

15 December 2023

Change of details

Please use this form for change of details including name, contact details and taxation residency details.

If you wish to renew or change your advice fees, adviser details, investment strategy, direct debit details, or nominated financial institution details, please complete the relevant form available from your financial adviser, from our website, or by contacting us (where applicable).

Please complete these instructions in BLACK INK using CAPITAL LETTERS and ✓ boxes where provided.

Step 1: Client details

Account number

Account name

Date of birth (if applicable) / /

Are you completing this form for an 'individual' or an entity?

Individual (e.g. Investor/Trustee/Director/Controlling person)

Entity (e.g. Company/Trust/Partnership/Association)

Step 2: Change of name (individuals)*

Only complete this section if your name has changed and you are an individual (including a person associated with an entity e.g. director or trustee). When completing this section, please ensure all fields in Step 1 have been completed.

I confirm my residential address has not changed. (If it has please complete Step 5)

New name

Title (Dr/Mr/Mrs/Ms/Miss) Surname

Given name(s)

Previous name

Title (Dr/Mr/Mrs/Ms/Miss) Surname

Given name(s)

Please enclose one of the following proof of change of name documents (please tick appropriate box(es)):

- An **original certified copy** of your marriage certificate
- An **original certified copy** of your change of name certificate
- An **original certified copy** of your marriage certificate and Divorce Order

And one of the following primary identification documents issued in your new name:

- An **original certified copy** of your driver's licence issued under State or Territory law
- An **original certified copy** of your passport

Please note we can only accept a marriage and/or change of name certificate that has been issued by the Birth, Deaths and Marriages Registration Office.

* Please do not use this section for a change of entity name.

For name changes, an original certified copy of the original documents will need to be provided via post. Please refer to the 'Completing Proof of Identity' document on portfolio.sfg.com.au for a list of persons authorised to certify copies of original documents.

Signature of client/ Power of Attorney or Guardian		Date					
Previous signature (where name has changed)		Date					

Step 3: Change of entity name

New entity name	
Previous entity name	

Please provide supporting documentation as proof of change of name. Please only complete this section if the name of an entity has changed and not to update an entity associated with your account.

Step 4: Change of account name for joint accounts

New account name	
Previous account name	

Please only use this section to update the name of the joint account. You cannot use this form to update the investors linked to the account.

Step 5: Change of contact details

For a fast and convenient way to change your address, simply log into Shadforth Portfolio Online and enter your user ID and password. If you have not registered for Shadforth Portfolio Online, please click on the 'Register for access' link and follow the instructions to gain access. If you are unable to change your address online, please complete the details below. When completing this section, please ensure all fields in Step 1 have been completed.

Please select the address(es) that you require to update:

Residential address
 Mailing address
 Registered address
 Principal place of business

Address			
Suburb		State	
Country* (if not Australia)			
Phone (home)		Phone (work)	
Mobile			
Email			

If you are residing overseas you must complete and submit:

- an [Overseas Investor](#) form;
- original certified copies of your identification documents; and
- step 7 of this form.

* If you are updating your country of residence we may request an original certified copy of your identification. For more information on acceptable ID and a list of certifiers refer to the Proof of Identity Guide on portfolio.sfg.com.au.

Step 6: Change of additional address

Please provide updated address if different from the address in Step 5.

Please select the address(es) that you require to update:

Residential address Mailing address Registered address Principal place of business

Address

Suburb State Postcode

Phone (home) Phone (work)

Country* (if not Australia)

* If you are updating your country of residence we may request an original certified copy of your identification. For more information on acceptable ID and a list of certifiers refer to the Proof of Identity Guide on portfolio.sfg.com.au.

Step 7: Change and confirmation of taxation residency details

Part A:

Please confirm your personal details below:

Title (Dr/Mr/Mrs/Ms/Miss) Surname

Given name(s)

Date of birth

Please confirm your address type below, for **entities** you'll need to confirm both your registered address and principal place of business:

Residential address Principal place of business Registered address

Address

Suburb State Postcode

Country (if not Australia)

If confirming multiple address types with different addresses, I have attached details of this address to this form.

