

Change of Director / Beneficial Owner Form

Macquarie Bank Limited ABN 46 008 583 542 AFSL and Australian Credit Licence 237502. Macquarie Investment Management Limited ABN 66 002 867 003 AFSL 237492 RSEL L0001281

Guide to completing this form

This form is to be used for changes of directors and/or beneficial owners of Companies and Corporate Trustees.

This form is to be completed by the new and existing directors of the account.

This form cannot be used to update account details, if you would like to update your details please contact us via live chat.

You are required to complete all components of this form, from sections 1 to 5 and send it to us:

- Clients email us from your registered email address to: **transact@macquarie.com**
- Advisers only upload via Request Centre

Once you have returned these documents, we may ask you to provide further information (if required). If multiple directors are changing, you will need to complete this form for each new director.

More information about the certification of identification documents is available in Appendix A. Changes of CMA will be replicated on the linked Cash Management Accelerator Account.

1. Account and Entity Details

Macquarie Account Name:

Macquarie Account Number:

Entity Details:

Entity Full Name:

Entity ABN/ACN:

Changes to directors or beneficial owners for an entity provided on this form will be applicable to all accounts under this entity. For authority level changes, refer to Section 3.1 on the level of authority required

2. Director/Beneficial Owner Details

2.1 Individual Details

First and middle name(s):

Surname:

Other names known by:

Date of birth:

2. Director/Beneficial Owner Details (continued)

Occupation:

Industry:

Email:

Mobile:

Are you an existing Macquarie client?

Yes

No

If Yes, please provide your Macquarie ID below:

Role of Individual (tick all that apply):

Director

Beneficial Owner

For guidance on determining if you are a Beneficial Owner, refer to Appendix B.

You will need to provide evidence of the change in Beneficial Owner structure as per Appendix C.

Source of net wealth (select one option only as the predominant source)*

Business operations

Savings and employment

Superannuation

Investments

Inheritance/gift

Sale of a property or asset

Legal settlement

Foreign income

Residential address (PO Box not acceptable):

Street name and number:

Suburb:

State:

Postcode:

Country:

2.2 Tax Residency Information

Tax Residency rules differ by country. Whether an individual is tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. For the US, tax residency can be as a result of citizenship or residency.

Is the individual a tax resident of Australia?

Yes

No

Is the individual a tax resident of another country?

Yes

No

If yes to another country, please provide details below:

Country 1:

Country 2:

Country 3

Country

Country

Country

TIN (if no TIN, list reason A, B or C):

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TIN (if no TIN, list reason A, B or C)

Reason A: The country of tax residency does not issue TINs to tax residents
(Only valid for Bahrain, The Bahamas, Bermuda, British Virgin Islands, Cayman Islands, Monaco, Montserrat, Turks and Caicos Islands, United Arab Emirates)

Reason B: The individual has not been issued with a TIN

Reason C: The country of tax residency does not require the TIN to be disclosed
(Only valid for Japan)

A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a Tax File Number in Australia or a Social Security Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

Please note a US TIN must be provided if you are a US Specified Person. This is a mandatory requirement and a TIN exemption reason will no longer be accepted. The account cannot be opened without a US TIN.

2. Director/Beneficial Owner Details (continued)

2.3 Electronic verification of identity

We can verify your identity electronically using government sources and information held by credit reporting agencies such as Equifax. To learn more, go to <https://www.macquarie.com.au/everyday-banking/macquarie-client-identity-verification.html> and consent.

For electronic verification, you will need to provide a non-certified copy of either your valid Australian driver licence (both sides) or Australian passport. If we are unable to verify your identity electronically, we will ask you to provide a certified copy of your identification documents as per section 4.

Do you agree for your identity to be verified electronically and to BFS Privacy Statement which can be found on our website?

Yes ► provide a non-certified copy of either your valid Australian driver licence (both sides) or Australian passport

No ► provide certified copies of identification documents as per Appendix A

2.4 New Director / Beneficial Owner's Declaration

By signing below, I accept my appointment and agree to be bound by the relevant Account's terms and conditions from macquarie.com.au. I confirm that the information provided in this section is correct.

Signature:

Full Name:

Date:

3. Level of Authority

3.1 Level of Authority (for new Directors):

View Only¹: Can view account information but cannot transact.

Sole Authority: Can authorise transactions independently.

Dual Authority: Must have a second authorised person to approve transactions.

Do you wish for this authority to apply to all other accounts under this entity?

Yes

No (you will need to complete an Individual Third Party form to provide the level of authority required for other accounts not listed)

3.2 Controlling Parties (applicable to Unregulated Trusts only):

Are the controlling parties² beneficiaries?

