

# Change of Details Form

**Use this form if you are an existing investor and wish to change your contact details, distribution preference, bank account details or annual report option.**

Please complete all sections using the interactive fields and then save the completed PDF form.

If you prefer to complete a printed form, please use BLOCK letters and using a black pen. If you make an error while completing this form, do not use correction fluid. Cross out your mistakes and initial your changes.

**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 your contact details, complete section 2
- if you are changing your tax status, complete section 3
- if you are changing your distribution preference, complete section 4
- if you are changing your bank account details, complete section 5
- if you are changing your annual report option, complete section 6
- sign the form as per the 'Signing instructions' in section 7.

**3. Send your documents to us.**

You can return your form by post or email according to the details below:

**Send by post:**

Atrium – Registry Services  
GPO Box 804  
Melbourne VIC 3001

**Save the completed PDF Form or scan and email to:**

[atrium\\_transactions@unitregistry.com.au](mailto:atrium_transactions@unitregistry.com.au)

Please include your account number in the subject line of your email.

## 1 Investor details

Investor number

Investor name

## 2 New contact details

### New residential address or registered office address

A PO Box/RMB/Locked Bag is not acceptable

Property/Building name (if applicable)

Unit/Level

Street number

Street name

Suburb

State

Postcode

Country

### New postal address (if different to residential address)

A PO Box/RMB/Locked Bag is acceptable

Property/Building name (if applicable)

Unit/Level

Street number

Street name (or PO Box or other mail details if applicable)

Suburb

State

Postcode

Country

### New contact details

Home number (include country and area code)

Business number (include country and area code)

Mobile number (include country code)

### New email address (please use block letters)

This email address is the default address for all investor correspondence (such as transaction confirmations, statements, reports and other material).

### 3 Tax status

#### 1. Individuals and sole traders

Please complete if your tax status has changed

Australian resident

Non-resident (Please specify country of residence)

If you are an Australian resident for tax purposes, please provide your tax file number (TFN) or reason for exemption. If you are an Australian resident and do not provide your TFN, or reason for exemption, you will be taxed at the highest marginal tax rate plus the Medicare levy.

TFN

Reason for exemption

If you have changed your status for US tax purposes, please contact us for a Tax Information form.

#### 2. Companies

Please provide your company registration number (for example Australian Business Number [ABN])

#### 3. Trusts or superannuation funds

Please provide information below which is applicable to you. ABN (applicable if you are a trust or a self managed superannuation fund registered with the Australian Taxation Office)

TFN

Australian Registered Scheme Number (applicable if your trust is registered with ASIC)

### 4 Change of distribution preference

Please indicate your choice below. If you do not make a choice below, we will reinvest your distribution into the fund.

Fund name	APIR code	Distribution option (indicate preference with an X)	
		Reinvest	Pay to my Australian bank account
Atrium Evolution Series – Diversified Fund AEF 5 Units	COL0029AU		
Atrium Evolution Series – Diversified Fund AEF 7 Units	COL0030AU		
Atrium Evolution Series – Diversified Fund AEF 7 P Units	PIM7509AU		
Atrium Evolution Series – Diversified Fund AEF 9 Units	COL0031AU		
Atrium Evolution Series – Diversified Fund AEF 9 P Units	PIM5301AU		

## 5 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

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Branch name

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BSB number

Bank account number

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Account name

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### Regular savings plan – change of bank account

Tick here if this account is also to be used for your regular savings plan. If this box is not ticked, we assume you do not have a regular savings plan or that you wish for your existing regular savings plan bank 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 copy of a bank statement for verification purposes.

## 6 Annual financial statements option

No annual reports

Annual financial statements by email\*

Annual financial statements by post

\* If you have elected to receive your annual financial statements by email, please provide your email address in section 2 of this form.

## 7 Signing instructions

By completing and signing this form, you:

- authorise us to act according with the instructions on this form
- acknowledge that the instructions on this form supersede all previous instructions received by us, and
- 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

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

**Joint Holding** – where the investment is in more than one name, all of the account holders must sign.

**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* (Cth)) 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.

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Signature of investor 1,  
director or authorised signatory

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

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Please print full name

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Please print full name

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Date (DD/MM/YYYY)       /       /

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Date (DD/MM/YYYY)       /       /

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Company officer (please indicate company capacity)

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Company officer (please indicate company capacity)

Director

Director

Sole director and company secretary

Sole director and company secretary

Authorised signatory

Authorised signatory

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