

ADVISORY SERVICES GUIDE For Private Clients

AOT Securities Pty Limited
ABN 64 095 593 909

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You are required to read the following in order to gain an understanding of the stockmarket:

[Introduction to AOT Securities](#)
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INTRODUCTION TO AOT SECURITIES

AOT Securities Pty Limited (AOT Securities) is a wholly owned subsidiary of AOT Australia Pty Ltd. AOT Australia commenced trading in the stockmarket under the trading name of AOT Stockbroking in August 1999 and, since then, it has become one of Australia's leading broking firms in terms of ASX market turnover, primarily catering to the institutional market.

AOT Securities is regulated in Australia by the Australian Securities & Investments Commission (ASIC) and holds a Securities Dealers License. AOT Securities is a participating organization of Australian Stock Exchange Limited (ASX).

This Advisory Services Guide provides our retail clients with information concerning the products and services we offer, your rights as an investor and client of AOT Securities and how to open an account with us. It also tells you about the risks associated with investing in the securities markets, which is required by law. Should you wish to clarify any of the information included herewith please contact us by telephoning our office.

SERVICES

AOT provides advice and execution services in relation to investment in securities as follows:
Sharemarket Buying and selling shares
Broker sponsorship through AOT Securities' Third Party Clearer, Berndale Securities Limited
Margin lending through ANZ Margin Lending and Leveraged Equities
Derivatives - Exchange Traded Options and Warrants
Money Management - Cash Management Trusts – Adelaide Bank and Macquarie Bank

BROKERAGE SCHEDULES

Software & Data Fees

The Software and Data fee comprises two parts:

1. Software Fee - Fixed at \$38.50 incl GST

2. Data Fee - This is an ASX Royalty charged by the ASX for viewing Live Price Data. The fee is charged at the rate of 2.53 cents incl GST per minute during hours 9:30am to 5:00pm weekdays. This fee is capped at \$38.50 per month for live ASX prices, or \$49.50 to view both live ASX and Options market prices.

No software or data fees are payable if a client elects not to log on to the Integral software during a calendar month.

To reward customer loyalty, AOT Online also provides certain fee concessions:

- No software fee is charged if 8 or more contract notes are generated for the month.

- No software or data fee is charged if 16 or more contract notes generated for the month.

This fee, if applicable to your account, will be debited to your Cash Management Trust account (or at AOT's discretion, invoiced to you) in arrears during the following month.

Online Trading – Equities and Warrants

\$33.00 per contract note (inclusive of GST) for trades of \$1 Million or part thereof.

Online Trading - Exchange Traded Options

\$1.10 (inclusive of GST) per option contract/lot subject to a minimum charge of \$44.00 (inclusive of GST). The maximum brokerage charged will be \$71.50 (inclusive of GST) for transactions up to 100 contracts/lots. AOT reserves the right to vary the brokerage rate on transactions greater than 100 contracts/lots.

Option Exercise/Assignment

\$33.00 (inclusive of GST) per exercise/assignment

Non-Trading Related Charges

Fail Fee-Buy	\$55.00 per day + corresponding penalty fees
Fail Fee-Sell	Minimum \$55.00 per day + corresponding penalty fees
Options Fail Fee	\$55.00 per day + corresponding penalty fees
Penalty Fees	15% p.a. on all outstanding monies
SRN Enquiry	\$16.50
Rebooking Fee	\$27.50
Off Market Transfer	\$55.00
Late Trading Request	\$27.50

All above are GST inclusive

All ASX charges incurred on your behalf will be charged to your account

INVESTOR INFORMATION – BUYING AND SELLING AUSTRALIAN SECURITIES

1.0 Fees and Charges

AOT Securities will charge you a commission on transactions undertaken for you based on the value of the securities bought or sold for you or for online trading a flat rate will be charged. You will be advised of the rate of commission when you open an account with us and of any changes to our commission rates from time to time. A minimum charge may apply to some transactions.

2.0 Placing Orders

For advisory clients only orders may be placed with your advisor by telephone, by facsimile, in writing, via internet (subject to availability), by email, in person or electronically.

2.1 Market Orders

You should specify an 'at market' order type if you wish to execute a 'bid' or 'offer' at the current market price. If you placed an 'at market' buy order for 1,000 shares you would buy the shares at the lowest offer price \$10.01 (see example below). Alternatively, if you placed an 'at market' sell order you would see your shares for the highest bid price \$10.00.

