



Client Services contact details

Phone:

Within Australia: (02) 8456 0230

New Zealand: 0800 894 131

Email enquiries:

btfunds@unitregistry.com.au

Change of Bank Account Form

Change of Bank Account

Use this form if you are an existing investor and wish to change or add your bank account details.

Please complete all sections in BLOCK letters and using a black pen. If you make an error while completing this form, do not use correction fluid, cross out your mistake and initial your changes.

HOW TO COMPLETE THIS FORM

- Step 1** Please ensure you have completed the following:
- write your account number and account name as it appears on your latest statement in **section 1**
 - if you are changing or adding your bank account details complete **section 2**
 - sign the form as per the 'Signing instructions' in **section 3**
 - If you are changing or adding your bank account details, you must also provide a **certified copy** of a bank statement showing your new bank account details
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Step 2 Send your documents to us. A change of Bank Account Form is only acceptable via post.

You can return your forms by post to the details below:

Send by post:

BT Funds
GPO Box 804
Melbourne VIC 3001

Important Information:

The Responsible Entities for the Funds offered through BT Investment Funds and BT Classic Investment Funds are BT Funds Management No. 2 Limited ABN 22 000 727 659, AFSL 233720 and Westpac Financial Services Limited ABN 20 000 241 127, AFSL 233716. The Responsible Entity for the Funds offered through BT Investor Choice Funds, and the BT Premium Cash Fund, is Westpac Financial Services Limited ABN 20 000 247 127, AFSL 233716.

These funds and their respective Responsible Entities are collectively referred to as 'BT Funds' throughout this form.

The information collected on this form is governed by the BT Privacy Policy which is available on bt.com.au.

1. INVESTOR DETAILS

Account number

Account name

2. AUSTRALIAN BANK ACCOUNT DETAILS

Please provide the financial institution account details in order to receive your distribution payments and/or future redemption payments. Payments will only be made to a financial institution account held in the name of the investor/s. Payments will not be made into third party financial institution accounts.

Financial institution name

Branch name

Name of account holder(s)

BSB number

Account number

Regular Investment Plan - Change of Bank Account

Tick here if this account is also to be used for your regular investment plan. If this box is not ticked, we assume you do not have a regular investment plan or that you wish for your existing regular investment plan back account details to remain unchanged.

Note: If you wish to have money paid into the account you are updating here, please wait for confirmation of the updated details to the register before submitting the redemption form. Please provide a certified copy of a bank statement for verification purposes.

DIRECT DEBIT REQUEST SERVICE AGREEMENT

By completing the Direct Debit Request that forms part of the Application Form, you will be providing us with the ability to debit your nominated account and transfer the amount you request to your investment. This agreement sets out the terms on which you authorise us to deduct from your account with your financial institution any amounts that become payable to an investment with us.

Direct Debit Arrangements

- For initial applications made by completing a Direct Debit Request, we will debit the amount(s) nominated from your account generally within two business days of receiving a valid application.
- For subsequent investments, when we receive a valid instruction either by phone, letter or over the internet, we will debit your account generally within two business days of receiving the instructions (provided we have previously received a valid Direct Debit Request).
- A valid instruction will be an instruction given by you or from a person nominated by you to provide such instructions.

Regular Savings Plans Arrangements

- For investments made under a Regular Investment Plan, we will debit your account on or around the 15th of each month.
- Where the due date falls on a non-business day, we will draw the amount on the next business day. If you are uncertain about when the debit will be processed to your nominated account, you should enquire directly with your financial institution where the account is based.

Your Responsibilities

It is your responsibility to:

- Ensure that your financial institution allows direct debits on your nominated account as direct debiting is not available on all accounts offered by financial institutions.
- Ensure that your nominated account details are correct, and if uncertain, to check with your financial institution before completing the Direct Debit Request.
- Ensure that sufficient cleared funds are available in your nominated account by the due date to permit payments under the Direct Debit Request.
- Ensure that the authorisation given to draw on your nominated account is identical to the account signing instruction held by your financial institution where the nominated account is based.
- Advise us if your nominated account is transferred or closed or your nominated account details change.
- Arrange with us a suitable alternate payment method if the drawing arrangements are cancelled either by you or your financial institution.

