

TRUST ACCOUNT (inc. SMSF) application form

Please only use this form when you wish to open a BOQ Trading Account:

- as a Trust Account (including a SMSF)
- where the trustees are individual(s) or a company
- as Trustee(s) for a minor

In order to process your application we will need:

- your completed application form
- identification for each account holder (as specified over the page)
- a certified copy of an excerpt of the Trust Deed which clearly states the name of the Trust and the name of the Trustee.
- your completed guarantee agreement

IMPORTANT

If a Company is acting as Trustee, Section A and Section B must be completed with the personal information of the Directors of the Company. If there are multiple Directors, a minimum of two Directors must provide their personal information and identification, and complete Section K. The details of any additional Directors must be provided in Section D. All details must be as per ASIC records.

If an Individual is acting as Trustee, all Trustees must provide their personal information in Section A and Section B and complete Section K. If there are more than two Trustees, please provide personal information on a separate sheet.

Thank you for choosing BOQ Trading.

If you require assistance when completing this form, please contact our Client Services team on 1800 748 977.

Please mail your completed account form to the address below.

BOQ Staff Only

Please provide your GROW User ID: _____

Electronic verification check

We are required to verify your identity. We may be able to verify your identity by conducting an electronic verification check. If you **do not** wish us to conduct an electronic verification check, please refer to non-electronic verification requirements below.

Driver's licence number
Applicant 1

Driver's licence number
Applicant 2

Providing your driver's licence number will help us to conduct your electronic verification check. We will not use your driver's licence number for any other purpose than to conduct your electronic verification check.

Non-electronic verification check

If we notify you that your electronic verification check was unsuccessful, or you do not wish us to conduct an electronic verification check, you'll need to provide us with certified copies of **original identification verifying your full name, your current residential address and your date of birth**. In either case, all the documents you'll need to provide are listed below. You can also go to cmcmarkets.com.au, click 'Open an account' and view 'ID requirements'.

Your application must be accompanied by a certified (true) copy of **EITHER** one document from Section A, **OR** one document from Section B and one from Section C, **for each applicant**.

IMPORTANT: The original certified copy of your ID must be returned by post. The signature of the certifier must be the original signature. We cannot accept faxes or scanned copies.

Section A (PROVIDE ONE OF THE FOLLOWING)

- driver's licence (front and back) – MUST be current
- proof of age card issued by the RTA – MUST be current

OR

Section B (PROVIDE ONE OF THE FOLLOWING)

- passport – current or expired within the past TWO years
- birth certificate or birth extract issued by a State or Territory
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink (front and back)

and

Section C (PROVIDE ONE OF THE FOLLOWING)

A recent utility bill, financial statement or council rate notice – issued within the last three months – showing your name and residential address. This can include one of the following:

- a financial statement (savings, credit, mortgage) issued by an Approved Deposit-taking Institution (ADI) in Australia. To obtain a full list of ADIs in Australia, visit www.apra.gov.au/adi/ADIList.cfm. Please note that an electronic statement issued by any institution (including ADIs) may be accepted at CMC Markets' discretion

- gas, electricity, water, home phone, internet (dial-up, broadband), mobile phone bill, Foxtel bill
- a council rates notice
- a notice or assessment issued by the RTA or a government body
- a lease agreement, contract for sale of a property or rental bond lodgement document
- home and/or contents insurance policy statement

Certifying your documents

In order for your certification to be accepted, it must be **signed and dated (within the last three months)** and the certifier is to state that the document is a certified copy of an original. They must provide their **name, address, phone number**, (mobile phone numbers are not acceptable) **and in what category of certifier they fall**. For copies of your documents to be considered certified, they must be signed by any one of the following:

1. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
2. a judge of an Australian Court
3. a magistrate of an Australian Court
4. a chief executive officer of a Commonwealth court
5. a registrar or deputy registrar of an Australian Court
6. an Australian registered Justice of the Peace or Commissioner for Declarations
7. a notary public (for the purposes of the *Statutory Declaration Regulations 1993*)
8. a police officer with an Australian State or Territory Australian Police Force
9. an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
10. a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
11. a finance company officer with two or more continuous years of service with one or more finance companies (for the purposes of the *Statutory Declaration Regulations 1993*)
12. a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

For a full list of acceptable certifiers refer to:

<http://www.comlaw.gov.au/Details/F2007L01000> (Section 1.2.1)

If you need help to meet these ID requirements, call our Client Services Team on **1800 748 977**.

