Australian Securities & Investments Commission

Form FS20

Corporations Regulations 2001 7.6.04(1)(b), 7.6.04(1)(i), 7.6.04(2) 7.6.05(1)(a), 7.6.05(1)(b), 7.6.05(1)(e), 7.6.05(1)(g)

Change of details for an Australian financial services licence

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

AFS licence details	AFS licence number	
	ABN (if no ABN assigned, provide ACN or A	RRN)
	7.514 (ii 110 7.514 d.55)gried, provide 7.614 di 7.	
	AFS licence name	
Lodgement details	Who should ASIC contact if there is a qu ASIC registered agent number (if applicable	
	Firm/organisation	
	Contact name/position description	Telephone number (during business hours)
	Email address (optional)	
	Postal address	
	Suburb/City	State/Territory Postcode
1 AFS licensee details		
Tick appropriate box		ress, business name or controlling entity details?
•	1.1 Principal business address Office, unit, level	at information that has changed. If No go to 2
	Street number and Street name	
	Suburb/City	State/Territory
	Postcode	

1 Continued AFS lic	ens	see details	
	1.2	Address for service of notices Office, unit, level	
		Street number and Street name	
		Suburb/City	State/Territory
		Postcode	
	1.3	Remove a business name under which the AFS licensee trades: If the business name was registered before 28 May 2012, the bus registration is required. Business name	iness registration number and the State/Territory of
		Registered business name number	State/Territory of registration
		Business name	
		Registered business name number	State/Territory of registration
If insufficient space, provide details of business names to be added or removed on an attached annexure.	1.4	Add a business name under which the AFS licensee trades: If the business name was registered before 28 May 2012, the businesstration is required. Business name	iness registration number and the State/Territory of
		Registered business name number	State/Territory of registration
		Business name	
		Registered business name number	State/Territory of registration
For non-corporate entities only:	1.5	Name	
		ABN	
	1.6	Effective date of change [D D] [M M] [Y Y]	

Continued AFS licens	ee details		
1.7	Do you wish to change the licensee con	trolling entity details?	
	Yes No		
	If Yes commence at 1.7.1, if No go to 2.		
	You are required to provide us with a lis persons and body corporates. The definition Control is determined by: • voting power of more than 50% of voting power of m	t of the person or persons who control the lic nition of control is set out in Corporations Re	ensee. Person includes both natural gulation 7.6.04(2).
	 shareholding(directly or indirectly) or capacity to control the composition capacity to determine the outcome A person controls a licensee if the person 	of more than 50% of the issued capital (exclu	olicies of the licensee. s, controls the licensee. The person or
	fact, two or more persons may control the	ne licensee even in circumstances where such	
	For more information go to www.asic.go	v.au/afs-change-control	
1.7.1	Details of new controlling entities		
	Controlling entity ABN (if applicable)	Controlling entity name	Effective date [D D] [M M] [Y Y]
1.7.2	Details of ceased controlling entities		
	Controlling entity ABN (if applicable)	Controlling entity name	Effective date
1.7.3	If there are no persons who control the as set out in Corporations Regulation 7.	licensee, you must provide an explanation w 6.04(2)	ith reference to the definition of control

1

2 Contact details		
ASIC will use the email address of the ongoing contact person to send correspondence (including invoices) relating to lodgements by the		Do you wish to change the contact details for this AFS licence? Yes No If Yes, commence at 2.1 and provide only that information that has changed. If No go to 3.
licensee under the Corporations Act 2001 concerning the maintenance of the licence, and the appointment	2.1	Full name
and maintenance of the licensee's authorised representatives and	2.2	Relationship to applicant Licensee (including officers & staff) External service provider
financial advisers (if any).	2.3	Email address
	2.4	Telephone number
	2.5	Facsimile number
Postal address	2.6	Office, unit, level
		Street number and Street name
		Suburb/City State/Territory
		Postcode
	2.7	Effective date of change [D D] [M M] [Y Y]