Your Rights

- You may cancel, alter, defer or suspend your Direct Debit Request, or stop or suspend an individual debit from taking place without incurring a penalty, by calling us. In some cases we will require your written confirmation.
- You must notify us at least seven business days before the next scheduled debit to ensure changes are effective that month. Notification received after that time may result in your changes taking effect in the following month. You may also be able to stop an individual debit by contacting your own financial institution. You may be liable for financial institution charges if you do this; the financial institution should have information on these.
- If you have any questions or concerns about your Direct Debit Request, such as where you consider that a drawing has been initiated incorrectly, you should take the matter up directly with us.
- If you lodge a complaint with us, we will let you know that we have received your complaint and a Customer Manager will try to resolve your complaint within 30 days. If you're still not satisfied with the response or have not received a response from the Customer Manager in 90 days, you can contact the Australian Financial Complaints Authority (AFCA) by calling 1800 931 678 or the Financial Markets Authority on 0800 434 566 (New Zealand investors only).

Our Commitment to you

- We will only change the amount of the payment under the Direct Debit Request on receipt of a valid instruction.
- If we vary the terms of this agreement, we will give you notice as soon as reasonably possible (which may be before or after the change is made). If we believe the change is unfavourable to you, we will provide you with at least 30 days' notice.
- Should we receive a request from you to cancel or alter the Direct Debit Request, we will process your request promptly and without incurring a penalty.
- We reserve the right to cancel your drawing arrangements if two or more consecutive drawings are returned unpaid by your nominated financial institution. Standard government fees, duties and bank charges (including dishonour fees and conversion costs) may apply to investments. These are paid by the investor.
- We will keep all your records and information pertaining to your nominated account at the financial institution private and confidential, except to the extent required by law or where you have made a claim relating to a debit you believe has been made incorrectly, or wrongfully, including circumstances where our sponsor in the Bulk Electronic Clearing System may require us to provide this information to them in connection with your claim to the extent necessary to resolve your claim.

3. SIGNING INSTRUCTION

By completing and signing this form, you (the applicant) are telling us:

- you authorise us to act according with the instructions on this form
- you acknowledge that the instructions on this form supersede all previous instructions received by us, and
- you agree to indemnify us from and against all losses, costs, expenses, claims, actions or proceedings brought against us in connection with following your instructions on this form.
- you acknowledge that you have read and understood the current relevant BT Funds PDS to which this Change of Details request relates and you agree to be bound by the PDS and the relevant constitution(s), each as amended from time to time.
- you declare that all the details given in this form are true and correct.
- I/we authorise BT Funds Management No2 Limited (BTFM2) (User ID 660311) or Westpac Financial Services Limited (User ID 662814) to, until further notice, arrange for funds to be debited from my/our account at the financial institution identified above through the Bulk Electronic Clearing System
- I/we acknowledge that this direct debit arrangement is governed by the terms of the Direct Debit Service Agreement found in the relevant BT Funds Product Disclosure Statement.

Individual - where the investment is in one name, the account holder must sign.

Joint Holding - joint applicants must all sign unless we have received prior instructions from all investors that any can sign solely.

Companies - where the company has a sole director who is also the sole company secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a company secretary, a sole director can also sign alone. Otherwise this form must be signed by a director jointly with either another director or a company secretary. Please indicate the capacity in which the form is signed.

Trust - the trustee(s) must sign this form. Trustee(s) signing on behalf of the trust confirm that the trustee(s) is/are acting in accordance with such designated powers and authority under the trust deed.

Power of Attorney - if you have not already lodged the Power of Attorney with us, please attach a certified copy of the Power of Attorney document that includes Certificate of Witness and Statement of Acceptance and Certified Identification Document of the Power of Attorney. I/we attest that the Power of Attorney has not been rescinded or revoked and that the Donor is still living.

Know Your Customer (KYC) - If you have not been previously identified, we may ask you to submit updated KYC information before processing your request to verify your identity.

Signature of investor 1, director/company secretary or authorised signatory

Signature

Please print full name

Date (DD/MM/YY) / /

Signature of investor 2, director/company secretary or authorised signatory

Signature

Please print full name

Date (DD/MM/YY) / /

Company officer (please indicate company capacity)	
Director	<input type="checkbox"/>
Sole Director and Company Secretary	<input type="checkbox"/>
Authorised Representative	<input type="checkbox"/>

Company officer (please indicate company capacity)	
Director	<input type="checkbox"/>
Sole Director and Company Secretary	<input type="checkbox"/>
Authorised Representative	<input type="checkbox"/>