

# Macquarie Cash Management Account

Product Information Statement

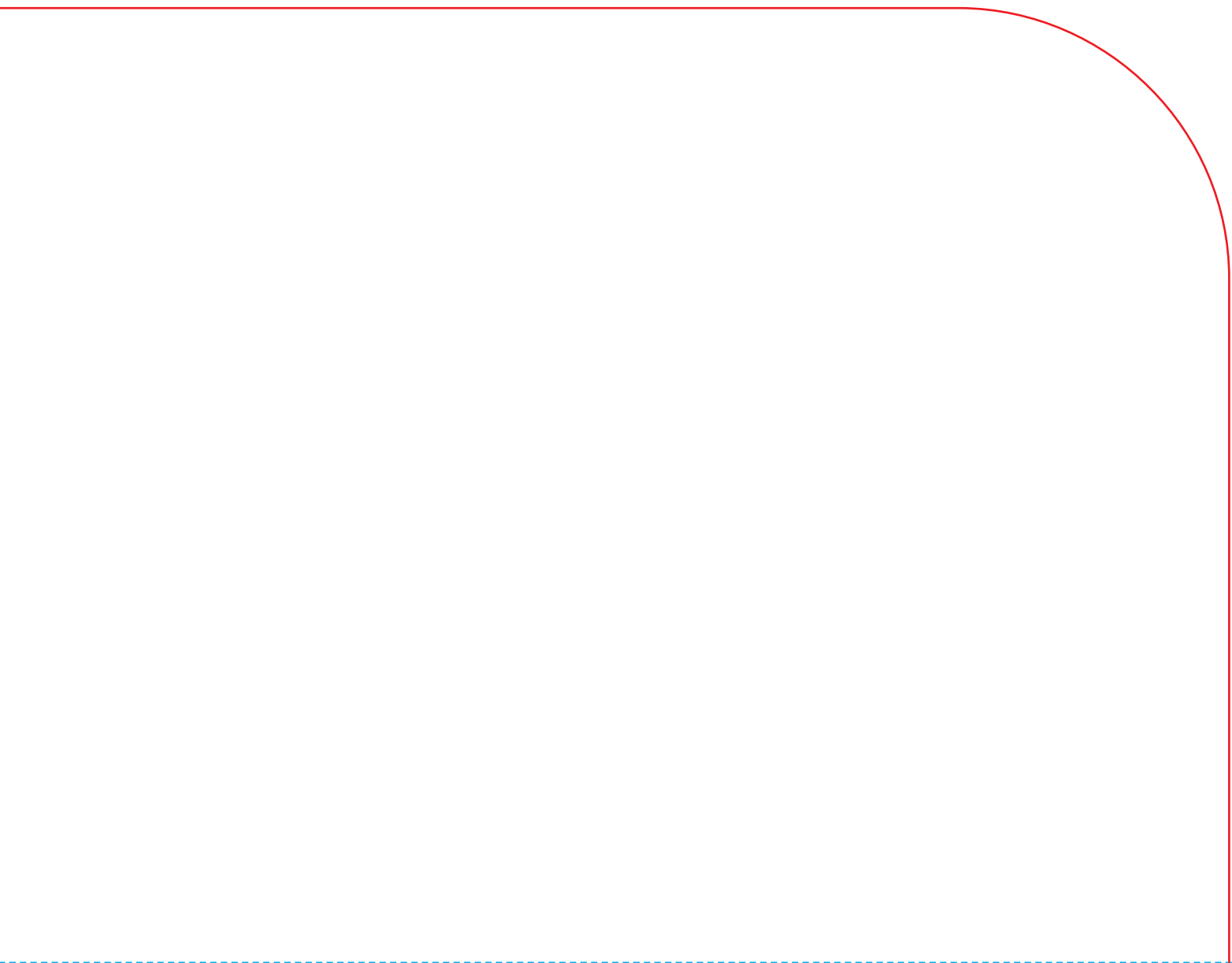
Macquarie Adviser Services



Macquarie Bank Limited  
ABN 46 008 583 542  
Australian Financial Services Licence No: 237502  
Dated: 28 November 2008

**FORWARD** thinking

# Product Information Statement



# Contents

|   |    |
|---|----|
| Features at a glance                              | 02 |
| Key features                                      | 02 |
| Fees  | 04 |
| How do I deposit, withdraw and manage my account? | 05 |
| How do I start?                                   | 06 |
| Adding to your account                            | 07 |
| How do I withdraw?                                | 09 |
| Lodgement times                                   | 11 |
| How do I access information on my account?        | 12 |
| How do I complete an application?                 | 14 |
| Application guide                                 | 15 |
| Account types and application requirements        | 17 |

The Macquarie Cash Management Account ("CMA") is a deposit account provided by Macquarie Bank Limited ("Macquarie"). As a licensed Australian bank, Macquarie is subject to regulation by the Australian Prudential Regulation Authority. Macquarie also holds Australian Financial Services Licence No. 237502 and is subject to regulation by the Australian Securities and Investments Commission.

## IMPORTANT INFORMATION

This Product Information Statement describes the features of the Macquarie CMA and, together with the separate Further Information document available on our website [www.macquarie.com.au/cma.pdf](http://www.macquarie.com.au/cma.pdf), contains the terms and conditions which apply to its operation. Please read the Product Information Statement and the Further Information carefully before deciding whether to open a Macquarie CMA.

The information in this Product Information Statement is current as at 28 November 2008 and is subject to change. You can find updated information on our website at [www.macquarie.com.au/personal](http://www.macquarie.com.au/personal) or by contacting us on 1800 806 310. A paper copy of any updated information is available free on request.

## Terms

In this Statement:

"We", "our", "us", "Macquarie" means: Macquarie Bank Limited, AFSL 237502

"You", "your" means: the customer

"Business day" means: any day on which banks are able to settle through the Reserve Bank of Australia.

# Features at a glance

|  |   |
|--|---|
| Minimum opening balance                            | \$5,000   |
| Minimum additional cheque deposits/<br>withdrawals | \$500   |
| Minimum ongoing balance                            | \$5,000   |
| Interest   | Calculated daily, paid monthly  |
| Government Guarantee                               | Deposits in Macquarie CMA are covered by the Financial Claims Scheme (Retail Guarantee), under which the Australian Government covers aggregate retail cash deposits up to \$A1 million held by any one account holder with any one bank. The Retail Guarantee will apply to all Macquarie deposit products, including CMA, until 12 October 2011. As such, if you have less than \$A1 million in aggregate in deposits with MBL, including deposits in CMA, you will be covered by the Retail Guarantee. |

## Key features

### Key features – a summary

|   |   |
|---|---|
| Online flexibility and control helps make cashflow management easy      | <ul style="list-style-type: none"> <li>■ Use the internet to make and keep track of transactions to and from your account</li> <li>■ Transfer funds easily to any nominated Australian account</li> <li>■ Pay Anyone up to \$5,000</li> <li>■ View your available balance and statements online</li> <li>■ Deposit cheques of more than \$500 through any branch of the National Australia Bank (NAB) by using your Macquarie CMA encoded deposit book</li> </ul> |
| Easy access to your cash when you need it                               | <ul style="list-style-type: none"> <li>■ Internet access through <a href="mailto:transact@macquarie">transact@macquarie</a></li> <li>■ Online access to product information and administration forms through <a href="http://www.macquarie.com.au/personal">www.macquarie.com.au/personal</a></li> <li>■ Personalised cheque book</li> <li>■ Fax and electronic instruction service</li> <li>■ BPAY®</li> <li>■ Funds transfer to any Australian bank</li> </ul>  |
| Specialist service  | Specialist staff renowned for their efficient, friendly service and product knowledge. Call the Client Contact Centre on 1800 806 310   |
| Cash investment hub for a self-managed super fund (SMSF)                | <p>All fund transactions appear on one consolidated statement simplifying super fund accounting, tax returns, end of year auditing and long-term record keeping</p> <p>Download current and historical statements online</p>  |
| Easily view your account, so you can act on opportunities as they arise | <p>Your adviser can view your account online and help you act quickly on market opportunities as they arise</p> <p>Give your accountant viewing access to your account so they have the ability to download your current and historical transaction reports themselves – saving you the time of having to provide them month by month</p>   |

## The centre of your investment portfolio

|                              |                   |                |                               |
|------------------------------|-------------------|----------------|-------------------------------|
| SMSF contributions or salary | Interest payments | Share proceeds | Rent from investment property |
|                              | Dividends         | Distributions  |                               |



The Macquarie CMA offers an efficient way to facilitate your investments. With an extensive range of features and services, the Macquarie CMA may be the ideal cash account for consolidating your cash and establishing an efficient cashflow management system.

## Efficient cashflow management strategies

By consolidating your cash into one central cashflow management system you may reduce your account fees incurred elsewhere. As well as this, you and your adviser can have a comprehensive view of your cash position, making it simpler for you to take up investment opportunities as they arise. All whilst earning a competitive rate of interest on your cash. For the latest rate visit [transact@macquarie](mailto:transact@macquarie) or call us.

The Macquarie CMA provides services and reporting tools to make it simple for you to monitor and manage your cashflow.

## Easily manage your self managed super fund

With the Macquarie CMA also comes an excellent cashflow management system for your SMSF, providing the flexibility and control to help you manage your fund's transactions. The Macquarie CMA offers easy access to account and cashflow information so that you can keep track of all payments to and from the account, including distributions, pension payments, expenses, member contributions, asset purchases and sales. Detailed online reporting and the ability to download current and historical statements also simplifies the extensive administration responsibilities that come with having a SMSF.

## Dividend reinvestment

You can arrange for dividends from shares, warrants, interest payments or distributions from other investments and accounts to be credited directly into your Macquarie CMA.

To arrange for your dividends/interest to be invested into your Account simply complete the Dividend/Interest Payment Authority form in the forms booklet located in the back of this Product Information Statement and send it to the institution or registry with whom the investment is held.

## Competitive interest rate

With the Macquarie CMA at the heart of your wealth creation and cashflow management strategies, you will also benefit from a competitive interest rate. The interest you earn on the balance of your Account is subject to fluctuations in the interest rate so there is no guarantee that you will always earn a particular rate of interest on the balance of your Account.

# Fees

The following fees apply for incidental services and special requests in relation to your Macquarie CMA. These fees are payable when you request the relevant services and are debited from your account.

|   |  |              |
|---|--|--------------|
| Cheque books  | 30 cheques   | \$4.50       |
|   | 50 cheques   | \$6.00       |
|   | 100 cheques  | \$9.00       |
| If you do not specify the number of cheques, a book of 30 will be issued. |  |              |
| Deposit books   |  | Free         |
| Bank cheques  |  | \$7.50 each  |
| Cancelled bank cheques  |  | \$6.50 each  |
| Dishonoured payments  |  | \$40.00 each |
| Dishonoured cheque deposits   |  | \$13.50 each |
| Stopped cheques   |  | \$10.00 each |
| Special cheque clearance <sup>1</sup>                                     |  | \$18.00 each |
| Document retrieval  |  | \$13.50 each |
| Transaction investigation (simple trace)                                  |  | \$30.00 each |
| Complicated trace   |  | \$60.00 each |
| Foreign currency cheque deposit (refer page 7) <sup>2</sup>               |  | \$60.00 each |
| Australian dollar (AUD) draft deposit greater than \$10,000 <sup>3</sup>  |  | \$50.00 each |
| Telegraphic transfers (overseas or domestic) <sup>3</sup>                 |  | \$30.00 each |
| Overseas bank drafts  |  | \$35.00 each |
| Deposit adjustment <sup>4</sup>   |  | \$10.00      |
| Historical statements   |  |              |
|   | Viewed and printed online through transact@macquarie | Free         |
|   | Ordered via transact@macquarie                       | Free         |
|   | Ordered through our Client Contact Centre            | \$4.50 each  |

<sup>1</sup> Please send your special clearance requests, together with your cheques to be deposited, directly to Macquarie. Special clearance cannot be requested through NAB.

<sup>2</sup> Deducted from the deposit amount.

<sup>3</sup> For overseas telegraphic transfers financial institutions levy charges. If these charges are deducted from the funds, this will result in the beneficiary receiving a lesser amount than transmitted.

<sup>4</sup> This fee is charged to you by NAB if cheques deposited do not match the amount indicated on the deposit slip. It is deducted from the deposit amount by NAB and we will notify you by letter if this is the case.

If you require any other services, our Adviser and Client Services staff will be happy to help where they can and will advise you if a fee applies. Please call 1800 806 310.

## You and your adviser work closely together

If you have an adviser, they may be critical to the ongoing management of your account. Authorised advisers can obtain account information and we will attempt to contact them in the first instance if any follow up is required on your Account. Your adviser is also able to assist you with any queries you may have regarding your Macquarie CMA.

You choose and appoint your adviser. Unless your adviser is an authorised representative of a Macquarie Group company, no Macquarie Group company is responsible for the acts or omissions of your adviser. You can choose whether your adviser can operate on your Account, or can only view account details. See page 6 for more information.

## Advisory firm remuneration

If a registered broking firm or licensed financial advisory firm introduced you to the Macquarie CMA and their stamp or details appear on the application form, we pay them an amount of commission based on your average account balance each month as set out in the table below.

