

Product Information Statement

Macquarie Cash Management Account



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The Macquarie Cash Management Account (Account) is a deposit account provided by Macquarie Bank Limited (Macquarie). As a licensed Australian bank, Macquarie is subject to regulation by the Australian Prudential Regulation Authority. Macquarie also holds Australian Financial Services Licence No. 237502 and is subject to regulation by the Australian Securities and Investments Commission.

IMPORTANT INFORMATION

This Product Information Statement describes the features of the Macquarie Cash Management Account, and together with the separate *Further Information Guide* and the *Macquarie Cash Management Account fees, limits and lodgement times* available online, contains the terms and conditions which apply to its operation. Please read these three documents carefully before deciding whether to open an Account.

The information in this Product Information Statement is current as at 13 November 2017 and is subject to change. You can find updated information on our website at macquarie.com.au/personal or by contacting us on 1800 806 310. A copy of any updated information is available free on request.

Terms

In this Product Information Statement:

We, our, us, Macquarie means Macquarie Bank Limited.

You, your means you the Account holder(s). Where the context permits it also includes any person carrying out any account transaction on your behalf, for example a person you have given third party access to.

Account means your Macquarie Cash Management Account.

Financial Services Professional means an adviser, accountant, administrator, stockbroker, risk specialist, mortgage broker, intermediary or any person that acts on behalf of a Company.

Business Day means any day on which banks are able to settle through the Reserve Bank of Australia. This does not include Saturday, Sunday and any national Australian and NSW-based holidays.

Features at a glance

Minimum additional cheque deposits/withdrawals	\$500
Interest	Calculated daily, paid monthly
Government Guarantee	The Account is a retail deposit with Macquarie and is therefore eligible for coverage under the Australian Government's Financial Claims Scheme (Government Guarantee). For current details on the Government Guarantee including applicable caps, please refer to the <i>Further Information Guide</i> .
Deposits	<ul style="list-style-type: none"> Funds transfers Direct debits¹ BPAY® (Biller code 667022) Cheque (minimum \$500) – you can deposit cheques at Macquarie offices or any branch of the National Australia Bank (NAB) by using your personalised Account deposit book <p>Refer to <i>Adding to your Account</i> on page 6 for further details.</p>
Withdrawals	<ul style="list-style-type: none"> Funds transfers BPAY® Direct debits Personalised cheque book Bank cheques² Tax payments Overseas transfers and bank drafts <p>Refer to <i>How do I withdraw?</i> on page 8 for further details.</p>
How do I access my Account?	Manage your cash 24 hours a day, seven days a week ³ via Electronic Banking (including Online Banking, Mobile Banking or Telephone Banking). With just a couple of clicks you can set up online banking at macquarie.com.au or by downloading the Macquarie Mobile Banking app (IOS or Android). Refer to <i>How do I withdraw?</i> on page 8 for further details.
Greater visibility to help you act quickly on investment opportunities as they arise	<ul style="list-style-type: none"> Your Financial Services Professional can view your Account online and help you act quickly on investment opportunities as they arise Give your accountant viewing access to your Account so they can download your current and historical transaction reports themselves
The perfect companion for your self managed super fund (SMSF)	<ul style="list-style-type: none"> All fund transactions appear on one consolidated statement, simplifying super fund accounting, tax returns, end of year auditing and long-term record keeping Download current and historical statements online, up to 10 years, worth of historical statements are available online Access personalised audit report online

¹ Establish a direct debit into your Account via the *Direct Debit Request* form available online.

² You can request a cheque to be drawn on your behalf via the *Withdrawal* form or request a new personalised cheque book via the *Cheque and Deposit Book Request* form available online.

³ While your instructions can be given at any time, transactions will not be effected outside of banking hours.

