

# Authority for Business Accounts – Branch customers

## 1. Your account details – Please record your existing and/or new account number(s) below and indicate account type(s)

Branch number	Account number	Full account name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Business Transaction Account
  Business Online Saver  
 Premium Business Cheque Account
  Society Business Cheque Account  
 Statutory Trust Option (e.g. Solicitors Statutory Trust Account, Real Estate Statutory Trust Account)\*

Please specify trust option:

\* For NSW Real Estate & Licensed Agents Statutory Trust Accounts, a Unique Identifier (UID) must be provided for each account.

Other please specify

## 2. Method of operation – The same authorised signatory(s) and method of operation will apply to all your account(s) listed above.

- Any one of the authorised signatories or sole signatory specified in Section 3 below can operate on the above account(s)  
 Any two of the authorised signatories specified in Section 3 below must operate jointly on the above account(s)  
 Or, please specify other method of operation

## 3. Persons authorised to operate the above account(s) – This is your consent to be a signatory of the above account(s)

By signing below, each Authorised Signatory:

- Agrees the Bank may obtain personal information about him or her to verify the personal details provided in this application
- Acknowledges and consents to the use of his or her personal information as detailed in the section on "Privacy" in the Terms and Conditions for this account

I/We declare that the details as shown on this form are complete and correct and that I will advise the Bank if these details change. I/we understand it is a serious offence to provide false or misleading information.

Title  Mr  Mrs  Miss  Ms  Other

**Authorised signatory 1** Full given name(s)  Surname

Customer (CIF) ID (Bank use only)  Signature  Date

Title  Mr  Mrs  Miss  Ms  Other

**Authorised signatory 2** Full given name(s)  Surname

Customer (CIF) ID (Bank use only)  Signature  Date

Title  Mr  Mrs  Miss  Ms  Other

**Authorised signatory 3** Full given name(s)  Surname

Customer (CIF) ID (Bank use only)  Signature  Date

Title  Mr  Mrs  Miss  Ms  Other

**Authorised signatory 4** Full given name(s)  Surname

Customer (CIF) ID (Bank use only)  Signature  Date

### 3. Persons authorised to operate the above account(s) (continued)



**Note:** If additional authorised signatories or person authorised to obtain general information is required, please tick (✓) here and ask staff to complete and attach Authority for Business Accounts – additional signatories (004-432).

### 4. Primary Business Activity (Partnerships, Unlisted Companies, Trusts & Associations Only)

Is your entity's primary business activity investing?

Tick 'Yes' if the entity earns more than 50% of its total income from investment activities (e.g. rent, interest or dividends) or more than 50% of the entity's assets produce or are held for producing investment income.

Yes  No

### 5. Quick reference guide to determine person(s) authorised to open the account and sign the declaration in Section 6

**Note:** When an account structure has a combination of more than one of the Customer Types below, select and follow the signature and documentation requirement for each Customer Type

Select the Customer Type for each of the entities involved	Person(s) required to sign declaration below. <b>Note:</b> These person(s) must be named in the documents.	Commonly required documents for verification
<input type="checkbox"/> Company	2 Directors or Director and Secretary or Sole Director	ASIC search
<input type="checkbox"/> Incorporated Association	Chairperson, President or Public Officer	ASIC search or state/territory/overseas body or Association rules or constitution
<input type="checkbox"/> Unincorporated Association	Chairperson, President or Public Officer	Association meeting minutes, rules or constitution
<input type="checkbox"/> Formal Partnership	Managing Partner or Corporate Partners or 2 Partners	Partnership agreement
<input type="checkbox"/> Informal Partnership	2 Partners	ASIC search or Business Name Search
<input type="checkbox"/> Sole Trader	Sole Trader (owner of the business)	Individual KYC identification
<input type="checkbox"/> Trust (Discretionary Trust, e.g. Rose Family Trust)	All individual Trustees/Custodians or if Trustee is a Company, 2 Directors or Director and Secretary or Sole Director	Trust deed
<input type="checkbox"/> Other Trust Types	For Deceased Estates: Executor(s), Administrator(s) For Statutory Trusts: Owner(s), Director(s) of entity opening account	For Deceased Estates: Grant of Probate or Letter(s) of Appointment For Statutory Trusts: refer to iSource
<input type="checkbox"/> Business Name	Proprietor/owner of the business name	Business Name search (if registered)
<input type="checkbox"/> Self Managed Super Fund (SMSF)	All individual trustees and All Directors where there is a Corporate Trustee	Copy of the search of the "Superfund lookup" website that confirms the SMSF name and that it is regulated by the ATO
<input type="checkbox"/> Individual	Individual account holder or Trustee or owner of Business Name	Individual KYC identification

### 6. Persons authorised to open the above account(s) – This is your declaration and acceptance of the Terms and Conditions

By signing below, each Authorised Person:

- Acknowledges they have been given and agree to the Terms and Conditions which apply to this account
- Requests the Bank to act on this authority (or any variation to it) or on any cancellation of it by me/any one of us (in accordance with the method of operation)
- Confirms that where this account is operated on behalf of an entity: (1) they have provided the Bank current documents relating to that entity; and (2) they have been duly authorised (e.g. by resolution of Directors/Trustee(s)/Custodian or Committee Members) to sign this authority and operate the account as set out in this authority and the account Terms and Conditions.

Full name of Person authorised to sign declaration	Position (e.g. Director/Partner)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name of Person authorised to sign declaration	Position (e.g. Director/Partner)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name of Person authorised to sign declaration	Position (e.g. Director/Partner)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name of Person authorised to sign declaration	Position (e.g. Director/Partner)	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

For Companies: Record above the names of all Directors. The Signature box can be left blank for Directors who are not signing the declaration (see Section 4 above for persons required to sign declaration). If there are more than 4 Directors, record additional names on a separate sheet.

**Enter all Director names in CommSee under Organisational Members** (as Directors AND Beneficial Owners if they are both).  
**Ensure Beneficial Owner details are correctly entered in CommSee under Organisational Members.**

**Bank use only – your confirmation that authorised signatory(s) in Section 3 have been identified (please tick box to confirm)**

- CommSee Client Profile exists or has been created for each individual signatory in Section 3 and the Identity Verified flag is set to 'Yes'. I have recorded the CommSee Client Profile number beside each signatory in Section 3.
- All director(s) and beneficial owner(s) information collected from customer.
- I have linked each authorised signatory in Section 3 client profile to the related business profile via Relationship Editor:  
**1. Select Related clients on right hand side 2. Under links, select Relationship Editor 3. Search additional Related Clients 4. Bring up the related client profile 5. Select continue 6. Select the appropriate relationship type, for all others select 'Other (Non-Sales Group)' 7. Select add – update and close.**
- Where the authority is being updated to remove a signatory, I have removed NetBank/Keycard and/or phone banking access and de-linked the relevant Relationship Editor linkage.

Staff Name

Staff Signature

Date