

Use this form to transfer a BT Retail/Corporate Super or Margin Lending adviser between Dealer Groups.

If you have a question relating to changing the details of a Retail or Corporate Super adviser, please call BT Adviser Line on 1800 025 127. If your question relates to changing the details of a Margin Lending adviser, please call BT Margin Lending Customer Relations on 1800 671 409.

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

OR

Margin Lending Adviser number

Dealer group name

2. NEW ARRANGEMENTS

Dealer group name

Australian Financial Services License (AFSL) number

3. REQUIRED DOCUMENTATION

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

If investors need to be transferred with the adviser to the new Dealer Group, BT needs you to submit the following with this form:

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

4. ADVISER SIGNATURE

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:


Retail/Corporate Super

Margin Lending

 mail BT Financial Group
GPO Box 2675
Sydney NSW 2001

 mail BT Margin Lending
GPO Box 3917
Sydney NSW 2001

 fax (02) 9274 5670

 fax (02) 9274 5782



01-04-003-01

[Company Letterhead]

Letter of Authority to Act on Behalf of Dealer Group

BT Adviser Processing:

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

Signed by
[Print name]

Authorised Representative
[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 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]