Please note we cannot accept PO Box details in this section.

Part B:

Please answer **both** tax residency questions as you can be a tax resident of more than one country.

Is the Individual/Company/Trust/Partnership/Association a tax resident of Australia? Yes No

Is the Individual/Company/Trust/Partnership/Association a tax resident of any other Country? Yes No

If you are a tax resident of any other country please complete the details below.

Foreign Residents only – Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS)

Under FATCA and CRS laws, we are required to ask all investors to provide additional information about their tax residency. Tax residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work.

For all countries where you are a tax resident please provide a TIN (Tax Identification Number) which is the number assigned by each country for the purposes of administering tax laws such as a Social Security Number in the US. If a TIN cannot be provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

Country	TIN	If no TIN, please list Reason A, B or C
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If there are more countries, provide details on a separate sheet and tick this box

Reasons for not providing a TIN:

Reason A – The country of tax residency does not issue TINs to tax residents, OR

Reason B – You have not been issued with a TIN – **You must provide details for this reason below,**

Reason you have not been issued with a TIN (if applicable)

OR

Reason C – The country of tax residency does not require the TIN to be disclosed.

Step 8: Declaration and signature(s)

Please note: The Service Operator collects the information in this form for the purpose of updating the information it holds about you. Any personal information provided in this form will be handled in accordance with the privacy policy at sfg.com.au/portfolio/privacy. If you do not provide all of the requested information, we may not be able to action your request.

- I/We will promptly notify the Service Operator if any of these details change and on request with any further information which is necessary or desirable for the Service Operator to comply with any obligations it may have in connection with FATCA/CRS.
- I/We consent to the collection and use of the above information by the Service Operator for the purposes specified.
- I/We authorise any changes set out in this form to be applied to or recorded against my/our account.
- I/We declare that the details given in this form are true and correct.

Please note: If this form is signed under Power of Attorney, the Attorney declares that they have not received notice of revocation of that power (a certified copy of the Power of Attorney should be submitted with this form unless we have already received it). You generally cannot sign under Power of Attorney if acting on behalf on entity.

Signature

Signatory 1	<input style="width: 100%; height: 40px;" type="text"/>	Date <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>
Role (such as Investor/ Director/Trustee as applicable)	<input style="width: 100%; height: 20px;" type="text"/>	
Full name	<input style="width: 100%; height: 20px;" type="text"/>	

Additional signatures (if required)

Signatory 2	<input style="width: 100%; height: 40px;" type="text"/>	Date <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>
Role (such as Investor/ Director/Trustee as applicable)	<input style="width: 100%; height: 20px;" type="text"/>	
Full name	<input style="width: 100%; height: 20px;" type="text"/>	

Signatory 3	<input style="width: 100%; height: 40px;" type="text"/>	Date <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>
Role (such as Investor/ Director/Trustee as applicable)	<input style="width: 100%; height: 20px;" type="text"/>	
Full name	<input style="width: 100%; height: 20px;" type="text"/>	

Signatory 4	<input style="width: 100%; height: 40px;" type="text"/>	Date <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>
Role (such as Investor/ Director/Trustee as applicable)	<input style="width: 100%; height: 20px;" type="text"/>	
Full name	<input style="width: 100%; height: 20px;" type="text"/>	

Signatory 5	<input style="width: 100%; height: 40px;" type="text"/>	Date <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>
Role (such as Investor/ Director/Trustee as applicable)	<input style="width: 100%; height: 20px;" type="text"/>	
Full name	<input style="width: 100%; height: 20px;" type="text"/>	

Signatory 6	<input type="text"/>	Date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Role (such as Investor/ Director/Trustee as applicable)	<input type="text"/>						
Full name	<input type="text"/>						
Common seal (of company) if required	<input type="text"/>						

Please forward all correspondence and enquiries to

- Post:** Shadforth Portfolio Service
GPO Box 264, Melbourne VIC 3001
- Email:** portfolioservice@sfg.com.au
- Telephone:** 1800 931 792
- Web:** portfolio.sfg.com.au