



AUTOMATE

YOUR DATA COLLECTION

YOUR UNIQUE EMAIL FOR YOUR SMSF IS

AUTOMATE YOUR DATA COLLECTION

To authorise the automatic collection of your Contract Note data, BGL requires you to notify Novus Capital of your **unique email address**.

Novus Capital uses three different online broker platforms listed below:

- **CommSec**
Please follow the Commsec instructions attached
- **ETrade**
Please follow the ETrade instructions attached
- **Pershing Securities**
Please complete the attached form

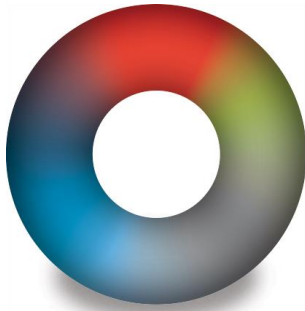
YOUR BROKER

Novus Capital
1800 450 444
PO Box R1464
Royal Exchange NSW 1225

BGL.

Suite 2, 606-608 Hawthorn Road
PO Box 8063, Brighton East
Victoria 3187 Australia

T 1300 654 401
F (03) 9530 6964
E info@bglcorp.com.au
W www.bglcorp.com



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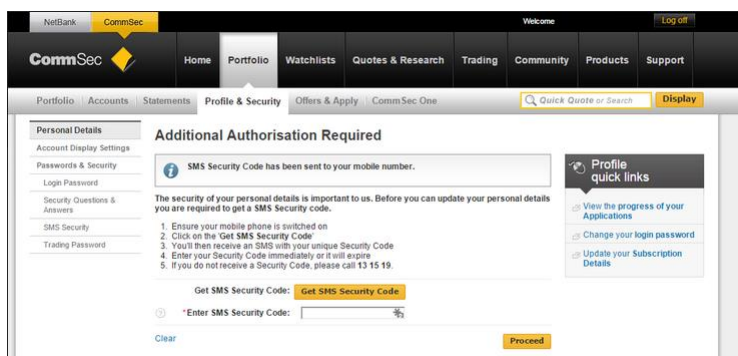
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To authorise the automatic collection of your Contract Note data, BGL requires you to complete the following steps:

- Login to your CommSec Account. Please note that you will need to complete the additional authorisation check.

YOUR BROKER

Commsec
13 15 19
shares@commsec.com.au
Locked Bag 22
Australia Square NSW
1215

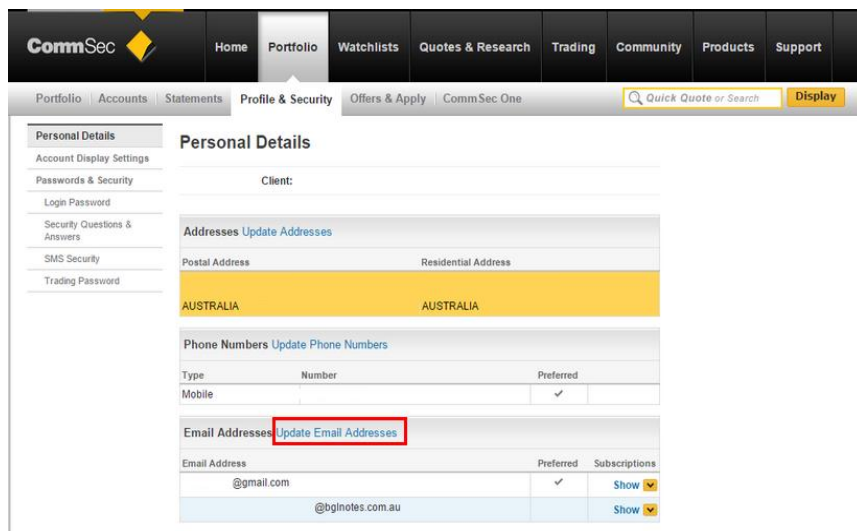


- Under the Portfolio menu please select the Profile & Security tab.

