



CAVENDISH

INVESTMENT PORTFOLIO ADMINISTRATION

Elect Online

User Manual

The sole purpose of *Elect Online* is to provide an efficient and easy way to manage corporate actions. Our aim is to enable you to securely login and elect and track corporate actions for each of your clients online.

My Corporate Actions:

When logged in, the main page (as illustrated below) will display the list of all corporate actions along with their status and due date.

You can search, view details or view eligible client list on this page.

A Search for Corporate Action(s)

View Details View Client List <input type="button" value="Refresh"/>							
1 2 3 Page size: 10 B C D E F 26 items in 3 pages							
ASX CODE	CORPORATE ACTION TITLE	STATUS	RECORD DATE	REPLY DUE DATE	CLIENTS	RESPONSES	G
ERL	Empire Resources Limited Share Purchase Plan	Open	16 Jan 2012	31 Jan 2012	2	0	View Clients
OCP	Oceania Capital Partners Limited Off Market Buy-Back Offer	Open	29 Dec 2011	01 Feb 2012	1	0	View Clients
GOA	Gold Anomaly Limited Share Purchase Plan	Open	18 Jan 2012	03 Feb 2012	11	0	View Clients
ALY	Alchemy Resources Ltd Non-renounceable Entitlement Issue	Open	23 Jan 2012	03 Feb 2012	1	0	View Clients
MSF	MSF Sugar Limited Takeover by Mitr Siam International Pte. Ltd	Open	09 Dec 2011	08 Feb 2012	1	0	View Clients
AJL	AJ Lucas Group Limited Non-Renounceable Entitlement Offer	Open	06 Jan 2012	08 Feb 2012	2	1	View Clients
TOX	Tox Free Solutions Limited	Open	14 Dec 2011	10 Feb 2012	2	1	View Clients
RMP	Red Emperor Resources NL Share Offer	Open	03 Jan 2012	22 Mar 2012	2	2	View Clients
HDF	Hastings Diversified Utilities Fund takeover offer by APT Pipelines Limited	Open	04 Jan 2012	28 Mar 2012	46	3	View Clients
ERJ	Enerji Limited Non Renounceable Entitlement Issue	Open	22 Dec 2011	23 Jan 2012	1	0	View Clients

1 2 3 Page size: 10 26 items in 3 pages

A Search

The user can search corporate actions using ASX code or title.

B Status

The status of the corporate action depicts what is required of the user. The status can be either:

Open: the corporate action is now ready for election

Closed: the corporate action is now closed for election

Registry Closed: registry due date has passed or closed for election

Under Review: the corporate action is temporarily closed for election of responses

C Record Date

This is the date when corporate action was recorded in Elect Online.

D Reply Due Date

This is the last date to elect a response for an eligible client of a corporate action. Election closes at 5 PM AEST.

E Clients

This is the number of clients who are eligible for this corporate action.

F Responses

This is the number of responses elected by the adviser so far.

G View Clients

This is a link which displays eligible clients for this corporate action.

Selecting the corporate action enables the buttons 'View Details' and 'View Client List'. The user can select a corporate action and click on the button or arrow on the left to view the details.

'View Client List' works the same way as the link 'View Clients'.

ASX CODE	CORPORATE ACTION TITLE	STATUS	RECORD DATE	REPLY DUE DATE	CLIENTS	RESPONSES	
ERL	Empire Resources Limited Share Purchase Plan	Open	16 Jan 2012	31 Jan 2012	2	0	View Clients
OCF	Oceania Capital Partners Limited Off Market Buy-Back Offer	Open	29 Dec 2011	01 Feb 2012	1	0	View Clients
GOA	Gold Anomaly Limited Share Purchase Plan	Open	18 Jan 2012	03 Feb 2012	11	0	View Clients
ALY	Alchemy Resources Ltd Non-renounceable Entitlement Issue	Open	23 Jan 2012	03 Feb 2012	1	0	View Clients
MSF	MSF Sugar Limited Takeover by Mitr Siam International Pte. Ltd	Open	09 Dec 2011	08 Feb 2012	1	0	View Clients
AJL	AJ Lucas Group Limited Non-Renounceable Entitlement Offer	Open	06 Jan 2012	08 Feb 2012	2	1	View Clients
TOX	Tox Free Solutions Limited	Open	14 Dec 2011	10 Feb 2012	2	1	View Clients
RMP	Red Emperor Resources NL Share Offer	Open	03 Jan 2012	22 Mar 2012	2	2	View Clients
HDF	Hastings Diversified Utilities Fund takeover offer by APT Pipelines Limited	Open	04 Jan 2012	28 Mar 2012	46	3	View Clients
ERJ	Enerji Limited Non Renounceable Entitlement Issue	Open	22 Dec 2011	23 Jan 2012	1	0	View Clients

Corporate Action Details

ASX Code: DLX

Offer Title: DuluxGroup Limited Small Holding Sale Facility (& top up offer)

Action Type: Share Sale Facility

Terms: Based on the ASX closing price on 9 November 2011 (\$2.67), an Unmarketable Parcel is any holding of 187 Shares or less. The price that you receive for each Share sold through the share sale facility will be the average price received for the sale of all Shares sold under the facility. Alternatively, if you wish to acquire additional DLX shares, the top up facility enables you to purchase either \$500, \$1000 or \$2000 of additional Shares.