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Key features

Online flexibility and control

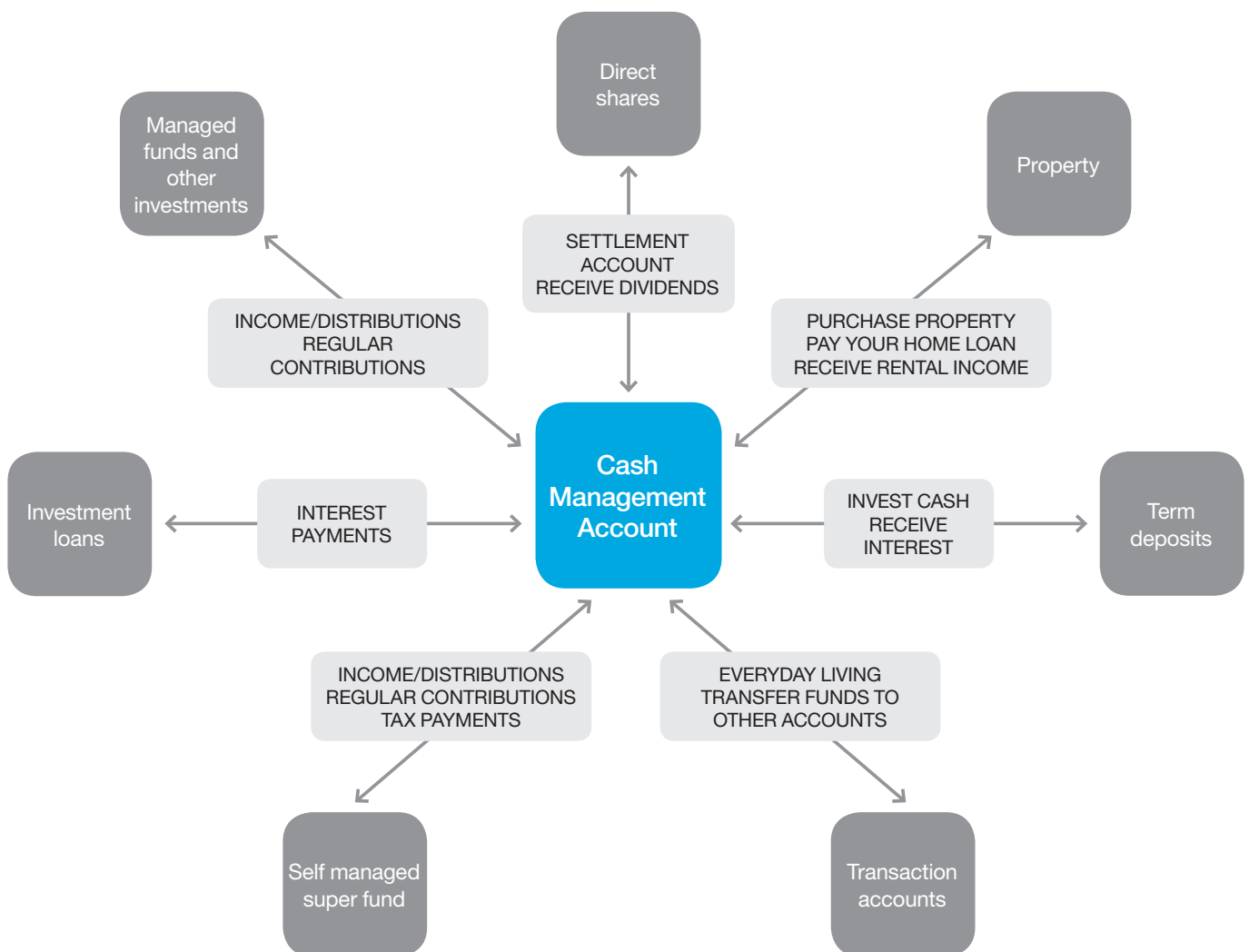
Our online Electronic Banking service helps you stay in control of your cashflow 24 hours a day, seven days a week.

