

## BANKSA BRANCH USE ONLY

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

Primary Company Name

Primary Company GCIS – (check GHS/CHS)

Primary Company Signatories in Signing Clause have been verified (Section 8 of application)

Yes

**Application/Form faxed to BBO Admin?**

Yes  No

Receiving Branch Department

Branch Number

RM/RO Name

RM/RO Code

Staff Name (who has verified this application)

Employee No

Staff Signature

Date

Fax completed applications to:

**BBO Admin on (02) 9845 4308**

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 8)
- Lodge with your Relationship Manager, or drop into your nearest branch
- For assistance, contact our helpdesk on 1300 554 004

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 (02) 9845 4308.

## 1. PRIMARY COMPANY DETAILS

Name of Company, partnership or sole trader

ABN/ACN

GCIS (Bank use only)

## 2. 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	No. of users required to authorise payments	*Level of Authority for User Authorisation
Add <input type="checkbox"/> Remove <input type="checkbox"/>				1 <input type="checkbox"/> 2 <input type="checkbox"/>	Yes <input type="checkbox"/>
Add <input type="checkbox"/> Remove <input type="checkbox"/>				1 <input type="checkbox"/> 2 <input type="checkbox"/>	Yes <input type="checkbox"/>
Add <input type="checkbox"/> Remove <input type="checkbox"/>				1 <input type="checkbox"/> 2 <input type="checkbox"/>	Yes <input type="checkbox"/>
Add <input type="checkbox"/> Remove <input type="checkbox"/>				1 <input type="checkbox"/> 2 <input type="checkbox"/>	Yes <input type="checkbox"/>
Add <input type="checkbox"/> Remove <input type="checkbox"/>				1 <input type="checkbox"/> 2 <input type="checkbox"/>	Yes <input type="checkbox"/>

If two to sign is selected in this section, then the Primary Company's Authorise user levels of authorization will apply.

\*If you elect to have 2 Users required to Authorise payments on the account, please indicate if they have different levels of authorisation (e.g. level 'A' and level 'B') by ticking "Yes".

## 3. TELEGRAPHIC TRANSFER (TT) ACCESS

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

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

## 4. 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

## 5. METHOD OF OPERATION

Complete this section to add or remove "A" and "B" authorisation levels.

Function	Company Name
Add <input type="checkbox"/> Remove <input type="checkbox"/>	

#Note: Company Administrator must nominate User Authorisation levels through Business Banking Online Administration Module.

## 6. 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

## 7. COMPANY ADMINISTRATOR – CHANGE LEVEL OF ACCESS

Remove Company Administrator (this will delete the User entirely from Business Banking Online)

User ID

User Name

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

User ID

User Name

Amend the access of an existing Company Administrator

Authorise

View (will revoke Authentication Device)

Create (will revoke Authentication Device)

User ID

User Name

## 8. 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 Signing Representatives

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

Signature

Date

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

Signature

Date