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CommSec Financial Services Guide

Issue Date: 19 August 2022



CommSec

This Financial Services Guide has been provided to you by Commonwealth Securities Limited ABN 60 067 259 399 AFSL 238814 (CommSec) a wholly owned but non-guaranteed subsidiary of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL 234945, and Share Direct Nominees Pty Limited ABN 56 006 437 065 (Share Direct) as Authorised Representative (Ref: 274819) of CommSec.

CommSec is a Market Participant of ASX Limited and Cboe Australia Pty Limited, a Clearing Participant of ASX Clear Pty Limited and a Settlement Participant of ASX Settlement Pty Limited.

Contact Details: Locked Bag 22, Australia Square, Sydney NSW 1215.



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Part One

IMPORTANT INFORMATION

FINANCIAL SERVICES GUIDE

The purpose of this Financial Services Guide (“FSG”) is to provide you with information about our financial products and services to help you decide whether to use Commonwealth Securities Limited and Share Direct Nominees Pty Ltd (“CommSec”, “Share Direct”, “we”, “us” or “our”).

This FSG provides you with information about:

- Our name and contact details;
- The financial services we are authorised to provide and the financial products to which those services relate;
- The cost of any services that we provide;
- Any commissions or other benefits that we, or any relevant person, may be paid in relation to the financial services we offer;
- Any relationships we have with any other related companies or organisations affiliated with us which might influence us in providing financial services to you;
- Our Privacy Policy; and
- Details of our internal and external complaints handling procedures and how you can access them.

The list of specific fees and charges is set out in Part Two of this FSG.

OTHER DOCUMENTS YOU MAY RECEIVE FROM US

Product Disclosure Statement

If we offer to issue or arrange for the issue of certain financial products to you we will provide you with a Product Disclosure Statement (“PDS”). The purpose of the PDS is to set out information about the particular product including, but not limited to: the features, benefits, fees and risks associated with that product to assist you in making an informed decision. For example, you may receive a PDS if you wish to deal in Exchange Traded Options. A PDS is not required for securities products (share trading).

WHO ARE WE?

CommSec ABN 60 067 259 399 AFSL 238814 is a wholly owned but non-guaranteed subsidiary of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL 234945 (“CBA”) and a Market Participant of ASX Limited and Cboe Australia Pty Limited, a Clearing Participant of ASX Clear Pty Limited and a Settlement Participant of ASX Settlement Pty Limited.

Share Direct ABN 56 006 437 065 is a wholly owned but non-guaranteed subsidiary of CommSec and is an Authorised Representative of CommSec (Ref: 274819).

Any financial services offered to you will be provided by CommSec, or by Share Direct as an authorised representative of CommSec. Other CBA entities may also provide you with financial services and products.

WHAT FINANCIAL SERVICES AND PRODUCTS DO WE OFFER?

CommSec offers financial services and products to retail and wholesale clients.

CommSec is authorised to:

- Provide general financial product advice for the following classes of financial products:
 - Securities
 - Derivatives
 - Managed investment schemes including investor directed portfolio services
 - Deposit and payment products
 - Foreign exchange contracts
 - Standard margin lending facilities.
- Deal in a financial product by issuing, applying for, acquiring, varying or disposing of derivatives and securities.
- Deal in a financial product by applying for, acquiring, varying or disposing of a financial product on behalf of another person in respect of:
 - Securities
 - Deposit and payment products
 - Derivatives
 - Interests in managed investment schemes including investor directed portfolio services
 - Standard margin lending facilities
 - Foreign exchange contracts
- Make a market for:
 - Derivatives
- Provide custodial and depository services

CommSec's product offering includes, but is not limited to:

- Share trading
- Options trading
- International trading
- CommSec Pocket

CommSec only offers general advice.

Margin Lending Facilities are available to clients and are provided by CBA and administered by CommSec. For further details in relation to this offering, refer to CBA's *Margin Loan Product Disclosure Statement*.

CommSec also promotes CBA cash facilities including the Commonwealth Direct Investment Account ("CDIA").

Share Direct is authorised by CommSec to provide custodial or depository services for financial products offered or arranged by CommSec or in which CommSec is otherwise involved.

WHAT IS GENERAL ADVICE?

