

Guide to completing the third party authority form

Appointing or removing individuals

This guide will help you understand the requirements for adding or removing a third party authority on your account.

- To appoint a new third party authority on your account, complete Sections 1, 2A, 2B and 4.
- To remove an existing third party authority on your account, complete Sections 1, 3 and 4.

Levels of authority

For information about the authority levels, Authorised Signatory and Enquiry Authority, please refer to Section 5 of this form.

Section 1 – Your account details

Please provide your account number and account name in this section.

Section 2A – Authority type

Please note the account holder must complete this section.

This section is used to appoint additional individuals to an account, such as an Authorised Signatory, Enquiry Authority or Power of Attorney. Please select the level of authority required for the individuals being appointed. If you select Authorised Signatory, please ensure an operating instruction is ticked.

Section 2B – Third party details

The third party appointed to the account is required to complete this section and provide all requested details.

If the third party is an existing Macquarie client ensure the details provided in this section, such as mobile number and email are consistent with the information we have on file. If you need to update these details please contact us.

The third party appointed on the account must sign the bottom of Section 2B. To ensure the signature meets our requirements, please see the section on 'Signature requirements' in this cover letter.

Additional step to be completed by an Authorised Signatory that is not an existing client.

To satisfy regulatory requirements, we're required to collect tax information and verify the identity of the third party that is not an existing client.

The third party must submit one of the following forms:

- The Individual identification form – if you're providing your identification directly to us:
<https://www.macquarie.com.au/assets/bfs/documents/business-banking/macquarie-individual-and-sole-traders-identification-form.pdf>.
If you're submitting this form, please attach certified copies of identification. All identification documents must have been certified within the last 12 months.
- The Individual FSC form – completed by a licensed financial services professional:
<https://www.macquarie.com.au/assets/bfs/adviser-tools/forms/id-individual-and-sole-traders.pdf>.

Section 3 – Cancel a third party authority

Complete this section if you'd like to remove an existing third party authority from your account.

Section 4 – Declaration and signature of account holders

- All account holders must sign for personal accounts.
- For company accounts, two directors, a director and a secretary, or a sole director, must sign. Please note the directors/secretary who signs must be an existing account signatory.
- To avoid delays, please attach a copy of the account holder(s) driver licence or passport, if not already provided.

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Signature requirements

Please ensure that Section 2B and 4 have been signed off in line with the below guidelines.

Acceptable signature types

Signature types we accept for this form

Wet signature: This signature is pen on paper. It means the signature has been placed onto the document by hand and hasn't been embedded by any digital methods.

Electronic signature: An electronic representation of a signature that's been generated by a software program.

Signature types we do not accept for this form

Digital signature: A digital signature is a signature created by the authoriser, by copying, pasting or embedding a copy of their signature into the document, or by using a stylus pen.

To submit a form with an electronic signature please follow these steps:

1. Provide us a copy of your ID

To submit a form with an electronic signature, we'll need a copy of your ID on file with a signature, such as a driver licence or passport.

2. Sign the form using an approved electronic signature provider:

Please ensure that you sign the form using an approved electronic signature provider. To view a current list of acceptable signature providers, please visit the following link: <https://www.macquarie.com.au/help/advisers/account-info-and-profile/view-and-manage-client-details/ways-we-accept-client-signatures.html>.

Note: It's essential to use an approved electronic signature provider as other platforms will not be accepted.

3. Obtain a Certification of Completion

An electronic signature Certificate of Completion (COC) offers detailed information relating to a signer's digital identity and document activity. After successfully signing the form, you'll need to obtain the COC. Please download the COC from the relevant electronic signature provider's platform and submit it as a PDF.

Please note, the electronically signed form and any COC documents must be submitted from the account holder's email address, their financial adviser's email address, or uploaded via Request Centre. The email address that we receive the COC from must match the email address we have on file.

