NAB CASH MANAGER
Adviser guide

This guide outlines important information you need to know when recommending the NAB Cash Manager account to your clients, such as the application process, forms you need to complete and where to go for support.

Licensee advice requirements for NAB Cash Manager

MLC licensing standards require an adviser to make a File Note on the clients file when recommending the NAB Cash Manager to their clients. Advisers not governed by MLC licensing standards should check if the licensing standards of their dealership require a Statement of Advice (SOA) when recommending the NAB Cash Manager to their clients.

Authorised Representative facility

Your client may appoint you as an Authorised Representative on their NAB Cash Manager account, which will allow you to transact on their behalf. To establish this arrangement, your client will need to:

- Complete section E in the NAB Cash Manager application form; or
- Download and complete the form titled 'Appointment of Authorised Representative' from **nab.com.au/adviserforms.**

Please note the following information in relation to the Authorised Representative facility.

- MLC aligned advisers are not able to use the Authorised Representative facility as it is not permitted within MLC's licensing standards. Other advisers should check if the licensing standards of their dealership allow a cash transaction authority, before accepting the Authorised Representative facility.
- The Authorised Representative must also be fully identified by NAB, as per the terms and conditions set out on the Authorised Representative form.
- To cancel an Authorised Representative arrangement, your client must provide written notice to NAB.

New business applications

An initial deposit of $5,000 is required to establish a NAB Cash Manager account.

If paying by cheque, the cheque payee should be the name/s of the account holder/s of the NAB Cash Manager. Funds must be in Australian dollars only. Currencies other than Australian Dollars are not permitted.

Online application form

Applications for NAB Cash Manager can be completed online at **nab.com.au/adviser.**

Identification requirements for clients new to NAB

Applicants and signatories who have previously not been identified by NAB are required to provide certified copies of identification as per NAB's identification requirements or complete the relevant FSC (formally IFSA) Identification form for the type of account being opened.

All applicants who are new to NAB are also required to confirm their U.S. tax status by completing the relevant section in the NAB Cash Manager application form.

- If your client responds 'yes', they will need to complete a form titled 'FATCA Self Certification Declaration Form'.
- This is a requirement to comply with the Foreign Account Tax Compliance Act (FATCA) which is a United States tax legislation designed to combat the use and non-disclosure of offshore accounts and investments held by U.S. taxpayers.

The identification requirements and forms can be found at **nab.com.au/adviserforms.**

Group client transfer process

If you wish to transfer a group of clients from another cash management provider, NAB can assist with the process. A dedicated migration specialist will support you throughout the entire process to ensure that the transition is easy for you and seamless for your clients. For more information, please contact your Business Development Manager.

Easy download of client information

We offer Data Feeds to most financial planning software.

Contact one of our Sales Support specialists on **1800 227 611** for further information on software providers we send Data Feed to and how you can link your Clients' NAB Cash Manager."

MasterKey Platform Integration

The NAB Cash Manager is integrated with MLC's MasterKey platform, which means that advisers and clients can view NAB Cash Manager data alongside other MasterKey investments within **mlc.com.au.**

How do I link my clients?

When completing the NAB Cash Manager application form please provide the clients MLC customer number. The NAB Cash & Investment Service team will complete the linking process between your clients MLC and NAB accounts.

For existing clients, please email the MLC customer number/s to **nabcashmanager@nab.com.au**, or call the NAB Cash & Investment Service team on **1800 036 171** to have the linking process completed.

Further NAB Cash Manager information and documentation

Documents such as application forms, terms and conditions, client fact sheets and adviser fact sheets are available for download from the NAB Cash Manager adviser portal at **nab.com.au/adviser.**

Alternatively, please contact the NAB Cash & Investment Service team on **1800 036 171.**

CONTACT US

NAB Cash & Investment Service team

The NAB Cash Manager has a dedicated Cash & Investment Service team ready to assist you with your enquiries. You can contact the service team by:

Phone: **1800 036 171**

Mon – Fri 9.00am – 5.30pm EST

Fax: 1300 552 790

Email: nabcashmanager@nab.com.au

Mail: National Australia Bank
NAB Cash Manager
Reply Paid 85956
DOCKLANDS VIC 3008

Sales support

Our team of dedicated specialists are available in each state. Their contact details are:

Contact	Phone	Mobile	Email
NSW & ACT	Trent Faehndrich	0459 999 540	Trent.Faehndrich@nab.com.au
NSW & ACT	Stefan Visser	0417 233 668	Stefan.Visser@nab.com.au
VIC & SA	Elva Xenos	0410 481 042	Elva.Xenos@nab.com.au
VIC & TAS	Krista Demiris	0488 222 803	Krista.Demiris@nab.com.au
Qld & NT	Danny Ang	0407 740 417	Danny.Ang@nab.com.au
WA	Andrew Groves	0411 443 971	Andrew.Groves@nab.com.au

Important information

For adviser use only. This information is of a general nature and has been prepared by National Australia Bank Limited ABN 12 004 044 937 (NAB) for information purposes only. The information contained in this document is current as at 20 May 2014 but may change without notice.

The NAB Cash Manager is only available to approved customers. Terms and conditions and fees and charges apply. For further information contact NAB. National Australia Bank Limited is the product issuer, unless otherwise specified. Any advice contained in this document has been prepared without taking into account your clients' objectives, financial situation or needs. Before acting on any advice in this document, NAB recommends that you consider whether it is appropriate for your clients' circumstances.