



# Change of Business and/or Legal Entity Details

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GPO Box L886  
PERTH WA 6842  
ABN: 29 256 604 947

Please allow a minimum of 7-21 days for processing of this form.

## CHANGE REQUIREMENTS

Please indicate where changes are required to be made.

- |  |   |
|--|---|
| <input type="checkbox"/> CHANGE BUSINESS ADDRESS AND/OR CONTACT (SECTION 1)      | <input type="checkbox"/> CHANGE ABN (SECTION 4)           |
| <input type="checkbox"/> CHANGE PREFERRED CONTACT PERSON (SECTION 2)             | <input type="checkbox"/> CHANGE LEGAL OWNER/S (SECTION 5) |
| <input type="checkbox"/> ADD/DELETE/MODIFY AUTHORISED REPRESENTATIVE (SECTION 3) | <input type="checkbox"/> CHANGE RCTI OPTION (SECTION 6)   |

To change bank details, please complete a Change of Account Details form available from the CBH website [www.cbh.com.au](http://www.cbh.com.au) or by calling the Grower Service Centre on 1800 199 083.

Please provide the details for the account which needs to be updated. This must be provided before any changes can be made.

CBH ACCOUNT NUMBER:	CBH ACCOUNT TITLE:
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### 1. CHANGE BUSINESS ADDRESS AND/OR CONTACT DETAILS

POSTAL ADDRESS:	TOWN/SUBURB:	POSTCODE:
IS YOUR RESIDENTIAL ADDRESS THE SAME AS YOUR POSTAL ADDRESS (IT CANNOT BE A PO BOX) <input type="checkbox"/> YES <input type="checkbox"/> NO		
RESIDENTIAL ADDRESS:	TOWN/SUBURB:	POSTCODE:
1ST PHONE NUMBER: <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> MOBILE	2ND PHONE NUMBER: <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> MOBILE	
FAX:	EXISTING EMAIL:	NEW EMAIL:

If you would like to change the address on any linked account/s for the business and/or Legal Entity, please also fill out the 'Change of Account Details' form, or for an individual contact please fill out 'Change of Contact Details' form available from the CBH website [www.cbh.com.au](http://www.cbh.com.au) or by calling the Grower Service Centre on 1800 199 083.

### 2. CHANGE PRIMARY CONTACT PERSON

The primary contact person will be the representative of the Account and the person CBH contacts for any matters relating to the Account. Please note there can only be one primary contact person for the Account.

DOES THE PRIMARY PERSON HAVE A PAN (PERSONAL ACCESS NUMBER) WITH CBH? <input type="checkbox"/> YES <input type="checkbox"/> NO*	IF 'YES' PLEASE PROVIDE THE PAN:		
*If no existing PAN, CBH will allocate a PAN to the contact and they will be required to complete an online identification verification through CBH GRID. Please refer to page 6 for information on GRID.			
TITLE: <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS	FIRST NAME:	MIDDLE NAME:	SURNAME:
PREFERRED NAME:	DATE OF BIRTH:	EMAIL:	
PHONE:	MOBILE:	FAX:	

#### 2.1 IF CHANGING THE AUTHORISED CONTACT PERSON PLEASE CHOOSE THE ACCESS LEVEL

FULL ACCESS - INCLUDES THE ABILITY TO MAINTAIN BUSINESS, ACCOUNT AND CONTACT DETAILS, AS WELL AS TRANSACT AND VIEW FINANCIAL AND NON-FINANCIAL INFORMATION. IF FULL ACCESS IS NOT REQUIRED, PLEASE CHOOSE ONE OR MORE OF THE FOLLOWING OPTIONS BELOW:

- |  |   |
|--|---|
| <input type="checkbox"/> ENTER INTO GRAIN SALE CONTRACTS | <input type="checkbox"/> CHANGE BANK ACCOUNT DETAILS    |
| <input type="checkbox"/> NOMINATE GRAIN TO A MARKETER    | <input type="checkbox"/> VIEW FINANCIAL INFORMATION     |
| <input type="checkbox"/> OPTIMISE GRAIN                  | <input type="checkbox"/> VIEW NON-FINANCIAL INFORMATION |

