

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"/>

Business Transaction Account
 Business Online Saver
 Premium Business Cheque Account
 Statutory Trust Option (e.g. Solicitors Statutory Trust Account, Real Estate Statutory Trust Account)
 Society Business Cheque Account
 Please specify trust option:
 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)

I/We understand and acknowledge that the law requires signatories to provide true and correct information and state all the names by which they are commonly known. I also understand that the law prohibits the use of false names, as well as the giving, use or production of false or misleading information or documents in connection with the provision of financial services and the making, possession or use of a false document in connection with an identification procedure.

By signing below, each Authorised Signatory authorises and consents to the Bank obtaining personal information about him or her to verify his or her personal details in this application. His or her signature below indicates his or her acknowledgement and consent to the use and disclosure of his or her personal information as detailed in the section on 'Privacy' in the Terms and Conditions for this account.

Authorised signatory 1 Full given name(s) Surname

CommSee Client Profile number (Bank use only)

Signature Date

Authorised signatory 2 Full given name(s) Surname

CommSee Client Profile number (Bank use only)

Signature Date

Authorised signatory 3 Full given name(s) Surname

CommSee Client Profile number (Bank use only)

Signature Date

Authorised signatory 4 Full given name(s) Surname

CommSee Client Profile number (Bank use only)

Signature Date



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



Note: The guide will help you determine the documents required by the Bank to verify the business owner(s).

Business entity type	Person(s) authorised to sign declaration below. Note: 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 or Chief Officer	ASIC search or state/territory/overseas body or Association rules or constitution
<input type="checkbox"/> Unincorporated Association	Chairperson or Chief Officer	Association meeting minutes, rules or constitution or Taxation records or other reliable independent documents
<input type="checkbox"/> Partnership	Managing Partner or Corporate Partners or 2 Partners Note: If no partnership agreement or tax records confirming partnership are available refer to Joint Trading Entity	Partnership agreement or tax records and business name search if registered
<input type="checkbox"/> Sole Trader	Sole Trader (owner of the business)	Individual KYC identification plus Business name search if registered
<input type="checkbox"/> Government/Public Authority	Mayor or President or Chairperson or Authorising Officer	Business name search or paper/electronic telephone data bases
<input type="checkbox"/> Co-operative	2 Directors or Director and Secretary or Sole Director	ASIC search or state/territory/overseas body or Association rules or constitution
<input type="checkbox"/> Trust	All individual Trustees/Custodians or if trustee is a company, 2 Directors or Director and Secretary or Sole Director	Trust Deed plus ASIC search for any company involved
<input type="checkbox"/> Joint Trading Entity (a combination of any of the above entity types)	As per the requirements of each entity	Business name search if registered plus verification requirements of the involved entities

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

I/We have read a copy of the Terms and Conditions for this/these account(s) and agree that those Terms and Conditions (including the section on 'Privacy') govern the operation of this/these account(s), by signing below and returning this form.

I/We request you to recognise and act upon this authority or any variation of this authority until the branch of the Bank where the account(s) is/are conducted receives notice in writing from us, or any one of us (in accordance with the method or operation), of the cancellation of this authority. The Bank has received for inspection the current documentation relevant to the type of entity.

Authority has been duly given by resolution passed at a legally constituted meeting of Directors or Committee Members of the entity or by the Proprietor(s) of the entity or pursuant to the statutory powers of the Department or Public Authority for the opening, amendment and/or operation of the account(s) in the name(s) and manner set out in this authority.

Authority is given by signature of the Trustee(s)/Custodian(s) below or where the Trustee/Custodian is a company, by resolution passed at a legally constituted meeting of Director(s) of the company for the opening and operation of the account(s) in the name and in the manner set out in this authority and as authorised by the Trust Deed/Governing Rules of the Trust.

Full name of Person authorised to sign declaration Title: e.g. Director/Proprietor/Trustee Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Full name of Person authorised to sign declaration Title: e.g. Director/Proprietor/Trustee Signature

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Full name of Person authorised to sign declaration Title: e.g. Director/Proprietor/Trustee Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Note: Record all Director names in this section. Not all directors required to sign (but all must be collected) – refer Section 4. Where more than four provide details on separate sheet or enter into CommSee.

Bank use only – your confirmation 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.

I have linked each authorised signatory in Section 3 client profile to the related business account 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.

Staff name

Signature

Date