

- Use this form to setup a new adviser for BT Retail/Corporate Super and/or Margin Lending products
- 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. NEW ADVISER DETAILS

Title

Mr Mrs Miss Ms Other

Given name(s)

Surname

Adviser will sell:

- BT Retail Corporate Super
 BT Margin Lending

If you select both of the above options you will be issued with two adviser numbers – one for BT Retail/Corporate Super and another for BT Margin Lending.

2. NEW ADVISER CONTACT DETAILS

Office address

 State Postcode

Postal address – if different from above

 State Postcode

Daytime phone number

 ()

Mobile phone number

Fax number

 ()

Email address

3. DEALER GROUP DETAILS

Dealer group name

Please provide the adviser's AFSL Number/ASIC Authorised Representative Number

4. INVESTOR TRANSFER

Are Investors being transferred to the new adviser?

- No
 Yes

➤ To complete the investor transfer, BT requires you to submit a spreadsheet with the client numbers and full names of all investors that are being transferred.

If the transfer is occurring between dealer groups, BT requires:

- A letter from the old dealer group authorising the release of the investors. A template for this letter has been attached for your convenience and should be provided on Dealer Group 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.

5. 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

✉ mail BT Financial Group
GPO Box 2675
Sydney NSW 2001

☎ fax (02) 9274 5670

Margin Lending

✉ mail BT Margin Lending
GPO Box 3917
Sydney NSW 2001

☎ fax (02) 9274 5782



01-04-001-01

[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]