When notified, we will transfer the payment of this commission to any new registered broking firm or licensed financial advisory firm that provides you with advice.

| Broking and advisory firm remuneration | Percentage (%) per annum                   |
|--|--|
| ABN provided and GST registered        | 0.275% p.a. (GST inclusive)                |
| ABN provided, not registered for GST   | 0.25% p.a.                                 |
| ABN not provided                       | (PAYG withholding amount will be deducted) |

We pay commission to advisers and brokers at no extra cost to you. We can also draw on our own resources to provide product and marketing support in the form of commission to licensed broking and financial advisory firms. We reserve the right to decide whether we will make these payments.

## Increases or changes to fees and charges

We reserve the right to increase fees and charges and to introduce new fees and charges. See clause 2 of the Terms and Conditions for more details.

## What interest do I receive?

You can find out the current interest rate applying to your Account by visiting transact@macquarie or calling us. Your interest is calculated daily and paid monthly.

You can choose to have your interest paid into your Macquarie CMA, have it directed to a Macquarie Cash Management Trust account or another account.

# How do I deposit, withdraw and manage my account?

Summary Table<sup>1</sup>

|  | Internet                                       | Mail           | Macquarie<br>PhoneLink <sup>1</sup> | Phone | Fax <sup>2</sup> | Macquarie office                              |
|--|--|----------------|-------------------------------------|-------|------------------|---|
| Account Information  |  |                |                                     |       |                  |   |
| ■ Access your account balance                              | ✓  | ✓              | ✓                                   | ✓     | ✓                | ✓   |
| ■ Access transaction records                               | ✓  | ✓              | ✓                                   | ✓     | ✓                | ✓   |
| ■ Access or request information on pending transactions    | ✓  | ✓              | ✗                                   | ✓     | ✓                | ✓   |
| ■ Access rate information                                  | ✓  | ✓              | ✗                                   | ✓     | ✓                | ✓   |
| ■ Access product information                               | ✓  | ✓              | ✗                                   | ✓     | ✓                | ✓   |
| ■ View and print statements (including annual tax summary) | ✓  | ✗              | ✗                                   | ✗     | ✗                | ✓   |
| ■ Order statements   | ✓  | ✓              | ✓                                   | ✓     | ✓                | ✓   |
| ■ Order audit letters                                      | ✓  | ✓              | ✓                                   | ✓     | ✓                | ✓   |
| Initial Deposit  |  |                |                                     |       |                  |   |
| ■ Minimum \$5,000 (cash not accepted)                      | ✓ <sup>3</sup>                                 | ✓              | ✗                                   | ✗     | ✗                | ✓   |
| Additional Deposits  |  |                |                                     |       |                  |   |
| ■ Cheque (minimum \$500)                                   | ✗  | ✓              | ✗                                   | ✗     | ✗                | ✓<br><br>(Macquarie offices and NAB branches) |
| ■ Direct credit  | Arranged through other financial institutions. |                |                                     |       |                  |   |
| ■ Funds transfer   |  |                |                                     |       |                  |   |
| ■ BPAY (biller code 667022)                                |  |                |                                     |       |                  |   |
| Withdrawals  |  |                |                                     |       |                  |   |
| ■ Nominated accounts funds transfer                        | ✓  | ✓              | ✓                                   | ✗     | ✓                | ✓   |
| ■ BPAY   | ✓  | ✗              | ✓                                   | ✗     | ✗                | ✗   |
| ■ Pay Anyone   | ✓  | ✓              | ✗                                   | ✗     | ✓                | ✓   |
| ■ Cheque book  | ✗  | ✓ <sup>4</sup> | ✗                                   | ✗     | ✓                | ✓   |
| ■ Overseas telegraphic transfer                            | ✓ <sup>5</sup>                                 | ✓              | ✗                                   | ✗     | ✓                | ✓   |
| ■ Overseas bank draft                                      | ✗  | ✓              | ✗                                   | ✗     | ✓                | ✓   |
| ■ Tax payments   | ✓  | ✓              | ✓                                   | ✗     | ✓                | ✓   |
| ■ Periodic payments  | ✓  | ✓              | ✗                                   | ✗     | ✓                | ✓   |
| Account Maintenance  |  |                |                                     |       |                  |   |
| ■ Change your account details                              | ✓ <sup>6</sup>                                 | ✓              | ✗                                   | ✗     | ✓                | ✓   |

<sup>1</sup> See clause 9 of the Terms and Conditions for more information on Macquarie PhoneLink.

<sup>2</sup> See clause 5 of the Terms and Conditions for more information on the fax and electronic instruction service.

<sup>3</sup> BPAY or electronic funds transfer from another institution.

<sup>4</sup> You can request a bank cheque to be drawn on your behalf via a written request either mailed or faxed.

<sup>5</sup> If registered for the International Money Transfer (IMT) Service using OzForex. The IMT service is provided by OzForex Pty Ltd, a Macquarie Group company subsidiary, and a related body corporate of Macquarie.

<sup>6</sup> You can update your address and contact numbers online if registered for transact@macquarie. Forms to update other account details are also available online at [www.macquarie.com.au/personal](http://www.macquarie.com.au/personal).



[www.macquarie.com.au/personal](http://www.macquarie.com.au/personal)



Please refer to back cover for your nearest office



1800 806 310 or 133 275 for Macquarie PhoneLink



Fax: 1800 550 140



# How do I start?

## Making your initial deposit

To open a Macquarie CMA

1. Read this Product Information Statement thoroughly.
2. If you have not already satisfied our requirements under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006, each account signatory will also need to complete an identification form. Refer to the application guide for details on how to complete the identification requirements.
3. Complete and sign the application form that accompanies this document. Some applicants may be required to provide additional documentation.
4. Make your initial deposit of \$5,000 or more by either
  - mailing or bringing your cheque and application form into one of our offices, or
  - direct debit, by ticking the direct debit box on the application form and completing the Direct Debit form, or
  - funds transfer through phone or internet banking, by ticking the appropriate box on the application form. Please do not transfer the funds before sending us your application.

Please make cheques payable to the full account name.

## Joint accounts

If you open an account with more than one person, you are all liable jointly and individually for transaction fees and costs on the account. As a result, all joint account holders must sign the application form to set up the account operating instructions (refer to the signing instructions section of the application form). For example, “any one of us to sign” or “all of us to sign”. Please note: if you choose “all of us to sign”, some online withdrawal methods may not be available as they can only be operated by one or two persons. Should you wish to alter the account operating instructions in the future, you will need to notify us in writing, in accordance with the signing instructions of your account.

We may accept a cheque into a joint account which is payable to any one or more of the joint account holders. If there is a dispute about the signing authority, we reserve the right to permit operation on the account only when all joint account holders have signed the instruction. When an account is held in joint names and one account holder dies the credit balance in the account will be treated as owing to the surviving account holders.

## Changes to laws

Changes to laws or their interpretations, including taxation and corporate regulatory laws could have a negative impact on the interest paid to account holders.

## Authorising a third party to access your account

You can appoint another person or company to have access to and operate your account by completing the Third Party Authority form located in the forms booklet at the back of this Product Information Statement.

On that form, you may nominate the type of access rights the third party will have to your accounts. This may include

**Account enquiry** – enables a third party to enquire on your account by phone or online.

**Fee authority** – enables you to authorise your stockbroker or adviser, should you have one, to withdraw their fees from your account using online, electronic and telephone withdrawal services.

**Tax authority** – enables you to authorise a third party to make online and electronic payments to the Australian Taxation Office (ATO) on your behalf.

**General withdrawals** – enables a third party to make withdrawals from your account for any purpose – investment or otherwise – using online, electronic and telephone withdrawal services.

**Authorised signatory** – enables a third party to have general withdrawal authority access. In addition it enables them to close your account or make changes to your account such as changing your contact details. This excludes changes to signing instructions on your account and the appointment of other authorised signatories.

## Incomplete applications

In cases where your application is incomplete or you have not provided all necessary information in order for us to fulfil our due diligence obligations under applicable anti-money laundering laws, rules and subordinate instruments, we will be unable to complete the application and will open your account only when we receive all required information, (please note that in all cases, the application form must be signed). We will return your deposit to you (along with all interest earned on it whilst it is held by us within 30 days of receiving it, should we be unable to open your account within that time (including for any of the above reasons).

## Tax File Number (TFN) or Australian Business Number (ABN)

Your TFN is collected in accordance with the Income Tax Assessment Act 1936.

Provision of a TFN or ABN is not compulsory, however, if you do not quote your TFN (including both TFNs for joint accounts) or ABN or claim an exemption, tax may be deducted from the interest paid to you at the highest marginal tax rate plus Medicare Levy. Declining to quote a TFN is not an offence.



# Adding to your account

The Macquarie CMA offers you a number of convenient ways to add to your account.

Please note: you cannot deposit cash (notes and coins) or third party cheques into your account.

## Direct Debits

Use this facility to easily set up automatic regular deposits into your Macquarie CMA from external accounts in the same name. Making deposits helps you to

- consolidate your investment cash in the one account
- build up investment cash in a disciplined way
- ensure there are sufficient funds available to take advantage of new investment opportunities as they arise, and
- maintain minimum balances while supporting your ongoing investment strategy.

The minimum Direct Debit amount is \$250 per transaction which can be set up for a specific period or continued indefinitely and you have a choice of frequency – weekly, monthly, quarterly, half-yearly or yearly.

To establish a Direct Debit for deposits into your Macquarie CMA from an account with another financial institution simply complete the Direct Debit form in the forms booklet located at the back of this Product Information Statement, ensuring it is signed by the account holders in accordance with the account signing instructions on that other account (not third party authorised signatories). Please also provide an account statement (that is less than six months old) for the account you are debiting.

## Depositing your salary, dividends and other income

Have your salary, dividends and other income such as pensions, unit trust distributions and interest paid directly into your Macquarie CMA. There is no minimum amount for these electronic deposits, after you have opened your Macquarie CMA.

To arrange this, simply complete the Dividend/Interest Payment Authority form or Income Redirection form in the forms booklet in the back of this Product Information Statement.

Dividend reinvestment forms should be sent to the institution or registry where the investment is held. Income Redirection forms need to be processed through your employer's payroll department.

## BPAY

To send funds to your Macquarie CMA via BPAY, contact the financial institution holding the funds, which must be a BPAY payer. Using their phone or internet banking services, enter the following numbers:

- biller code – 667022
- reference number – your Macquarie CMA number.

## Funds transfer

You can transfer funds into your Macquarie CMA from a Macquarie Cash Management Trust account through our phone and internet services. You can also transfer funds from most other financial institutions by requesting them to transfer funds on your behalf and giving them your account details (BSB and account number). Our BSB is as follows.

|                     |         |
|---------------------|---------|
| Branch (BSB) number | 182-512 |
|---------------------|---------|

## Cheque deposits

Upon opening your account, you will automatically receive a free personalised deposit book. You can deposit cheques for \$500 or more at our offices or through the mail using a personalised deposit slip. All cheques must be made payable to the account holder (or one of them if there is more than one).

Cheque deposits, including bank cheques, take three business days to clear.

## Third party cheques

Third party cheques are not accepted.

### What is a third party cheque?

A third party cheque is a cheque that is made payable to a person or entity other than the CMA account holder. Macquarie cannot accept such cheques. Only cheques made payable to the account name can be accepted.

**An example of such a cheque may be** if a cheque is made payable to a company and the CMA is in the name of an individual director, we cannot accept the cheque. It must be in the name of the individual director.

# Adding to your account

## Special clearance of cheques

Special clearance may be requested if you require the funds to be cleared prior to the standard three business days.

If you require special clearance your request must accompany your cheque deposit and be sent directly to Macquarie (refer to page 4 for the fee).

## Deposit through the National Australia Bank (NAB)

We have arranged for the NAB to accept cheque deposits on your behalf **provided you use your Macquarie deposit book**. Cheques must be for a minimum of \$500 and in Australian dollars (AUD). We usually credit your account the same business day provided you lodge your deposit at the counter, and interest will accrue from that day.

**The NAB does not accept third party cheques on our behalf. Cheques take three business days to clear.**

**Please do not use the Express Cheque Deposit facility at NAB branches.**

## Depositing from overseas banks

### Online

The online International Money Transfer (IMT) Service allows you to initiate international transfers to and from your Macquarie CMA in foreign currency. IMT has no hidden fees and gives you full transparency of the foreign exchange rate at the time you make the transaction. Register for this service online at [www.internationalmoneytransfers.com.au](http://www.internationalmoneytransfers.com.au) or by clicking the International Money Transfers link in [transact@macquarie](mailto:transact@macquarie). Alternatively, call IMT on 1300 797 494 (Australia) or +61 2 8667 8082 (International). The IMT service is provided by OzForex Pty Ltd, a Macquarie Group company subsidiary and a related body corporate of Macquarie.