3 Responsible manager	S
	Do you wish to change your responsible managers? Yes No If Yes, commence at 3.1. If No go to 4.
3.1	Do you wish to remove one or more responsible managers? Yes No If Yes, go to 3.1.1. If No go to 3.2.
If insufficient space, provide the details of responsible managers to be removed on an attached annexure.	Provide the following details for the responsible managers you wish to remove. Full Name (Given names, family name) Date of birth
If you are removing a key person, you must also lodge a variation application (FS03) to apply for the key person condition to be varied or removed.	
3.1.2	Effective date of change [D D] [M M] [Y Y]
If you are adding or amending more 3.2 than one responsible manager attach completed copies of pages 5 and 6 of this form as annexures to the FS20. 3.2.1 Personal details	Do you wish to add or amend the details of one or more responsible managers? Yes No If Yes, go to 3.2.1. If No go to 4. Provide the following details for each responsible manager you wish to add or whose details you wish to amend. Given names
Totolial actails	Family name
	Date of birth [D D] [M M] [Y Y]
	Place of birth City/Town Country
	New responsible manager Existing responsible manager

3 Continued Responsib	ole managers			
Personal details	What is the relationship of this person to the entity	that v	vill hold this AFS licence?	
	An employee/officer		Owner/partner	
	An external service provider			
	What best describes this person's role for your organic	anisa	tion?	
	Accountant		Asset Specialist	
	Chief Executive Officer		Chief Investment Officer	
	Company Secretary		Compliance Manager	
	Compliance Officer		Communications Platform Officer	
	Director		Distribution Manager	
	Financial Controller		General Manager	
	Human Resource Manager		Information Technology Officer	
	Legal Adviser		Marketing Manager	
	Operations Manager		Partner/Proprietor	
	Professional Adviser		Trustee	
The service you select must be	What financial services will this person be a respon	nsible		
authorised under your AFS licence or	Provide financial product advice		Provide class of product advice	
be a subset of your authorisation.	Deal in a financial product		Make a market for a financial product	
	Operate a registered scheme		Provide custodial or depository service	
	Provide traditional trustee company services		Provide a crowd-funding service	
		d on c	luties related to the provision of financial services by the	
	applicant or its related body corporate?	_	,	
	Less than 1 day per month		Less than 1 day per week	
	1 to 3 days per week		More than 3 days per week	
	What industry category(ies) best describes this per	rson's		
	Accounting	Ш	Asset Specialist	
	Banking or like services	Ш	Communications Platforms	
	Crowd-Funding Services		Custodial / Depository	
	Derivatives		Financial/Investment Advising	
	Foreign Exchange		Funds Management	
	General Insurance		Information Technology Officer	
	Law Firm/Legal		Life Insurance	
	Management		Margin Lending	
	Securities Dealing		Stockbroking	
	Superannuation		Technical Adviser	
	Trustee		Underwriting	
	What best describes the overall type of experience	they	have?	
	Management – small entity		Management – medium to large entity	
	Technical adviser		Employee/representative – small entity	
	Employee/representative – medium to large el	ntity		
	Which of the following best describes the length of	their	relevant industry experience?	
	At least 3 years experience in the last 5 years	Ш	At least 5 years experience in the last 8 years	
	Neither of the above			
	Where was this experience predominantly obtained	d?		
	Australia			
	Overseas country		(please specify)	
The five entions are explained in	Which of the five options for demonstrating knowle	dao	" " " " " " " " " " " " " " " " " " " "	
The five options are explained in Section C of RG105	Meets widely adopted and relevant industry st	-	•	
300.001 0 01 110 100				
			ssessor as having relevant knowledge equivalent to a diploma; or	
			nd has completed a relevant short industry course; or	
	Holds a relevant industry or product-specific qualification equivalent to a diploma or higher; or			
	Other demonstration of knowledge and skills.			
3.3	Effective date of change [D D] [M M] [Y Y]			
	If adding or amending more than one responsible r		ger, include additional details as an annexure. A Statement of ded as an annexure for each responsible manager added, refer	
	Appendix A of this form.		,	

