

**Client Services contact details**

**Phone**

Within Australia: 1300 997 774

International: +(61) 3 9616 8687

**Send your form by email:**

[australianunitywealth\\_transactions@unitregistry.com.au](mailto:australianunitywealth_transactions@unitregistry.com.au)

**Email enquiries:**

[australianunitywealth@unitregistry.com.au](mailto:australianunitywealth@unitregistry.com.au)

## Tax file numbers, Australian Business Numbers or exemptions

Use this form if you are an existing investor and wish to update your tax file number (TFN), Australian Business Number (ABN) or advise of a reason for exemption.

Please complete a separate form for each investment you hold with Australian Unity.

Please note, the collection of Tax File Numbers is authorised and its use and disclosure are strictly regulated by tax laws and the Privacy Act. It is not an offence if you choose not to quote your Tax File Number. If you don't quote your Tax File Number or claim an exemption tax may be taken out of your investment income.

To help assist you with filling out this form, please refer to the relevant Product Disclosure Statement (PDS) and Form Information Guide which can be accessed via our website [www.australianunity.com.au/wealth](http://www.australianunity.com.au/wealth)

Complete all sections in BLOCK letters and using a black pen. If you make an error while completing this form, do not use correction fluid. Cross out your mistakes and initial your changes.

Your personal information will be collected, used and disclosed by us in accordance with our Privacy Policy and in accordance with the law. You can obtain a copy of our Privacy Policy via our website [www.australianunity.com.au/privacy-policy](http://www.australianunity.com.au/privacy-policy) or by telephone 1300 997 774 or +61 3 9616 8687.

**1. Please double check that you have completed the following:**

- written your account number and account name as it appears on your latest statement
- completed the tax section relevant to you
- signed the form as per the 'Signing instructions' in section 3.

**2. Send your documents to us.**

You can return your form by post or email according to the details below:

Send by post: Australian Unity  
GPO Box 804  
Melbourne VIC 3001

Scan and email to: [australianunitywealth\\_transactions@unitregistry.com.au](mailto:australianunitywealth_transactions@unitregistry.com.au)  
Please include your account number in the subject line of your email

## 1 Investor details

Account number

Account name

## 2 Tax file numbers, Australian Business Numbers or exemptions

### Individuals

Please provide your TFN or reason for exemption. If you are an Australian resident and do not provide your TFN, or reason for exemption, you will be taxed at the highest marginal tax rate plus the Medicare levy.

TFN

Reason for exemption

### Companies/Corporate Partnerships/Corporate Trustees

Please provide your ABN

### Trusts or superannuation funds

Please provide the below information which is applicable to you.

ABN (applicable if you are a trust or a self-managed superannuation fund registered with the Australian Tax Office)

TFN

Australian Registered Scheme Number (ARSN) (applicable if your trust is registered with ASIC)

## 3 Declaration and signing instructions

By completing and signing this form, you

- authorise us to act according with the instructions on this form
- acknowledge that the instructions on this form supersede all previous instructions received by us, and
- agree to indemnify us from and against all losses, costs, expenses, claims, actions or proceedings brought against us in connection with following your instructions on this form.
- agree and acknowledge that all details in the form are true and correct
- acknowledge the Form Information Guide.

### Who needs to sign this form

**Individual** – where the investment is in one name, the account holder must sign.

**Joint Holding** – where the investment is in more than one name, all of the account holders must sign.

**Companies or corporate partnerships or corporate trustees** – where the company has a sole director who is also the sole company secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a company secretary, a sole director can also sign alone. Otherwise this form must be signed by a director jointly with either another director or a company secretary. Please indicate the capacity in which the form is signed. By signing as a single director investor confirms that the company is a single director company.

**Partnerships** - if the account is held for a partnership then all partners or those authorised to sign on behalf of the partnership.

**Trust** – the trustee(s) must sign this form. Trustee(s) signing on behalf of the trust confirm that the trustee(s) is/are acting in accordance with such designated powers and authority under the trust deed.

**Power of Attorney** – if you have not already lodged the Power of

Attorney with us, please attach a certified copy of the Power of Attorney document that includes Certificate of Witness and Statement of Acceptance and Certified Identification Document of the Power of Attorney. I/we attest that the Power of Attorney has not been rescinded or revoked and that the Donor is still living.

Signature of investor 1, director or authorised signatory

Please print full name

Date (DD/MM/YYYY)

 /  / 

Company officer (please indicate company capacity)

- Director  
 Sole director and company secretary  
 Authorised signatory

Signature of investor 2, director/company secretary or authorised signatory

Please print full name

Date (DD/MM/YYYY)

 /  / 

Company officer (please indicate company capacity)

- Director  
 Company secretary  
 Authorised signatory