

# Shareholder Details Form



- ❖ All Shareholders to complete Sections A, E & F.
- ❖ Complete Sections B, C &/or D if applicable
- ❖ Please refer to instructions on the back of this form for more details

## Section A – Existing Shareholder Details

Shareholder 1. SRN (if known):		
NAME:	DOB:	
ADDRESS:	Postcode:	State:
Shareholder 2. SRN (if known):		
NAME:	DOB:	
ADDRESS:	Postcode:	State:

## Section B – New Address / Contact Details

NEW POSTAL ADDRESS:	Postcode:	State:
EMAIL (full access):		
EMAIL (read only access):		
TELEPHONE Mobile:	Other:	
TFN / ABN /Exemption (if applicable): (If not quoted withholding tax may be deducted)	Shareholder 1:	Shareholder 2:

## Section C – Request for Direct Credit of Dividend Payments

Name on Bank Account:	
Account BSB Number:	Account Number:
Name of Financial Institution:	

## Section D – Receipt of Future Correspondence (please X preferred options):

Annual Report:	<input type="checkbox"/> Email	<input type="checkbox"/> Post	<input type="checkbox"/> View Online	<input type="checkbox"/> Not required
Notice of Meeting & Proxy form:	<input type="checkbox"/> Email	<input type="checkbox"/> Post		
General Correspondence:	<input type="checkbox"/> Email	<input type="checkbox"/> Post		

**Please note:** If no preference is stated, Annual Report will default to View-Online via [www.bendigobank.com.au](http://www.bendigobank.com.au)

## Section E – Sign & Date

Sign and Date (all shareholders) I/We authorise you to act in accordance with my/our instructions set out above. I/We acknowledge that these instructions supersede and have priority over all previous instructions in respect of my/our shares and will remain in effect until I/we amend our instructions.

Shareholder 1 / Executor 1	Shareholder 2 / Executor 2	Shareholder 3 / Executor 3
Sign:	Sign:	Sign:
Date: / /	Date: / /	Date: / /
Director	Director / Secretary	Sole Director / Secretary

## Section F – Identification (ALL shareholders)

Please ensure that a **CERTIFIED COPY of identification** is provided for all updates / transactions – (refer over page for further information on approved forms of identification)

## How to complete this form –

**Section B-** New Address/Contact Details (if applicable) Only complete this section if you wish to advise of a new address and/or contact details. TFN/ABN/Exemption Details (if applicable) only complete this section if you wish to advise tax file number (TFN), Australian business number (ABN) or exemption details.

Collection of TFNs is authorised and their use and disclosure are strictly regulated by the tax laws and the Privacy Act.1988 It is not an offence to withhold your TFN or, where the shares are held for a business purpose, your ABN. However, if you do not provide your TFN or ABN, tax may be deducted from payments of interest and the unfranked portion of dividends and distributions at the highest marginal rate. This instruction will be applied in relation to the current and any future shares recorded in the register for the holding(s) identified by the name appearing on the front of this form. If you are exempt, but have a TFN, is it safer to provide your TFN in case your circumstances change.

For investments held jointly, details of only two holders are required. If possible, you should give details of those shareholders with a TFN rather than those who are exempt.

For shares held on behalf of another person, such as a child or an aged or invalid person, enter the trust TFN. If there is no trust TFN, enter the trustee's TFN or exemption. Where the investment is held by an adult for a child, the adult is the trustee.

Exemption Codes: For details about who is exempt, please contact the Australian Taxation Office. To claim your exemption, please enter the number of the pension or benefit you receive from the following list:

DESCRIPTION	EXEMPION CODE	DESCRIPTION	EXEMPTION CODE
Aged Pension	444444441	Carer's Pension	444444442
Invalid Pension	444444441	Non Profit Organisation	555555555
Rehabilitation Allowance	444444442	Service/Veteran's Pension	444444441
Sole Parent's Pension	444444442	Special Benefit	444444442
Widow's Pension	444444442	Wife's Pension	444444442

**Section C-** Request for Direct Crediting of Dividends (if applicable) Complete this section if you wish to have dividends paid directly into your Australian bank account. Do not provide your card number. Check with your financial institution if you are unsure of your BSB/account number.

**Section E-** Sign and Date Individual: This form is to be signed by the shareholder. Joint Holding: Where the holding is in more than one name, all of the shareholders must sign. Power of Attorney: To sign as power of attorney attach a certified copy of the power of attorney to this form if not previously provided to the registry. Companies: Please indicate the office held by signing in the appropriate space.

**Section F-** Identification (to protect your investment) Individual: This form must be accompanied by a certified copy of a photo identification document such as an Australian drivers licence or passport. Companies: This form must be accompanied by a certified copy of the most recent company statement issued by ASIC and a certified copy of current drivers licence or passport for each office bearer signing the form. Please ensure the company key on your company statement is not visible. The certification must contain a statement that it is a 'true and correct copy' of the original. The certification must be original (that is, no photocopies or faxes). Documents can be certified by:

Chartered Accountant	Member of Police force	Barrister or Solicitor	Pharmacist
Certified Practising Accountant	Australian Defence Force Officer	Diplomatic or Consular Officer	Notary Public
Postmaster	Officer of the Court	Justice of the Peace	Veterinary Surgeon
Commissioner of Affidavits & Declarations	Minister of Parliament	Manager of a Bank, Building Society or Credit union	Marriage Celebrant

**Please return your completed form and documents to: Lead Advisory Group, RSD Registry, PO Box 30 Bendigo VIC 3552**

Privacy Clause: RSD Registry advises that Chapter 2C of the Corporations Act 2001 requires information about you as a shareholder (including your name, address and details of the shares you hold) to be included in the public register of the entity in which you hold shares. Information is collected to administer your shareholding and if some or all of the information is not collected then it might not be possible to administer your shareholding. Your personal information may be disclosed to the entity which you hold shares. You can obtain access to your personal information by contacting us at the address or telephone number shown on this form. Our privacy policy is available on our website ([www.leadgroup.com.au](http://www.leadgroup.com.au)).