4 Dispute resolution		
This question applies to AFS	licensees that	service retail clients only.
		Do you wish to change your external dispute resolution details? Yes No If Yes commence at 4.1 and provide only that information that has changed. If No go to 5.
	4.1	What best describes the role of the person in your organisation with responsibility for external dispute resolution. Chief Executive Officer Compliance Manager Compliance Officer Customer Services Manager Director General Manager Partner/Proprietor
Scheme details	4.2	Please provide the details of membership of the Australian Financial Complaints Authority (AFCA). Membership Number Commencement date [D D] [M M] [Y Y]
5 Compensation	•	
This question applies to ArS		service retail clients, operate a registered scheme or operate an IDPS only. Do you wish to change your security bond details? Yes No If Yes go to 5.1.1
	5.1.1	Provide details of new bond Name of the financial institution that issued bond
		Amount of bond (Bond amounts can only be \$10,000 or \$20,000)
	5.1.2	Effective date of change D M M Y Y
	5.2	Are you seeking to discharge your bond? Yes No

A	•				
Annexure					
Provide the f	ollowing details for all annex	tures that are attached to this document.			
	that all annexures must be of annexures	elearly marked with the AFS licence number, annexure number and the number of pages.			
Annexure Number	Annexure Detail (eg additional business na	ame, Statement of Personal Information for xxx, etc)			
Declaration	ons and Certification				
Deciaration	ons and Certification	15			
The AFS lice The AFS lice The AFS lice	General Declaration and Consent The AFS licensee declares that, to the best of its knowledge, the information supplied in, and with, this document is complete and accurate. The AFS licensee declares that it will comply with its obligations as a financial services licensee. The AFS licensee acknowledges that the Australian Securities and Investments Commission may take action to verify that the statements and certifications made in				
Certification I certify that a new resp are of go	Certifications I certify that as at the date of this application to the best of my knowledge the following is true: new responsible managers named in this document have completed the statement of personal information and the applicant believes the responsible managers are of good fame and character new responsible managers named in this document have the relevant knowledge, skills and experience to perform their particular roles within this business.				
Signature		Name			
Refer to Guide for details on eligible signatories.		Signature Capacity			
		- Street			
		Entity name (if entity acting as agent)			
		Date signed [D D] [M M] [Y Y]			

Lodgement

Send completed and signed forms to: AFS Licence Applications

Australian Securities and Investments Commission

PO Box 4000

Gippsland Mail Centre VIC 3841

Or lodge the form online at www.asic.gov.au

For more information

Web www.asic.gov.au Need help? www.asic.gov.au/question

Telephone 1300 300 630

Form FS20

Corporations Regulations 2001 7.6.04(1)(b), 7.6.04(1)(i), 7.6.04(2) 7.6.05(1)(a), 7.6.05(1)(b), 7.6.05(1)(e), 7.6.05(1)(g)

Appendix A: Change of details for an Australian financial services licence

To obtain an AFS licence, an applicant must show that they have the experience and expertise to ensure that the financial services to be covered by the AFS licence will be provided efficiently, honestly and fairly.
You have been nominated as a Responsible Manager for this application.
To demonstrate that you have the necessary experience, expertise and are of good fame and character, please respond to all of the following questions.
When signed, this Statement becomes an attachment to the change of details for an AFS licence that will be forwarded to the Australian Securities and Investments Commission (ASIC) by the AFS licensee.

PRIVACY NOTICE

ASIC is authorised to collect the information under the *Corporations Act 2001* and Corporations Regulations 2001. We will not use it for any other purpose nor will we disclose it unless we have obtained your consent or the use or disclosure is permitted under the Privacy Act (Cth).

