CommSec Adviser Services
Adviser Services

CommSec Adviser Services
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Change or Removal of Adviser Form

Form ID: 2012

Where to send this form?
Please provide your completed and signed form with any relevant supporting documents to your adviser.
Adviser use only: Use this Form ID to securely submit the documents via eSubmit. To use eSubmit, log into the CommSec Adviser Services website and go to: **Administration > eSubmit**

To be completed when nominating a new adviser or removing an existing adviser.

Before you appoint a new servicing adviser, the adviser must be registered with CommSec Adviser Services. To register, your adviser should contact us on the details provided above.

Where to send the completed form?
Once completed and signed, please scan and return the form to the email address provided above.

Section 1 – Service Selection and Account Details

Which service/s are you nominating a new adviser for or removing an existing adviser from?

☐ All applicable services

☐ Share Trading (not linked to Portfolio Service)
Including linked CAS Settlement Account

Account Name	Trading Account Number

☐ Accelerator Cash Account (not linked to Portfolio Service)

Account Name	BSB	Account Number

☐ Exchange Traded Options (ETOs)

Account Name	Trading Account Number

☐ Investment Lending

Account Name	Loan Number

☐ CALIA +

Account Name	Loan Number

Section 1 – Service Selection and Account Details (continued)

☐ Portfolio Service

Portfolio Service Name	Portfolio Service Number

Please note: for Portfolio Service, the changes will apply to all linked accounts (Trading Account, Accelerator Cash Account, and Managed Investments Account).

Section 2 – Current Adviser Details

Adviser Number (CAN), Adviser Code or Username

Dealer Group Name

Adviser Name

Remove this adviser from my account/s as selected in Section 1 and:
(please indicate your preference by ticking the appropriate box)

☐ Do not replace with another adviser.

☐ Replace with the new adviser nominated in Section 3.

Please note: In order to remain in Portfolio Service, you need to have an adviser approved to use the service.

If you cease to nominate an adviser for Share Trading, please contact us on 1800 252 351, Option 1 to discuss available alternatives.

Section 3 – New Adviser Details

Adviser Number (CAN), Adviser Code or Username

Dealer Group Name

Adviser Name

Email

Business Phone

Date of Appointment

DD/MM/YYYY

Mobile Number

Please note:

The following account access will be provided to your new adviser:

- **Share Trading** (not linked to Portfolio Service) – full trading rights.
- **Accelerator Cash Account** (not linked to Portfolio Service) – view only.
- **Exchange Traded Options** – full trading rights.
- **Investment Lending** – full authority to act.
- **CALIA+** – full authority to act.
- **Portfolio Service:**
    - Trading Account and Managed Investments Account – full trading rights.
    - Accelerator Cash Account – view only.

To provide your new adviser with authority to operate your Accelerator Cash Account, please complete the ‘Adviser Authority to Operate Form’ available from the website.

No changes will be made to any existing Periodic Payment established on Accelerator Cash Accounts. Please complete the ‘Periodic Payment Authority Form’ available from the website, if changes are required

Section 4 – Advice Fee and Licensee Service Fee (for Portfolio Service only)

Please provide instructions for ongoing Advice Fee and Licensee Service Fee by ticking the appropriate box.

Advice Fee

☐ Retain all existing Advice Fees and pay these to my new adviser nominated in Section 3.

☐ Amend all existing Advice Fees - please provide a completed `Portfolio Service Fee Amendment Authority Form' (available from the website) with this request.

☐ Remove all existing Advice Fees.

Licensee Service Fee

☐ Retain all existing Licensee Service Fees and pay these to the Licensee Group of my new adviser nominated in Section 3.

☐ Amend all existing Licensee Service Fees - please provide a completed `Portfolio Service Fee Amendment Authority Form' (available from the website) with this request.

☐ Remove all existing Licensee Service Fees.

Please note:

All account holders are required to sign and date this form in Section 5, for these changes to be applied. Otherwise, all existing Advice Fee and/or Licensee Service Fee will be removed.

Section 5 – Client Declaration and Signature/s

All account holders must sign this declaration.

1. I/We declare that all details provided in this form are true and correct. I/We undertake to inform you of any changes to the information supplied, as and when they occur.
2. I/We consent to my/our details to be changed as indicated in this form.
3. I/We authorise you to provide access to my/our account/s to my new adviser.
4. I/We acknowledge that the new adviser will have all authority on my/our account/s as described in the relevant disclosure document.
5. (For Investment Loan or CALIA+ facility): I/We authorise you to notify the fund managers of any managed investments I/we have lodged as security, of this adviser appointment.
6. (For Portfolio Service):
   - I/We acknowledge that my/our new adviser and/or their Licensee Group will receive the Advice Fee and/or Licensee Service Fee payments specified in Section 4.
   - I/We consent to AUSIEX/CFSCS/the Bank deducting these fees from my/our Accelerator Cash Account linked to Portfolio Service and paying the specified amounts to my/our new adviser and/or their Licensee Group.

Name of Account Holder1/Director/Secretary 1/Trustee 1

✗ DD/MM/YYYY

Name of Account Holder2/Director/Secretary 2/Trustee 2

✗ DD/MM/YYYY

If there are more than 2 authorised signatories, please photocopy this page and attach to the form.