# **Privacy Statement**

Australian Executor Trustees, Equity Trustees Limited, Equity Trustees Superannuation Limited, and Equity Trustees Wealth Services Limited ('the EQT Group') are committed to protecting your privacy and supporting the Australian Privacy Principles under the Privacy Act 1988 (Cth).

Our Privacy Statement is available <u>here</u> and is intended to inform you about the following:

- the type of personal information that we collect;
- the manner in which we collect your personal information;
- the main purposes for which we use that information;
- how you can access, correct or update any personal information that we hold about you; and
- how we keep the information secure.

# Before submitting your acquittal, please ensure you have read <u>Equity Trustees'</u> <u>Privacy Statement</u>.

Please note, Australian Executor Trustees and Equity Trustees may make public your project description, the name of your organisation and the grant amount awarded to you.

## Instructions

# Using this Form

#### 1. Completing your Form

You may fill in the form in any order you choose. Move between the pages of the form using the Form Navigation menu at the right of screen. Or, click the Next Page and Previous Page buttons at the top or bottom of the page.

#### 2. Completing your Form in a group/team

You can share your login details to allow colleagues to work on a form with you. However, avoid editing the form at the same time as somebody else.

#### 3. Saving your draft Form and returning later

Your form is automatically saved each time you move between pages. You can also click the Save button at the top of the page, which you should do when logging out or leaving the computer for an extended period. Your saved form will be available for you to continue next time you log in.

### 4. Submitting your Form

To submit your form, you must click the Submit button on the final Review page of the form.

Your form will not submit if: - You have failed to answer any compulsory questions. - You have exceeded any word limits. - You have entered any other invalid data (such as an invalid ABN).

#### 5. Form submission confirmation

After submitting you will receive a confirmation email including a PDF copy of your form. If you do not receive this email, contact Equity Trustees to confirm we have received your form.

# **Further Support**

### **Technical Support or Questions about Eligibility and Guidelines**

Please email Australian Executor Trustees at <a href="mailto:philanthropy@aetlimited.com.au">philanthropy@aetlimited.com.au</a>, quoting your submission number if applicable.

# **Applicant Overview**

\* indicates a required field

## **Contact Details**

Applicant * First Name	Last Name	
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Position / Title *		
Phone *		
Email Address *		
Address * Address		
Address Line 1, Suburb/T	own, State/Province, Pos	tcode, and Country are required
Organisation Name	*	

Tertiary Qualifications (Undergraduate/Post Graduate)

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Position	*			

Organisation *	
Email *	
Must be an email address.	
Phone Number *	
Must be a valid phone number.	

# One more step...

#### YOU MUST FOLLOW THESE STEPS TO SUBMIT YOUR FORM

- 1. Click the "Review" button at the top right of this form.
- 2. If necessary, review your answers.

**Important:** Form submission is **final**. You cannot make changes to your form after it has been submitted.

- 3. When ready to submit, click the "Submit" button at the top right of the form.
- 4. Shortly after submitting you will receive a confirmation email including a PDF copy of your form.

**Important:** If you do not receive this confirmation email, your form may have failed to submit. Please check your spam mail folder, or contact Australian Executor Trustees at philanthropy@aetlimited.com.au to confirm we have received your form.

## Are you having trouble submitting?

If you have any questions regarding the submission of your form, please refer to the help contact details on Page 1 of the form.

# Certification

\* indicates a required field

### Certification

By lodging this Form:

- I certify that to the best of my knowledge the statements made in this Form and supporting documents are true;
- I consent to the information contained within this Form being disclosed to or by Australian Executor Trustees and / or Equity Trustees for the purpose of assessing, administering and monitoring this and any future Grant Applications;

Please enter your name below to signify agreement to this Certification.		
Full Name *		
Position *		