

## CHANGE OF DETAILS FORM

### FAIRVIEW EQUITY PARTNERS EMERGING COMPANIES FUND

**DATE: DECEMBER 2024**

**Please use this form if you are an existing investor in the Fairview Equity Partners Emerging Companies Fund (Fund) and wish to amend your personal details, communication and distribution preferences, bank account details for withdrawal payments and income distributions. Please note where new information is not provided, existing information will prevail.**

Please complete the relevant sections in BLOCK letters, using BLACK or BLUE INK. If you make an error while completing this form, please do not use correction fluid. Cross out your mistakes and have all signatories initial the changes.

Before completing this form you should check you have read the latest up to date information for the Fund, by ensuring you have the current Product Disclosure Statement (PDS) and Product Guide or any website updates for the Fund. If you do not have a copy of the PDS, Product Guide and any website updates, a copy is available free of charge from [mlcam.com.au/fepectf](http://mlcam.com.au/fepectf) or by contacting Client Services on **1300 738 355**, or from your approved Australian financial adviser (Financial Adviser).

Section 1 must be completed regardless of whether changes have occurred in these details or not.

If there are changes to investor(s) and/or organisation details in Section 1 and Section 2, you will be required to complete the relevant Financial Services Council (FSC) identification form(s) and provide us with certified copies of the **identity verification documents**. Please contact Client Services on **1300 738 355** for further information.

Please return your completed form by:

**Mail:** Registry Services  
Fairview Equity Partners Emerging Companies Fund  
GPO Box 804  
Melbourne VIC 3001 Australia

**Email:** [mlc\\_transactions@unitregistry.com.au](mailto:mlc_transactions@unitregistry.com.au)

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

If you require any assistance with completing this form, please contact Client Services on **1300 738 355**.

#### Privacy notice

We are committed to protecting your privacy. Any personal information we collect about you will be handled in accordance with our privacy policy, which outlines how we manage your personal information and how you may complain about a breach of your privacy. To obtain a copy, please visit [mlcam.com.au/privacy](http://mlcam.com.au/privacy) by contacting Client Services on **1300 738 355**.

## 1. INVESTOR DETAILS

Mandatory (\*)

Account number\*

Account name\*

## 2. CHANGE IN PERSONNEL DETAILS

**Complete this section to add or remove a director / beneficial owner / senior managing official / partner / member / individual or corporate trustee / beneficiary on your account.**

For a change of trustee(s) please provide:

- A newly completed Initial Application Form;
- Certified copies of verification documents to support your change request.
- FSC identification form(s) available at [mlcam.com.au/forms](http://mlcam.com.au/forms)
- Australian Standard Transfer Form;

Please advise which role is changing, cross (X) the box and complete their details below.

- Director(s)     
  Member(s)<sup>1</sup>     
  Senior managing officials(s)<sup>1</sup>     
  Corporate Trustee<sup>1,2</sup>  
 Beneficial owner(s)<sup>1</sup>     
  Individual Trustee<sup>1</sup>     
  Partner(s)<sup>1</sup>     
  Beneficiary(s)

Full name	Add	Remove
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide certified copies of verification documents to support your change request, such as:

1. Individuals: Driver's licence or passport;
2. Company: ASIC records reflecting the new director(s), beneficial owner(s);
3. Senior managing official: Updated minutes of meeting; or
4. Trust: Updated trust deed for any changes related to a Trust.

Certified copies of verification documents must be provided for all changes where new individuals are added.

1 For changes to personnel (excluding director(s) or beneficiary(s)), please contact Client Services on **1300 738 355** to complete the FSC identification form for Individual(s).  
 2 For changes to corporate trustee personnel, please contact Client Services on **1300 738 355** to complete the FSC identification form for Australian or foreign companies.

### 3. CHANGE OF CONTACT DETAILS

Complete this section to change your residential and/or postal address details.

#### Residential address or registered office address

Unit	Level	Street number	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Suburb/Town

State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Contact details

Telephone: Business hours	Mobile
<input type="text"/>	<input type="text"/>

Email address

If postal address is different to the above, please complete this section below:

C/- (if applicable)

Unit	Level	Street number	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Suburb/Town

State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 4. CHANGE IN COMMUNICATION PREFERENCE

#### 4A. Electronic communication

Complete this section to change your communication details.