<i>Buy side</i>		<i>Sell side</i>	
Bid price	Quantity	Offer price	Quantity
\$10.00	1000	\$10.01	1000
\$9.98	1000	\$10.05	1000

Caution – As orders are continually being entered into the market, there is a risk that you will not receive stock at the current bid or offer price. This situation can occur if someone enters a bid or offer before your order. If a buy order for 1000 shares was entered prior to your buy order for 1000 shares, the first order would receive the shares for \$10.01 whilst your order will be executed at \$10.05. The risk becomes more extreme in illiquid and low value stocks. In this scenario we recommend that you enter a price limit order, this way you will only ever buy or sell for the price you were prepared to pay.

2.2 At Best Orders

You should specify an 'at best' order if you wish to enter a 'bid' or 'offer' at the highest bid or lowest offer price. If you placed an 'at best' buy order for 1,000 shares your order would enter the market at the highest bid price. Alternatively, if you placed an 'at best' sell order your order would enter the market at the lowest offer price. Due to the fact the SEATS works on a strict price then time priority, your order will not be the priority bid or offer, but would be at the 'best' price as illustrated below.

<i>Buy side</i>		<i>Sell side</i>	
Bid price	Quantity	Offer price	Quantity
\$0.09	1000	\$0.11	1000
\$0.09	1000	\$0.11	1000
\$0.08	1000	\$0.13	1000

2.3 Market Conventions 2.3.1 Order priority

- Orders are prioritised according to price and the time the order was entered within each price level.

- Priority will always be given to buyers willing to pay the highest price or sellers willing to take the lowest offer price.

- Trades will always execute in priority order.

2.3.2 Order matching

Orders will not execute / match unless the price or another opposite order is exactly the same as the order you have entered. For example, if you enter a buy order in the market below of \$0.10 it would not be executed or filled, as there is no matching sell order for \$0.10.

<i>Buy side</i>		<i>Sell side</i>	
Bid price	Quantity	Offer price	Quantity
\$0.09	1000	\$0.11	1000
\$0.09	1000	\$0.11	1000
\$0.08	1000	\$0.13	1000

2.3.3 Price steps

Price steps are the acceptable denominations that SEATS will accept for bids and offers. The current price steps for equities and warrants defined by the ASX are as follows:

Price range of the security			Price Steps
0.1 cents	To	9.9 cents	0.1 cents
10 cents	To	49.5 cents	0.5 cents
50 cents	To	999.99 cents	1 cent

For example, bids and offers in the first price range should be entered in denominations of 0.1

cents.

2.4 The pre-open phase and establishing the opening price.

The purpose of the pre-opening phase is to establish the day's opening prices for securities traded on SEATS. During this phase you can enter, amend or cancel orders. Orders are allowed to overlap in the pre-open phase (eg. the bid price may be higher than the highest offer price or the offer price may be lower than the highest bid price). SEATS will not automatically execute trades during the pre-open phase.

SEATS establishes the opening price for a security using the weighted average price of the last buy order and the last sell order matched before the priority buy price is below the priority sell price. The software provides "show open price" functionality within the market depth command. This functionality will provide you with an estimated opening price only; it does not guarantee what the opening price on SEATS will be.

Opening occurs in groups and in alphabetic order. Thus not all securities open at the same time; complete opening may take around ten minutes as follows:

A – B opens at 10.00.00 am +/- 15 seconds

C - F opens at 10.02.15 am +/- 15 seconds

G – M opens at 10.04.30 am +/- 15 seconds

N - R opens at 10.06.45 am +/- 15 seconds

S - Z opens at 10.09.00 am +/- 15 seconds

2.5 End of trade

The market stops trading at 4.00pm, after which it enters a phase in which orders can be entered, amended or deleted, but do not trade. At a random time between 4.05pm and 4.06pm the market undergoes a closing price auction. The algorithm used to determine this closing price is the same as that used for the opening price described in 2.4 above. AOT will not allow you to enter orders directly into the market after the closing price auction.

3 Your Adviser

Your adviser is as specified in a special insertion in this Guide. Your adviser will be acting on behalf of AOT Securities Pty Limited in a representative capacity only. AOT Securities is, therefore, responsible to you for any advisory services your adviser provides.

