

This planning worksheet is to assist you in gathering the information required for completing the CommBiz online application form to register for your CommBiz service. **DO NOT** send this worksheet to the Bank.

**How to use the worksheet.** The worksheet is divided into the main sections of the application form. Note down your details in the information boxes and add more boxes or space as you require for your information. Once you are ready to start the online application form, follow the on-screen instructions and type in the information which you have prepared in this worksheet. Note that the online application form has a different appearance and layout to this worksheet.

**NOTE:**

When registering for CommBiz, you are registering for a service and you may register any number of organisations under this service.

**Before starting your CommBiz online application**

You will need to read the CommBiz Product Information and Terms and Conditions and acknowledge you have read this document by ticking the 'Terms and Condition' checkbox. You will not be able to continue with your application until you have done so.

You will need to create a 'Registration Account' (with a unique username and password), which enables you to save your application and come back to complete it at your convenience. This is not a bank account. Your CommBiz 'Registration Account' will last for 60 days from the date it was first created.

<b>Step 1:</b>	<b>Service Details</b>
<b>Description:</b>	Information about the organisations for which the CommBiz service will be established. All legal entities which own accounts to be registered in this CommBiz service need to be noted.

<b>Organisation Name:</b>	The name that is used on bank documents for your organisation.	
<b>Trading As:</b>	The registered trading name (as per the Office of Fair Trading registration certificate).	
<b>ACN or ABN:</b>	As registered above.	

**Repeat the process above for each business to be registered in the CommBiz service.**

<b>Service Name:</b>	The business name that will be registered for your CommBiz service. This is how you will be represented to the Bank.	
<b>Service Contact:</b>	The person who will be responsible for administering your CommBiz service on a daily basis. Please supply the contact's: <ul style="list-style-type: none"> <li>• name;</li> <li>• phone number;</li> <li>• email address; and</li> <li>• business address.</li> </ul>	

<b>Step 2:</b>	<b>Security</b>
<b>Description:</b>	Select the Security Token device for your organisation and enter the Token delivery addresses.

<b>Distribution Address:</b>	The address to which we will mail your security tokens. It may be the same as for the 'Service Contact' but cannot be a PO Box.
------------------------------	---

**Repeat the process above for each account to be registered in the CommBiz service.**

<b>Type of token:</b>	Select the type of tokens required for Administrators and Authorisers in your organisation.	<input type="checkbox"/> Go3 <input type="checkbox"/> Pro260
-----------------------	---	---

**Available Tokens**

The Go3 security token provides a simple device allowing you to easily gain access to your One-Time Password (OTP), for authorisations and administration activities.



The Pro260 security token, similar to the Go3, also generates a One-Time Password (OTP), for authorisations and administration activities. It also provides the added security of requiring a PIN Code to be entered before the OTP can be accessed.



<b>Step 3:</b>	<b>Accounts</b>	
<b>Description:</b>	The details of the bank accounts that are to be registered in the CommBiz service.	
<b>Account Type:</b>	The type of account being registered for the service.	<input type="checkbox"/> Savings/Cheque Account <input type="checkbox"/> Business Loan/Line of Credit <input type="checkbox"/> Credit Card: Visa <input type="checkbox"/> Credit Card: MasterCard <input type="checkbox"/> Credit Card: Bankcard <input type="checkbox"/> Credit Card: MasterCard Business <input type="checkbox"/> Foreign Currency Account
<b>Account Name:</b>	Name used to initially establish your account with the Bank.	
<b>Account ID:</b>	BSB and account number.	
<b>Account Holder Type:</b>	The type of business structure which owns the accounts. Select one.	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Government

**Repeat this process for each account to be registered in the CommBiz service.**

<b>Step 4:</b>	<b>Authorisers</b>
<b>Description:</b>	The contact details of the users who will be Authorisers on your CommBiz Service.

<b>Authoriser Details:</b>	List all the Authorisers that will be registered to approve transactions in the CommBiz Service. The personal details are also required to enable the Bank to complete its identity verification process.				
<b>Authoriser's Name</b>	<b>Date of Birth</b>	<b>Job Title</b>	<b>Phone (W)</b>	<b>Email</b>	<b>Home Address</b>

<b>Identification:</b>	Each Authoriser is required to have their identification verified before they can approve transactions.	
	<p>There are a number of methods you can nominate for the Bank to use for your previous identification checks to complete the identification check for CommBiz.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Commonwealth Bank (CBA) reference account: provide details of an existing Commonwealth Bank account held by the Authoriser.</li> <li><input type="checkbox"/> Bank accredited company Authorised Verifying Officer</li> <li><input type="checkbox"/> Accredited referee</li> <li><input type="checkbox"/> <i>In some circumstances we may request that you attend the nearest Commonwealth Bank branch with documents that can be used for verification purposes (eg. driver's licence, passport) to pass the standard 100 point identity check.</i></li> </ul>

**NOTE:** If the form of verification is by 'CBA reference account', the following data is also required.

**Repeat this identification process for each Authoriser to be registered in the CommBiz service.**

<b>Step 5:</b>	<b>Electronic Account Authority</b>	
<b>Description:</b>	The authorisation rules governing how the nominated accounts are to operate, ensuring that processing on your accounts is conducted according to your requirements. <b>If the Account Authority is the same on several accounts, it may be established at the same time.</b>	

<b>Accounts:</b>	The account (or accounts) noted in the Account Set up step that this Account Authority is to apply to; may cover more than one account at a time.	
<b>Account Authority:</b>	The number of Authorisers required to approve every transaction involving the accounts nominated above	<input type="checkbox"/> One to sign <input type="checkbox"/> More than one to sign <input type="checkbox"/> Custom (multiple Authorisers with rules)

**NOTE:** If the 'Custom' option is selected above, the following data is also required.

Monetary Band		Rule for Number of Authorisers Required				
Lower Limit	Upper Limit	List A	List B	List C	List D	List E

For the Custom option; you may set up to 5 monetary bands with up to 5 rules per monetary band.

