

i This form uses JavaScript for optimal performance. Please ensure you have this enabled if completing electronically.
 Refer to the end of this document for submission instructions, [explanatory notes](#) and [help](#).

1. Existing Company / Trust Details

Trading account number

ACN (Australian Company Number) – ### - ### - ### – *If applicable*

See [explanatory notes #1](#) at the end of this document.

Trading account name

2. Type of Change

- Company name – Go to **Section 3**
- Address details – Go to **Section 4**
- Contact details – Go to **Section 5**
- Change of company director/secretary – Go to **Section 6**
- SMSF/trust account designation – Go to **Section 7**

3. Change of Company Name

Attach a copy of the 'Certificate of Registration of Change of Name' from ASIC.

New company name

4. Change of Company / Trust Address Details

i Complete the separate Change of Address/Contact Details form available from the website to change the address of director/secretary or trustees operating the account.

New Registered Business / Trust Address

Street address – *Cannot be a PO Box*

| | | |
|----------------------|----------------------|----------------------|
| Suburb | State | Postcode |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Country – *If not Australia*

New Principal Place of Business Address

Same as registered business address

Street address – *Cannot be a PO Box*

| | | |
|----------------------|----------------------|----------------------|
| Suburb | State | Postcode |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Country – *If not Australia*

New Postal Address

Same as registered business / trust address

Street address

| | | |
|----------------------|----------------------|----------------------|
| Suburb | State | Postcode |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Country – *If not Australia*

Other CHESS Registration Address – *If not new postal address*

Street address

| | | |
|----------------------|----------------------|----------------------|
| Suburb | State | Postcode |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Country – *If not Australia*

5. Change of Company / Trust Contact Details

Email address

Phone number

6. Change / Add Company Director / Secretary

Complete this section to update the Director/ Secretary on the company account.

If there is more than 1 new Director/ Secretary to be removed/ added photocopy this section, complete and attach to the form.

Existing Director / Secretary Details

Remove the Director/ Secretary individual listed below from the company account.

First name

Middle name/s

Surname

New Director / Secretary Details

In what capacity are you completing this section?

Director Secretary

Mr Ms Mrs Miss Dr Other

First name

Middle name/s

Surname

Date of birth – DD / MM / YYYY

 / /

Other name/s commonly known by – *If applicable*

Male Female

Employment Information

Refer to [Job and Industry Classifications List](#) available on the website for a list of acceptable Job Categories and Types.

Job category

Job type

Beneficial Owner Details

A. **Is the Director a Beneficial Owner of the company (Own 25% or more of the shares in the company, either directly or indirectly)?**

Yes No – Answer question B

B. **If not a Beneficial Owner, is the director responsible for the strategic or financial decisions of the company (that is, the individual who exercises primary control over the company because of the position they hold, e.g. the CEO, Managing Director, or equivalent)?**

Yes No

6. Change / Add Company Director / Secretary – Continues on the next page

Residential Address

Street address – *Cannot be a PO Box*

Suburb

State

Postcode

Country – *If not Australia*

Postal Address

Same as residential address

Street address

Suburb

State

Postcode

Country – *If not Australia*

Contact Details

Email address – *Mandatory*

Mobile number – *Mandatory*

Home number

Work number

Preferred contact number Mobile Home Work

I do not wish to receive marketing and promotional material from the Participant

Company Information

i Providing your TFN 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.

See [explanatory notes #1](#) at the end of this document.

Tax File Number (TFN) or Exemption Code – *Optional* – ### - ### - ###

Online Access – *Optional*

Nominate a temporary password below (if you have an existing username this will be used)

! You **must** provide a temporary login password for online access. Make a note of the temporary login password you have nominated. You will be asked to change your password upon your first login.

Temporary login password – 6 to 16 alphanumeric characters, and must not contain the word “password”

Identification – *Choose one of the two identification options below.*

Option 1 – *If you have an existing trading account with us, please provide your username*

Option 2 – *Attach certified copies of ID and consent to the electronic verification to be performed (refer to section 8 Declaration and Signatures)*

i Your ID documents must be in the exact same details as those provided in this form. See the Identification Documentation Requirements available from the website for more information

7. Change of SMSF / Trust Account Designation

i The words or reference to “trust”, “as trustee for”, “trustee”, “ATF”, “Testamentary” should not be used in Account Designation as it will not be accepted by CHES.

Abbreviated version of the full name of the trust – *up to 23 characters, including spaces*

Attach a certified copy of the front page of the trust deed containing the trust name (and a deed of amendment if applicable) and showing the trustee’s signature and witness signatures (if formal trust).

i If there is a change to the trustee/s operating the account you are required to open a new trading account.

8. Declaration and Signature/s

All authorised signatories must sign this declaration for your instructions to be executed.

- I/We authorise you to act in accordance with my/our instructions.
- 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.

For new company Director/ Secretary

- I/We acknowledge that I/we have received and agree to be bound by the Share Trading Terms and Conditions and consent to the collection, use and exchange of my/our personal information as set out in the Customer Information and Privacy section of the Share Trading Terms and Conditions available from the website.

Identification verification

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.

- 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/ies is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

- 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.
- 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.
- 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 AUSIEX 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.

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. 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, you have the option to be identified by sending in your original certified copy of identification to us via post.

8. Declaration and Signature/s – *Continues on the next page*

Account Holder/Director/Secretary/Trustee 1

Full name Date – DD / MM / YYYY / /

Signature – *Must be signed pen to paper*

Account Holder/Director/Secretary/Trustee 2

Full name Date – DD / MM / YYYY / /

Signature – *Must be signed pen to paper*

i If there are more than 2 authorised signatories, please take a copy of this section, complete and attach to the form.

Explanatory Notes

1. Australian Business Number (ABN), Tax File Number (TFN) or Exemption Code

Providing your ABN, 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.

If you quote your TFN or ABN, you authorise the Participant to disclose it to its related bodies corporate, ASX Settlement Corporation, the provider of your cash management account, trustees, sponsors of your shareholdings and their agents and other issuers of securities for purposes relating to the securities in the trading account.

TFN and Trusts

Formal trust – established as a legal entity under a formal trust deed and has a TFN. Quote the TFN of the formal trust.

Informal trust – no formal arrangements in place e.g. minor, and there is no requirement for you to furnish a Trust income tax return to the Australian Taxation Office. Provide the Tax File Number/s of the Trustee/s.

Return to: [1. Existing Company / Trust Details](#) | [6. Change / Add Company Director / Secretary](#)

Share Trading is a service provided by Australian Investment Exchange Ltd (the Participant, we, us, our) ABN 71 076 515 930 AFSL 241400, a participant of the ASX Group and Chi-X Australia.

How to submit your documents

Once completed and signed,
please scan and email the form to

✉ support@sharetrading.netwealth.com.au

📍 **Netwealth**
Locked Bag 3005
Australia Square NSW 1214

📞 1800 888 223
🌐 sharetrading.netwealth.com.au