4 Instructions to Advisor

You should let your advisor know:

- The type of order i.e. buy or sell
- The name of the security you wish to buy or sell
- The number to be bought or sold, or dollar amount to be invested
- Any price limit you wish to implement
- Any time limits e.g. good for one day only
- Any special instructions e.g. deposit of proceeds, delivery of CHESS holding statements, Issuer Sponsored statements etc.

5 Time Limits and Cancellations

Orders with a fixed price which are not completed remain open for a period of 45 working days from the time the order was placed unless cancelled earlier. You may amend or cancel an order if it has not been transacted.

6 Contract Notes

Once your order has been transacted you will receive a contract note, which includes the details of the price of the securities, commission payable and the date for settlement. A single contract note will consist of any number of trades at/up to six different price levels. Example:

The following 7 trades would generate 1 contract note as there are only 6 price levels

10.30am	Bought	1000	BHP	@	\$8.50
10.45am	Bought	1000	BHP	@	\$8.55
11.30am	Bought	1000	BHP	@	\$8.56
12.30am	Bought	1000	BHP	@	\$8.57
1.30pm	Bought	1000	BHP	@	\$8.58
2.30pm	Bought	1000	BHP	@	\$8.59
3.30pm	Bought	1000	BHP	@	\$8.50

The following 7 trades would generate 2 contract notes as there are 7 price levels

10.30am	Bought	1000	BHP	@	\$8.50
10.45am	Bought	1000	BHP	@	\$8.55
11.30am	Bought	1000	BHP	@	\$8.56
12.30am	Bought	1000	BHP	@	\$8.57
1.30pm	Bought	1000	BHP	@	\$8.58
2.30pm	Bought	1000	BHP	@	\$8.59
3.30pm	Bought	1000	BHP	@	\$8.60

Contract notes will be generated daily for any part filled orders, i.e. stock will not be held over for the next day or completion of order.

7 CHESS

All shares are held through the Clearing House Electronic Subregister System (CHESS) either through a broker, who sponsors your holdings (Broker Sponsored) or through the company itself (Issuer Sponsored). We require you to appoint our Third Party Clearer, Berndale Securities Limited, as your Sponsoring Broker in order to provide efficient settlement of any sell trades.

Issuer Sponsored means that you are allocated an SRN (Shareholder Reference Number) by each company you have bought shares in and therefore, if you have invested in ten different companies, you will have ten different SRN's. In contrast, Broker Sponsored holdings only have one Holder Identification Number (HIN) which is then used for every company in which you hold shares. For example, if you have invested in ten different companies and Berndale Securities is your sponsoring broker for those companies, then you have the convenience of the same HIN being noted on each of your securities holding statements.

Once you are Broker Sponsored, any buy or sell transactions through us are recorded under your HIN. Therefore, any queries regarding your holdings can be directed to us rather than ringing the various share registries. We recommend you send in your current holder statements together with the signed form attached to this Advisory Services Guide agreeing to appoint Berndale Securities as your Sponsoring Broker and agreeing to the Sponsorship Terms in this guide.

Broker Sponsored shareholders are at liberty to be sponsored by a number of brokers and can transfer, at any time, their sponsorship from broker to broker on written request. For example, a shareholder may have 500 BHP sponsored through Broker A and 600 sponsored through Broker B. If they want to sell 1,100 BHP through Broker B, then they must write to Broker A requesting them to transfer their holding to Broker B. As the transfer is electronic it usually takes no more than 24 to 48 hours.

There is a great deal of flexibility in being Broker Sponsored and, as there are no fees attached to sponsorship, we recommend it as a more convenient and efficient means of transacting on ASX.

8 On Line Trading

If you are using AOT's Online trading facility, the following applies:

Purchases - Orders will only be accepted and executed online if there are sufficient cleared funds in a Client's trading account or in an approved Cash Management Trust account (refer to Item 9 (d) for more details). The amount of funds must be sufficient to cover the value of the purchase plus all brokerage and government charges.

Sales – Orders will only be accepted if a Client has sufficient stock registered on CHESS under Broker Sponsorship to Berndale Securities.

