

BUSINESS BANKING ONLINE AUTHORISED USER AUTHENTICATION Device Application

BANK OF MELBOURNE BRANCH USE ONLY

Staff to complete this section prior to lodgement.

Date Received

Primary Company Name

Primary Company CIS

Signatories in Signing Clause section
have been verified

 Yes

KYC ID received for individual in section 2

 Yes

CIS profile created

 Yes

Individual CIS No.

Receiving Branch/Dept (Mandatory)

Staff name (who has verified this application)

(Please print)

Employee Number

Relationship Manager/Branch Manager (Mandatory)

(Please print)

RO Code/Branch Manager Employee Number

Fax completed applications to:

BBO Admin on (02) 9300 5507

Retain original form in branch

Branch Stamp

SUBMIT THE COMPLETED APPLICATION TO YOUR LOCAL BRANCH OR RELATIONSHIP MANAGER

Bank of Melbourne - A Division of Westpac Banking Corporation ABN 33 007 457 141 AFSL and Australian credit licence 233714.

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CUSTOMER CHECKLIST

What to do:

- Complete each section of this application
- The individual in section 2 must complete the necessary identification requirements
- Appropriate company signatories to sign the Signing Clause section(s)
- Lodge with your Relationship Manager, or drop into your nearest branch
- For assistance, contact our helpdesk on 1300 608 266.

Important Notes:

1. This form can be used to appoint an individual with Authorise access (including Company Administrators) or to request an Authentication device for users with authorise access that don't currently have one.
2. The applicant will receive an Authentication device and password which, when used together, will allow them to authorise Business Banking Online transactions. In the case of Company Administrators, the Authentication device will also be required to access Business Banking Online Company Administration screens.
3. A new form must be completed for each Authorised User.
4. All Authorised Users must be identified by Bank of Melbourne. See Section 5 for more information.
5. If you have selected "two to sign" on any account(s), please make sure that there are adequate Authorised Users in the company to authorise transactions at all times.

BEGIN APPLICATION

1. PRIMARY COMPANY DETAILS

Name of Company, Partnership or Sole Trader

ABN/ACN

CIS (Bank use only)



BOM9624/11480 0420

2. INDIVIDUAL APPLICANT DETAILS

Please complete a separate form for each Authorised User

Title Mr Mrs Miss Ms Other

Surname

Given Name(s)

Date of Birth

 / /

Residential Address (including country) - PO Box not allowed

Email address and mobile are required to provide your login details

Mobile Phone Number (Mandatory)

Email Address (Mandatory)

For identification purposes, please provide a preferred question and answer (e.g. your mother's maiden name)

<p>Question (Mandatory)</p> <input type="text"/>
<p>Answer (Mandatory)</p> <input type="text"/>

3. AUTHORISE USER

Select appropriate access levels for the individual applicant listed on this form.

Company Administrator

Yes No

If no selection is made User will be defaulted to an Authorised User.

User Authorisation Level (optional)

A B

If you have elected "Two to sign ("A" level user required)" on any of your accounts, this means that either two level "A" Users or one level "A" User and one level "B" User appointed by you can authorise a transaction.

Where no Authorisation level is selected, the User will default to level B if applicable.

4. PRIVACY STATEMENT

Personal information

We collect personal information from you to process your application, provide you with your product or service, and manage your product or service. We may also use your information to comply with legislative or regulatory requirements in any jurisdiction, prevent fraud, crime or other activity that may cause harm in relation to our products or services and help us run our business. We may also use your information to tell you about products or services we think may interest you.

If you do not provide all the information we request, we may need to reject your application or we may no longer be able to provide a product or service to you.

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.

We may disclose your personal information to an entity which is located outside Australia. Details of the countries where the overseas recipients are likely to be located are in our *privacy policy*.

As a provider of financial services, we have obligations to disclose some personal information to government agencies and regulators in Australia, and in some cases offshore. We are not able to ensure that foreign government agencies or regulators will comply with Australian privacy laws, although they may have their own privacy laws. By using our products or services, you consent to these disclosures.

We are required or authorised to collect personal information from you by certain laws. Details of these laws are in our *privacy policy*.

Our privacy policy is available at bankofmelbourne.com.au or by calling **13 22 66**. It covers:

- how you can access the personal information we hold about you and ask for it to be corrected;
- how you may complain about a breach of the Australian Privacy Principles or a registered privacy code and how we will deal with your complaint;
- how we collect, hold, use and disclose your personal information in more detail.

We will update our privacy policy from time to time.

For our customers located in the European Union

The General Data Protection Regulation (**GDPR**) regulates the collection, use, disclosure or other processing of personal data under European Union (**EU**) law. Personal data means any information relating to you from which you are either identified or may be identifiable. Our collection, use, disclosure and other processing of your personal data may also be regulated by the GDPR.

Please refer to our EU Data Protection Policy on our website at bankofmelbourne.com.au/privacy-reforms for information about how we manage your personal data under the GDPR. The EU Data Protection Policy also forms part of this Privacy Statement.

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Other acknowledgements and consents

- We may confirm the details of the information provided in this application.
- Where you have provided information about another individual, you must make them aware of that fact and the contents of the Privacy Statement.
- This application form is not an offer or acceptance of credit.

Information about products and services

We will use or disclose your personal information to contact you or send you information about other products and services offered by the Westpac Group or its preferred suppliers.

- Please tick this box if you do not wish to receive marketing communications from us.

5. IDENTIFICATION REQUIREMENTS

The law requires banks and financial institutions to identify their customers.

Identity checks are designed to reduce the likelihood of accounts being opened and operated in a false name.

How does the bank complete identification?

- The method of identification requires bank staff to check information and documents supplied by the customer or a signatory. Ask the staff at your nearest Bank of Melbourne branch if you need further assistance.
- Existing Bank of Melbourne account holders are considered identified and do not have to meet identification requirements for this application.

6. AGREEMENT

By signing this application the Primary Company requests that the applicant named in section 2 is established as a user with authorise access and any additional authorisations as requested in section 3, and is issued with an Authentication device.

By signing this application, the applicant named in section 2 acknowledges, agrees and declares that:

- they have read and agree to be bound by the terms and conditions that govern the use of Business Banking Online;
- they will only use Business Banking Online and the Authentication Device in accordance with the terms and conditions;
- they have read and agree to the Privacy Statement in section 4 and make the acknowledgements and provide the consents contained within it; and
- all information provided by them is correct and not misleading.

7. PRIMARY COMPANY SIGNING CLAUSE

Two of the Primary Company's directors or a director and a company secretary or two nominated Authorised Signing Representatives must sign this clause. A Sole Trader may sign independently.

Authorised Signatories to complete

Name of Director/Company Secretary/Authorised Signing Rep.1

Signature

Date

Name of Director/Company Secretary/Authorised Signing Rep.2

Signature

Date

Individual Applicant - Sign below (Section 2 Applicant)

Name of Individual Applicant

Signature

Date

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