Conditions: If you wish to retain your DLX shares you must complete and lodge the Share Retention Form by 5:00pm on 13 January 2012.

Payment Details: DuluxGroup Limited Top Up A/C

Scale Back: The offer is not subject to scaleback

Renounceable: No

Ranking: Not applicable

Eligibility: All shareholders whose registered address is in Australia or New Zealand

Entitlement Form: Please note entitlement forms have been received and reconciled as per attached spreadsheet

Offer: DuluxGroup Limited is offering shareholders with holdings valued at less than \$500 as at 9 November 2011, the opportunity to sell or top-up their shareholding without incurring any brokerage or handling costs.

Offer Price: 0.0000

Fractions: Round Down

Maximum Application: 100% of holding

Brokerage: Not Applicable

Offer Web Address: <http://www.asx.com.au/asxpdf/20111114/pdf/422h013713q9.pdf>

KEY DATES

Record Date: 09 Nov 2011

Reply Due Date: 06 Jan 2012 05:00:00 PM AEDT

Close Date: 13 Jan 2012 05:00:00 PM AEDT

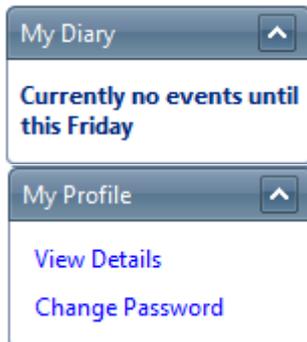
The screen shot on the left shows the details of a corporate action.

There are several different types of corporate actions as mentioned below. Each type will provide different options to choose from when electing a response.

- Share Sale Facility
- Share Purchase Plan
- Takeover
- Retail Rights Issue

- Buy Back
- Other (Sell)
- Other (Buy)
- Option Expiry

The home page also has 'My Diary' and 'My Profile' sections as illustrated below.



My diary displays the number of corporate actions due for response within the next two days.

Links under My Profile takes you to view your details and change password.

My Clients:

This tab displays all the clients of an adviser or dealer group as illustrated below. It provides all the details of a client such as account number, HIN, account type and adviser name.

View corporate action link displays all corporate actions for a specific client.

ACCOUNT NAME	BROKER ACCOUNT NO	HIN	ACCOUNT TYPE	ADVISER NAME
Megan Retirement Fund	111111	SF	Geoffery Smith(+2)	View Corporate Actions(1)
Mitchel Family Superannuation Fund	111113	SF	Daniel Crawford(+2)	View Corporate Actions(1)
Rob Family Super Fund	111112	SF	Jackie Lee(+2)	View Corporate Actions(2)
T & J Lee Family Fund	111114	SF	Daniel Crawford(+2)	View Corporate Actions(2)
Tammy and Justin Super Fund	111115	SF	Daniel Crawford(+2)	View Corporate Actions(3)
U & S Super Fund	111116	SF	Daniel Crawford(+2)	View Corporate Actions(2)

This listing has been filtered for a specific client. Please click Clear Button to clear the filter.

Search for Corporate Action(s)

ASX CODE	CORPORATE ACTION TITLE	STATUS	RECORD DATE	REPLY DUE DATE	CLIENTS	RESPONSES
AKI	African Iron Limited takeover offer by Exxaro Australia Iron Investments Pty Ltd	Open	11 Jan 2012	10 Feb 2012	4	0 View Clients

Electing a response:

To elect a response, the user must click 'View Clients'.

As illustrated below, it displays the clients who are eligible for this corporate action. The user can select multiple clients using check boxes. As soon as a client is selected, *Elect Response* and *Remove Response* buttons are enabled.

