

# Change of details form

## For Managed Funds investors

This form can be used to advise us of any changes to your personal details or investment preferences as it relates to your investment in the Australian Ethical Managed Funds. It is to be read in conjunction with the Product Disclosure Statement for the relevant Australian Ethical Managed Fund current at the date of signing this form and available on our website.

Australian Ethical Investment Ltd (ABN 47 003 188 930) is the responsible entity and holder of Australian Financial Services Licence (No. 229949).

**Send your completed form to:**

[investors@australianethical.com.au](mailto:investors@australianethical.com.au)

or Australian Ethical Investment Ltd,  
Reply Paid 3993, Sydney, NSW, 2001

### Step 1: Investor details (required)

Investor number

Investor 1 name

Investor 2 name

Investor 3 name

Full name of company/partnership/trustee/other entity

### Step 2: Change your contact details

#### New contact details

Work phone

Home phone

Mobile phone

Email

Address

City

State

Postcode

Country

## Step 2: Change your contact details (continued)

### Previous contact details

Work phone

Home phone

Mobile phone

Email

Address

City

State

Postcode

Country

## Step 3: Change distribution income payments

### Payment of income

To have your distribution income re-invested as additional units select 'Re-invest'. To have your distribution income paid into your bank or credit union account select 'Direct deposit'.

Australian Ethical funds	Re-invest	Direct deposit	Australian Ethical funds	Re-invest	Direct deposit
Australian Shares Fund	<input type="checkbox"/>	<input type="checkbox"/>	High Conviction Fund	<input type="checkbox"/>	<input type="checkbox"/>
Balanced Fund	<input type="checkbox"/>	<input type="checkbox"/>	High Growth Fund	<input type="checkbox"/>	<input type="checkbox"/>
Conservative Fund	<input type="checkbox"/>	OR <input type="checkbox"/>	Income Fund	<input type="checkbox"/>	OR <input type="checkbox"/>
Diversified Shares Fund	<input type="checkbox"/>	<input type="checkbox"/>	Infrastructure Debt Fund	<input type="checkbox"/>	<input type="checkbox"/>
Emerging Companies Fund	<input type="checkbox"/>	<input type="checkbox"/>	International Shares Fund	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Interest Fund	<input type="checkbox"/>	<input type="checkbox"/>	Moderate Fund	<input type="checkbox"/>	<input type="checkbox"/>

## Step 4: Change or confirm bank account details (Australian bank accounts)

Fill in the details of the Australian bank or financial institution account where you would like withdrawals and income distributions (if selected) paid.

**!** Please note: A certified copy of Identification (Drivers licence or Passport) must be submitted with this form when updating bank account details.

Name of financial institution

Branch

BSB number

Account number

Account holder name\*

Account holder 2 name (if joint account)\*

\*Please ensure that the bank account nominated is held in your name or in a joint account including your name.

## Step 5: Change or confirm bank account details (outside Australia)

Fill in the details of the foreign bank account where you would like withdrawals paid. Bank accounts outside of Australia cannot be used to pay distributions.

- ❗ Please note: A certified copy of Identification (Drivers licence or Passport) must be submitted with this form when updating bank account details.

Name of foreign bank

Name of Australian correspondent bank

Swift code

Account name

Account number (including Bank ID code)

## Step 6: Change your regular investment plan

Australian Ethical Funds	Monthly regular investment (\$100 minimum) per Fund	Australian Ethical Funds	Monthly regular investment (\$100 minimum) per Fund
Australian Shares Fund	\$ <input type="text"/>	High Conviction Fund	\$ <input type="text"/>
Balanced Fund	\$ <input type="text"/>	High Growth Fund	\$ <input type="text"/>
Conservative Fund	\$ <input type="text"/>	Income Fund	\$ <input type="text"/>
Diversified Shares Fund	\$ <input type="text"/>	Infrastructure Debt Fund	\$ <input type="text"/>
Emerging Companies Fund	\$ <input type="text"/>	International Shares Fund	\$ <input type="text"/>
Fixed Interest Fund	\$ <input type="text"/>	Moderate Fund	\$ <input type="text"/>
<b>TOTAL</b>	\$ <input type="text"/>		

Provide details of the Australian bank or credit union account from which you authorise us to debit on-going regular investor payments.

- ❗ Please note: A certified copy of Identification (drivers licence or passport) must be submitted with this form when updating bank account details.

Name of financial institution

Branch

BSB number

Account number

Account holder name\*

Account holder 2 name (if joint account)\*

\*Please ensure that the bank account nominated is held in your name or in a joint account including your name.

## Step 6: Change your regular investment plan (continued)

### Regular monthly investment

Nominate the month you wish to start your regular investment plan:

The first debit will occur between the 15th and 20th of the month and at monthly intervals after that.

Change the amount of your regular investor plan direct debits:

New amount: \$  OR  Stop my regular investment plan direct debits  
(Please allow up to five working days for direct debits to stop).

## Step 7: Change of communication preference

Please amend my existing communication preference to:  Email  Post

By providing my email and/or mobile number, I agree to be notified of and receive important disclosure documents and communications electronically (which may include via email, SMS, a link to a website, an application or other online channels).

## Step 8: Change of name

Current name  Previous name

If you have changed your name you will need to complete this form and provide a certified copy of either a Marriage Certificate, Deed Poll or Change of Name Certificate from the Births, Deaths and Marriages Registration Office.

## Step 9: Change of company/trust or association name

Current name  Previous name

Where applicable provide either a certified copy of the Certificate of Incorporation or Change of Name of the company (or association) or a certified copy of the Trust Deed indicating the change of name.

Current signatories must sign this form. A new signatory list needs to be provided where authorised signatories change.

## Step 10: Change of signatory list

Current name  Previous name

- Attach details of the current and new signatories on your organisation's letterhead. Current signatories must sign this form.
- Attach an originally certified copy of the Power of Attorney. The Power of Attorney must provide certified identification documents.

## Step 11: Adviser details

### Cancel your advisor

You will need to notify your adviser of this cancellation. Arrangements are between you and your adviser. Australian Ethical has no agency relationship with any broker and no broker or adviser acts under Australian Ethical's authority.

Please remove my adviser from my investment/s with Australian Ethical

## Step 12: Identification documents

When confirming or updating bank account details a certified copy of Identification (drivers licence or passport) must be submitted with this form. Please contact us for identification documents which can be provided as a substitute for drivers licences or passports.

### Who can certify your ID?

- a permanent employee of Australia Post who has two or more years of continuous service
- an officer of a financial institution, such as a bank, who has two or more years of continuous service
- a legal practitioner (such as a solicitor) who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia
- a Justice of the Peace

Additional certification options are available. Please contact us on [investors@australianethical.com.au](mailto:investors@australianethical.com.au) or 1800 021 227 for assistance.

## Step 14: Investor/s signature/s

**!** Please note we currently do not accept electronic signatures on forms. To avoid delays or having to complete this form again, ensure you sign the documents with a traditional signature (either wet ink or using a digital pen.)

Signature

Date (DD/MM/YYYY)

Signatory's full name (please print)

Signature

Date (DD/MM/YYYY)

Signatory's full name (please print)

Signature

Date (DD/MM/YYYY)

Signatory's full name (please print)

For joint investments all investors must sign.

**?** If you have any questions, please contact Australian Ethical Managed Funds on 1800 021 227.