Additional documentation required to set up a Power of Attorney as a third party authority

Documents required:

- **Certified copy of POA:** Must be certified in the last 12 months.
- **FSC form:** Ensure the tax declaration section is completed.
- **Certified copy of ID:** e.g. a driver licence or passport.
- **Medical Certificate:** If POA will take effect when client becomes incapacitated.
- **Corporate power of attorney:** Personal POA can be accepted for SMSF Corporate trustee.

Checklist

Use this checklist to ensure you have completed all requirements for the appointment of a third party on your account.

Checklist for the account holder:

- The correct account name and number have been provided in Section 1.
- You've indicated the level of authority you're granting the third party in Section 2A.
- All account holders have signed Section 4 and provided us with a copy of their ID, if we don't already have a valid copy on file.
- Section 4 has been signed in accordance with our acceptable signature requirements, and if the form has been signed with an electronic signature, the COC document has been attached.
- Either you or your financial adviser can submit this form, once it's complete. If you submit the form via email, the email address that we receive the form from must match the email address we have on file.

Checklist for the third party authority:

- Have you answered all questions in Section 2B?
- If you're being appointed as an Authorised Signatory and aren't an existing Macquarie client you must submit certified copies of identification, a Macquarie Individual identification form or an FSC form completed by a licensed financial services professional.
- Has Section 2B been signed in accordance with our acceptable signature requirements?

Macquarie third party authority

Macquarie Bank Limited ABN 46 008 583 542 AFSL 237502. Macquarie Investment Management Limited ABN 66 002 867 003 AFSL 237492 RSEL L0001281

Use this form to authorise someone else to operate your account on your behalf and specify the level of authority you wish to give them. Please consider carefully who you appoint as a third party authority on your accounts as we may follow their instructions as if they were yours and they'll have access to your account details (BSB, account number and account name), account balance and transaction history, which includes your personal information ('Account Data'). It's important that you understand this risk and carefully consider what level of authority you give to them. Please see section 5 for more information.

Please use black ink and mark boxes ☐ with an [X].

Please return this form by email to **transact@macquarie.com** or by mail to **Reply Paid 85744 Sydney NSW 2001**.

Complete the following:

- **To appoint a new third party authority on your account, complete sections 1, 2A, 2B and 4**
- **To remove an existing third party authority on your account, complete sections 1, 3 and 4**

1 Your Macquarie account details (to be completed by account holder(s))

Account number:

Account name:

2A Authority type (to be completed by account holder(s))

Please specify the level of authority you wish to give to the third party. You can appoint two different individuals with this form. If you are unsure of the type of authority, please refer to section 5.

First individual

What level of Authority are you appointing?

☐ Enquiry Authority ► **go to Section 2B**

☐ Authorised Signatory¹ ► **please complete the following**

What are the operating instructions for the first individual appointed?

Current account operating instructions will not be altered.

☐ Any one of us to sign

☐ Any two of us to sign

☐ Other, specify

Second individual

What level of Authority are you appointing?

☐ Enquiry Authority ► **go to Section 2B**

☐ Authorised Signatory¹ ► **please complete the following**

What are the operating instructions for the second individual appointed?

Current account operating instructions will not be altered.

☐ Any one of us to sign

☐ Any two of us to sign

☐ Other, specify

¹ Please note you cannot appoint an Authorised Signatory on a Cash Management Accelerator Account.



Third party details

This section is to be completed by the third party you are adding to your account.

First individual - details and declaration

Title

First name

Middle name

Last name

Any other names known by

Date of birth

 / /

Residential address¹

Occupation

Industry

How have you mainly accumulated your wealth? (select one)

☐ Savings from employment ☐ Business operations

☐ Superannuation ☐ Investments

☐ Inheritance/Gift ☐ Foreign income


Macquarie ID

If you don't have a Macquarie ID, we'll generate one and send it to the email address you've provided.

