

# AdviserNET login access request



Please complete this form to setup or amend AdviserNET access.

Complete this form in **BLOCK LETTERS** and send it to us by either:

Email: [useraccess@asgard.com.au](mailto:useraccess@asgard.com.au)

Mail: ATTN: Online Services, PO Box 7490, Cloisters Square WA 6850

**Questions?** Call our Customer Relations team on 1800 060 802

**Note:** Please ensure any documents (containing personal information) attached within your email, are sent securely to us. Options available can be found in the '[Data protection guide](#)'.

**Checklist**

- Complete all relevant sections, sign and date this form.
- If you are applying/changing Office or Dealer access, please ensure the request has been signed by an authorised person.
- Attach copies for at least 2 forms of ID such as driver's Licence, passport and/or Medicare card (relevant to the individual under this application).

**I. Your details**

Title     Last name

Given names (First name, middle name)  Date of birth  |  |

Other names (if any)  Gender  Male  Female

Position held

Business trading name

Business address - mandatory (PO Box not accepted)  
  
 State  Postcode

Postal address (if different to the business address)  
  
 State  Postcode

Residential address – for ID reference only (as per your ID documentation)  
  
 State  Postcode

Email address - mandatory

Phone (Business)       Phone (Home)

## 2. Setup new access

AFSL number (only relevant for adviser)

Do you currently hold an Asgard AdviserNET Login

**Yes**, provide a current user name

**No**, I am new to Asgard

### Your AdviserNET access details

Preferred user name (up to 8 letters and/or digits - subject to availability e.g. john123)

Indicate the access you require and provide the relevant code below (you may select more than one option):

**Adviser access** Adviser Code (BA)  - B A - 0 1

**Office access** Office Code (BO)  - B O - 0 1

**Dealer access** Dealer Code (BD)  - B D - 0 1

**i Note:**

- The relevant Adviser, Office or Dealer code must be completed
- Section 4 must be signed by the appropriate party.
- Adviser Access: Will provide visibility of all clients under the provided adviser code.
- Office Access: Will provide visibility of all advisers and their clients under the provided office code.
- Dealer Access: Will provide visibility of all offices, advisers and their clients under the provided dealer code.

### User access administration rights

Authority to modify/delete user access and settings:  Yes  No

**Note:** Where a user is granted access to modify/delete user access and settings, that user will be able to modify other users' transaction permissions and delete their access to AdviserNET.

### User access permissions (Mandatory - Please select one option)

**View only permissions**

**View and edit permissions**

**View, edit and submit permissions**

### 3. Amend/remove existing access

Complete the following sections to change or remove existing user's access.

#### Change of access level

Please change the following user(s) access level.

Full name	User name	Relevant code	Access required: Adviser(BA) Office (BO) Dealer (BD)	Authority to modify/delete user access and settings	Authorised by ( <i>must be signed by relevant authority</i> )	Full name of person authorising the request	Position of the authorised signatory
John Smith	john123	9999999 –BA- 01	Office (BO)	Yes	Signature	James Jones	Director

#### Remove user(s)

The following user(s) are no longer authorised. Please revoke their access.

Full name	User name	Relevant code
John Smith	john123	9999999 –BA- 01

**i** Any users authorised to modify/delete user access and settings can remove users online via Home > Resources > System and settings > User access and settings.

#### 4. Authorised signatory

**i** Who can authorise this request?

- Adviser (BA) access - Adviser
- Office (BO) access - Managing Director or Office principal
- Dealer (BD) access - Managing Director

Signature

*On completion of this form, please print it out and sign*

Name of person authorising

Email address of person authorising

Position of person authorising

**i** **Note:**

- If we do not have an identification document for the signatory which holds a signature, additional information may be requested.
- If we cannot verify the signature against the identification document we hold on file for the signatory, additional information may be requested.
- If we cannot verify the individual above as an authorised signatory additional information may be requested.