You will be required to register for access to Investor Online which enables you to view your account details online, including your current valuation, transaction confirmations, statements, reports and other material. Joint investors/individual trustees are required to register separately. From time to time we may still need to send you letters in the post.

Please cross (X) the boxes below as applicable.

- I/We prefer to receive a paper copy of all communications.
- Please provide my/our Financial Adviser (details provided in Section 7) with access to information about my/our investments and copies of all statements about my investment. If no election is made no copies will be sent.<sup>3</sup>

#### 4B. Annual report

We will publish a copy of the annual report for the Fund on **mlcam.com.au/fepecf**

- Please cross (X) this box if you wish to receive a paper copy of the Annual Report by post.
- Please cross (X) this box if you do not wish to receive a paper copy of the Annual Report by post.

If you do not choose to have the annual report mailed to you, we will email it to your previously nominated email address or the email address provided in Section 3. If you have not provided a correspondence email address, we will publish a copy of the annual report for the Fund on **mlcam.com.au/fepecf**, and we'll notify you by mail when this has been made available online.

<sup>3</sup> By electing this option, your Financial Adviser will also be able to access such information via Adviser Online.

## 5. CHANGE OF DISTRIBUTION METHOD

Complete this section to change how you would like your income distributions to be paid.<sup>4</sup>

This will apply to all units:  Reinvest income distributions for additional units **OR**  Pay to a previously nominated bank account or the bank account nominated in Section 6

## 6. CHANGE OF BANK ACCOUNT DETAILS FOR WITHDRAWAL PROCEEDS AND INCOME DISTRIBUTIONS

Complete this section to change your bank account details and/or if you chose to pay to a bank account in Section 5.

By providing your bank account details in this section, you authorise MLC Investments Limited (MLC) to use these details for all distribution and withdrawal requests that you nominate.<sup>4</sup>

For any requests to change bank account details, please post originals of your completed form to Registry Services.

We will not process any bank account detail changes until these are received.

### Australian account

Name of Australian bank or financial institution

Branch

BSB Number

 - 

Account Number

Account name<sup>5</sup>

<sup>4</sup> All payments from the Fund are in Australian dollars.

<sup>5</sup> Payments can only be made to accounts held in the investor's name. For joint investors, payments can be made to a bank account held solely in the name of one of the joint account holders, provided both signatories have signed this form. No third party payments are made.

## 7. FINANCIAL ADVISER DETAILS

Complete this section to add/update/remove your financial adviser details.

Add - Please provide your Financial Adviser's details below.

Update - Please provide your Financial Adviser's details below.

Remove

Financial Adviser name

Dealer Group

Dealer branch

ABN (if registered in Australia)

AFSL No. (if registered in Australia)

Contact phone no.

Financial Adviser's address

Email address

Financial Adviser signature

Date signed (DD/MM/YYYY):   /   /

Financial Adviser stamp

Full Name

## 8. INTERESTED PARTIES

Complete this section to update the details of your interested parties.

- The following parties may receive information relating to this investment.
- The following parties should no longer receive information relating to this investment.

Name	Company
<input type="text"/>	<input type="text"/>
Email address	Contact phone number
<input type="text"/>	<input type="text"/>

### Delivery address

Unit	Level	Street number	Street name (or PO Box)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/Town			
<input type="text"/>			
State	Postcode	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Please provide copies of all transactions and investor statements to the interested parties.

Please attach a schedule if more space is required

## 9. CHANGE OF NAME

Complete this section for a change in name due to (please cross (X) the relevant box):

- Marriage  Divorce  Deed poll  Other (please specify)

Title	Full given name(s)
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	

Please provide an original certified copy of your ID (Driver's Licence or Passport), marriage certificate, change of name certificate or divorce decree. We can only accept a marriage certificate issued by the appropriate State or Territory Registry of Births, Deaths and Marriages. Certification that the document is a true and complete copy of the original must appear on each page with an original signature and the title of the person who endorses the document. **For requests to change the name on your account, please post originals of your completed form and supporting documentation to Registry Services. We will not process any name changes until these are received.**

Please sign using your previous and new signatures below.