Section A – Trustee 1 / Company Director 1

NB ALL FIELDS ARE MANDATORY.

Mr / Mrs / Miss / Ms / Dr / Other: _____

Surname _____ Given Name(s) _____

Residential Address _____
(PO Box not allowed)

Suburb/Town _____ State _____ Postcode _____

Postal Address _____

Same as above

Suburb/Town _____ State _____ Postcode _____

Contact Numbers Work _____ Home _____

Mobile _____ Fax _____

Email _____

To comply with the ASIC Market Integrity Rules the first email address must be that of the account holder.

Occupation _____

NB If this account has multiple Trustees/Directors, trade confirmations will be sent to the postal address for Trustee/Director 1.

Date of Birth ____ / ____ / ____

Are you a Citizen of the United States of America? Yes No

Are you a resident for tax purposes in the United States of America? Yes No

If you answered yes to either question above, please provide your Tax Identification Number _____

Will you be acting on the Account on behalf of the Company (i.e. an Authorised Agent)? Yes No

If this account has a single Trustee/Director proceed to SECTION C >
If this account has multiple Trustees/Directors proceed to SECTION B >

Section B – Trustee 2 / Company Director 2

NB ALL FIELDS ARE MANDATORY.

Mr / Mrs / Miss / Ms / Dr / Other: _____

Surname _____ Given Name(s) _____

Residential Address _____
(PO Box not allowed)

Suburb/Town _____ State _____ Postcode _____

Postal Address _____

Same as above

Suburb/Town _____ State _____ Postcode _____

Contact Numbers Work _____ Home _____

Mobile _____ Fax _____

Email _____

To comply with the ASIC Market Integrity Rules the first email address must be that of the account holder.

Occupation _____

NB If this account has multiple Trustees/Directors, trade confirmations will be sent to the postal address for Trustee/Director 1.

Date of Birth ____ / ____ / ____

Are you a Citizen of the United States of America? Yes No

Are you a resident for tax purposes in the United States of America? Yes No

If you answered yes to either question above, please provide your Tax Identification Number _____

Will you be acting on the Account on behalf of the Company (i.e. an Authorised Agent)? Yes No

NB All trust accounts allow all Authorised Agents to operate the Account in their own capacity.

If there are more than two Individual Trustees, please provide their details on a separate sheet. All Trustees must sign in SECTION K.
Proceed to SECTION F >
If a Company is acting as Trustee, and there are more than two Directors, please provide their full names in SECTION D.
Proceed to SECTION C >

Section C – Company As Trustee

This section is applicable for Trust Accounts where a Company is acting as the Trustee, please complete all fields.
All details provided must be as per ASIC records.

Full Company Name (as registered with ASIC) _____

Type of Company: Proprietary (Sections D & E are mandatory) Public (Sections D & E are not required)

Trading Name (if any) _____

Address of Registered Office _____

Address of Principal Place of Business _____

Postal Address (if different) _____

Your ACN is required to perform an ASIC check on the company to verify the Company Name and the Directors.

ACN - -

Please provide the Company's Tax File Number.

Tax File Number - - OR Exemption Code _____

If you do not provide your tax file number, any applicable taxation will be charged at the highest rate.

Is the Company a registered entity of the United States of America for tax purposes? Yes No

If so, please provide your Tax Identification Number (TIN) _____

Section D – Director Details

Proceed to SECTION D >

If the Company has more than two Directors, please provide the full name of each additional Director.

(if there are more than 4 Directors, please provide details on a separate sheet)

Full Name _____

Residential Address _____

(PO Box not allowed)

Full Name _____

Residential Address _____

(PO Box not allowed)

Full Name _____

Residential Address _____

(PO Box not allowed)

Section E – Details of Beneficial Owners

Proceed to SECTION E >

Please provide the full name and residential address of each beneficial owner.

'Beneficial Owner' means any individual who owns through one or more share holdings more than 25 per cent of the issued capital in the company.

Full Name _____

Residential Address _____

(PO Box not allowed)

Full Name _____

Residential Address _____

(PO Box not allowed)

Full Name _____

Residential Address _____

(PO Box not allowed)

Proceed to SECTION F >

Section F – Trust Details

(NB Not applicable for Minor Accounts.)

