

Macquarie CMA Third Party Authority – Instructional Guide

Guide to complete the Macquarie Third Party Authority form.

Only existing Macquarie CMA account holders to complete.

SECTION 1:

Please provide your existing CMA Account number and Account name.

1 Your Macquarie account details

Account number:	<input type="text"/>	Account name:	<input type="text"/>
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To authorise an Individual ► go to **section 2**. To authorise a Financial Services Professional ► go to **section 3**. To authorise a company or other third party firm ► go to **section 4**
 Please ensure account holders sign section 6. If not already supplied, Individuals will need to provide their identification.
 Further information is available at macquarie.com.au/dfirms

SECTION 2:

Not required to be completed.

SECTION 3 & 4:

Details are pre-filled authorising GO Markets Securities & FinClear (Settlement & Clearing agent) with the necessary authority to your CMA.

3 Appointment of a Financial Services Professional

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

Full name: Company:

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

Would you like to replace your current primary Financial Services Professional, should you have one, with the above Financial Services Professional?² ☐ Yes ☐ No

What level of authority are you appointing? ☒ Enquiry Authority ☐ Tax Payment Authority

Macquarie ID (if known):

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

² Existing authorities will remain on your account if this section is not completed

4 Appointment of a Financial Services Company

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

Company name:

Company code/bulk transacting code (if known):

What level of authority are you appointing?
☒ General Withdrawal Authority
☐ Tax Payment Authority
☐ Fee Authority
☐ Enquiry Authority
☐ Limited Funds Transfer Authority (please refer to 7.18)
☐ Authorised Signatory Authority³

³ We only allow Financial Service Companies to be appointed as an Authorised Signatory in limited circumstances. A Financial Services Company must already be registered with Macquarie as an authorised signatory to be loaded to the account.

SECTION 5:

Optional

SECTION 6:

All account holders must sign.

This form must contain an original signature(s) – **digitally inserted signatures will not be accepted.**

- Please attach either copy of your **Driver's License or Passport** for Macquarie to verify your signature.
- Include a copy of your Macquarie CMA statement showing the account number and account name. Transactions and Balances can be omitted from the statement.
- Return your completed Third-party authority form with your ID and Statement to operations.shares@gomarkets.com

Macquarie third party authority

Macquarie Bank Limited ABN 46 008 583 542 AFSL 237502
Macquarie Investment Management Limited ABN 66 002 867 003 AFSL 237492 RSEL L0001281



Use this form to authorise someone else to operate your account on your behalf and specify the level of authority you wish to give them.

! Please consider carefully who you appoint as a third party authority on your accounts as we may follow their instructions as if they were yours and they will have access to your account details (BSB, account number and account name), account balance and transaction history, which includes your personal information ('Account Data'). It is important that you understand this risk and carefully consider what level of authority you give to them. Please see section 7 for more information.

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

Please return this form by email to transact@macquarie.com or by mail to Reply Paid 85744 Sydney NSW 2001.

1

Your Macquarie account details

Account number: Account name:

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

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

2

Appointment of an individual

First individual

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

- ☐ Enquiry Authority ► **go to B**
☐ Authorised Signatory ► **please complete the following**

What are the operating instructions for the first individual appointed? Current account operating instructions will not be altered.

- ☐ Any one of us to sign ☐ Any two of us to sign
☐ Other, specify:

B. First individual – details and declaration

Title:

Full name

Any other name known by

Date of birth: / /

Residential address¹

Second individual

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

- ☐ Enquiry Authority ► **go to B**
☐ Authorised Signatory ► **please complete the following**

What are the operating instructions for the second individual appointed? Current account operating instructions will not be altered.

- ☐ Any one of us to sign ☐ Any two of us to sign
☐ Other, specify:

B. Second individual – details and declaration

Title:

Full name

Any other name known by

Date of birth: / /

Residential address¹

¹ The residential address cannot be a PO Box. If an overseas address is provided, please complete the Individual tax declaration form available online at macquarie.com.au/idforms along with a copy of your Australian ID.

Appointment of an individual (continued)

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

3

Appointment of a Financial Services Professional

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

Full name: <input type="text"/>	Company: <input type="text"/>
Company Code (if known): <input type="text"/>	Representative Code (if known): <input type="text"/>

Would you like to replace your current primary Financial Services Professional, should you have one, with the above Financial Services Professional?² ☐ Yes ☐ No

What level of authority are you appointing? ☐ Enquiry Authority ☐ Tax Payment Authority

Macquarie ID (if known):

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

² Existing authorities will remain on your account if this section is not completed

4

Appointment of a Financial Services Company

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

Company name:

Company code/bulk transacting code (if known):

What level of authority are you appointing?

☐

General Withdrawal Authority

☐

Tax Payment Authority

☐

Fee Authority

☐

Enquiry Authority

☐

Limited Funds Transfer Authority (please refer to 7.18)

☐

Authorised Signatory Authority³

³ We only allow Financial Service Companies to be appointed as an Authorised Signatory in limited circumstances. A Financial Services Company must already be registered with Macquarie as an authorised signatory to be loaded to the account.

5

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

☐ No

☐ Yes, please specify:

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

6

Declaration and signature of account holders

For personal accounts, all account holders must sign. For company accounts two directors, a director and a secretary, or a sole director must sign. Please note that the directors/secretary who sign must be existing account signatories.

