

Authorised Representative Form.

Complete this form:

- to give a person the authority to act on your existing margin lending facility in all matters as if they were you (including but not limited to increasing the loan, buying and selling investments and changing your contact details, but excluding the receipt of margin calls on your behalf.) Your nominated authorised representative **must be an Australian resident for tax purposes and reside in Australia**; or
- if you wish to change/revoke this authority.

Questions?

If you have any questions regarding completing this form, please contact the Account Management Team on 1300 305 172 Monday to Friday, 8:00am–5:00pm (Adelaide time).

Section 1 – Borrower’s Details.

Name of borrower(s) on the BankSA Margin Lending Facility

Borrower(s) Client Reference Number

Section 2 – Authorised Representative Request.

I/We request you to (Please tick (✓) one)

- Add an Authorised Representative to my/our margin loan account. Complete Sections 4 and 7.
- Change the Authorised Representative on my/our margin loan account. Complete Sections 3, 4 and 7.
- Remove the existing Authorised Representative from my/our margin loan account. Complete Sections 3 and 7.

Section 3 – Remove Existing Authorised Representative.

Name of Authorised Representative

Section 4 – Details of Authorised Representative.

Title

Surname

Given name(s) in full

Date of birth

Residential address (PO Box not accepted)

Suburb	State	Postcode	Country
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Phone number

Mobile phone number

Email address

Relationship to Borrower(s)

Are you an existing BankSA customer?

No

To meet our obligations under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*, we must identify our customers before we provide a service. Refer to Appendix A (Proof of Identification) for a list of acceptable documentation that you will need to provide, and eligible certifiers.

Yes Please complete ***EITHER*** Option A or B on next page.

Section 4 – Details of Authorised Representative. (continued)

Option A

BankSA customer number

OR BankSA card/access number

Option B

BSB number

Account number

Account name

Have you (the authorised representative), already provided us with your Foreign Tax Residency information?

Yes. *Please note that in instances where we cannot substantiate this from our records, we will contact you for more information. Please proceed to Section 7.*

No. *The below question is mandatory and must be completed. Please refer to Section 5 of this form for more information.*

Are you a tax resident of any other country outside of Australia? (refer to Section 5) Yes No

Country

Tax Identification Number (TIN)

Reason (if a TIN is not available) Reason 1 Reason 2 Reason 3

If you have additional countries of which you are a Foreign Tax Resident, please photocopy this section, provide the additional details and attach to this form.

Section 5 – Foreign Tax Residents.

We are required under domestic and international laws to collect and report financial and account information relating to individuals and organisations who are, or may be, foreign tax residents. We may ask you whether you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident from time to time, such as when you open an account with us, or if your circumstances change. If you do not provide this information to us we may be required to limit the services we provide to you.

Unless you tell us otherwise, by completing any application, you certify that any shareholder, named beneficiary, settlor or controlling person is not a foreign tax resident. You must tell us if you, or any shareholder, named beneficiary, settlor or controlling person is, or becomes, a foreign tax resident (unless an exemption applies, such as for shareholders of listed companies). Where there are no named beneficiaries (e.g. for beneficiaries identified only as a class) you must tell us if a beneficiary is a foreign tax resident immediately when any decision is made to identify and make a distribution to them. You may contact us to provide foreign tax residence information by calling 13 13 76.

If the Individual or Entity is a tax resident of any other country outside of Australia, please indicate the country(ies) in which they are a resident for tax purposes and each country's associated Tax Identification Number (TIN)*.

If a TIN is not available, please select one of the reasons against the appropriate country:

Reason 1: Foreign TIN is not issued by this country

Reason 2: Individual is under age (applies to individuals only)

Reason 3: Foreign TIN pending issue by the country's tax authority

We cannot give tax advice, so please contact your independent tax advisor if you need help finding out whether any person is a foreign tax resident.