### Non-online alternatives

#### Deposit AUD into your Account from an overseas

**bank:** You can transmit funds to your Macquarie CMA from overseas by telegraphic transfer, **in Australian dollars**, or by bank draft **in Australian dollars** drawn on an Australian bank. When sending in telegraphic transfers please instruct the sending bank to quote our SWIFT code

**MACQAU2S XXX**

#### Deposit a cheque drawn on an overseas bank account:

You can deposit a cheque drawn on an overseas bank provided you send it directly to us. Cheque clearance can take in excess of eight weeks and you will incur a fee from Macquarie (see page 4) and possibly additional fees from overseas banks. You will need to endorse the cheque to Macquarie Bank Limited and complete a Foreign Currency Cheque form available from Macquarie (available on our website or by contacting us directly) prior to the cheque being accepted. **Please note: If you deposit foreign currency you will be exposed to currency fluctuations. Macquarie has no control over the rate you will receive.**

## Processing deposits

Deposits lodged at Macquarie by 4.00pm (Sydney time) on a Sydney business day usually start earning interest that day. Deposits received after 4.00pm will be processed on the following business day.

# How do I withdraw?

The Macquarie CMA offers a range of options which enable you to access your funds quickly and easily. We will issue you a Macquarie Access Code (MAC) for our internet and phone services, unless you already have one. Please ensure that you maintain a minimum account balance of \$5,000.

## Online – transact@macquarie

Our online service, transact@macquarie, allows you to

- transfer funds to any Australian bank account
- use BPAY to make payments. BPAY limits can vary between financial institutions, you should check the limits before making a payment.
- set up one-off payments and maintain scheduled payments.

All this can be done 24 hours a day, seven days a week. Simply go to the Macquarie website on [www.macquarie.com.au/personal](http://www.macquarie.com.au/personal) and log in using your MAC and password. While your instructions can be given at any time, transactions will not be effected outside of banking hours.

See clause 9 for the Terms and Conditions of transact@macquarie.

## Pay Anyone

Pay Anyone is an optional facility which enables you to transfer funds to any Australian bank account up to a maximum of \$5,000 per business day by entering the account number and BSB online. We will confirm the transaction to you by email if we have your email address. See clause 9.4 for the Terms and Conditions.

## Phone – Macquarie PhoneLink 133 275

Macquarie PhoneLink offers quick and easy access to your account over the phone. It allows you to pay your bills with BPAY and transfer funds to nominated accounts. Like our online service, Macquarie PhoneLink is available 24 hours a day, seven days a week.

After you have entered your MAC and PIN, Macquarie PhoneLink guides you through the selections, with simple instructions. While your instructions can be given at any time, transactions will not be effected outside of banking hours.

## Internet and Macquarie PhoneLink security

You will be prompted to change your password to a selection of your choice when you first use the service.

You should keep your login details secret and secure against unauthorised use. You will be liable for unauthorised transactions if you, for example:

- **voluntarily disclose your MAC and password to anyone (including a family member or friend)**
- **keep a record of your MAC and password together.**

You should always keep your computer up to date with anti-virus and anti-spyware software, set up with firewall protection and scanned regularly. Avoid using shared computers (e.g. at an Internet café) as you may be unable to check whether the latest anti-virus software has been installed. We recommend that you don't use transact@macquarie until you are sure your virus protection is up to date.

If you find an unauthorised transaction, you suspect that someone has gained access to your codes or is using your codes without your authorisation, or your codes get lost or stolen, contact us immediately on 1800 806 310.

## Periodic payments

You can set up a funds transfer to make the same payment each week, fortnight or month, such as a mortgage repayment. Payments can be easily set up and maintained online through transact@macquarie. Alternatively, please contact us and we will send you a payment authority form.

This form can also be downloaded from our website at [www.macquarie.com.au/personal](http://www.macquarie.com.au/personal). See clause 9.5 for the Terms and Conditions of periodic payments.

## Direct debit requests

You can authorise a person or organisation to withdraw from your account to arrange payment for expenses such as credit cards and other bills. To arrange this you will need to contact the receiving institution.

# How do I withdraw?

## Using your cheque book

You can order a cheque book by indicating “yes” in the appropriate part of the application form. Your cheque book allows access to your account. You must keep it in a safe place. If your cheque book is lost or stolen, you must tell us immediately by telephoning 1800 806 310. If you do not, you may be liable for cheques paid by us in good faith. See clause 8 for the Terms and Conditions of cheques.

You must wait three days before drawing against a cheque you have deposited. If you require the funds to be cleared prior to the standard three business days you may do so by requesting a special clearance on the day of deposit. Refer to page 4 for the fee. If a cheque is crossed (i.e. it has two parallel lines across it) then it must be paid into a bank account rather than being cashed. If the words “not negotiable” are added between the parallel lines then a person who obtains the cheque has no better rights to the cheque than the person giving it. This means, for example, that if the cheque is lost or stolen and is then passed on to a tradesperson as payment for service, the tradesperson is liable to refund the amount of the cheque to the true owner.

If you write “account payee only” on a crossed cheque then the cheque should only be paid to the person named as payee on the cheque.

Your cheques will be pre-printed with the words “or bearer” at the end of the line on which you write the payee. If a cheque has not been crossed and you cross out the words “or bearer”, the cheque can only be paid to the payee or as they direct.

If you want to stop payment of a cheque then you may request this in writing.

When you fill out a cheque you need to do so carefully so it can't be subsequently altered easily by someone else. You should:

- write the cheque in ink which can't be erased
- write the amount to be paid in words and figures
- not leave gaps between words and figures
- begin the words as close as possible to the left hand side and the figures as close as possible to the dollar sign
- never sign a cheque before you have completed it
- sign your name next to any alterations

## Fax and electronic instruction service

You can send your signed written instructions, including withdrawal requests, to Macquarie by fax or email attachment<sup>^</sup>, subject to the fax and electronic instruction service Terms and Conditions. If we receive a withdrawal request after the lodgement time or on a non-business day for us, we treat it as having been received the next business day. For lodgement times see the table on page 11. When your withdrawal request is processed, your funds should be available the next business day.

**Please be careful!** There is a risk that fraudulent fax or electronic withdrawal requests can be made by someone who has access to your account number and a copy of your signature. From time to time we may verify these requests with you and reserve the right to change or remove this service. See clause 5 for the Terms and Conditions of the fax and electronic service.

## Bank cheques

To organise a bank cheque from your account payable to another party you will need to complete the appropriate form, which is available online or from us, or send us a written request.

If you request a bank cheque through our Adviser and Client Services Centre, reception centres or via written instruction, it will be ready for collection in Sydney after 2.30pm (Sydney time) on the day of your request provided we receive your written request before 12 noon (Sydney time). Otherwise it will be ready by 11.30am (Sydney time) the next business day. See page 4 for applicable fees.

<sup>^</sup> Emails must be sent to [transact@macquarie.com.au](mailto:transact@macquarie.com.au) or, if you are an adviser, to [your.clients@macquarie.com.au](mailto:your.clients@macquarie.com.au)

## Overseas transfers and overseas bank drafts

### Online

The online International Money Transfer (IMT) service allows you to initiate international transfers to and from your Macquarie CMA in foreign currency. IMT has no hidden fees and gives you full transparency of the foreign exchange rate at the time you make the transaction. Register for this service online at [www.internationalmoneytransfers.com.au](http://www.internationalmoneytransfers.com.au) or by clicking the International Money Transfers link in [Transact@Macquarie](mailto:Transact@Macquarie). Alternatively call IMT on 1300 797 494 (Australia) or +61 2 8667 8082 (International). The IMT service is provided by OzForex Pty Ltd, a Macquarie Group company subsidiary, and a related body corporate of Macquarie.

### Written requests

Telegraphic Transfers and overseas bank drafts may be requested in writing by completing the Overseas Telegraphic Transfer form available online at [www.macquarie.com.au/personal](http://www.macquarie.com.au/personal). If you don't complete the prescribed form your transfer may not be processed. If you require a bank draft it will be ready for collection from 10:00am the next business day. Please note; Overseas Telegraphic Transfers generally take three to five business days, however we cannot guarantee this. Please refer to page 4 for fees and the adjacent table for times.

## Other withdrawal information

You are unable to withdraw all of your funds and close your account through Macquarie PhoneLink or [transact@macquarie](mailto:transact@macquarie). If you need to close your account, please contact us.

# Lodgement times

The following lodgement times are the latest that transaction requests can be lodged to allow for the same day processing. The earlier you lodge transaction requests, the more time we have to follow up with you, if necessary, before completing them the same day.

| Withdrawal lodgement times   | Sydney time |
|--|-------------|
| Bank cheque requests   |             |
| lodged by  | 9.00am      |
| collect cheques after  | 11.30am     |
| lodged by  | 12 noon     |
| collect cheques after  | 2.30pm      |
| Bank transfer requests   | 2.00pm      |
| All other withdrawal requests  | 12 noon     |
| Bank transfer requests received by <a href="mailto:transact@macquarie">transact@macquarie</a> or Macquarie PhoneLink | 4.30pm      |
| BPAY requests received by <a href="mailto:transact@macquarie">transact@macquarie</a> or Macquarie PhoneLink          | 4.30pm      |
| Overseas telegraphic transfers   | 12 noon     |
| Overseas bank drafts   | 12 noon*    |
| Set up future dated transactions online  | 11.00pm     |

Note: Bank transfers normally reach clients' accounts the following working day. Bank transfers (excluding BPAY) to Building Societies and Credit Unions may take up to 48 hours. Clearance time on cheque deposits is three business days.

\* Drafts will be available for same day collection after 4pm in Sydney only and after 10am the next day in all other states.

# How do I access information on my account?

## How can I manage my account?

### Online Access – [transact@macquarie](mailto:transact@macquarie)

Implementing an efficient cashflow management system is easy with [transact@macquarie](mailto:transact@macquarie). This online service offers you 24 hour online access to your investment information including your account balance, a summary of your transactions, and interest received.

You can view and print a list of your recent transactions, view details of pending transactions, periodic payments and set up and maintain direct debits and periodic payments.

[Transact@macquarie](mailto:Transact@macquarie) also allows you to download your transaction details into Microsoft<sup>®1</sup> Excel, Quicken<sup>®2</sup> and Microsoft<sup>®1</sup> Money.

You can also view and print statements, confirm when your cheques have been presented, track the unit prices of Macquarie funds and maintain your account details. Visit [www.macquarie.com.au/personal](http://www.macquarie.com.au/personal) and login using your MAC and password.

### Phone access – Macquarie PhoneLink 133 275

With Macquarie PhoneLink, you can quickly and easily access your account over the phone. It allows you to access your account details and transaction history 24 hours a day, seven days a week.

## Enquiries

If you have any enquiries regarding the Macquarie CMA or this Product Information Statement, we can be contacted by one of the following methods.



1800 806 310



Write to: Macquarie Bank Limited  
GPO Box 1459, Brisbane Qld 4001



Visit [www.macquarie.com.au/personal](http://www.macquarie.com.au/personal)

## Further information

The following information, which also forms part of this Product Information Statement, may be found on our website at [www.macquarie.com.au/cma.pdf](http://www.macquarie.com.au/cma.pdf) in the document titled "Macquarie CMA – Further information, dated 28 November 2008". We will supply a copy of that document to you at no charge on request. It includes information dealing with:

- Personal information – a statement of how we will handle personal information we collect about you, and your rights in relation to this information.
- Application guide – a guide to help you complete your application.
- Terms and conditions – the detailed terms governing the ways you access your funds from Macquarie Cash Management Account, such as by giving fax and electronic instructions, how you may authorise someone else to operate your account, the operation of the Macquarie Online service (including how and when payments are made), the terms of Direct Debits, and what you and Macquarie may be required to do to comply with Anti-Money Laundering and Counter-Terrorism Financing Laws.

## Complaints

We have procedures in place to properly consider and deal with any complaints within 45 days of receipt. Macquarie is a member of the Financial Ombudsman Service (FOS), an independent external complaints resolution scheme. If you are not satisfied with the response from us, you can contact FOS quoting our membership number 10019. FOS can be contacted at:

### Financial Ombudsman Service

✉ GPO Box 3, MELBOURNE VIC 3001

☎ 1300 780 808

@ info@fos.org.au

▶ www.fos.org.au

## Telephone recording policy

You should be aware that we may record all of our phone conversations with you and your adviser relating to your account. The application form includes an acknowledgement to this effect. If you do not want your conversation recorded please let your customer service representative know.

## How will you keep me informed?

|                         |   |
|-------------------------|---|
| Welcome Kit             | We will send you a Welcome Kit which will include <ul style="list-style-type: none"><li>■ an account confirmation</li><li>■ your Macquarie Access Code (MAC) so you are able to access the online and phone services.</li></ul>   |
| PIN and password        | Your PIN and password will be mailed separately to your Welcome Kit.  |
| Statements              | You can view your statements online or opt to receive them printed. Using transact@macquarie you can view and print statements. Your printed statements are mailed monthly. <sup>3</sup>  |
| Annual interest summary | <p>To help you with your tax return we include an annual interest summary on your June statements. Your annual interest summary may also be viewed and printed through transact@macquarie.</p> <p>The "Interest Paid" figure represents the amount of interest paid on your account. This should be included on your tax return under Income in the Gross Interest section.</p> |

<sup>1</sup> ® Microsoft Excel and Microsoft Money are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

<sup>2</sup> ® Quicken is a trademark and service of Intuit Inc, registered in the United States and other countries and used by Reckon Ltd under licence.

<sup>3</sup> Macquarie intends that account statements will be available from April 2009.



# How do I complete an application?

The application form will guide you through the questions. Please note that for some applicants we require additional documentation. Once you have completed your application form, please sign and then return the original to your financial adviser or to Macquarie directly.

