

 This form uses JavaScript for optimal performance. Please ensure you have this enabled if completing electronically.




## Important Information

**Signing this form increases your exposure to the risk of financial abuse.** By signing, you are giving the person named in Section 2 access to your account(s). You should carefully think about whether giving this access is the most suitable option for you. Consider speaking with a trusted adviser before signing this form.

You can use this form to authorise someone else to view your account(s) and/or transact on your behalf, including a **Authority to Trade, Power of Attorney\*, Financial Management Order\* or a Company Director\***.

- An Authority to Trade relationship can only have 'View and Transact' on no more than 8 accounts. 'View Only' access will be applied if you wish to be authorised on more than 8 accounts. Other relationships (\*) on-boarded with this form will not be impacted.
- For Additional Authorities who do not have an Existing Client ID, your new Client ID will be sent via email and a temporary password via SMS.
- If you list an account for which you are not an owner or signatory we will not be affecting any change to that account.
- **Options Applicants ONLY** – Additional Authorities nominated for an options account must successfully complete the Options Knowledge Assessment in order to transact the Options account. For further instructions please refer to [Section 5](#).
- An additional authority cannot be authorised on a CommSec Pocket account.
- **The Additional Authority must submit proof of identification in [Section 2](#) and sign the Additional Authority declaration in [Section 3](#).**

Return this form by email or post per the [submission instructions](#). Please direct all other enquiries through the appropriate channels.

 All sections/fields marked with an asterisk \*\* are mandatory to complete.

## 1. Account Holder/s Details\* – Account Holder to complete

I/we authorise the Additional Authority set out in [Section 2](#) to act on my/our behalf in connection with the following products and services. I/We have listed below.

### Registered name on CommSec trading account/s\*

Registered name

Please list the account(s) – registered in the above name – that you would like your Additional Authority to have access to. If you have accounts in multiple names, please action a new Additional Authority form for each account name (e.g. two different account names such as "John Smith" & "John Smith PTY LTD" will require two different forms).

If you do not list an account number we will be unable to process your request.

### Account Number/s\*

Equities

Margin Loan – if yes, please also provide Equities account

International

Options

Please select the access level you wish to grant your Additional Authority. Before selecting the access level, consider which access is appropriate for you as it may increase your risk of experiencing financial abuse. If you do not make a selection, 'View Only' access will be granted.

 **View Only**

With this access level the authority is able to:

- a. View/enquire/receive information about your account and/or margin loan.

 **View and Transact**

With this access level the authority is able to:

- a. View/enquire/receive information about your account and/or margin loan;
- b. Acquire, buy, deal with, dispose of or sell any financial products;
- c. Make payment for any purchase or acquisition (including fees and costs) and receive payment for any sales or disposal costs relating to trading or other dealings on an account;
- d. Execute all contracts and other documents necessary or proper for the custody, dealing and transfer of financial products and related matters;
- e. Receive, hold, arrange custody of and deliver share certificates and other evidence of title to financial products;
- f. Exercise all rights and privileges and perform all duties and obligations which may now or in the future pertain to me as holder of financial products;
- g. Operate a CommSec Margin Loan, including but not limited to making decisions to sell security, lodge additional security or provide additional funds in the event of a margin call (Margin Loan only).

## 2. Additional Authority Details\* – Additional Authority to complete

Mr
  Ms
  Mrs
  Miss
  Dr
  Other

First name\* 
 Middle name/s\* – *If applicable* 
 Surname\* 
 Date of birth\* – DD / MM / YYYY  /  /

Other name/s commonly known by – *If applicable* 
 Male  Female

Please note we will not be using this form to update your details. Ensure your details are up to date or submit a Change of Contact Details Form.

### Residential Address\*

Street address – *Cannot be a PO Box*

Suburb 
 State 
 Postcode

Country

### Postal Address If left blank, your residential address will be used.

Street address

Suburb 
 State 
 Postcode

Country

### Preferred Contact Method

Email address\*

Mobile number\* 
 Home number – *Optional* 
 Work number – *Optional*

### Employment Information\*

**i** You **must** complete these sections, using an approved Job Category and Job Type. For the list of the categories and types, see [Appendix 1](#).

