



Navigating the share registries

How to set up dividend reinvestment
and go paperless

Introduction

This guide is designed to support you to set up electronic communications and dividend reinvestment with Link Market Services and Computershare, the share registries that administer Six Park's selected exchange-traded funds (ETFs).

What is a share registry?

A share registry is an organisation that helps a company or 'managed fund' manage its list of shareholders or unitholders. Responsibilities include maintaining an accurate record of shareholder/unitholder transactions, issuing holding statements, distributing company/fund reports, and managing dividend payments.

All ASX listed companies, including our recommended exchange-traded funds (ETFs), have a dedicated share registry.

When we invest your funds into ETFs as outlined in your Statement of Advice, you will hold a relationship with both Six Park (your adviser) and the share registry.

You will receive communications from the relevant share registry for your ETFs including dividend payment statements, holding statements, and annual reports.

Who are Link Market Services and Computershare?

Computershare is Australia's largest share registry and was established in Melbourne in 1978. Computershare's operations have now expanded across five continents.

Computershare supports the below exchange-traded funds which Six Park use:

1. Vanguard FTSE Emerging Markets Shares ETF (VGE)
2. Vanguard MSCI Index International Shares ETF (VGS)
3. iShares Core Composite Bond ETF (IAF)
4. Vanguard MSCI Index International Shares (Hedged) ETF (VGAD)
5. Vanguard Ethically Conscious International Shares Index ETF (VESG)
6. iShares Core MSCI Australia ESG Leaders ETF (IESG)
7. iShares Core MSCI World ex Aus ESG Leaders (AUD hedged) ETF (IHWL)

Link Market Services is Australia's second-largest share registry and is used by more than 400 ASX listed companies. In Australia and New Zealand alone, they administer more than 7-million shareholders on the registers of more than 1,800 securities, including many of the region's largest companies, together with unit registers of more than 250 funds managed by some of the world's largest investment institutions.

Link Market Services support the below exchange-traded funds which Six Park use:

1. SPDR Dow Jones Global Real Estate Fund (DJRE)
2. State Street S&P/ASX 200 Fund (STW)
3. VanEck Vectors FTSE Global Infrastructure (Hedged) ETF (IFRA)
4. BetaShares Australian High Interest Cash ETF (AAA)

What is a Dividend Reinvestment Plan?

A Dividend Reinvestment Plan or DRP allows you to have all or part of your dividends reinvested in additional shares rather than being paid as cash, which can accelerate the growth of your investments. Additional shares will be issued or transferred to you when dividends are distributed at a price based on the market price of the share or ETF.

Note - you will only receive a whole number of shares under the DRP. Where the dividend amount would result in a fraction of a share being allocated to you, the fractional cash amount will be retained (without interest) in your DRP account. The amount in your DRP account will be added and carried forward to your next dividend payment.

You do not have to pay fees, brokerage, or other administrative costs to participate in the DRP. You're eligible to register for DRP if you have a registered address in Australia or New Zealand. Participation in the DRP is entirely optional.

If you do not register for a DRP, any dividends from the ETFs in your Six Park portfolio will be paid into your Macquarie cash management account (CMA) as cash. The cash in your Macquarie CMA is only used to buy more units in your ETFs when either:

1. You chose to '*Invest on Demand*' via your Six Park Dashboard
2. Your CMA balance is > \$2,000 on one of the quarterly rebalancing dates outlined in your Six Park dashboard.

IMPORTANT - Please do not update your nominated bank account details and remove your linked Macquarie cash management account. If you do this, we will lose visibility of the payment of dividends, impacting the accuracy of reports and tax statements we provide for your portfolio.

What is a Tax Residency Certification?

As a result of the Australian Government agreeing to participate in the exchange of information with other jurisdictions under the *Foreign Account Tax Compliance Act* (FATCA) and *Common Reporting Standard* (CRS), financial institutions (including Link and Computershare) are required to undertake due diligence to determine account holders' jurisdiction of tax residence. You must complete a Certification Form to confirm your jurisdiction of tax residence.

