

# Letter of Authority



This form must be completed in full. Please use BLOCK letters.

## Step 1 Personal details

Date:

OFFICE USE ONLY

To HOSTPLUS Executive Plan,

I, \_\_\_\_\_ authorise for the below listed authorised person/s to obtain information regarding my superannuation/pension account/s.

HOSTPLUS Executive membership number(s)\*:

Current Address\*:

Previous Address\*:

Date of Birth\*:

Home Phone\*:

Mobile Phone\*:

\*indicates mandatory fields (The above mandatory details must match the current data/details held by HOSTPLUS Executive).

## Step 2 Authorised Person/s:

Full Name\*:

Job Title / Relationship\*:

Company Name\*:

Company Address / Address\*:

Australian Business Number\*:

Australian Financial Services Number (AFSL)\*:

Phone Number\*:

Fax Number\*:

E-mail:

\*indicates mandatory fields

I also authorise the following listed associates/representatives/staff members of \_\_\_\_\_ to also obtain these details on my behalf:

Name\*:

Position\*:

The purpose of this authority is to enable the above listed authorities, to obtain relevant information for use when needed in connection with my financial planning arrangements. At no stage does this authority allow any of these representatives to conduct any changes, transactions or directly request communication that could lead to a financial transaction on my behalf.

I understand that this authority to remain in place for a period of 3 years, effective from the date of signing this authority or unless **HOSTPLUS** Executive is otherwise advised.

I understand that the above authorised representatives are required to complete a security check when obtaining any information on my behalf from **HOSTPLUS** Executive.

Yours faithfully,

(**HOSTPLUS** Executive Member Signature)\*:

Date\*:

DD / MM / YY

### Step 5 Sign the declaration

- The original signed authority must be sent to **HOSTPLUS** Executive.

Please send original signed authority to

**HOSTPLUS** Executive

Locked Bag 969

Carlton South VIC 3053

If a certified Photo Copy of the original is sent to **HOSTPLUS** Executive, the following rules apply:

- *The issuer of the document cannot be the same person as the certifier of the photocopy even if they are authorised to certify documents.*
- *A member, beneficiary, or a witness can not be the certifier of the document. The person certifying the document can not be the benefactor of application even if they are authorised to certify documents.*
- **HOSTPLUS** Executive reserves the right not to provide information to persons not specifically listed on this signed authority. If any additional persons require access to information, a new authority form is required to be completed and signed by the **HOSTPLUS** Executive member.
- **HOSTPLUS** Executive will not issue any communication that could lead to a financial transaction directly to a Third Party Authority that is not freely available on the **HOSTPLUS** Executive Website.

**IMPORTANT: PLEASE SEND ORIGINAL DOCUMENTS TO HOSTPLUS**

Please forward this completed form to **HOSTPLUS** Executive, Locked Bag 969, Carlton South VIC 3053.  
phone **1300 799 998** • website [www.hostplusexecutive.com.au](http://www.hostplusexecutive.com.au) • e-mail [info@mail.hostplusexecutive.com.au](mailto:info@mail.hostplusexecutive.com.au)

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