the **Yes** to appointing an Authorised Representative page.

A screenshot of a web form for appointing an Authorised Representative. The form is divided into several sections: 'Authority level *' with a dropdown menu showing 'Please select'; 'Business Details' with fields for 'Practice / Business name *', 'Business / Practice ABN *', 'Licensee name', 'AFSL number', and 'Licensee ABN'; 'Principal place of business address' with fields for 'Street name and number *', 'Suburb *', 'State *' (dropdown), and 'Postcode *'; and 'Contact details' with fields for 'Work phone' (Area and Number), 'Mobile phone *', and 'Email address *'. At the bottom, there are three buttons: 'Back', 'Save and continue later', and a yellow 'Next' button.

- 11. If the SMSF does not want to appoint an Authorised Representative, select **No** and click **Next**.

- If **No** is selected, the page looks like this.

A screenshot of the 'Nomination of an Authorised Representative' page. At the top left is the 'HOSTPLUS' logo. Below it is a navigation bar with links: 'Individual Trustees(s) >', 'Account details >' (underlined), 'Personal details >', 'Review >', and 'Submit >'. The main heading is 'Nomination of an Authorised Representative'. The text explains that the user can appoint a Financial Adviser or Accountant and lists two options: 'Account Authority' and 'Information only Access'. It states that completing this section creates an authority valid until revoked. Below this, there is a question: 'Do you wish to appoint an authorised representative?' with radio buttons for 'Yes' and 'No' (selected). At the bottom, there are three buttons: 'Back', 'Save and continue later', and a yellow 'Next' button.

12. Complete **Personal details** for all Individual Trustees and click **Next**.

❶ Top half of the **Personal details** page.

The screenshot shows the top half of the 'Personal details' page. At the top left is the 'HOSTPLUS' logo. Below it is a navigation bar with links: 'Individual Trustee(s) >', 'Account details >', 'Personal details >' (highlighted with a yellow underline), 'Review >', and 'Submit >'. The main heading is 'Individual details'. Below this, it states 'This individual has been nominated for the following roles: Trustee' and 'Please complete the details below.' The form includes fields for 'Title *' (a dropdown menu), 'First name (no abbreviations) *', 'Middle name', 'Surname *', and 'Date of birth *' (with a calendar icon). Under 'Identification information', there is a note: 'To proceed with the application, please provide one of the following identification options. If you do not have access to these, please contact 1300 350 819.' Below this are three checkboxes: 'Drivers Licence', 'Passport', and 'Medicare'.

❷ Bottom half of the **Personal details** page.

The screenshot shows the bottom half of the 'Personal details' page. It is divided into two sections: 'Residential address' and 'Contact details'. The 'Residential address' section includes a note '(This cannot be a PO Box)', a 'Start typing your address' field, and several other fields: 'Property name (if applicable)', 'Unit number', 'Street number', 'Street name *', 'Street type *' (a dropdown menu), 'Suburb *', 'State *' (a dropdown menu), 'Postcode *', and 'Country' (a dropdown menu with 'Australia' selected). The 'Contact details' section includes a note 'Each individual must have their own mobile phone number and e-mail', a 'Mobile phone *' field, a 'Home phone' field (split into 'Area' and 'Number'), an 'Email address *' field (containing 'csemmens@hostplus.com.au'), and a 'Confirm email address *' field (also containing 'csemmens@hostplus.com.au'). At the bottom right, there are three buttons: 'Back', 'Save and continue later', and a yellow 'Next' button.

13. Review the application to ensure that information is correct and click **Next** to move to submit the application.

i If information is incorrect, click **Edit** to update.

Review application

Application details

Fund

Company Details

Company authorisation ...

Investment instructions

SMSF banking details

Product Suitability Ques...

Nomination of an Author...