# Change of Business and/or Legal Entity Details

3. <input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> MODIFY AN AUTHORISED REPRESENTATIVE			IF 'DELETE' OR 'MODIFY' ADVISE PAN:
IF ADDING A NEW AUTHORISED REP, DOES THE PERSON HAVE A PAN (PERSONAL ACCESS NUMBER) WITH CBH? <input type="checkbox"/> YES <input type="checkbox"/> NO*		IF 'YES', PLEASE PROVIDE THE PAN:	
*If no existing PAN, CBH will allocate a PAN to the authorised rep and they will be required to complete an online identification verification through CBH GRID.			PAN (CBH USE ONLY):
TITLE: <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS	FIRST NAME:	MIDDLE NAME:	SURNAME:
PREFERRED NAME:		DATE OF BIRTH:	
EXISTING EMAIL:		NEW EMAIL:	
PHONE:	MOBILE:	FAX:	

Please note if there is more than one authorised representative for the business to be updated please refer to Appendix 1 on page 5.

3.1 PLEASE CHOOSE THE ACCESS LEVEL FOR THE PREFERRED AUTHORISED REPRESENTATIVE	
<input type="checkbox"/> FULL ACCESS - INCLUDES THE ABILITY TO MAINTAIN BUSINESS, ACCOUNT AND CONTACT DETAILS AS WELL AS TRANSACT AND VIEW FINANCIAL AND NON-FINANCIAL INFORMATION. IF FULL ACCESS IS NOT REQUIRED, PLEASE CHOOSE ONE OR MORE OF THE FOLLOWING OPTIONS BELOW:	
<input type="checkbox"/> ENTER INTO GRAIN SALE CONTRACTS <input type="checkbox"/> NOMINATE GRAIN TO A MARKETER <input type="checkbox"/> OPTIMISE GRAIN	<input type="checkbox"/> CHANGE BANK ACCOUNT DETAILS <input type="checkbox"/> VIEW FINANCIAL INFORMATION <input type="checkbox"/> VIEW NON-FINANCIAL INFORMATION

## 4. BUSINESS INFORMATION

Please provide details of the business including the registered Business Structure, Legal Entity Name, ABN, Business Name and relevant address and contact/s.

4.1 ABN OF THE BUSINESS, (NEW):
PREVIOUS ABN:

Please note if you change the ABN you will need to fill out a new Recipient Created Tax Invoice Agreement (RCTI) form available from the CBH website [www.cbh.com.au](http://www.cbh.com.au) or by calling the Grower Service Centre on 1800 199 083

BUSINESS STRUCTURE: (please refer to page 6 for information on business structures)
<input type="checkbox"/> SOLE TRADER <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> TRUST <input type="checkbox"/> COMPANY LTD. <input type="checkbox"/> COMPANY PTY. LTD. <input type="checkbox"/> INC. ASSOC. <input type="checkbox"/> UN-INC. ASSOC. <input type="checkbox"/> OTHER

4.2 LEGAL ENTITY NAME:
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e.g John Alfred Smith (Sole Trader), John Alfred Smith and Michael James Smith (Partnership), John Alfred Smith as trustee of the Smith Family Trust (Trust), ABC Pty Ltd (Company)

If you are unsure of your Legal Entity Name please contact your Accountant or Financial Advisor.

By requesting a change to the Business Information (above), you agree that Co-operative Bulk Handling Limited and any of its Related Bodies Corporate (CBH) may novate any open and existing contracts with CBH to the new legal Entity described above.

