



Executor/Administrator Authority Form

Share Trading and Portfolio Administration and Reporting are provided by Australian Investment Exchange Ltd ("AUSIEX" or "Participant") ABN 71 076 515 930 AFSL 241400, a participant of the ASX Group and Chi-X Australia. AUSIEX is a wholly owned but non-guaranteed subsidiary of the Commonwealth Bank of Australia ("CBA" or "Bank") ABN 48 123 123 124 AFSL and Australian credit Licence 234945. Lending products under the CommSec Adviser Services brand are provided by CBA. Investment Loans are administered by its wholly owned but non-guaranteed subsidiary Commonwealth Securities Limited (CommSec) ABN 60 067 254 399 AFSL 238814, a participant of the ASX Group and Chi-X Australia.



Use this form to appoint an authorised representative of an Estate to a Share Trading Account or Margin Loan.

One form is to be completed for each appointed Executor/Administrator as named in the last will and testament or grant of Probate/Letters of Administration.

All fields are mandatory.

Section 1 – Estate Account Details

Trading Account Number

Trading Account Name

Investment Loan Account Number

Borrower Name(s)

Section 2 – Executor/Administrator Details

Mr Ms Mrs Miss Dr Other

Given Name/s

Surname

Other name/s commonly known by (if applicable)

Date of Birth

Gender

 M F

Address Details

Residential Address (cannot be a PO Box):

State Postcode

Postal Address Same as Registered Address

State Postcode

Email Address

Section 2 – Executor/Administrator Details (cont.)

You **must** complete at least one contact number (and tick your preferred contact number)

M MOBILE

H HOME

Job Category and Type (mandatory)

(see the *Job and Industry Classifications List* available from the website for a list of acceptable Job Categories Types)

Job Category

Job Type

Section 3 – Executor/Administrator Identification



All executors and administrators **must** attach certified copies of ID. Your ID documents must be in the exact same details as those provided in this form.

Please tick and complete ONE of the following options below:

I have an existing Share Trading Account

Account Number

OR

I have a Commonwealth Bank account

BSB

Account Number

If you have an existing trading account, please provide your Username or Trading Account Number

OR

I will attach clear, legible original certified photocopy of one of the following and consent to the electronic verification to be performed.

- Australian Drivers Licence **OR**
- Passport

AUSIEX is required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to collect information about you and verify your identity before AUSIEX can provide you with the services or products for which you've applied.

By ticking this box on this form:

- I consent to having electronic identification performed using personal details and identification documents I have provided, and understand that providing false or misleading information about my identity is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

Section 3 – Executor/Administrator Identification (cont.)

- I consent to having my personal details and identification documents matched to information held by the issuer or Official Record Holder via third party systems
- I understand that my 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
- As part of the electronic identification process, I permit these external organisations to record, use and disclose my information in accordance with their own privacy policies and legal obligations. I understand that AUSIEX and its outsourced providers will access records held about me by these external organisations only for the purpose of matching the identifying information I have chosen to provide
- I consent to providing my name, address and date of birth to selected credit reporting agencies to match this information against their records. I 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, you have the option to be identified by sending in your original certified copy of identification to us via post.

Section 4 – Declaration & Signature/s

I understand, acknowledge and declare that the information I have provided to you on this form is true and correct and the law prohibits the use of false names, as well as the giving or use of false documents in connection with an identification procedure.

FULL NAME

SIGNATURE

DATE

Privacy statement: CommSec Adviser Services is collecting your personal information in connection with your role as an executor/administrator. For details of CommSec Adviser Services' privacy and information handling practices, including how you may access your information, seek correction of that information and how you may complain, please refer to our Privacy Policy which is available at www.CommSecAdviserServices.com.au