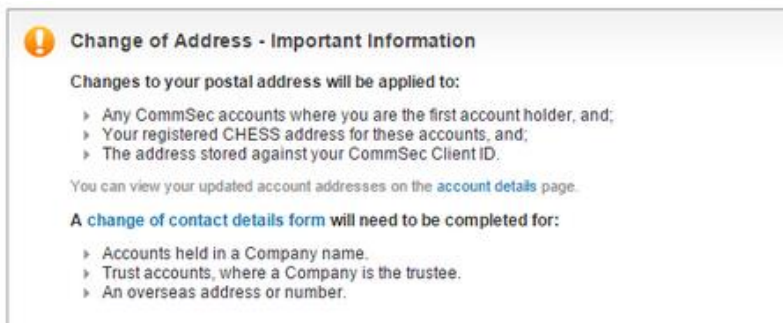
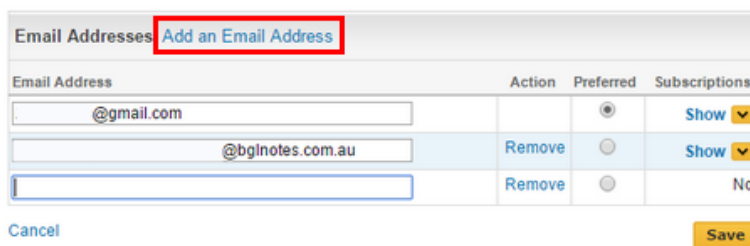
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- Select Update Email Addresses link and then select Add an Email Address.



- Add the unique email address provided and save.



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- Navigate to Portfolio >> Accounts (select account) >> Account Details
- Under the Email Confirmations heading, you can chose up to 5 copies to be sent. Tick the box next to the **unique email address** and **Save Preferences**.

Email Confirmations	
Original	Copy (Up to 5 Copies)
<input checked="" type="radio"/> MYEMAIL@GMAIL.COM	<input type="checkbox"/> MYEMAIL@GMAIL.COM
<input type="radio"/> UNIQUEEMAIL@BGLNOTES.COM.AU	<input checked="" type="checkbox"/> UNIQUEEMAIL@BGLNOTES.COM.AU

Order Notifications

? **Original Order Notification by Email:** Yes
 No

Email Order Notifications
<input type="checkbox"/> MYEMAIL@GMAIL.COM
<input type="checkbox"/> UNIQUEEMAIL@BGLNOTES.COM.AU

Save Preference

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To authorise the automatic collection of your Contract Note data, BGL requires you to complete the following steps:

- On the **My Accounts** tab, select the **Update Details** sub-tab.
- This will show the **Contact Details** page
- Select the User ID you wish to update, enter your trading password and click continue
- Select the check box next to the email address field that you wish to update and click continue
- In the **new email address** field, add your existing email address and the unique email address separated by a semi-colon and click continue

YOUR BROKER

ETrade
1300 786 257
PO Box 1346
Royal Exchange NSW 1224

Contact Details | Change Passwords | Account Options | Email Preferences | Contract Note Settings

Enter details to update [Help](#)

You are updating the details for the user:
Please enter your contact information and hit continue.

Current email address: myname@email.com.au

New email address: name@email.com.au; uniqueemail@bglnotes.com.au

STEP 3 of 5

< BACK CONTINUE >

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- The new email address you have entered will be displayed. If it is correct, then click continue. You will receive a confirmation that the contact details have been updated.

Contract Notes PDF's will require a password. This password will be your account number.

Note: If the account is held by a company or corporate trustee, ETrade will provide you with an authority form to be filled in and signed before the contact details can be changed.

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A BNY MELLON COMPANY

PERSHING SECURITIES AUSTRALIA PTY LTD

ABN 60 136 184 962 AFSL No 338264

CHANGE OF CONTACT DETAILS FORM

Account Number [input]

Account Name [input]

Accounts to be updated: [checkbox] Equities [checkbox] Options

ADDRESS

Old Street Address: [input]

[input]

New Street Address: [input]

[input]

Should the New Street Address be your Registered Address for Securities? [checkbox] Yes [checkbox] No

Old Postal Address: [input]

[input]

New Postal Address: [input]

[input]

Should the New Postal Address be your Registered Address for Securities? [checkbox] Yes [checkbox] No

Please Note: If you tick Yes for both your Street Address and Postal Address to be the Registered Address, the Postal Address will be used.

CONTACT INFORMATION

Email Address: [input]

Should the email address noted above be used for Electronic Contract Notes? [checkbox] Yes [checkbox] No

Phone (H): [input]

Phone (W): [input]

Phone (M): [input]

Fax: [input]

SIGNATURE OF ACCOUNT HOLDERS

Full name [input]

Signature [input]

Date [input]

Full name [input]

Signature [input]

Date [input]

Full name [input]

Signature [input]

Date [input]

*ALL ACCOUNT HOLDERS MUST SIGN. FOR COMPANY ACCOUNTS, SIGN IN ACCORDANCE WITH THE COMPANY'S CONSTITUTION