

Change of name request

Use this form to request an update to your CHESS registration name, company name or the address or email associated with your account(s). Email your completed form to service@openmarkets.com.au along with any relevant supporting documents.

Relevant supporting documents

Situation	Original certified copies required
Marriage – individual name change	Marriage certificate
Divorce – individual name change	Decree nisi + birth certificate
Error – individual name change	Acceptable form of ID (see appendix) showing correct name
Company name change	Certificate of registration of name change (ASIC)

Existing details (personal or company)

ACCOUNT NUMBERS(S)

COMPANY NAME (IF APPLICABLE)

TITLE

GIVEN NAME(S)

SURNAME

New details (leave blank where existing details are correct)

COMPANY NAME

TITLE

GIVEN NAME(S)

SURNAME

Authorisation

All account holders must sign. Sign for company accounts in accordance with company constitution.

FULL NAME OF ACCOUNT HOLDER/DIRECTOR 1

SIGNATURE

DATE

FULL NAME OF ACCOUNT HOLDER/DIRECTOR 2

SIGNATURE

DATE

By signing this form, you authorise Openmarkets to act in accordance with your instructions and declare that the information provided on this form is true and correct.

Openmarkets Australia Limited (ABN 38 090 472 012, AFSL 246705) is a Market Participant of ASX, Chi-X and NSX, and an ASX Clear and Settlement Participant.

Appendix: identity documentation & certification

Applicants who do not consent to electronic verification OR who fail the electronic verification check, will need to provide CERTIFIED COPIES of identification to Openmarkets, as outlined below. Non-English documents must be accompanied by an English translation prepared by an accredited translator.

Please mail your identification documents along with this application (and any other additional documentation) to:
Openmarkets, Level 5, Suite 3, 500 Collins Street, Melbourne VIC 3000

ACCEPTABLE FORMS OF IDENTIFICATION

Acceptable document combinations are:

Domestic

- One category A (where the ID provided is a DL)
- Two category A
- One category A and one category B
- One category A and one category C

International

- Two category A (one of which must be a passport) and one category B

CATEGORY A - AN ORIGINAL OR CERTIFIED COPY OF A GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION DOCUMENT

- A driver's licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country that contains a photograph of the person in whose name the document is issued and date of birth (must not be expired). The front and back of the driver's licence must be provided.
- a passport issued by the government containing a photograph of the person in whose name the document is issued and date of birth (Australian passports may have expired within the last two years but not have been cancelled. All other passports must be current)
- a passport or a similar document issued for the purpose of international travel, that:
 - contains a photograph and the signature of the person in whose name the document is issued;
 - is issued by a foreign government; and
 - if it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator
- a national identity card issued for the purpose of identification, that:
 - contains a photograph and the signature of the person in whose name the document is issued;
 - is issued by a foreign government.

It is not acceptable to produce two forms of the same ID type, such as both an Australian and a British passport.

CATEGORY B - AN ORIGINAL OR CERTIFIED COPY OF EVIDENCE OF ADDRESS ONLY

- a tax assessment notice issued by the ATO within the preceding twelve months;
- a government benefits notice within the preceding twelve months;
- a utility bill within the preceding three months;
- a local government rates notice within the preceding three months;
- a certified copy of the Hukou household registration book (Chinese clients only).

CATEGORY C - AN ORIGINAL OR CERTIFIED COPY OF A GOVERNMENT ISSUED NON-PHOTOGRAPHIC IDENTIFICATION DOCUMENT (MUST NOT BE EXPIRED)

- a card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued and date of birth.
- a Medicare card;

Appendix: identity documentation & certification (cont.)

CERTIFYING YOUR DOCUMENTS

All copies of ID submitted to us must be certified by an approved certifier. We cannot accept copies of certified copies (where the certifier's signature is not an original). You can have copies of your ID certified by any one of the following:

International

- Legal professions: Legal practitioner, Patent attorney, Trademarks attorney
- Court positions: Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court
- Accountant (member of ICA, ASA, NIA or CPA, ATMA, NTAA)
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Notary public
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees.
- Australia Post employee
- Pharmacist
- Police

Outside Australia

- Justice of the Peace
- Notary public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees;
- An officer with, or a credit representative of, a holder of an Australian credit licence, having two or more years of continuous service with one or more licensees.

*****Only original certified copies of ID will be accepted*****