

Important

This form is to be used by individuals requiring access to their own personal information held by Lawrence Commercial Pty Ltd. It includes all banking, financing, funds management, financial planning, superannuation, insurance and broking.

In many instances, Lawrence Commercial will be able to provide you with access to personal information at no charge and without the need to complete this form. You should discuss your request directly with Lawrence Commercial.

This form is not be used for requesting copies of transactional information including statements and policy documents etc. Fees that may be applicable to retrieve information from a respective Lawrence Commercial partnering business, company and/or organisation may be applicable. Upon request, Lawrence Commercial may obtain a respective copy of the organisation's 'guide to fees and charges'. If you require copies of such information, please discuss your request with Lawrence Commercial directly.

Please complete this form in blue or black pen using **CAPITAL LETTERS**.

When completed either fax this form to **+61 3 9846 3053** or mail to:

Lawrence Commercial P/L
PO Box 257
Doncaster East
VICTORIA 3109

If you have any questions regarding the form or the status of your request, please call the **1300 136 534**.

REQUESTOR'S PERSONAL DETAILS**Requestor details**

Title

 Mr Mrs Miss Ms Other

Surname

Given Name(s)

Date of birth

 Current residential address

Address

<input type="text"/>		
Suburb	State	Postcode

Contact details

Home Telephone Number

Mobile Number or Work Number

Email Address

Identification details**Financial Institution Information Search**

To assist us in identifying your records, please provide Lawrence Commercial your respective account number corresponding to the financial institution applicable to your request (if you have one).

Bank Account or Loan Account Number

BSB**Account Number****General Organisational Search**

To assist us in identifying your records, please provide us with a 100 points of identification.

Document Type	Document Details / Applicable Numbers
<input type="checkbox"/> Passport	<input type="text"/>
<input type="checkbox"/> Driver's Licence	<input type="text"/>
<input type="checkbox"/> Birth Certificate	<input type="text"/>
<input type="checkbox"/> Credit Card	<input type="text"/>

Request to gain access to my personal information recorded

Please select one of the following three options:

- I request access to a summary of my personal information
- I request access to specific personal information. Details my request are provided below

(Please use a separate sheet of paper if there is insufficient space)

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- I request access to my personal information recorded or obtained by Lawrence Commercial Pty Ltd that relate to superannuation products, managed investment products including investor directed portfolio services and cash management trusts, superannuation and non-superannuation life and risk insurance products, general insurance products, financial planning or investment advice and securities broking.

Please specify the details of the personal information you would like access to including the name of the product held or the service obtained.

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