



Bank of  
Melbourne

## WinTrade Amendment Form.

Complete this form if you are an existing WinTrade customer and you want to add or delete products, create additional users or delete Corporate Administrators.

### Customer Details.

Before you complete this form, please read the sections titled "Privacy Statement" and "Customer Acknowledgement".

Company name (as registered by ASIC) or Organisation name ("the Organisation")

ACN/ABN/ARBN

Street Address (PO Box not acceptable)

Mailing Address

Telephone number

Fax number

Primary contact name  
(all correspondence will be sent to this person)

Email address

### Privacy Statement.

The personal information we collect on this form will be used by us to register you with products/services you are applying for. 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](http://bankofmelbourne.com.au) or by calling 13 22 66, contains information about how we handle your personal information.

### Customer Acknowledgement.

You acknowledge that if you have provided information about other individuals such as employees in this form, you will advise them that you have supplied their information to the Bank and make them aware of the information provided in the Privacy Statement above.

## WinTrade Amendment Form.

### Products.

Please tick (✓) the products you would like to use. For some products we may require you to sign additional documents.

Import LC     Export LC     Collections     Trade Finance

### Accounts.

Complete this section if you want to add or delete a Bank of Melbourne account in WinTrade to use when settling your trade transactions.

**Note:** A maximum of 6 accounts can be nominated and held in WinTrade.

Add	Delete	Account Name	Account Number	Currency
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**Note:** if you want to use accounts in WinTrade when settling transactions that are not owned by your organisation, the Third Party Account Holder who own the account must complete a separate Third Party Access Authority Form granting you access, and which must accompany this form.

### Users.

Complete this section if you want to set-up additional users for WinTrade or delete a Corporate Administrator. A Corporate Administrator can amend and delete other users and Corporate Administrators, set the authority levels of users and also reset passwords.

For all new users, please provide users' preferred questions and answers (eg mother's maiden name) to identify users during phone support.

**User 1**                       Add user     Delete user

Full Name

Date of Birth

WinTrade User ID<sup>1</sup>

Bank of Melbourne Account Number<sup>2</sup>

Corporate Administrator?     Yes     No

Question

Answer

User GCIS Key (leave blank for Bank use)

Business Banking Online User (leave blank for Bank use)

Users continued.

**User 2**  Add user  Delete user

Full Name  Date of Birth

WinTrade User ID<sup>1</sup>  Bank of Melbourne Account Number<sup>2</sup>

Corporate Administrator?  Yes  No

Question

Answer

User GCIS Key (leave blank for Bank use)  Business Banking Online User (leave blank for Bank use)

**User 3**  Add user  Delete user

Full Name  Date of Birth

WinTrade User ID<sup>1</sup>  Bank of Melbourne Account Number<sup>2</sup>

Corporate Administrator?  Yes  No

Question

Answer

User GCIS Key (leave blank for Bank use)  Business Banking Online User (leave blank for Bank use)

**User 4**  Add user  Delete user

Full Name  Date of Birth

WinTrade User ID<sup>1</sup>  Bank of Melbourne Account Number<sup>2</sup>

Corporate Administrator?  Yes  No

Question

Answer

User GCIS Key (leave blank for Bank use)  Business Banking Online User (leave blank for Bank use)

Users continued.

**User 5**  Add user  Delete user

Full Name  Date of Birth

WinTrade User ID<sup>1</sup>  Bank of Melbourne Account Number<sup>2</sup>

Corporate Administrator?  Yes  No

Question

Answer

User GCIS Key (leave blank for Bank use)  Business Banking Online User (leave blank for Bank use)

**User 6**  Add user  Delete user

Full Name  Date of Birth

WinTrade User ID<sup>1</sup>  Bank of Melbourne Account Number<sup>2</sup>

Corporate Administrator?  Yes  No

Question

Answer

User GCIS Key (leave blank for Bank use)  Business Banking Online User (leave blank for Bank use)

**User 7**  Add user  Delete user

Full Name  Date of Birth

WinTrade User ID<sup>1</sup>  Bank of Melbourne Account Number<sup>2</sup>

Corporate Administrator?  Yes  No

Question

Answer

User GCIS Key (leave blank for Bank use)  Business Banking Online User (leave blank for Bank use)

## Users continued.

**User 8**  Add user  Delete user

Full Name  Date of Birth

WinTrade User ID<sup>1</sup>  Bank of Melbourne Account Number<sup>2</sup>

Corporate Administrator?  Yes  No

Question

Answer

User GCIS Key (leave blank for Bank use)  Business Banking Online User (leave blank for Bank use)

1 Mandatory for existing WinTrade user otherwise leave blank for Bank use.

2 Mandatory for existing Bank of Melbourne customers otherwise leave blank for Bank use.

**Identification requirements.**

All new users must be identified in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. If each individual is not an existing customer they will need to complete Bank of Melbourne's Customer Identification Procedure, which can be performed by a Bank of Melbourne Trade Finance Manager or at any Bank of Melbourne Branch.

**Application.**

An application in our prescribed form ("Application Form") is used to apply for, and to give your instructions to us, in relation to the Products you request.