Full Name of Trust _____

Full Business name (if any) of the Trustee in respect of the Trust _____

Country where the Trust was established _____

ABN (if any) _____

Type of Trust _____

Is the Trust a registered entity of the United States of America for tax purposes? Yes No

If so, please provide your Tax Identification Number (TIN) _____

Proceed to SECTION G >

Section G – Details of Beneficiaries

Please provide the full name of each beneficiary, or where there is a class of beneficiary, the name of the class.

Full Name/Name of Class _____

Full Name _____

Full Name _____

Full Name _____

Proceed to SECTION H >

Section H – Account Designation

NB This section is mandatory.

Please nominate the name of the Trust for this account. This designation will appear on all your stock holdings.

If you are opening a Superannuation fund account, you would nominate the name of the superannuation fund here.

For example 'WEST SUPER FUND A/C'.

If you are opening the account for a minor, you nominate the name of the minor in this section.

For example 'EDGAR WEST A/C'.

If you are opening the account for any other registered Trust, please nominate the name of that Trust in this section.

For example 'WEST FAMILY A/C'.

Please note that CHES regulations state that the word 'Trust' cannot be used in the Designation.

The designation must not be greater than 24 characters and must end in 'A/C' (Account).

If necessary, you may use abbreviations. For example SUPERANNUATION FUND can be abbreviated to SUPER FUND or S/F.

< A/C >

Please provide the Trust's Tax File Number

Tax File Number – OR Exemption Code _____

If you do not provide your tax file number, any applicable taxation will be charged at the highest rate.

Is this account a Self-Managed Super Fund? Yes

Please ensure you have supplied a Certified Copy of an excerpt of the Trust Deed which clearly states:

- Name of Trust
- Full names of all Trustees
- Signatures of Trustees

(NB Not applicable for Minor Accounts.)

Proceed to SECTION I >

Section I – Account Features

Online Trading

The BOQ Trading website offers many useful tools and features for today's investor. Our website is simple to use, and can assist investors in managing their portfolio efficiently. Our website provides live prices for equities, fixed interest and derivative products and also comprehensive research on the top 300 companies.

You have the ability to place your orders online without having to speak to a Dealer. Our website utilises '**Straight Through Processing**'. This means that your order is sent directly to the market. Even if you choose to trade online, you still retain the ability to trade over the phone with our experienced dealing team.

If you want to trade online, you will be required to be CHESS sponsored with CMC Markets Stockbroking and to either open a Bank of Queensland Money Market Deposit Account (MMDA) or settle via a Direct Debit Facility. You have to receive your confirmation notes by email. There is no charge for these services.

Best of all, access to the website is **free** for all our clients.

This trading account can be linked to your existing login code. This will enable you to keep a record of the trades and holdings which occur on your account.

If you have an **existing** login code to our website, please supply it here. If you do not have a login code, but wish to receive one, please complete the details below.

Each account holder must have their own login code to the website.

Trustee 1 / Director 1

Existing login code (if applicable): _____

I do not have a login code, but wish to receive one.

Trustee 2 / Director 2

Existing login code (if applicable): _____

I do not have a login code, but wish to receive one.

By supplying your login code, or requesting a login code above, you agree that you have received, read and agreed to the BOQ Trading Terms and Conditions, Part B Online Trading.

CHESS Sponsorship (required for online trading)

CHESS Sponsorship is a free service provided by the ASX to electronically register share holdings.

An explanation of the effect of CHESS Sponsorship is available on our website boq.com.au

I/We wish to appoint CMC Markets Stockbroking as my/our CHESS Sponsor and agree to be bound by the CHESS Sponsorship Agreement contained in Part G of the BOQ Trading Terms and Conditions.

I/We have CHESS sponsored Holdings with another broker, and would like to transfer them to this account with CMC Markets Stockbroking. I/We wish to appoint CMC Markets Stockbroking as my CHESS Sponsor and agree to be bound by the CHESS Sponsorship Agreement contained in Part G of the BOQ Trading Terms and Conditions.

****Please attach a completed 'Transfer CHESS Holdings' form with this application.**

Electronic Confirmations (required for online trading)

By providing BOQ Trading with an email address you authorise BOQ Trading to send you a confirmation of your trades electronically. If you authorise BOQ Trading to send your confirmations via email, you will not be charged the postage and handling fee and you will not receive a paper copy. **As per ASIC Market Integrity Rules at least one of the emails provided below MUST belong to the applicant(s).**

Trustee 1 / Director 1 Email Address: _____

Trustee 2 / Director 2 Email Address: _____

Proceed to SECTION J >

Section J – Settlement Method

There are two settlement options available when trading with BOQ Trading, these settlement options impact upon the amount of brokerage you are charged and securities you can trade. (Brokerage rates can be found at boqtrading.com.au)

1. Money Market Deposit Account (preferred)
2. BOQ Trading Direct Debit Facility

NB Both settlement methods cannot be used in conjunction with each other; only one settlement method may be selected.