If you do not complete this, the share registries in which you are a security holder may be required to report your name, address, amounts paid, and value of securities to the Australian Taxation Office, who may report those details to the Internal Revenue Service of the United States and possibly other tax authorities. If you certify you are a tax resident outside of Australia, the share registries in which you are a security holder may be required to report your name, address, amounts paid, and value of securities to the Australian Taxation Office who may report those details to the tax authority in which you are a tax resident.

What if I have an existing profile/account with the share registries?

You will need to log onto your existing profile/account with LINK and Computershare and add your new HIN/Holdings to both accounts.

Computershare

New user login

Confirm your stock

To begin, you will need to confirm your stock holding with Computershare. You can find this information from a current Holding or Dividend statement issued by Computershare. You will need to locate the HIN (holder investor number), the Registered Postcode (as reflected on the statement), and the Issuer Code (typically three letters in length).

Please note, when inputting your HIN details, please ensure there is an 'X' in front of the number.
e.g. – X*****.

1. Go to: <https://www-au.computershare.com/Investor/> and select '**Register Now**' from underneath the **LOGIN** button.
2. Select one of your holdings held under Computershare and enter the details as per the below screenshot. Issuer codes for Computershare are VGE, VGS, IAF, VGAD, VESG, IESG, and IHWL.

The screenshot shows the 'Registration' page with a progress bar at the top indicating three steps: 1. Confirm your stock (active), 2. User registration, and 3. Confirm your email. The main section is titled 'Account validation' and 'Confirm your details'. It includes a radio button selection for 'In Australia' (selected) and 'Outside Australia'. Below this is a text input field for 'SRN/HIN (Enter all 11 characters):' with a placeholder example 'Eg. X1234567890.'. Another text input field is for 'Postcode:' with a placeholder 'Eg. 0123'. A third field is for 'Select a company you own shares in:' with a placeholder 'Start typing company name and select...'. A CAPTCHA section follows, asking the user to 'Please type the characters shown' with a visual of '4PYWM' and a refresh button. There is a checkbox for 'I would like to receive information about future online services'. At the bottom, there is a 'Terms and Conditions' section with a link to 'Terms and Conditions' and two buttons: 'CANCEL' and 'AGREE AND CONTINUE ->'.

User Registration

To begin, enter your Name and Date of Birth, then:

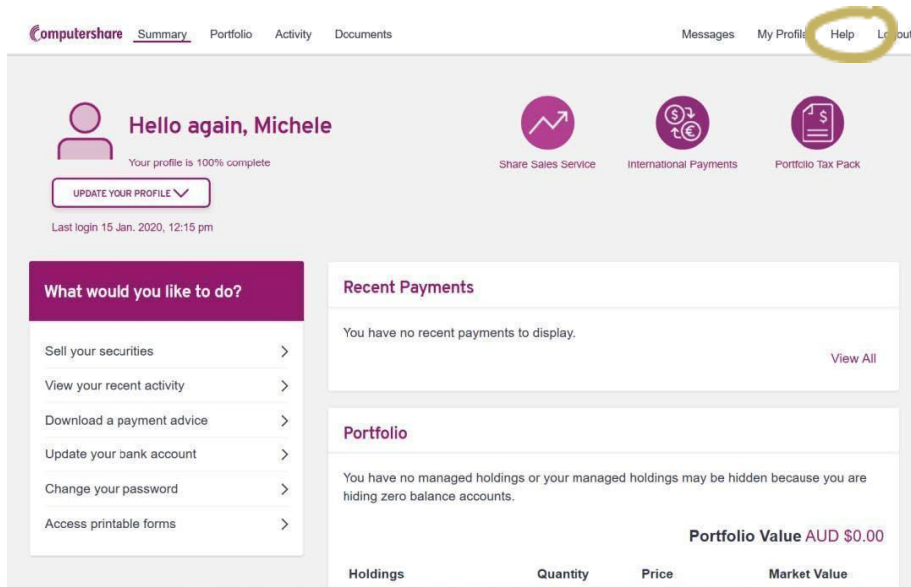
1. Create your User ID and Password (Passwords need to be a minimum of 8 characters with at least 1 Uppercase 1 Lowercase and 1 number).
2. Site Seal – Select a colour and list three words that you will remember and make a note of them.
3. Security questions – Provide three questions and answers, again making sure to note these down.