Mobile number³

Email³

By completing this form, you, the appointed individual, accept the above information provided is correct and agree to be bound by the terms and conditions contained in the offer document. If you don't already have a copy of the offer document, you can obtain it from macquarie.com.au/personal or by contacting us.

 **If the individual appointed with Authorised Signatory is not an existing Macquarie client, please complete the Identification form for individuals, available online at macquarie.com.au/idforms.**

Signature (Appointed individual)

Date

 / /

Second individual - details and declaration

Title

First name

Middle name

Last name

Any other names known by

Date of birth

 / /

Residential address¹

Occupation

Industry

How have you mainly accumulated your wealth? (select one)

☐ Savings from employment ☐ Business operations

☐ Superannuation ☐ Investments

☐ Inheritance/Gift ☐ Foreign income


Macquarie ID

If you don't have a Macquarie ID, we'll generate one and send it to the email address you've provided.

Mobile number³

Email³

By completing this form, you, the appointed individual, accept the above information provided is correct and agree to be bound by the terms and conditions contained in the offer document. If you don't already have a copy of the offer document, you can obtain it from macquarie.com.au/personal or by contacting us.

 **If the individual appointed with Authorised Signatory is not an existing Macquarie client, please complete the Identification form for individuals, available online at macquarie.com.au/idforms.**

Signature (Appointed individual)

Date

 / /

² The residential address cannot be a PO Box. If an overseas address is provided, please complete the Individual tax declaration form available online at macquarie.com.au/idforms along with a copy of your Australian ID.

³ For existing clients, if you require an update to your mobile number or email address, please contact us. We do not process detail updates through form submission.


3 Would you like to cancel a Third Party Authority? (to be completed by account holder(s))

☐ No ☐ Yes, please specify:

- Removing a Financial Services Company will also remove all subsidiary Financial Professionals unless you inform us otherwise, and
- if you have also appointed the third party as a 'nominated representative' to share Consumer Data Right (CDR) data from your selected account(s), you will need to separately revoke them as a nominated representative (for information on how to revoke a nominated representative or for information on CDR generally, visit Macquarie.com.au/help and search for 'Open Banking and the Consumer Data Right'), and
- existing authorities will remain on your account if this section is not completed.

4 Declaration and signature of account holders

For personal accounts, **all account holders must sign**. For company accounts two directors, a director and a secretary, or a sole director must sign. Please note that the directors/secretary who sign must be existing account signatories.

 **You can sign this form electronically via one of our approved electronic signature providers and submit the form via email with any additional documentation required. Please visit Help Centre to view our submission requirements and a list of our approved electronic signature providers. Please attach a copy of the account holder(s) Driver's Licence or Passport. The identification does not need to be certified.**

I/we:

- accept and agree to be bound by the terms and conditions in the applicable offer document and in section 5 of this form, that relate to the appointment of third party authorities, and
- acknowledge and agree that any person appointed in section 2B, will automatically be granted Enquiry authority on any Macquarie Cash Management Accelerator Account that is linked to my/our Macquarie CMA, and
- where you are an attorney for an account holder, you declare that the appointment of any person as set out in section 2B does not constitute an appointment as a substitute, delegate or sub-attorney.

Signature 1

Date: / / Title:

Full name:

Signature 2

Date: / / Title:

Full name:

5 Terms and conditions

General terms which apply to all levels of authority

- 5.1 Only you may appoint a third party to withdraw from your account.
- 5.2 If you appoint a third party to withdraw from your account they will automatically be able to enquire on your account also.
- 5.3 We can impose additional conditions to these authorities at any time (acting reasonably).
- 5.4 You acknowledge and agree that these terms apply to the third party you appoint in the same way that they apply to you. We recommend that you ensure that every third party that you give authority in respect of your account has read and complies with these terms.
- 5.5 You will be in breach of these terms if any third party that you give authority to does not comply with these terms.
- 5.6 This authority takes effect on the date when we amend our records to note the appointment of the third party. This continues until we cancel it or you cancel it by contacting us. Cancellation takes effect on the date when we amend our records to note the change.
- 5.7 We will notify you if we cancel the appointment of a third party.
- 5.8 We will cancel the authority given to a third party if we are notified of the death, bankruptcy or loss of capacity of either you or the third party.
- 5.9 Third parties cannot set up direct debits on your account or, subject to clause 5.10, give other third parties access or authority on your account.

