



# AUTOMATE

YOUR DATA COLLECTION

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**YOUR UNIQUE EMAIL FOR YOUR SMSF IS**

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## **AUTOMATE YOUR DATA COLLECTION**

To authorise the automatic collection of your Contract Note data, BGL requires the form attached to be completed, signed and returned to Core Equity Services.

## **YOUR BROKER**

Core Equity Services  
1300 360 896  
info@coretrading.com.au  
Locked Bag 3005  
Australia Square NSW 1215

# BGL.

Suite 2, 606-608 Hawthorn Road  
PO Box 8063, Brighton East  
Victoria 3187 Australia

T 1300 654 401  
F (03) 9530 6964  
E info@bglcorp.com.au  
W www.bglcorp.com



**Core Equity Services**  
Phone 1300 360 896  
Fax 1300 668 788  
Locked Bag 3005  
Australia Square  
NSW 1215  
[www.coretrading.com.au](http://www.coretrading.com.au)  
[info@coretrading.com.au](mailto:info@coretrading.com.au)

# Change of Client Details form – Adviser

Australian Investment Exchange Ltd (“the Participant”), ABN 71 076 515 930, AFSL 241400, a Participant of the ASX Group, provides broking services through the Core Equity Services website.

**Important note:** Please complete and return the form to the above Address or fax number. For those clients wanting to change their name the original form must be mailed with accompanying acceptable identification documents – see page 2 (“clients New personal name section”)

## Type of change

- |  |   |
|--|---|
| <input type="checkbox"/> Address       | <input type="checkbox"/> Client Contact Details |
| <input type="checkbox"/> Personal Name | <input type="checkbox"/> Banking                |

## Adviser Details

Licence Holder

Representative/Authorised Representative

Work ( )

Fax ( )

Mobile

Email address

## Clients Existing Details

Trading Account Number

Account Name

## New Residential Address

Unit House Number

Street Name

Suburb

State

Postcode

Country

Please tick for your new residential address to be used as your registration address with CHES.

I am not a resident of Australia for taxation purposes.

### New Postal Address – If different from above

PO Box

Street Name (if applicable)

Suburb

State

Postcode

Country

Please tick for your new postal address to be used as your registration address with CHES.

## New CHES Registered Address

Please fill out CHES registered Address if different from residential and postal Address.

### New CHES registered Address

Unit House Number

Street Name

Suburb

State

Postcode

Country

Please indicate where you wish to have confirmations of changes to Account details sent to:

- The Clients Residential Address
- The Advisers Postal Address
- Both Clients and Advisers Address (above)

# Change of Client Details form – Adviser

## Clients New Contact Details

This section is compulsory. Details will be displayed online for the adviser's reference.

Email Address

Tick your preferred contact number

Mobile

Work ( )

Home ( )

Fax ( )

Occupation

Employer

Reason for change

Please supply your ACN along with the following acceptable identification documents when changing the name of a director

**Please provide certified copies of the following documentation to support the change:**

1. Change of individual name due to marriage:  
Originally certified copy of marriage certificate
2. Change of individual name Due to Divorce  
Originally certified copy of decree nisi  
Originally certified copy of birth certificate
3. Change of individual name due to formal name change:  
Originally certified copy of change of name certificate
4. Add or remove middle name:  
Originally certified copy of acceptable form of ID showing requested name detail
5. Change of individual name due to error:  
Originally certified copy of acceptable form of ID showing correct name details

## Clients New Personal Name/Update of Director Name

**Important:** If you are filling out the Clients NEW PERSONAL NAME section below you MUST return the original form and certified copies of identification to the address listed on page 1. We do not accept copies or faxes.

**Note:** Please find a list of acceptable identification documents and a list of eligible persons who can certify your documents on the following page of this form.

**Previous Name or Director 1 Name**

(Please see below for additional ACN requirement when changing Director name)

**New Name or Director 1 Name**

Title

Mr  Ms  Mrs  Miss  Dr Other (specify)

Given Names

Surname

Other name(s) commonly known by

## How to CERTIFY acceptable identification documentation

The certified photocopy must include a statement "I certify that this is a true copy of the original document" (or similar wording). The certifier must also include their full name, signature and qualification or occupation which makes them eligible, on the photocopied ID.