*A Foreign TIN is an identifying number or equivalent issued by the Individual or Entity country of the tax residency that is used for tax purposes.

Section 6 – Privacy Statement and Consent Request – Authorised Representative.

Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at banksa.com.au/privacy/privacy-statement or by calling us on 13 13 76. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

Your consent.

By signing below, you consent to us collecting and holding any sensitive information such as health information or information about your racial or ethnic origin which appears on copies of your identity documents. You will not be able to withdraw your consent to us holding this information after it has been provided because we are required to retain copies of identification documents under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth).

Section 7 – Declaration and Signing.

By signing this form, I/we agree that:

- BankSA Margin Lending is authorised to provide any information in relation to my/our BankSA Margin Loan Facility to the authorised representative/s and can assume that each authorised representative has the authority to operate the loan independently;
- BankSA Margin Lending may verify instructions received from the authorised representative/s but is not obliged to do so;
- I/we will ratify any action taken by the authorised representative/s in accordance with this authority;
- The nominated authorised representative/s confirms that they are Australian residents for tax purposes; and
- Where you are a tax resident of a country(ies) other than Australia, you have provided this information in this form.

I/We authorise the revocation and/or changes to my/our existing authorised representative as identified in this form.

For company or company trustee borrowers, either two directors, or one director and the secretary OR the sole director and the secretary must sign. Indicate your company capacity by marking the appropriate box below your signature.

First Borrower

Print Full Name

Signature

Director Sole Director and Secretary

Date

Second Borrower

Print Full Name

Signature

Director Company Secretary

Date

Authorised Representative.

I hereby declare that all information I have provided on this form is true and correct.

Signature of Authorised Representative

Full name of Authorised Representative

Date

The **original** of this form and any other required information must be sent to:

BankSA Margin Lending
Reply Paid 1467
Royal Exchange NSW 1224

Appendix A – Proof of Identification.

All BankSA margin lending applicants (including individuals, individual trustees, company directors/guarantors and authorised representatives), who are not existing BankSA customers, must provide certified copies of identification documents in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act 2006).

Note: It is an offence under the AML/CTF Act 2006 to knowingly provide false or misleading information or knowingly produce a false or misleading document.

This document details acceptable identification documentation for all persons/entities as mentioned above, who are a party to this BankSA Margin Loan Facility. Please consult the relevant sections that apply to you.

A. Proof of Identification and Certification of Identity Documents for Individuals.

Refer to this section if you are:

- An individual/sole trader and/or joint individual borrower
- An authorised representative
- An individual trustee for a trust borrower
- A company director.

If any of the above persons are not BankSA customers, they must provide original certified copies of acceptable identification documentation by an approved certifier.

Your identification documents can be certified by either:

1. Your financial adviser – where they have introduced you to this BankSA Margin Loan Facility, have an Australian Financial Services Licence (AFSL) and 2 or more continuous years of service with one or more licensees. Your financial adviser must complete the appropriate IFSA Identification Form and attach it to this form.
2. Any other eligible certifier as listed in the Certified Identification Form (CID) for Individuals which is attached (see Categories of acceptable certifiers). Your certifier must complete this form and attach to it the certified identification documents.

To certify an identity document:

- The certifier will need to print their name, date and qualification/occupation which makes them an eligible certifier on each photocopied document.
- The certifier must include the following statement on each photocopied document "I certify that this is a true copy of the original document".
- Photocopies of certified documents will not be accepted. The original certification and signature of the certifier must be visible.

If you are unable to provide the required identity documents, contact our Account Management Team on 1300 305 172 for further options.

Identification –

- ONE Primary Photographic document from Group 1 or if unable to;
- ONE Primary Non Photographic document from Group 2 and one Secondary document from Group 3
- The combination of documents certified must contain full name and date of birth
- All documents must be current unless specified otherwise

Note: Place a tick in the box beside each of the documents that copies have been provided for certification.