Previous signature	New signature
<input type="text"/>	<input type="text"/>

Date:   /   /

**Change of name for other entities (e.g. company, superannuation fund, trust (including self-managed superannuation funds (SMSFs))**

**This section should not be completed for a change of trustee(s). For a change of trustee(s) please complete section 2.**

Previous Name	New Name
<input type="text"/>	<input type="text"/>
Entity name	Account reference (as applicable)
<input type="text"/>	<input type="text"/>

Please provide a certified copy of the Certificate of Corporation and evidence of the name change.

## 10. TAX STATUS NOTIFICATION

Please complete this section if you wish to update your tax status and/or provide your Australian tax file number (TFN), or a reason for the exemption.

MLC is authorised under the Australian Income Tax Assessment Act 1936 to collect your TFN for income distribution purposes. If you are an Australian resident, please note that you don't have to provide your TFN and it's not an offence if you decide not to, but if you don't, 'Pay As You Go Withholding Tax' will be deducted at the highest marginal tax rate (plus Medicare Levy) from any income distributions payable to you.

Please nominate your tax status below with a (X) if it has changed.

- Australian resident  
 Non-resident

### Investor 1

TFN

or TFN exemption (provide reason)

### Investor 2

TFN

or TFN exemption (provide reason)

### Company/Trust

TFN

ABN

or TFN exemption (provide reason)

For non-residents, please provide your country of residence for tax purposes. If an investor becomes a resident of another country for tax purposes we will need to capture their TIN/GIIN.

Country of residence and TIN/GIN

## 11. DECLARATION AND SIGNATURES

By signing this form, I/we have received a copy of the current PDS to which this form relates, have read it and have accepted the offer of units in the Fund made in the PDS in Australia. I/We acknowledge that my/our interest in the relevant Fund will be subject to the terms of the Constitution for the Fund (as amended from time to time).

I/We declare that all the details provided on this form are true and correct.

If this form is signed under a Power of Attorney, the Attorney declares that he/she has not received notice of revocation of that power. A certified copy of the Power of Attorney and FSC individuals identification form (available on [mlcam.com.au/forms](http://mlcam.com.au/forms)) for the Attorney should be submitted with this form unless MLC Investments Limited has already sighted it.

<input type="checkbox"/> Investor 1	<input type="checkbox"/> Individual trustee 1	<input type="checkbox"/> Director 1 <sup>6</sup>	<input type="checkbox"/> Sole director <sup>6</sup>
<input type="checkbox"/> Attorney 1 <sup>7</sup>	<input type="checkbox"/> Partner 1	<input type="checkbox"/> Authorised signatory <sup>6,8</sup>	

  

Signature	Date signed (DD/MM/YYYY)
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

  

Full name	Date of birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

<input type="checkbox"/> Investor 2	<input type="checkbox"/> Individual trustee 2	<input type="checkbox"/> Director 2 <sup>6</sup>	<input type="checkbox"/> Secretary <sup>6</sup>
<input type="checkbox"/> Attorney 2 <sup>7</sup>	<input type="checkbox"/> Partner 2	<input type="checkbox"/> Authorised signatory <sup>6,8</sup>	

  

Signature	Date signed (DD/MM/YYYY)
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

  

Full name	Date of birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

<sup>6</sup> For a company this form must be signed by two directors, a director and secretary, the sole director or authorised signatories of the company.

<sup>7</sup> Attorney's signature(s) must be witnessed.

<sup>8</sup> An Authorised Signatory List must have been previously provided.



**Signature of witness to Attorney 1**

Signature of witness to Attorney 1 signature (witness must be a third party, i.e. not the investor or the named Attorney)  
I declare I have witnessed the signature of the named Attorney

Witness name (print)

Date signed (DD/MM/YYYY)

 /  / 

**Residential Address**

Unit            Level            Street number    Street name

            

Suburb/Town

State

Postcode

Country

**Signature of witness to Attorney 2**

Signature of witness to Attorney 2 signature (witness must be a third party, i.e. not the investor or the named Attorney)  
I declare I have witnessed the signature of the named Attorney

Witness name (print)

Date signed (DD/MM/YYYY)

 /  / 

**Residential Address**

Unit            Level            Street number    Street name

            

Suburb/Town

State

Postcode

Country