Trustee 1 Example

Trustee 2 Example

Application details

Reference number	1234567
Account type	Corporate Trustee
Date created	30/06/2022 16:05

Fund

Example Super Fund	Edit
--------------------	------

Full name of the fund *	Example Super Fund
Australian Business Number (ABN) *	1234567890

Company Details

EXAMPLE PTY LTD

Edit

Full name of company *	EXAMPLE PTY LTD
Company type	Proprietary
Australian Company Number (ACN) *	1234567890
Australian Business Number (ABN)	9876543210
Foreign entity for tax purposes	No
Registered office address	Edit


Submit application

If all the application details are correct please proceed to the applicant declaration section to complete your application.

[Back](#) [Save and continue later](#) [Next](#)

i The main applicant will be sent a four-digit completion PIN via email, which is required to submit their application.

i Example of PIN email that the primary applicant receives:



Hi Trustee 1,

Thank you for your application to join the Hostplus Self-Managed Invest. Your application reference number is **1234567**.

You can resume your application any time [here](#). To complete your application, you'll need to enter the following four-digit PIN **1234**.

Before you submit, it's important you read the [Financial Services Guide](#), [Product Disclosure Statement](#), [Privacy Policy](#) and [Data Handling Statement](#).

Once your application has been approved, we will send you instructions on how to make a deposit into your Hostplus account.

In the meantime, if you have any questions please contact us on 1300 350 819.

Your details will only be stored for 5 business days from the day you commence your application, after which time any incomplete applications will be deleted.

We look forward to welcoming you to the Hostplus Self-Managed Invest.

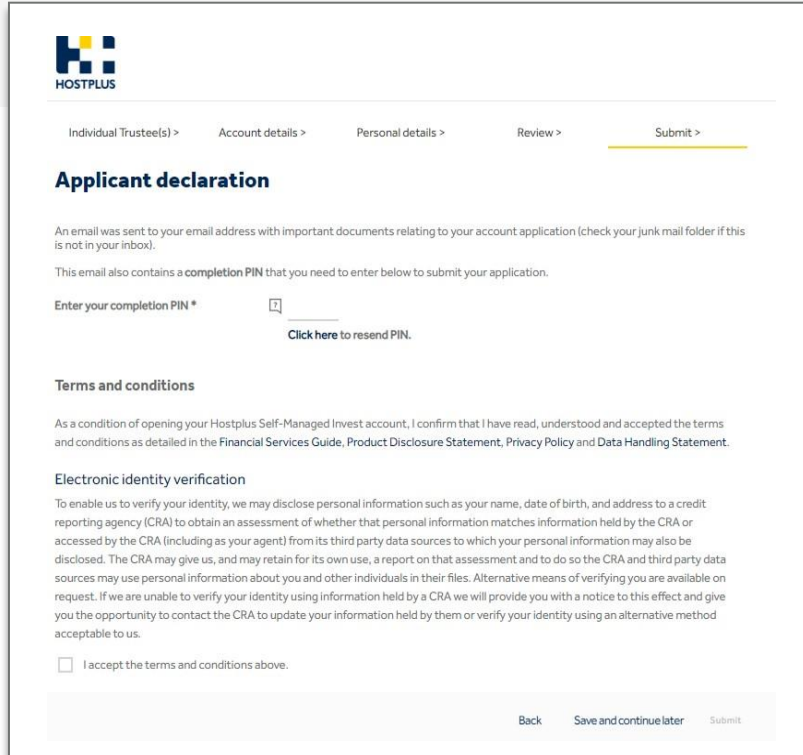
Kind regards,
Hostplus

The information contained in this document is of a general information only. It does not and is not intended to contain any recommendations, statements of opinion or advice and does not take into account any of your objectives, financial situation or needs. Before making a decision about this product and its appropriateness to your circumstances, it may be beneficial to obtain financial advice from a licensed financial adviser or planner.

Please don't reply to this email, if you have any questions, please call us on 1300 350 819.

Issued by Host-Plus Pty Ltd ABN 79 008 634 704 RSEL No: L0000093 AFSL No: 244392 as trustee for the Hostplus Pooled Superannuation Trust ABN 13 140 019 340 RSE R1076257.

13. To complete the application, the main applicant must enter the unique four-digit **PIN**, accept the **terms and conditions** and click **Submit**.



