

Regulated Trusts – Change of trustee form

Complete this form if you are an existing Regulated Trusts investor and want to change your Trustee details.

! Important: Print in CAPITAL LETTERS.

If you need other forms, please go to:

<https://www.vanguard.com.au/personal/en/forms-and-notice>.

Questions?

Call 1300 655 101 (Australia)

Call (+61) 3 8888 3888 (Overseas)

Vanguard Client Services are available from
8am to 6pm Monday to Friday (Melbourne time)

Instruction guide

Complete sections

Complete sections

Account structure update	Complete sections	Authorised signatories	Complete sections
<input type="checkbox"/> Updating Corporate Trustee to Individual Trustee(s)	1, 2 & 3	<input type="checkbox"/> Adding Signatory(s)	4 & 6
<input type="checkbox"/> Updating Individual Trustee(s) to Corporate Trustee	2	<input type="checkbox"/> Removing Signatory(s)	2 or 3
	3		4

1. Account details (must be completed)

Investor number <input type="text"/>	Contact phone number(s) ()
Old account name	
Self-managed super fund ABN	
Full legal name of trust (NOT the trustees)	
New full legal name of trustee	

Update Trustee to (please tick one box only):

Individual Trustee (Complete section 2)

Corporate Trustee (Complete section 3)

2. Updates to individual trustee(s)

To update your account signatory, you will need to fill out the subsequent details for each new trustee(s) below and provide the necessary supporting identification documents. For guidance refer to the 'Forms of identification required'.

! Important: Please complete ALL sections to avoid delays with processing your application. Please attach a separate page if you have additional trustees.

Trustee 1

Title	Given name/s
Surname	
Date of birth (DD-MM-YYYY)	
<input type="text"/>	<input type="text"/>
Occupation	

Full residential address (must not be a PO Box)

Address
Suburb, State, Postcode
Country

Postal address (if different to above)

Address
Suburb, State, Postcode
Country

Contact details (Note: Each person must have a unique Australian mobile number and valid email address)

Mobile number
Email address (Required for Vanguard Online registration)

Country of tax residency

Country

Source of funds

<input type="checkbox"/> Savings/Salary	<input type="checkbox"/> Inheritance/Gift	<input type="checkbox"/> Proceeds from asset sale
<input type="checkbox"/> Other Please specify:		

2. Updates to individual trustee(s) continued.

To update your account signatory, you will need to fill out the subsequent details for each new trustee(s) below and provide the necessary supporting identification documents. For guidance refer to the 'Forms of identification required'.

! Important: Please complete ALL sections to avoid delays with processing your application. Please attach a separate page if you have additional trustees.

Trustee 2

Title	Given name/s		
Surname			
Date of birth (DD-MM-YYYY)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation			

Full residential address (must not be a PO Box)

Address
Suburb, State, Postcode
Country

Postal address (if different to above)

Address
Suburb, State, Postcode
Country

Contact details (Note: Each person must have a unique Australian mobile number and valid email address)

Mobile number
Email address (Required for Vanguard Online registration)

Country of tax residency

Country

Source of funds

<input type="checkbox"/> Savings/Salary	<input type="checkbox"/> Inheritance/Gift	<input type="checkbox"/> Proceeds from asset sale
<input type="checkbox"/> Other Please specify:		

3. Updates to Corporate Trustee (Complete this section if the trust has a company acting as trustee)

To update your account signatory, you will need to fill out the subsequent details for each new officer below and provide the necessary supporting identification documents. For guidance refer to the 'Forms of identification required'.

! Important: Please complete ALL sections to avoid delays with processing your application. Please attach a separate page if you have additional officers.

Full legal name of corporate trustee	
ACN	Date of incorporation

Full registered address (must match ASIC)

Address
Suburb, State, Postcode
Country

Principal place of business (must match ASIC)

Address
Suburb, State, Postcode
Country

Postal address (if different to above)

Address
Suburb, State, Postcode
Country

3. Updates to Corporate Trustee continued. (Complete this section if the trust has a company acting as trustee)

To update your account signatory, you will need to fill out the subsequent details for each new officer below and provide the necessary supporting identification documents. For guidance refer to the 'Forms of identification required'.

! Important: Please complete ALL sections to avoid delays with processing your application. Please attach a separate page if you have additional officers.

Type of role (Please tick one)

Director

Company Secretary

Sole Director & Company Secretary

Director/Company Secretary 1

Title	Given name/s		
Surname			
Date of birth (DD-MM-YYYY)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation			

Full residential address of Director/Company Secretary 1 (must not be a PO Box)

Address
Suburb, State, Postcode
Country

Contact details of Director/Company Secretary 1

(Note: Each person must have a unique Australian mobile number and valid email address)

Mobile number
Email address (Required for Vanguard Online registration)

Country of tax residency of Director/Company Secretary 1

Country

Source of funds of Director/Company Secretary 1

<input type="checkbox"/> Savings/Salary	<input type="checkbox"/> Inheritance/Gift	<input type="checkbox"/> Proceeds from asset sale
<input type="checkbox"/> Other Please specify:		

3. Updates to Corporate Trustee continued. (Complete this section if the trust has a company acting as trustee)

To update your account signatory, you will need to fill out the subsequent details for each new officer below and provide the necessary supporting identification documents. For guidance refer to the 'Forms of identification required'.

! Important: Please complete ALL sections to avoid delays with processing your application. Please attach a separate page if you have additional officers.