9 Settlement and Registration

Settlement of contract is on the date shown on the contract note. The ASX has fixed the settlement period for transactions at 3 business days after the date of the transaction.

a. Sales

Having appointed Berndale Securities as your sponsoring broker, delivery of shares sold by you is automatic.

b. Payment of Sales Proceeds

Payment will occur on the settlement date shown on the contract note and funds will be automatically paid across into your Cash Management Trust (CMT)

Payment will be made to the designated account name, not to a third party.

c. Purchases

Payment for purchases must be made by 9:30am on the settlement date shown on the contract note in any one of the following ways:-

i) As you have an approved CMT account, the funds required will be automatically transferred from your CMT account and offset against the purchases.

ii) You can arrange for the proceeds of recent sales (made on or prior to the purchase trade date) to be offset against your purchases.

d. Cash Management Account

If you are trading online with AOT you will be required to either have sufficient cleared funds in your trading account or will you need to open an account with an approved Cash Management Trust. If you need to open a Cash Management Trust Account, please refer to the websites shown on the first page of the application form.

10 Joint Accounts

When you open an account in more than one name, or you wish to authorize a third party to give instructions on your behalf, please indicate on the Application Form the name(s) of all parties who will have authority to give instructions. Any change to that authorization must be made in writing and signed by all parties to the account.

11 Records

For Advisory Clients we maintain a record of your personal profile that includes details of your investment objectives, financial situation and needs. We also maintain records of any recommendations made to you.

12 Terms of Business

All accounts opened through AOT Securities are subject to the Terms of Business, which is set out below and should be read in full. Please note the indemnity included in the Terms of Business.

YOUR RIGHTS AS AN INVESTOR

1 Investment Recommendations and Advice

As an investor you have certain rights. In addition to your general rights, the Corporations Law gives you certain specific rights where a securities recommendation is made to you.

1.0 Our advisors must have a reasonable basis for making recommendations

AOT Securities can only make recommendations that have a reasonable basis. In making this determination AOT Securities must consider whether the securities are:

- a) appropriate to be recommended (i.e. AOT Securities has made its own inquiries into the particular securities); and
- b) suitable to your investment objectives, financial situation and particular needs.

To assist your advisor to fulfil this obligation, you are asked to complete the Client Profile section in the Application Form and to let us know of any changes to that information as soon as possible. If you do not complete the Client Profile or do not advise us of any changes, any recommendations made by us may not be appropriate to your needs and objectives.

1.1 Our advisors must disclose any interests

You have the right to be told about any interest of your advisor, AOT Securities or any of their associates, which might reasonably be expected to be capable of influencing a securities recommendation made to you. Your advisor will let you know of any further disclosable interests which he or she may have at the time a recommendation is made.

You should be aware that if you have been referred to AOT Securities by a third party, that person may receive a share of brokerage charged to you by AOT Securities.

As AOT Securities is a broker (not a financial planner) its recommendations to you will relate only to your securities, not to other potential investments such as real estate or superannuation. In you require investment advice on matters other than securities or if you require advice on how much of your investment portfolio should be invested in securities or the tax implications of your investment decisions, you should consult an independent financial planner or advisor.

2 Research Recommendations

The research undertaken by stockbrokers is basically the opinion of specialist analysts. It can never be guaranteed, is only valid for a limited time and is often subject to market movements. For example, for short term investors an "outperform" recommendation could turn into an "underperform" recommendation where the market price of a stock has appreciated by a small amount, whereas for a longer term investor this market movement may not be significant.

The mere fact that a stock is recommended by an analyst as an "outperform" does not necessarily mean that the stock is a suitable investment for you and you should always consult with your advisor at AOT Securities before acting on any research report or recommendation.

3 What to do if you have a Complaint

If you have any complaints about the service you have received from AOT Securities, or any other aspects of your dealings with us, you should refer the matter to us by:

3.1 Discussing your complaint with your advisor

3.2 If your complaint is not satisfactorily resolved within 3 days, please put your complaint in writing addressed to:

Compliance Manager
AOT Securities Pty Limited
Level 7
5 Elizabeth Street

SYDNEY NSW 2000

who will discuss your complaint with the relevant AOT Securities personnel and prepare a response.