**The list of eligible persons who are allowed to certify identification:**

- A Justice of the Peace;
- A public notary;
- A police officer;
- A barrister or a solicitor;
- A judge or a magistrate;
- A chief executive officer of a Commonwealth court;
- A registrar/deputy registrar of a court;
- An Australian diplomatic or consular officer;
- An officer with 2 or more continuous years of service with one or more financial institutions;
- A finance company officer with 2 or more continuous years of service with one or more finance companies;
- An officer or authorised representative that holds an Australian financial services licence and has 2 or more continuous years of service with one or more licences;
- A permanent employee of Australia Post with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
- An agent of Australia Post who is in charge of an office supplying postal services to the public;
- A member of:
  - the Institute of Chartered Accountants in Australia
  - CPA Australia
  - the National Institute of Accountants;with 2 or more years of continuous membership.

# Change of Client Details form – Adviser

## Note Acceptable ID (one option required)

- Australian Driver Licence
- New South Wales Photo Card
- New South Wales Birth Card
- Australian Proof of Age Card
- Defence Force Identity Card
- Firearms licence issued under law (All states)
- Passport

**OR** (please select Birth Certificate plus ONE other option):

Birth Certificate +

- Citizenship certificate Centrelink Pension Card
- Recent Utilities Bill Government Notice
- Taxation Notice Council Rates Notice
- Overseas drivers licence Security Guard/Crowd Safety Officer ID

**OR** (please select Citizen Certificate plus ONE other option):

Citizen Certificate +

- Centrelink Pension Card Recent Utilities Bill
- Government Notice Taxation Notice
- Council Rates Notice Overseas Drivers Licence
- Security Guard/Crowd Safety Officer ID

## Banking Details

### a) The Schedule

Name in which account is held:

Name of bank branch

BSB number (must be 6 digits)

Account number

Please note, check with your financial institution to ensure direct debiting is available for this account.

### b) Direct Debit/Credit Authorisation

Request and authorise to debit the account below to pay Australian Investment Exchange Ltd

Date:

Bank name

Branch

I/We (Full name, company name or ABN)

Request the bank until further notice in writing to Debit/Credit my/our account described in the schedule above subject to the terms and conditions of the direct debit/credit request service agreement following any amount which Australian investment Exchange Ltd (Ausix APCA – Debit ID No. 093992/Credit ID No. 093993) may debit or charge me/us through the Direct Debit/Credit System.

I/We agree that my/our account may be direct debited by the user in accordance with Australian Investment Exchange Ltd's (Ausix APCA – Debit ID No. 093992/Credit ID no. 093993) Core Equity Services Terms and Conditions.

I/We have read and understood the Terms and Conditions governing the debit/credit arrangement between me/us and the user as set out in the Debit/Credit Request Service Agreement following.

Clients Signature(s)

Date:

Date:

# Change of Client Details form – Adviser

## Debit/Credit Service arrangements

1. We will advise you, in writing or electronically, in the form of a Confirmation Contract Note the drawing details that includes the settlement amount due and the settlement date.
2. Where the settlement date falls on a non-business day we will draw the amount on the following business day.
3. We may charge a dishonour fee if any debit to your nominated account is returned unpaid by your financial institution. We treat payment as never having been made.
4. We will keep your information about your nominated account at the financial institution private and confidential unless this information is required by us to investigate a claim made on it relating to an alleged incorrect or wrongful debt, or as otherwise required by law.
5. In the event of a debit returned unpaid we may attempt a redraw on your nominated account.
6. We will advise you 14 days in advance of any changes to the Direct Debit/Direct Credit arrangements.