No ► go to section 4

Yes, are the controlling parties on the account related³?

No ► Continue to section 4

Yes ► Continue to section 4

1. View Authority is not available on Vision Savings Accounts

2. Controlling parties are Trustees, Directors, Authorised Signatories, Owners, Court appointed Guardians, Administrators Secretaries and POAs which can independently operate the account

3. Related means spouse or in a de facto relationship, grandparent, parent, child or sibling

4. Verification of Directors/Beneficial Owners

Please confirm the details of the existing Company Directors (if any) and Beneficial Owners. Please note Directors should only be selected if the entity is a Company. For guidance on determining who is a Beneficial Owner, refer to Appendix B.

Name	DOB	Residential Address	Role(s)
			Director
			Beneficial Owner
			Director
			Beneficial Owner
			Director
			Beneficial Owner
			Director
			Beneficial Owner

Please tick this box if there are more Directors/Beneficial Owners and provide details on a separate sheet.

5. Account Holder Declaration

Existing Director's Declaration

By signing below, I/we:

- confirm that we are authorised to make this change on behalf of the entity.
- declare that the information provided in this form is true, accurate, and complete, and agree to be bound by the applicable Account Terms and Conditions.

Signature 1:

Signature 2:

Full Name:

Date:

Full Name:

Date:

Sign

- Wet signature** - please provide a copy of your Driver's Licence or passport OR
- Electronic signature** - please provide a copy of the Certificate of Completion.
Visit Personal Help Centre and search 'Electronic Signature' to view our approved list of electronic signature providers.

Submit



Advisers only upload via Request Centre



Clients only email to transact@macquarie.com

Need Help?

For more information, please visit [Personal Help Centre](#).

Appendix A: Acceptable ID & Certification Requirements

For document-based identity verification, you must provide certified copies of either:

- One primary identification document; OR
- Two secondary identification documents (one from Category A and one from Category B).

Primary Identification Documents

- Australian Driver's Licence or Learner Permit (current)
- Australian Passport (current or expired within the last 2 years)
- International Passport (current)
- Proof of Age Card/NSW Photo Card (current and government-issued)
- National identity card issued by a foreign government that contains a signature or unique identifier of the individual

Secondary Identification Documents (must display your name and residential address)

Category A

- Australian Birth Certificate
- Australian Citizen Certificate
- Commonwealth Seniors Health Card or Health Care Card issued by Services Australia
- Centrelink pension card (current and must show current address)

Category B

- Utility Bill (less than 3 months old)
- Council Rates Notice (less than 3 months old)
- Taxation Notice (less than 12 months old)
- Centrelink Statement (less than 12 months old)

Certification Requirements

Each certified copy must clearly show:

- The words "I certify that this is a true copy of the original document which I have sighted".
- The date of certification (must be no more than 2 years old at the time of acceptance).
- The wet-ink signature of the certifying officer.
- The full name, profession/qualification, and provider/registration number (if applicable) of the certifying officer, printed legibly below the signature.

Who can certify documents?

- Legal practitioners, Justice of the Peace, Notary public, a police officer.
- A permanent employee of the Australian Postal Corporation with two or more years of continuous service.
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service.

Appendix B: Guidance for Determining Beneficial Owners

A beneficial owner is an individual who ultimately owns or controls an entity.

Entity Type	Guidance for determining beneficial owners
Company	<ul style="list-style-type: none">Shareholders who are individuals and own 25% or more of the entity.If no individual owns 25% or more, the beneficial owners are any individuals with control, such as those with 25% or more of the voting rights and directors of the company or if there are no controllerssenior managing officials of the company(e.g., CEO, CFO, Directors).
Unregulated Trust	<p>For Discretionary or Testamentary Trusts:</p> <ul style="list-style-type: none">Individual trustees and the Appointor/Protector(if any)For corporate trustees, any individual shareholder with 25% or more of the share capital and the directors of the corporate trustee. <p>For Unit Trusts:</p> <ul style="list-style-type: none">Any individual who holds 25% or more of the units.If no individual holds 25% of units, control is determined by the trustee, Appointor, or Protector.

Appendix C: Acceptable Entity Verification Documents

See Appendix B to determine the beneficial owners of the entity first.

Entity Type	Required Documents
Company	<ul style="list-style-type: none">An ASIC extract for the Company.If 25% or more of shares are held on behalf of a trust, provide the trust verification documents as well.
Unregulated Trust	<p>Provide one of the following:</p> <ul style="list-style-type: none">An original, certified copy, or certified extract of the trust deed.A signed letter on letterhead from a solicitor or qualified accountant confirming the details of the trust.For testamentary trusts: A certified copy of the Will and/or probate.