



Bank of
Melbourne

Request for Copies of Documents/Contracts.

Personal Details.

Title Given Names Surname

Address

Mailing Address

Date of Birth / / Previous Name (if applicable)

Previous Address (if applicable)

Type/s of Document/s Requested.

Type of Document	Account Type/Product the Document Relates to

Documents to be sent by Mail Fax (Please note that the documents can not be collected at a branch)

Guidelines for providing the documents (Banking Code of Practice):

- We must provide you with the documents within 30 days

Request for Copies of Documents/Contracts.

- We do not have to give you:
 - a copy of a notice requiring you to take action if you ask for the copy more than two years after the contract to which the notice relates was discharged or ended;
 - a copy of a statement of account within three months after we gave you a copy of the same statement of account; or
 - any document that is not in our possession.
- We may give you a copy of a document in the form of a computer-generated facsimile.

Privacy.

The personal information we collect from you on this form will be used to respond to your query. We may disclose your personal information to other members of the Westpac Group, anyone we engage to do something on our behalf, and other organisations that assist us with our business. Our privacy policy, available at bankofmelbourne.com.au or by calling 13 22 66, contains information about how we handle your personal information.

Request for copies.

By signing this form, I acknowledge reading the terms on this form and request the Bank to give me copies of the documents I request above subject to those terms.

Signature

X

Date

/ /

Bank Use Only.

Customer ID Sighted and Signature Verified

Type of Document, Number and Expiry Date

Branch/Channel accepting request

Name of the staff member accepting request

Please forward completed form to 'NSW Custodian Unit' via Fax: 02 9995 8297 or mail to Level 2, 4-16 Montgomery St, Kogarah.