



## Adviser details

Please use this form to change your adviser or add or upgrade the financial adviser authority on your account.

Please complete these instructions in BLACK INK using CAPITAL LETTERS.

### Step 1: Client details

Account number

Account Name

Date of birth  /  /

### Step 2: Change of Adviser

Licensee name

Adviser name

AFS license number  Adviser number (if known)

If you are appointing an adviser who is new to IOOF, please also complete the following details:

Business name

Business address

Suburb  State  Post code

Phone  Phone (mobile)

Email

### Step 3: Financial Adviser Authority

Where your IOOF account has authority for an adviser to complete transactions on your behalf, this will automatically be transferred to the appointed adviser in Step 2.

Please select the tick box below if you would like to add or upgrade the financial adviser authority on this account.

Please add the ability for the appointed financial adviser to transact on this account including the ability to initiate withdrawals to the nominated bank account

By providing this authority, you authorise your financial adviser to operate this account and authorise your financial adviser and/or their staff to give instructions in relation to your account.

**Please note:** Information regarding the transactions your adviser can perform on this account can be found in the General Reference Guide. This authority **does not authorise** your financial adviser to change the name on the account or sign any form on an account holder's behalf where a signature is required.

## Step 4: Declaration by Financial Adviser

In submitting this Application:

- I declare that I hold a current AFSL **OR** I am a representative or an authorised representative nominated to act on behalf of a holder of a current AFSL.
- I declare that I am authorised to instruct the Trustee to pay any withdrawal proceeds to the nominated bank account and that the applicant has authorised me, as their agent, to request withdrawals from their account
- I release and indemnify the Trustee and any member of the IOOF group from and against all demands, actions, proceedings, losses, liabilities and costs arising directly or indirectly out of or in connection with any withdrawal instructions provided under this authority.
- I understand advice fees will not automatically be transferred and in some instances a new Advice Fee Form will be required to be completed.
- I agree that any advice fees will cease to be charged for this account once the Trustee is notified of the death of the applicant.
- I confirm that I have conducted the relevant customer identification procedure in line with the obligations under the AML/CTF legislation.
- If I am a new adviser to IOOF, I understand an email notifying me of my financial adviser number will be forwarded to my office shortly.

Signature of financial adviser

Date

 /  / 

Full name

Licensee name

## Step 5: Member declaration

**Important note:** The Trustee collects the information in this form for the purpose of updating the information it holds about you. Any personal information provided in this form will be handled in accordance with the Privacy Policy at [www.ioof.com.au/privacy](http://www.ioof.com.au/privacy). If you do not provide all of the requested information, we may not be able to action your request.

I hereby **authorise** my financial adviser and their staff, as my agent, to do the following:

- operate and give instructions on my behalf in relation to this IOOF account by any method acceptable, to the Trustee, including electronically, including requesting withdrawal (where applicable) to my nominated bank account.

I accept the terms outlined below:

- I release and indemnify the Trustee and any member of the IOOF group from and against all demands, action, proceedings, losses, liabilities and costs arising directly or indirectly out of or in connection with the Trustee acting or omitting to act on instructions given by my financial adviser;
- I authorise the Trustee to continue to follow instructions given under this authority until the Trustee receives notice in writing signed by me to cancel the authority.

**Note for Power of Attorney:** If this form is signed under Power of Attorney, the Attorney declares that they have not received notice of revocation of that power (a certified copy of the Power of Attorney should be submitted with this form unless we have already received it).

### Signature

Member signature

Date

 /  / 

**Please forward all correspondence and enquiries to**

#### Applications and forms

**Post** IOOF  
GPO Box 264 Melbourne VIC 3001

**Telephone** 1800 913 118  
**Email** [clientfirst@ioof.com.au](mailto:clientfirst@ioof.com.au)