

# How To Trade - Permanent

Water Partners has a live online trading room for the benefit of all its members. This allows traders to upload an offer which can be viewed online and accepted by other traders. Although 'live' offers can be viewed by anyone, in order to upload an offer, or accept an existing offer, each trader must complete the Registration process completely. Traders can enter Permanent Entitlement trade offers in the Permanent Traderoom online once Registration has been completed. If you do not have an email address, please contact Water Partners and our helpful staff will work with you to access the live trading environment.

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## Registration

- Simply click on the *Registration* button on the Water Partners homepage.
- When prompted, select the relevant option for new or existing trader.
- Accept Water Partners Trading Rules and Terms & Conditions.

### New Trader

- All information must be provided at Registration.
- The Trading Entity is the name of the entity in which your entitlement is held.
- Your ABN is your Australian Business Number issued by the ATO. If you do not have an ABN and are a seller of water, you will be required to complete a "Statement by Supplier Form." A link to this form can be found at the bottom of the Registration page.
- All address and contact details must be completed in full, with a valid email address and telephone number.
- Multiple contact details can be added with one contact identified as the 'Primary Contact'.
- Please ensure that all information is correct when completing the Entitlement Details section of registration. When trading Permanent Entitlement, you will be required, as a seller, to provide your WEE number or equivalent and class of the Entitlement (i.e., High Reliability Water Share or General Security etc.)
- Once all contact details and Entitlement Details have been completed, each trader must click the *Submit* button.
- An email will be sent to each trader confirming that their Registration has been successful but that certain evidence of entitlement ownership must be provided to Water Partners, together with the appropriate authority to act before trading can proceed.
- Evidence of entitlement ownership must be provided to Water Partners. A Copy of Record of the Permanent Entitlement is required, this can be downloaded by Water Partners if required.)
- An Authority to Act Form (In Victoria a Form 39B) must be completed in full by all holders of any Temporary water, that is attached to the Permanent Entitlement trade, and provided in order for Water Partners to have authority to act on behalf of traders when transferring water.

- If the Entitlement is in a Company name, or the person registering has Power of Attorney, Water Partners will require Company Extracts and a certified copy of the Power of Attorney Document. Failure to provide these documents will delay registration.
- Once Water Partners is in receipt of the necessary documents, each trader will receive their Log-in information, via email, together with a temporary password. Upon initial Log-in, the trader will be prompted to change their password to something of their choosing.

## Existing Trader

- If your trading information is registered with Water Partners, simply select the 'Existing Water Partners Customer' option at Step 1 of Registration.
- Trader information will be identified with at Water Partners by your email address.
- If the trader's information is successfully matched to the Water Partners system, a pop-up will appear informing the trader that they have successfully registered, and a Password and Trader ID will be emailed to them once Water Partners has confirmed possession of any necessary forms. Water Partners will contact any trader who will need to provide same.
- If a 'Registration Warning' is issued, the trader may have more than one trading entity registered under the entered email address. If this occurs, the trader should contact Water Partners to clarify.
- If a 'Registration Fail' is issued, Water Partners has no record of the nominated email address. Traders should either contact Water Partners or proceed with Registration as a new trader.

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## My Water

You can only view "My Water" once you are logged in.

### Current Offers

- This section lists your current live offers, and you may edit those offers from this section.

### Entitlements

- This section lists all the entitlements that you have registered. It will also show you if the entitlement has been approved by Water Partners.

### History

- All your trades will be listed, whether expired, deleted or traded. You can search your past offers by Trade Type (e.g., Traderoom or Permanent), Offer Type or date range.

## My Details

- In this section you can maintain your own details including contact details and address. More importantly this is where you can add or adjust any water entitlement information for trading purposes. Documentation will need to be provided to Water Partners for all new entitlements and the entitlement will be 'Pending' until approved by Water Partners via evidence of ownership. You will receive an email outlining the steps that need to be taken.

## Reset Password

- If you choose to alter or reset your password, you may do so in this section.

## Offer Creation

- Once you are Registered and Logged-In you are capable of entering an offer to the Permanent Tradersroom
- Upon log-in you will automatically be taken to "My Water"
- If you wish to add an offer you may select "Add Buy Offer" or "Add Sell Offer"
- Entitlement details must be selected from the drop-down list
- You must then enter how many megalitres (ML) you are looking to sell (or buy) together with the price you are looking to receive (or pay) per ML.
- The Permanent offer can remain on the Tradersroom for up to 90 days. You must select how long you wish your offer to remain live.
- In some cases, you may split your trade, by volume, in order to attract more buyers or sellers. Please ensure that the relevant box is ticked.
- If 'Yes' is ticked, it is necessary to indicate how many ML per split you wish to have and the minimum number of ML you wish to remain in your final split. E.G. If a trader has 100ML they wish to sell, they may be willing to sell in increments of 20ML but want the minimum of the final sale to be 40ML. *Please note extra water authority fees will apply if trades are split.*
- Once all the information has been inputted, click the Submit button. Water Partners will contact to verify all details of the offer and once the verification process is complete your offer will be made available on the Tradersroom.
- You will also be informed of the potential fees for your trade once trade details have been submitted.
- This is a live Tradersroom and therefore offers may be accepted or matched at any time.

## Offer Acceptance

- If you are logged-in, you are taken to "My Water" where you will see lists of water available to sell or buy.
- Offers in the Permanent Tradersroom will be listed under the 'Buy Water' tab and 'Sell Water' tab. These will be available for anyone to view.
- Each offer will have an 'Accept Offer' button option. No offer can be accepted until you are logged-in
- In order to accept an offer, simply press the "Accept Offer" button

- The next screen will outline the details of the offer you have accepted, and you will be provided with a screen outlining the fees involved in the trade. You will need to confirm your acceptance at this point.
- Upon confirmation the system will automatically generate a deposit invoice if you are the buyer. Payment of the deposit invoice must be made within seven days.

Further processing of the trade will be manual and conducted by Water Partners staff. Contact will be made as soon as practical to guide you through the next steps of the trading process. Trading on Water Partners 24/7 Permanent Tradersroom instantly matches Buyers and Sellers. Water Partners staff will guide you through the process until trade settlement.

For further assistance please call the friendly team at Water Partners on 03 5853 2333.