

Change of Details Form

This Change of Details Form (Form) is used to update details of investors or nominate a representative, for investments held in the Managed Funds (funds).

If you wish to create, alter or cancel a Regular Savings Plan, please use the [Investment Contribution Form](#) on our website www.sandhursttrustees.com.au/forms located under Standard Forms.

The information in this Form is collected by Sandhurst Trustees Limited (ABN 16 004 030 737, AFSL 237906) ('Sandhurst') who can be contacted on 1800 634 969.

Please use **BLOCK** capital letters and tick boxes where applicable.

Step 1. Investor Details

Portfolio number (existing investors only)	and/or Customer Number
<input type="text"/>	<input type="text"/>

Investor name(s)

Date of birth

► Any changes requested on this form will be applied to all Investments under this Portfolio Number and/or Customer Number.

Step 2. Update your contact details

Complete this section to change contact details.

New residential address (PO Box is not acceptable)

Town/Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone	Mobile
<input type="text"/>	<input type="text"/>

Email

New mailing address (if different to residential address)

Town/Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone	Mobile
<input type="text"/>	<input type="text"/>

Email

Step 3. Update your name

Only complete this section if your name has changed. Please note we require supporting documentation to action your request.

Previous name	New name
<input type="text"/>	<input type="text"/>

Previous signature	New signature
<input type="text"/>	<input type="text"/>

I/we have enclosed one of the following proof of name documents. Please () the appropriate box:

- A certified copy of my marriage certificate issued by the Registry of Births, Deaths and Marriages; or
- A certified copy of my change of name certificate; or
- A certified copy of my marriage certificate and Decree Nisi (Divorce papers)

Step 4. Update your account operating authority preference

Only complete this section if you would like to change your operating authority preference.

Please (✓) the appropriate box to indicate how you wish to operate your account: Any one signatory to sign
 Two or more to sign
 All signatories to sign

If you select 'any one signatory to sign', each of you (including any person you appoint as a nominated representative) will be able to transact on or otherwise operate your account independently of the others. Joint applications must be signed by all parties but withdrawals shall be permitted as authorised and indicated above. You can change the account operating authority at any time by written request signed by all account holders.

Step 5. Update your income distribution preference

Only complete this section if you would like to change your distribution preference.

This change will apply to all your Fund investments unless special instructions are specified below.

Please list the Fund your distribution preference is only applicable for:

If you have different preferences for each of your Fund investments, a separate Change of Details Form must be completed for each Fund.

I/we hereby agree, authorise and direct Sandhurst to:

- Reinvest any and all income received from this investment and all income from all other future investments into the Fund; or
 Deposit to nominated account with an Australian financial institution. Please complete the section below:

(Note: Distributions must be paid into an account in the investor's name. If a direct credit rejection occurs, distributions will be automatically reinvested.)

Financial institution	Branch address	
<input type="text"/>	<input type="text"/>	
Account name	BSB	Account number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 6. Update your Tax File Number (TFN) or Australian Business Number (ABN)

Collection of TFNs is authorised and their use and disclosure are strictly regulated by the Tax Laws and Privacy Act. It is not an offence to withhold your TFN, however, if you do not provide your TFN, tax may be deducted from payments of interest at the highest marginal rate plus applicable levies.

I/we authorise the use of this TFN or ABN to the investor(s) mentioned in Step 1 above.

Investor 1

Are you an Australian Resident for tax purposes? Yes No

If no – State your country of residence for tax purposes

TFN or exemption code ABN (if applicable)

<input type="text"/>	<input type="text"/>
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Reason for exemption (if applicable)

Age Pension Other:

Investor 2 (Joint investors)

Are you an Australian Resident for tax purposes? Yes No

If no – State your country of residence for tax purposes

TFN or exemption code ABN (if applicable)

<input type="text"/>	<input type="text"/>
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Reason for exemption (if applicable)

Age Pension Other:

Step 7. Update your Foreign Tax Details

Note: Sandhurst is required to collect information in compliance with Organisation for Economic Co-operation and Development Foreign Accounts Tax Compliance Act and Common Reporting Standard which have been incorporated into Australian law through the Tax Administration Act. For definitions of Foreign Tax terminology, please refer to the [Foreign Tax Glossary](#) which is together with the Foreign Tax Details Form available from your local Bendigo Bank branch or at www.sandhursttrustees.com.au/forms.

Foreign Accounts Tax Compliance Act

Investor 1

Are you a US Citizen or Resident of the US for tax purposes?

Yes No

Investor 2 (Joint investors)

Are you a US Citizen or Resident of the US for tax purposes?

Yes No

If either Investor 1 or 2 has selected 'yes' – please complete and attach the Foreign Tax Details Form (OA761) available from your local Bendigo Bank branch or at www.sandhursttrustees.com.au/forms.