3.3 If, after 45 days from the time you first notified AOT Securities of your complaint, your complaint is not resolved to your satisfaction, then you have the right to proceed with your complaint to:

Financial Industry Complaints Service Limited (“FICS”)
PO Box 579
Collins Street West
Melbourne VIC 8007
Telephone: (03) 9629 7050
Facsimile: (03) 9621 2291

Please note that for FICS to handle a complaint, the complaint should relate to financial loss up to an amount up to \$100,000, and must be lodged within six (6) years of the date you knew or reasonably ought to have known of the loss. Further information is available from either AOT Securities or the FICS. Above this amount, alternative dispute resolution mechanisms may be utilized.

3.4 The Australian Securities and Investments Commission (ASIC) also has a freecall Infoline on 1300 300 630 which you may use to make a complaint and obtain information about your rights.

RISKS IN SECURITIES INVESTMENT

There are risks associated with investment in securities and the services provided in relation to securities which, as an investor, you should be aware of and accept before making any investment decisions.

Securities, like other asset classes (e.g. property and government bonds), can decline in value as well as appreciate. The measure of this change in value is often referred to as volatility. The more value varies over time, the more volatile the asset is and, therefore, the more the risk involved in investing in it. Securities are generally more volatile than other asset classes but, over the longer term, a balanced portfolio of securities has proven to be a superior investment in most cases.

1. What are the Risks?

Overall Market Risks The risk of loss by reason of movements in the share market generally. These can be caused by any number of factors including political, economic, taxation or legislative factors, both domestic and international.

Factors specific to a Sector of the Market These include demand for the product a company produces, commodity prices, the economic cycle of industry, changes in consumer demands, lifestyle changes and changes in technology.

Factors specific to a Particular Company These include directors, the strength of management, the company's profit history, tangible asset base, debt level and fixed cost structure, litigation, competition from within the sector, and whether the company is already well established or is in the development stage.

Foreign Exchange Risks If you invest in foreign securities, there is a risk of losses arising from exchange rate movements relative to the Australian dollar.

Other Risks Not all risks have been disclosed. We have intended only to highlight to you some of the more significant risks associated with investing in securities.

2. Basic Investment Strategies – What are the Alternatives?

Income If you need an income stream, perhaps to meet your living expenses, you may wish to avoid shares which do not pay franked dividends.

Growth If you require growth a secure income stream is not necessary, as your income needs are met from other sources. Under a growth strategy you seek to accumulate wealth and/or to defer taxation rather than secure an income stream.

Mix of Growth and Income Your needs may include both a secure income stream and some measure of capital growth.

Short Term Trading You may wish to trade in shares with a view to profiting from short term price movements in the stock market.

RISK DISCLOSURE FOR ASX DERIVATIVES

There are additional risks associated with trading in derivatives. The following information is required to be provided to and agreed by you as an investor if you wish to trade in ASX derivative products. Please consult with your advisor regarding the availability of these products.

The ASX operates a number of markets in derivative products, including Exchange Traded Options (ETOs), Low Exercise Price Options (LEPOs) and Share Ratios. In this Risk Disclosure Statement, these products are all referred to as ASX Derivative Products.

This document does not disclose all aspects of risk associated with the trading of ASX Derivative Products. Trading in derivatives is not suitable for some private investors. In light of the risks associated with trading ASX Derivative Products, you should invest in them only if you understand the nature of the products (specifically your rights and obligations) and the extent of your exposure to risk. Before you invest, you should carefully assess your experience, investment objectives, financial resources and all other relevant considerations and discuss these with your broker. You should not rely on this Risk Disclosure Statement as a complete explanation of the risks of investing in ASX Derivative Products.

Effect of 'Leverage' or 'Gearing'

Transactions in all ASX Derivative Products carry a degree of risk. The initial outlay of capital may be small relative to the total contract value so that transactions are 'leveraged' or 'geared'. A relatively small market movement may have a proportionately larger impact on the value of the contract. This may work against you as well as for you. You may sustain a total loss of margin funds deposited with your broker in relation to your positions.

If the market moves against your position or margin levels are increased, you may be called upon to pay substantial additional funds on short notice to maintain your position, or upon settlement of contracts. If you fail to comply with a request from your broker for additional funds within the time prescribed, your broker may close out your position and you will be liable to your broker for any loss that might result.

Specific product risks

Exchange Traded Options (ETOs)

Exchange Traded Options (ETOs) are options over underlying securities or an underlying index. Purchasers of options (also known as "takers") and sellers of options (also known as "writers") should be familiar with the mechanics of the two different types of options, call and put options, and the nature and extent of the risks, the rights and obligations associated with each.

