



# 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

### Tax Residency Information – 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.
- Tax residency information is not required for Publicly Listed Companies or Company Trustees except where lodging managed funds as collateral.

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

### 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.**

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

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

### Option 1 – Passport or Australian Driver Licence

Attach a copy of two of the following items to this application: Australian Driver Licence, Passport or Medicare Card.

By ticking this box and providing copies of your ID, you consent to the electronic verification of your ID documents as outlined in the Declaration Section of this form.

### 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.
- The Bank is required by the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to collect information about you and verify your identity before we can provide you with the services or products for which you've applied. If you selected 'Client has a Passport or Australian Driver Licence' in the Identification section above the following applies to you:
  - 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/s 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 Commonwealth Bank 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, please contact us for alternative options of confirming your identity.

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

Full name

Date (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 (DD/MM/YYYY)

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

Full name

Date (DD/MM/YYYY)

Signature (must be signed pen to paper)

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.

List all your countries of tax residency and your TIN for that country or if no TIN is available, select a reason code.

If you have listed Australia as a country of tax residency, insert 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.

Geared Investments Loans are issued by Commonwealth Bank of Australia (The Bank) ABN 48 123 123 124 AFSL and ACL 234945 and administered by its wholly owned but non-guaranteed subsidiary Commonwealth Securities Limited ABN 60 067 254 399 AFSL 238814. Commonwealth Securities Limited is a market participant of the ASX and Cboe Australia (Formerly Chi-X Australia), clearing participant of ASX Clear Pty Limited and 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 1214**

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

 13 15 20

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

### Advisers

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