Each entity including a Trust, partnership or domestic company must complete this section.

Are any applicants Citizens or Residents of the US for tax purposes?

No Yes

Is the entity created in the US, established under the laws of the US or a US taxpayer?

No Yes

Are any 'controlling persons'[^] of an Entity Citizens or Residents of the US for tax purposes?

No Yes

Is the entity a Financial Institution?

No Yes

If yes – please complete and attach the Foreign Tax Details Form (OA761) available from your local Bendigo Bank branch or at www.sandhursttrustees.com.au/forms

[^] For companies, trusts and partnerships a controlling person is an individual who is a shareholder, trustee, beneficiary, settlor or partner AND who owns 25% or more of the Entity, controls 25% or more of the voting rights including a power of veto, or holds the position of senior managing official of the Entity. For associations and co-operatives a controlling person is also an individual who is entitled to 25% or more of the assets of the Entity upon dissolution.

Common Reporting Standard

Investor 1

Are you a Resident of any country other than Australia or US for tax purposes?

Yes No

Investor 2 (Joint investors)

Are you a Resident of any country other than Australia or US for tax purposes?

Yes No

If either Investor 1 or 2 has selected 'yes' – please complete and attach the Foreign Tax Details Form (OA761) available from your local Bendigo Bank branch or at www.sandhursttrustees.com.au/forms.

Each entity including a Trust, partnership or domestic company must complete this section.

Are any individual applicants residents of any country other than Australia or US for tax purposes?

No Yes

Is the entity created in any country other than Australia or US?

No Yes

Is the entity a Passive Non-Financial Entity?

No Yes

If yes – please complete and attach the Foreign Tax Details Form (OA761) available from your local Bendigo Bank branch or at www.sandhursttrustees.com.au/forms

Step 8. Declaration and Signature

General

I/We declare that all details provided in this Change of Details Form by me/us are true and correct.

Electronic instructions

In respect of electronic instructions (including by online form, email or fax) you acknowledge, warrant and agree that Sandhurst:

- will determine at its absolute discretion whether it will reject or accept electronic instructions;
- is not responsible for any loss or delay that results from an electronic transmission not being received by Sandhurst;
- will only process your electronic instructions if they are received in full and contain all the required information as determined by Sandhurst to validate the instructions;
- may require you to provide, a duly executed hard copy of the instructions and/or further information necessary for Sandhurst to validate the instructions;
- will not accept a receipt confirmation from the sender's facsimile machine or computer as evidence of receipt of the instructions;
- will not compensate you for any losses relating to electronic instructions, unless required to do so by law; and
- does not take responsibility for any fraudulent or incorrectly completed electronic instructions.

To the maximum extent permitted by law, including in the event of fraud, you hereby irrevocably release Sandhurst from, and indemnify Sandhurst against, all losses and liabilities whatsoever arising from Sandhurst:

- acting in accordance with any instructions received electronically bearing your portfolio number and/or other information provided to validate the instruction; or
- declining to act on instructions for any reason including because it was unable to validate those instructions to the satisfaction of Sandhurst.

Privacy

I/We consent to providing Sandhurst and the Bendigo and Adelaide Bank Group with personal information and for Sandhurst and the Bendigo and Adelaide Bank Group to collect, use, disclose and store personal information in accordance with its privacy disclosure statement contained on our website www.sandhursttrustees.com.au.

Signatures

YOUR REQUEST CANNOT PROCEED IF THIS SECTION IS NOT SIGNED

Investor 1 / Organisation Signatory

Full customer name (given name, middle name(s), family name)

Signature (Individual or person authorised to sign on behalf of the organisation)

If signing on behalf of an organisation, please provide your title / position

Director Company Secretary Trustee Attorney

Sole Director Other, please specify:

Date

Investor 2 / Organisation Signatory

Full customer name (given name, middle name(s), family name)

Signature (Individual or person authorised to sign on behalf of the organisation)

If signing on behalf of an organisation, please provide your title / position

Director Company Secretary Trustee Attorney

Sole Director Other, please specify:

Date

In the case of corporate signatories, two directors or a director and a company secretary must sign unless you are a sole director and sole secretary.

If signed under a power of attorney, a certified copy of the power of attorney must be provided (unless already provided to Sandhurst).

You can return the completed form to:

**Funds Administration
Sandhurst Trustees Limited
GPO Box 4314**

Melbourne Vic 3001; or

Email: managedfunds@sandhursttrustees.com.au; or

Facsimile: 1800 835 800

For all queries please contact our Customer Service Centre on 1800 634 969 from Monday to Friday 8.30am to 5.00pm Melbourne time.