

Change of Entity Details Form



This form should only be completed by existing shareholding entities to update your entity details with Fonterra.

Please use this form to update your entity information for any of the following things. Please complete the relevant section(s) only.

- Change your entity contact details
- Change or update Shareholder/Director/Trustee/Partner/Authorised Representative/Limited Partner/General Partner
- Update your IRD/GST Number
- Update your milk payment bank account number.

Applicant Details

Applicant Name:

Mobile number:

Email address:

Entity Details

Party/entity name:

Party ID:

Party Email address:

Section 1: Change entity address

Please provide us with your updated address, and this new address is to be effective from:

Registered address, if this is unchanged, please tick

Postal address (if different)

Street/Road Number

Street/Road Number

Street/Road

Street/Road

Suburb

Suburb

City

City

Postcode

Postcode

Country

Country

Please update ComputerShare with this address:

Yes

No

(ComputerShare is the share registry and where your share related information will be addressed to.)

Important note: if your registered address, postal address and/or contact phone numbers are no longer based in New Zealand, you may need to complete additional paperwork. If this is the case, you will be contacted by Fonterra.

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Section 2: Change or update Shareholder/Director/Trustee/Partner/ Limited Partner/General Partner/Authorised Representative

Please provide amend/change/add or delete the following Shareholder (with more than 25% shareholding)/Directors/Trustee/Partner/Authorised Representative/Limited Partner/General Partner to/from the Company/Trust/Partnership/Limited Partnership account:

Name	<input type="text"/>			<small>(include middle name(s) if an individual)</small>
Street/Road Number	<input type="text"/>	Street/Road	<input type="text"/>	
Suburb	<input type="text"/>	City	<input type="text"/>	
Country	<input type="text"/>	Postcode	<input type="text"/>	
Mobile Phone	<input type="text"/>	Date of Birth	<input type="text"/>	
Position	<input type="checkbox"/> Shareholder	<input type="checkbox"/> Director	<input type="checkbox"/> Trustee	<input type="checkbox"/> Partner
	<input type="checkbox"/> Authorised Representative	<input type="checkbox"/> Limited Partner	<input type="checkbox"/> General Partner	
Email Address	<input type="text"/>			

Please respond yes or no to the following. The above named individual:

Yes No Holds more than 25% of the shares in the company Yes No Is a Beneficiary of the Trust (where entity is a trust)

Name	<input type="text"/>			<small>(include middle name(s) if an individual)</small>
Street/Road Number	<input type="text"/>	Street/Road	<input type="text"/>	
Suburb	<input type="text"/>	City	<input type="text"/>	
Country	<input type="text"/>	Postcode	<input type="text"/>	
Mobile Phone	<input type="text"/>	Date of Birth	<input type="text"/>	
Position	<input type="checkbox"/> Shareholder	<input type="checkbox"/> Director	<input type="checkbox"/> Trustee	<input type="checkbox"/> Partner
	<input type="checkbox"/> Authorised Representative	<input type="checkbox"/> Limited Partner	<input type="checkbox"/> General Partner	
Email Address	<input type="text"/>			

Please respond yes or no to the following. The above named individual:

Yes No Holds more than 25% of the shares in the company Yes No Is a Beneficiary of the Trust (where entity is a trust)

Name	<input type="text"/>			<small>(include middle name(s) if an individual)</small>
Street/Road Number	<input type="text"/>	Street/Road	<input type="text"/>	
Suburb	<input type="text"/>	City	<input type="text"/>	
Country	<input type="text"/>	Postcode	<input type="text"/>	
Mobile Phone	<input type="text"/>	Date of Birth	<input type="text"/>	
Position	<input type="checkbox"/> Shareholder	<input type="checkbox"/> Director	<input type="checkbox"/> Trustee	<input type="checkbox"/> Partner
	<input type="checkbox"/> Authorised Representative	<input type="checkbox"/> Limited Partner	<input type="checkbox"/> General Partner	
Email Address	<input type="text"/>			

Please respond yes or no to the following. The above named individual:

Yes No Holds more than 25% of the shares in the company Yes No Is a Beneficiary of the Trust (where entity is a trust)

Change of Entity Details Form

We require certified proof of identity for each new individual



Electronic ID verification can be completed online by scanning the QR code or by using the link below: verify.gbgid.me/d183e19ea4458cd92bf7182280fb4fa3/hosted-landing-page

See the end of this form for more tips and guidelines on completing this activity.