Any information you receive from CommSec or Share Direct will be factual or provided on a general advice basis. This means any information you receive in relation to any of our products or services, will not have any regard to your individual circumstances, objectives or needs.

If you require specific financial advice or support, you will need to seek and engage a Financial Adviser.

HOW DO YOU OBTAIN OUR SERVICES?

- Call CommSec on **13 15 19**
- Visit: www.commsec.com.au
- By post at: Locked Bag 22, Australia Square NSW 1215

RESEARCH TOOLS AND MARKET NEWS

CommSec prepares and publishes market commentary via a range of mediums on a general advice basis (that is, where it contains financial product advice, the advice is general advice). CommSec also sources research, research/portfolio management tools and market news from a number of third party providers. Any research material/research tool or other third party material made available to you via CommSec's website or other medium, is provided for information purposes only and is made available on a general advice basis (that is, where it contains financial product advice, the advice is general advice).

Prior to making any investment decision you should consider all warnings, disclaimers and qualifications.

HOW CAN YOU TRANSACT WITH US?

You can give us instructions via multiple channels including mobile/landline, website or other app/platforms. If you have a CommSec Pocket account, you can also place orders or give instructions via the CommSec Pocket app or other app/platform.

Orders in relation to securities will be executed in accordance with our Best Execution Statement.

A copy of our Best Execution Statement is available at www.commsec.com.au.

IF WE PREVIOUSLY PROVIDED YOU WITH PERSONAL ADVICE

If we previously provided you with personal financial product advice, you may have been issued a number of documents. We keep records of all documents and personal advice.

You may request a copy of the record of advice we keep. Any request must be made within 7 years of the provision of such advice and identify the Financial Adviser who provided the personal advice.

HOW DO YOU PAY FOR OUR SERVICES?

Part Two of this FSG details the list of fees or charges you will pay for using our services. This information is current at the date of publication.

Unless otherwise indicated, prices shown in this FSG are in Australian Dollars (A\$) and include applicable GST.

HOW ARE WE REMUNERATED FOR THE SERVICES WE PROVIDE?

CommSec receives brokerage, commissions, fees and charges for the provision of its product and services offering. With certain products, CommSec may also be remunerated by product providers, including CBA and third party providers by way of commissions. Where permitted by law, CommSec may also receive commissions where it refers you to other financial services providers or product issuers (and vice versa), or receive fees or other incentives by making initial public offerings available to our customers.

Share Direct is not separately remunerated for the custodial services it provides. Share Direct will have a right to be reimbursed for costs it incurs in selling any securities or financial products held in custody if such a sale is permitted under the terms of the relevant financial product (such costs would primarily be comprised of brokerage charged by third parties, which may include CommSec).

INITIAL COMMISSIONS PAID TO COMMSEC

Initial commissions may be a one off payment and are calculated as a percentage of the funds you have invested. They may be deducted from the amount invested. Initial commissions may be calculated as follows:

- Investment products – between 0% and 6.5% of your investment amount.
- Insurance products – between 0% and 30% of the premium that you pay.

ONGOING COMMISSIONS PAID TO COMMSEC

Ongoing commissions (sometimes referred to as trailing commissions) may be paid for the length of time you hold the product. They are usually paid directly to CommSec by the product provider out of the revenue the product provider earns. In some cases, they may be deducted from your investment.

Ongoing commissions may be calculated as follows:

- Investment products – between 0% and 1.4% of the investment amount.

Example

Assume that you invested \$10,000 in an investment product and maintained that investment.

If CommSec charged an initial commission of 2% and received an ongoing commission of 0.5% from the product provider, then:

- *CommSec would receive \$200 as an initial commission; and*
- *CommSec would receive \$50 per annum as an ongoing commission.*

In these cases, we will disclose any such remuneration arrangements when we arrange any investment for you.

Specialist Service Providers

CommSec may receive referrals from other third party referrers. CommSec may pay a commission of up to 50% of any revenue generated by such referrals.

HOW ARE OUR REPRESENTATIVES REMUNERATED?

Our employees are remunerated by salary that includes superannuation benefits from CommSec or the CBA and do not directly receive any commissions or fees. They may be eligible for a discretionary bonus payment relating to their overall performance during the year.

