



How to navigate SML Hub



Navigating the Home Page

John Smith - CEO / Principal
Fresh Fruit Co

Total equity: 220,000
Total properties: 3
Total financial accounts: 1

LEASES TO BE RENEWED IN 60 DAYS 0	TOTAL APPLICATIONS IN PROGRESS 1	TOTAL OPEN ENQUIRIES 3
UPCOMING LEASE REVIEW IS ON None coming up	PROPERTIES WITH RENT REVIEW IN 60 DAYS 0	UPCOMING RENT REVIEW IS ON None coming up
WASTE OVERAGE CHARGES THIS WEEK \$5.53	WASTE STANDARD CHARGES THIS WEEK \$225.42	

SML HUB

 My Property	 My Applications	 My Finance
 Warning & Comply Notice	 Shareholder Engagement	 General Enquiries
 Waste Management	 Vehicle Management (Coming Soon)	 Entry & Parking Passes (Coming So...)
 My Site Services (Coming Soon)		

Dashboard
Quick snapshot of your account and all the open items you have

My Property
You can see all your current properties – This will include property information like the start date, rent, property type and more.

My Applications
You can initiate a new application or see all the applications you have lodged through SML Hub

My Finance
You can view all your financial account, view your invoices and more!

Warning and Comply Notices
You can view all warning and comply notices issued to you. From here, you can also dispute any notices that were issued in the last 14 days.

Shareholder Engagement
You can access information and documents for Sydney Markets' shareholder events like Annual General Meetings, Nominee and Director Elections.

General Enquiries
You can submit enquiries through to the SML team. For any enquiries that were submitted through SML Hub, you will also be able to see the status and responses from SML.

Profile
You can access your profile, settings, accounts and ability to log out.

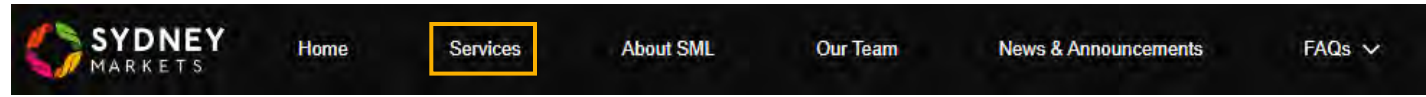
Notification Bell
All your notifications will be displayed here. You will also receive email notifications so you don't miss any! If you have unread notifications, it will appear red with the number of unread notifications

Search
You can quickly search keywords to access items within SML Hub





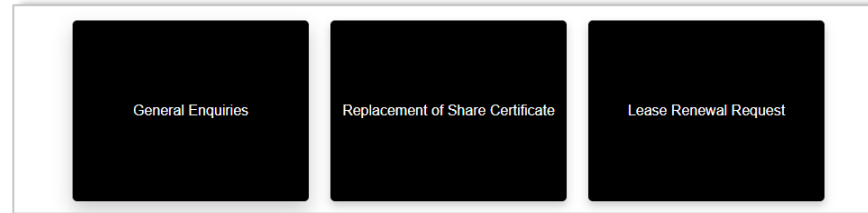
Navigating the Header Links



Services

You will see all services you have requested with Sydney Markets including General Enquiries, Replacement of Share Certificate, Site Services request and Lease Renewal Request.

1. To view, click on one of the links
2. You will see a list of services related to that category that you have raised




Open General Enquiries Closed General Enquiries

Op (View your Properties and their ...)

2 Items • Sorted by Case Number • Filtered by All cases - Closed, Case Record Type

	C...	Status	Sydne...	What topic be...	Fi...	Cont...	Date/Time ...
1	00001050	In Progr...	Site Services	Building and Con...	12345	John Sm...	2/8/2023, 6:49 pm
2	00001051	New	Property	Paddy's Market T...	12345	John Sm...	2/8/2023, 6:55 pm


New General Enquiry

Explore FAQ articles

- [ALL FAQs](#)
- [FINANCE](#)
- [MARKETING](#)
- [OPERATIONS](#)
- [PROPERTY](#)
- [RETAIL](#)
- [SITE SERVICES](#)
- [CORPORATE TEAM](#)





