

Third party complaint authority form

Australian Ethical Managed Funds

Please use **BLOCK LETTERS** and **black ink**.

Complete this form if you want to authorise another person to act on your behalf in relation to a complaint. This form can only be used for the nominated person to receive information about:

- 1) a current complaint
- 2) lodging a complaint on behalf of a member

The nominated person will have the ability to act on my behalf in relation to the complaint. The nominated person will not be authorised to change your personal contact details, give any instructions or carry out transactions on your behalf, including (but not limited to) switching investment options, withdrawing and/or making additional investments

Declaration: I understand once Australian Ethical receives the completed form, they will provide my nominee (indicated in Step 2), with information (oral, written or electronic) in relation to my Australian Ethical Investment account as if the request was made by me. This authority is only for the duration of the complaint.

Send your completed form to:

Email: investors@australianethical.com.au

Step 1: Confirm your member details (This section is used to verify your membership in the fund, not to update your details)

Member number

Date of birth (DD/MM/YYYY)

Surname

Full given name(s)

Home phone

Mobile

Email

Address

Suburb

State

Postcode

Country

Step 2: Third Party Complaint Authority - Nominee details

Full name

DOB

Email

Address

Suburb

State

Postcode

Country

Mobile

Company name (if nominated person is your accountant)

Step 3: Relationship to member

- Attorney (under a Power of Attorney)
- Accountant
- Guardian
- The Public Trustee
- Spouse or family member
- Union representative
- Other (please specify)

Step 4: Authorisation and declaration.

By signing this section of the form I am making the following declaration:

- I declare that the information I have provided on this form is true and correct.
- I understand that Australian Ethical may provide my personal information and information relating to my Australian Ethical Investment account to the nominee on this form when requested by the nominee.
- I authorise the nominated person to act on my behalf in relation to my complaint to Australian Ethical.
- I understand the nominated person will not be authorised to change my personal contact details, give any instructions or carry out transactions on your behalf, including (but not limited to) switching investment options, withdrawing and/or making additional investments. I understand Australian Ethical may still need to contact me should it be necessary in order to investigate a complaint.
- I understand that this nomination will remain in effect until the complaint has been resolved to my satisfaction.
- I authorise Australian Ethical to address all correspondence relating to a complaint to my nominated person.
- I agree to give Australian Ethical notice if I wish to change or revoke this authority. I agree that Australian Ethical is not responsible or liable for any loss or delay which results from Australian Ethical providing information to my nominee.
- I understand once Australian Ethical receives the completed form, they will provide my nominee (indicated in Step 2), with information (oral, written or electronic) in relation to my Australian Ethical Investment account as if the request was made by me.
- I agree to release, discharge and indemnify Australian Ethical from and against all actions, claims, demands, expenses and liabilities (however they arise) suffered by myself or suffered by or brought against Australian Ethical, in respect of the information given by Australian Ethical to my nominee.
- I understand that Australian Ethical may require my bank account details in event that I receive an ex-gratia payment. I direct the nominee (indicated in Step 2) to provide these details accordingly.

Privacy collection notice

Personal information is collected by and held for Australian Ethical by its administrators or other service providers in accordance with the Privacy Act 1988 (Cth), for the purpose of administering accounts, providing services associated with those accounts and may be used for marketing and research purposes. Without this information we would not be able to provide our services to you. You can opt out of receiving marketing material at any time by calling us or notifying us by email. Your personal information may be disclosed to third party service providers (some of which may be located overseas) or otherwise as permitted by law. For further information about how personal information is handled, our complete privacy policy can be viewed at [australianethical.com.au/privacy-policy](https://www.australianethical.com.au/privacy-policy) (a hard copy of the policy can be provided on request). You can also contact us at privacy@australianethical.com.au for any queries.

* I have read the above privacy collection notice and consent for my personal details to be handled in accordance with the Australian Ethical Privacy Policy [[hyperlink to policy on website](https://www.australianethical.com.au/privacy-policy/)].

For joint investments all investors must sign. (In Bold)

Member Signature

Member full name (please print)

Date (DD/MM/YYYY)

Nominee signature

Nominee full name (please print)

Date (DD/MM/YYYY)

? If you have any questions, please contact Australian Ethical on 1800 021 227.