Bonus payments are based on employee performance and a formal assessment process that involves the consideration of a range of factors and benchmarks including but not limited to:

- Business
- Customer
- People
- Productivity
- Risks

Our employees may also be eligible to:

- A share in incentives (both monetary and non-monetary) for outstanding service;
- Receive a payment as a result of managing / distributing a capital raising offer on behalf of an Issuer;
- Receive a free grant of CBA shares under the CBA's Employee Share Acquisition Plan; and/or
- Receive indirect benefits including such things as business lunches, tickets to sporting and cultural events (including overseas study tours), corporate promotional merchandise and other similar benefits.

ASSOCIATIONS WITH RELATED PRODUCT ISSUERS

As a wholly owned subsidiary of CBA, CommSec may deal in products provided by a CBA related entity or we may refer you to a CBA related entity.

The custodial or depository services provided by Share Direct will involve offers arranged by CommSec or in which CommSec is otherwise involved. Those offers may include offers of financial products by CBA.

Referrals between CommSec and CBA Companies

Should you take up a product as part of a referral to any CBA related entity, CommSec may receive a commission of up to 100% of the revenue generated by any fees or premiums you pay to them.

Should you take up a product as part of a referral to CommSec from a CBA related entity, CommSec may pay them a commission of up to 100% of any revenue generated by fees or premiums you pay to CommSec.

REMUNERATION THAT MAY BE RECEIVED BY ASSOCIATED PARTIES THIRD PARTY AGREEMENTS

CommSec has agreements with a number of Australian Financial Services Licensees allowing them to provide a broking service to their clients through CommSec. Under these third party agreements, CommSec receives brokerage for the provision of these services. Refer to the table 'Trading in Australian listed shares and derivatives - ESUPERFUND' in Part Two of this FSG. In addition, commission may be paid to the Australian Financial Services Licensee. Refer to pages 8 to 12 for brokerage details.

Other third party referrers (not part of CommSec or CBA) may also receive benefits from CommSec for referrals by them which results in product sales in respect of the following product (and vice versa):

Product	Commission Range
CommSec Share Trading Account	Up to \$200

HOW IS MY CUSTOMER INFORMATION DEALT WITH?

At CommSec, the privacy of your personal information is important to us. We collect your personal information to ensure we are able to provide you with the products and services outlined within this FSG.

Telephone conversations with CommSec may be recorded for quality control and educational purposes.

CommSec has adopted the principles set out in the Privacy Act 1998 (Cth) as part of our continuing commitment to client service and maintenance of client confidentiality.

Further details are contained in the terms and conditions for each product.

Please also refer to our Privacy Policy at www.commsec.com.au or ask your CommSec representative for a copy.

WHAT SHOULD I DO IF I HAVE A COMPLAINT?

If you are not satisfied with the service or advice you receive from us, you are entitled to complain. We have established procedures to ensure your complaint is handled fairly.

To save yourself valuable time, please ensure you have gathered all relevant facts and documents supporting your complaint, think about the questions you want answered and decide what you want us to do.

Next, contact the department that handled the matter and explain the problem. A quick call is all that is required to resolve most issues. If you are unsure which department to contact, please call CommSec on **13 15 19**.

If your complaint is not satisfactorily resolved within 3 business days after you first notified us, please put your complaint in writing addressed to CBA Group Client Relations:

Call: **1800 805 605** (or +61 2 9687 0756 from overseas)

Email: **www.commbank.com.au/feedback**

Mail: CBA Group Customer Relations
Reply Paid 41,
Sydney NSW 2001

If, after giving CBA Group Client Relations the opportunity to resolve your complaint, you feel we have not resolved it satisfactorily, you may also lodge a written complaint with the Australian Financial Complaints Authority (“AFCA”):

For further information please contact AFCA at:

Online: **www.afca.org.au**

Email: **info@afca.org.au**

Phone: **1800 931 678** (free call)

Mail: Australian Financial Complaints Authority
GPO Box 3, Melbourne VIC 3001

PROFESSIONAL INDEMNITY INSURANCE

CommSec is required to maintain adequate Professional Indemnity (“PI”) insurance cover for the nature and size of its business at all times. CommSec’s PI policy covers any eligible claim made in relation to the provision of financial products and services to clients.