- View your available balance and statements online, including your annual tax summary.
- Transfer funds easily to any Australian account.⁴
- Setup recurring payments.
- Pay your bills using BPAY®.
- Transfer money overseas.⁵
- Make tax payments directly to the Australian Taxation Office (ATO).
- Download an audit report.
- Update your Account details.⁶
- Access the current interest rate, product information and administration forms.

The centre of your investment portfolio

The one account allows you to move funds in and out within an environment of complete visibility and control.

The Account offers an efficient way to facilitate your investments. With an extensive range of features and services, the Account may be the ideal cash account for consolidating your cash and establishing an efficient cashflow management system.



⁴ Please refer to our *Macquarie Cash Management Account fees, limits, and lodgement times* for current limits on transfers.

⁵ If registered for the International Money Transfer (IMT) service using OzForex. The IMT service is provided by OzForex Pty Ltd ABN 65 092 375 703.

⁶ You can update your address and contact numbers online.

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Efficient cashflow management strategies

By consolidating your cash into one central cashflow management system you may reduce account fees incurred elsewhere. As well as this, you and your Financial Services Professional can have a comprehensive view of your cash position, making it simpler for you to take up investment opportunities as they arise.

The Account provides services and reporting tools to make it simple for you to monitor and manage your cashflow.

The perfect companion for your SMSF

The Account is an ideal cashflow management system for your SMSF, providing the flexibility and control to help you manage your fund's transactions. The Account offers easy access to information relating to the Account so that you can keep track of all payments to and from the Account. Detailed online reporting and the ability to download current and historical statements also simplifies the extensive administration responsibilities that come with having an SMSF.

Dividend reinvestment

You can arrange for dividends from shares, warrants, interest payments or distributions from other investments and accounts to be credited directly into your Account.

To arrange for your dividends/interest to be invested into your Account, simply complete the *Change of Details Dividend and Interest Direct Credit Payments* form available online and send it to the institution or registry with whom the investment is held.



How do I start?

Opening an Account

To open an Account:

- 1 Read this Product Information Statement, the *Further Information Guide* and the *Macquarie Cash Management Account fees, limits and lodgement times* thoroughly.
- 2 If you have not already satisfied our requirements under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, each Account signatory will also need to provide identification. Refer to the *Application guide* for details on how to complete the identification requirements.
- 3 Complete the online application process. Some applicants may be required to provide additional documentation.
- 4 Make your initial deposit by either direct debit or funds transfer.

You and your Financial Services Professional work closely together

If you have a Financial Services Professional, they may be critical to the ongoing management of your Account. Your authorised Financial Services Professionals can obtain Account information and we will attempt to contact them in the first instance if any follow up is required on your Account. Your Financial Services Professional is also able to assist you with any queries you may have regarding your Account.

You choose and appoint your Financial Services Professional. Unless your Financial Services Professional is an authorised representative of a Macquarie Group company, no Macquarie Group company is responsible for the acts or omissions of your Financial Services Professional. You can choose whether your Financial Services Professional can operate your Account, transact on your Account or can only view Account details. See page 5 for more information.

Advisory firm remuneration

If your Account was set up prior to 1 July 2014 by a registered broking firm or licensed financial advisory firm which introduced you to the Account, an amount of commission based on your average Account balance each month as set out in the table below will generally be paid.

Broking and advisory firm remuneration	Percentage (%) per annum (inclusive of applicable GST)
ABN provided and GST registered	0.275% pa
ABN provided, not registered for GST	0.25% pa
ABN not provided	PAYG withholding amount will be deducted

When notified, we will transfer the payment of this commission to any new registered broking firm or licensed financial advisory firm that provides you with advice.

We pay commission to certain Financial Services Professionals at no extra cost to you. We can also draw on our own resources to provide product and marketing support in the form of commission to licensed broking and financial advisory firms.

We will not make these payments in certain circumstances, including where there is a legal impediment or prohibition, including under Future of Financial Advice reforms (FOFA), on us making such payments.

Authorising a third party to access your Account

Third Party Authority

You can appoint another person or company to have access to and operate your Account by completing the *Third Party Authority* form available online.