Terms and conditions (continued)

5.10 Where you give authority to a company or firm:

- a) the company or firm will give us details of people who can transact on its behalf
- b) you acknowledge and agree that the company or firm may do this and the people they nominate can access your account according to the authority you have given to the company or firm
- c) we will only act on Withdrawal requests from the company or firm, if the person requesting the Withdrawal has been nominated by it in accordance with our procedures, and
- d) the company or firm must contact us if any nominated person no longer has authority. If you change adviser or cease using one, you should ensure you contact us promptly to cancel their authority. Otherwise, they may still be able to operate your account.


5.11 You acknowledge and agree that if the third party appointed by you does not comply with these terms, we may, acting reasonably, cancel the person's authorisation and also suspend, freeze or block your account.

5.12 You release us from all claims and liabilities in relation to your account resulting from the appointment of any third party, including your Financial Services Professional or any person nominated by them, as well as their use of Adviser Initiated Payments.

5.13 However we remain liable for any loss or liability which:

- a) arises as a result of our negligence, or
- b) by operation of law we cannot exclude.

Terms relating to each of the levels of authority

 **It's important you understand what level of access you are granting a third party. You can revoke these authorities at any time by contacting us.**

You agree to terms and conditions for Macquarie Online as set out in the applicable offer document available from macquarie.com.au/advisers or by contacting us.

5.14 Enquiry authority

- a) You authorise the third party to have access to information about your account including your Account Data.
- b) Enquiry Authority does not allow the third party to make withdrawals from your account, make changes to your account details, close your account or enable the use of your cheque book.

5.15 a) **Financial Services Debit Authority:** You authorise your Financial Services Professional to make Withdrawals from your Cash Account to an account held in the name of or controlled by the Financial Services Professional's company or firm through which they are licensed to provide financial services to you.

- b) **Fee Authority:** You authorise your Financial Services Professional to withdraw their fees from your account. We recommend you regularly check your statement of advice, fee disclosure statement or other documentation that sets out your fee arrangement with your Financial Services Professional to ensure the correct amounts are being withdrawn.

5.16 Tax payment authority

You authorise the third party to withdraw funds from your account to make payments on your behalf directly to the Australian Taxation Office (ATO).

5.17 General withdrawal authority

- a) You authorise the third party to make payments and withdrawals for any purpose.
- b) General Withdrawal Authority does not authorise the third party to make any changes to your account details, close your account or enable the use of your cheque book.
- c) Your Financial Services Professional reserves the right to hold funds from the time the order is placed or the time of execution to settle trades.

5.18 Authorised signatory

- a) You authorise the third party to make payments and withdrawals according to the General Withdrawal Authority terms above.
- b) In addition, this authority also allows the third party to use your cheque book, change your Cash Account details (subject to the signing instruction) and to close your Cash Account. This authority does not allow the authorised signatory to appoint other authorised signatories. We only allow Financial Service Professionals to be appointed as an Authorised Signatory in limited circumstances, and we reserve the right to remove such access from Financial Service Professionals in our absolute discretion.

5.19 Limited funds transfer authority – Macquarie Cash Management Accelerator Account (Accelerator) only

- a) You authorise the third party to have access to information about your Accelerator.
- b) You authorise the third party to transfer funds interchangeably between your Macquarie CMA and your Accelerator.
- c) Your authorised third party cannot otherwise transact, change details on your Accelerator, or close your Accelerator.
- d) Where your authorised third party has been given this Limited Funds Transfer Authority, you will not be required to give a Secure Code where Adviser Initiated Payments is requested by your Financial Services Professional.