

Change of Name / Name Correction Form

Client Account Details

Account Number(s) _____
 Account Name(s) _____
 Account Designation < _____ > (if applicable)

Do you have any of the following accounts? Please insert account numbers

Cash Account _____ Margin Lending _____
 Options _____ Fixed Interest _____
 International _____ Other _____

Change of name details - Please note we require supporting documentation outlined below to action your request.

New Personal Name

Title _____ Surname _____ Given name(s) _____
 Old Signature _____ New Signature _____

New Company Name

Company Name _____

Authorised Signatories - Please provide signatures of all account holders to execute instructions.

 Individual/Applicant 1/Company Director/Sole Director Signature

 Date

 Individual/Applicant 2/Company Director/Sole Director Signature

 Date

Please provide certified copies of the following documentation to support the change.

Type of change	Support documentation
Change of individual name due to marriage	Original certified copy of marriage certificate
Change of individual name due to divorce	Original certified copy of decree nisi; and Original certified copy of birth certificate
Change of individual name due to formal name change	Original certified copy of Change of Name certificate
Add or remove middle name	Photo ID showing requested name details
Change of individual name due to error	Photo ID showing correct name details
Change of company name	Original certified copy of Change of Company name certificate

Please complete and return to:

Bell Potter Securities Limited
 Reply Paid 4718 Melbourne VIC 8060

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A person* who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. Justice of the Peace, Police Officer, etc.) and date.

*The following can certify copies of the originals as **true and correct** copies:

- A Justice of the Peace;
- A finance company officer with two or more years of continuous service (with one or more finance companies);
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees;
- A notary public office;
- A police officer;
- A permanent employee of Australia Post with two or more years of continuous service;
- A registrar or deputy registrar of a court;
- A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner;
- An Australian consular officer or an Australian diplomatic officer;
- A judge of a court;
- A magistrate;
- A Chief Executive Officer of a Commonwealth court;
- A member of the Institute of Chartered Accountants of Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership; or
- An agent of Australia Post in charge of supplying postal services.