Part Two

IMPORTANT INFORMATION

FINANCIAL SERVICES GUIDE

Part Two of this FSG details the current list of fees or charges that you will pay for using our services.

TRADING IN AUSTRALIAN LISTED SHARES AND DERIVATIVES¹

Trade Execution	Brokerage fee amount by transaction value ^{2,3,4}
Trade online and settle your trade to a CDIA ⁵ or CommSec Margin Loan ⁵	\$10.00 (Up to and including \$1,000) \$19.95 (Over \$1,000 up to \$10,000 (inclusive)) \$29.95 (Over \$10,000 up to \$25,000 (inclusive)) 0.12% (Over \$25,000)
Trade online and settle into a bank account of your choice	\$29.95 (Up to and including \$9,999.99) 0.31% (\$10,000 and above)
Trade over the phone and deceased estates ⁶	\$59.95 (Up to and including \$10,000) 0.52% (Over \$10,000 up to \$25,000 (inclusive)) 0.49% (Over \$25,000 up to \$1,000,000 (inclusive)) 0.11% (Over \$1,000,000)
Trades requiring settlement through a third party ⁶	\$99.95 (Up to and including \$15,000) 0.66% (Over \$15,000)
Exchange Traded Options ⁷ traded online ⁸ , (also charged on the subsequent share transaction ⁹ upon exercise or assignment of the option)	\$34.95 (Up to and including \$10,000) 0.35% (Over \$10,000)
Exchange Traded Options ⁷ traded over the phone ⁸ , (also charged on the subsequent share transaction ⁹ upon exercise or assignment of the option)	\$54.60 (Up to and including \$10,000) 0.54% (Over \$10,000)

NOTES:

- Different brokerage rates apply to CommSec Pocket trades executed through CommSec Pocket App or CommBank App.
- Alternative brokerage rates may be agreed from time to time and (if agreed to) will be payable under clause 22 of CommSec's Share Trading Terms and Conditions. If you are offered, and agree to a tiered brokerage rate, this may result in brokerage charges that differ from rates expressly disclosed within this FSG.
- Unless otherwise indicated, where a fee or charge is expressed as a percentage, it refers to a percentage of the transaction value. For GST rounding reasons, the final brokerage fee may result in a slight variance from the stated or expected charge, which may exceed two cents for large trades.
- Brokerage charged (shares, warrants, listed managed investments and derivatives): Brokerage at these rates applies each time you trade a stock, warrant, listed managed investment or derivative.
- To be eligible, you must trade online, be CHES Participant Sponsored with CommSec and settle your trades through either a Commonwealth Direct Investment Account (CDIA) or a CommSec Margin Loan.
- Includes CommSec Margin Lending and Geared Investments Lending Trades and where the Commonwealth Bank exercises its rights under the loan terms and conditions.
- ETO contract fees also apply. See page 10 for the "Other fees and charges" of this FSG.
- For ETO multi-leg orders, brokerage is charged on each individual options leg. The execution of an equity leg (an Australian listed share transaction), traded as part of an options multi-leg order will incur 'Australian listed shares' fees and charges as disclosed in this FSG.
- Listed equities transactions that result from an exercise or assignment of ETO contracts are charged at the same rate of brokerage as the original ETO transaction. For this reason the brokerage charged on the listed equities transaction arising from an exercise or assignment of an ETO contract may differ from and overrides the default rates set out in this FSG.

TRADING IN AUSTRALIAN LISTED SHARES AND DERIVATIVES – ESUPERFUND

The fees and charges in the table below apply to ESUPERFUND customers only¹.