You must seek our approval to use an application form which is not in the prescribed form ("Customer Generated Form"). Any Customer Generated Form must meet minimum requirements we specify. A Customer Generated Form is not required to reproduce the terms and conditions set out in the Application Form ("Terms and Conditions"). However if you use a Customer Generated Form you agree that the Terms and Conditions are deemed to form part of the Customer Generated Form as if set out in full in that form. If we approve a Customer Generated Form, we will affix our stamp together with the signature of an authorised bank officer to the approved pro forma copy of the Customer Generated Form.

**Electronic Access.**

An Application Form or a Customer Generated Form (each an "Application") may be submitted to us electronically provided that you only complete the fields reserved for giving us your instructions and by complying with the Terms and Conditions of the Application Form or Customer Generated Form.

We may accept any Application which appears on its face either to have been executed by you in accordance with the Customer Authority below or to have been requested in WinTrade by your nominated user(s) in accordance with the authority levels established by your Corporate Administrator(s) in WinTrade without any obligation on us to verify that authority. Any act undertaken or performed by us in reliance on any such Application will be taken to be valid and binding upon you.

You indemnify us for any liability, direct loss and reasonable costs and expenses incurred as a result of relying on an Application, provided that the liability, loss, damage, cost or expense is not caused by our fraud, negligence or wilful misconduct. You have to pay these amounts within 2 business days after we ask for them.

We may cancel our approval of an Application submitted by you at any time after 30 days written notice to you, or by notice immediately in the case of fraud.

**Users continued.**

**Software.**

Access to any proprietary software we make available for the submission of an Application or instructions electronically will be granted on the basis of a non-exclusive licence to use the intellectual property associated with that software. This licence will terminate automatically at the time your registration for WinTrade is cancelled or expires.

Access to the software we provide is available at bankofmelbourne.com.au by logging in to WinTrade. It is your responsibility to ensure that your instructions for all requested transactions are complete before logging off the platform.

If a session is inactive for more than seven minutes, your access will be suspended but not automatically logged out. You will need to re-enter the password where a time-out screen appears to continue your session. Your access will be logged out automatically after four hours in one session, or on leaving the host page during a session. You will need to log in again to regain access to the platform in these circumstances.

**Changes.**

We may at any time amend:

- (a) the Application Forms without the need to provide you with prior notice; and
- (b) the provisions set out in this document and the Terms and Conditions by giving you notice.

Unless we have given you instructions otherwise regarding the notice period and form of notices to be provided for any amendment, you agree that we may notify you of the changes as set out in the table below. Transactions made by you on WinTrade after notification of changes will constitute acceptance of those changes:

Type of Change	Minimum number of days' notice	Method of notice
New fee or increase to a fee	30 days in advance	In writing, electronically or by advertisement
Government changes	Reasonably promptly after the government notifies us of the change, unless the government publicises the introduction of the change in which case no notice is required	In writing, electronically or by advertisement
Any other change	As soon as reasonably possible (which may be before or after the change is made), unless we believe the change is unfavourable to you, in which case 30 days' notice in advance	In writing, electronically or by advertisement

Advance notice of amendments to this document and the Terms and Conditions may not be given in some circumstances, for example, when a change is necessitated by an immediate need to restore or maintain the security of the our systems, or where you cannot reasonably be located. We can also give you shorter notice or no notice if it is reasonable for us to manage a material and immediate risk.

**Banking Code of Practice.**

We have adopted the Banking Code of Practice 2019 (Banking Code). The Banking Code sets out the standards of practice and service for Australian banks to follow when dealing with certain customers.

If we provide you with a 'banking service' and you are an 'individual' or a 'small business' (each term as defined in the Banking Code), the relevant provisions of the Banking Code will apply in addition to, and prevail to the extent of any inconsistency with, this document.

You can obtain a copy of the Banking Code from our website or any of our branches. Please let us know if you would like to discuss whether or not the Banking Code will apply to you.

## WinTrade Amendment Form.

### Customer Authority.

By a resolution of a legally constituted meeting of the Directors of the Company/Office Bearers of the Organisation IT WAS RESOLVED that:

1. The Organisation is authorised to use the Bank's WinTrade product and be bound by the applicable terms and conditions of use as may be amended by the Bank from time to time.
2. In terms of the Organisation's use of WinTrade, the Bank is not required to have regard to any account authorities we have in place now or in the future except those specifically identified as being WinTrade authorities.

**Signed for and on behalf of** (*Company name*) **by 2 company Directors or Director and Company Secretary/by the Sole Trade/as Trustee for** (*Trust/Unincorporated Association name*) **by the Partnership** (*Partnership name*). (*Delete not applicable options*)

This form must be signed in accordance with the current authorisation held by Bank of Melbourne. Bank of Melbourne will not act on these instructions unless the signatories who sign this form are authorised to do so under the current authorisation and in the manner stated in the authorisation.

Company name (as registered by ASIC) or Organisation name ("the Organisation")

ACN/ABN/ARBN

Signature

Date

Signature

Date

### Bank of Melbourne Use Only.

**Company GCIS/CIS Key** (fill in one of the following fields)

GCIS key

CIS Key

Please send WinTrade Welcome pack to the following address:

I certify that the signatures provided above in the customer authority are duly authorised signatories and have been verified.

**Verified and approved by:**

Bank of Melbourne Approving Officer's name

Signature

Date

**Important Note:** this document is a permanent customer record and must be retained for the period stated in the Records Management policy.