



EQT FUNDS MANAGEMENT ONLINE ADVISER ACCESS REGISTRATION FORM

Steps to gain online access to your adviser account

1. Read the **Conditions of Online Access** on page **2** of this document.
2. Complete the **Adviser Access Application Form** on page **3** of this document.
3. Sign the **Adviser Access Declaration Form** on page **4** of this document.
4. Return the completed **Adviser Access Application Form** and **Adviser Access Declaration Form** to Equity Trustees Limited, Reply Paid 2307, Melbourne VIC 8060. Alternatively, you can fax the forms to Equity Trustees Limited on **+61 3 8623 5395**.

Each adviser requiring access must complete and submit an Application and Declaration Form. Equity Trustees Limited will not accept multiple applications on the same Application or Declaration forms.

After we receive your forms:

1. They are checked to ensure that they have been completed correctly.
2. If incomplete or requiring clarification, a representative from Equity Trustees Limited will contact you.
3. Once authentication has been completed, Equity Trustees Limited will send you details explaining how to access your account information online. It will include your Username and Password. This information will be sent to your nominated email address.

After you have received your login details

You may login to access your clients' Account details at any time. When accessing the online system for the first time, you will be prompted to change your Password. **You must save the changes and log out. You will then need to log back in using your new Password.**

In the interests of protecting the security of access to the online system, Equity Trustees Limited recommends that you change your Password regularly.

If you have any queries or concerns

Please contact our Client Services Team on

- **1300 555 378** (within Australia)
- **+61 3 8623 5000** (outside Australia)

between 8.30am and 5.00pm Monday to Friday (Eastern Standard Time, excluding public holidays).

Alternatively, you can email the Client Services Team at equity@eqt.com.au

CONDITIONS OF ONLINE ACCESS

- a. In these Conditions –
 - ii. **Account/s** means your clients' investment account/s with Equity Trustees Limited ('EQT').
 - iii. **Information** means the information concerning your clients' investments made available to you through the EQT website.
 - iv. **Password** means your online access password.
 - v. **Username** means your personal identification number relating to your clients' Account/s.
 - vi. **We, us** and **EQT** means Equity Trustees Limited (ABN 46 004 031 298, AFSL 240975).
 - vii. **You** and **your** refers to the Adviser or Adviser Dealer Group who is completing this form and requesting online access.
- b. To view your clients' Account details and related information online, you will need to login to our online access service using your Username and Password.
- c. If any person uses your Username and Password, we are entitled to give them access to your clients' Account information and to assume that they are authorised by you to access these details.
- d. You must keep your Username and Password confidential and secure. You must tell us immediately if you suspect that any unauthorised person has gained access to your Username or Password.
- e. We will use all reasonable efforts to provide you online access to your clients' Account/s at all reasonable times, but we do not guarantee that we can always provide this.
- f. We will use reasonable efforts to provide you with reliable information to the extent it is within our control, but we do not guarantee that we can provide it.
- g. We are not responsible for transmissions of any computer virus or other unwanted programs or information resulting from or associated with your use of our online access service.
- h. We will hold, maintain and store your clients' personal information and will ensure that appropriate measures are in place to prevent unauthorised access to your client's personal information.
- i. You authorise EQT and any other company within the EQT Group and any agents it may appoint to use your client's personal information for the delivery of our online access service.
- j. You acknowledge that anything associated with or available through our online access service belongs to EQT or other third parties and is protected by intellectual property rights.
- k. You agree that you will not interfere with or damage any security codes, data or software associated with our online access service.
- l. You agree not to access, download or otherwise use any information available through our online access service other than for your individual use.
- m. You indemnify us for any loss, expense or liability that we may suffer or incur as a result of any unauthorised use by you of our online access service.
- n. Subject to any conditions and warranties implied by law, we exclude any liability for any unavailability or delay in providing any information and for any inaccuracy or incompleteness of any information available through our online access service.
- o. You release EQT and any other company within the EQT Group and any of their directors, employees or agents they may appoint from any liabilities you incur or loss that you suffer from your use of our online access service.
- p. We may suspend or cancel your online access to your clients' Account/s at any time and for any reason, and if possible, we will give you notice before we do so.
- q. We may vary these conditions from time to time and any variation will take effect from the time we notify you of the variation.
- r. You may end your use of this service at any time by giving us written notice.
- s. Authorised representatives acting as legal representatives (e.g. under Power of Attorney) will be granted full access via these online Accounts.
- t. Transactions may take up to 24 hours to process and be available in your clients' Account details.
- u. Information available via online access has been completed from information which is believed to be correct and reliable. All fees and charges contained herein are calculated on an accrual basis. Care is taken in the preparation of statements, however no liability is accepted by EQT, its directors, employees or representatives for any errors or omissions.

ADVISER ACCESS APPLICATION FORM

To gain online access to client Account Information held by Equity Trustees Limited, advisers must provide the information requested below.

Individual Adviser Details

<p>Title</p> <input type="text"/>	<p>Registered Address</p> <input type="text"/>
<p>Given Name(s)</p> <input type="text"/>	<p>Suburb/State/Postcode</p> <input type="text"/>
<p>Surname/Family Name</p> <input type="text"/>	<p>Business Telephone</p> <input type="text"/>
<p>Date of Birth</p> <input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>	<p>Facsimile</p> <input type="text"/>
<p>Adviser Number¹</p> <input type="text"/>	<p>Mobile</p> <input type="text"/>
	<p>Email²</p> <input type="text"/>

In order to gain online access to commission payments paid by Equity Trustees Limited, adviser/dealer groups must provide the following information.

Adviser Group Head Office

<p>Adviser Group Name</p> <input type="text"/>	<p>Registered Address</p> <input type="text"/>
<p>ABN</p> <input type="text"/>	<p>Suburb/State/Postcode</p> <input type="text"/>
<p>ACN/ARBN/SFN</p> <input type="text"/>	<p>Business Telephone</p> <input type="text"/>
<p>Contact Name</p> <input type="text"/>	<p>Facsimile</p> <input type="text"/>
	<p>Email³</p> <input type="text"/>

1. If you have not yet been allocated an Adviser Number, please leave this section blank.
2. This is the email address to which you wish the online access information to be sent (for Advisers only).
3. Only applicable for dealer groups. Advisers should complete the 'Email' section in 'Individual Adviser Details' above.

ADVISER ACCESS DECLARATION FORM

Signature and access to your clients' Account/s online:

- a. Online access will only be granted where EQT has verified that you are authorised to access and view the information for the Account/s requested. Only those persons completing a registration form will obtain the online access. Each adviser will receive their own Username and initial login Password.
- b. Corporate/Partnership/Corporate Trustee Investor Client –
 - i. Signing – only the person or persons holding a signing authority for the relevant company or partnership must sign. If different persons are to sign, proof of authority must be provided.
 - ii. Access – the contact person for the partnership or company will receive the Username and initial login Password and that person will decide who can access the service.
- c. Authorised Representatives –
 - i. Signing – the person signing must be the authorised representative. If proof of authority has not already been provided to EQT, such proof must be enclosed.
 - ii. Access – only the authorised representatives completing a registration form will obtain the online access. Each applicant will receive their own Username and initial login Password.

By signing below you confirm that you have read, understood and agreed to be bound by the Conditions of Online Access (refer to page 2 of this document).

Adviser Number¹

Adviser Signature/ (or where applicable)

Adviser Dealer Group Representative Signature

Signature

Full Name

Date

1. If you have not yet been allocated an Adviser Number, please leave this section blank.