

## A Guide to Completing the Axis Share Trading Application Form

In order to assist you in completing the Axis Investment Centre Client Application, we have provided you with a step to step guide. Please use this guide to ensure your application can be processed as soon as possible for you.

- Section 1:** Please select which account type suits you best. If you are unsure, please leave this blank and your broker will complete it for you.
- Section 2:** For company or registered body accounts only.
- Section 3:** This is the name in which your shares will be bought. It is important that this is correct – if you are not certain about what to write please speak with your broker.
- Section 4-5:** Please enter full name/s and date of birth. If you have shares that you will want to put onto CHESS for this account, please ensure the name entered in this section matches EXACTLY to the name on you share holding statements.
- Section 6:** Please enter a registered residential address. If you are applying as a company, this must be the business address.
- Section 7:** If you do have a postal address, please enter it here. Note that if you don't have a postal address all correspondence will be sent to your residential address from section 7.
- Section 8:** Your CHESS Registered Address is the address to which you mail will be sent.
- Section 9:** Please enter your contact details here. Tick beside the preferred means of contact.
- Section 10:** Please let us know if you would like your trading receipts emailed. It is a legal requirement that all Contract Notes are posted to your mailing address however if you like, they can be emailed to you as well.
- Section 11:** In order to open an account you must nominate a bank account. We use this account to deposit any interest, funds from share sales etc. *If you select Direct Debit in Section 13, we will debit from this account.*
- Section 12:** Please provide us with your tax file number. If you are a company or trust, we require the company or trust Tax File Number.
- Section 13:** Many clients prefer the convenience of having owing funds debited automatically from their bank account. Should you choose this option, any owing funds will be withdrawn the evening prior to settlement date. We are not able to access this account for anything other than your share purchases.
- Section 14:** If you currently have a stock broker with another company and wish to transfer your stock across to your Axis Investments broker, please give details.
- Section 15:** Please tick this box if you wish for dividends to be paid into the ETrade cash account. If you do not tick this box, you will be able to nominate your own bank account at a later stage.
- Section 16:** Once you have checked that all your details are correct, please sign the form where applicable. Please date this document accordingly.
- End of Application.**

There are a number of ways to return your form to us. Please choose whichever method is most convenient for you.

**Fax:** 07 4771 6244

**Email:** [nikki.iankovic@axisinvest.com.au](mailto:nikki.iankovic@axisinvest.com.au) or [felicity.pyke@axisinvest.com.au](mailto:felicity.pyke@axisinvest.com.au)

**Post:** Axis Investment Centre  
PO Box 1682  
Townsville Q 4810

**Deliver:** 144 Charters Towers Rd  
HERMIT PARK  
QLD 4812

**IMPORTANT NOTICE – Effective December 2008**

Due to the new Anti – Money Laundering and Counter Terrorism Laws introduced in the past twelve months, it is a legal requirement that we ask for identification. Without legitimate identification for the account holder, we will not be able to open a share trading account.

Please phone our office or email to the address above to confirm what identification is required from you.

If you have any questions or concerns regarding opening a new account with Axis or if you have a general trade enquiry, please do not hesitate to contact the office on 07 4771 6089 where one of our helpful staff will assist you.

We look forward to hearing from you in the future.

Yours truly,

Axis Investment Centre.