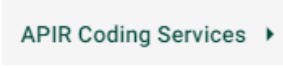



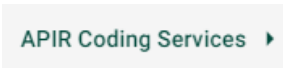

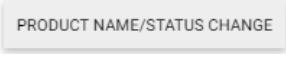



APIR Client Portal Guide

Product Archival/Termination Request*

- Login to <https://www.apir.com.au/> (Microsoft Internet Explorer is not compatible)
- Hover over  found on the left-hand side of your dashboard and click on 'Manage My Products'
- You could copy and paste the relevant APIR Codes into the 'APIR Code' filter box and click on search icon  or manually select the codes that you wish to change
- Click on 'Product Archive' button  on the top part of the page which will populate the selected APIR Codes into a form.
- You will then be asked for reason for archival and an effective date, which is the date the products were terminated in the market. Please attach Supporting documents such as Lodged ASIC Form 5138 (Scheme wind up commencement or completion notice)/letter to investors or similar documents to validate the archival.
- Once documents are attached, submit the request. This request should now appear on your dashboard.
- The request then needs to be **Approved**, which can be done by clicking on the orange 'T&Cs' icon  This will trigger us to begin processing the request.
- There is a one-off Archival fee of \$411 for each product that is archived. Once archived in the system, the product will no longer attract annual maintenance.

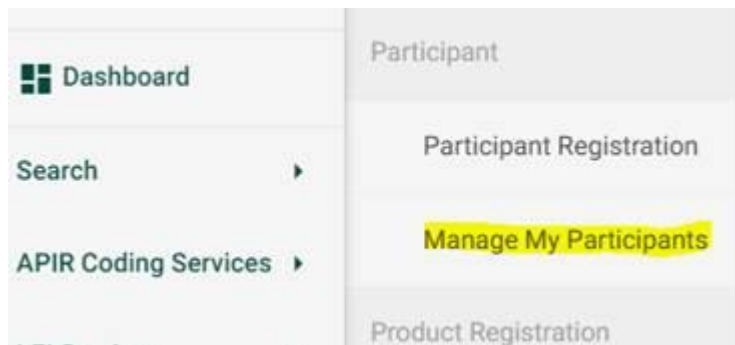
Product Name/Status Change Request

- Login to <https://www.apir.com.au/> (Microsoft Internet Explorer is not compatible)
- Hover over  found on the left-hand side of your dashboard and click on 'Manage My Products'
- You could copy and paste the relevant APIR Codes into the 'APIR Code' filter box and click on search icon  or manually select the codes that you wish to change
- Click on  which will populate the selected APIR Codes into a form.
- You will then be asked for new product full name, new product status (for status change request) and effective date. Please attach Supporting documents such as Lodged ASIC Form 5140 (Notification of scheme name change)/offer documents/letter to investors or similar documents to validate the name change.
- The request then needs to be **Approved**, which can be done by clicking on the 'T&Cs' button . This will trigger us to begin processing the request.

APIR Client Portal Guide


Participant Update Request

- Login to <https://www.apir.com.au/> (Microsoft Internet Explorer is not compatible)
- Hover over dashboard
- Click on APIR Coding Services
- Click Manage My Participant



- Select the Participant you wish to update, and click update



- Complete the request form with new details of participant
- The request then needs to be **Approved**, which can be done by clicking on the 'T&Cs'  button. This will trigger us to begin processing the request.

* The following notes will offer some guidance regarding the difference between Terminated (Archived) & Closed.

- Archive/Terminate:** If a product is wound up/terminated, and all funds returned to the unitholders/members, the product issuer can then archive the product and it will no longer attract Annual Maintenance. There is a one-off Archival fee of \$411 for each product that is archived/terminated.
- Closed:** By 'Closed' we mean, if the product is no longer open to new investors but still holds investors funds. A Closed product is active, allowing existing investors to invest new money and/or reinvest distributions/dividends. This status applies to funds until they are terminated. In this case, please submit *Product Status Change* request.