<b>Authoriser List:</b>	Assigning designated Authorisers to specific lists.	
<b>Authoriser Name</b>		<b>Assign to a List (A,B,C,D,E)</b>

**Repeat this process for each account registered in Step 3 of the CommBiz service.**

<b>Step 6:</b>	<b>Transaction Types</b>
<b>Description:</b>	This section allows you to register your payment id for our organisation to use for your CommBiz service.

**Step 5 only applies to existing Diammond Services customers using Bulk Funds Movement for Direct Credit or Direct Debit.**

<b>Direct Credit:</b>	For existing Diammond Services customers, please enter your current ID used in Diammond BFM.	
<b>APCA ID:</b>	An Australian Payments Clearing Association (APCA) ID# to make payments.	
<b>Remitter Name:</b>	The name that will be used on remittance advices to identify the organisation making the payment.	

<b>Direct Debit:</b>	Enables you to collect payments from accounts held at Australian Financial Institutions. For existing Diammond Services customers, please enter your current ID used in Diammond BFM.	
<b>APCA ID:</b>	An Australian Payments Clearing Association ID to make payments	
<b>Number of Authorisers:</b>	The number of Authorisers required (minimum of 2) to approve a Direct Debit transaction	
<b>Remitter Name:</b>	The name that will be used on remittance advices to identify the organisation debiting the funds	

**Note:** The Direct Debit facility is only available to customers who satisfy the Bank's approval process.

**For new customers, you are not required to enter an APCA ID. The CommBiz default APCA ID – 301500 will be allocated to your service.**

**For existing Diammond Services customers, please enter the APCA ID allocated to your existing service.**

**For QuickLine customers, the CommBiz default APCA ID- 301500 will be allocated to your service. You will be required to change the APCA ID to 301500 in the payment files you import in CommBiz.**

<b>Step 7:</b>	<b>Receivables Reports</b>	
<b>Description:</b>	This section allows you to select the receivables reporting products you require. If you already have the facilities through your Diamond or QuickLine service, these products will default.	
<b>BPAY-Generated File:</b>	Enter the Gateway ID to subscribe to reports for your products	
<b>BPAY Data:</b>	Type in the Biller Code to receive BPAY-related transactional data.	

<b>Step 8:</b>	<b>Administration</b>
<b>Description:</b>	Allows the selection of the CommBiz systems Administrator(s) for your business, who will be responsible for managing the service on a day-to-day basis. Administrators are selected either from the list of Authorisers created earlier, or by adding their details on the screen.

<b>Second Administrator required to approve profile changes?</b>	More Administrators provide greater security, but they must be available daily to ensure changes can be effected immediately. Answering 'Yes' will require two (2) Administrators in your Service to add or change Users or Roles.	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--	---

<b>Title:</b>	<b>Name:</b>	<b>Distribution Address:</b>

<b>Step 9:</b>	<b>Billing Details</b>
<b>Description:</b>	Identifies which account, to be selected from those registered for the service, is to be used for the billing of CommBiz fees.

<b>Account Number:</b>	<p>For current Diamond and QuickLine clients, the existing billing account will automatically be selected.</p> <p>For new clients, select the billing account from a drop-down list of accounts entered in Step 2 of this application.</p>	
------------------------	--	--

<b>Step 10:</b>	<b>Review and Submit</b>
<b>Description:</b>	Provides a summary of the information entered for the CommBiz application, so you can ensure that the details are correct. Changes can be made to these details within the relevant section and the application can then be submitted for verification by the Bank.

**NOTE:** As you will not be able to edit your application after it has been submitted, please ensure the details you have entered are correct. If you need to make changes after you submit the online application, you will need to raise a maintenance request once we have enabled your service.

**CommBiz Application Form** outlines your acknowledgment and agreement to the CommBiz Product information and Terms and Conditions and the details submitted in the online application. The CommBiz Application Form must be signed by the Authorisers and the Authorised Officer/s of your organisation.

**CommBiz Account Authority Form** outlines the list of authorisers and electronic account authority to apply to each account to be transacted on within CommBiz. This form must be signed by the Authorisers and the Authorised Officer/s of your organisation.

Organisation	Authorised Officer/s
Company	Director and/or Company Secretary
Incorporated Association	Chair Person or Chief Officer of the Association
Unincorporated Association	Chair Person or Chief Officer of the Association
Trust Accounts	Trustee or Director
Partnership and Joint Accounts	Partner or Director
Sole Proprietor/ / Firm Accounts	Proprietor or Director
Government	Mayor, President, Chairperson or other Authorising Officer

This planning worksheet is to assist you in gathering the information required for completing the CommBiz online application form to register for your CommBiz service. **DO NOT** send this worksheet to the Bank.