## Important information about your application

### Who can open an account?

- Individuals over 18 years old
- Companies
- Incorporated or unincorporated bodies (e.g. Strata bodies corporate, trade unions and sporting associations)
- Trustees for other entities – see table in the application guide
- Government bodies
- Registered co-operatives

For applications with five or more applicants, please attach a separate completed application form with additional applicants' details.

If you are opening an Account on behalf of a minor (i.e. acting as trustee) you are required to quote a tax file number or exemption reason to prevent tax being deducted from the Account interest.

If you are opening an Account on behalf of a minor or another entity, we require you to provide supporting documentation.

### Residential and mailing addresses

**Please note we are required to collect a residential address for the account holder(s).**

If your mailing address is care of a third party such as your adviser, please be aware that all correspondence will be sent to this address, including printed statements, cheque books and passwords and PINs for internet and phone services.

If printed statements for the Macquarie CMA are sent care of your adviser, administrator, accountant or stockbroker, we will also send you a statement or you can opt to view them online.

### Attorneys

If you are signing under power of attorney, please provide identification (e.g. driver's licence) with an attached original certified copy of the power of attorney and specimen signature(s) of the attorney(s) if not displayed on the document.

### Financial adviser's details or stamp

If a licensed financial adviser's details or stamp appears on the application form we may pay them commission. We will also supply them with information about your Accounts and attempt to contact them in the first instance if any Account follow up is required.

### Cheque deposits

Cheques will only be accepted into your Macquarie CMA, if made out to **the Account holder**.

Third party cheques cannot be accepted.

## Personal information

By completing the application form for the Macquarie Cash Management Account you agree to us collecting, holding and using personal information about you to process your application, and administer and manage the products and services we provide to you. This includes monitoring, auditing and evaluating those products and services, modelling data, data testing, communicating with you and dealing with any complaints or enquiries.

You need not give us any personal information requested in the application form or in any other document or communication relating to the products or services we supply you. However, without this information, we may not be able to process your application or provide you with an appropriate level of service.

You agree to allow us to provide access to your personal information to other companies in the Macquarie Group as well as external service providers which provide services in connection with your Account.

If a financial adviser's stamp or details appear on the application form we will supply that financial adviser with information about your Account. If you authorised any other third party to access your Account we may disclose your personal information to that third party.

We may also disclose your personal information:

- if, acting in good faith, we believe that any law requires or permits us to do so
- if you consent

We and other companies in the Macquarie Group may use your personal information to offer products or services that may be of interest to you unless you request us not to.

You may request access to most personal information that we hold about you. Sometimes there will be a reason why that is not possible, in which case we will tell you why.

You can contact us to make a request for access or for any other reason relating to the privacy of your personal information by telephoning us on 1800 806 310 or writing to us at:

**Macquarie Bank Limited**  
**GPO Box 1459, Brisbane Qld 4001**

Macquarie's privacy statement and details on how you may access or update your personal information can also be found at [www.macquarie.com.au](http://www.macquarie.com.au)

# Application guide

The application form will guide you through the questions that are applicable to the type of application you are making. Please note that for some account types we require additional documentation. The table on pages 17 to 19 will advise you of any additional requirements.

|                                  |   |
|----------------------------------|---|
| Identification (ID) requirements | <p><b>When do I need to provide identification?</b></p> <p>You must supply an identification form and/or supporting documentation unless you are an active account holder who has already supplied an identification form.</p> <p>This also applies to individuals who are authorised third party signatories on your account.</p> <p><b>Why do I need to provide identification?</b></p> <p>The Anti-Money Laundering and Counter-Terrorism Financing Act 2006 and Macquarie internal policies and procedures require the collection and verification of specific information from clients.</p> <p><b>Which identification form should I use and what do I need to do?</b></p> <p>This will depend on the type of account you are opening and whether or not you are being identified through an authorised financial adviser.</p> <p><b>Identification through an authorised Financial Adviser</b></p> <p>If you are being identified by your financial adviser, then your adviser will need to:</p> <ul style="list-style-type: none"><li>■ complete the relevant FSC/FPA identification form for the type of account you are opening (see pages 17 to 19 for details of the form you will need to complete). Identification forms are available from <a href="http://macquarie.com.au/idforms">macquarie.com.au/idforms</a></li><li>■ verify certain identification documents such as your passport or driver's licence. Each form has different requirements which are specified on the form</li><li>■ send a copy of the completed form to us.</li></ul> <p><b>What is an authorised Financial Adviser?</b></p> <p>An adviser who has held an Australian Financial Services Licence (AFSL), or has provided financial services as a representative on behalf of an AFSL holder, for two or more continuous years.</p> <p><b>Identification not being undertaken by an authorised Financial Adviser</b></p> <p>If you are not being identified by an authorised financial adviser, then you will need to follow the below steps:</p> <ul style="list-style-type: none"><li>■ for individual and joint accounts, applicants must complete the application form and attach an original certified copy of one primary document or two secondary documents (see page 17 for a list of accepted identification documents).</li><li>■ if the account is for another type of entity, such as a company or trust, use the relevant Macquarie identification form for the type of account you are opening (see pages 17 to 19 for details of the form you will need to complete).</li></ul> <p><b>Please note:</b> all individuals, including directors, trustees etc are required to provide original certified copies of individual identification, eg either passport or driver's licence (see page 17 for further details).</p> <p><b>What is a certified copy?</b></p> <p>A copy of the original documentation which has been signed as a true and correct copy by your financial adviser or another authorised person. This cannot be faxed. The authorised person should also print their name, date and position and if possible affix an official stamp. Authorised persons may include financial advisers, judges, magistrates, justices of the peace, lawyers/solicitors, police officers and chartered accountants or persons prescribed under the Statutory Declarations Regulations 1993.</p> <p><b>Please note:</b> you can either visit a Macquarie office with original identification documents or mail original certified copies of the identification documents.</p> <p><b>What is required for a company, which has a third party authority on a client's account with a number of nominated authorised signatories?</b></p> <p>Where a company has a number of authorised signatories who can operate a client's account, original certified copies of identification must be provided for each authorised signatory or the company/firm may appoint a verifying officer. The verifying officer must identify and verify the identity of the individuals who act as authorised signatories.</p> <p>The verifying officer is required to:</p> <ul style="list-style-type: none"><li>■ be nominated by the company using Part B of the Verifying Officer form, available from <a href="http://macquarie.com.au/idforms">macquarie.com.au/idforms</a></li><li>■ complete Part C of the Verifying Officer form</li><li>■ send the form to us with the supporting identification documentation (unless completing an FSC/FPA identification form).</li></ul> |
|----------------------------------|---|

# Application guide

|                          |   |
|--------------------------|---|
| Who can open an account? | <ul style="list-style-type: none"><li>■ Applicants who have obtained and signed the application form in Australia</li><li>■ Individuals over 18 years</li><li>■ Companies</li><li>■ Incorporated bodies (eg strata bodies, corporate trade)</li><li>■ Unions and sporting associations</li><li>■ Trusts – a trust can be:<ul style="list-style-type: none"><li>– Non corporate – trustees are individuals (eg for a self managed super fund, a family trust, a deceased estate). Account will be in the name of the trustees, or</li><li>– Corporate – trustee is a company (eg for a self managed super fund, a family trust or deceased estate). Account will be in the name of the company.</li></ul></li></ul> <p>Please see pages 17 to 19 for details on how account types should be set up and supporting documentation which may be required.</p> |
| Initial deposit          | Your account number will be provided in your welcome kit. You will be able to undertake a funds transfer once you have received this.   |
| Adviser details          | If a licensed financial advisory firm's stamp or details appear on the application form we may pay them commission and will attempt to contact them in the first instance if any follow up is required on your account. We will also supply them with information about your accounts unless you advise us not to do so.  |

# Account types and application requirements

| Account type      | Whose name must the account be in? | What identification form do I need to provide?#  |  |
|-------------------|------------------------------------|--|--|
|                   |                                    | I am providing my identification directly to Macquarie   | I am providing my identification through my financial adviser  |
| <b>Individual</b> | The individual                     | <p>Please provide a certified copy^ of one primary document <b>OR</b> two secondary documents.</p> <p><b>Primary documents</b></p> <ul style="list-style-type: none"> <li>■ Australian issued passport (current or expired less than two years)</li> <li>■ International passport (current)</li> <li>■ Government issued driver's licence (current)</li> <li>■ Card issued under a State or Territory for the purpose of proving your age and containing your photograph (current).</li> </ul> <p><b>Secondary documents</b></p> <p>Please provide one document from Group A <b>AND</b> one document from Group B.</p> <ul style="list-style-type: none"> <li>■ Group A <ul style="list-style-type: none"> <li>– Australian birth certificate</li> <li>– Australian citizenship certificate</li> <li>– Pension card issued by Centrelink</li> <li>– Health card issued by Centrelink.</li> </ul> </li> <li>■ Group B <ul style="list-style-type: none"> <li>– A document issued by the Australian Tax Office within the preceding 12 months that contains your name and residential address (eg Notice of Assessment)</li> <li>– A document issued by a local government body or utilities provider within the preceding 3 months that records the provision of services to your address or to you (eg water or electricity bill). The document must contain your name and residential address</li> <li>– A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual.</li> </ul> </li> </ul> <p>If you are unable to provide the above, please contact Macquarie to discuss other identification options.</p> | <ul style="list-style-type: none"> <li>■ FSC/FPA individual identification form.</li> </ul>                    |
| <b>Joint</b>      | Each individual investor           | Each signatory must provide the identification requirements outlined in the Individual section above.  | <ul style="list-style-type: none"> <li>■ FSC/FPA individual identification form for each signatory.</li> </ul> |

# Additional documentation may be required in some circumstances. We reserve the right to vary these requirements.

^ A certified copy is a copy which has been certified as being a true and accurate copy of the original by an authorised person (as prescribed under Statutory Declarations Regulations 1993), such as a financial adviser who has held an AFSL for two or more continuous years, a judge, magistrate, justice of the peace, lawyer/solicitor, police officer or chartered accountant.

# Account types and application requirements

| Account type                                      | Whose name must the account be in?  | What identification form do I need to provide?#  |  |
|---|---|--|--|
|   |   | I am providing my identification directly to Macquarie   | I am providing my identification through my financial adviser  |
| <b>Sole trader</b>                                | The individual and the business name  | <ul style="list-style-type: none"> <li>■ Certified copy^ of Registration of Business Name, and</li> <li>■ Sole traders must provide the identification requirements outlined in the Individual section on page 17.</li> </ul>  | <ul style="list-style-type: none"> <li>■ Certified copy^ of Registration of Business Name, and</li> <li>■ FSC/FPA individual and sole traders identification form.</li> </ul>  |
| <b>Deceased estate (Executor)</b>                 | The executors of the estate   | <ul style="list-style-type: none"> <li>■ A certified copy^ of the grant of probate or Letters of Administration, and</li> <li>■ Each executor must provide the identification requirements outlined in the Individual section on page 17.</li> </ul>   | <ul style="list-style-type: none"> <li>■ A certified copy^ of the grant of probate or Letters of Administration, and</li> <li>■ FSC/FPA individual identification form for each executor.</li> </ul>   |
| <b>Non corporate trust or superannuation fund</b> | The trustees* of the trust  | <ul style="list-style-type: none"> <li>■ Macquarie trust identification form, and</li> <li>■ Certified copy^ of an up to date extract of the trust deed. The extract should include the page which shows: <ul style="list-style-type: none"> <li>- the trust name</li> <li>- name(s) of trustee(s)</li> <li>- signature(s) of trustee(s) with witness' signatures</li> <li>- date of execution</li> <li>- name(s) of beneficiary</li> <li>- name(s) of settlor, and</li> </ul> </li> <li>■ Each trustee must provide the identification requirements outlined in the Individual section on page 17.</li> </ul> | <ul style="list-style-type: none"> <li>■ FSC/FPA trusts and trustees identification form</li> <li>■ Certified copy^ of an up to date extract of the trust deed. The extract should include the page which shows: <ul style="list-style-type: none"> <li>- the trust name</li> <li>- name(s) of trustee(s)</li> <li>- signature(s) of trustee(s) with witness' signatures</li> <li>- date of execution</li> <li>- name(s) of beneficiary</li> <li>- name(s) of settlor, and</li> </ul> </li> <li>■ FSC/FPA individual identification form for each trustee.</li> </ul>                          |
| <b>Corporate trust or superannuation fund</b>     | The corporate trustee*  | <ul style="list-style-type: none"> <li>■ Macquarie trust identification form, and</li> <li>■ Macquarie company identification form, and</li> <li>■ Each trustee must provide the identification requirements outlined in the Individual section on page 17.</li> </ul>   | <ul style="list-style-type: none"> <li>■ FSC/FPA trusts and trustees identification form</li> <li>■ Certified copy^ of an up to date extract of the trust deed, if not already provided. The extract should include the page which shows: <ul style="list-style-type: none"> <li>- the trust name</li> <li>- name(s) of trustee(s)</li> <li>- signature(s) of trustee(s) with witness' signatures</li> <li>- date of execution</li> <li>- name(s) of beneficiary</li> <li>- name(s) of settlor, and</li> </ul> </li> <li>■ FSC/FPA individual identification form for each trustee.</li> </ul> |
| <b>Company or business</b>                        | The company or the proprietor (individuals or a company) trading as a business name | <ul style="list-style-type: none"> <li>■ Macquarie company identification form, and</li> <li>■ Certified copy^ of the Certificate of Incorporation or Registration, and</li> <li>■ Copy of signed meeting minutes that show which officers can open and operate the account, and</li> <li>■ Each signatory must provide the identification requirements outlined in the Individual section above on page 17.</li> </ul>  | <ul style="list-style-type: none"> <li>■ FSC/FPA Australian and foreign companies identification form</li> <li>■ Certified copy^ of the Certificate of Incorporation or Registration, and</li> <li>■ Copy of signed meeting minutes that show which officers can open and operate the account, and</li> <li>■ FSC/FPA individual identification form for each signatory.</li> </ul>  |

# Additional documentation may be required in some circumstances. We reserve the right to vary these requirements.

\* Applications must be in the name of the trust and trustee.