Fo	For more details, see the Privacy Statement on our website www.asic.gov.au.				
S	Statement of Personal Information for:				
F	or Australian financial services licence number:				
	/ithin the last 10 years, within Australia and/or overseas: Have you been refused the right, or been restricted in the right, to carry on any trade, business or profession for which a licence, registration or other authority is required by law? ☐ Yes ☐ No				
2.	Have you been a member, or partner in a member firm, of any securities, stock, futures, commodities or other exchange? ☐ Yes ☐ No				
3.	Have you been suspended from membership of, or disciplined by, any securities, stock, futures, commodities or other exchange? ☐ Yes ☐ No				
4.	Have you been refused membership of any securities, stock, futures, commodities or other exchange? ☐ Yes ☐ No				
5.	Have you been removed from membership of, or disciplined by, any professional body or external dispute resolution scheme? ☐ Yes ☐ No				
6.	Have you carried on business under any name other than the name or names shown in this application? ☐ Yes ☐ No				
7.	Have you been known by any name other than the name or names shown in this application? ☐ Yes ☐ No				
8.	Have you been the subject of any findings, judgment or current proceeding, including findings, in relation to fraud, misrepresentation or dishonesty, in any administrative, civil or criminal proceedings in any country? Yes No				
9.	Are you, or have you ever been, declared bankrupt or insolvent under administration? ☐ Yes ☐ No				
10	Have you been engaged in the management of any companies/businesses that have had an external administrator appointed? ☐ Yes ☐ No				
11	. Have you been engaged in the management of any companies/businesses that were declared insolvent? ☐ Yes ☐ No				

12.	Have you been engaged in the ma authority is required by law? ☐ Yes ☐ No	nagement of any companies/businesses that carry on a trade, business or profession for which a licence, registration or other
13.		nagement of any companies/businesses that have been the subject of any investigations or proceedings that are current or sciplinary action being taken in relation to any such authorisation?
14.	Have you been engaged in the mascheme? ☐ Yes ☐ No	nagement of any companies/businesses that have failed to comply with a determination from an external dispute resolution
15.	Have you been engaged in the ma country other than Australia? ☐ Yes ☐ No	nagement of any companies/businesses that were declared the equivalent of insolvent under the law of an external territory or
16.	Have you ever been engaged in the 1993 revoked? ☐ Yes ☐ No	e management of any company that has had an instrument of approval under the Superannuation Industry (Supervision) Act
17.		e management of any companies/businesses that have had a Corporations Act 2001 (or previous corresponding laws) licence ction Act licence or Insurance Agents and Brokers Act 1984 registration revoked or suspended?
Αt	tachments	
_	If you have answered Yes to any q Question 8 the ju Question 9 to 15 For a	uestion, please provide a separate attachment that includes individual details. In addition, please provide the following: Igment and if it has been satisfied declaration of bankruptcy or insolvency: date of the declaration and district in which it was made
	√ For o	bankruptcy number
		deed of arrangement, assignment or where creditors have accepted a composition under Part X of the aptropy Act 1966:
	✓	date of the deed of arrangement, assignment or the special resolution accepting composition and the district in which it
	✓	was made name and address of the trustee of the deed of arrangement, assignment or of the composition
	· •	identifying number used in relation to the deed of arrangement or assignment or the composition in the office of the Registrar in Bankruptcy
R	You must provide the following det	ails of your educational qualifications relevant to your responsibilities for this AFS licence. If insufficient space, attach an
ann Ove	exure. If any of your qualifications a	re foreign qualifications, please provide details about how the qualification has been approved by the National Office of in Canberra - for example, the letter verifying the qualification provided to you by NOOSR and what Australian short courses
•	itution	
	urse Name	
	lise ivallie	
Yea	or of completion	
Inst	titution	
Cou	urse Name	
Yea	ar of completion	
Inst	itution	
Cou	urse Name	
Yea	ar of completion	
Inst	itution	
Cor	urse Name	
Yea	r of completion	