- Group 1 – Primary Photo**
- Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced or mutilated)^
 - Foreign passport issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled, defaced or mutilated)^
 - Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations^
 - Australian licence/permit (can either be a driver's licence, learner's permit)^
 - Foreign driver's licence which contains a photograph^^
 - Proof of age card issued by a State or Territory (or equivalent)^
 - National identity card issued by a foreign government, the United Nations or an agency of the United Nations^

^Must contain photograph and signature.

^^Must contain photograph and/or signature.

A. Proof of A. A. Proof of Identification and Certification of Identity Documents for Individuals (continued).

- Group 2 – Primary Non-Photo**
- Full Australian birth certificate (or extract) issued by State/Territory Registry of Births, Deaths and Marriages
 - Full Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations
 - Australian citizenship certificate
 - Citizenship certificate issued by a foreign government
 - Centrelink pension card (Australian)

- Group 3 – Secondary**
- A financial benefits notice issued by the Commonwealth or a State/Territory within the last 12 months and includes the customer’s name and residential address (e.g. a notice from Centrelink)
 - Australian Taxation Office (ATO) notice issued within the last 12 months and includes the customer’s name and residential address
 - Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer’s name and residential address
 - Foreign driver’s licence which does not contain a photograph
 - Department of Veterans’ Affairs pension concession card (Australian)
 - A current tenancy/lease agreement (must not be cancelled or expired)
 - Medicare card
 - Australian Marriage certificate issued by State/Territory Registry of Births, Deaths and Marriages
 - Identification card issued to a student at an Australian higher education institution (TAFE or University)^^^
 - Notice issued by the principal of a school (must be less than 3 months old, include the name of the customer, residential address, period of school attendance and issued on a school letterhead)
 - A current card issued under a Commonwealth, State, or Territory law for the purpose of identification, for a government service, or as a licence
- ^^Must contain photograph and/or signature.

Note: Certifiers are to certify legible copies of the documents provided from the above documents listed and also provide certifier details on the next page.

Details and signature of Individual to be identified.

CIS No. (if known)	Account number (if known)	Account name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Individual (name in full)		Individual’s signature
<input type="text"/>		<input type="text" value="X"/>

Certifier's Details and Declaration.

Note to Certifier: Please ensure copies are legible and record the following on each copy of the identification provided. "This is a true copy of an original or certified copy document provided"; then print and sign your name, date and Qualification No. (if applicable) and also provide your details below so that we may contact you if necessary to confirm this information.

Certifier's Declaration.

I certify that:

1. The person named above signed this form in my presence.
2. I sighted originals of the documents noted on reverse of form.
3. I am satisfied that the documents produced were genuine and that to the best of my knowledge they confirm the name, address and/or date of birth of the person named above.

Category No. of acceptable certifier (see list below)

Qualification No. (if applicable)

Full Name of Certifier

Title

First name

Family name

Residential address (PO Box not allowed)

Daytime contact number

Country code

Area code

Number

Signature

Categories of acceptable certifiers.

1. A person enrolled on the Roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).
2. A judge of a court.
3. A magistrate.
4. A chief executive officer of a Commonwealth court.
5. A registrar or deputy registrar of a court.
6. A notary public (for the purposes of the Statutory Declaration Regulations 1993).
7. A police officer.
8. An Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*).
9. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

Categories of acceptable certifiers.

10. An officer with two or more years of continuous service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993).
11. A Justice of the Peace.
12. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
13. A permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public.
14. A finance company officer with two or more years of continuous service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993).
15. An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees.
16. Any person specifically appointed as our agent to certify identity.
17. A Commissioner of Declarations.
18. A Commissioner of Affidavits.

Note: Non-residents – certification by the following acceptable certifiers – categories numbered 2, 3, 5, 6, 17 and 18 as equivalent within the certifier's country of residence.

Certified documents and this Certified Identification Form must be attached to your Authorised Representative form.