



Please refer to the end of this document for submission instructions, explanatory notes and help.

## Which Company's Account Operators Needs to Be Changed?

Company Name

## New Director / Secretary

 Mr     Ms     Mrs     Miss     Dr    
   

Given Name                                      Middle Name                                      Surname                                      Other name/s commonly known by – if applicable

### Gender

 Male     Female

### Date of Birth

### Residential Address

Street Address

  

Suburb                                      Post Code                                      State

Country (if not Australia)

### Postal Address

Street Address

  

Suburb                                      Post Code                                      State

Country (if not Australia)

 **OR** same as Registered Business Address

### Contact Details – tick your preferred telephone contact number

       

Email                                      Home                                      Work                                      Mobile

### Tax Residency Information

Read the [explanatory notes](#) at the end of this document. For Australia add Reason Code C.

Country/ies of Tax Residency                      Tax Identification Number (TIN)                      **OR** Reason Code For No TIN

  
  

- A. My country of tax residency does not issue TINs.
- B. I have not been issued with a TIN by my country of tax residency.
- C. My country of tax residency does not require disclosure of a TIN.

### Job Category and Type – mandatory

See the [Job and Industry Classification List](#) on our website.

 

Job Category                                      Job Type

### Please confirm directors ownership percentage of the company

### Trading Account Online Access – optional for trading accounts Please see the [explanatory notes](#) at the end of this document for details.

                

Password                                      You must provide a temporary password for online access.

You will need this password the first time you log in.

## Identification

**Client has a Passport or Australian Driver Licence**  
Please attach a copy of two of the following items to this application: Australian Driver Licence, Passport, Medicare Card. By ticking this box and providing copies of your ID you consent to the electronic verification of your ID documents as outlined in the Declaration Section of this form.

**Client does not have a Passport or Australian Driver Licence**  
If you do not have an Australian Driver Licence or Passport please contact us for alternative options to confirm your identity. See the submission instructions at the end of the form for more details.

## Remove Directors / Secretaries

<input type="text"/>	<input type="text"/>
Name of Director / Secretary to be removed	Name of Director / Secretary to be removed

## Declaration and Acknowledgement

1. I/We authorise you to act in accordance with my/our instructions provided above.
2. I/We declare that the information provided on this form is true and correct and that the law prohibits the use of false names, as well as the giving or use of false documents in connection with an identification procedure.
3. I/We acknowledge that the names of any director or secretary not registered with ASIC will be removed from the account.
4. I/We will promptly notify the Bank of any changes to the information.
5. I/We acknowledge that the Bank may require further information from time to time and I/we agree to promptly provide the Bank with whatever additional information is reasonably required by the Bank.
6. For companies holding trading accounts: I/We acknowledge that I/we have received and agree to be bound by the Share Trading Terms and Conditions and consent to the uses and disclosures of my/our personal information set out in the Privacy Policy available from the website.
7. Ausix is required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to collect information about you and verify your identity before we can provide you with the services or products for which you've applied. If you selected 'Client has a Passport or Australian Driver Licence' in the Identification section above the following applies to you:
  - a. I/We consent to having electronic identification performed using personal details and identification documents. I/we have provided, and understand that providing false or misleading information about my/our identity(s) is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.
  - b. I/We consent to having my/our personal details and identification documents matched to information held by the issuer or Official Record Holder via third party systems.
  - c. I/We understand that my/our personal information will be exchanged with external organisations including: credit reporting agencies, Commonwealth and State government departments, independent and private sector organisations and outsourced providers who coordinate the electronic identification process and who may conduct additional matches against public or proprietary databases.
  - d. As part of the electronic identification process, I/we permit these external organisations to record, use and disclose my/our information in accordance with their own privacy policies and legal obligations. I/We understand that Ausix and its outsourced providers will access records held about me/us by these external organisations only for the purpose of matching the identifying information I/we have chosen to provide.
  - e. I/We consent to providing my/our name(s), address(es) and date of birth to selected credit reporting agencies to match this information against their records.
  - f. I/We understand that this is done only for identity verification purposes as required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

You do not have to consent to electronic verification. If you do not want to be verified electronically, please contact us for alternative options of confirming your identity.

## New Director / Secretary – if applicable

<input type="text"/>	<input type="text"/>
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Full Name

Date

Signature – must be signed pen on paper, electronic signatures not accepted

NOTE: All current account operators need to sign this section.

## Existing Director / Secretary 1

<input type="text"/>	<input type="text"/>
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Full Name

Date

Signature – must be signed pen on paper, electronic signatures not accepted

## Existing Director / Secretary 2 – if applicable

<input type="text"/>	<input type="text"/>
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Full Name

Date

Signature – must be signed pen on paper, electronic signatures not accepted

NOTE: Please ensure ASIC details are up to date before lodging this form with us. You can check the company record at [connectonline.asic.gov.au](http://connectonline.asic.gov.au).

## Explanatory Notes

**Tax Identification Number** – If you are a tax resident of another country, you will be asked for your Tax Identification Number (TIN) issued to you in that country, if you have one. TIN is an international term which may have a different name in some countries.

A compilation of links to information about TINs for many countries can be found here: <http://www.oecd.org/tax/automaticexchange/crs-implementation-and-assistance/tax-identification-numbers/#d.en.347759>.

Examples are Tax File Number (TFN) in Australia, Social Insurance Number (SIN) in Canada, Unique Taxpayer Reference (UTR) or National Insurance Number (NINO) in United Kingdom, Permanent Account Number (PAN) in India, IRD Number in New Zealand, and Tax Reference Number (TRN) in Malaysia.

**Tax File Number (TFN) or Exception Code** – Providing your TFN or Exemption Code is not compulsory, but if you do not, tax may be taken out of your interest at the highest marginal tax rate plus Medicare levy.

## Related Forms

You may find the below forms useful:

[3004: Change of Company or Trust Details](#)

## How to submit your documents

### Clients

Please provide your completed and signed form with relevant supporting documents to your adviser.

### Advisers

Lodge this form and all supporting documents securely via eSubmit. Go to:  
**CommSec Adviser Services Website > Administration > eSubmit**

If you are required to send Original Certified Copies of documents please send via post to:  
**Locked Bag 3005, Australia Square, NSW 1215**