Trade Execution	Brokerage fee amount by transaction value^{2,3}
Trade online and settle your trade to an ACA or CDIA	\$10.00 (Up to and including \$1,000) \$19.95 (Over \$1,000 up to \$10,000 (inclusive)) \$29.95 (Over \$10,000 up to \$25,000 (inclusive)) 0.12% (Over \$25,000)
Trade online and settle into a bank account of your choice	\$29.95 (Up to and including \$25,000) 0.12% (Over \$25,000)
Trade over the phone and deceased estates	\$59.95 (Up to and including \$10,000) 0.52% (Over \$10,000 up to \$25,000 (inclusive)) 0.49% (Over \$25,000 up to \$1,000,000 (inclusive)) 0.11% (Over \$1,000,000)
Trades requiring settlement through a third party	\$99.95 (Up to and including \$15,000) 0.66% (Over \$15,000)
Exchange Traded Options ⁴ traded online ⁵ , (also charged on the subsequent share transaction ⁶ upon exercise or assignment of the option)	\$34.95 (Up to and including \$10,000) 0.35% (Over \$10,000)
Exchange Traded Options ⁴ traded over the phone ⁵ , (also charged on the subsequent share transaction ⁶ upon exercise or assignment of the option)	\$54.60 (Up to and including \$10,000) 0.54% (Over \$10,000)

NOTES:

- 1 Brokerage fees applicable to ESUPERFUND customers only. If you no longer use the services of ESUPERFUND and become a CommSec customer, the brokerage fees as disclosed in the table 'Trading in Australian listed shares and derivatives' will apply, including where an ACA is used for trade settlement.
- 2 Unless otherwise indicated, where a fee or charge is expressed as a percentage, it refers to a percentage of the transaction value. For GST rounding reasons, the final brokerage fee may result in a slight variance from the stated or expected charge, which may exceed two cents for large trades.
- 3 Brokerage charged (shares, warrants, listed managed investments and derivatives): Brokerage at these rates applies each time you trade a stock, warrant, listed managed investment or derivative.
- 4 ETO contract fees also apply. See page 10 for the "Other fees and charges" of this FSG.
- 5 For ETO multi-leg orders, brokerage is charged on each individual options leg. The execution of an equity leg (an Australian listed share transaction), traded as part of an options multi-leg order will incur 'Australian listed shares' fees and charges as disclosed in this FSG.
- 6 Listed equities transactions that result from an exercise or assignment of ETO contracts are charged at the same rate of brokerage as the original ETO transaction. For this reason the brokerage charged on the listed equities transaction arising from an exercise or assignment of an ETO contract may differ from and overrides the default rates set out in this FSG.

TRADING IN ETFS USING THE COMMSEC POCKET APP

Trading through the CommSec Pocket app requires a CommSec Pocket account.

The following fees relate to trading placed through the CommSec Pocket App or other app/platform using a CommSec Pocket account.

Trade Execution	Brokerage fee amount by transaction value ^{1,2}
Trade through Pocket App or CommBank App	\$2.00 (Up to and including \$1,000) 0.20% (Over \$1,000)
Late settlement fee	\$10.00

NOTES:

- 1 If additional services are required through the CommSec website or over the phone then fees will be as outlined in other sections of this FSG.
- 2 Unless otherwise indicated, where a fee or charge is expressed as a percentage, it refers to a percentage of the transaction value. For GST rounding reasons, the final brokerage fee may result in a slight variance from the stated or expected charge, which may exceed two cents for large trades.

OTHER FEES AND CHARGES

CommSec tries to keep all fees and charges to an absolute minimum. However sometimes we need to cover one-off costs to make sure that our everyday charges remain low. These fees apply in addition to brokerage.

SRN query or rebooking fee	\$25.00
Off market transfer fee	\$54.00 per security transfer
Late settlement fee – Buy or short sell	\$100.00
Third party registration fee, third party trade fee	\$104.00
Reprinting and postage of CHESS statement	\$16.50 per stock
Printing and postage of trade confirmation contract note	\$1.95
ETO rebooking fee	\$25.00
ETO contract fees (per contract)	\$0.13 (GST exclusive) equity option contract (open/close) \$0.05 (GST exclusive) equity option contract (exercise/assignment) \$0.45 (GST exclusive) index option contract (open/close) \$0.35 (GST exclusive) index option contract (exercise/assignment)

Domestic and Foreign Tax Fees: CommSec reserves the right to charge to your account any fees, charges or other costs we or you incur in relation to domestic or foreign tax. You will be notified of any of the aforementioned charges prior to their implementation.

Premium Research

Morningstar Subscription Fee ¹	\$29.95 per month
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Morningstar Premium

Morningstar Premium Research offers in depth analysis, recommendations and access to a range of sophisticated tools and features. Features include buy/sell/hold/reduce/accumulate recommendations and analysis across the ASX 200. Detailed information can be found through the CommSec website.

