

How do I complete an application?



Austock Securities Limited

AFSL No. 244410 - ABN 51 053 513 438

Opening an account on behalf of others

If you are investing for	Documentation required ¹ (to accompany the application form)	Your account must be in the name of	Complete application for sections: (names are used as examples only) Please use appropriate salutations (Mr, Mrs, Dr etc)
A superannuation fund	Copy of an extract of the trust deed identifying the parties to the trust	The trustees of the superannuation fund ²	Individuals 1 Mary Citizen and John Sample Citizen 2 <Citizen Superannuation Fund A/c> Companies 1 James Citizen Pty Ltd 2 <Citizen Pty Ltd Superannuation Fund A/c>
A trust	Copy of an extract of the trust deed identifying the parties to the trust	The trustees of the trust ²	1 Mary Citizen and John Sample Citizen 2 <Citizen Family Account A/c>
A deceased estate	A copy of the death certificate and a certified ³ copy of the grant of probate or a copy of the letter of administration	The executors of the estate	1 Mary Citizen 2 <Estate of the Late Agnes Sample A/c>
A minor (less than 18 years old)		The trustees of the trust	1 Mary Citizen and John Sample Citizen 2 <Baby Citizen A/c>
A partnership	Account Operating instructions which indicate how partners are to sign	The principles of the partnership	1 Mary Citizen 2 Jesse Citizen
A company	Copy of the Certificate of Registration	The name of the company	1 ABC Company Pty Ltd
An incorporated body	Copy of the Certificate of Registration and meeting minutes that show which officers can open and operate the account	The name of the incorporated body	1 XYZ Sample Inc.

Notes

- Additional documentation may be required in some circumstances.
- Applications in the name of a trust, rather than the trustee, will not be accepted.
- A certified copy is a copy which is certified as being a true and accurate copy of the original by a justice of the Peace or professional such as a lawyer, doctor or pharmacist.

Application Form Section	Details
1. Applicants Details	Individual or first joint applicant to complete
Company, Incorporated Association or body	Name of Company, Incorporated Association or other Body. Please provide the Tax File Number (TFN) of the Company, Incorporated Association or other Body if available.
Trust or other Entity	Please supply full name of all Trustees, the Family Trust, Superannuation fund, Business name or Unincorporated Association. Please provide the entity's TFN or reason for exemption if available.
2. Account Designation	E.g. <Citizen Superannuation Fund A/c>, <Estate of the Late Agnes Sample A/c>
3. Residential Address/ Registered office for companies	A residential address or registered office address must be quoted.
4. Postal Address	To be completed if different from above address. PO Box details to be entered here if applicable.
6. Contact Details	A business telephone number and/or home telephone number must be provided.
12. Execution by the Applicant for Individuals	<p>Individual: The individual in whose name the account is opened should sign.</p> <p>Joint applications: Application/s should be signed by all persons who will be deemed joint applicants.</p> <p>Trusts: The appointed trustees must sign.</p> <p>Superannuation Fund: Corporate trustee-Directors of company must sign.</p> <p>Deceased Estate: Executors of the estate must sign.</p> <p>Unincorporated Body: Appointed Officers must sign. The officers might be titled President, Chairman, Secretary, Treasurer etc. Officers must specify their title.</p>
Execution by the Applicant for Companies	Company: These accounts must have two signatures, with the officers stating the office held as 'Director' or 'Secretary' (there must be one Director) OR one signature with the officer signing stating the office held as 'Sole Director and Sole Company Secretary' OR two signatures without the office stated, but with the company seal affixed.