On that form, you may nominate the type of access rights the third party will have to your Account. This may include:

- *Account enquiry* – enables a third party to enquire on your Account
- *Fee authority* – enables you to authorise a third party such as your Financial Services Professional, should you have one, to withdraw their fees from your Account
- *Government/Tax payment authority* – enables you to authorise a third party to make payments on your behalf to certain government departments, for example the ATO
- *General withdrawal* – enables a third party to make withdrawals from your Account for any purpose – investment or otherwise, and
- *Authorised signatory* – enables a third party to have general withdrawal authority access. In addition, it enables them to close your Account or make changes to your Account such as changing your contact details. This excludes changes to signing instructions on your Account and the appointment of other authorised signatories.

Adviser Initiated Payments

This is an Electronic Banking service provided by us that enables your Financial Services Professional to initiate and complete payments from your Account when required, with your consent, via the use of a secure code we send to you which must be provided to them verbally.

Refer to the *Further Information Guide* for more details.

What interest do I receive?

For the current interest rate(s) applicable to you, please visit macquarie.com.au/personal. Your interest is calculated daily and paid monthly. Refer to the *Further Information Guide* for more details.

Taxation⁷

Tax File Number (TFN), Australian Business Number (ABN), or exemption reason

Our collection of your TFN is authorised, and its use and disclosure is strictly regulated, by tax laws and the *Privacy Act*.

You may quote your entity's ABN as an alternative to its TFN if you are opening the Account for purposes related to that entity's business. An Australian Company Number (ACN) cannot be quoted in lieu of a TFN/ABN. If only an ACN is provided tax may be withheld at the top marginal rate (plus Medicare Levy).

You do not have to provide us with your TFN, and declining to do so is not an offence. If you do not quote your TFN (including all TFNs for joint accounts), ABN, or claim an exemption, tax may be withheld from the interest paid to you at the highest marginal tax rate (plus Medicare Levy).

For more information about the use of tax file numbers, please contact the ATO.

Non-residents

If you are a non-resident of Australia for taxation purposes, you must provide us with your overseas residential address.

Tax may be withheld on the interest you earn on your Account if you are a non-resident of Australia.

Changes to laws

Changes to laws or their interpretations could have an impact on the interest paid to Account holders.

Incomplete applications

In cases where your application is incomplete or you have not provided all necessary information in order for us to fulfil our due diligence obligations under applicable anti-money laundering laws, taxation laws, rules and subordinate instruments and/or Macquarie internal policies and procedures, we will be unable to complete the application and will open your Account only when we receive all required information. We will return your deposit to you along with all interest earned on it while it is held by us, within 30 days of receiving it, should we be unable to open your Account within that time (including for any of the above reasons).

⁷ Macquarie Bank Limited does not give, nor purport to give, any taxation advice. The application of taxation laws depends on a client's individual circumstances. Accordingly, you should seek independent professional advice on taxation implications before making any decisions about a financial product or class of products.

Adding to your Account

There are a number of convenient ways to add to your Account.

Direct debits

Use this facility to easily set up automatic regular deposits into your Account from external accounts in the same name.

The minimum direct debit amount is \$250 per transaction which can be set up for a specific period or continued indefinitely and you have a choice of frequency – once-off, weekly, monthly, quarterly, half-yearly or yearly.

To establish a direct debit for deposits into your Account from an account with another financial institution simply complete the *Direct Debit Request* form available online. You may be required to provide an account statement (that is less than six months old) for the account you are debiting.

Depositing your salary, dividends and other income

Have your salary, dividends and other income such as pensions, unit trust distributions and interest paid directly into your Account. There is no minimum amount for these electronic deposits, after you have opened your Account.

- *Salary* – complete an *Income Redirection* form and arrange for this to be processed through your employer's payroll department.
- *Dividends and interest* – complete a *Change of Details Dividend and Interest Direct Credit Payments* form. You cannot deposit cash (notes and coins) or third party cheques into your Account.

