

Use this form to transfer a BT Retail Investment adviser between Dealer Groups.

Complete this form using **black pen** – print in clear **CAPITAL LETTERS**

1. EXISTING ARRANGEMENTS

Title

Mr Mrs Miss Ms Other

Given name(s)

Surname

BT Adviser number

A

Dealer group name

2. NEW ARRANGEMENTS

Dealer group name

Australian Financial Services Licence (AFSL) number

Australian Business Number (ABN)

3. NEW ADVISER CONTACT DETAILS

Office address

 State Postcode

Postal address (if different from above)

 State Postcode

Daytime phone number

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Mobile phone number

 ()

Fax number

Email address

4. REQUIRED DOCUMENTATION

BT requires a Letter of Authority from the new Dealer Group which authorises you to act on their behalf. A template of this letter has been supplied. This letter must be provided by the Dealer Group on Dealer Group company letterhead.

If investors need to be transferred with the adviser to the new Dealer Group, please submit the following documents with this form:

- A spreadsheet with the full names of all the investors that are being transferred and their corresponding investor numbers/client codes.
- A letter from the previous Dealer Group authorising the release of these investors. A template of this letter has been supplied. This letter must be provided on the previous Dealer Groups company letterhead.
- A letter from the new Dealer Group accepting the transfer of the investors. A template of this letter has been supplied. This letter must be provided on the new Dealer Groups company letterhead.

5. ADVISER SIGNATURE

This section needs to be signed by an Authorised Signatory of the new Dealer Group.

Signature of **Adviser**

Date (dd/mm/yy)

 / /

Signatory's name (please print)

Adviser stamp (please use black ink only)

You can submit this form by:

- mail BT
 GPO Box 2675
 Sydney NSW 2001



01-04-003-02

[Company Letterhead]

Letter of Authority to Act on Behalf of Dealer Group

BT Adviser Processing:

Please establish [insert adviser name] as an authorised representative of [insert Dealer Group name].

Signed by
[Print name]

Authorised Representative
[insert Dealer Group name]
[insert date]

[Company Letterhead]

Dealer Group Release of Investors

BT Adviser Processing:

[insert Dealer Group name] authorises the release of the investors listed in the attached spreadsheet to [insert adviser name and adviser code].

Signed by

[Print name]

Authorised Representative

[insert previous Dealer Group name]

[insert date]

[Company Letterhead]

Dealer Group Acceptance of Investors

BT Adviser Processing:

[insert Dealer Group name] accepts the transfer of the investors listed in the attached spreadsheet. These investors should be allocated to [insert adviser name].

Signed by

[Print name]

Authorised Representative

[insert date]