### Your rights

7. You may terminate the Direct Debit/Direct Credit arrangement of your trades with us, however, this termination must be in writing.
8. Please contact us on 1300 360 896 during business hours for all matters relating to the Direct Debit and Direct Credit arrangements, including to request a deferment of stopping of debits, questions regarding amounts or dates of credits or debits or altering or stopping the arrangement. You can also contact your nominated financial institution to request a stop or cancellation of the Direct Debit arrangement or to dispute a debit to your nominated account. We have a dispute resolution process available if you have a complaint which we do not resolve. Further information on that process is in our Financial Services Guide which is available online at [www.coretrading.com.au](http://www.coretrading.com.au) or by calling us on 1300 360 896.

### Your responsibilities

9. It is your responsibility:
  - to check with the Financial Institution where your account is held before completing the Direct Debit/Direct Credit Request (DDR) as Direct Debiting/Direct Crediting through Bulk Electronic Clearing System (BECS) is not allowed on the full range of accounts. You should also complete your account details (including Bank State Branch (BSB) number) directly off a recent account statement from your Financial Institution;
  - to ensure sufficient cleared funds are available in the nominated account to meet the debit on the due settlement date of your transactions executed by The Participant;
  - to ensure that the authorisation to debit/credit the nominated account is in the same name as the account signing the instruction held by the financial institution where the account is held;
  - to advise us if the account you have nominated to Debit/Credit is transferred or closed;
  - to ensure that suitable arrangements are made if the Direct Debit/ Direct Credit is cancelled; by yourself; by your nominated financial institution; or for any other reason.
10. You should check debit and credit transactions against recent account statements from your nominated financial institution. If you are in any doubt, speak to your nominated financial institution before completing this Direct Debit and Direct Credit Request.

## Declarations

1. I/We, the client(s), acknowledge that we have been supplied with, and read, the current Financial Services Guide prior to receiving any financial service from The Participant and have been provided with the Participant Sponsorship Agreement following, a copy of the explanatory notes to the agreement and Australian Investment Exchange Ltd's direct Debit/Credit Request Service agreement above.
2. I/We, the client(s), agree to be sponsored by The Participant under the terms of The Participant's Sponsorship Agreement following. I/We have read and agree to accept and abide by the terms of the agreement and have been supplied with, read and understood the written explanation of those terms.
3. I/We the client(s), authorise the Adviser to amend my/our Share Trading Account and continue to abide by The Participant's usual Terms and conditions and give instruction to The Participant on the Account on my behalf.
4. I/We the client(s), acknowledge that as a result of my Share Trading Account managed by my Adviser with The Participant having straight through processing (an automated processing of a securities trade through the Integrated Trading System (ITS)) it is possible that any orders on my Account may be matched with another order also placed by The Participant. This "crossing" may be with an order by another client of The Participant or by The Participant itself.
5. I/We the client(s), acknowledge and agree that all confirmations are to be sent electronically to my email and where the confirmation is posted, that a charge will apply.
6. I/We authorise The Participant to accept instructions on my/our behalf from my adviser and confirm that my /our Adviser has the power to do the following in my/our name and on my/our behalf from time to time.
  - (a) to acquire, buy, deal with and dispose of any securities
  - (b) to pay or receive payment for any securities transactions and related expenses and to give a good receipt and discharge for the securities, proceeds and other monies.
  - (c) to execute all necessary or proper contracts and other documents for the custody, dealing and transfer of securities and related matters.
  - (d) to exercise all rights and privileges and perform all duties and obligations which may now or in the future apply to me/us as a holder of securities.
7. I/We accept that my Adviser has access to all information relating to transactions undertaken in relation to dealings with The Participant.
8. I/We, the client(s), declare that I/We have the legal capacity to make these declarations, accept the conditions and enter into the agreements referred to in points 1,2,3,4,5 and 6 above.

# Change of Client Details form – Adviser

## Signatures

### Clients Signature

Client 1

Date:

DD / MM / YY

Client 2

Date:

DD / MM / YY

### Advisers Signature

Representative/Authorised representative (Adviser)

Date:

DD / MM / YY

Representative of Australian investment Exchange Ltd

Date:

DD / MM / YY