



## Change of Company Account Operators

Please refer to the end of this document for submission instructions.

### Section 1 – Which Company's Account Operators Needs to be Changed?

Loan name

Loan number

### Section 2 – New Director/Secretary

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Full given name/s

Surname

Other name/s commonly known by (if applicable)

Date of Birth (DD/MM/YYYY)

Gender ☐ Male ☐ Female

Residential address (cannot be a PO Box)

	State		Postcode	
Country				

New postal address (if same as residential address, write 'As above')

	State		Postcode	
Country				

### Contact Details

Email address (mandatory)

Mobile number (mandatory)

Home number

Work number

### Instructions for completion

- List all your countries of tax residency and your TIN for that country or 'Reason Code' if no TIN is available.
- If you list Australia as a country of tax residency, select 'Reason Code' C in the TIN column.
- If you are a US citizen or resident you must include USA as a country of tax residency.

For further instructions on how to complete this section see [Explanatory Notes](#) at the end of this application.

#### Country/ies of Tax Residency

List all country/ies of tax residency.

#### Tax Identification Number (TIN) or Reason Code for no TIN

1. Provide either TIN; or
2. Select a 'Reason Code' if no TIN:
  - A. My country of tax residency does not issue TINs
  - B. I haven't been issued with a TIN by my country of tax residency
  - C. My country of tax residency doesn't require disclosure of a TIN

	TIN:	OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
1		OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
2		OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
3		OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
4		OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
5		OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C

## Section 2 – New Director/Secretary (continued)

### Employment Information

Refer to 'Job and Industry Classifications List' available on the website for the list of acceptable job categories and types.

Job category

Job type

Please confirm the percentage of the company the Director owns.

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

☐ **Option 1 – Passport or Australian Driver Licence**

Attach a copy of one of the following items to this application: Australian Driver Licence (front and back of licence is required) or Passport.

☐ **Option 2 – No Passport or Australian Driver Licence**

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

## Section 3 – Remove Directors/Secretaries

Name of director/secretary to be removed

Name of director/secretary to be removed

## Section 4 – Declaration and Acknowledgements

- I/We authorise you to act in accordance with my/our instructions provided above.
- 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.
- I/We acknowledge that the names of any director or secretary not registered with ASIC will be removed from the account. I/We will promptly notify the Bank of any changes to the information.
- 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.
- We collect information from your identity documents (e.g. a driver's licence, passport, birth certificate or Medicare card) to verify your identity. We collect this information for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*. We may disclose this information to credit reporting bodies, Commonwealth and state government departments and other verification partners who match your information with the information held by the issuer or official record holder via third party systems. You can find out more information about the operation and management of these services at the IDMatch website <https://www.idmatch.gov.au/>.
- Our Group Privacy Statement available at [commbank.com.au](http://commbank.com.au) contains details about:
  - how you may exercise your rights to access and seek correction of your information; and
  - how to make a complaint about the way we handle your identity information.
- By signing, you:
  - acknowledge you understand that providing false or misleading information about your identity is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*;
  - confirm you are authorised to provide us the information in the identity document;
  - consent to your information being checked with the document issuer or official record holder via third party systems; and
  - consent to your information being disclosed to a credit reporting body and checked against information held by the credit reporting body.
- If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf.
- You do not have to consent to electronic verification. If you do not want to be verified electronically, please contact us for alternative options for confirming your identity. This may still involve your information being checked with the document issuer or official record holder via third party systems.

#### Section 4 – Declaration and Acknowledgements (continued)

##### New Director/Secretary (if applicable)

Full name

Date signed (DD/MM/YYYY)

Signature (must be signed pen to paper)



##### Notes:

All current account operators need to sign this section.

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).

##### Existing Director/Secretary 1

Full name

Date signed (DD/MM/YYYY)

Signature (must be signed pen to paper)

##### Existing Director/Secretary 2 (if applicable)

Full name

Date signed (DD/MM/YYYY)

Signature (must be signed pen to paper)

#### Explanatory Notes

##### Tax Identification Number (TIN)

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/>

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.

Commonwealth Bank Geared Investments Loan is issued by Commonwealth Bank of Australia ABN 48 123 123 124 AFSL 234945. This product is administered by Commonwealth Securities Limited ABN 60 067 254 399 AFSL 238814 (CommSec), a wholly owned but non-guaranteed subsidiary of the Commonwealth Bank of Australia. CommSec is a Market Participant of ASX Limited and Cboe Australia Pty Limited, a Clearing Participant of ASX Clear Pty Limited and a Settlement Participant of ASX Settlement Pty Limited.

#### How to submit your documents


##### Clients

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

If you are required to send Original Certified Copies of documents please send via post to:

 **Geared Investments, Locked Bag 34, Australia Square NSW 1215**

 [gearedinvestments@cba.com.au](mailto:gearedinvestments@cba.com.au)

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 [commbank.com.au/gearedinvestments](http://commbank.com.au/gearedinvestments)

##### Advisers

Send this form and all supporting documents to the email address listed below.