These forms are available online.

Joint Accounts

If you open an Account with more than one person, you are all liable jointly and severally for transactions, fees and costs on the Account. As a result, all joint Account holders must authorise the application form to set up the Account operating instructions. For example, 'any one of us to sign' or 'all of us to sign'. Please note: if you choose 'all of us to sign', some online withdrawal methods may not be available as they can only be operated by one or two persons. Should you wish to alter the Account operating instructions in the future, you will need to notify us in writing, in accordance with the signing instructions of your Account.

We may accept a cheque into a joint account which is payable to any one or more of the joint Account holders. If there is a dispute about the authority to operate the Account, we reserve the right to permit operation on the Account only when all joint Account holders have authorised the instruction. When an Account is held in joint names and one Account holder dies, the credit balance in the Account will be treated as owing to the surviving Account holders.

BPAY®

To send funds to your Account via BPAY®, contact the financial institution holding the funds, which must be a BPAY® payer. Using their phone or online banking services, enter the following numbers:

- Biller code – 667022
- Reference number – your Account number

Please note: BPAY® deposits take up to three Business Days to clear.

Paying into your Account

You can transfer funds into your Account from most other financial institutions by requesting them to transfer funds on your behalf and giving them your Account details (BSB and account number). Our BSB is as follows:

Branch (BSB) number: 182-512

Deposit books and cheques

You will be provided with a book of personalised deposit slips upon request, fees and charges may apply. Please refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for details. You can also access deposit slips online free of charge.

You can deposit cheques for \$500 or more at our offices including by using a deposit slip. All cheques must be made payable to the Account holder (or one of the Account holders if there is more than one). If you have used all of the deposit slips in your deposit book, a new deposit book will be issued upon request. Fees and charges may apply. Please refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for details.

Third party cheques

Third party cheques are not accepted.

What is a third party cheque?

A third party cheque is a cheque that is made payable to a person or entity other than the Account holder. Macquarie cannot accept such cheques. Only cheques made payable to the Account name can be accepted.

For example, if a cheque is made payable to a company and the Account is in the name of an individual director, we cannot accept the cheque. It must be in the name of the individual director.

Special clearance of cheques

Special clearance may be requested if you require the funds to be cleared prior to the standard three Business Days.

If you require special clearance your request must accompany your cheque deposit and be sent directly to Macquarie (refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for applicable fees).

Deposits through National Australia Bank (NAB)

You can deposit cheques at Macquarie offices or any branch of the National Australia Bank (NAB) by using your personalised Account deposit book. Cheques must be for a minimum of \$500 and in Australian dollars (AUD).

NAB does not accept third party cheques on our behalf. Cheques take three Business Days to clear.

Please do not use the Express Cheque Deposit facility at NAB branches.

Deposits from overseas banks

Online

The online International Money Transfer (IMT) Service allows you to initiate international transfers to and from your Account in foreign currency. IMT has no hidden fees and gives you full transparency of the foreign exchange rate at the time you make the transaction. Register for this service online at internationalmoneytransfers.com.au

The IMT service is provided by OzForex Pty Ltd
ABN 65 092 375 703.

Transfers organised via an overseas bank

You can transmit funds to your Account from overseas by funds transfer, in Australian dollars (AUD), or by bank draft in Australian dollars drawn on an Australian bank. When sending in funds transfers please instruct the sending bank to quote our SWIFT code:

MACQUA2S XXX

Overseas bank cheques

You can deposit a cheque drawn on an overseas bank provided you send it directly to us. Cheque clearance can take in excess of eight weeks and you will incur a fee from Macquarie (refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for applicable fees) and possibly additional fees from overseas banks. You will need to endorse the cheque to 'Macquarie Bank Limited' and complete a *Foreign Currency Cheque Deposit* form prior to the cheque being accepted. This form is available online.

If you deposit foreign currency you will be exposed to currency fluctuations. Macquarie has no control over the rate you will receive.

