

i This form uses JavaScript for optimal performance. Please ensure you have this enabled if completing electronically.
Refer to the end of this document for submission instructions, [explanatory notes](#) and [help](#).

Which Company's Account Operators Needs to be Changed?

Company name

New Director / Secretary

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*

Male Female

Residential Address

Street address – *Cannot be a PO Box*

Suburb

State

Postcode

Country – *If not Australia*

Postal Address

Same as residential address

Street address

Suburb

State

Postcode

Country – *If not Australia*

Contact Details

Email address – *Mandatory*

Mobile number – *Mandatory*

Home number

Work number

Preferred contact number Mobile Home Work

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 #1](#) at the end of this application.

Country/ies of Tax Residency		Tax Identification Number (TIN)						
List all country/ies of tax residency.		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						
1		TIN:		OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
2		TIN:		OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C
3		TIN:		OR	Reason Code:	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C

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
<input type="text"/>	<input type="text"/>

Please confirm the percentage of the company the Director owns.

Identification – Choose one of the two identification options below

<input type="radio"/>	Option 1 – Passport or Australian Driver Licence Attach a copy of two of the following items to this application: Australian Driver Licence, Passport, 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.
<input type="radio"/>	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.

Remove Directors / Secretaries

Name of director / secretary to be removed	Name of director / secretary to be removed
<input type="text"/>	<input type="text"/>

Declaration and Acknowledgement

1. I/We authorise you to act in accordance with my/our instructions provided above.
 2. 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.
 3. I/We acknowledge that the names of any director or secretary not registered with ASIC will be removed from the account.
 4. I/We will promptly notify the Bank of any changes to the information.
 5. 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.
 6. CommSec Adviser Services 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:
 - a. 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*.
 - b. 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.
 - c. 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.
 - d. 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 CommSec Adviser Services 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.
 - e. 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.
 - f. 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

 All current account operators need to sign this section.

Existing Director / Secretary 1


Full name Date – DD / MM / YYYY
 / /

Signature – Must be signed pen to paper

Existing Director / Secretary 2 – If applicable

Full name Date – DD / MM / YYYY
 / /

Signature – Must be signed pen to paper

 Ensure ASIC details are up to date before lodging this form with us. You can check the company record at connectonline.asic.gov.au.

Explanatory Notes

1. 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.

Return to: [Tax Residency Information](#)

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:

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

📞 13 15 20 ✉ CommSecAdviserServices@cba.com.au 🌐 CommSecAdviserServices.com.au

Advisers

Send this form and all supporting documents to the e-mail or postal address listed below.