CommonwealthBank

Commonwealth Bank of Australia
ABN 48 123 123 124

Authority for Business Accounts – Branch customers

1. Your account details – Please record your existing and/or new account number(s) below and indicate account type(s)

Branch number   Account number   Full account name

☐ Business Transaction Account   ☐ Business Online Saver

☐ Premium Business Cheque Account   ☐ Statutory Trust Option (e.g. Solicitors Statutory
                                                       Trust Account, Real Estate Statutory Trust Account)
☐ Society Business Cheque Account   Please specify trust option:

☐ Other please specify

2. Method of operation – The same authorised signatory(s) and method of operation will apply to all your account(s) listed above.

☐ Any one of the authorised signatories or sole signatory specified in Section 3 below can operate on the above account(s)

☐ Any two of the authorised signatories specified in Section 3 below must operate jointly on the above account(s)

☐ Or, please specify other method of operation

3. Persons authorised to <u>operate</u> the above account(s) – This is your consent to be a signatory of the above account(s)

By signing below, each Authorised Signatory:

- Agrees the Bank may obtain personal information about him or her to verify the personal details provided in this application
- Acknowledges and consents to the use of his or her personal information as detailed in the section on "Privacy" in the Terms and Conditions for this account
- Confirms the details they have provided are true and correct

Authorised signatory 1   Full given name(s)   Surname

Customer (CIF) ID (Bank use only)   Signature   Date

Authorised signatory 2   Full given name(s)   Surname

Customer (CIF) ID (Bank use only)   Signature   Date

Authorised signatory 3   Full given name(s)   Surname

Customer (CIF) ID (Bank use only)   Signature   Date

Authorised signatory 4   Full given name(s)   Surname

Customer (CIF) ID (Bank use only)   Signature   Date

ℹ️ ☐ **Note:** If additional authorised signatories **or** person authorised to obtain general information is required, please tick (✔) here and ask staff to complete and attach Authority for Business Accounts – additional signatories (004-432).

4. Quick reference guide to determine person(s) authorised to open the account and sign the declaration in Section 5

> **Note:** When an account structure has a combination of more than one of the Customer Types below, select and follow the signature and documentation requirement for each Customer Type

Select the Customer Type for each of the entities involved	Person(s) required to sign declaration below. **Note:** These person(s) must be named in the documents.	Commonly required documents for verification
☐ Company	2 Directors **or** Director and Secretary **or** Sole Director	ASIC search
☐ Incorporated Association	Chairperson, President **or** Public Officer	ASIC search **or** state/territory/overseas body **or** Association rules **or** constitution
☐ Unincorporated Association	Chairperson, President **or** Public Officer	Association meeting minutes, rules **or** constitution **or** Taxation records **or** other reliable independent documents
☐ Formal Partnership	Managing Partner **or** Corporate Partners **or** 2 Partners	Partnership agreement (if no formal agreement, open as joint account)
☐ Sole Trader	Sole Trader (owner of the business)	Individual KYC identification
☐ Trust (Discretionary Trust, e.g. Rose Family Trust)	All individual Trustees/Custodians **or** if Trustee is a Company, 2 Directors **or** Director and Secretary **or** Sole Director	Trust deed
☐ Other Trust Types	For Deceased Estates: Executor(s), Administrator(s) For Statutory Trusts: Owner(s), Director(s) of entity opening account	For Deceased Estates: Grant of Probate or Letter(s) of Appointment For Statutory Trusts: refer to iSource
☐ Business Name	Proprietor/owner of the business name	Business Name search (if registered)
☐ Superannuation Fund	All individual Trustees/Custodians **or** if Trustee is a Company, 2 Directors **or** Director and Secretary **or** Sole Director	Trust deed
☐ Individual	Individual account holder **or** Trustee **or** owner of Business Name	Individual KYC identification

5. Persons authorised to <u>open</u> the above account(s) – This is your declaration and acceptance of the Terms and Conditions

By signing below, each Authorised Person:

- Acknowledges they have been given and agree to the Terms and Conditions which apply to this account
- Requests the Bank to act on this authority (or any variation to it) or on any cancellation of it by me/any one of us (in accordance with the method of operation)
- Confirms that where this account is operated on behalf of an entity: (1) they have provided the Bank current documents relating to that entity; and (2) they have been duly authorised (e.g. by resolution of Directors/Trustee(s)/Custodian or Committee Members) to sign this authority and operate the account as set out in this authority and the account Terms and Conditions.

Full name of Person authorised to sign declaration	Title: e.g. Director/Proprietor/Trustee	Signature

For Companies: Record above the names of all Directors. The Signature box can be left blank for Directors who are not signing the declaration (see Section 4 above for persons required to sign declaration). If there are more than 4 Directors, record additional names on a separate sheet.

Enter all Director names in CommSee under Organisational Members (as Directors AND Beneficial Owners if they are both).

Bank use only – your confirmation that authorised signatory(s) in Section 3 have been identified (please tick box to confirm)

☐ CommSee Client Profile exists or has been created for each individual signatory in Section 3 and the Identity Verified flag is set to '**Yes**'. I have recorded theCommSee Client Profile number beside each signatory in Section 3.

☐ I have linked each authorised signatory in Section 3 client profile to the related business profile via Relationship Editor:
   1. Select Related clients on right hand side   **2.** Under links, select Relationship Editor   **3.** Search additional Related Clients
   4. Bring up the related client profile   **5.** Select continue   **6.** Select the appropriate relationship type, for all others select 'Other (Non-Sales Group)'   **7.** Select add – update and close.

☐ Where the authority is being updated to remove a signatory, I have removed NetBank/Keycard and/or phone banking access and de-linked the relevant Relationship Editor linkage.

Staff Name	Staff Signature	Date