

CUSTOMER CHECKLIST

What to do:

- Complete each section of this application
- The individual in section 2 must complete the necessary identification requirements
- Appropriate company signatories to sign the Signing Clause section(s)
- Lodge with your Relationship Manager, or drop into your nearest branch
- For assistance, contact our helpdesk on 1300 554 004

Important Notes:

1. This form can be used to appoint an individual with Authorise access (including Company Administrators) or to request an Authentication device for users with authorise access that don't currently have one.
2. The applicant will receive an Authentication device and password which, when used together, will allow them to authorise Business Banking Online transactions. In the case of Company Administrators, the Authentication device will also be required to access Business Banking Online Company Administration screens.
3. A new form must be completed for each Authorised User.
4. All Authorised Users must be identified by BankSA. See Section 5 for more information.
5. If you have selected "two to sign" on any account(s), please make sure that there are adequate Authorised Users in the company to authorise transactions at all times.

1. PRIMARY COMPANY DETAILS

Name of account holder (Company, Partnership or Sole Trader)

ABN/ACN

GCIS (Bank use only)

2. INDIVIDUAL APPLICANT DETAILS (AUTHENTICATION DEVICE USER DETAILS)

Please complete a separate form for each user who requires "Authorise" access.

Title: Mr Mrs Miss Ms Other

Surname

Given Name(s)

Date of Birth

 / /

Address (No PO Box allowed)

Suburb

Country

Postcode

Email address and mobile are required to provide your login details

Email Address (Mandatory)

Mobile Phone Number (Mandatory)

For identification purposes, please provide a preferred question and answer (e.g. car rego or child's name)

Question:

Answer:

3. AUTHORISE USER

Select appropriate access levels for the individual applicant listed on this form.

Company Administrator

Yes No

If no selection is made User will be defaulted to an Authorised User.

User Authorisation Level (optional)

A B

If you have elected "Two to sign ("A" level user required)" on any of your accounts, this means that either two level "A" Users or one level "A" User and one level "B" User appointed by you can authorise a transaction.

Where no Authorisation level is selected, the User will default to level B if applicable.

4. PRIVACY STATEMENT

Personal information

We collect personal information from you to process your application, provide you with your product or service, and manage your product or service. We may also use your information to comply with legislative or regulatory requirements in any jurisdiction, prevent fraud, crime or other activity that may cause harm in relation to our products or services and help us run our business. We may also use your information to tell you about products or services we think may interest you.

If you do not provide all the information we request, we may need to reject your application or we may no longer be able to provide a product or service to you.

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.

We may disclose your personal information to an entity which is located outside Australia. Details of the countries where the overseas recipients are likely to be located are in our privacy policy.

As a provider of financial services, we have obligations to disclose some personal information to government agencies and regulators in Australia, and in some cases offshore. We are not able to ensure that foreign government agencies or regulators will comply with Australian privacy laws, although they may have their own privacy laws. By using our products or services, you consent to these disclosures.

We are required or authorised to collect personal information from you by certain laws. Details of these laws are in our privacy policy.

Our privacy policy is available at banksa.com.au or by calling **13 13 76**. It covers:

- how you can access the personal information we hold about you and ask for it to be corrected;
- how you may complain about a breach of the Australian Privacy Principles or a registered privacy code and how we will deal with your complaint;
- how we collect, hold, use and disclose your personal information in more detail.

We will update our privacy policy from time to time.

For our customers located in the European Union

The General Data Protection Regulation (**GDPR**) regulates the collection, use, disclosure or other processing of personal data under European Union (**EU**) law. Personal data means any information relating to you from which you are either identified or may be identifiable. Our collection, use, disclosure and other processing of your personal data may also be regulated by the GDPR.

Please refer to our EU Data Protection Policy on our website at banksa.com.au/privacy-reforms for information about how we manage your personal data under the GDPR. The EU Data Protection Policy also forms part of this Privacy Statement.

Other acknowledgements and consents

- We may confirm the details of the information provided in this application.
- Where you have provided information about another individual, you must make them aware of that fact and the contents of the Privacy Statement.
- This application form is not an offer or acceptance of credit.

Information about products and services

We will use or disclose your personal information to contact you or send you information about other products and services offered by the Westpac Group or its preferred suppliers.

Please tick this box if you do not wish to receive marketing communications from us.

5. IDENTIFICATION REQUIREMENTS

The law requires banks and financial institutions to identify their customers.

Identity checks are designed to reduce the likelihood of accounts being opened and operated in a false name.

How does the bank complete identification?

- The method of identification requires bank staff to check information and documents supplied by the customer or a signatory. Ask the staff at your nearest BankSA branch if you need further assistance.
- Existing BankSA account holders are considered identified and do not have to meet identification requirements for this application.

6. AGREEMENT

By signing this application the Primary Company requests that the applicant named in section 2 is established as a user with authorise access and any additional authorisations as requested in section 3, and is issued with an Authentication device.

By signing this application, the applicant named in section 2 acknowledges, agrees and declares that:

- they have read and agree to be bound by the terms and conditions that govern the use of Business Banking Online;
- they will only use Business Banking Online and the Authentication Device in accordance with the terms and conditions;
- they have read and agree to the Privacy Statement in section 4 and make the acknowledgements and provide the consents contained within it; and
- all information provided by them is correct and not misleading.

7. 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.

I/We certify that the applicant is authorised to use a authentication device with the Primary Company's Business Banking Online Registration.

Name of Director/Company Secretary/Authorised Signing Representative 1

Signature of Director/Company Secretary/Authorised Signing Representative 1

Date

Name of Director/Company Secretary/Authorised Signing Representative 2

Signature of Director/Company Secretary/Authorised Signing Representative 2

Date

Individual Applicant – Sign Below

Name of Individual Applicant

Signature of Individual Applicant

Date

BANKSA BRANCH USE ONLY

Date

Staff must complete this section prior to lodgement.

Primary Company Name

Primary Company GCIS

Signatories in the Signing Clause section have been verified

Yes

KYC ID received for individual in section 2

Yes

GCIS profile created

Yes

Application/Form faxed to BBO Admin?

Yes No

Individual GCIS No.

Receiving Branch/Dept

Staff Name (*who has verified this application*) – Please print

Employee No.

Relationship Manager Name (*if applicable*) – Please print

RO Code

Branch Stamp

Fax completed applications to: **BBO Admin on (02) 9300 5507**

Retain original form in branch.