Option 1 – Money Market Deposit Account (MMDA) (preferred)

To take advantage of the BOQ Trading discounted online rates, a MMDA is required for the settlement of your share transactions. This facility is provided by Bank of Queensland and managed by DDH Graham Limited. There are no account-keeping fees or government charges on standard transactions.

A copy of the Terms and Conditions of the MMDA can be accessed through our website boqtrading.com.au, or contact us and we will send you one.

NB This section is mandatory for all MMDA applicants.

I/We have read and understood the MMDA Product Information Booklet (available to download boqtrading.com.au)

I/We wish to open an MMDA. By choosing this option, I/We declare:

1. I/We authorise CMC Markets Stockbroking Limited to open an MMDA with Bank of Queensland in my/our name.
2. I/We appoint CMC Markets Stockbroking Limited and any representatives authorised by CMC Markets Stockbroking Limited (such representatives to be notified to Bank of Queensland by CMC Markets Stockbroking Limited from time to time) to be severally appointed as signatory/ies to my/our MMDA, so that those person/s are authorised to:
 - (a) undertake any transactions on that account, including without limitation, withdrawals, transfers, pledging funds and placing a hold on some or all funds in the account,
 - (b) obtain any information in relation to the account, including without limitation, account balances and transaction history.
3. If I/We wish to revoke this appointment and authorisation, I/we will directly contact DDH Graham Limited.
4. I/We agree to pay CMC Markets a monthly fee ("Adviser Fee") of 0.25% pa for services provided by CMC Markets to me/us in respect of the Money Market Deposit Accounts. I/We further authorise CMC Markets to request DDH Graham to deduct the Adviser Fee by way of a reduced rate of interest to my/our account.

If you are CHESS sponsored, you can elect to have your dividends from your holdings paid directly into this MMDA.

I/We would like my dividends paid into this MMDA.

Please ensure you have provided each account holder's TFN details in Sections A & B. If you do not supply your TFNs, any applicable taxation will be charged at the highest rate.

MMDA Applicants proceed to SECTION K >
Non-MMDA Applicants proceed overleaf >

Account Information (only applicable if a MMDA is required)

Interest instructions

- Reinvest
- Credited to bank account shown below

Pre-Nominated Account

If you wish to have interest of withdrawals credited to your bank, building society or credit union account, please provide the following information:

Bank, building society or credit union name: _____

Bank State Branch (BSB) Number - Account Number

Account Name _____

Additional Nominated Account

Bank, building society or credit union name: _____

Bank State Branch (BSB) Number - Account Number

Account Name _____

Cheque and deposit book

- I would like a deposit book for my BOQ Money Market at Call Deposit Account
- I would like a cheque book for my BOQ Money Market at Call Deposit Account
 - 25 cheques
 - 50 cheques
 - 200 cheques

Online services

- Enquiry Access Only
- Enquiry Access and withdrawals to pre-nominated and additional nominated accounts
- Please tick the box if you wish to add this account to an existing Online Services login, and provide the current login details

- Please tick this box if you have registered for online Services and do not wish to receive a hard copy of your statement.

**MMDA Applicants proceed to Section K >
Non-MMDA Applicants proceed overleaf >**

Option 2 - BOQ Trading Direct Debit Facility

We offer a Direct Debit Facility for the settlement of your share transactions on approved shares as listed on the trading platform. Your Buy trades on this account will be limited to these approved shares, and the value of unsettled ASX transactions at any time will not exceed the value contained within Part H of the BOQ Trading Terms and Conditions.

NB This section is mandatory for all BOQ Trading Direct Debit Facility applicants.

- I would like to settle using the BOQ Trading Direct Debit Facility. By choosing this option, I/We declare:
 1. I/We have read and agree to the Direct Debit Service Agreement contained in Part H of the BOQ Trading Terms and Conditions.
 2. I/We authorise and request that this Direct Debit Request remain in force until cancelled, deferred or otherwise altered in accordance with the Direct Debit Service Agreement.
 3. I/We confirm account details are correct and that this request is signed by required number of authorised signatories.

The schedule

Details of account to be debited.

