

## Midwinter's *Client Manager* – User Details Form

### Licensee Information

Licensee Name	
AFSL	
ABN	
Street Address	

### Office Information

Business Trading Name	
Corporate Authorised Representative Name	
Corporate Authorised Representative Number (ASIC) if known	
ABN	
CAN	
Street Address	
Postal Address	
Phone Number	
Facsimile Number	
Email address	
Proposed Start Date	

## Staff Details

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Midwinter Start Date \_\_\_\_\_ Email \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Position \_\_\_\_\_

Qualifications \_\_\_\_\_ Office \_\_\_\_\_

Type:    Authorised     Employee     Representative

Authorised Date: \_\_\_\_\_ Authorised Rep Number \_\_\_\_\_ DOB \_\_\_\_\_  
(only for AR)

Access Level                      Administration                       Advice User (Adviser/Paraplanner etc)

**Practice Management Access**                      Yes                       No   
*(Allows access to office reporting eg brokerage, client net worth)*

**Practice Administration Access**                      Yes                       No   
*(Allows access to Staff Management, marketing management and other office information)*

**Can View Tax File Number?**                      Yes                       No

**(NB: Please send your photo and staff profile to [info@Midwinter.com.au](mailto:info@Midwinter.com.au))**

### Licensing/User Access Requirements

**Reasonable Basis**                      Yes                       No

**Morningstar Investment Research\***                      Yes                       No   
*(To have access to data feeds, managed fund data and unit prices – you must have Morningstar Investment Research)*

**Aspect Huntley Direct Equity Research\*\***                      Yes                       No   
*(To have access to share data feeds, share data and share prices you must have Aspect Huntley Direct Equity Research)*



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## Data Feeds Required

Please enter the use/staff name in the top row. Then enter the adviser number(s) next to the relevant data feed. This will allow Midwinter's *Client Manager* to automatically pick up the feeds.

<u>User/adviser name</u>				
Adelaide Bank				
Asgard AdviserNet				
Asteron				
Aviva				
Aviva Protection				
AXA Australia				
BT Wrap / Portfolio Administrator				
Colonial First State				
Colonial Geared Investments				
Comminsure				
ING				
ING Portfolio One				
IOOF / AM/Lifetrack				
IOOF Global One				
Macquarie Cash Services				
Macquarie CMT				
Macquarie Wrap				
MLC				
Morgan Stanley Smith Barney				
NetWealth				
NEXT Financial				
OASIS				
Perpetual				
Portfoliofocus Choices				
Praemium V-Wrap				
Russell Investments				
Symetry				

## Existing Client Database

<p><b>Current software</b>          (Please tick the software your business is currently using for store client information that needs to be imported into Midwinter's <i>Client Manager</i>.)</p>	<p>Coin <input type="checkbox"/> XPlan <input type="checkbox"/> Visiplan <input type="checkbox"/> Other <input type="checkbox"/></p> <p>If you tick other, please specify _____</p> <p>_____</p>
<p><b>Able to Extract Data</b>          (Can the data be extracted by your office to send to Midwinter)</p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>
<p>Please provide 3 - 5 examples of clients where all records are to be imported,           or           provide screen shots.</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>
<p><b>(b) On site visit required</b>          (There is an additional cost associated with this. Quotes on application. If yes, you will need to advise Midwinter couple of available dates, so we can assist with the data extract)</p>	<p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p>If yes, suggested dates _____</p> <p>_____</p> <p>_____</p>

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_