

BANK OF MELBOURNE BRANCH USE ONLY

Date Received

Staff must complete this section prior to lodgement to
BBO Administration.

Primary Company Name

(Verify that section 1 of application matches GHS/CHS)

Primary Company CIS

*(check GHS/CHS)*Signatories in the Primary Company Signing Clause
have been verified Yes*(section 5 of application)*Receiving Branch/Dept *(Mandatory)*Staff name *(who has verified this application)**(Please print)*

Employee Number

RM name/Branch Manager name *(Mandatory)**(Please print)*

RO Code/Branch Manager Number

Fax completed application to:

BBO Administration on (03) 9982 4183.

Retain original form in branch.

Branch Stamp

CUSTOMER CHECKLIST

What to do:

- Complete any section that applies to the change(s) you require
- Signatories from the Primary Company who have originally registered for Business Banking Online must sign the Signing Clause (section 7).
- Lodge with your relationship manager, or drop into your nearest branch
- For assistance, contact our helpdesk on 1300 608 266.

Only complete the section(s) that are relevant to the addition or amendment you are making. You may fax this completed form directly to the administration team for processing on (03) 9982 4183.

BEGIN APPLICATION**1. PRIMARY COMPANY DETAILS**

Name of company, partnership or sole trader

ABN/ACN

CIS *(Bank use only)***2. FEES AND CHARGES BILLING**

Please indicate the fee account(s) you would like to amend

-
- Business Banking Online monthly access fee
-
-
- Other transaction or service fees incurred through using Business Banking Online

Please nominate the account that you would like this fee charged to:

BSB number

Account number

OR

-
- Charge account on which the transaction occurred

3. ACCOUNT DETAILS

Complete this section to add, remove or amend the number of users required to authorise payments across one or all companies already registered to Business Banking Online.

Add or Remove the Account	Account Name	BSB	Account Number	One to sign (any)	One to sign (A level user only) OR two to sign (any level user) accepted#	Two to sign (any)	Two to sign (A level user required)*
<input type="checkbox"/> Add <input type="checkbox"/> Remove				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add <input type="checkbox"/> Remove				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add <input type="checkbox"/> Remove				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> Add <input type="checkbox"/> Remove				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> Add <input type="checkbox"/> Remove				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add <input type="checkbox"/> Remove				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add <input type="checkbox"/> Remove				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you select this option it means either one level "A" User or any two Users of either level "A" and/or level "B" as appointed by you can authorise a transaction.

* If you select this option it means either two level "A" Users or one level "A" User and one level "B" User appointed by you can authorise a transaction.

4. TELEGRAPHIC TRANSFER (TT) ACCESS

Complete this section to add or remove telegraphic transfer (TT) access

Company Name	TT Access	CIS (Bank Use Only)
	<input type="checkbox"/> Add <input type="checkbox"/> Remove	

5. COMPANY ADMINISTRATOR - METHOD OF OPERATION

Complete this section to change your Company Administrator method of operation.

If you appoint more than one Company Administrator, how will they operate?

Independently Jointly

6. COMPANY ADMINISTRATOR - CHANGE LEVEL OF ACCESS

Complete this section to change the level of access of your Company Administrator.

Remove Company Administrator (this will delete the User entirely from BBO) User ID

Add Company Administrator (increase the access of an existing Authorise User only) User ID

Amend the access of an existing Company Administrator

Authorise

View (will revoke Authentication Device)

Create (will revoke Authentication Device)

User ID

7. PRIMARY COMPANY SIGNING CLAUSE

This section must be completed by the appropriate Signatories of the Primary Company. Authorised Signing Representatives can only sign if they have been previously nominated by the Primary Company on the Business Banking Online Application form.

Authorised Signing Representatives

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

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

Signature

Date

Signature

Date