HOSTPLUS

Individual Trustee(s) > Account details > Personal details > Review > **Submit >**

Applicant declaration

An email was sent to your email address with important documents relating to your account application (check your junk mail folder if this is not in your inbox).

This email also contains a **completion PIN** that you need to enter below to submit your application.

Enter your completion PIN *

[Click here to resend PIN.](#)

Terms and conditions

As a condition of opening your Hostplus Self-Managed Invest account, I confirm that I have read, understood and accepted the terms and conditions as detailed in the [Financial Services Guide](#), [Product Disclosure Statement](#), [Privacy Policy](#) and [Data Handling Statement](#).

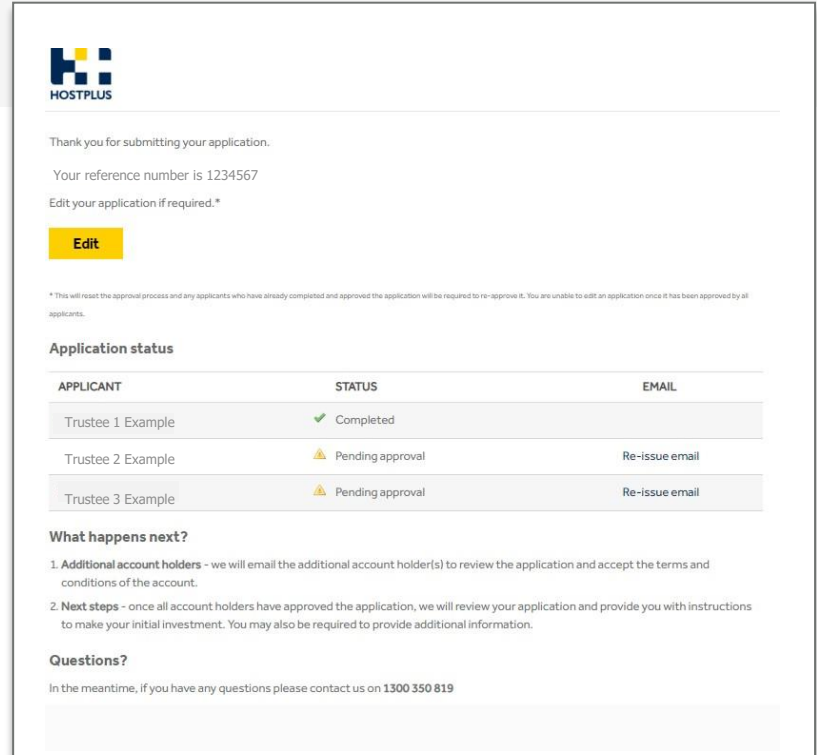
Electronic identity verification

To enable us to verify your identity, we may disclose personal information such as your name, date of birth, and address to a credit reporting agency (CRA) to obtain an assessment of whether that personal information matches information held by the CRA or accessed by the CRA (including as your agent) from its third party data sources to which your personal information may also be disclosed. The CRA may give us, and may retain for its own use, a report on that assessment and to do so the CRA and third party data sources may use personal information about you and other individuals in their files. Alternative means of verifying you are available on request. If we are unable to verify your identity using information held by a CRA we will provide you with a notice to this effect and give you the opportunity to contact the CRA to update your information held by them or verify your identity using an alternative method acceptable to us.

I accept the terms and conditions above.

[Back](#) [Save and continue later](#) [Submit](#)

i An email is also sent to the other applicants, they will also need to complete the Submit Application process.



HOSTPLUS

Thank you for submitting your application.

Your reference number is 1234567

Edit your application if required.*

[Edit](#)

* This will reset the approval process and any applicants who have already completed and approved the application will be required to re-approve it. You are unable to edit an application once it has been approved by all applicants.

Application status

APPLICANT	STATUS	EMAIL
Trustee 1 Example	✔ Completed	
Trustee 2 Example	⚠ Pending approval	Re-issue email
Trustee 3 Example	⚠ Pending approval	Re-issue email

What happens next?