^ A certified copy is a copy which has been certified as being a true and accurate copy of the original by an authorised person (as prescribed under Statutory Declarations Regulations 1993), such as a financial adviser who has held an AFSL for two or more continuous years, a judge, magistrate, justice of the peace, lawyer/solicitor, police officer or chartered accountant.

# Account types and application requirements

| Account type                                     | Whose name must the account be in?            | What identification form do I need to provide?#  |  |
|--|---|--|--|
|  |   | I am providing my identification directly to Macquarie   | I am providing my identification through my financial adviser  |
| <b>Incorporated body or association</b>          | The name of the incorporated body             | <ul style="list-style-type: none"> <li>■ Macquarie association identification form or Macquarie registered co-operative identification form, and</li> <li>■ Certified copy^ of the Certificate of Incorporation or Registration, and</li> <li>■ Copy of signed meeting minutes that show which officers can open and operate the account, and</li> <li>■ Each signatory must provide the identification requirements outlined in the Individual section on page 17.</li> </ul> | <ul style="list-style-type: none"> <li>■ FSC/FPA associations identification form or registered co-operative identification form</li> <li>■ Certified copy^ of the Certificate of Incorporation or Registration, and</li> <li>■ Copy of signed meeting minutes that show which officers can open and operate the account, and</li> <li>■ FSC/FPA individual identification form for each signatory.</li> </ul> |
| <b>Unincorporated body or association</b>        | Officers on behalf of the unincorporated body | <ul style="list-style-type: none"> <li>■ Macquarie association identification form or Macquarie registered co-operative identification form, and</li> <li>■ Certified copy^ of the Certificate of Registration, and</li> <li>■ Copy of signed meeting minutes that show which officers can open and operate the account, and</li> <li>■ Each signatory must provide the identification requirements outlined in the Individual section on page 17.</li> </ul>                  | <ul style="list-style-type: none"> <li>■ FSC/FPA associations identification form or registered co-operative identification form</li> <li>■ Certified copy^ of the Certificate of Registration, and</li> <li>■ Copy of signed meeting minutes that show which officers can open and operate the account, and</li> <li>■ FSC/FPA individual identification form for each signatory.</li> </ul>                  |
| <b>Investing for a child under the age of 18</b> | Individual (the parent or guardian)           | <ul style="list-style-type: none"> <li>■ Certified copy^ of the minor's birth certificate, and</li> <li>■ Each signatory must provide the identification requirements outlined in the Individual section on page 17.</li> </ul>  | <ul style="list-style-type: none"> <li>■ Certified copy^ of the minor's birth certificate, and</li> <li>■ FSC/FPA individual identification form for each signatory.</li> </ul>  |
| <b>Partnership</b>                               | The principals of the partnership             | <ul style="list-style-type: none"> <li>■ Macquarie partnership identification form, and</li> <li>■ Certified copy^ of an extract of the partnership deed, showing the names of the partners, signatories and date of execution, and</li> <li>■ Each signatory must provide the identification requirements outlined in the Individual section on page 17.</li> </ul>   | <ul style="list-style-type: none"> <li>■ FSC/FPA partnership and partners identification form, and</li> <li>■ Certified copy^ of an extract of the partnership deed, showing the names of the partners, signatories and date of execution, and</li> <li>■ FSC/FPA individual identification form for each signatory.</li> </ul>  |

# Additional documentation may be required in some circumstances. We reserve the right to vary these requirements.

^ A certified copy is a copy which has been certified as being a true and accurate copy of the original by an authorised person (as prescribed under Statutory Declarations Regulations 1993), such as a financial adviser who has held an AFSL for two or more continuous years, a judge, magistrate, justice of the peace, lawyer/solicitor, police officer or chartered accountant.

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# Macquarie Cash Management Account Application

Macquarie Bank Limited ABN 46 008 583 542 AFSL No. 237502 is the provider of the Macquarie Cash Management Account (CMA)

**Do not use this form unless it accompanies the Product Information Statement dated 28 November 2008.**

**This form was updated in April 2011.**

**Please use black ink and mark boxes like this ☐ with an (X).**



## IDENTIFICATION REQUIRED

All individuals must attach original certified copies of identification or an FSC/FPA form completed by your financial adviser, unless you are an existing active Macquarie account holder who has provided these documents already.

For other entities, such as companies, trusts, associations etc, the relevant identification form must also be completed and any additional documentation must be provided as outlined in the Application Guide in pages 15 to 19 of the Product information Statement. These forms can be downloaded from [macquarie.com.au/ldforms](http://macquarie.com.au/ldforms)

## ADVISER USE ONLY

Account number (if generated online or over the phone)

- 1** What type of account are you applying for?
- Individual, joint or non-corporate trust ☐ *Go to 2*
- Company, corporate trust or other ☐ *Go to 3*
- 2** Details of individuals or trustees — **if more than four, enter the details on a second form**

Provision of a TFN or ABN is not compulsory, however, if you do not quote your TFN (including both TFNs for joint accounts) or ABN or claim an exemption, tax may be deducted from the interest paid to you at the highest marginal tax rate plus Medicare Levy. Declining to quote a TFN is not an offence.

### Individual 1

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

First given name Other given name(s)

Surname

Any other name known by (if applicable)

Date of birth

Occupation

Mother's maiden name

Does Individual 1 have a tax file number (TFN)?

No ☐ Reason for exemption

Yes ☐ TFN

Is Individual 1 a foreign resident for tax purposes?

No ☐

Yes ☐ Country of residence

### Individual 1 (continued)

*Residential address for Individual 1 (cannot be a PO Box)*

Street name and number

Suburb/town

State

Postcode

Country

Work phone number

Home phone number

Fax number

Mobile phone number

Email address

@

Does Individual 1 have a Macquarie Access Code for online services?

No ☐ We will provide you with an access code

Yes ☐ Macquarie Access Code

Would Individual 1 like to use PayAnyone on this account?

If you do not cross a box this service will not be activated.

No ☐

Yes ☐ Please provide an email address for confirmation of PayAnyone and BPAY® transactions

@

If this is left blank we will use the email address provided above.

Are there any more applicants?

No ☐ *Go to 10*

Yes ☐ *Go to Individual 2*



## Individual 2

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First given name

Other given name(s)

Surname

Any other name known by (if applicable)

Date of birth

Occupation

Mother's maiden name

Does Individual 2 have a tax file number (TFN)?

No ☐ Reason for exemption

Yes ☐ TFN

Is Individual 2 a foreign resident for tax purposes?

No ☐

Yes ☐ Country of residence

*Residential address for Individual 2 (cannot be a PO Box)*

Street name and number

Suburb/town

State

Postcode

Country

Work phone number

Home phone number

Fax number

Mobile phone number

Email address

@

Does Individual 2 have a Macquarie Access Code for online services?

No ☐ We will provide you with an access code

Yes ☐ Macquarie Access Code

## Individual 2 (continued)

Would Individual 2 like to use PayAnyone on this account?

If you do not cross a box this service will not be activated.

No ☐

Yes ☐ Please provide an email address for confirmation of PayAnyone and BPAY® transactions

If this is left blank we will use the email address provided above.

Are there any more applicants?

No ☐ **Go to 10**

Yes ☐ **Go to Individual 3**

## Individual 3

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First given name

Other given name(s)

Surname

Any other name known by (if applicable)

Date of birth

Occupation

Mother's maiden name

Does Individual 3 have a tax file number (TFN)?

No ☐ Reason for exemption

Yes ☐ TFN

Is Individual 3 a foreign resident for tax purposes?

No ☐

Yes ☐ Country of residence

*Residential address for Individual 3 (cannot be a PO Box)*

Street name and number

Suburb/town

State

Postcode

Country

Work phone number

Home phone number

Fax number

Mobile phone number

### Individual 3 (continued)

Email address

@

Does Individual 3 have a Macquarie Access Code for online services?

No ☐ We will provide you with an access code

Yes ☐ Macquarie Access Code

Would Individual 3 like to use PayAnyone on this account?

If you do not cross a box this service will not be activated.

No ☐

Yes ☐ Please provide an email address for confirmation of PayAnyone and BPAY® transactions

@

If this is left blank we will use the email address provided above.

Are there any more applicants?

No ☐ **Go to 10**

Yes ☐ **Go to Individual 4**

### Individual 4

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First given name

Other given name(s)

Surname

Any other name known by (if applicable)

Date of birth

/ /

Occupation

Mother's maiden name

Does Individual 4 have a tax file number (TFN)?

No ☐ Reason for exemption

Yes ☐ TFN

Is Individual 4 a foreign resident for tax purposes?

No ☐

Yes ☐ Country of residence

### Individual 4 (continued)

Residential address for Individual 4 (cannot be a PO Box)

Street name and number

Suburb/town

State

Postcode

Country

Work phone number

Home phone number

Fax number

Mobile phone number

Email address

@

Does Individual 4 have a Macquarie Access Code for online services?

No ☐ We will provide you with an access code

Yes ☐ Macquarie Access Code

Would Individual 4 like to use PayAnyone on this account?

If you do not cross a box this service will not be activated.

No ☐

Yes ☐ Please provide an email address for confirmation of PayAnyone and BPAY® transactions

@


If this is left blank we will use the email address provided above.

Are there any more applicants?

No ☐ **Go to 10**

Yes ☐ **Enter details on an additional application form**

### 3 Full name of company, association or body

 If the company, association or body has not previously provided the applicable identification form and/or identification documents, you will need to provide these. You can download this form from [macquarie.com.au/idforms](http://macquarie.com.au/idforms)

### 4 What is the nature of the business activity?

5Does the company, association or body have an ABN/ACN?

Provision of a TFN or ABN is not compulsory, however, if you do not quote your TFN or ABN or claim an exemption, tax may be deducted from the interest paid to you at the highest marginal tax rate plus Medicare Levy. Declining to quote a TFN is not an offence.

No ☐ Reason for exemption

Yes ☐ ABN/ACN

6Does the company, association or body have a tax file number (TFN)?

No ☐ Reason for exemption

Yes ☐ TFN

7Is the company, association or body a foreign entity for tax purposes?

No ☐ Go to next question

Yes ☐ Country of domicile

8Principal place of office for your business (cannot be a PO Box)

Street name and number

Suburb/town

StatePostcodeCountry

9Provide the name(s) of two directors, sole director, or director and secretary.

Company Officer 1 (director, sole director or secretary)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other 

First given nameOther given name(s)

Surname

Any other name known by (if applicable)

Date of birth

/

/

Occupation

Mother's maiden name

Company Officer 1 (continued)

Residential address for Company Officer 1 (cannot be a PO Box)

Street name and number

Suburb/town

StatePostcodeCountry

Work phone numberHome phone number

Fax numberMobile phone number

Email address

@

Does this officer have a Macquarie Access Code for online services?

No ☐ We will provide you with an access code

Yes ☐ Macquarie Access Code

Would this officer like to use PayAnyone on this account?

If you do not cross a box this service will not be activated.

No ☐

Yes ☐ Please provide an email address for email confirmations of PayAnyone and BPAY® transactions

@

If this is left blank we will use the email address provided above.

Would you like to appoint additional officers?

No ☐ Go to 10

Yes ☐ Go to Company Officer 2

4 of 8

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MACQUARIE CASH MANAGEMENT ACCOUNT APPLICATION

**Company Officer 2 (director or secretary)**Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

First given name

Other given name(s)

Surname

Any other name known by (if applicable)

Date of birth

Occupation

Mother's maiden name

*Residential address for Company Officer 2  
(cannot be a PO Box)*

Street name and number

Suburb/town

State

Postcode

Country

Work phone number

Home phone number

Fax number

Mobile phone number

Email address

Does this officer have a Macquarie Access Code for online services?

No ☐ We will provide you with an access codeYes ☐ Macquarie Access Code

Would this officer like to use PayAnyone on this account?

If you do not cross a box this service will not be activated.

No ☐Yes ☐ Please provide an email address for email confirmations of PayAnyone and BPAY® transactions

@

If this is left blank we will use the email address provided above.

Would you like to appoint additional officers?

No ☐ Go to next questionYes ☐ Please complete the Third Party Authority form in the back of the Product Information Statement.

- 10** Is the applicant a trust (for example a superannuation fund, family trust, deceased estate or minor) **OR** an entity such as an unincorporated business or association?

No ☐ Go to 17Yes ☐ Go to next question

- 11** Are you applying on behalf of a minor (less than 18 years old)?

