

## Hello,

Congratulations on your decision to start trading with Excela Equities Limited.

On this webpage is everything you need to get started with a Margin Lending Account:

- Excela and E\*TRADE Application Form;
- ASX Warrant Agreement Form;
- E\*TRADE Options Activation Pack;
- Excela Financial Services Guide (FSG)

To make it easier, here's a Checklist to follow:

1. Please ensure that you have **completed and signed** the following before sending your forms back to Excela Equities Limited:

- Excela and E\*TRADE Application Form
- ASX Warrant Client Agreement Form
- ETRADE Australia Options Activation Pack

2. Please ensure that you have **included** the following in your application before sending your forms back to Excela Equities Limited:

- A Certified Copy of Photographic ID (Australian Drivers License or Australian Passport only)
- Superannuation Trust Accounts also need to supply the following:
  - Certified copy\* of the Superannuation Trust Front Cover
  - Certified copy\* of the Schedule
  - Certified copy\* of the Executed page
  - Certified copy\* of Photographic ID for ALL Trustees of the Superannuation Trust
- Company Accounts and Trust Accounts with Corporate Trustees also need to supply the following:
  - Certified copy\* of the Company Extract OR Certified copy of the Company Statement (Both these illustrate the Directors and the business address of the Company)
  - Certified copy\* of Photographic ID for ALL Directors of the Company

\*See over for details.

**Before you return your completed forms, please contact Excela Equities Limited on 1800 110 808 (Option 1) or [stockbroking@excela.com.au](mailto:stockbroking@excela.com.au) so we can confirm your application has been completed correctly and check if there is anything else we can help you with.**

After everything you have provided above has been processed, you will be contacted and a taken through a personalised Statement of Advice document which completes your application.

### FUNDS MANAGEMENT | STOCKBROKING

**Freecall: 1800 110 808** | Phone: +61 7 3308 1808 | Fax: +61 7 3308 1800 | [www.excela.com.au](http://www.excela.com.au)

Post: GPO Box 808, Brisbane, QLD. 4001 | Street: Level 21, 333 Ann Street, Brisbane, QLD. 4000

**Excela Limited** ABN 67 108 069 003. Listed on the Australian Securities Exchange

**Excela Equities Limited** ABN 17 010 763 041. Participating Organisation of the Australian Securities Exchange. AFSL No 246510

**Excela Funds Management Pty Ltd** ABN 25 124 028 244



## Certified Identification

Along with your application form to open an E\*TRADE account you are required to provide a copy of Certified Identification. Can you please organise this requirement and return it to Excela Equities Limited with any accompanying paperwork.

Below is a simple list of what is required and how your identification can be certified.

### Photo Identification required to be certified:

- Australian Driver License OR
- Australian Passport, with government utility bill

### Trust Deeds and Company Information are also required to be certified

A certified copy is one that has been verified to be a true copy by an approved witness (see below) after sighting the original and making sure the person is the Photo ID holder.

The person certifying the photocopy must sight the original and make sure the photo is of you and include the following details.

- Stamp or write "This is a true copy of the document sighted by me" Signature and date
- Contact details (name, address and telephone no.)
- The official stamp or seal of their organisation or their profession and organisation name.

A photocopy will need to be certified by the following:

- A Justice of the Peace;
- A Commissioner for Declarations or notary public;
- A Commissioner for Affidavits;
- A police officer in charge of a police station, or of the rank of sergeant and above;
- An agent / permanent employee of the Australian Postal Corporation (Australian Post);
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
- A bank officer with 5 or more continuous years of service;
- A bank manager of an Australian bank;
- A member of any State or Territory Parliament;
- An officer or warrant officer of the Australian Defence Force, with 5 years continuous service;
- A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants;
- A member or officer of, or authorized representative of, a holder of an Australian financial services license having 2 or more years continuous service;
- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- A judge of a court; a magistrate; a court clerk
- A member of Chartered Secretaries Australia;
- A medical practitioner

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