- 1. Additional account holders** - we will email the additional account holder(s) to review the application and accept the terms and conditions of the account.
- 2. Next steps** - once all account holders have approved the application, we will review your application and provide you with instructions to make your initial investment. You may also be required to provide additional information.

Questions?

In the meantime, if you have any questions please contact us on **1300 350 819**

① Example of PIN email that additional applicant(s) receive.



Hi Trustee 2,

We've received an application from Trustee 1 Example to setup a Hostplus Self-Managed Invest account for your self-managed super fund.

Before we process the application further, we'll need you to review and approve the application using [this link](#).

You will require the following four-digit PIN **2345** to complete the approval.

Before you approve, it's important you read the [Financial Services Guide](#), [Product Disclosure Statement](#), [Privacy Policy](#) and [Data Handling Statement](#).

If the details are incorrect, please decline the application and contact Fred Flintstone.

Your details will only be stored for 5 business days from the day you commence your application, after which time any incomplete applications will be deleted.

In the meantime, if you have any questions please contact us on 1300 350 819. Your application reference number is **1234567**.

We look forward to welcoming you to the Hostplus Self-Managed Invest.

Kind regards,
Hostplus

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Please don't reply to this email, if you have any questions, please call us on 1300 350 819.

Issued by Host-Plus Pty Ltd ABN 79 008 634 704 RSEL No: L0000093 AFSL No: 244392 as trustee for the Hostplus Pooled Superannuation Trust ABN 13 140 019 340 RSE R1076257.

① Example of the email that the primary applicant will receive once they reach the end and click on **Submit** (using PIN from that first email).

① If the application passes electronic validation, an email is sent to the Investor requesting funds.



Hi Trustee 1,

Thank you for submitting your application to join the Hostplus Self-Managed Invest. Your application reference number is **1234567**.

If you've nominated additional account holders, we will email them to review and approve the application.

To track the status of your application, or to send reminder emails to additional account holders please click [here](#).

Once all account holders have approved the application, we will send you further instructions on the setup of your account.

Your details will only be stored for 5 business days from the day you commence your application, after which time any incomplete applications will be deleted.

In the meantime, if you have any questions please contact us on 1300 350 819.

Kind regards,
Hostplus

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Please don't reply to this email, if you have any questions, please call us on 1300 350 819.

Issued by Host-Plus Pty Ltd ABN 79 008 634 704 RSEL No: L0000093 AFSL No: 244392 as trustee for the Hostplus Pooled Superannuation Trust ABN 13 140 019 340 RSE R1076257.



2. Investor portal and transacting



Investor portal and transacting

When a user logs in they have 4 options:

1

View Portfolio

2

**Transaction
History**

3

**Place
transaction**

4

**Upload
transaction**



2.1. Placing transactions

By clicking on the drop-down arrow, a list of available investment fund options will appear.

The screenshot displays the HOSTPLUS investor portal interface. A blue circle highlights the 'TRANSACTIONING' menu, which includes options for 'Transaction History', 'Place Transaction', and 'Upload Transaction'. The main content area shows a table of fund holdings as of 07 Mar 2018, with columns for Fund, Units, Price, NAV Date, CCY, Value, Sub. Transactions, and Total. Below the table, there is a summary table for 'AUSTRALIAN DOLLARS (AUD)' showing a total value of 524,834.20 and 0.00 sub-transactions. The bottom section features two charts: 'Investment Allocation (AUD) as of 07 Mar 2018' (a pie chart showing 100% for 'Balanced Option Class A') and 'Investor Performance (%) as of 07 Mar 2018' (an empty chart area). The performance chart includes a legend for 'Balanced Accumulation', 'Balanced Option Class A', 'Property Accumulation', and 'All Funds', and dropdown menus for 'Method: Geometric' and 'Timeframe: Last Valuation'.