Job category 
 Job type

## Identification for authority\*

Please choose one of the two identification options below:

<input type="radio"/>	<b>Option 1 – Passport or Australian Driver Licence</b> Attach a copy of your Passport or Australian Driver Licence (front and back of licence is required).
<input type="radio"/>	<b>Option 2 – No Passport or Australian Driver Licence</b> For a complete list of acceptable documents, persons allowed to certify and how to certify documents please refer to the <a href="#">DOCUMENT CERTIFICATION INSTRUCTIONS</a> booklet. Please be advised we ONLY accept wet inked certified documents via post.

## 3. Additional Authority Declaration – Additional Authority to sign

I:

- Confirm the details provided in this form are true and correct.
- Declare that I will exercise this Authority in the best interests of and/or as directed by the account holder(s) named in the form, at all times, and I will not use this Authority for my own personal benefit or gain.
- Acknowledge that I have received and agree to be bound by the Terms and Conditions governing each product/account provided on this form and consent to the uses and disclosures of my personal information set out in the Privacy sections of those Terms and Conditions.

We collect information from your identity documents (e.g. a driver's licence or passport) to verify your identity. We collect this information for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*. We may disclose this information to credit reporting bodies, Commonwealth and state government departments and other verification partners who match your information with the information held by the issuer or official record holder via third party systems. You can find out more information about the operation and management of these services at the IDMatch website <https://www.idmatch.gov.au/>.

We may disclose your personal information (such as name, residential address and date of birth) to credit reporting bodies who tell us whether your information matches in whole or in part the information they may hold about you.

Our Group Privacy Statement available at [commbank.com.au](http://commbank.com.au) contains details about:

- how you may exercise your rights to access and seek correction of your information; and
- how to make a complaint about the way we handle your identity information.

If you do not want to be verified electronically, please contact us for alternative options of confirming your identity. This may still involve your information being checked with the document issuer or official record holder via third party systems.

By signing this box on this form, you:

- acknowledge you understand that providing false or misleading information about your identity is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*;
- confirm you are authorised to provide us the information in the identity document;
- consent to your information being checked with the document issuer or official record holder via third party systems; and
- consent to your information being disclosed to a credit reporting body and checked against information held by the credit reporting body.

If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf.

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. This may still involve your information being checked with the document issuer or official record holder via third party systems.

## Additional Authority\*

Full name

Date signed – DD / MM / YYYY

 /  / 

Signature – Must be signed pen to paper

Existing CommSec customers

CommSec client ID

I do not wish to receive marketing or promotional material from CommSec

## 4. Account Holder(s) Declaration – *Account holder(s) to sign*

This authority must be signed by all account holders (for CommSec Trading) and borrowers (for Margin Lending).

I/We:

- Declare that I/we have read and understand the **IMPORTANT INFORMATION** outlined at the top of this form.
- Acknowledge that I/we are responsible for and bound by the instructions that the Additional Authority gives CommSec and I/we indemnify CommSec in relation to the actions of the Additional Authority. I/we acknowledge that it is my/our obligation to be aware of any activity undertaken on my/our behalf by the Additional Authority, and that CommSec is not obliged to supervise or monitor the prudence or profitability of the Additional Authority's trading decisions. I/We attest that the Additional Authority has the necessary knowledge and experience required to provide instructions on the account(s).
- Acknowledge that CommSec will issue a Client ID and/or relevant account access to the Additional Authority and agree that I/We will not provide my/our personal CommSec Client ID/s and relevant login details to the Additional Authority.
- Acknowledge that signing this form increases my/our exposure to the risk of financial abuse. By signing, I/we are giving the person/s named in [Section 2](#), the same authority

I/we have in respect of my/our account/s, including the ability to view and/or transact all or some of the financial products or funds on my/our account/s without notice to me/us. For this reason, I/we should carefully consider whether or not providing this authority is the most suitable option for me/us or I/we may wish to talk to a trusted adviser before signing this document.