1 FIRST STEP Select Client 2 SECOND STEP Select Option 3 THIRD STEP Confirmation 4 YOU'RE DONE Complete

CORPORATE ACTION DETAILS

ASX CODE: **AKI** CORPORATE ACTION NAME: **African Iron Limited takeover offer by Exaro Australia Iron Investments Pty Ltd** TYPE: **Takeover** STATUS: **Open**

Search for clients

BROKER ACCOUNT	CLIENT NAME	TYP	UNITS	ENTITLEM	RESPONSE	STATUS	QTY TO SELL	AMOUNT	RESPONSE DATE	INSTRUCTED BY
<input checked="" type="checkbox"/>	Rob Family Super Fund	SF	100		No Response					
<input type="checkbox"/>	T & J Lee Family Fund	SF	50		No Response					
<input type="checkbox"/>	Tammy and Justin Super Fund	SF	100		No Response					
<input type="checkbox"/>	U & S Super Fund	SF	100		No Response					

If a response has already been elected before for a client, it must be removed before a new response is elected. *Please note that a response can only be removed if it has not been actioned after which the response cannot be changed.*

1 FIRST STEP Select Client 2 SECOND STEP Select Option 3 THIRD STEP Confirmation 4 YOU'RE DONE Complete

CORPORATE ACTION DETAILS

ASX CODE: **AKI** CORPORATE ACTION NAME: **African Iron Limited takeover offer by Exaro Australia Iron Investments Pty Ltd** TYPE: **Takeover** STATUS: **Open**

BROKER ACCOUNT CLIENT NAME UNITS HELD ENTITLEM

Rob Family Super Fund 100

Choose the response you wish to apply to the clients:

Response entered:

OPTION LIST

A (Maximum) Maximum Cash Consideration
B (Other) Sell shares on the ASX (sale to be arranged by advisor)
C (Lapse) Take no action – retain shares in AKI

Options for a particular corporate action event can be selected from the drop down box. Once a response has been elected for selected clients, click *Next* to continue to Step 2.

1 FIRST STEP Select Client 2 SECOND STEP Select Option 3 THIRD STEP Confirmation 4 YOU'RE DONE Complete

CORPORATE ACTION DETAILS

ASX CODE: **AKI** CORPORATE ACTION NAME: **African Iron Limited takeover offer by Exaro Australia Iron Investments Pty Ltd** TYPE: **Takeover** STATUS: **Open**

Please confirm the following response election:

BROKER ACCOUNT	CLIENT NAME	UNITS HELD	ENTITLEM	RESPONSE	QTY APPLY FOR	COST TO APPLY	RESPONSE DATE	INSTRUCTED BY	COMMENT
<input checked="" type="checkbox"/>	Rob Family Super Fund	100		Offer C (Lapse)	0	\$0.00	23 Jan 2012	Lawrence Ng	

The next step is to confirm your response which will then be submitted for action. As mentioned earlier, this response can be amended or removed before it is actioned by the administrator.

The user can cancel and leave this page anytime.

The status of the response depicts the stage corporate action for a client is at. The status can be either:

No Response: no election saved for the account

Received: the election has been received

Actioned: the election has been actioned and cannot be changed

Invalidated: a response was previously entered but is now removed/re-elected.

Response options depend upon the type of corporate action. This particular example below is for a **share purchase plan**.

Choose the response you wish to apply to the clients :

Response entered :

OPTION LIST

A (Minimum)	\$1,000 worth of shares
B (Specify)	\$3,000 worth of shares
C (Specify)	\$5,000 worth of shares
D (Specify)	\$8,000 worth of shares
E (Specify)	\$10,000 worth of shares
F (Maximum)	\$15,000 worth of shares
G (Lapse)	Take no action – allow entitlement to lapse

Below example is of **retail rights issue**.

Choose the response you wish to apply to the clients :

Response entered :

OPTION LIST

A (Maximum)	Take up full entitlement
B (Specify)	Take up partial entitlement and let balance lapse (specify the number of shares to take up)
C (Lapse)	Take no action – allow entitlement to lapse

When the chosen option says 'Specify', the user must specify the quantity/dollar amount (depending on the type of corporate action) applied for. Please note that in bulk selection, the same quantity will be applied to all the clients selected. Should the user need to select different quantities for each client, do not select multiple clients when electing a response.

Choose the response you wish to apply to the clients :

Specify the quantity applied for :

Response entered :

OPTION LIST

A (Maximum)	Take up full entitlement
B (Specify)	Take up partial entitlement and let balance lapse (specify the number of shares to take up)
C (Lapse)	Take no action – allow entitlement to lapse

Profile and Preferences:

This tab displays details of the user and allows the user to change the password as shown below.

User Details

Username:

First Name:

Last Name:

Email Address:

To update your details, please contact Cavendish Administration at corporateactions@cavendishadmin.com.au or call 1800 808 354

Change Your Password

Password:

New Password:

Confirm New Password:

If you have any queries, please feel free to call or email us.

Email corporateactions@cavendishsuper.com.au

Telephone 1800 808 354 (Toll-free within Australia)
(+61 8) 8216 4200 (calling from overseas)

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