Confirm email address

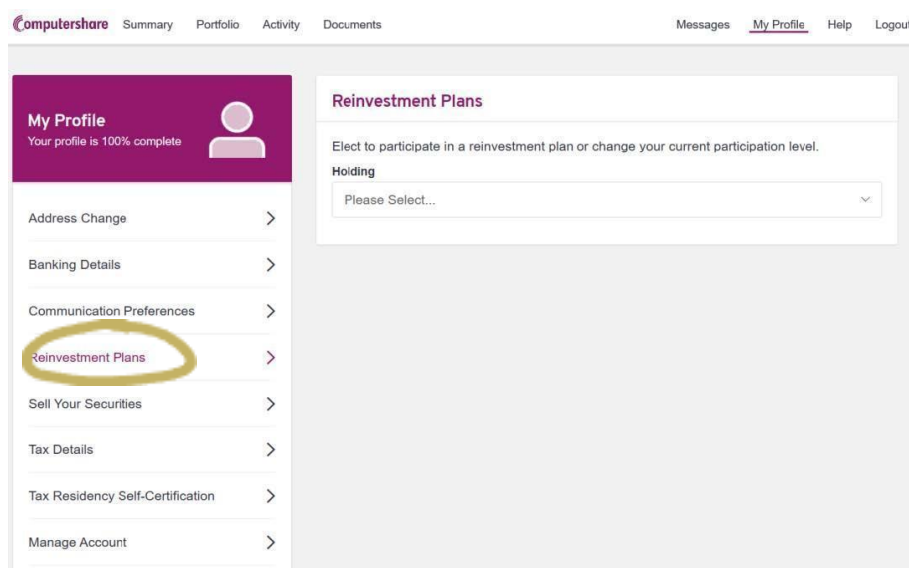
Confirm your registered email address.

Setting up DRP (Dividend Reinvestment Plan)

1. Login to your account and select **My Profile**.



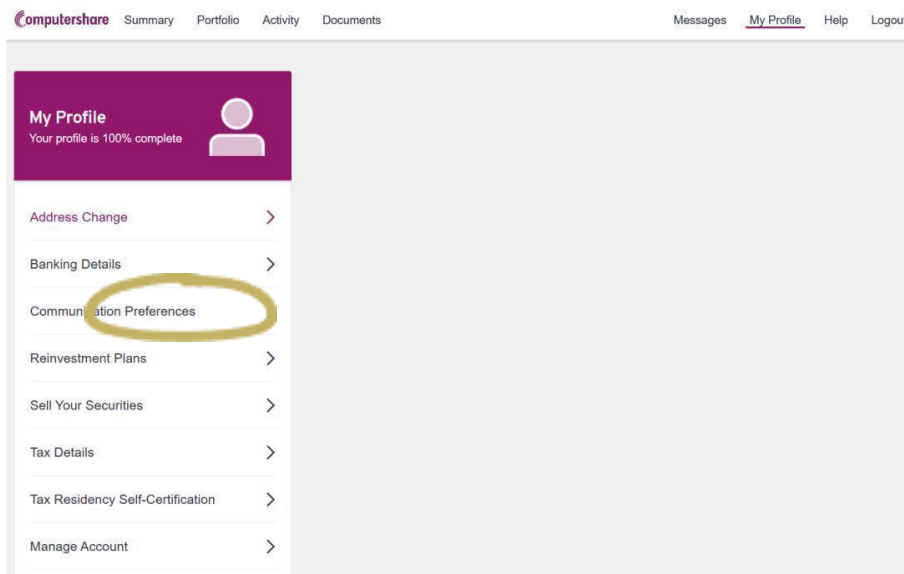
2. From the **Reinvestment Plan** section (as shown below), select your **Holding**.



3. Select Action: **Full** Participation (note: some holdings will have an option for Partial participation, ignore this option and select **Full**).
4. Repeat this process for all of your holdings with Computershare.

