





**FORM 2302T**

**PRODUCT RESPONSIBLE ENTITY/TRUSTEE  
TRANSFER**

Product APIR® Code (or SPIN)

Effective from July 2023

**5. \*CERTIFICATION AND AUTHORISATION (NEW RESPONSIBLE ENTITY/TRUSTEE TO COMPLETE)**

I hereby certify that the information in this application is correct. I hereby authorise APIR Systems Limited to make the necessary enquiries to validate the information provided.

I hereby confirm that I am duly authorised to answer any questions regarding this application.

I hereby agree to the [Terms and Conditions](#) of the APIR Identification Coding Services and to pay the invoice that will be issued for the current **annual maintenance fee** that will be charged annually while this product is active and the **archiving fee** that will be charged when this product is removed/ archived.

I hereby acknowledge that by applying for responsibility of a Product APIR Code or SPIN, I agree to have this product appear in searches on APIR's public website and data feeds. If I have assumed responsibility of a Superannuation Product Identification Number (SPIN), the product is listed in the SPIN Register. SPINs are approved by ATO as a *Unique Superannuation Identifier (USI)* and as such may be nominated by the Trustee for use in SuperStream transactions. Where the SPIN has been archived with a status of Terminated in APIR's database, it can no longer be used as a *Unique Superannuation Identifier*.

**Sign Here**

Date   /   /

Signatory's Name

**(PRINT)**

Position

Organisation

Telephone

Email Address



# FORM 2302T

## PRODUCT RESPONSIBLE ENTITY/TRUSTEE TRANSFER

Product APIR® Code (or SPIN)

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**THIS GUIDE AIMS TO ASSIST THE APPLICANT IN CORRECTLY FILLING UP FORM 2302T IN ORDER TO TRANSFER RESPONSIBILITY OF A PRODUCT APIR® CODE (OR SPIN) TO A NEW RESPONSIBLE ENTITY/TRUSTEE.**

### IMPORTANT NOTES

1. If a managed investment product, superannuation product or managed account has changed Responsible Entity or Trustee (as applicable), APIR needs to be notified of this change.
2. The person signing the application form **MUST** be the person authorised to answer any questions regarding the application.
3. Forms **MUST** be submitted via email.

### BEFORE YOU GET STARTED

1. To check on a Product APIR Code (or SPIN), please visit APIR's [Product Search](#) on our website or contact APIR Systems directly for assistance.
2. Kindly note all **MANDATORY** sections are marked with an asterisk (\*).

### DEFINITIONS

<b>APIR Code</b>	Product APIR Code, Participant APIR Code or SPIN issued by APIR Systems
<b>ASIC</b>	Australian Securities and Investments Commission
<b>SPIN</b>	Superannuation Product Identification Number issued by APIR Systems

### THE APPLICATION

#### 1. \*PRODUCT DETAILS

- 1.1 Specify the Product APIR Code (or SPIN) and Name of the product you would like to transfer to a new Responsible Entity/Trustee

#### 2. \*CURRENT RESPONSIBLE ENTITY/TRUSTEE – DETAILS

- 2.1 Specify the Participant APIR Code and Name of the **CURRENT** Responsible Entity/Trustee of the product

#### 3. \*NEW RESPONSIBLE ENTITY/TRUSTEE – DETAILS

**If the new Responsible Entity/Trustee is not currently registered with APIR, please visit our [website](#) to register**

- 3.1 Specify the Participant APIR Code and Name of the **NEW** Responsible Entity/Trustee of the product
- 3.2 Specify the effective date of this change

#### 4. \*SUPPORTING DOCUMENTATION

- 4.1 – 4.7 Please check the boxes available for each of the documents that are being provided in support of this application or specify the type of other supporting documentation you have provided

#### 5. \*CERTIFICATION AND AUTHORISATION (NEW RESPONSIBLE ENTITY/TRUSTEE TO COMPLETE)

- a. The duly authorised person must sign here on behalf of the **NEW** Responsible Entity/Trustee of the product, and be responsible for *answering questions* regarding this application
- b. This is to certify that the information provided is correct.

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### APPLICATION CHECKLIST

- All relevant Sections of the application are complete and correct
- The relevant supporting documentation has been attached to the application form
- Section 3 (New Responsible Entity/Trustee – Details) are complete
- Section 5 (Certification and Authorisation) has been signed, dated and details completed

### APIR SYSTEMS CONTACT INFORMATION

APIR Systems Limited	Telephone	Website	Email
Canberra (Head Office)	+612 6176 3440	<a href="http://www.apir.com.au">http://www.apir.com.au</a>	Applications: <a href="mailto:clientservices@apir.com.au">clientservices@apir.com.au</a>

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