- Acknowledge that I/we agree to be bound by the Terms and Conditions governing each product provided in connection to the appointment of the Additional Authority pursuant to this authority.
- Authorise and request CommSec to accept and act upon any instructions issued by the Additional Authority pursuant to this authority and undertake to ratify whatever the Authority lawfully does or causes to be done pursuant to this authority.
- Understand the appointment of an Additional Authority remains effective until I/we revoke it by providing a notice in writing to CommSec.

Where additional authority is being given over to a CommSec Margin Loan:

- You authorise us to act on the instructions of your Additional Authority in relation to your CommSec Margin Loan, and you authorise us to provide information about your CommSec Margin Loan and your security to your Additional Authority.
- If we cannot contact you in relation to your CommSec Margin Loan, we may contact your additional signatory for instructions. This includes (but is not restricted to) the event of a Margin Call. In the event of a Margin Call your Additional Authority must be able to make decisions to sell security, lodge additional security or provide additional funds.

### Account Holder 1

Client ID

Full name

Date signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

### Account Holder 2 – *If applicable*

Client ID

Full name

Date signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

### Account Holder 3 – *If applicable*

Client ID

Full name

Date signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

## 5. Additional Requirements for Options Accounts

– *Mandatory (If you nominate an Options account)*

**i** Additional Authorities nominated for an Options account must successfully complete the Options Knowledge Assessment in order to transact on the Options account.

- **Clients with existing Client ID's** – Please complete these requirements prior to submitting this form.
- **Clients without existing Client ID's** – You will be advised of your new Client ID once this form has been processed. When you have obtained this Client ID you will be required to contact us to have the Client ID activated and a temporary password allocated. You will then need to follow the steps below to complete the Options Knowledge Assessment.  
**Please note trading access will not be provided until you pass the Options knowledge assessment.**

### How to complete Options Knowledge Assessment

- Log into the CommSec website
- Navigate to 'Settings' and select 'Create a request' from the menu under 'Service Request'.
- Search for 'Complete Options Knowledge Assessment'
- Complete the relevant Options Knowledge Assessment that aligns with the Trading Level of the Options account that you have requested to be added to.
- Please allow for up to 3-5 business days for the trade access to be processed on successful completion of the Options Knowledge Assessment.

### Group Privacy Statement

For details of how any personal information you have provided is handled by us, please refer to our [Group Privacy Statement on the CommSec website](#).

CommSec Margin Loan is issued by Commonwealth Bank of Australia ABN 48 123 123 124 AFSL 234945. This product is administered by Commonwealth Securities Limited ABN 60 067 254 399 AFSL 238814 (CommSec), a wholly owned but non-guaranteed subsidiary of the Commonwealth Bank of Australia. CommSec is a Market Participant of ASX Limited and Cboe Australia Pty Limited, a Clearing Participant of ASX Clear Pty Limited and a Settlement Participant of ASX Settlement Pty Limited.

## How to submit your documents

Lodge this form and all supporting documents securely via email or post to:

✉ [accountmaintenance@CommSec.com.au](mailto:accountmaintenance@CommSec.com.au) 📍 **CommSec** Locked Bag 22 Australia Square NSW 1215 📞 13 15 19

## Job Category and Job Type Classification for Individuals

**i** The list of eligible Job Category and Job Type for individuals is provided below. Job Categories are in bold with their associated Job Types listed underneath.

### **Air / Sea Trans Workers**

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

### **Clerks**

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

### **Commonwealth Bank Staff**

- Commonwealth Bank Staff

### **Engineers / Technicians**

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

### **Government Officials**

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

### **Home Duties**

- Home Duties

### **Labourers and Related Workers**

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

### **Machine Operators / Drivers**

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

### **Managers**

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

## 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)

## 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)

## Others (including unemployed)

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