Type of role (Please tick one)

 Director

 Company Secretary

 Sole Director & Company Secretary

Director/Company Secretary 2

Title	Given name/s
Surname	
Date of birth (DD-MM-YYYY)	
<input type="text"/>	<input type="text"/>
Occupation	

Full residential address of Director/Company Secretary 2 (must not be a PO Box)

Address
Suburb, State, Postcode
Country

Contact details of Director/Company Secretary 2

(Note: Each person must have a unique Australian mobile number and valid email address)

Mobile number
Email address (Required for Vanguard Online registration)

Country of tax residency of Director/Company Secretary 2

Country

Source of funds of Director/Company Secretary 2

<input type="checkbox"/> Savings/Salary	<input type="checkbox"/> Inheritance/Gift	<input type="checkbox"/> Proceeds from asset sale
<input type="checkbox"/> Other Please specify:		

3.1 Updates to Beneficial Owner. (Vanguard online access will not be granted to beneficial owners)

Please provide the following details for all beneficial owners. A beneficial owner is any individual who owns 25% or more of a company, whether directly or indirectly. Please attach a separate page if you require more space.

! Important: Please complete ALL sections to avoid delays with processing your application. Please attach a separate page if you have additional beneficial owners.

Beneficial Owner 1

Title	Given name/s				
Surname					
Date of birth (DD-MM-YYYY)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation					

Beneficial Owner 1 Address (must not be a PO Box)

Address					
Suburb, State, Postcode					
Country					

Source of funds of Beneficial Owner 1

<input type="checkbox"/> Savings/Salary	<input type="checkbox"/> Inheritance/Gift	<input type="checkbox"/> Proceeds from asset sale
<input type="checkbox"/> Other Please specify:		

Beneficial Owner 2

Title	Given name/s				
Surname					
Date of birth (DD-MM-YYYY)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation					

Beneficial Owner 2 Address (must not be a PO Box)

Address					
Suburb, State, Postcode					
Country					

Source of funds of Beneficial Owner 2

<input type="checkbox"/> Savings/Salary	<input type="checkbox"/> Inheritance/Gift	<input type="checkbox"/> Proceeds from asset sale
<input type="checkbox"/> Other Please specify:		



Checklist

Before you submit your application, please ensure:

- You have signed and dated the declaration.
- Authorised account signatories have duly authorised this form.
- You have attached originally certified copies of identification as specified in the "Forms of identification required" section.

Forms of identification required

This section outlines the types of identification documents that we will collect from you. If you do not provide the documents we request, we may not be able to process your application. Alternative forms of identification may be acceptable under circumstances permitted by law.

Please note: When having copies of documents certified you should show both the original document and a copy to the eligible certifier. Please refer to our certification guide https://fund-docs.vanguard.com/AU-Vanguard_Certification_guide.pdf

Identification required for the trust

Type of ID to submit	ID requirements
Deed of amendment	<input type="checkbox"/> A certified copy of the Deed of Amendment , containing at least the following information: <ul style="list-style-type: none"> - Full name of the SMSF trust - Full name of all trustee(s), - Names of the members of the SMSF, - The signatories page(s).

Identification required of the individual trustee(s) and Director(s)

Investor type	Type of ID to submit	ID requirements
Individual Trustee(s) and Director(s) (select one option)	Drivers licence	<input type="checkbox"/> A certified copy of an Australian driver's licence (front and back), displaying your current residential address as stated on the Application Form.
	Passport & Utility bill	<input type="checkbox"/> An certified copy of your current passport and <input type="checkbox"/> An certified copy of a utilities bill (gas, water or electricity), issued in the last 3 months, displaying your name and the residential address stated on this Application Form.
	Passport & ATO notice	<input type="checkbox"/> An originally certified copy of your current passport and <input type="checkbox"/> An originally certified copy of an ATO notice issued to you within the last 12 months, displaying your name and the residential address stated on this Application Form.

Removing an individual trustee(s)

Type of ID to submit	ID requirements
Deed of amendment or Deed of retirement and appointment	<input type="checkbox"/> A certified copy of the Deed of Amendment , containing at least the following information: <ul style="list-style-type: none"> - Full name of the SMSF trust - Full name of all trustee(s), - Full name of the retired trustee(s), - Names of the members of the SMSF, - The signatories page(s).

Identification required of the corporate trustee

Type of ID to submit	ID requirements
ASIC Company Extract	<input type="checkbox"/> A copy of the company search on the ASIC database, displaying the company's name, registration number, registered office, directorship and any beneficial owners/ shareholders.

When the beneficial owner is not the company officer

Important: A beneficial owner is any individual who owns 25% or more of a company, whether directly or indirectly.

Type of ID to submit		ID requirements
ASIC Company Extract		<input type="checkbox"/> A copy of the company search on the ASIC database, displaying the company's name, registration number, registered office, directorship and any beneficial owners/ shareholders.
Beneficial owner (shareholder control 25% or more) (select one option)	Drivers licence	<input type="checkbox"/> A certified copy of an Australian driver's licence (front and back), displaying your current residential address as stated on the Application Form.
	Passport & Utility bill	<input type="checkbox"/> An certified copy of your current passport and <input type="checkbox"/> An certified copy of a utilities bill (gas, water or electricity), issued in the last 3 months, displaying your name and the residential address stated on this Application Form.
	Passport & ATO notice	<input type="checkbox"/> An originally certified copy of your current passport and <input type="checkbox"/> An originally certified copy of an ATO notice issued to you within the last 12 months, displaying your name and the residential address stated on this Application Form.

What's next?

You can return your completed form by sending us a scanned copy from the 'Message Us' section within Vanguard Online or by mail. To avoid duplication, please do not post this form if you have previously submitted it to us.

Mailing address:

Vanguard Personal Investor
 GPO Box 1837
 Melbourne, VIC 3001