How do I withdraw?

The Account offers a range of options which enable you to access your funds quickly and easily. We will issue Login Details for our online services.

Electronic Banking

Macquarie Electronic Banking allows you to:

- transfer funds to any Australian bank account
- use BPAY® to make payments. BPAY® limits can vary between financial institutions, you should check the limits before making a payment
- set up once-off or recurring payments and maintain scheduled payments.

All this can be done 24 hours a day, seven days a week. Simply visit macquarie.com.au and log in. While your instructions can be given at any time, transactions will not be effected outside of cut off times.

Refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for details.

Telephone Banking 133 275

Telephone Banking offers quick and easy access to your account over the phone. It allows you to pay your bills with BPAY® and transfer funds to nominated account(s). Telephone Banking is available 24 hours a day, seven days a week.

Simply enter your Login Details and Telephone Banking guides you through the selections with simple instructions. While your instructions can be given at any time, transactions will not be effected outside of cut off times.

Online funds transfers

You are able to transfer funds to any Australian bank account up to a set limit per Business Day by entering the account number and BSB online. Should additional limits become available, we will notify you. Refer to the *Further Information Guide* and *Macquarie Cash Management Account fees, limits and lodgement times* for details.

Other withdrawals

Fees and charges may apply to certain non electronic withdrawal requests made by you. Refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for details.

Electronic Banking security

You will be prompted to change your password to a selection of your choice when you first use an Electronic Banking Service.

You should keep your Secret Code secret and secure against unauthorised use. You may be liable for unauthorised transactions if you do not keep your Secret Code secure – see the *Further Information Guide* for details.

You should always keep your computer and mobile device up to date with anti-virus and anti-spyware software, set up with firewall protection and scanned regularly. Avoid using shared computers (eg at an internet cafe) as you may be unable to check whether the latest anti-virus software has been installed. We recommend that you only use Online Banking and Mobile Banking if you are sure your virus protection is up to date.

If you find an unauthorised transaction, you suspect that someone has gained access to your Secret Code or is using your Secret Code without your authorisation, or your Secret Code, computer or mobile device get lost or stolen, contact us immediately.

Recurring payments

You can set up a funds transfer to make the same payment each week, fortnight, month or quarter, such as a mortgage repayment. Payments can be easily set up and maintained online through Electronic Banking. Alternatively, please complete a *Recurring Payment Authority* form available online.

Refer to the *Further Information Guide* for more information.

Direct debit requests

You can authorise a person or organisation to withdraw from your Account to arrange payment for expenses such as credit cards and other bills. To arrange this you will need to contact the receiving institution.

Lodgement and cut off times

Macquarie has lodgement and cut off times which refer to the latest time that a valid transaction request can be submitted, modified or cancelled to allow for same day processing. Any requests that are unclear, incomplete or require additional information may be unable to be processed the same day. Refer to the *Further Information Guide* and the *Macquarie Cash Management Account fees, limits and lodgement times* for more details.

Using your cheque book

You can order a cheque book by requesting one online, fees and charges may apply. Please refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for details.

Cheques typically take three Business Days to clear and become available funds. If you require the funds to be cleared prior to the standard three Business Days you may do so by requesting a special clearance on the day of deposit. Refer to the *Further Information Guide* and the *Macquarie Cash Management Account fees, limits and lodgement times* for details.

If a cheque is crossed (ie it has two parallel lines across it) then it must be paid into a bank account. If the words 'not negotiable' are added between the parallel lines then a person who obtains the cheque has no better rights to the cheque than the person giving it.

If you write 'account payee only' on a crossed cheque then the cheque should only be paid to the person named as payee on the cheque.

Your cheques will be pre-printed with the words 'or bearer' at the end of the line on which you write the payee. If a cheque has not been crossed and you cross out the words 'or bearer', the cheque can only be paid to the payee or as they direct.

If you want to stop payment of a cheque then you may request this in writing or by calling us immediately. Refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for applicable fees.

