



ASTC Settlement Rules

Guidance Note No. 1

KEY TOPICS

1. Effecting a Change to Registration Details
2. Requests for documentation from ASTC

ASTC Settlement Rules

8.18

Cross-reference

CHESS PPG

Guidance Note History

Re-Issued:

11 March 2004 -
Introduction New Rule Book

Previously:

August 2002

Change of Registration
Details – CHESS
Holder

CHANGE OF HOLDER RECORD DETAILS

Introduction

The purpose of this Guidance Note is to provide assistance to Participants in relation to their obligations under the ASTC Settlement Rules (“Rules”) when effecting changes to Holder Record Details.

Background

A Participant Sponsored Holder (“Holder”) is a person that has a current Sponsorship Agreement with a Participant.

Under the Rule, Participants are responsible for ensuring that no changes to the Registration Details of a Holder are carried out without the written authority of the relevant Holder.

Participants are required to maintain all documentation provided by the Holder in relation to requests to have changes made to the details of their Participant Sponsored Holding.

Procedures for Effecting Changes

Upon receipt of the requisite documentation from the Holder, Participants are required to transmit a 203 message to CHESS and send an Appendix F2 (a bulk Appendix F2 can be submitted at the end of a day) to ASTC. Participants do not need to supply the supporting documentation to ASTC.

After receipt of the originating message from the Participant, ASTC will change the Registration Details recorded in the Holder Record and despatch a notification to the Holder advising the Holder of the change, and to contact their Participant if any further amendments to their details are required.

It is to be noted that ASTC may require supporting documentation and/or reject a request to change Registration Details. Generally, ASTC will only request the submission of supporting documentation when ASTC considers the nature of the change requires further review.

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ASTC compliance officers will conduct random and ongoing audits of documents held by Participants to ensure sufficient written authority and supporting documentation is maintained to support a Change of Registration Details.

Requests by ASTC for Supporting Documentation

The documentation may include supporting documentation originating from a third party, i.e.:

- marriage certificate;
- death certificate;
- relevant prescribed Corporations Act form evidencing a change of company name; or
- deed poll evidencing an individual's change of name.

A Participant's response to a request from ASTC (in relation to a change of Registration Details of a Holder) should include a written request from the Holder that incorporates the Holder's true signature.

Where a change of name arises due to a clerical error at the opening of an account, the supporting documentation may include the written request from the Holder and/or may include a copy of the Sponsorship Agreement. Some third party documents showing continuity of name over the sponsorship period may also be required.

Photocopied documents relied on as records should be appropriately certified, for example by a Justice of the Peace or solicitor, to indicate the record is a true and correct copy of the original. The certification must clearly identify the name and capacity of the certifier.

From time to time ASTC may release Participant Bulletins supplementing this Guidance Note and alerting Participants to changes in the messaging system supporting this ASTC policy.

Qualification

ASTC has published this note to promote commercial certainty and to assist Participants. Nothing in this note necessarily binds ASTC in the application of the Rules in a particular case. In issuing this note ASTC is not providing legal advice and market participants should obtain their own advice from a qualified professional person in respect of their obligations. ASTC may replace this Guidance Note at any time without further express notice to any particular person. Readers may contact ASTC to ensure they have the latest version.

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