

**To become a new Conxxion IBO with company, trust or partnership status or to transfer your Conxxion IBO status over to a company, trust or partnership, Conxxion requires written notification (by way of completion of a business form) and a new IBO Agreement needs to be executed.**

Please make sure that you complete and submit the correct business form – your requirements are outlined below:

- IBOs with Partnership Status must complete and submit [Form 1](#)
- IBOs with Company Status must complete and submit [Form 2](#)
- IBOs with Trust Status must complete and submit [Form 3](#)

A proprietary company, trust or partnership may become an IBO subject to review and approval by Conxxion. No individual may participate in more than one IBO position without the prior written approval of Conxxion.

For more detailed information on signing up as or transferring over to become a Conxxion IBO with company, trust or partnership status, please refer to section 1.4 of the [Policies and Procedures document](#).

Once you have completed your form, you can post the document to:

Conxxion Pty Ltd, Suite 2 Level 1, 19-23 Hollywood Ave, Bondi Junction, NSW 2022

Instructions for filling out the form are outlined below.

### **Instructions for Completing Form 1: IBOs with Partnership Status (including married/defacto couples)**

This form is for Conxxion IBOs with partnership status (including married/ defacto couples) and is to be filled out under the following circumstances:

- When a partnership becomes a Conxxion IBO
- When a Conxxion IBO wishes to transfer its status over to a partnership
- When the breakdown of interests or ownership partnership changes
- When a new partner, is added to the partnership

#### **The following sections must be completed:**

##### **Section 1 – Details**

Be sure to document the name and registered address of your partnership; your Conxxion Business ID; and your Australian Business Number (ABN).

Conxxion needs to be notified as soon as the aforementioned details change.

##### **Section 2 - Partners**

In this section you are required to provide relevant details of all partners of the partnership - this includes each partner's name, date of birth, ownership, signature and date of signing.

A witness' signature is also required in this section for verification purposes.

In signing this form partner acknowledges that any activity that they undertake as an IBO must be performed in accordance with Conxxion's Policies and Procedures and the Conxxion IBO Agreement. Each partner also acknowledges that they have read and understood the conditions of the IBO Agreement and the Policies and Procedures and that they agree to act within these guidelines.

Conxxion must be notified as soon as the details of the partners change in any way.

### **Instructions for Completing Form 2: IBOs with Company Status**

This form is for Conxxion IBOs with company status - it needs to be filled out under the following circumstances:

- When a company signs up as a Conxxion IBO
- When a Conxxion IBO wishes to transfer its status over to a company
- When the breakdown of interests or ownership of the company changes
- When a new shareholder, director or officer is added to the company
- When the name of the company changes

## The following sections must be completed: Section 1 – Details

Be sure to document the name and registered address of your company; your Conxxion Business ID; and your Australian Business Number (ABN).

Conxxion needs to be notified as soon as the aforementioned details change.

## Section 2 – Shareholders, Directors and Officers

In this section you are required to provide relevant details of all shareholders, directors and officers - this includes each individual's name, date of birth, ownership (%), signature and date of signing.

A witness' signature is also required in this section for verification purposes.

In signing this form, each shareholder, director, and officer acknowledges that any activity that they undertake as an IBO must be performed in accordance with Conxxion's Policies and Procedures and the Conxxion IBO Agreement.

Each shareholder, director and officer also acknowledges that they have read and understood the conditions of the IBO Agreement and the Policies and Procedures and that they agree to act within these guidelines.

All sections must correspond with documentation lodged with the Australian Securities and Investment Commission (ASIC).

Conxxion must be notified as soon as the details of the share-holders, directors or officers of the company change in any way.

## Instructions for Completing Form 3: IBOs with Trust Status

This form is for Conxxion IBOs with trust status - it needs to be filled out under the following circumstances:

- When a trust signs up as a Conxxion IBO
- When a Conxxion IBO wishes to transfer its status over to a trust
- When the breakdown of interests or ownership of the company changes
- When a new trustee is added to the trust (or a new shareholder/ director is added to the trust)
- When a new beneficiary is added to the trust
- When the name of the trust changes

## The following sections must be completed:

### Section 1 – Details

Be sure to document the name of your trust; your Conxxion Business ID; and your Australian Business Number (ABN). Conxxion needs to be notified as soon as the aforementioned details change.

### Section 2 – Directors and Shareholders of the Trustee

#### Trustees

In this section (for Trustees), you are required to provide relevant details of all shareholders and directors of the trustee of the trust - this includes each individual's name, date of birth, title, signature and date of signing.

A witness' signature is also required in this section for verification purposes.

#### Beneficiaries

In this section for beneficiaries, you are required to provide relevant details of all individual beneficiaries of the trust – this includes each individual's name, date of birth, signature and date of signing.

A witness' signature is also required in this section for verification purposes.

#### Important:

In signing this form, each shareholder, director and beneficiary acknowledges that any activity that they undertake as an IBO must be performed in accordance with Conxxion's Policies and Procedures and the Conxxion IBO Agreement.

Each shareholder, director and beneficiary also acknowledges that they have read and understood the conditions of the IBO Agreement and the Policies and Procedures and that they agree to act within these guidelines.

All sections must correspond with documentation lodged with the Australian Securities and Investment Commission (ASIC).

Conxxion must be notified as soon as the details of the shareholders, directors or beneficiaries of the trust change in any way.

What tools can I use to manage and promote my Conxxion business?