# Change of Business and/or Legal Entity Details

## 4.2 (a) CHANGE LEGAL OWNERS OF THE BUSINESS

Details of Sole Trader, all Partners, Trustee/s, Director/s of the Legal Entity

ADD LEGAL OWNER/S			
FULL NAME OF LEGAL OWNER:	RELATIONSHIP/TITLE e.g Sole Trader, Partner, Director, Trustee, President etc.	SIGNATURE:	ID NUMBER (CBH USE ONLY):

4.1(b) DELETE LEGAL OWNER/S			
FULL NAME:	RELATIONSHIP/TITLE e.g Sole Trader, Partner, Director, Trustee, President etc.	SIGNATURE:	ID NUMBER (CBH USE ONLY):

*If deleting a Legal Owner who is deceased, please provide a certified copy of the original Death Certificate and/or Probate and/or Power of Attorney.*

4.3 New ABN of the Business	
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If no ABN is held, please complete an ATO 'Statement by Supplier' form. Please contact the CBH Grower Service Centre on 1800 199 083 to obtain a copy of this form.

4.4 ACN (If Company)	
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as per ASIC Register

4.3 REGISTERED OWNER OF ABN:	
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As per Australian Business Register

IS THE ORGANISATION REGISTERED FOR GST? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE (CBH USE ONLY):	BUSINESS ID (CBH USE ONLY):
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5. CHANGE RECIPIENT CREATED TAX INVOICE OPTION (tick one box only)	
<input type="checkbox"/> OPTION 1	View, download or print your RCTI directly from your LoadNet account.
<input type="checkbox"/> OPTION 2	Have your RCTI posted to the postal address registered on the Account
<input type="checkbox"/> OPTION 3	Have your RCTI posted to email address registered on the Account

*Please note that all copies of RCTI are available to view, download or print from your LoadNet account. Please note that a PAN to access LoadNet, contact the Grower Service Centre on 1800 199 083 to request a PAN.*

## 6. ADDITIONAL COMMENTS/INSTRUCTIONS

## 7. AUTHORISED REPRESENTATIVE

*I, the undersigned, hereby declare that I am authorised to sign this form and transact on behalf of the Legal Entity specified on the Account. I declare and warrant that (a) the information provided by me in this form is accurate, complete and not misleading, and is completed according to the instructions throughout the form; (b) I am authorised to sign this form on behalf of the Legal Entity specified on the Account. The Legal Entity specified on the Account indemnifies Co-operative Bulk Handling Limited (CBH) and each of its directors against, any claim, action, damage, loss, liability, cost or charge they may suffer, incur or be liable for as a result of any misleading information disclosed in this form. I, as an authorised representative of the Legal Entity specified on the Account, authorise CBH and each of its directors and officers to complete or amend this form where necessary to correct any errors or omissions.*

AUTHORISED REPRESENTATIVE SIGNATURE:	AUTHORISED REPRESENTATIVE NAME AND POSITION: (block letters)	DATE SIGNED:
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## PRIVACY STATEMENT

*Information about you is collected for the purposes of providing grain storage, handling, transport, marketing and accumulations services to you. The information may be provided to CBH's subsidiaries and other persons who acquire grain from you. Your contact details may also be used to communicate issues that could be of interest to you as a shareholder in CBH. In signing this document you consent to the use and transmission of the information. For more information about CBH and your privacy, including a copy of our privacy policy, please visit [www.cbh.com.au/privacy-policy](http://www.cbh.com.au/privacy-policy). Our privacy policy contains information about the purposes for which we collect your personal information, how we might use that information, to whom your personal information might be disclosed and how you can gain access to or seek correction of personal information that we hold about you. It also contains information about how you may make a privacy complaint and how we will deal with it.*



# Change of Business and/or Legal Entity Details

## APPENDIX 1 - AUTHORISED REPRESENTATIVES FOR THE BUSINESS

<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> MODIFY AN AUTHORISED REPRESENTATIVE				IF 'DELETE' OR 'MODIFY' ADVISE PAN:	
IF ADDING A NEW AUTHORISED REP, DOES THE PERSON HAVE A PAN (PERSONAL ACCESS NUMBER) WITH CBH? <input type="checkbox"/> YES <input type="checkbox"/> NO*			IF 'YES', PLEASE PROVIDE THE PAN:		
*If no existing PAN, CBH will allocate a PAN to the authorised rep and they will be required to complete an online identification verification through CBH GRID.					PAN (CBH USE ONLY):
TITLE: <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS	FIRST NAME:		MIDDLE NAME:		SURNAME:
PREFERRED NAME:			DATE OF BIRTH:		
EXISTING EMAIL:			NEW EMAIL:		
PHONE:		MOBILE:		FAX:	