Fund	Units	Price	NAV Date	CCY	Value	Sub. Transactions	Total
Balanced Accumulation	1,010,831.1558	0.0000	28 Feb 2018	AUD	0.00	0.00	0.00
Balanced Option Class A	238,561.0001	2.2000	23 Feb 2018	AUD	524,834.20	0.00	524,834.20
Property Accumulation	819,660.5518	0.0000	28 Feb 2018	AUD	0.00	0.00	0.00

Currency	Value	Sub. Transactions	Total
AUSTRALIAN DOLLARS (AUD)	524,834.20	0.00	524,834.20

2.1 Choose transaction type

The user selects an option from the drop-down list and a new prompt appears – **Transaction type.**

- There are 5 options:
 - **Application** – apply for units in an option
 - **Full Redemption** – full sale of all held units in an option
 - **Redemption** – redeem a specified number of units or \$ value
 - **Switch** – switch from one option to another nominating \$ or units
 - **Full Switch** – full redemption from an option and reinvest funds into another option

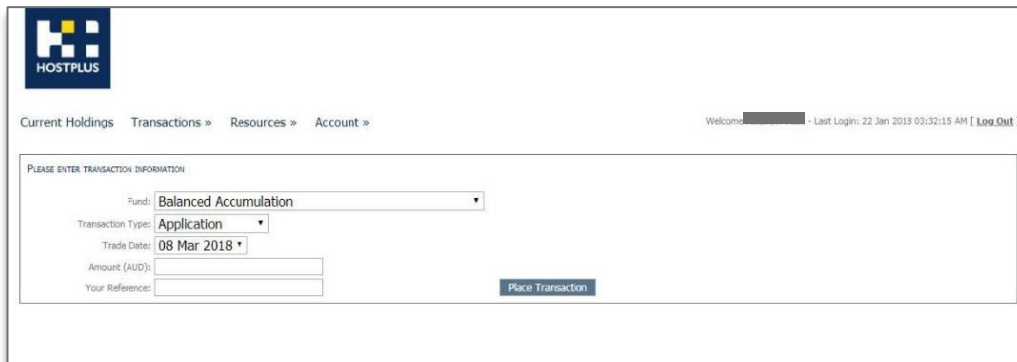


The screenshot shows the Hostplus user interface. At the top left is the Hostplus logo. Below it are navigation links: Current Holdings, Transactions >, Resources >, and Account >. On the top right, there is a user greeting: Welcome [redacted] - Last Login: 22 Jan 2018 03:32:15 AM [Log Out]. The main content area is titled "PLEASE ENTER TRANSACTION INFORMATION" and contains two dropdown menus. The first is labeled "Fund:" and is set to "Balanced Accumulation". The second is labeled "Transaction Type:" and is open, showing a list of options: Application, Full Redemption, Redemption, Switch, and Switch Full. The "Application" option is currently selected and highlighted in blue.

2.2 Application

Apply for units in an option.

- 1 Enter \$ amount to apply for unit
- 2 Once the application is placed, the investor will receive an email with funding instructions



The screenshot shows the HOSTPLUS web interface. At the top left is the HOSTPLUS logo. Below it are navigation links: Current Holdings, Transactions » (selected), Resources », and Account ». On the top right, there is a user greeting: Welcome [redacted] - Last Login: 22 Jan 2018 03:32:15 AM [Log Out]. The main content area is titled 'PLEASE ENTER TRANSACTION INFORMATION' and contains the following fields:

- Fund: Balanced Accumulation (dropdown menu)
- Transaction Type: Application (dropdown menu)
- Trade Date: 08 Mar 2018 (dropdown menu)
- Amount (AUD): [text input field]
- Your Reference: [text input field]

A 'Place Transaction' button is located at the bottom right of the form area.

2.3 Full redemption

Full sale of all held units in an option.

- Full redemption will prefill the units and current NAV value for the investor. The NAV is based on today's value and is not what the investor will receive as the full redemption value will be based on tomorrow's price.



