

Service request form

Changes to an account

Mason Stevens Limited ABN 91 141 447 207 AFSL 351578

Mason Stevens Super ABN 34 422 545 198 RSE Registration Number R1004168

Trustee: Diversa Trustees Limited ABN 49 006 421 638 RSE License Number L0000635 AFSL License 235153

Please use this form if you would like to update any of the following details for an account:

1. Add or remove a bank account (all investors including trustees or directors must sign)
2. Change the investor status (wholesale, retail or professional investor)
3. Change adviser fees or other account fees
4. Nominate a new adviser for the account

Checklist:

- Signed and dated by the authorised signatories for the account (specified by the 'Authorised Signatory' form)
- Certified copies of supporting documentation provided (if applicable). Please keep all original documents for your own records
- Advisers to submit this form online as a service request (Adviser home > Work in progress > Service requests)

Account details

Account name

Account number

ONLY COMPLETE THE SECTIONS YOU WOULD LIKE TO CHANGE

Bank account change

1

Note: Signatures are required from ALL parties (individuals, trustees or directors) for any changes to bank account details. This supersedes the Authorised Signatory form where 'Any to sign' has been selected.

- Remove existing bank account

Bank account name

BSB Account number

- Add new bank account

Bank account name

BSB Account number

Please ensure that the nominated bank account is in the name of the investor/s as according to the type of account, for example:

Name of the individual or joint investors

Name of the trustee/s of the super fund or trustee/s <ATF super fund name>

Name of the trustee/s of the trust or trustee/s <ATF trust name>

Name of the corporation

Mason Stevens does not facilitate withdrawals to a bank account in the name of a third party, known as a third party payment



Investor status change

2

Existing status (select one)

Retail Wholesale Professional investor

New status (select one)

Wholesale Date signed Sophisticated investor certificate must be enclosed

Retail Date client signed Statement of advice must be enclosed

Professional investor Date signed Professional investor certificate must be enclosed

Adviser fees or other account fee changes

3

Note: a reduction in fees does not require a signature by the authorised signatories. **All fees exclude GST.**

	Existing fee % / \$	New fee % / \$	State specific portfolio or state 'all'
<input type="checkbox"/> Ongoing adviser fee	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Adviser ad-hoc fee	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other fee _____	<input type="text"/>	<input type="text"/>	<input type="text"/>

Nominate a new adviser

4

Existing adviser's full name

Existing adviser's dealer group

New adviser's full name

New adviser's dealer group

Transfer existing adviser fees (select one)

- Please transfer all current ongoing adviser fees to the financial adviser nominated above. I consent to authorise and request Mason Stevens to deduct the adviser fees from my account and to pay those amounts to the nominated adviser above.
- Please do not transfer the current ongoing adviser fees to the financial adviser nominated above. All ongoing adviser fees on my account will revert to zero until further notice.

If you wish to change the ongoing adviser fee, you must also complete a section 3 above 'Adviser fees or other account fee changes'



Signed by authorised signatories

Individual 1 / Trustee 1 / Director 1

Full name

Signature

Date

Capacity

- Individual Director
 POA / Representative Trustee

Individual 2 / Trustee 2 / Director 2

Full name

Signature

Date

Capacity

- Individual Director
 POA / Representative Trustee

Individual 3 / Trustee 3 / Director 3

Full name

Signature

Date

Capacity

- Individual Director
 POA / Representative Trustee

Individual 4 / Trustee 4 / Director 4

Full name

Signature

Date

Capacity

- Individual Director
 POA / Representative Trustee

Individual 5 / Trustee 5 / Director 5

Full name

Signature

Date

Capacity

- Individual Director
 POA / Representative Trustee

Individual 6 / Trustee 6 / Director 6

Full name

Signature

Date

Capacity

- Individual Director
 POA / Representative Trustee

Note for advisers:

Please log in online and submit this form via the Service Request screen.
(Adviser home > Work in progress > Service requests)