<b>PLEASE CHOOSE THE ACCESS LEVEL FOR THE AUTHORISED REPRESENTATIVE</b>					
<input type="checkbox"/> FULL ACCESS - INCLUDES THE ABILITY TO MAINTAIN BUSINESS, ACCOUNT AND CONTACT DETAILS AS WELL AS TRANSACT AND VIEW FINANCIAL AND NON-FINANCIAL INFORMATION. IF FULL ACCESS IS NOT REQUIRED PLEASE CHOOSE ONE OR MORE OF THE FOLLOWING OPTIONS BELOW:					
<input type="checkbox"/> ENTER INTO GRAIN SALE CONTRACTS		<input type="checkbox"/> CHANGE BANK ACCOUNT DETAILS			
<input type="checkbox"/> NOMINATE GRAIN TO A MARKETER		<input type="checkbox"/> VIEW FINANCIAL INFORMATION			
<input type="checkbox"/> OPTIMISE GRAIN		<input type="checkbox"/> VIEW NON-FINANCIAL INFORMATION			

<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> MODIFY AN AUTHORISED REPRESENTATIVE				IF 'DELETE' OR 'MODIFY' ADVISE PAN:	
IF ADDING A NEW AUTHORISED REP, DOES THE PERSON HAVE A PAN (PERSONAL ACCESS NUMBER) WITH CBH? <input type="checkbox"/> YES <input type="checkbox"/> NO*			IF 'YES', PLEASE PROVIDE THE PAN:		
*If no existing PAN, CBH will allocate a PAN to the authorised rep and they will be required to complete an online identification verification through CBH GRID.					PAN (CBH USE ONLY):
TITLE: <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS	FIRST NAME:		MIDDLE NAME:		SURNAME:
PREFERRED NAME:			DATE OF BIRTH:		
EXISTING EMAIL:			NEW EMAIL:		
PHONE:		MOBILE:		FAX:	

<b>PLEASE CHOOSE THE ACCESS LEVEL FOR THE AUTHORISED REPRESENTATIVE</b>					
<input type="checkbox"/> FULL ACCESS - INCLUDES THE ABILITY TO MAINTAIN BUSINESS, ACCOUNT AND CONTACT DETAILS AS WELL AS TRANSACT AND VIEW FINANCIAL AND NON-FINANCIAL INFORMATION. IF FULL ACCESS IS NOT REQUIRED PLEASE CHOOSE ONE OR MORE OF THE FOLLOWING OPTIONS BELOW:					
<input type="checkbox"/> ENTER INTO GRAIN SALE CONTRACTS		<input type="checkbox"/> CHANGE BANK ACCOUNT DETAILS			
<input type="checkbox"/> NOMINATE GRAIN TO A MARKETER		<input type="checkbox"/> VIEW FINANCIAL INFORMATION			
<input type="checkbox"/> OPTIMISE GRAIN		<input type="checkbox"/> VIEW NON-FINANCIAL INFORMATION			

## IMPORTANT INFORMATION

Please read through the below information while completing this form to help you understand the requirements.