Access to Morningstar Premium Research is charged in arrears for the previous calendar month.

COMMSECIRESS PLATFORM AND ADDITIONAL SERVICE FEES

Service	Inclusion	Cost per calendar month
CommSecIRESS subscription^{1,2}	Access to CommSecIRESS charged in arrears for the previous month	\$82.50
Standard international markets¹	Live data feed of closing prices for International Market indices	Additional \$11.00 ³
Premium international markets¹	Standard International Markets plus additional real-time indices and AAP Financial News	Additional \$95.70 ³
Domestic markets¹	Dow Jones Australian News	Additional \$55.00 ³

NOTES:

- 1 Fee is charged in arrears for the previous calendar month.
- 2 No fee is charged if 8 or more contract notes are generated for the month or a client pays more than \$220 in brokerage for the month on a CommSec Share Trading account and/or a CommSec Exchange Traded Options Trading account. Trades on International Securities Trading accounts and CommSec Pocket accounts do not contribute to this total.
- 3 These fees are in addition to the CommSecIRESS subscription fee.

INTERNATIONAL LISTED SHARES, OTHER SECURITIES AND DERIVATIVES

1. Brokerage Charges – US Markets

Trade Execution	Brokerage fee amount by transaction value ¹
Listed equities, ETFs, OTC equities and managed funds ^{2,3,4}	USD \$19.95 for trades up to USD \$5,000 USD \$29.95 for trades up to USD \$10,000 0.31% for trades above USD \$10,000
US exchange traded options ^{2,3,4}	USD \$65.00 or 0.75% of the option premium whichever is greater plus US\$1.10 per contract

2. Brokerage Charges – Non US Markets⁵

Trade Execution

Brokerage fee amount by transaction value¹

Listed Equities^{2,4,6,7}

USD\$39.95 or 0.40% whichever is greater

NOTES:

- Alternative brokerage rates may be agreed from time to time and (if agreed to) will be payable under clause 23 of CommSec's International Securities Trading Terms and Conditions
- For all limit and market orders which are not fully executed in the same trading day, normal brokerage will be charged for the total portion executed per day. Brokerage charges may be converted and applied in the local currency. This may result in variances in the USD equivalent brokerage being applied. Unless otherwise indicated, where a fee is expressed as a percentage, it refers to a percentage of the transaction value.
- Brokerage is charged on an aggregated (averaged out) basis for trades in the same stock, on the same account, on the same day and in the same direction (buy/sell). That is, brokerage is charged as if a single trade took place combining and averaging out each of these trades. Each such aggregation/combination will attract a separate brokerage charge.
- Taxes and fees are put through at cost.
- For full list of non-US markets CommSec offers, please contact the International Desk on 1300 361 170.
- Brokerage is applied individually for each trade regardless of whether multiple trades in the same stock occur.
- Where an amendment is made to a partially executed order, the amended order is treated as a new order and normal brokerage will be charged upon execution.

3. Other Fees

Miscellaneous Fees and Charges

Custody Fee for inactive accounts¹

USD \$25.00 per year

NOTES:

- Custody fees are assessed to accounts defined as inactive, that is, accounts holding a security position for a calendar year (1 January to 31 December) without generating a trade, or margin interest of USD \$100 or more. Systematic reinvestment activity in mutual funds and/or exchange activity in mutual funds will be considered as a trade. However, dividend reinvestment activity is not considered as a trade.

4. Debit Interest

Interest on Overdue Balances:

Interest will be charged on overdue/unpaid accounts. This will be charged directly to your account with Pershing at the Pershing Base Lending Rate (PBLR) plus 150 basis points.

NOTES:

CommSec reserves the right to pass through to your account any additional charges, or changes to existing charges, that CommSec may incur as a result of changes in industry practices or through the course of normal business operations. This may include costs incurred from negative interest rates. You will be notified of any of the aforementioned changes prior to their implementation.

5. FX Rate

FX Fee¹

FX fee on deposit and withdrawal

0.60%

FX fee per trade

NIL

NOTES:

- For trades in currencies to which certain restrictions apply, currency must first be transferred from USD and will incur a small additional spread.

13 15 19

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CommSec