!

You can sign this form electronically via one of our approved electronic signature providers and submit the form via email with any additional documentation required. Please visit Help Centre to view our submission requirements and a list of our approved electronic signature providers. Please attach a copy of the account holder(s) Driver's License or Passport. The identification does not need to be certified.

I/we:

- accept and agree to be bound by the terms and conditions in the applicable offer document and in section 7 of this form, that relate to the appointment of third party authorities, and
- authorise the financial specialist/company/dealer group whose name appears in section 3 and/or 4 (appointee), which includes the Individual signatories appointed by the company/dealer group, to operate my/our account, and
- acknowledge and agree that any person appointed in section 2, 3 and/or 4 will automatically be granted Enquiry authority on any Macquarie Cash Management Accelerator Account that is linked to my/our Macquarie CMA.

Signature 1

Date:

/

/

Title:

Name:

Signature 2

Date:

/

/

Title:

Name:




Terms and conditions

General terms which apply to all levels of authority

- 7.1 When you appoint a third party on your account they will have access to your account details (BSB, account number and account name), account balance and transaction history, which includes your personal information ('Account Data').
- 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 Unless otherwise required by law, we accept no responsibility for acts or failures of the third party, or for any loss or damage suffered by you as a result of us providing the third party with access to your account in accordance with your instructions.
- 7.4 Withdrawals may be for any amount and may be made at varying intervals of time.
- 7.5 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 made from your account on their instruction, and
 - c) release us from all claims and liabilities in connection with any act or omission relating to the appointment of a third party to your account any action by a third party under their appointment or any payment made from your account on their instruction.
- 7.6 However, we remain liable for any loss or liability which is due to our negligence or fraud, or which, by operation of law we cannot exclude.
- 7.7 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.
- 7.8 We may suspend, cancel or impose conditions on the appointment of a third party or their access to your account for any reasonable cause without prior notice. If the third party does not comply with the terms of their appointment, including the terms in the offer document, we may suspend, freeze or block your account.
- 7.9 We will cancel the authority given to a third party if we are notified of the death, bankruptcy or loss of capacity of either you or the third party.

You can revoke these authorities at any time by contacting us. We will update this in accordance with the signing instructions on your account. Your historical Account Data may however continue to be accessed by your Financial Services Professional and other people working in and for their organisation unless you request us to terminate all access.
- 7.10 Third parties can not set up Direct Debits on your account but are allowed to reduce or cancel the existing regular Direct Debit on behalf of you.
- 7.11 Where you give authority to a company or 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 the people they nominate can access your account according to the authority you have given to the company or firm
 - 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 contact us if any nominated person no longer has authority. If you change adviser or cease using one, you should ensure you contact us immediately to cancel their authority. Otherwise, that person may still be able to operate your account.

Terms relating to each of the levels of authority

-  **It's important you understand what level of access you are granting a third party. You can revoke these authorities at any time by contacting us.**
- 7.12 You agree to terms and conditions for Macquarie Online as set out in the applicable offer document available from macquarie.com.au/advisers or by contacting us.
- 7.13 **Enquiry authority**
 - a) You authorise the third party to have access to information about your account including your Account Data
 - b) Enquiry Authority does not allow the third party to make withdrawals from your account, changes to your account details, close your account or enable the use of your cheque book.
- 7.14 **Fee authority**

You authorise your Financial Services Professional to withdraw their fees from your account. We recommend you regularly check your statement of advice, fee disclosure statement or other documentation that sets out your fee arrangement with your Financial Services Professional to ensure the correct amounts are being withdrawn.
- 7.15 **Tax payment authority**

You authorise the third party to withdraw funds from your account to make payments on your behalf directly to the Australian Taxation Office (ATO).
- 7.16 **General withdrawal authority**
 - a) You authorise the third party to make payments and withdrawals in accordance with the terms set out under 'Fee Authority' and 'Tax Payment Authority' above.
 - b) In addition, you authorise the third party to make payments and withdrawals for any purpose.
 - c) General Withdrawal Authority does not authorise the third party to make any changes to your account details, close your account or enable the use of your cheque book.
 - d) Your Financial Services Professional reserves the right to hold funds from the time the order is placed or the time of execution to settle trades.
- 7.17 **Authorised signatory**
 - a) You authorise the third party to make payments and withdrawals in accordance with the terms set out under "General Withdrawal Authority" above
 - b) In addition, this authority also allows the third party to use your cheque book, change your Cash Account details (subject to the signing instruction) and to close your Cash Account. This authority does not allow the authorised signatory to appoint other authorised signatories. We only allow Financial Service Professionals to be appointed as an Authorised Signatory in limited circumstances, and we reserve the right to remove such access from Financial Service Professionals in our absolute discretion.
- 7.18 **Limited funds transfer authority – Macquarie Cash Management Accelerator Account (Accelerator) only**
 - a) You authorise the third party to have access to information about your Accelerator.
 - b) You authorise the third party to transfer funds interchangeably between your Macquarie CMA and your Accelerator.
 - c) Your authorised third party cannot otherwise transact, change details on your Accelerator, or close your Accelerator.

For more information, please visit help.macquarie.com or contact Macquarie Cash on **1800 806 310** or Macquarie Wrap on **1800 025 063**. Please visit help.macquarie.com or macquarie.com.au/contact-us for relevant product contact number.