NB This section is mandatory for all BOQ Trading Direct Debit Facility applicants.

Account Name _____

Bank & Branch Name _____

Bank State Branch (BSB) Number - Account Number

If you are CHESS sponsored, you can elect to have your dividends from your holdings paid directly into this account.

I/We would like my dividends paid into this account.

Proceed to SECTION K >

Section K – BOQ Trading Client Agreement & Declaration

By signing this Application Form I/we:

- declare that the information provided in this document is true and correct and understand it is an offence under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006* to make a false or misleading statement;
- declare that I/we are authorised to sign this document on behalf of the account holder;
- agree that DDH Graham Limited may accept instructions from any relevant authorised officer of BOQ Trading noted with Bank of Queensland Limited from time to time;
- authorise DDH Graham Limited, in its capacity as agent of Bank of Queensland Limited, to perform these functions, powers and actions set out in those terms and conditions to be performed by DDH Graham Limited in that capacity;
- agree and consent to CMC Markets Stockbroking Limited, DDH Graham Limited or Bank of Queensland Limited recording my/our telephone calls, and collecting, using and disclosing my/our personal information in accordance with the CMC Markets Stockbroking Limited, DDH Graham Limited and Bank of Queensland Limited Privacy Policies and any terms and conditions;
- agree to be bound by Part A and any other relevant Parts of the BOQ Trading Terms and Conditions;

I/We acknowledge that I/we have received and agree to be bound by the CMC Markets Stockbroking Financial Services Guide, Bank of Queensland Financial Services Guide, Money Market Deposit Account Schedule of Fees and Charges and the Terms and Conditions of the MMDA. (Please tick)

Trustee 1 / Director 1

Do not send me product/marketing material or special offers from Bank of Queensland

Signature: _____

Date: _____ / _____ /20 _____

Name: _____

Trustee 2 / Director 2

Do not send me product/marketing material or special offers from Bank of Queensland

Signature: _____

Date: _____ / _____ /20 _____

Name: _____

Section L – Guarantee Agreement

This section is mandatory and must be signed by all applicants. The undersigned (each, a **Guarantor**) wish to establish a Guarantee Agreement in respect of the account noted below (**Account**) held in the name of the client noted below (Client) with CMC Markets Stockbroking Limited (ABN 69 081 002 851, AFSL No. 246381) (**CMC Markets**).

The undersigned hereby guarantees all amounts due and payable to CMC Markets in respect of the Account, any other accounts with CMC Markets operated and/or held by the Client, or any other amounts owed by the Client to CMC Markets. In the event of a Client not paying any moneys outstanding at the time and in the manner imposed by any agreement between the Client and CMC Markets, the Guarantor agrees to be liable and pay the moneys due and payable to CMC Markets immediately and on demand. A demand may be made irrespective of whether a demand has been made on the Client, and may be made at any time.

As a separate and independent obligation, the Guarantor indemnifies CMC Markets against all claims and proceedings and all liability, loss (including consequential losses and all legal costs and expenses on a full indemnity basis) and damage CMC Markets suffers or incurs as a direct result of the Account (provided that such indemnity does not arise as a result of the negligence, fraud or wilful misconduct on the part of CMC Markets) as a sum equal to the amount of any loss in respect of which an indemnity is given to CMC Markets on demand. The Guarantor is liable for and must pay a sum equal to the amount of any loss in respect of which an indemnity is given to CMC Markets on demand.

The Guarantor further agrees that the Guarantor must not make any claim, enforce any right or counter-claim to reduce its liability under this Guarantee Agreement against CMC Markets.

Each Guarantor represents and declares the following:

- (a) The obligations of the Guarantor under this Guarantee Agreement are principal obligations and as such are imposed upon the Guarantor as principal debtor.
- (b) CMC Markets may make a claim or demand against any Guarantor under this Guarantee Agreement without CMC Markets having first proceeded against, made any claim against, or taken steps to enforce any right, collateral security or remedy against, the Client, another Guarantor or any other person.
- (c) The Guarantor has been advised to, and has had the opportunity to, obtain independent legal advice in respect of providing the Guarantee and has either obtained such advice or has waived their right to obtain such advice.

Client Account Name: _____

Account Number: _____ (if known)

Full name of the Guarantor:	Witness name:
Address:	Address:
Signature:	Signature:
Date: / /20	Date: / /20

Full name of the Guarantor:	Witness name:
Address:	Address:
Signature:	Signature:
Date: / /20	Date: / /20