#### 5. Identity verification

We will verify your identification information if you are new to Asgard, or have not previously been verified by us. If your identity has been successfully verified, you don't have to provide any ID documents.

Provide copies for at least 2 forms of ID of the documents below. Providing all 3 ID documents will increase your success rate of being verified. Select which documents you have attached with this form:

- Australian driver's licence (Front and back)
- Passport
- Medicare card →  Green  Yellow  Blue

**Do you agree to electronic identity verification?**

- Yes**, I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems and services for the purposes of confirming my identity. I have also read and agree to the '[Electronic Identity Verification Terms](#)'.
- No**, I will provide certified copies of my ID documents, along with this form, to Asgard – PO Box 7490, Cloisters Square WA 6850.

## 6. Your signature

In signing below, you are bound by the '[AdviserNET user agreement](#)'. A copy of this agreement can be accessed via [onlineservices@asgard.com.au](mailto:onlineservices@asgard.com.au) and will be made available when you login to AdviserNET for the first time.

Signature

*On completion of this form, please print it out and sign*

Date

<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Terms and conditions

In signing this form, you are bound by the '[AdviserNET user agreement](#)' and '[Electronic Identity Verification Terms](#)'. These terms and conditions will be updated from time to time. Upon your first login you will receive a prompt to accept the most recent terms and conditions. These should be reviewed prior to accepting as they could have been amended since signing this form.

## Anti-Money Laundering, Counter-Terrorism Financing and Sanctions obligations

We are bound by applicable laws about the prevention of money laundering and the financing of terrorism as well as sanctions obligations, including but not limited to the Australian Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF laws).

We are required to carry out procedures that verify you and your clients identity before providing services to you, and from time to time thereafter.

## Data Protection

For secure data protection, Asgard recommends the use of Fileshare, a secure external file sharing solution that will provide an efficient way for you to send and receive sensitive information. Please contact our Customer Relations team on 1800 060 802 to assist with this setup.

For security reasons, if any documents containing personal information are attached within your email, please ensure that these are password protected. Failure to do so is at your own risk as we're unable to assume responsibility for your security obligations.

## Privacy Collection Notice

Asgard Capital Management Ltd ABN 92 009 279 592 ('Asgard') collects personal information from you:

- to process your application
- to communicate and manage our relationship with you
- to ensure you receive product and other important updates, and
- for our related administrative purposes.

We may also use or disclose your personal information where required by, or authorised under privacy law, laws preventing money laundering and terrorism financing, including the Anti-Money Laundering and Counter-Terrorism Financing Act 2006, sanctions obligations and financial services laws. We may also use your information to tell you about products or services we think may interest you. Please note, if you do not provide your personal information we would be unable to process your application and may not be able to provide you access to AdviserNET.

If you do not provide all the information we request, we may need to reject your application, or we may not be able to provide a service to you.

We may disclose your personal information to other members of the Westpac Group (Westpac Banking Corporation and its related bodies corporate), anyone we engage to do something on our behalf such as a service provider, other entities who provide services or products through or in connection with our business and other organisations that assist us with our business.

We may disclose your personal information to an entity which is located outside Australia. Details of the countries where the overseas recipients are likely to be located are in the Privacy Policy.

As a provider of financial services, we have obligations to disclose some personal information to government agencies and regulators in Australia, and in some cases offshore. We are not able to ensure that foreign government agencies or regulators will comply with Australian privacy laws, although they may have their own privacy laws. By using our products or services, you consent to these disclosures.

## Privacy Policy

The Privacy Policy is available at [asgard.com.au](https://asgard.com.au) or by calling 1800 998 185. It covers:

- how you can access the personal information we hold about you and ask for it to be corrected;
- how you may complain about a breach of the Privacy Act 1988 and how we will deal with your complaint;
- how we collect, hold, use and disclose your personal information in more detail.

The Privacy Policy will be updated from time to time.



Contact details: Asgard Capital Management Ltd

ABN 92 009 279 592 AFSL 240695 Online Services 1800 060 802