

1. Personal Details.Date / / Title Given Names Surname Address (No PO Box allowed) Postcode Home Phone No. Work Phone No. Fax No. Mailing Address Postcode Date of Birth / / Previous Name (if applicable) Previous Address (No PO Box allowed) Postcode **2. Type/s of Document/s Requested.**

| Type of Document | Account Type/Product the Document relates to |
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Documents to be sent by Mail Fax **(Please note that the documents can not be collected at a branch)****Guidelines for providing the documents (Code of Banking Practice).**

- Within 14 days if it came into existence 1 year or less before the request.
- Within 30 days for documents coming into existence 1-7 years before hand.
- Documents older than 7 years should be provided as soon as practically possible provided we have them.
- We do not have to give you a copy of a document if you request it:
 - more than 2 years after the date on which the contract, to which the document relates, terminates; or
 - within 3 months of requesting a copy of the document previously.
- We may give you a copy of a document in the form of a computer generated facsimile.
- We may charge you a fee for the copy you request.

3. Privacy Statement.

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 banksa.com.au or by calling 13 13 76, contains information about how we handle your personal information.

4. 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 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

Forward completed form to Custodian Unit via fax 02 9995 8297 or mail to Lower Ground Floor 4-16 Montgomery St Kogarah