

# NEW USER FORM



This form is to be used to create User access to a Service. To establish a new Service please also complete and return a Platform Registration Form.

## Part 1 - Service details

Service name (must match the ASIC AFSL/CAR/AR records)

ABN:

AFSL / CAR / AR No.:

## Part 2 - User details

Title Full name (if an adviser, the name must match the ASIC AFSL/CAR/AR records)

Job title/role

AR No. (if applicable)

Phone

Email (must be the user's business email)

Mobile

Postal address

**If the User is an administrator / paraplanner, a registered financial adviser or AFS licensee must complete Part 3 & 4.**

## Part 3 - User type and access

Adviser\*

Administrator/paraplanner

Standard access

Standard access

Standard access plus office oversight

Standard access plus office oversight

\*Access level may change subject to review of user requirements.

Read only

Adviser name

## Part 4 - Declarations and signature

By signing this form, I declare that:

- the information provided to enable access to the Praemium Platform is true and correct and when any change(s) occur that requires my information to be updated or an administrator/planner user needs to be deactivated, I will promptly notify Praemium;
- I hold the appropriate Australian Financial Services (AFS) Licence, Corporate Authorised Representative (CAR) or Authorised Representative (AR) appointment under the Corporations Act;
- I have been appointed as agent of my client/investor in accordance with the terms of the relevant PDS and have the authority to give instructions for and on behalf of my client/investor;
- unless Praemium receives prior notice to the contrary, Praemium will be entitled to rely on any instructions it receives through the Praemium Platform and assume that for any transaction effected via the Praemium Platform that the Nominated Representative has the appropriate authority;
- I will use the Praemium Platform to enter my client/investor details and to promptly provide both initial and ongoing instructions to Praemium as agent on behalf of my client/investor;
- I understand that I am legally required to verify the identity of an investor prior to providing the designated service (that is, arranging for the investor to invest in the Separately Managed Account) in accordance with the requirements of the Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) Laws. As permitted by the AML/CTF Laws, Praemium will rely on the investor identification that I conduct. Unless requested, Praemium does not require certified copies or originals of documents used by me to verify the identity of the investor. I confirm that, in accordance with the requirements of the AML/CTF Laws, I will retain all documentation used by me to verify the identity of the investor;
- I will not knowingly do anything to put Praemium in breach of the AML/CTF Laws and will notify Praemium if I become aware of anything that would put Praemium in breach of AML/CTF Laws;
- I will forward any information and/or documentation as required by Praemium to my client/investor, act as a first point of contact for my client/investor queries and arrange password access in compliance with the applicable requirements and established procedures;
- I will promptly notify Praemium in writing should my/our AFSL, CAR or AR appointment be cancelled, suspended, varied or replaced;
- I will keep secure any Praemium and client/investor information by employing appropriate physical security measures and by using appropriate technology security systems (e.g. fire walls and antivirus, anti-spyware software) and comply with its obligations under the Privacy Act 1988 with regard to any information or client/investor data or other data stored on or obtained via the Praemium Platform;
- I will not share any codes or passwords, not interfere with or damage (or attempt to interfere with or damage) any code, data or software associated with the Praemium Platform; and
- I acknowledge that any tools and resources provided by Praemium are for general information purposes and as guides only and that Praemium takes no responsibility for our use of such tools and resources.

Signature

Date

Print name

**Please scan and email the completed form to [support@praemium.com.au](mailto:support@praemium.com.au) OR return via post to: SMA, PO Box 322, Collins St West 8007.**

This form to be used in respect of Separately Managed Accounts and Praemium SMA Superannuation Fund. Separately Managed Accounts (SMA) ARSN 114 818 530 issued by Praemium Australia Limited ("Responsible Entity") ABN 92 117 611 784 AFSL 297956. Praemium SMA Superannuation Fund (Super MA) ABN 75 703 857 864 RSE R1074352 is issued by Diversa Trustees Limited ("Trustee") ABN 49 006 421 638 AFSL 235153 RSE Licence No L0000635.