Bulk change of primary adviser form

Use this form to update the primary adviser on active Macquarie Wrap, Macquarie Bank Term Deposits and Macquarie Cash Management accounts. This form may only be used to change details to advisers and/or dealers that are already registered with Macquarie. If an account is part of a group, all accounts should be under the same adviser code. Unless otherwise agreed with Macquarie, please note that any recurring payments currently applied on relevant accounts by the primary adviser will cease to apply once these accounts are transfered to the new adviser or dealer group.

1. Adviser and account details

In order to bulk change the primary adviser on Macquarie Wrap, Macquarie Bank Term Deposit and Macquarie Cash Management accounts, please provide:

- A spreadsheet with the list of active account numbers and account names to be transferred or the current adviser details if all accounts are to be transferred.
- The adviser details to be updated

Current adviser details (if known)

Adviser name:

Adviser code:

Dealer name:

New adviser details

Adviser name:

Adviser code:

Dealer code:

Dealer name:

Where a bulk change of adviser details to ALL accounts relates to a change of dealer group or AFS Licensee, we will require a letter of release from the dealer group and/or AFS Licensee (as applicable) currently registered on these accounts.

The accounts identified above are referred to as the "**Macquarie Accounts**" for the purposes of this form.

2. Client notification and agreement

Please confirm the following:

☐ I confirm that all account holders on the Macquarie Accounts have agreed to the change in adviser registration details on their accounts.

Macquarie Investment Management Limited ABN 66 002 867 003 AFSL 237492 RSEL L0001281. Macquarie Superannuation Plan ABN 65 508 799 106 RSE R1004496. Macquarie Bank Limited ABN 46 008 583 542 AFSL 237502 is the issuer of the Macquarie Cash Management Account (CMA), Macquarie Consolidator Cash Account (Cash Account), Macquarie Wrap Cash Account (Wrap Cash Account) and Macquarie Bank Term Deposits.

3. Declaration and signatures

By signing this form, you:

- declare that, to the best of your knowledge, all the information provided is accurate.
- acknowledge that Macquarie may decline a request to continue paying advice fees on the Accounts if Macquarie is not reasonably satisfied with the information, if it determines that acting on the request is not consistent with its obligations under law, or if Macquarie becomes aware that the information provided is not accurate.
- agree that this form is not a substitute for, and must not be used to satisfy, any consent or disclosure obligation imposed on the adviser, their AFS Licensee or dealer group under the Corporations Act 2001 (Cth).
- agree that where advice fees are deducted from a client's account and Macquarie subsequently determines that this was not in accordance with the Corporations Act 2001 (Cth) or Superannuation Industry (Supervision) Act 1993 (Cth), upon request, the adviser, their AFS Licensee or dealer group will provide all reasonable assistance to provide for or procure the reimbursement of any or all advice fees deducted from the client's account.
- confirm that, unless otherwise agreed by the relevant client, all clients of Macquarie Accounts agree to transfer all relevant authorities on their Macquarie Account from the current adviser to the new adviser. Any recurring payments to the current adviser will be revoked.
- acknowledge that the effective date of the change requested in the instructions, if accepted by Macquarie, will be the date reasonably determined by Macquarie.

Signatures

You can sign this form electronically via one of our approved electronic signature providers and submit it with any additional documentation required. Please visit Help Centre to view our submission requirements and a list of our approved electronic signature providers.

If you are transferring clients within the same dealer group or licensee, please ensure this form is executed by an authorised signatory of the dealer group or the current adviser on the account.

Signature:

Title: Full name:

Date: Role:

If you are transferring clients to a different dealer group or licensee, please ensure this form is executed by an authorised signatory of the acquiring dealer group.

Signature:

Title: Full name:

Date: Role:

The completed form, along with the additional documentation required under section 1 (if applicable) can be uploaded to **Macquarie Request Centre.**

[Company Logo]

Letter of release template

Release of clients

[*Insert dealer name*] authorises the release of the clients and accounts listed in the attached spreadsheet ('the Macquarie Accounts') to [*Insert new dealer/adviser name*]. [*Insert dealer name*] confirms that all account holders on the Macquarie Accounts:

a. have been notified of the change in adviser on their accounts
b. agree to the change in adviser on their accounts and
c. have agreed to transfer all relevant authorities from the outgoing adviser to the new adviser and/or dealer group.

Signed by:

[Authorised representative] [Date]

[Print name of authorised representative]

[Professional capacity of authorised representative (e.g. director)]

BCASD-257 FEBRUARY 2024