Setting up Electronic Communications

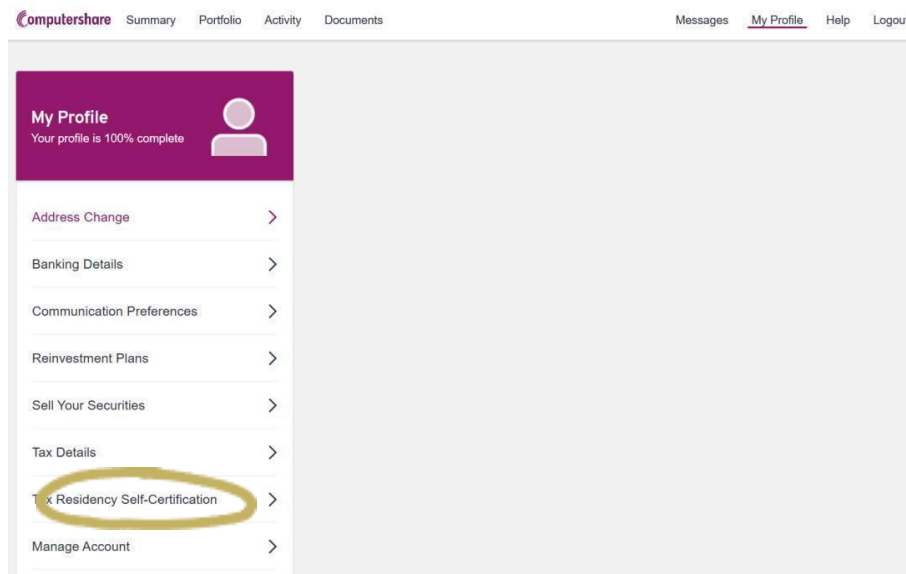
1. From the **My Profile** section, select Communication Preferences, and **Update**.



2. Add your email address.

Tax Residency Self Certification

1. From the **My Profile** section, select **Tax Residency Self-Certification** and **Update**.



2. Select under what capacity you are acting from the options provided (Individual, Joint, Company, Trust).
3. Add your date of birth.
4. Confirm your registered address.
5. You only need to complete this process once, and the details will automatically be updated for each holding.
6. **Note:** once Computershare processes the changes, you will receive a series of emails confirming the changes.

Link Market Services

Register now

Confirm your stock

To begin, you will need to confirm your stock holding with Link Market Services. You can find this information from a current Holding or Dividend statement issued by Link Market Services. You will need to locate the HIN (holder investor number), the Registered Postcode (as reflected on the statement), and the Issuer Code (typically 3-4 letters in length).

1. Go to: <https://investorcentre.linkmarketservices.com.au/Login> and select **Register Now**.
2. Select one of your holdings held under Link Market Services and enter the details as per the below screenshot. Issuer codes for Link are SPDR (covers STW, DJRE), VAN (covers IFRA), BETA (covers AAA).
- 3.
4. Please note, when inputting your HIN details, please ensure there is an 'X' in front of the number. e.g. – X*****.

The screenshot shows the 'Investor Centre' header with the 'LINK Market Services' logo. Below the header is a dark blue navigation bar. Underneath, the 'Registration' section is active, with a 'Validate holding' link. A message states: 'Please enter details of one of your holdings. You will have the opportunity to add additional holdings once registered.' The form includes fields for 'Issuer Name', 'HIN/SRN' (with a help icon), 'Postcode' (with a note 'or Outside Australia'), 'Security Code' (displaying 'MR53' with a QR code), and 'Enter Security Code'. An orange 'Continue' button is at the bottom right.

5. Enter your name, email address, and phone number.
6. Create a password, make a note of this in a secure place.
7. Provide answers to the two security questions.
8. You will be sent an email to your nominated email address from Link Market Services. You will need to log in to your email account, open the Link Market Services email, and follow the link provided to verify your email address and confirm your password.

Setting up DRP (Dividend Reinvestment Plan)

1. Login to your Link Market Services account. Go to the **Holdings Tab** and select **Portfolio** from the drop-down menu.
2. Select **View Details** for the first holding listed.