The screenshot displays the HOSTPLUS web interface for a full redemption transaction. At the top left is the HOSTPLUS logo. Navigation links include 'Current Holdings', 'Transactions »', 'Resources »', and 'Account »'. A user greeting 'Welcome [redacted]' and login information 'Last Login: 22 Jan 2018 03:32:15 AM [Log Out]' are visible on the right. The main form area is titled 'PLEASE ENTER TRANSACTION INFORMATION' and contains the following fields:

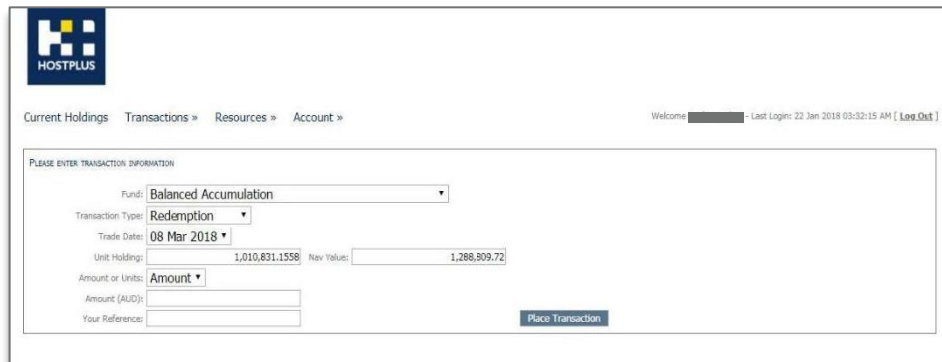
- Fund:
- Transaction Type:
- Trade Date:
- Unit Holdings: Nav Value:
- Your Reference:

A 'Place Transaction' button is located at the bottom right of the form.

2.4 Redemption

Redeem a specified number of units or \$ value.

- 1 For redemption the system will prefill the units and current NAV value for the investor. The user may nominate to redeem units or \$ amount by selecting from the drop down. The default (shown) is the amount option.
- 1 NAV is based on today's value and is not what the investor will receive, if they selected the units option as that redemption will be based on tomorrow's price.
- 1 For a \$ amount redemption the investor will receive the \$ amount requested.



The screenshot shows the HOSTPLUS web interface for a redemption transaction. At the top left is the HOSTPLUS logo. Navigation links include 'Current Holdings', 'Transactions >', 'Resources >', and 'Account >'. A user greeting 'Welcome [redacted]' and a last login timestamp 'Last Login: 22 Jan 2018 03:32:15 AM [Log Out]' are visible on the right. The main form area is titled 'PLEASE ENTER TRANSACTION INFORMATION' and contains the following fields:

- Fund: **Balanced Accumulation** (dropdown menu)
- Transaction Type: **Redemption** (dropdown menu)
- Trade Date: **08 Mar 2018** (dropdown menu)
- Unit Holding: **1,010,831.1558** (text input)
- NAV Value: **1,288,809.72** (text input)
- Amount or Units: **Amount** (dropdown menu)
- Amount (AUD): (empty text input)
- Your Reference: (empty text input)

A 'Place Transaction' button is located at the bottom right of the form area.

2.5 Switch

Switch from one option to another nominating \$ or units.

- 1 For a switch the user selects a **“From”** fund. The system shows the available units and NAV for the investor. The user then nominates the **“To”** fund.
- 1 As for a redemption the user may nominate units or amount for the basis of the switch as the transaction is actually a redemption from the **“From”** fund and an application into the **“To”** fund.
- 1 The redemption comments (above) apply.



The screenshot displays the Hostplus website interface for a 'Switch' transaction. At the top left is the Hostplus logo. The navigation menu includes 'Current Holdings', 'Transactions >>', 'Resources >>', and 'Account >>'. The user is logged in, with a welcome message and a 'Log Out' link. The main form is titled 'PLEASE ENTER TRANSACTION INFORMATION' and contains the following fields:

- Fund: **Balanced Accumulation** (dropdown menu)
- Transaction Type: **Switch** (dropdown menu)
- Trade Date: **08 Mar 2018** (dropdown menu)
- Unit Holdings: **1,010,831.1558** (text input) | Nav Value: **1,288,809.72** (text input)
- Switch Fund: **Indexed Balanced Accumulation** (dropdown menu)
- Amount or Units: **Amount** (dropdown menu)
- Amount (AUD): (text input)
- Your Reference: (text input)

A 'Place Transaction' button is located at the bottom right of the form.

