



## 2. Your details

Title	Last name		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given name (first name, middle name)	Date of birth		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names (if any)	Gender		
<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/>	<input type="text"/>
Business name			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position held	AFSL number - mandatory		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorised Representative Number - mandatory			
<input type="text"/>			
Business address - mandatory (PO Box not accepted)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	State <input type="text"/>	Post code <input type="text"/>	<input type="text"/>
Postal address (if different to the business address)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	State <input type="text"/>	Post code <input type="text"/>	<input type="text"/>
Residential address - for ID reference only (as per your ID documentation)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	State <input type="text"/>	Post code <input type="text"/>	<input type="text"/>
Email - mandatory			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone (Business) - mandatory	Phone (Mobile) - mandatory	Receive direct marketing	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

## 3. 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    Medicare card colour:  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.

#### 4. Your signature and consent

By signing this form 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.
- agree to the consents in the Privacy Statement and Consent Request section.

Signature

Date

||

#### 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.



Business address – mandatory (PO Box not accepted)

Form with 24 address boxes, State (3 boxes), and Post code (4 boxes).

Postal address (if different to the business address)

Form with 24 address boxes, State (3 boxes), and Post code (4 boxes).

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

Form with 24 address boxes, State (3 boxes), and Post code (4 boxes).

Email – mandatory

Form with 24 email address boxes.

Phone (Business) – mandatory

Form with 12 business phone number boxes.

Phone (Mobile) – mandatory

Form with 12 mobile phone number boxes.

2. Setup new access

Do you currently hold an AdviserNET Login?

Form with two radio buttons: 'Yes, provide a current user name' and 'No, I am new to AdviserNET'. Includes a 7-character user name input field.

Please complete the following sections and confirm the level of access required.

Who can authorise the request?

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

Your AdviserNET access details

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

Form with 8 user name boxes.

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

Form with three radio buttons for Adviser access, Office access, and Dealer access, each with a 4-character code input field.

Access 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.
List of access types and their visibility: Adviser Access, Office Access, Dealer Access.

User access permissions (Mandatory – Please select one option)

Form with three radio buttons: View only permissions, View and edit permissions, View, edit and submit permissions.



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### 3. Amend/remove existing access

Complete the following sections to change or remove existing 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 (must be signed by relevant authority)	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 the request?

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

Signature

Date

||

Name of person authorising

Email address of person authorising

Position of person authorising

**i Note:** If we do not have a signature of the authorised person on file additional information may be requested.

**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.

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PERSONAL CHOICE  
PRIVATE

**Contact details:** Asgard Capital Management Ltd

ABN 92 009 279 592 AFSL 240695

Online Services 1800 060 802

Personal Choice Private – PO Box 7510, Cloisters Square WA, 6850



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