

CHANGE OF PERSONAL NAME FORM

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 A Participant of the ASX Group

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IMPORTANT INFORMATION

READ BEFORE PROCEEDING

Complete this form to update your name on your accounts, for example by marriage or deed poll. Your change of name request will result in all your Individual and Joint accounts registered in your name and linked to your Client ID being updated.

We do not accept copies, faxes or emails. Return the completed form by post to:

CommSec, Locked Bag 22, Australia Square, NSW 1215

You must include an original certified copy of your documentation verifying your change of name, as outlined in section C: Instructions for a change of name.

EXISTING PERSONAL DETAILS A

CLIENT ID

PREFERRED CONTACT NUMBER

PREFERRED EMAIL ADDRESS

TITLE

FIRST NAME

MIDDLE NAME

SURNAME

NEW PERSONAL DETAILS B

TITLE

FIRST NAME

MIDDLE NAME

SURNAME

PREFERRED CONTACT TELEPHONE NUMBER

PREFERRED EMAIL ADDRESS (IF CHANGING)

SIGNATURE

DATE

INSTRUCTIONS FOR A CHANGE OF NAME C

PLEASE PROVIDE ORIGINAL CERTIFIED COPIES OF THE RELEVANT DOCUMENTATION TO VERIFY THE CHANGE OF NAME:

- Change of Individual Name Due to Marriage:
Original certified copy of marriage certificate
- Change of Individual Name Due to Divorce:
Original certified copy of decree nisi
Original certified copy of birth certificate
- Change of Individual Name Due to Formal Name
Original certified copy of change of name certificate
- Add or Remove Middle Name:
Original certified copy of acceptable form of ID** showing requested name details
- Change of Individual Name Due to Error:
Original certified copy of acceptable form of ID** showing correct name details
- Revert to Maiden Name:
Original certified copy of birth certificate
Original certified copy of marriage certificate
- Change of Salutation:
Signed request from client
- Extension of First name:
Original certified ID showing correct name details in full

CERTIFYING ACCEPTABLE IDENTIFICATION D

The original certified photocopy(s) must include a statement "I certify that this is a true copy of the original document" (or similar wording). The certifier must also include their **full name, signature and qualification or occupation** which makes them eligible, on the photocopied identification.

THE LIST OF ELIGIBLE PERSONS WHO ARE ALLOWED TO CERTIFY IDENTIFICATION:

- A Justice of the Peace
- A public notary
- A police officer
- A barrister or a solicitor
- A judge or a magistrate
- A chief executive officer of a Commonwealth court
- A registrar/deputy registrar of a court
- An Australian diplomatic or consular officer

CONTINUED

CHANGE OF PERSONAL NAME FORM

CERTIFYING ACCEPTABLE IDENTIFICATION

E

- An officer with 2 or more continuous years of service with one or more financial institutions
- A finance company officer with 2 or more continuous years of service with one or more finance companies
- An officer or authorised representative that holds an Australian Financial Services licence and has 2 or more continuous years of service with one or more licences
- A permanent employee of Australia Post with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- An agent of Australia Post who is in charge of an office supplying postal services to the public
- A member of:
 - the Institute of Chartered Accountants in Australia;
 - CPA Australia;
 - the National Institute of Accountants:
 with 2 or more years of continuous membership

ACCEPTABLE ID (one option required)
 Example provided must show middle name (if applicable) and signature page

- Australian Driver licence
- Passport
- Australian Proof of Age Card
- New South Wales Photo Card
- New South Wales Birth Card
- Defence Force Identity Card
- Firearms licence issued under law (All states)

OR (please select Birth Certificate plus ONE other option):

Birth Certificate + Citizen Certificate Centrelink Pension Card
 Recent Utilities Bill Government Notice
 Taxation Notice Council Rates Notice
 Overseas drivers licence Security Guard/Crowd Safety Officer ID

OR (please select Citizen Certificate plus ONE other option):

Citizen Certificate + Centrelink Pension Card Recent
 Utilities Bill
 Government Notice Taxation Notice
 Council Rates Notice Overseas drivers
 licence
 Security Guard/Crowd Safety
 Officer ID