2.6 Full switch

Full redemption from an option and reinvest funds into another option.

- 1 Full Switch works like a full redemption and reinvestment of the proceeds into a new fund. Note that the user is not prompted for amount or units.



The screenshot displays the HOSTPLUS web interface for a 'Full Switch' transaction. The page header includes the HOSTPLUS logo and navigation links: 'Current Holdings', 'Transactions >', 'Resources >', and 'Account >'. A user greeting 'Welcome [redacted]' and a login timestamp 'Last Login: 22 Jan 2018 03:32:15 AM [Log Out]' are visible in the top right. The main form area is titled 'PLEASE ENTER TRANSACTION INFORMATION' and contains the following fields:

- Fund:** A dropdown menu set to 'Balanced Accumulation'.
- Transaction Type:** A dropdown menu set to 'Switch Full'.
- Trade Date:** A dropdown menu set to '08 Mar 2018'.
- Unit Holding:** A text input field containing '1,010,831.1558'.
- Nav Value:** A text input field containing '1,288,809.72'.
- Switch Fund:** A dropdown menu set to 'Indexed Balanced Accumulation'.
- Your Reference:** An empty text input field.

A 'Place Transaction' button is located at the bottom right of the form.

2.7. Placing a transaction

Once the user is satisfied with their request, they click on the **Place Transaction** button.

- 1 After clicking on the **Place Transaction** button, the following screen will display
- 1 When placing a transaction, you will be presented with a confirmation screen with three tabs:
 - **Details** – details of the requested trade
 - **Warnings**
 - **Errors** – trade cannot proceed because of these errors

The top screenshot shows the 'PLEASE ENTER TRANSACTION INFORMATION' form. The fields are: Fund: Balanced Accumulation, Transaction Type: Application, Trade Date: 08 Mar 2018, Amount (AUD): 1,000,000.00, and Your Reference: [empty]. A blue circle highlights the 'Place Transaction' button.

The bottom screenshot shows the 'CONFIRM TRANSACTION DETAILS' screen. The 'Details' tab is active, showing the transaction information: Fund: Balanced Accumulation, Transaction Type: Application, Trade Date: 08 Mar 2018, Share Class/Series: Balanced Accumulation, Amount: 1,000,000.00, and Your Reference: [empty]. There are 'Confirm' and 'Cancel' buttons at the bottom.

2.8 User confirmation

You will receive a confirmation box with a reference number.

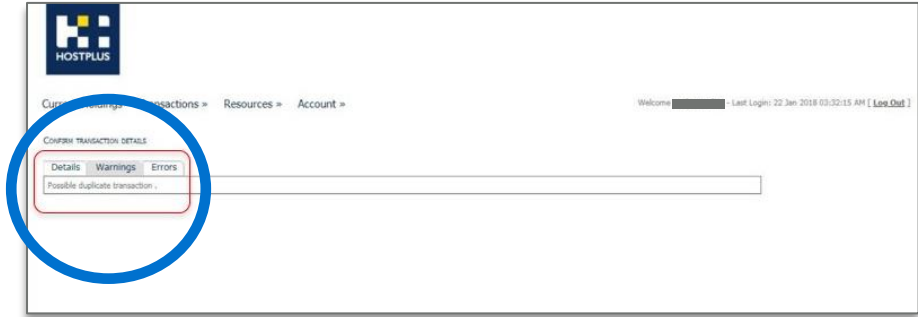
You will receive an email confirmation.

- 1 For each transaction type a confirmation email will be generated to all beneficial owners and the Investor's Adviser if they have one set up.