Navigating the Header Links

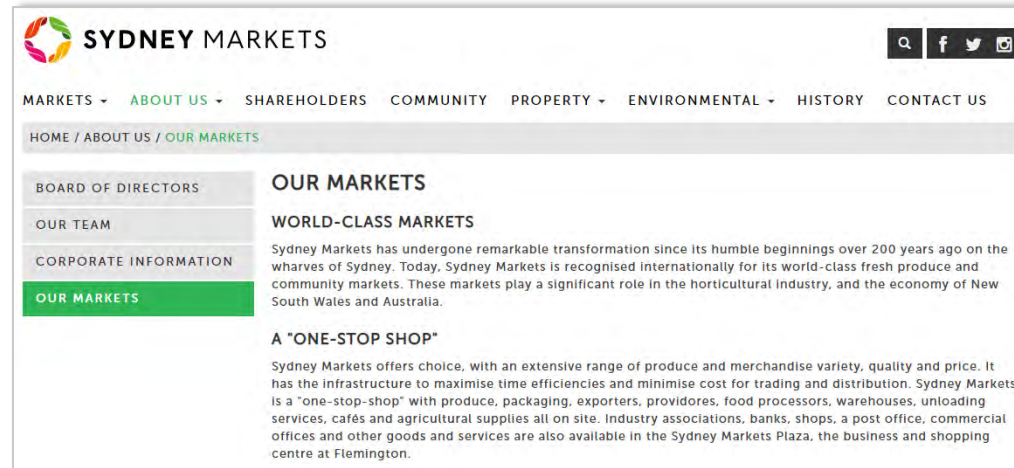


About SML and News & Announcements

This will link to the Sydney Markets Official Website pages relating to information and news/notices about SML. These are typically the same notices you receive through SML Trader App.

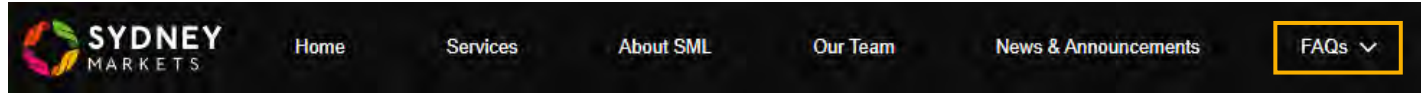
Our Team

This page shows our staff, their role and their contact details





Navigating the Header Links



FAQs

Frequently Asked Questions (FAQs) are a list of questions and answers that may help you before you contact us for further help.

1. Click on the **FAQs** link
2. Select the category you want to view – You will see a list of questions
3. Select the question you want to view – You will see the answer
4. Navigate to other categories on the right-hand side menu

TIP

Use FAQs as your first line of answers when you have some important questions or inquiries. If the FAQs do not provide the necessary answers, please **use General Inquiries** tab in home page to raise an inquiry directly with SML Head office.

PROPERTY

Frequently Asked Questions

Total articles in this topic
5 Articles

Explore other topics

- ALL FAQs
- FINANCE
- MARKETING
- OPERATIONS
- PROPERTY
- RETAIL
- SITE SERVICES
- CORPORATE TEAM

What happens if my accounts are in default?
1 View · 15 Jun 2022 · Knowledge

When company ownership changes, do tenants need to inform Sydney Markets Limited?
0 View · 15 Jun 2022 · Knowledge

Do I need a solicitor when completing a Transfer Application?
2 Views · 15 Jun 2022 · Knowledge

What are the costs involved for a Transfer Application?
4 Views · 15 Jun 2022 · Knowledge

How long does a Transfer Application process take?
1 View · 15 Jun 2022 · Knowledge

When company ownership changes, do tenants need to inform Sydney Markets Limited?

🕒 15 Jun 2022 · Knowledge

Title
When company ownership changes, do tenants need to inform Sydney Markets Limited?

Answer
Yes, when your company ownership changes, you must notify Sydney Markets at the earliest time you can. Both the buying and selling parties will need to complete a Transfer of Ownership application.

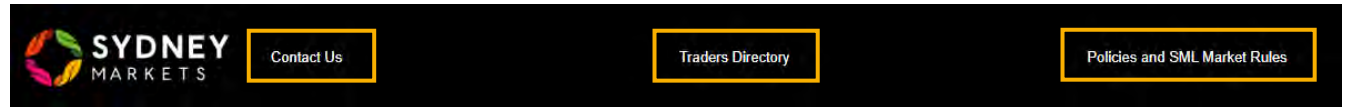
A Consideration fee will apply based on the percentage of ownership subject to be transferred. This is not a fixed cost and subject to change.

URL Name
When-company-ownership-changes-do-tenants-need-to-inform-Sydney-Markets-Limited





Navigating the Footer Links



Contact Us

This will take you to Sydney Markets Head Quarters Contact Information

Trader Directory

This will take you to a Sydney Markets Official Webpage that shows the Trader Directory.

Policies and SML Market Rules

This page will show you a list of Sydney Markets' policy and market rules documents which you can access and download.

Click on the links below to download the **policy documents**

SML Global Traders Guide	Sydney Markets Rules	Waste Collection & Disposal Policy - Schedule of Fees	Waste Collection & Disposal Policy	Work Health Safety (WHS) Management Plan	SML Occupier WHS Information
SML Shopfit WHS Information					

