

# 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. It is important that you understand this risk and carefully consider what level of authority you give to them. Please see section 7 for more information.

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

Please return this form by email to [transact@macquarie.com](mailto:transact@macquarie.com) or by mail to Reply Paid 85744 Sydney NSW 2001.

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## Your Macquarie account details

Account number:  Account name:

To authorise an Individual ► **go to section 2**. To authorise a Financial Services Professional ► **go to section 3**. To authorise a company or other third party firm ► **go to section 4**

Please ensure account holders sign section 6. If not already supplied, Individuals will need to provide their identification. Further information is available at [macquarie.com.au/idforms](http://macquarie.com.au/idforms)

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## Appointment of an individual

### First individual

**A. What level of Authority are you appointing?** If you are unsure of the type of authority, please refer to section 7.

- Enquiry Authority ► **go to B**  
 Authorised Signatory ► **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:

### B. First individual – details and declaration

Title:

Full name

Any other name known by

Date of birth:  /  /

Residential address<sup>1</sup>

### Second individual

**A. What level of Authority are you appointing?** If you are unsure of the type of authority, please refer to section 7.

- Enquiry Authority ► **go to B**  
 Authorised Signatory ► **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:

### B. Second individual – details and declaration

Title:

Full name

Any other name known by

Date of birth:  /  /

Residential address<sup>1</sup>

<sup>1</sup> 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/idforms](http://macquarie.com/idforms) along with a copy of your Australian ID.

## Appointment of an individual (continued)

First individual (continued)	Second individual (continued)
Occupation: <input type="text"/>	Occupation: <input type="text"/>
Industry: <input type="text"/>	Industry: <input type="text"/>
Mother's maiden name: <input type="text"/>	Mother's maiden name: <input type="text"/>
Macquarie ID (if known): <input type="text"/>	Macquarie ID (if known): <input type="text"/>
<i>If you do not have a Macquarie ID, we will generate one and send it to the email address provided.</i>	<i>If you do not have a Macquarie ID, we will generate one and send it to the email address provided.</i>
<input type="text"/> <p><b>! Mobile number (MANDATORY):</b></p>	<input type="text"/> <p><b>! Mobile number (MANDATORY):</b></p>
<input type="text"/> <p><b>! Email (MANDATORY)</b></p>	<input type="text"/> <p><b>! Email (MANDATORY)</b></p>
<input type="text"/>	<input type="text"/>
<p>By completing this form, you accept the above information provided is correct and agree to be bound by the terms and conditions contained in the offer document. If you do not already have a copy of the offer document you can obtain it from <a href="http://macquarie.com/personal">macquarie.com/personal</a> or by contacting us.</p>	<p>By completing this form, you accept the above information provided is correct and agree to be bound by the terms and conditions contained in the offer document. If you do not already have a copy of the offer document you can obtain it from <a href="http://macquarie.com/personal">macquarie.com/personal</a> or by contacting us.</p>
<p><b>! If the individual appointed with Authorised Signatory is not an existing Macquarie client, please complete the <i>Identification form for individuals</i>, available online at <a href="http://macquarie.com.au/idforms">macquarie.com.au/idforms</a>.</b></p>	<p><b>! If the individual appointed with Authorised Signatory is not an existing Macquarie client, please complete the <i>Identification form for individuals</i>, available online at <a href="http://macquarie.com.au/idforms">macquarie.com.au/idforms</a>.</b></p>
<p>Signature <input type="text"/></p> <p>Date <input type="text"/> / <input type="text"/> / <input type="text"/></p>	<p>Signature <input type="text"/></p> <p>Date <input type="text"/> / <input type="text"/> / <input type="text"/></p>

### 3

## Appointment of a Financial Services Professional

You can use this section to appoint a Financial Services Professional (for example a financial adviser or accountant) to have access to your account.

Full name:  Company:

Company Code (if known):  Representative Code (if known):

**Would you like to replace your current primary Financial Services Professional, should you have one, with the above Financial Services Professional?<sup>2</sup>**  Yes  No

**What level of authority are you appointing?**  Authorised Signatory Authority<sup>3</sup>  Enquiry Authority  
 Government/Tax Payment Authority (Macquarie CMA only)  
 Limited Funds Transfer Authority (please refer to 7.17)

Macquarie ID (if known):

*If your Financial Services Professional does not have a Macquarie ID, they will need to complete the Macquarie Registration – Representative form.*

**Financial Services Professional declaration: This must be signed by the Financial Services Professional noted section 3.**  
 By completing this form, you accept and agree to be bound by the terms and conditions contained in the offer document. If you do not already have a copy of the offer document you can obtain it from [macquarie.com/personal](http://macquarie.com/personal) or by contacting us.

Signature:  Date:  /  /

<sup>2</sup> Existing authorities will remain on your account if this section is not completed

<sup>3</sup> If you selected Authorised Signatory authority in question 3 or 4, additional identification may be required. A Financial Services Company must be registered with Macquarie as an authorised signatory before it can be loaded to the account.

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## Appointment of a Financial Services Company

You can use this section to appoint a company or other third party firm (eg a financial advisory firm, stockbroking firm, accounting firm or administrator) to have access to your account.