C. You must provide the following details on your organisational experience for each of the financial services you are responsible for. If insufficient space, attach a annexure.	1
Financial service	
Relevant qualifications	
Relevant experience	
Financial service	
Relevant qualifications	
Relevant experience	
Financial service	
Relevant qualifications	
Relevant experience	
	_
D. The following documents must be provided to support your Statement. If the licensee is a body regulated by APRA, you only need to provide the documents described in 1.	
1. Copies of your relevant qualification certificates.	
A copy of a criminal history check on you not more than 12 months old (also called a police check).	
3. A copy of a bankruptcy check on you not more than 12 months old.4. Copies of two business references not more than 12 months old (at least one of these should be from someone external to your current organisation).	
Even if you have previously given these documents to us as part of an earlier licence application or notification, you must still provide them. Further details regardin these documents can be found in Part 2 of the AFS Licensing Kit.	J

Declaration		
l,		agree to be a Responsible Manager for
(Name and ABN, ACN or ARBN of AFS licensee)		as defined by the Corporations Act 2001.
I certify that the information in this Statement and all attachments are true Signature		
ognature		
Role		
Date signed		
Witness		
Name	Signature	
		<u> </u>
Address	Date signed	

Lodgement

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Guide: Change of details for an Australian financial services licence

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form FS20.

Signature	This form must be signed by the person authorised by the Australian financial services (AFS) licensee.			
	Entity	Signatory		
	Partnership comprised of individuals	Any one of the individual partners		
	Partnership comprised of both individuals and companies	Any one of the individual partners or a director or secretary of one of the companies		
	Multiple trustees	Any one of the trustees, or where the trustee is a body, a director or secretary of the body		
	Company	Director or secretary		
	Foreign company	Director or secretary or local agent		
	Individual	The individual		
Lodgement period	10 business days for changes to responsible managers	and principal business address details.		
	10 business days for changes to controlling entity details for licensees other than body corporate licensees as defined by s910A of the Corporations Act 2001.			
	30 business days for changes to controlling entity details s910A of the Corporations Act 2001.	s for licensees who are body corporate licensees as defined by		
Lodgement fees	No fee if lodged within the lodgement period.			
	For information on fees refer to www.asic.gov.au/forms.			
Late fees	Late fees may apply if you notify a change outside of the lodgement period.			
	For information on fees refer to www.asic.gov.au/forms.			
Lodge this form online	You can also apply to change the details for an AFS licence online www.asic.gov.au.			
	The AFS licensee portal provides: a tailored process that will lead you through each relevant step pre-filled data wherever possible fewer errors – the system will check that you have completed each applicable question and automatically verify 			
	some answers faster processing – we will not have to enter information			
Key points to note	Some questions have been designed so that you provide ASIC with your base information and then only those details that have changed. However, if any required fields are incomplete or contain invalid data types ASIC staff will be unable to process this form.			
	If appropriate, ASIC will contact you by telephone for clarification or, if the incomplete or invalid data is significant, the			

FS20 will not be accepted for lodgement and will be returned to you unprocessed.

Proofs and evidences

Where changes have been made in the following areas the relevant proofs and evidences must be included as annexures to the FS20. Refer to the AFS Licensing Kit for further details.

- . Responsible Managers A Statement of Personal Information for each responsible manager added
- . Compensation arrangements Compensation Capacity Statement.

Privacy

The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

Warning

It is an offence under the Corporations Act 2001 to provide false or misleading information to ASIC.

How to provide additional information

Annexures

If there is insufficient space in any section of the form, you may submit annexures as part of this lodgement.

To make any annexure conform to the regulations, you must

- 1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides
- 2. show the AFS licence number
- 3. number the pages consecutively
- 4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied
- 5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.
- 6. endorse the annexure with the words:

This annexure (mark) of (number) pages referred to in form (form number and title)

7. sign and date the annexure

The annexure must be signed by the same person(s) who signed the form.

Lodgement

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