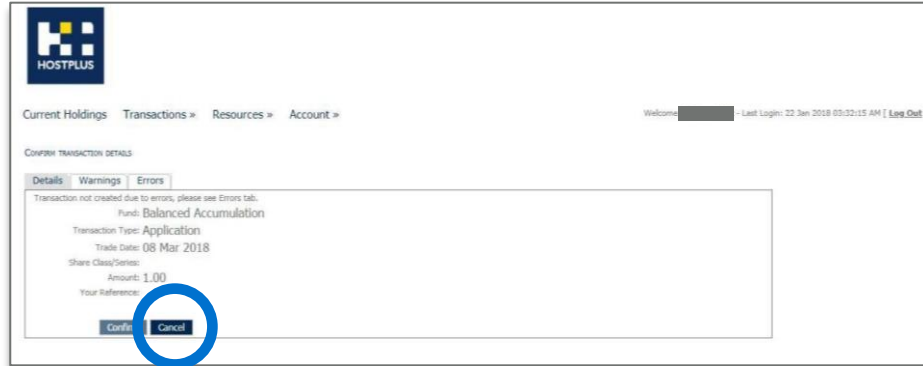
2.8 Warnings

For the purpose of this example, a second trade (the same as the first trade) has been placed. The system has issued a warning that this may be a duplicate trade, but you are able to proceed by clicking on the details tab, then clicking confirm.



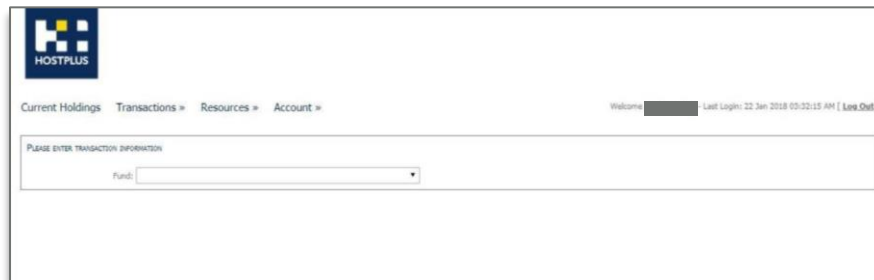
2.9 Errors

- 1 If a user receives an error message, they will be unable to proceed with the trade. In this instance, the trade amount falls below the minimum trade size limit set for Hostplus.
- 1 To exit, the user clicks on the **Details** tab and then clicks on **Cancel**.



2.10 Cancelling Transactions

If you click cancel, the system will take you back to the Transaction screen.



The screenshot displays the HOSTPLUS web application interface. At the top left is the HOSTPLUS logo. Below it, a navigation menu includes "Current Holdings", "Transactions >", "Resources >", and "Account >". On the right side, there is a user greeting "Welcome [redacted]" and a "Last Login: 22 Jan 2018 03:02:15 AM [Log Out]" link. The main content area is titled "PLEASE ENTER TRANSACTION INFORMATION" and contains a "Fund:" label followed by a dropdown menu.

2.11 Upload Transactions

Upload Transactions enables you to upload an Excel file containing multiple trade instructions. It is normally used by Advisers who prepare trades external to PFS Connect in Excel.



The screenshot shows the Hostplus web interface for uploading transactions. At the top left is the Hostplus logo. A navigation menu includes 'Current Holdings', 'Transactions »', 'Resources »', and 'Account »'. On the right, a user is logged in, with a 'Welcome' message, a redacted name, and a 'Last Login: 22 Jan 2018 03:32:15 AM [Log Out]' link. The main content area is titled 'PLEASE UPLOAD TRANSACTION FILE' and contains the instruction: 'Upload file size is limited to 4MB, upload file format can be Excel (.xls, .xlsx), Comma separated (.csv) or Tab delimited text (.txt) file.' Below this is a file selection area with a 'Choose File' button, the text 'No file chosen', and an 'Upload Transaction File' button. To the right, there is a 'Download Template File:' label, a dropdown menu, and a 'Download' button.



We're here to help.

Contact Hostplus:

Email info@hostplus.com.au

Phone 1300 467 875 (option 4)

THAT'S A PLUS+

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