

### Important Information

While AUSIEX and CommSec Adviser Services (CAS) have separated as of 1 May 2021, we will continue to supply certain services to each other during a period of transition while each business develops its own independent solutions.

This includes AUSIEX temporarily providing a secure website for CAS advisers so that you can view and manage all your clients CAS products and accounts.

During this transition period, to ensure that your request is processed correctly please complete only **one** of the following forms relating to the products you manage:

Products managed by Adviser	Form to complete	Where to send the form
<b>Only ACA and/or CAS investment lending products</b>	Please proceed to the following page to complete the <b>CAS branded form</b>	Return to CAS by email or post
<b>ACA and/or CAS investment lending products <u>AND</u> trading with AUSIEX</b>	For Adviser maintenance requests where an adviser has a CommBank ACA or investment lending product <u>AND</u> an AUSIEX trading product, please complete the <b>AUSIEX branded forms</b> available on the <b>ausiex.com.au</b> website.	Return to AUSIEX by eSubmit on Ausiex.com.au or by post.  By completing the AUSIEX adviser form, you authorise AUSIEX to share your information with CAS to update CAS systems for the purpose of giving effect to the instructions contained in the form.

If you don't currently manage an active ACA and/or CAS Investment Lending Product and you only have access to manage active AUSIEX Trading accounts, please go to [www.ausiex.com.au](http://www.ausiex.com.au) to obtain their adviser maintenance form.

### We're here to help

If you have any questions, please contact us on **13 15 20** between 8.30am and 6pm (Sydney time), Monday to Friday.

We thank you for your support.

## 1. Service Selection – What service/s are you applying for?

Cash Product Services
  Investment Lending
  CALIA+\*

\*CALIA+ is a grandfathered product. No new accounts will be opened.

## 2. Adviser Details

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*

Adviser's company name  ACN/ABN  Authorised representative number

## 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

Email address – *Mandatory*

Mobile number – *Mandatory*  Home number  Work number

## Residential Address of the Adviser

Street address – *Cannot be a PO Box*

Suburb  State  Postcode

Country

## Registered Address of the Business

Street address – *Cannot be a PO Box*

Suburb  State  Postcode

Country

## Postal Address of the Business

Same as registered address

Street address

Suburb  State  Postcode

Country

## Principal Place of Business – *Sole traders only*

Same as registered address

Street address – *Cannot be a PO Box*

Suburb  State  Postcode

Country

**Dealer Group Details – *Select one only***

AFSL holder

AFSL number  Licensee name

**OR** Non-AFSL holder

**Business Development Manager (BDM) Details – *Optional***

Business Development Manager name

**3. Online Access – *You will need this password the first time you log in***

Password must be 6-16 characters long and must not contain the word 'password'. If you have an existing username this will be used, otherwise a username will be emailed to you accompanying your registration confirmation.

Temporary password

**Important Information**

AUSIEX and the CBA Group will continue to work closely with each other leading up to and after the sale to support each other's systems during a period of transition and separation, including access to AUSIEX and CBA Group information, to perform their respective roles relating to your products and to continue to offer you a seamless customer experience.

**4. Australian Credit Licence (ACL) – *CALIA+ applicants only***

Licensing status – *Select one only*

ACL licensee       Credit representative       Director/Employee

ACL licensee name       ACL number       Credit rep number

## 5. Acknowledgements

1. I understand and acknowledge that the law requires applicants to provide true and correct information and state all the names by which they are commonly known. I also understand that the law prohibits the use of false names, as well as the giving, use or production of false or misleading information on documents in connection with an identification procedure.
2. I declare:
  - a. That the information I have provided in this form is true and correct;
  - b. I have appropriate qualifications, training and experience;
  - c. I am an authorised representative of the Dealer Group;
  - d. I have the relevant authorisations from the Dealer Group for the services applied for under this form;
  - e. A copy of the Dealer Group Agreement and/or Dealer Terms of Trade has been provided to me; and
  - f. I have read and agree to the terms in the Dealer Group Agreement and/or Dealer Terms of Trade which relate to the provision of the nominated services.
3. I acknowledge that I am responsible to promptly inform the Bank if there is any change to my status as an authorised representative of an AFS licensee, or as a credit licensee or as a Director/Employee or as a credit representative of a credit licensee as applicable.
4. I consent to the collection, use and exchange of my personal information for the purposes of managing and maintaining my relationship with you, including confirming my identity, communicating with me, and complying with relevant laws and regulations. I understand that personal information collected, used or shared (including with third parties) will be in accordance with the terms outlined in the CBA Privacy Policy available from the CommSec Adviser Services website and where applicable, AUSIEX website. I have read through your Privacy Policy as it contains important information on how CBA handles personal information and details on how to raise privacy concerns and complaints.
5. I have read and agree to accept and abide by the Bank's Terms and Conditions for the relevant product or service, prior to receiving any financial service. These, along with other legal documents are available on CommSec Adviser Services' website and where applicable, AUSIEX website and I agree to access these documents from the website.
6. Where applicable, I/we authorise CommSec Adviser Services to share my/our personal information to AUSIEX for the purpose of giving effect to the instructions contained in this form.

Adviser full name

Date – DD / MM / YYYY

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Signature – *Must be signed pen to paper*

### Where to from here?

Please attach copies of the following documents:

#### All applicants

<input type="checkbox"/>	Certified copy of Driver Licence or Passport
<input type="checkbox"/>	Authorised Representative Certificate or Employee Representative Certificate

#### CALIA+ applicants only

<input type="checkbox"/>	Credit Representative Certificate	<input type="checkbox"/>	If employee, letter from Dealer Group confirming status
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CommSec Adviser Services (CAS) is a brand of Commonwealth Bank of Australia (CBA or the Bank) ABN 48 123 123 124 AFSL and Australian credit licence 234945. The Accelerator Cash Account is a deposit product issued by CBA and administered by its wholly owned but non-guaranteed subsidiary Commonwealth Securities Limited (CommSec) ABN 60 067 254 399 AFSL 238814 under the CAS brand. Lending products under the CAS brand are provided by CBA. Investment loans are administered by CommSec. CommSec is a market participant of the Australian Securities Exchange Ltd (ASX) and Chi-X Australia, clearing participants of ASX Clear Pty Limited and settlement participants of ASX Settlement Pty Limited.

## How to submit your documents

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

✉ investmentlending-adviserservices@cba.com.au

📍 **CommSec Adviser Services**  
Locked Bag 22  
Australia Square NSW 1214

📞 13 15 20

🌐 [CommSecAdviserServices.com.au](http://CommSecAdviserServices.com.au)