No ☐ Go to next questionYes ☐ Name of the minor

Attach a copy of minor's birth certificate.  
Parent/guardian to complete Section 2 of this form.

**Go to 17**

- 12** Full name of the trust/entity/trading name

If not previously provided you will need to complete the applicable identification form. You can download this form from [macquarie.com.au/idforms](http://macquarie.com.au/idforms). Additional documents may be required – refer to the Application Guide for details.

- 13** What is the nature of the trust or entity's business activity?

- 14** Does the trust or entity have an ABN/ACN?

Provision of a TFN or ABN is not compulsory, however, if you do not quote your TFN or ABN or claim an exemption, tax may be deducted from the interest paid to you at the highest marginal tax rate plus Medicare Levy. Declining to quote a TFN is not an offence.

No ☐ Reason for exemptionYes ☐ ABN/ACN

- 15** Does the trust or entity have a tax file number (TFN)?  
No ☐ Reason for exemption  
  
Yes ☐ TFN
- 16** Is the trust or entity a foreign entity for tax purposes?  
No ☐ *Go to next question*  
Yes ☐ Country of domicile
- 17** What is the mailing address for this account?

The mailing address will receive correspondence in relation to your account such as passwords and service information. If this section is not completed all mail will be sent to the residential address of individual 1 (if an individual account) or the principal place of office (if a corporate account).

Street name and number or PO Box

Suburb/town

State

Postcode

Country

- 18** How would you like to receive your statements?  
Online only ☐ **Go to 20**  
Printed and online ☐ *Go to next question*

If you do not cross a box you will receive online statements only

- 19** Where would you like your statements sent?  
*This address cannot be care of a third party.*  
The account mailing address indicated in question 17 ☐ *Go to next question*  
(if not care of a third party)  
Another address ☐ *Please list the address below*

*Statement mailing address*

Street name and number or PO Box

Suburb/town

State

Postcode

Country

- 20** Will you require a cheque book?  
Yes ☐ Please select a cheque book size below  
☐ 30 cheques  
☐ 50 cheques  
☐ 100 cheques  
Cheque book fees are outlined on page 4 of the Product Information Statement.  
No ☐ Go to next question

- 21** Where would you like your interest paid?  
Paid into my CMA account ☐ *Go to next question*  
Paid into another account ☐ Provide account details below

Name of financial institution

Branch name and address

BSB

 - 

Account number

Account name

This account will automatically become a nominated account for funds transfers.

- 22** Would you like to nominate another account for funds transfers?  
No ☐ *Go to next question*  
Yes ☐ Provide account details below

Name of financial institution

Branch name and address

BSB


 - 

Account number


Account name

- 23** Will you be making regular deposits by Direct Debit from another account?

No ☐ *Go to next question*


Yes ☐  You will need to complete the Direct Debit Request form located in the back of the Product Information Statement.

**24** Do you want to authorise a third party such as your financial planning or stockbroking firm to make withdrawals from your account?

No ☐  Go to next question

Yes ☐  Provide the **company** name you wish to authorise

**25** Would you like to authorise any other third party to have enquiry and/or transacting authority on your account?

No ☐  Go to next question

Yes ☐ 



You will need to complete a Third Party Authority form located in the back of this Product Information Statement. The third party will need to comply with the applicable identification requirements. Refer to the application guide for additional information.

**26** What is the source of funds for this account?

Superannuation contributions ☐

Commission ☐

Inheritance ☐

Savings ☐

Investment ☐

Normal course of business ☐

Asset sale ☐

Other ☐  Specify below

**27** What is the purpose of this account?

Savings ☐

Growth ☐

Income ☐

Retirement ☐

Business account ☐


Other ☐  Specify below

**28** How much is your initial deposit?

We cannot accept cash or third party cheques.

\$

**29** How will you be making your initial deposit?

☐  Funds transfer

You will be able to perform a funds transfer once you receive your BSB and account number which is included in your welcome kit.

☐  Direct Debit



You will need to complete the Direct Debit Request form located in the back of the Product Information Statement.

☐  Cheque – made payable to the account holder

**30** Please read this before answering the following question

**Joint accounts:** If you do not cross a box we will assume 'All/both of us to sign'.

**Company, Incorporated Association or Body:**

These accounts must be signed by two officers (eg two directors, a director and secretary or two office holders), or as required by the constitution or rules of the company or body, or signed by one director for a sole director company. If you do not cross a box, all future written instructions must be executed in the same way as this application form (unless instructed otherwise in writing).

What are the signing instructions for this account?

Any one of us to sign ☐

All/both of us to sign ☐

Other ☐  Specify below



31 Applicant Declaration

Please read the Product Information Statement before signing and returning this original application form.

I/we acknowledge that I/we have read the Macquarie Cash Management Account Product Information Statement and agree to be bound by the Terms and Conditions set out in the Product Information Statement.

I/we acknowledge and agree that:

- this application form was obtained and signed while in Australia, and
- if I/we do not provide Macquarie Bank Limited (MBL) with information as requested, or there is a delay in providing MBL with this information, MBL may not be able to open my/our account, and
- MBL is not liable for any loss incurred by me/us as a result of any action of MBL which either delays an account being opened or results in an application being declined, when these actions are necessary for MBL to comply with its obligations under AML/CTF Laws and/or its internal policies and procedures, and
- MBL may require further information from me/us from time to time in order to meet its obligations under AML/CTF Laws or its internal policies and procedures and I/we agree to provide MBL with whatever additional information is reasonably required in order for MBL to meet its obligations under AML/CTF Laws /or its internal policies and procedures, and
- MBL will use and disclose my/our personal information as set out under the heading 'Personal Information' in the Macquarie CMA – Further Information document which forms part of the Product Information Statement, and
- MBL will provide information to my financial adviser, should I have one, and will attempt to contact them if any follow up is required on my account.

I/we declare that all information that I/we have provided to MBL in relation to this application (whether on this form or by other means) is true and correct.

Authorisation of Individual 1 or Company Officer 1

Mr Mrs Miss Ms Other

Name (print here)

Your capacity of signing

Individual Director Sole Director Secretary Trustee Other Specify below

Signature

Date

Authorisation of Individual 2 or Company Officer 2

Mr Mrs Miss Ms Other

Name (print here)

Your capacity of signing

Individual Director Secretary Trustee Other Specify below

Signature

Date

Authorisation of Individual 3

Mr Mrs Miss Ms Other

Name (print here)

Signature

Date

Authorisation of Individual 4

Mr Mrs Miss Ms Other

Name (print here)

Signature

Date

32 Adviser use only

By completing this section of the application form you are confirming that you are an authorised representative of the dealer group below and that the dealer group holds a current AFS Licence and is authorised to deal in and advise on this cash product.

Dealer name

Dealer code

Adviser name

Adviser code

Product CMH

DAN

This code can be used if your dealer group has a unique reference for this adviser

DCN

This code can be used if your dealer group has a unique reference for this client



# Macquarie CMA Supplementary forms

Macquarie Cash Solutions  
Smart cash management solutions made simple



# Implementing your cashflow system

The key to successful cashflow management is having a clear picture of your cashflow pattern. The Macquarie CMA offers you a range of tools and services to create a complete cashflow monitoring system.

Using the Macquarie CMA's range of supplementary services, you can create a complete picture of your cashflow by reinvesting investment income, making payments to and from your accounts, and giving varying levels of authority to third parties such as your financial adviser, stockbroker or accountant. This means that you and your financial adviser can make informed investment decisions based on your overall financial position, helping you to reach financial independence faster.

This booklet has been designed to provide you with the forms you need to help you implement your cashflow management system.

Would you like:

|   |  |
|---|--|
| ■ To set up a regular direct debit into your account  | Complete the <i>Direct Debit</i> form  |
| ■ To set up a periodic payment from your account  | Complete the <i>Periodic Payment Authority</i> form  |
| ■ To direct your dividends and interest to your account   | Complete the <i>Dividend/Interest Payment Authority</i> form and send it to the institution or registry where the investment is held   |
| ■ To give a third party access to your account  | Complete the <i>Third Party Authority</i> form   |
| ■ To give your adviser access to transfer funds between your linked CMA, CMT and Cash XL accounts | Complete the <i>Adviser Limited Third Party Authority</i> form   |
| ■ To provide your identification record (Individuals and Sole Traders)                            | Your adviser will complete the identification form for Individuals and Sole Traders. All other forms can be downloaded at <a href="http://www.macquarie.com.au/idforms">www.macquarie.com.au/idforms</a> |

# Macquarie Cash Solutions

## Direct Debit Request

Macquarie Investment Management Limited ABN 66 002 867 003 AFSL No. 237492  
Macquarie Bank Limited ABN 46 008 583 542 AFSL No. 237502

- Complete section 2 if you would like your initial deposit to be via direct debit.
- Complete section 3 if you would like to set up a regular direct debit.



### 1 APPLICANT DETAILS

Account name

Macquarie account number (if known)

### 2 INITIAL DEPOSIT BY DIRECT DEBIT

Initial amount

\$

When would you like this deposit to be processed?

☐ Immediately

☐ Other ▶ please specify the date (DD/MM/YYYY)

Details of the account to be debited (You cannot nominate a third party account below. The account must be in the same name as your Macquarie Cash Solutions account).

Name of financial institution

Branch name

BSB number

Account number

Account name

Attach an account statement that is less than six months old, for the account you are debiting.

### 3 REGULAR DIRECT DEBIT DETAILS (Please use this section if you would like to set up a regular Direct Debit into your account).

#### First regular Direct Debit

First deposit (If different from the ongoing Direct Debit amount. Minimum \$250)

\$

Regular deposit amount (Minimum \$250 per transaction)

\$

When would you like this deposit to be processed?

☐ Immediately

☐ Other ▶ please specify the date (DD/MM/YYYY)

Timing

Weekly ☐ ▶ Day of week

Monthly ☐ ▶ Start date (DD/MM)

Quarterly ☐ ▶ Start month (MM)

Half yearly ☐ ▶ Start month (MM)

Yearly ☐ ▶ Start date (DD/MM)

Quarterly and yearly plans are debited at the end of the nominated month

Details of account to be debited (You cannot nominate a third party account below. The account must be in the same name as your Macquarie Cash Solutions account).

Name of financial institution

Branch name

BSB number

Account number

Account name

Attach an account statement that is less than six months old, for the account you are debiting.

Second regular Direct Debit (if required)

First deposit (If different from the ongoing Direct Debit amount. Minimum \$250) \$

Regular deposit amount (Minimum \$250 per transaction) \$

When would you like this deposit to be processed

☐ Immediately
☐ Other ▶ please specify the date (DD/MM/YYYY)

Timing
Weekly ☐ ▶ Day of week
Monthly ☐ ▶ Start date (DD/MM)
Quarterly ☐ ▶ Start month (MM)
Half yearly ☐ ▶ Start month (MM)
Yearly ☐ ▶ Start date (DD/MM)
Quarterly and yearly plans are debited at the end of the nominated month

Details of account to be debited (You cannot nominate a third party account below. The account must be in the same name as your Macquarie account).

Name of financial institution
Branch name
BSB number
Account number
Account name

You need to attach an account statement that is less than six months old for the account you are debiting.

4 DECLARATION

- The Direct Debit service is an optional service which allows you to set up regular investments into your Account from accounts operated by certain other approved financial institutions which permit the processing of direct debits. Your use of the Direct Debit service is subject to the following terms and conditions:
- a. The account held by your nominated financial institution must be in the same name or names as your Account.
  - b. Where the due date for a debit does not fall on a Business Day, your nominated financial institution may vary the timing of the direct debit. If you are uncertain as to when a debit will be processed, you should ask your financial institution.
  - c. You must allow two Business Days from the date of receipt by us for funds invested via the Direct Debit service to be cleared.
  - d. Third parties authorised to transact on your Account may not set up a Direct Debit on your behalf.
  - e. You must notify us immediately if you know or suspect any unauthorised transactions have occurred in relation to your Direct Debits. You should also notify your financial institution as soon as possible.
  - f. You must ensure that there are sufficient cleared funds in your nominated account(s) to honour the direct debit request.
  - g. Your nominated financial institution(s) may, in its absolute discretion, decide the order of priority of payment by it of any monies pursuant to this request or any equivalent authority or mandate.
  - h. Your nominated financial institution(s) may in its absolute discretion, at any time by notice in writing to you or us, terminate this request as to future debits.
  - i. We may, by 14 days prior notice in writing to you, vary the timing of future debits.
  - j. You can modify or defer your use of the Direct Debit service at any time by giving us notice in writing. Your request will normally be processed within seven days of receiving your properly completed request.
  - k. You can stop your use of the Direct Debit service at any time by giving Macquarie seven days notice in writing or by contacting your nominated financial institution. Your request will normally be processed within seven days of receiving your properly completed request.
  - l. When your Account is closed, all regular deposits under the Direct Debit service will cease.
  - m. Your use of the Direct Debit service may be automatically cancelled if three consecutive direct debit payments are dishonoured due to insufficient funds in your nominated account. If this occurs, we will notify you that your use of the service has been cancelled. We will also charge to your Account the cost of any dishonour costs.
  - n. You acknowledge that we may be required to reveal details of your direct debit request to our sponsor bank to assist with the checking of any incorrect or wrongful debits to your nominated account. In all other circumstances, we will keep all information relating to your Direct Debit arrangements private and confidential unless otherwise required by law.
  - o. You authorise the external financial institution(s) nominated on the Direct Debit form to confirm the BSB, account number and account name to us if required.
  - p. Direct debiting through the Bulk Electronic Clearing System (BECS) is not available on all accounts. You should check your account details against a recent statement. If you are uncertain about these matters, you should contact your nominated financial institution.