If you are unable to complete the individual ID verification using the electronic verification link please provide the following supporting documents for the above named individual/s

I/we have enclosed a certified proof of legal name and date of birth for the new individual/s (copy of current passport and/or NZ driver licence, verified within the last three months. Your Co-operative Services Area Manager can verify these for you).

I/we have enclosed a certified proof of Residential Address for the new individual/s (i.e, bank statement or utility bill, e.g. power or phone statement dated in the last 12 months, addressed to them with their residential address on it. Your Co-operative Services Area Manager can do this for you).

If the individual/s are an authorised representative:

If the above individual/s are a representative who are authorised to act on your entity's behalf (these are people who are authorised to carry out transactions or other activities through the entity account - such as a person with signing authority or a person with power of attorney over your entities affairs). Representatives need to be individuals. That is, 'real people', not organisations or other companies.

For each authorised representative, please provide a copy of their authorisation to act on your entity's behalf (for example a copy of the relevant power of attorney).

If you do not have a separate authorisation or appointment document, please confirm by ticking this box that they are duly authorised to act on behalf of the entity.

Please provide the following supporting documents depending on your entity type:

If your entity is a partnership or limited partnership, please provide:

a copy of your partnership/limited partnership agreement, or confirm:

I/we do not have a partnership agreement

If your entity is a Trust, please provide:

a copy of the trust deed and any deeds of retirement and/or appointment showing the current trustees, and any other documents that show amendments to the trust since it was formed.

Section 3 – Update your IRD/GST Number

IRD/GST Number: _____

Section 4 – Update your milk payment bank account number

Bank Account Number:

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Acknowledgement and Signature

By signing this form, I/we:

- represent and warrant that I am/we are authorised to sign this form on behalf of the shareholder to which this form relates (having regard to the shareholder’s governing document, such as their constitution or trust deed);
- acknowledge that Fonterra may need to request extra information from me in connection with the Sharesies transition; and
- authorise Fonterra and its related companies to use, disclose and store the personal information in this application form for anti-money laundering and compliance purposes (including to share the personal information with our online trading account partner) and acknowledge that **Fonterra’s Privacy Statement** applies to the collection, use, storage and disclosure of the personal information.

Signature:	<input type="text"/>	Signature:	<input type="text"/>
Full Name:	<input type="text"/>	Full Name:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

Please return this form to:

Fonterra Farm Source, **Email:** sharesandpayments@fonterra.com

Tips for completing Electronic ID Verification

To complete the electronic ID verification process, we recommend using your mobile phone, as it is easier to use than a laptop or desktop computer.



Scan the QR code or click the link below to complete the electronic ID verification process:
verify.gbgid.me/d183e19ea4458cd92bf7182280fb4fa3/hosted-landing-page

Please note that your details must be submitted via this link – we cannot accept unverified photos of ID via email.

Tips on how to complete the electronic ID verification

- When you take your selfie, ensure your photo is similar to your ID photo, e.g. if you wore prescription glasses in your ID photo, please take your selfie with your glasses too.
- Try to take your photo in good light so there are no shadows on your face in the photo. This makes it easier for the system to verify your image.
- To confirm your individual name and residential address, use an invoice, statement or letter that’s addressed to the individual being verified and is no older than 12 months. Please do not upload your Farm Source Statements. Some examples of statements or letters you can use are:
 - a registered bank;
 - utility providers (water, electricity, gas, phone, mobile, broadband);
 - professional service providers (lawyer, accountant, doctor);
 - major service providers (Sky TV, internet provider, insurance);
 - central government correspondence e.g. IRD, WINZ, Housing NZ;
 - local government correspondence e.g. rates invoice;
 - communications from a current employer e.g. payslip;
 - a tenancy agreement;
 - NZ Companies Office.