

Change of Company Details Form

Form ID: 3004

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**

Important Note: Use this form to update your company details. Please complete and return the form using eSubmit. If you are filling out the Change of Company Name section below you **MUST** provide an original certified copy of the 'Certificate of Registration of Change of Name' from ASIC. If you are changing the company address to a new foreign country, please complete the Organisation Tax Residency Self-Certification form and attach it to this form.

Company's Existing Details

MANDATORY

Please supply your Accelerator Cash Account or Term Deposit details:

BSB Account Number

Account Name

Company ACN/ABN

Countries of Incorporation

Please list the country(s) of incorporation (including Australia)

Countries of Tax Residence

Which country(s) are you required / liable to pay tax or submit a tax return? You **must** tick at least one box.

Australia

Country(s) other than Australia
Please list the country(s) and the Tax Identification Number or Exemption Code (refer to Explanatory Note 1)

Country <input type="text"/>	Tax Identification No. <input type="text"/>
Country <input type="text"/>	Tax Identification No. <input type="text"/>
Country <input type="text"/>	Tax Identification No. <input type="text"/>

Type of Change

Contact Details (please complete section 1)

Address (please complete section 2)

Company Name (please complete section 3)

Section 1 – Change of Contact Details

New Email Address

Tick your preferred contact number

New Mobile

New Work

New Fax

Section 2 – Change of Address

New Registered Address (cannot be a PO Box)

<input type="text"/>	
State <input type="text"/>	Postcode <input type="text"/>
Country <input type="text"/>	

New Principal Place of Business Address (cannot be a PO Box)

Same as Registered Address

<input type="text"/>	
State <input type="text"/>	Postcode <input type="text"/>
Country <input type="text"/>	

New Postal Address (account address)

Same as Registered Address

<input type="text"/>	
State <input type="text"/>	Postcode <input type="text"/>
Country <input type="text"/>	

Countries of Residence (mandatory)

In which country(s) do you reside in or are a resident of? You **must** tick at least one box.

Australia

Country(s) other than Australia. Please list country(s)

Countries of Tax Residence (mandatory)

Which country(s) are you required / liable to pay tax or submit a tax return? You **must** tick at least one box.

Australia

Country(s) other than Australia
Please list the country(s) and the Tax Identification Number or Exemption Code (refer to Explanatory Note 1)

Country <input type="text"/>	Tax Identification No. <input type="text"/>
Country <input type="text"/>	Tax Identification No. <input type="text"/>
Country <input type="text"/>	Tax Identification No. <input type="text"/>

Section 2 – Change of Address

Countries of Citizenship (mandatory)

In which country(s) do you hold citizenship? You **must** tick at least one box.

Australia

Country(s) other than Australia. Please list country(s)

Where to apply the Company's new details

Important: Please indicate which accounts you would like us to update with your details. Where the account's method of operation is "more than one signature required", all account holders must sign this form in order for the details to be updated.

All of the Company's Commonwealth Bank Accounts and Cards

OR

The following accounts only

BSB Account Number

BSB Account Number

BSB Account Number

BSB Account Number

Section 3 – Change of Company Name

Important: If you are filling out the Change of Company Name section below you **MUST** provide a copy of the "Certificate of Registration of Change of Name" from ASIC. Please note that the below is not applicable for Term Deposits.

New Name

Declaration and Acknowledgement

MANDATORY

- I declare that the information provided on this form is correct;
- I request that your records be updated to reflect the changes indicated;
- I/We Acknowledge that the information provided by me/us in this application including my/our Citizenship, Residency and Tax Residency status, or to my/our adviser, to enable the Bank to comply with the United States Foreign Account Tax Compliance Act and any related laws designed to implement those laws in Australia (FATCA), is complete and correct. I/we will promptly notify the Bank and provide any changes to the information provided by me/us in connection with FATCA; and
- I/We acknowledge that the Bank may require further information from me/us from time to time in order to meet its obligations under AML/CTF Laws, FATCA or its internal policies and procedures, and I/we agree to provide the Bank with whatever additional information is reasonably required in order for the Bank to meet its obligations under AML/CTF Laws, FATCA and or its internal policies and procedures.

Director/Secretary 1

Name

Signature

Date

Director/Secretary 2

Name

Signature

Date

Director/Secretary 3

Name

Signature

Date

Explanatory Notes

1. TAX IDENTIFICATION NUMBER (TIN)

A Tax Identification Number is a primary identification number used for tax purposes worldwide. The reference to the 'Tax Identification Number' may differ depending on country.

For example:

Country	Number Reference
Australia	Tax File Number
United Kingdom	National Insurance Number
New Zealand	Inland Revenue Department Number
Singapore	Identity Number

Please phone the Adviser Cash Team on **1800 252 351** or further clarification.