5 SIGNATURE

TO BE SIGNED BY NOMINATED ACCOUNT HOLDERS (NOT THIRD PARTY AUTHORISED SIGNATORIES)

I/We request you, until further notice in writing, to debit the nominated account(s) with any amount which Macquarie Investment Management Limited ABN 66 002 867 003 AFSL No. 237492 (User ID 013402) or Macquarie Bank Limited ABN 46 085 835 542 AFSL No. 237502 (User ID 362941) may debit or charge me/us in connection with my/our Macquarie Cash Management Trust and/or Macquarie Cash XL and/or Macquarie Cash Management Account Direct Debit(s), through the BECS (Bulk Electronic Clearing System). I/We have completed all relevant sections of this form.

Signature 1

X
Date (DD/MM/YYYY)
Name

If a company officer, you **must** specify your corporate title ☐ Individual ☐ Director ☐ Sole Director ☐ Secretary ☐ Trustee ☐ Other (please specify)

Signature 2

X
Date (DD/MM/YYYY)
Name

If a company officer, you **must** specify your corporate title ☐ Individual ☐ Director ☐ Secretary ☐ Trustee ☐ Other (please specify)

# Macquarie Cash Solutions Periodic Payment Authority

Macquarie Investment Management Limited ABN 66 002 867 003 AFSL No. 237492  
Macquarie Bank Limited ABN 46 008 583 542 AFSL No. 237502

- Use this form to start, amend or cancel periodic payments from your Macquarie Cash Management Account and/or Macquarie Cash Management Trust account.
- Periodic Payments can be set up or altered online through [transact@macquarie](mailto:transact@macquarie) with the appropriate level of access.



## 1 YOUR DETAILS

|                        |                      |
|------------------------|----------------------|
| Account number         | Contact number       |
| <input type="text"/>   | <input type="text"/> |
| Account name (in full) |                      |
| <input type="text"/>   |                      |

## 2 ACTION TO BE TAKEN

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> New payment            | ▶ Please go to Section 3 |
| <input type="checkbox"/> Amend existing payment | ▶ Please go to Section 4 |
| <input type="checkbox"/> Cancel payment         | ▶ Please go to Section 5 |

## 3 NEW PERIODIC PAYMENT

### A. Payment details

|   |   |
|---|---|
| How much should amount of first payment be? | \$ <input type="text"/>   |
| First payment to be made on (DD/MM/YYYY)    | <input type="text"/> / <input type="text"/> / <input type="text"/>  |
| Subsequent payments                         | \$ <input type="text"/>   |
| And then on (DD/MM/YYYY)                    | <input type="text"/> / <input type="text"/> / <input type="text"/>  |
| Payment frequency                           | <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly  |
| Last payment to be made on (DD/MM/YYYY)     | <input type="text"/> / <input type="text"/> / <input type="text"/> <i>The periodic payment will then be cancelled after this date. If left blank we will assume until further notice.</i> |

**Please note funds will be debited on the day you request.**

**Please allow 24 hours for initial setup and two days for transfers to appear as credits in your account.**

### B. Transfer details

|  |   |
|--|---|
| Bank, building society or credit union name  | BSB number                                  |
| <input type="text"/>   | <input type="text"/> - <input type="text"/> |
| Account name/membership number   | Account name                                |
| <input type="text"/>   | <input type="text"/>                        |
| Receiving acct reference (optional) – (Maximum 16 characters) The receiving bank will determine whether the reference will appear  |   |
| <input type="text"/>   |   |
| Optional reference – Appears on your CMA/CMT statement (Maximum 16 characters)   |   |
| <input type="text"/>   |   |
| <input type="checkbox"/> Use this account as an additional nominated account. (Enables initiation of bank transfers via <a href="mailto:transact@macquarie">transact@macquarie</a> or Macquarie PhoneLink) |   |

*Refer to Account Nomination Form for additional changes to nominated bank accounts.*

## 4 AMEND EXISTING PAYMENT

### A. Current details

|   |   |                      |
|---|---|----------------------|
| BSB number  | Account number  | Payee name           |
| <input type="text"/> - <input type="text"/>                                     | <input type="text"/>  | <input type="text"/> |
| Payment amount \$   | Date of final payment using current details (DD/MM/YY) <input type="text"/> / <input type="text"/> / <input type="text"/> |                      |
| <input type="checkbox"/> Remove this account as an additional nominated account |   |                      |

### B. New details

|  |   |                      |
|--|---|----------------------|
| BSB number   | Account number  | Payee name           |
| <input type="text"/> - <input type="text"/>  | <input type="text"/>  | <input type="text"/> |
| New payment amount \$  | First payment date using new details (DD/MM/YY) <input type="text"/> / <input type="text"/> / <input type="text"/>  |                      |
| Payment frequency  | <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly  |                      |
| Last payment to be made on (DD/MM/YY)  | <input type="text"/> / <input type="text"/> / <input type="text"/> <i>The periodic payment will then be cancelled after this date. If left blank we will assume until further notice.</i> |                      |
| <input type="checkbox"/> Use this account as an additional nominated account. (Enables initiation of bank transfers via <a href="mailto:transact@macquarie">transact@macquarie</a> or Macquarie PhoneLink) |   |                      |

5 CANCELLATION

Cancel the payment for \$

going to: Payee name

(name of bank, building society or credit union)

Last payment to be made on (DD/MM/YYYY)  /  /

☐ Remove this account as an additional nominated account.

Please allow 24 hours for your cancellation to be processed.

6 DECLARATION

I/We request you, until further notice in writing, to debit my/our Macquarie account as set out above.

I/We confirm that I/We have read and understood the conditions below and I/We understand that you accept this authority only upon those conditions.

The declaration must be signed in accordance with the account operating instructions.

Signature

Date (DD/MM/YYYY)  /  /

Print name

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (please specify)

If a company officer, you must specify your corporate title

☐ Individual ☐ Director ☐ Sole Director ☐ Secretary ☐ Trustee ☐ Other (please specify)

Signature

Date (DD/MM/YYYY)  /  /

Print name

TitleTitle

☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (please specify)

If a company officer, you must specify your corporate title

☐ Individual ☐ Director ☐ Secretary ☐ Trustee ☐ Other (please specify)

7 TERMS AND CONDITIONS

The Macquarie CMA and Macquarie CMT offer a Periodic Payment facility as an optional service which allows you to set up a regular funds transfer to make the same payment each week, fortnight or month from your Account. Your use of the Periodic Payment facility is subject to the following terms and conditions:

a. Transfers directed to bank, building society or credit union accounts will normally appear as credits to those accounts within two Business Days. However, it is possible that delays may occur which are beyond our control, in which case we do not accept liability for any loss or costs associated with such delays.

b. Where the date on which a Periodic Payment falls is not a Business Day, we will debit your Account on the Business Day immediately before that date.

c. You must notify us immediately if you know or suspect any unauthorised transactions have occurred in relation to the Periodic Payment facility.

d. While we will use our best endeavours to make the Periodic Payments you request, other than where we are required by law, we accept no responsibility for refusing or omitting to make all or any of the payments, for late payment, or for failing to follow your instructions.

e. We may, in our absolute discretion, determine the order of priority of payment by us of any monies under the Periodic Payment facility or any other form of withdrawal request.

f. We may terminate your use of the Periodic Payment facility at any time:

i. by notice in writing to you; or

ii. without notice, at any time if:

a. you are in default under any agreement or arrangement with us; or

b. the payee advises us that no further payment is required.

g. This authority remains in effect until it is revoked or terminated by us or by you or on your behalf.

h. You can modify or defer your use of the Periodic Payment service at any time by giving us notice in writing. Your request will normally be processed within seven days of receiving your properly completed request.

i. You can stop your use of the Periodic Payment service at any time by giving Macquarie seven days notice in writing. Your request will normally be processed within seven days of receiving your properly completed request.

j. When your Account is closed, all regular investments under the Periodic Payment service will cease.

k. Your use of Periodic Payment service may be automatically cancelled if three consecutive payments are dishonoured due to insufficient funds in your nominated account. If this occurs, we will notify you that your use of the service has been cancelled. We will also charge to your Account the cost of any dishonour costs.



# Macquarie Cash Solutions Dividend/Interest Payment Authority

Macquarie Investment Management Limited ABN 66 002 867 003 AFSL No. 237492  
Macquarie Bank Limited ABN 46 008 583 542 AFSL No. 237502

THIS FORM IS  
NOT TO BE FAXED



PLEASE DO NOT SEND THIS FORM TO MACQUARIE

## 1 SEND THIS FORM TO

Name and address of institution or registry with whom investment is held

Suburb

State

Postcode

I/We request that for the shareholding or account in section 2 or 3 below

- any future interest/dividend payments/distributions from my/our accounts/shares/bonus shares/units be credited to my/our Macquarie Cash Solutions account in section 4.
- any previous instructions relating to interest/dividend payments/distributions from my/our account/shares/bonus shares/units be cancelled including any existing dividend reinvestment plan.
- this instruction relating to interest/dividend payments/distributions from my/our account/shares/bonus shares/units be maintained unless I/we notify you in writing of any variation.
- if completed in sections 2 or 5 the tax file number is updated.

## 2 DETAILS OF SHARES HELD

For share income, you should provide your shareholder numbers (SRN for issuer sponsored shares, HIN for broker sponsored shares)

Name of shares held (e.g. MQG – Macquarie Group Ltd)

Shareholder number (SRN or HIN)

Tax file number (if shares are held by company/trust)

☐ I/We do not wish to receive the annual report for the company

## 3 DETAILS OF MANAGED FUNDS AND OTHER ACCOUNTS

For managed funds and other accounts please provide the following information

Name of fund or account

Fund or account number

Name of unitholder or accountholder

## 4 MACQUARIE CASH SOLUTIONS ACCOUNT DETAILS

Account name

Account number

BSB number

 – 

Branch address

Suburb

State

Postcode

## 5 SIGNATURE

☐ Individual ☐ Director ☐ Sole Director ☐ Secretary ☐ Trustee

☐ Other (please specify)

Date (DD/MM/YYYY)

 /  / 

Tax file number

Name

☐ Individual ☐ Director ☐ Secretary ☐ Trustee

☐ Other (please specify)

Date (DD/MM/YYYY)

 /  / 

Tax file number

Name

☐ Individual ☐ Director ☐ Secretary ☐ Trustee

☐ Other (please specify)

Date (DD/MM/YYYY)

 /  / 

Tax file number

Name

☐ Individual ☐ Director ☐ Secretary ☐ Trustee

☐ Other (please specify)

Date (DD/MM/YYYY)

 /  / 

Tax file number

Name

Macquarie Investment Management Limited ABN 66 002 867 003 ("MIML") is the responsible entity of and offeror of units in the Macquarie Cash Management Trust. MIML is not an authorised deposit-taking institution for the purposes of the Banking Act (Cth) 1959, and MIML's obligations do not represent deposits or other liabilities of Macquarie Bank Limited ABN 46 008 583 542. Macquarie Bank Limited does not guarantee or otherwise provide assurance in respect of the obligations of MIML. Macquarie Bank Limited is the provider of the Macquarie Cash Management Account.

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# Macquarie Cash Solutions

## Third Party Authority

Macquarie Investment Management Limited ABN 66 002 867 003 AFSL No. 237492  
Macquarie Bank Limited ABN 46 008 583 542 AFSL No. 237502

This form can be used to authorise someone else to operate your account on your behalf and to specify the level of authority you wish to give them (authority levels are explained in section 5).



### 1 YOUR DETAILS

Account number (if known)

Account name in full

To authorise an individual to operate your account as a third party, please complete sections 2A, 2B, 2D (if applicable), 2E and 4. This section should also be used to nominate your accountant, stockbroker or administrator to have Enquiry Authority on your account.

To authorise a specific individual such as your financial adviser, accountant or stockbroker to operate your account as a third party please complete sections 2A, 2C, 2D (if applicable), 2E and 4.

To authorise a company to operate your account (e.g. your stockbroking firm) please complete sections 3 and 4.

### 2 APPOINTMENT OF AN INDIVIDUAL AUTHORITY

#### First Individual

##### A. CONTACT DETAILS

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other (please specify) 

Name of first individual

Any other name known by

Residential address

Suburb

State

Postcode

Contact number

Occupation

Email address

##### B. LEVEL OF AUTHORITY FOR AN INDIVIDUAL

If you are unsure of the type of authority, please refer to section 5

☐ Enquiry Authority – Go to section E

☐ Authorised Signatory – Go to section D

##### C. LEVEL OF AUTHORITY FOR A FINANCIAL SPECIALIST

To give a financial specialist Enquiry Authority on your account, please complete section 2B.

☐ Fee Authority ► Please provide your FAST code   
– Go to section E

☐ Tax Payment Authority – Go to section E

☐ Authorised Signatory – Go to section D

Dealer Code (if known)

Adviser Code (if known)

☐ Please update my details to appoint the above as the financial adviser on my account.