<b>LEGAL ENTITY</b>	An individual grower or grower entity must transact with CBH via the relevant legal entity. This is not the Business Name and is the legal entity (e.g. Company or individual) that is permitted to contract on behalf of a Business. A Business will usually trade under a Business Name (e.g. Smith Farming), however, the relevant legal entity could be either John Smith (an individual), Smith Pty Ltd (Company), Smith Pty Ltd (in the capacity as trustee of the Smith Family Trust), John Smith (in the capacity as trustee of the Smith Family Trust, John Smith and Helen Smith (as partners of the Smith Farming Partnership).
<b>BUSINESS</b>	This is the relevant business of the Legal Entity listed on the Account. Growers will choose a business structure depending on commercial circumstances or tax implications (e.g. a Partnership, Trust, Company, Sole Trader etc).
<b>ABN</b>	This is the Australian Business Number (ABN) of the Business. Any Grower who carries on a Business will require an ABN.
<b>ACN</b>	If the Legal Entity is a Company (e.g. Smith Pty Ltd), the Company will need to be registered with the Australian Securities and Investments Commission (ASIC). An Australian Company Number (ACN) is allocated to all Companies registered with ASIC.
<b>ACCOUNT</b>	This is the account established by CBH which contains all the details of the relevant Legal Entity and the associated Business. An Account may be set up for the purpose of delivering Grain, receiving proceeds from the sale of grain, or both. Each Account is identified by a CBH Account Name (sometimes referred to as a "Delivery Title") and a CBH Account Number (sometimes referred to as a "Delivery Number").
<b>AUTHORISED CONTACT PERSON</b>	An individual person that is authorised to transact on behalf of the Legal Entity specified in the Account. Each Account must have at least one Authorised Contact Person, although multiple Authorised Contact Persons can be registered on the Account.
<b>GRID</b>	Grower identification system where the identity of all authorised contact persons are verified.

## BUSINESS STRUCTURES

BUSINESS TYPE	DESCRIPTION	CORRECT TITLE EXAMPLE
<b>SOLE TRADER</b>	A Sole Trader has full control, manages and is responsible for all legal aspects of the Business. The relevant individual is often the Legal Entity.	John Alfred Smith
<b>PARTNERSHIP</b>	Two or more individuals or entities may carry on a Partnership. Each partner or person is both an agent and principal of the firm and may thus bind the firm and its partners. A Partnership must have a minimum of two partners.	John Alfred Smith and Michael James Smith as partners of the Smith Farms Partnership Or John Alfred Smith and Michael James Smith each in their individual capacity, and John Alfred Smith as trustee for the Smith Family Trust, as partners of the Smith Family Partnership
<b>COMPANY</b>	A Company is a distinct Legal Entity that is regulated by the Australian Securities and Investments Commission (ASIC), or a foreign regulator, and will have at least one director. If registered with ASIC, a Company will be allocated an ACN.	ABC Pty Ltd ABC Ltd
<b>TRUST</b>	A Trust is an obligation on a person (a Trustee) to hold property and assets for the benefit of others. A formal Trust Deed outlines the powers of the trustee and the relevant conditions of the Trust. A Trust is not a Legal Entity, instead, a trustee will be legally responsible for the Trust's operations. The trustee owns the assets and carries on the relevant Business on behalf of the beneficiaries of the Trust. CBH will only transact with the trustee (which may be an individual person, Company or Partnership of the Trust).	John Alfred Smith as trustee for the Smith Family Trust ABC Pty Ltd as trustee for the Smith Family Trust
<b>INCORPORATED ASSOCIATION</b>	Incorporated under state or territory associations incorporation legislation, which is not administered by ASIC. Usually a club, organisation or community group that operates not-for-profit under a formal legal structure. Once registered, a club, organisation or community group becomes a separate legal person that stays the same even if its members change.	ABC Inc.
<b>UNINCORPORATED ASSOCIATION</b>	An unincorporated association is run informally and managed by rules made up by its members. Members are individuals and personally responsible for debts and liabilities. They are not recognised at law as separate Legal Entity.	Michael James Smith as treasurer of ABN Football Club
<b>GOVERNMENT BODIES AND AGENCIES</b>	A body formed pursuant to a State or Commonwealth Act or Regulation.	Australian Broadcasting Corporation
<b>SELF-MANAGED SUPER FUND (SMSF)</b>	Self-managed Super Funds (SMSF's) operate as trusts with trustees being responsible for the operation and management according to a Trust Deed and the laws and rules that apply to SMSF's. A SMSF must have a minimum of one trustee.	John Smith Superannuation Fund