When you fill out a cheque you need to do so carefully so it can't be subsequently altered easily by someone else.

Bank cheques

To organise a bank cheque from your Account payable to another party you will need to complete the appropriate form, which is available online.

Refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for applicable fees.

Overseas transfers and overseas bank drafts

The online International Money Transfer (IMT) service allows you to initiate international transfers to and from your Account in foreign currency. Register for this service online at internationalmoneytransfers.com.au

The IMT service is provided by OzForex Pty Ltd
ABN 65 092 375 703.

Account closure

You can ask us to close your Account at any time by contacting us. We may in our discretion require both Account holders to provide instructions to close a joint account. Before we agree to close your Account, you must pay any amount which may be owing to us.

If we close your Account, we will pay you the credit balance of your Account along with any accrued interest after all transactions and fees and charges have been debited to your Account.

If your Account is closed, you will be liable for any transactions that were not processed, or that occur, on your Account on or after the Account is closed, as well as any unpaid fees or other costs associated with your Account.

If your Account is closed, make sure you notify anyone who either directly debits or credits your Account.

Fees and charges

Macquarie has fees and charges that apply for certain services. These fees are payable when you request such services and are debited from your Account. Refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for more details.

Increases or changes to fees and charges

We reserve the right to increase fees and charges and to introduce new fees and charges. Refer to the *Further Information Guide* for more details.

How do I access information on my Account?

How can I manage my Account?

You can access information relating to your Account, including your Account balance, online 24-hours a day using Electronic Banking.

You can also access up to 10 years' of historical statements online.

Further information

The following information, which also forms part of this Product Information Statement, may be found online in the *Further Information Guide*. We advise that you read this guide and we will supply a copy of it to you at no charge on request. It includes information dealing with:

- **privacy** – a statement of how we will handle personal information we collect about you, and your rights in relation to this information
- **Government Guarantee** – provides current details on the Australian Government's Financial Claims Scheme (Government Guarantee)
- **terms and conditions** – the detailed terms governing the ways you access your funds from your Account, such as by giving electronic instructions, how you may authorise someone else to operate your Account, the operation of our online service (including how and when payments are made), the terms of direct debits and what you and Macquarie may be required to do to comply with *Anti-Money Laundering*.

The *Further Information Guide* also sets out the terms that apply to your use of Online Banking, Mobile Banking and Telephone Banking, including BPAY[®], funds transfer and recurring payments.

We advise that you read this document and we will supply a copy of it to you at no charge on request.

Complaints

We have procedures in place to properly consider and deal with any complaints within 45 days of receipt. Macquarie is a member of the Financial Ombudsman Service (FOS), an independent external complaints resolution scheme. If you are not satisfied with the response from us, you can contact FOS quoting our membership number 10019. FOS can be contacted at:

Mail: Financial Ombudsman Service
GPO Box 3
Melbourne VIC 3001

Phone: 1300 780 808

Email: info@fos.org.au

Online: fos.org.au

Telephone recording policy

You should be aware that we may record all of our phone conversations with you and your Financial Services Professional relating to your Account. By applying for an Account, you consent to this recording and its use (or any transcript of the recording) in any proceedings that may be commenced in connection with your Account and you acknowledge that we are not obliged to maintain copies of such recordings or transcripts for your benefit. When calling, please let us know if you do not want your conversation to be recorded.

Statements

You can view and print your statements online. Statements are made available on a half-yearly basis, or more frequently if requested. You can also choose to receive printed statements, fees and charges apply. Please refer to the *Macquarie Cash Management Account fees, limits and lodgement times* for details.

For more information about the Macquarie Cash Management Account, **Clients** contact your Financial Services Professional, visit macquarie.com.au/personal, email transact@macquarie.com or call 1800 806 310.

Financial Services Professionals visit macquarie.com.au/advisers, email adviser@macquarie.com or call 1800 808 508.

For overseas queries email transact@macquarie.com, or call us on +61 7 3233 8136.