##### D. ADDITIONAL AUTHORISED SIGNATORY INFORMATION

Please select the operating instructions for the appointed Authorised Signatory

(This selection only applies to Authorised Signatories. Current account operating instructions will not be altered.)

☐ Any one Authorised Signatory to sign ☐ All Authorised Signatories to sign

☐ Other – please specify

If a box is not crossed we will assume “all Authorised Signatories to sign”.



If not already supplied, you will need to complete an individual IFSA/FPA identification form which is available from our website at [www.macquarie.com.au/idforms](http://www.macquarie.com.au/idforms)

► Please go to section 2E

#### Second Individual

##### A. CONTACT DETAILS

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other (please specify) 

Name of first individual

Any other name known by

Residential address

Suburb

State

Postcode

Contact number

Occupation

Email address

##### B. LEVEL OF AUTHORITY FOR AN INDIVIDUAL

If you are unsure of the type of authority, please refer to section 5

☐ Enquiry Authority – Go to section E

☐ Authorised Signatory – Go to section D

##### C. LEVEL OF AUTHORITY FOR A FINANCIAL SPECIALIST

To give a financial specialist Enquiry Authority on your account, please complete section 2B.

☐ Fee Authority ► Please provide your FAST code   
– Go to section E

☐ Tax Payment Authority – Go to section E

☐ Authorised Signatory – Go to section D

Dealer Code (if known)

Adviser Code (if known)

☐ Please update my details to appoint the above as the financial adviser on my account.

##### D. ADDITIONAL AUTHORISED SIGNATORY INFORMATION

Please select the operating instructions for the appointed Authorised Signatory

(This selection only applies to Authorised Signatories. Current account operating instructions will not be altered.)

☐ Any one Authorised Signatory to sign ☐ All Authorised Signatories to sign

☐ Other – please specify

If a box is not crossed we will assume “all Authorised Signatories to sign”.



If not already supplied, you will need to complete an individual IFSA/FPA identification form which is available from our website at [www.macquarie.com.au/idforms](http://www.macquarie.com.au/idforms)

► Please go to section 2E



# Adviser limited third party authority – authorisation form

Macquarie Investment Management Limited ABN 66 002 867 003 AFSL No. 237492  
Macquarie Bank Limited ABN 46 008 583 542 AFSL No. 237502

PLEASE USE BLACK INK



This form can be used to allow your adviser or a nominated dealer group access to transfer funds between your:

- Macquarie Cash XL (Cash XL) and Macquarie Cash Management Account (CMA) OR Macquarie Cash XL (Cash XL) and Macquarie Cash Management Trust (CMT) account and/or;
- CMA and CMT, interchangeably

Once registered, your adviser or dealer group representatives can **post or fax** instructions to Macquarie to transfer funds between all the accounts you nominate below using the *Adviser limited third party authority – transfer* form.

Complete and sign this form and return to your nearest Macquarie office.

1

CMT account number

CMT account name

CMA number

CMA name

Cash XL account number

Cash XL account name

2

Which account would you like to select to be your nominated account on the Cash XL account? This selection will replace any previous instructions (the Cash XL account can only have one nominated account which you can transfer funds to).

☐ CMA

☐ CMT

3

Would you like your Cash XL account to also become a nominated account on your CMA and/or CMT account(s)?

☐ Yes

☐ No

4

Who would you like to appoint to your accounts with this limited authority?

An individual adviser

☐

Go to 5

A dealer group

☐

Go to 6

5a

Your adviser's details and signature

Adviser name

Adviser's company name

Dealer code (if known)

Adviser code (if known)

Adviser's contact telephone number

Adviser's email address

**Important information:** by allowing your adviser authority to transfer between these accounts they will automatically be able to obtain information on all of these accounts. Please note: this will not replace the existing nominated adviser on your account, if you wish to change your adviser details please complete the *Change of account details* form.

Your adviser's details and signature (continued)

Adviser signature

Adviser name

5b

If you wish to appoint a second adviser with this authority please complete their details below.

Second adviser name

Second adviser signature

**Please note:** If more than one adviser has signed this form to be granted limited third party authority and is therefore able to transfer funds between all the nominated CMT, CMA and Cash XL accounts above, the signing instructions will default to either to sign, that is, any one of the advisers appointed above may provide instructions to execute a transfer.

6

What is the name of the dealer group you wish to appoint?

The signing instructions for future transfers will be specified by the dealer group in accordance with 7.10 of the terms and conditions.

7

Terms and Conditions

GENERAL TERMS WHICH APPLY TO ALL LEVELS OF AUTHORITY

7.1

Only you can 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:

a.

indemnify us against all loss, liabilities and costs incurred directly or indirectly as a result of the appointment of a third party;

b.

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 from your account on their instruction; and

c.

release us from claims and liabilities in connection with any act or omission related to the appointment of a third party to your account.

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 may cancel the appointment of a third party as an authority on your account by telling you in writing.

7.8

In the event of the death of an account holder, the authority given under this form will automatically terminate.

7.9

Third parties may not set up Direct Debits on your account or give other third parties access or authority on your account.

11

- 7.10 Where you give authority to a company or firm such as your stockbroking or financial advisory firm:

a. The company or firm will give us details of people who can transact on its behalf;

b. You acknowledge and agree that the company or firm may do this and that the people nominated by the company or firm can withdraw from your account in accordance with the authority you have given it;

c. 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;

d. The company or firm must tell us in writing if any nominated person no longer has authority, then that person may still operate your account and you cannot claim that he or she is not acting for you until we are told by the company or firm in writing.
- TERMS RELATING TO THE LEVEL OF AUTHORITY
- 7.11 You agree to terms and conditions for Macquarie Online as set out in the relevant product disclosure statement available from [www.macquarie.com.au](http://www.macquarie.com.au) or by calling us on 1800 806 310.
- 7.12 a. You authorise the third party to have access to information about your account;
- b. You authorise the third party to make withdrawals for any purpose including settlement or investing using online, electronic and telephone withdrawal services, facsimile or any other method agreed in writing by us between the CMA, CMT and Cash XL accounts nominated on this form;
- c. You do not authorise the third party to make any changes to your account details, close your account or enable use of your cheque book, should you have one.

8 Signatures and declaration of CMT, Cash XL and CMA account holders

**Important note:** The account holders for *each* account must sign below. If you are the account holder for the CMT, Cash XL and CMA please sign each section of the form as the CMT, Cash XL and CMA account holder to authorise this third party(s) on all accounts. Forms that are not properly executed will result in processing delays.

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 signs must be existing account signatories.

I/we authorise the above adviser/s and/or dealer group to have limited authority to transact funds between the Cash Management Account, Cash Management Trust and Cash XL accounts above. I/we confirm the below terms and conditions have been read and understood.

CMT Account holders

Signature of CMT account holder

Print name

Date

/ /

Mr Mrs Miss Ms Other

If a company officer, you must specify your corporate title

Individual Director Sole Director  
Secretary Trustee

Signature of CMT account holder

Print name

Date

/ /

Mr Mrs Miss Ms Other

If a company officer, you must specify your corporate title

Individual Director Secretary Trustee

CMA Account holders

Signature of CMA account holder

Print name

Date

/ /

Mr Mrs Miss Ms Other

If a company officer, you must specify your corporate title

Individual Director Sole Director  
Secretary Trustee

Signature of CMA account holder

Print name

Date

/ /

Mr Mrs Miss Ms Other

If a company officer, you must specify your corporate title

Individual Director Secretary Trustee

Cash XL Account holders

Signature of Cash XL account holder

Print name

Date

/ /

Mr Mrs Miss Ms Other

If a company officer, you must specify your corporate title

Individual Director Sole Director  
Secretary Trustee

Signature of Cash XL account holder

Print name

Date

/ /

Mr Mrs Miss Ms Other

If a company officer, you must specify your corporate title

Individual Director Secretary Trustee

**GUIDE TO COMPLETING THIS FORM**

- Complete one form for each individual. Complete all applicable sections of this form in **BLOCK LETTERS**.
- Contact your licensee if you have any queries.

**SECTION 1A: PERSONAL DETAILS**

Surname

Date of Birth dd/mm/yyyy

Full Given Name(s)

Residential Address (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

**COMPLETE THIS PART IF INDIVIDUAL IS A SOLE TRADER**

Full Business Name (if any)

ABN (if any)

Principal Place of Business (if any) (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

SECTION 1B: VERIFICATION PROCEDURE

Verify the **individual's** full name; and **EITHER** their date of birth or residential address.

- Complete Part I (or if the individual does not own a document from Part I, then complete either Part II or III.)
- Contact your licensee if the individual is unable to provide the required documents.

PART I – ACCEPTABLE PRIMARY ID DOCUMENTS

|                          |  |
|--------------------------|--|
| Tick ✓                   | Select ONE valid option from this section only   |
| <input type="checkbox"/> | Australian State / Territory driver's licence containing a photograph of the person                                    |
| <input type="checkbox"/> | Australian passport (a passport that has expired within the preceding 2 years is acceptable)                           |
| <input type="checkbox"/> | Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person |
| <input type="checkbox"/> | Foreign passport or similar travel document containing a photograph and the signature of the person*                   |

PART II – ACCEPTABLE SECONDARY ID DOCUMENTS – *should only be completed if the individual does not own a document from Part I*

|                          |  |
|--------------------------|--|
| Tick ✓                   | Select ONE valid option from this section  |
| <input type="checkbox"/> | Australian birth certificate   |
| <input type="checkbox"/> | Australian citizenship certificate   |
| <input type="checkbox"/> | Pension card issued by Centrelink  |
| <input type="checkbox"/> | Health card issued by Centrelink   |
| Tick ✓                   | AND ONE valid option from this section   |
| <input type="checkbox"/> | A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address   |
| <input type="checkbox"/> | A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. <i>Block out the TFN before scanning, copying or storing this document.</i> |
| <input type="checkbox"/> | A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)   |
| <input type="checkbox"/> | If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school  |

PART III – ACCEPTABLE FOREIGN ID DOCUMENTS – *should only be completed if the individual does not own a document from Part I*

|                          |  |
|--------------------------|--|
| Tick ✓                   | <b>BOTH</b> documents from this section must be presented  |
| <input type="checkbox"/> | Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth*            |
| <input type="checkbox"/> | National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued* |

\*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

SECTION 1C: RECORD OF VERIFICATION PROCEDURE

**IMPORTANT:**

- **Attach** a legible copy of the ID documentation used to verify the individual (and any required translation).
- **Alternatively, if agreed** between your licensee and the product issuer, complete the ID Document Details below, and **DO NOT** attach copies of the ID Documents.

| ID DOCUMENT DETAILS            | Document 1  | Document 2  |
|--------------------------------|---|---|
| Verified From                  | <input type="checkbox"/> Original <input type="checkbox"/> Certified Copy | <input type="checkbox"/> Original <input type="checkbox"/> Certified Copy |
| Document Issuer                |   |   |
| Issue Date                     |   |   |
| Expiry Date                    |   |   |
| Document Number                |   |   |
| Accredited English Translation | <input type="checkbox"/> N/A <input type="checkbox"/> Sighted             | <input type="checkbox"/> N/A <input type="checkbox"/> Sighted             |

SECTION 1D: FINANCIAL PLANNER DETAILS – identification and verification conducted by:

Date Verified (dd/mm/yyyy)

Financial Planner's Name

Phone No.

AFS Licensee Name

AFSL No.









## How to contact Macquarie

### Clients

- 📞 Contact your adviser or call 1800 806 310
- 📠 Fax: 1800 550 140
- ▶ [macquarie.com.au/personal](http://macquarie.com.au/personal)
- @ [transact@macquarie.com](mailto:transact@macquarie.com) (existing clients)

### Financial advisers

- 📞 Phone: 1800 808 508
- 📠 Fax: 1800 550 140
- ▶ [macquarie.com.au/advisers](http://macquarie.com.au/advisers)
- @ [adviser@macquarie.com](mailto:adviser@macquarie.com)
- @ [your.clients@macquarie.com.au](mailto:your.clients@macquarie.com.au) (existing advisers)

### Overseas queries

- 📞 Phone: +61 7 3233 8136

### Macquarie PhoneLink

- 📞 Phone: 133 275

### New South Wales

1 Shelley Street, Sydney NSW 2000  
Macquarie Bank Limited  
PO Box 192, Australia Square NSW 1215  
Hours of Operation: 8.00am – 6.00pm

### Victoria

Level 26, 101 Collins Street, Melbourne VIC 3000  
Macquarie Bank Limited  
GPO Box 5435CC, Melbourne VIC 3001  
Hours of Operation: 8.00am – 5.00pm

### Queensland

Level 8, Comalco Place, 12 Creek Street,  
Brisbane QLD 4000  
Macquarie Bank Limited  
GPO Box 1459, Brisbane QLD 4001  
Hours of Operation: 8.00am – 5.30pm

### South Australia

Level 2, 151 Pirie Street, Adelaide SA 5000  
Macquarie Bank Limited  
GPO Box 2632, Adelaide SA 5001  
Hours of Operation: 8.00am – 5.00pm

### Western Australia

Level 3, Bishops See, 235 St Georges Terrace,  
Perth WA 6000  
Macquarie Bank Limited  
PO Box 7306, Cloisters Square, Perth WA 6850  
Hours of Operation: 8.00am – 5.00pm