

# Change of primary adviser form

**Please consider these points before completing the Change of primary adviser form:**

- Use this form to update the primary adviser on your client's active Macquarie Wrap, Macquarie Bank Term Deposits and Macquarie Cash Management accounts.
- This request can only be initiated by a financial adviser.
- 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.
- Where accounts are being transferred between several advisers, they must be within the same dealer group. Separate forms are required if accounts are being transferred to different dealer groups.
- Where there is a change of dealer group or AFS Licensee, then a letter of release is required from the dealer group currently registered on the account.
- 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 transferred to the new adviser or dealer group.
- If a form is submitted more than 30 days after an adviser has left a dealer group, fees will not be backdated.

## 1. Adviser and account details

In order to change the primary adviser on Macquarie Wrap, Macquarie Bank Term Deposit and Macquarie Cash Management accounts, please complete the form as follows:

- If you are requesting to change the primary adviser on up to 5 accounts to the same adviser --> **complete section 1A**
- If you are requesting to change the primary adviser on multiple accounts to multiple advisers within the same dealer group --> **complete section 1B**
- If you are requesting to change the primary adviser on all accounts linked to one adviser --> **complete section 1C**

### 1A. Change the adviser on up to 5 accounts to the same adviser

Account number:	Account name:
1.	
2.	
3.	
4.	
5.	

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

**Current adviser details (if known)**

Old adviser code:      Old adviser name:

**New adviser details**

New adviser code:      New adviser name:

Old dealer code:      Old dealer name:

New dealer code:      New dealer name:

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## 1B. Change the adviser on multiple accounts to multiple advisers within the same dealer group

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Please provide a spreadsheet with the following information listed:

- Account name
- Account number
- Old adviser name
- Old adviser code
- New adviser name
- New adviser code
- Old dealer code
- Old dealer name
- New dealer code
- New dealer name

## 1C. Change the adviser on all accounts to the same adviser

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I confirm my request to change the adviser on all accounts linked to the adviser specified below.

### Current adviser details (if known)

Old adviser code:      Old adviser name:

### New adviser details

New adviser code:      New adviser name:

Old dealer code:      Old dealer name:

New dealer code:      New dealer name:

If your request includes multiple adviser changes, please attach a spreadsheet with the information listed in 1B.

## 2. Client notification and agreement

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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.

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### 3. Declaration and signatures

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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)]