LINK Market Services Investor Centre

Holdings Payments & Tax Sell Communications Voting Forms

Portfolio Currency: Australian Dollar

View: All Holdings

Displaying All Holdings

HIN/SRN EMP ID	Registered Details	Security Code	Last Close (AUD)	Balance	Value (AUD)	Action
X*****6950	MRS MICHELE MAR...	AAA	50.10	0	0.00	View Details Shortcuts
X*****6950	MRS MICHELE MAR...	DJRE	19.22	0	0.00	View Details Shortcuts
X*****0900	MRS MICHELE MAR...	IFRA	18.63	0	0.00	View Details Shortcuts
X*****6950	MRS MICHELE MAR...	STW	49.89	0	0.00	View Details Shortcuts

Hide zero balances

Viewing 1 - 4 of 4
Total Value: \$ 0.00

SPDR® TAX GUIDE FOR INVESTORS
Read the guide now

VanEck®

3. Select **Reinvestment Plan** and **Update**.

Holding Details Currency: Australian Dollar

View: SPDR, X*****

Registered Holder: MRS MICHELE MAR... Holding Type: Corporate

Holdings

DJRE - STATE STREET GLOBAL ADVISERS ETF (SPDR DOW JONES GLOBAL REAL EST)

Last Close: AUD Tradeable Balance:

Value: AUD Non-Tradeable Balance: 0

[Transaction History](#) [Balance History](#)

STW - STATE STREET GLOBAL ADVISERS ETF (SPDR S&P/ASX 200 FUND)

Last Close: AUD Tradeable Balance:

Value: AUD Non-Tradeable Balance: 0

[Transaction History](#) [Balance History](#)

Payments & Tax

[Payment History](#) [Reinvestment Plan: Update](#)

[Tax History](#) [Tax Details: Update](#)

[Payment Instructions: Update](#) [Recorded](#)

AUSTRIA Direct credit

4. Select the issuer code and **Action, Create Instruction**.

The screenshot shows the LINK Market Services Investor Centre interface. At the top, there's a navigation bar with links: Holdings, Payments & Tax, Sell, Communications, Voting, and Forms. Below this, the 'Reinvestment Plans' section is active. A search bar shows 'View: BETA, X*****6950 (MRS MICHELE MARGARET MARIE NEVINS <MMMNE >'. Below the search bar is a table with the following data:

Issuer Code▲	HIN/SRN EMP ID	Plan	Balance	Participation	Forms	Action
AAA	X*****6950	AAA DISTRIBUTION REINVESTMENT	0	No Participation	download	Create Instruction

Below the table, it says 'Viewing 1 - 1 of 1'. To the right of the table is a sidebar with a green button labeled 'SPDR® TAX GUIDE FOR INVESTORS' and a link 'Read the guide now ►'. The 'Create Instruction' button in the table is highlighted with a yellow circle.

5. Nominate **Full** participation (note some holdings will have an option for Partial participation, ignore this option and select **Full**)
6. Select continue.
7. Repeat for all holdings held under Link Market Services.

Electronic Communications

1. The electronic communications checkbox will already be ticked by Link Market Services by default. You will need to confirm this action.

Tax Residency Certification - FATCA/CRS

1. From the PAYMENTS AND TAX TAB, select FATCA/CRS from the drop-down menu.

Self Certification - FATCA/CRS



View: SPDR, X*****

Financial Institutions are required to collect and report financial account information on investors who are tax residents of a country other than Australia. To help us meet these obligations and avoid reporting incorrect information to the ATO, please answer the questions on the following screens. This is called a "self-certification" and should only take a few minutes. [More Info](#)

Investor Summary

HIN : X*****

Name(s) of registered holdings

Title	First Name	Middle Name	Last Name or Entity Name	Self-Certified
				Not Recorded

Registered address of the account holding

Acting on behalf of * **In the capacity of a/an ***

Is this Account Holder a U.S. citizen OR a resident for tax purposes in a country other than Australia? * ☐ Yes ☐ No

[Skip](#)

[Next](#)

2. Your Name, HIN, and address details will be listed in the above form. You will need to make a selection from the 'In the Capacity of a/an' drop-down menu (Individual, Joint, Trust, Company) depending on the way the account was established.
3. Select **Next** and answer the question - Benefit of?
4. Select **Next** and answer the question - Are you a U.S Citizen?
5. Select **Confirm**.
6. You will need to confirm if you have another HIN – Select **NO**.