

Executor/Administrator Authority Form

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Important Information

Use this form to appoint an authorised representative of an Estate to a Share Trading Account or Margin Loan.
 One form is to be completed for each appointed Executor/Administrator as named in the last will and testament or grant of Probate/Letters of Administration.
 All fields are mandatory.

ESTATE ACCOUNT DETAILS A

Trading Account Number

Trading Account Name

Margin Loan Account Number

Borrower Name(s)

EXECUTOR/ADMINISTRATOR DETAILS B

Mr Ms Mrs Miss Dr Other

Given Name/s

Surname

Other name/s commonly known by (if applicable)

Date of Birth

Gender

 M F

Address Details

Residential Address (cannot be a PO Box):

State

Postcode

Country (if not Australia)

Postal Address Same as Registered Address

State

Postcode

Country (if not Australia)

Email Address

EXECUTOR/ADMINISTRATOR DETAILS (CONT.) B

You **must** complete at least one contact number (and tick your preferred contact number)

M MOBILE

H HOME

Job Category and Type (mandatory)

Note: You **MUST** complete these sections using an approved Job category and type. For the list of categories and types, see Appendix 1.

Job Category

Job Type

EXECUTOR/ADMINISTRATOR IDENTIFICATION C



All executors and administrators **must** attach certified copies of ID. Your ID documents must be in the exact same details as those provided in this form.

Please tick and complete ONE of the following options below:

I have an existing CommSec Share Trading Account

Account Number

OR

I have a Commonwealth Bank account

BSB

Account Number

OR

I do not have a CommSec Share Trading account or Commonwealth Bank Account. I will attach clear, legible original certified photocopy of one of the following and consent to the electronic verification to be performed.

- Australian Drivers License **OR**
- Passport

CommSec is required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to collect information about you and verify your identity before CommSec can provide you with the services or products for which you've applied.

By ticking this box on this form:

- I consent to having electronic identification performed using personal details and identification documents I have provided, and understand that providing false or misleading information about my identity is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.
- I consent to having my personal details and identification documents matched to information held by the issuer or Official Record Holder via third party systems
- I understand that my 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

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EXECUTOR/ADMINISTRATOR IDENTIFICATION (CONT.) **C**

- As part of the electronic identification process, I permit these external organisations to record, use and disclose my information in accordance with their own privacy policies and legal obligations. I understand that CommSec and its outsourced providers will access records held about me by these external organisations only for the purpose of matching the identifying information I have chosen to provide
- I consent to providing my name, address and date of birth to selected credit reporting agencies to match this information against their records. I 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, you have the option of attending a branch to be identified.

DECLARATION & SIGNATURE/S **D**

I understand, acknowledge and declare that the information I have provided to you on this form is true and correct and the law prohibits the use of false names, as well as the giving or use of false documents in connection with an identification procedure.

FULL NAME

SIGNATURE

DATE

Privacy statement: CommSec is collecting your personal information in connection with your role as an executor/administrator. For details of CommSec privacy and information handling practices, including how you may access your information, seek correction of that information and how you may complain, please refer to our Privacy Policy which is available at www.commsec.com.au

A list of eligible Job Category and Job Types are provided below. Job Categories are in bold with their associated Job Types listed underneath.

AIR / SEA TRANS WORKERS

- Air Transport/Support Worker
- Aircraft Pilots
- Ships Pilots And Crew
- Stewards
- Other

CLERKS

- Data Processing
- Receptionists
- Dispatch/Purchasing
- Stenographers/Typists
- Filing/Mail Sorters
- Other (Clerks)
- Numerical/Accounting/Statistics

COMMONWEALTH BANK STAFF

- Commonwealth Bank Staff

ENGINEERS / TECHNICIANS

- Aircraft
- Architect
- Building Engineer
- Chemical
- Civil
- Electrical Engineer
- Marine
- Mechanical
- Other (Engineers/Technicians)

GOVERNMENT OFFICIALS

- Ambulance
- Fire Fighter
- Judges/Magistrates/Mediators
- Parliamentarians/Councillors
- Police

HOME DUTIES

- Home Duties

LABOURERS AND RELATED WORKERS

- Agricultural Labourers
- Cleaners
- Construction
- Factory Hands
- Farm Hands
- Fishing
- Mining
- Other (Labourers)

MACHINE OPERATORS / DRIVERS

- Excavating/Earthmoving
- Mobile Plant/Equipment
- Rail/Tram/Road
- Stationary Plant/Equipment
- Other Machine Operators

MANAGERS

- Farmers And Farm Managers
- Finance
- Personnel & Industrial Relations
- Production
- Sales And Marketing
- Other (Managers)

MEDICAL / VETERINARIANS

- Dental
- Doctor/General Practitioner
- Nurses
- Occupational Therapists
- Optometrists
- Pharmacists
- Physiotherapists
- Specialist
- Other (Medical/Veterinarians)

PROFESSIONALS

- Accountants
- Artists
- Computing
- Journalists
- Lawyers
- Minister Of Religion/Social Work
- Personnel
- Public Relations
- Other (Professionals)

RETIRED

- Independent Means
- Pensioner(Dss)
- Pensioner(Vet Affairs)
- Private Superannuant
- Other (Retired)

SALESPERSONS / CAREWORKERS

- Care Worker
- Cashier/Telling
- Investment/Insurance
- Real Estate
- Sales Assistant
- Sales Representative
- Travel
- Waiters/Waitresses
- Other (Salesperson/Care Workers)

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SCIENTISTS

- Geologist
- Physicist
- Research Chemist
- Other (Scientists)

SPORTS PERSONS

- Sports Persons

STUDENTS

- Austudy
- Other (Students)

TEACHERS / INSTRUCTORS

- Primary
- Secondary
- Tafe
- University
- Other (Teachers/Instructors)

TRADESPERSONS / APPRENTICES

- Building
- Electrical
- Food
- Horticultural
- Metal
- Printing
- Vehicle
- Other (Tradesperson/Apprentices)

UNEMPLOYED / OTHER

- Invalid Pensioner
- Unemployment Benefits
- Other (Unemployed/Other)