Company name:

Company code/bulk transacting code (if known):

What level of authority are you appointing?

- Authorised Signatory Authority<sup>4</sup>
- General Withdrawal Authority (Macquarie CMA only)
- Government/Tax Payment Authority (Macquarie CMA only)
- Fee Authority (Macquarie CMA only)
- Enquiry Authority
- Limited Funds Transfer Authority (please refer to 7.17)

<sup>4</sup> If you selected Authorised Signatory authority in question 3 or 4, additional identification may be required. A Financial Services Company must be registered with Macquarie as an authorised signatory before it can be loaded to the account.

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## Would you like to cancel a Third Party Authority or Company access?

No  Yes, please specify:

*Existing authorities will remain on your account if this section is not completed.*

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## 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.

**!** This form must contain an original signature(s) – digitally inserted signatures will not be accepted. Please attach a copy of the account holder(s) Driver's License 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 7 of this form, that relate to the appointment of third party authorities, and
- authorise the Individual(s) whose signature(s) appear in section 2, or the financial specialist/company/dealer group whose name appears in section 3 and/or 4 (appointee), which includes the Individual signatories appointed by the company/dealer group, to operate my/our account, and
- acknowledge that, even if I/we do not make use of Macquarie's various electronic and telephone services, the appointee(s) may be able to make use of those services in operating my/our account on my/our behalf.

**Signature 1**

Date: / /

Title:

Name:



**Signature 2**

Date: / /

Title:

Name:

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## Terms and conditions

## General terms which apply to all levels of authority

- 7.1 Only you may appoint a third party to access or withdraw from your account.
- 7.2 If you appoint a third party to withdraw from your account they will automatically be able to enquire on your account also.
- 7.3 Withdrawals may be for any amount and may be made at varying intervals of time.
- 7.4 You:
- indemnify us against all loss, liabilities and costs incurred directly or indirectly as a result of the appointment of a third party
  - indemnify us against all loss, liabilities and costs incurred directly or indirectly in connection with any action by a third party under their appointment or any payment made from your account on their instruction
  - release us from all claims and liabilities in connection with any act or omission relating to the appointment of a third party to your account, and
  - release us from all claims and liabilities in connection with any action by a third party under their appointment or any payment made from your account on their instruction.
- 7.5 However, we remain liable for any loss or liability which, by operation of law we cannot exclude.
- 7.6 This authority takes effect on the date that we amend our records to note the appointment and continues until you cancel it by telling us in writing. Cancellation also takes effect on the date that we amend our records to note the change.
- 7.7 We will notify you if we cancel the appointment of a third party.
- 7.8 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.  
You can revoke these authorities at any time by contacting us. We will update this in accordance with the signing instructions on your account.
- If more than one to sign, a signed request will be required as per current process.
  - The contact centre will be responsible to verify the signing instructions.
  - Note – a signatory will not be able to remove another signatory/account holder.
- 7.9 Third parties can not set up Direct Debits on your account or give other third parties access or authority on your account but are allowed to reduce or cancel the existing regular Direct Debit on behalf of you.
- 7.10 Where you give authority to a company or firm:
- the company or firm will give us details of people who can transact on its behalf
  - 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 them
  - we will only act on requests from the company or firm, if the person requesting the withdrawal has been nominated by it in accordance with our procedures
  - 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

immediately to cancel their authority. Otherwise, that person may still be able to operate your account.

## 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.**

- 7.11 You agree to terms and conditions for Macquarie Online as set out in the applicable offer document available from [macquarie.com/personal](http://macquarie.com/personal) or by contacting us.
- 7.12 **Enquiry authority**
- You authorise the third party to have access to information about your account
  - Enquiry Authority does not allow the third party to make withdrawals from your account, changes to your account details, close your account or enable the use of your cheque book.
- 7.13 **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.
- 7.14 **Government/Tax payment authority**  
You authorise the third party to withdraw funds from your account to make payments on your behalf directly to government departments or agencies.
- 7.15 **General withdrawal authority**
- You authorise the third party to make payments and withdrawals in accordance with the terms set out under 'Fee Authority' and 'Government/Tax Payment Authority' above.
  - In addition, you authorise the third party to make payments and withdrawals for any purpose.
  - 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.
  - 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.
- 7.16 **Authorised signatory**
- You authorise the third party to make payments and withdrawals in accordance with the terms set out under "General Withdrawal Authority" above
  - In addition, this authority allows the third party to use your cheque book, change details on your account (subject to the signing instruction) and to close your account. This authority does not allow the authorised signatory to appoint other authorised signatories.
- 7.17 **Limited funds transfer authority – Macquarie Cash Management Accelerator Account (Accelerator) only**
- You authorise the third party to have access to information about your Accelerator.
  - You authorise the third party to transfer funds interchangeably between your Macquarie CMA and your Accelerator.
  - Your authorised third party cannot otherwise transact, change details on your Accelerator, or close your Accelerator.

For more information, please visit [help.macquarie.com](http://help.macquarie.com) or contact Macquarie Cash on **1800 806 310** or Macquarie Wrap on **1800 025 063**. Please visit [help.macquarie.com](http://help.macquarie.com) or [macquarie.com/personal/contact](http://macquarie.com/personal/contact) for relevant product contact number.