The value of an ETO will depend on a range of factors such as the exercise price, the price of the underlying shares or the level of the underlying index, the time remaining to the expiry date, interest rate, dividends and other factors and general risks applicable to markets.

The purchaser of an option, whether it is a call option or a put option, has a known and limited potential loss. If a purchased option expires worthless, the purchaser will lose the total value paid

for the option (known as the premium), plus transaction costs.

Selling (“writing”) options may entail considerably greater risk than purchasing options. The premium received by the seller of an ETO is fixed and limited, however the seller may incur losses greater than that amount.

For more information on ETOs, you should talk with your broker and read the ASX publication, Understanding Options Trading, available from your broker.

Low Exercise Price Option (LEPOs)

LEPOs are call options with an exercise price of one cent. As with any option, the maximum loss for the buyer is the premium paid for the option contract. As LEPOs have a low exercise price the full premium amount will be closer to the full value of the underlying instrument than a standard ETO. Although the buyer of a LEPO may only be required to outlay a relatively small amount of money as margins when the LEPO is entered into, at expiry, if the buyer of a LEPO does not exercise the LEPO, they will lose an amount approximately equal to the then current premium of the LEPO.

LEPOs are leveraged instruments and potential profits and losses can be greater than the money initially outlaid. Both buyers and sellers of LEPOs are required to pay margins to Options Clearing House.

For more information on LEPOs, you should talk to your broker and read the ASX publication, LEPOs Explanatory Booklet available from your broker.

Share Ratios

Share Ratios are cash settled equity derivatives. Share Ratios derive their value from a new type of index created to measure the performance of individual shares relative to the whole share market. As with LEPO's, potential profits and losses can be larger than the money initially outlaid, and both buyers and sellers are equally exposed to potential loss. Hence, both buyers and sellers of Share Ratios will have to pay margins.

For more information on Share Ratios, you should talk with your broker and read the ASX publication, Share Ratios Explanatory Booklet, which is available from your broker.

Risks relevant to all ASX Derivative Products

Risk Reducing Orders or Strategies

The placing of certain orders (for example ‘stop-loss’ orders) which are intended to limit losses to certain amounts may not be effective because market conditions may make it impossible to execute such orders. Strategies using combinations of positions, such as ‘spread’ and ‘straddle’ positions may be as risky as taking simple ‘long’ or ‘short’ positions.

Terms and Conditions of Contracts

You should ask your broker about the terms and conditions of all ASX Derivative Products contracts in which you are considering investing. Under certain circumstances the specifications of outstanding contracts may be modified by ASX or by Options Clearing House.

Suspension or Restriction of Trading and Pricing Relationships

Market conditions (for example, illiquidity) or actions by ASX or Options Clearing House (for example, the suspension of trading in an ASX Derivative Product) may increase the risk of loss by making it difficult or impossible to effect transactions or close out existing positions.

Normal pricing relationships may not exist in certain circumstances, for example, in periods of high buying or selling pressure, high market volatility or illiquidity in the market for a particular ASX

Derivative Product.

ASX and Options Clearing House have broad powers under the Business Rules to take action in the interests of maintaining fair and orderly markets and, in some circumstances, this may affect your positions.

Margins, Cash and Property

Your broker may be required to pay margins or provide property as collateral to Options Clearing House in connection with their dealings in ASX Derivatives Products for you. Under your client agreement with your broker, your broker will require you to provide them with money or some form of security to enable them to manage the risks associated with their dealings in ASX Derivatives Products for you.

You should familiarise yourself with the protections for money or other property you deposit for transactions, particularly in the event of a broker's insolvency or bankruptcy. The extent to which you may recover money or property which you provide to your broker is governed by the Corporations Law and other legislation and rules. In certain circumstances you may have a claim against the National Guarantee Fund.

Commission and Other Charges

Before you give instructions to your broker to deal in any ASX Derivative Product, you should obtain a clear explanation of all commissions, fees and other charges for which you may be liable.

Trading Facilities

As with all trading facilities and systems, the systems used in the market are vulnerable to temporary disruption or failure, which may result in your order not being executed according to your instructions or not executed at all. Your ability to recover certain losses may be subject to limits on liability imposed by the system provider, ASX, Options Clearing House or your broker.