



BANK OF MELBOURNE BRANCH USE ONLY

Date Received / /

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

Primary Company Name

(Verify that section 1 of application matches GHS/CHS)

Primary Company CIS

(Check GHS/CHS)

Signatories in the Principal's Signing Clause have been verified Yes
(Section 6 of application)

Signatories in Primary Company Signing Clause have been verified Yes
(Section 7 of application)

Receiving Branch/Dept *(Mandatory)*

Staff name *(who has verified this application)*

(Please print)

Employee Number

RM name/Branch Manager name *(Mandatory)*

(Please print)

RO Code/Branch Manager Employee Number

Fax completed applications to:

BBO Admin on (03) 9982 4183

Retain original form in branch.

Branch Stamp

CUSTOMER CHECKLIST

What to do:

- Complete each section of this application
- Accounts listed in Section 4 must be in the Principal's individual name
- Joint accounts are allowed if one of the account holders is the Principal
- Signatories from the Primary Company AND the account holder(s) of the Principal account must sign the Signing Clause Sections 6 and 7
- Lodge with your Relationship Manager, or drop into your nearest branch
- For assistance, contact our helpdesk on 1300 608 266.

Complete this form if access to the principal's personal account is required.

A principal is a director or partner of, or the sole trader operating, the primary company or an additional linked company. By including their personal accounts for access through Business Banking Online, principals authorise Bank of Melbourne to disclose information concerning their personal accounts to, and allow their personal accounts to be accessed and used by, the primary company, additional linked companies, company administrators and users. Principals also give indemnity in Clause 27 of the Business Banking Online Terms and Conditions.

Access and authorise rights on all principal's personal accounts will be the same as those on the primary and any additional company accounts linked. Access to all principal's accounts can be restricted by the company administrator so that only designated users have access.

BEGIN APPLICATION

1. PRIMARY COMPANY DETAILS

Name of company, partnership or sole trader

ABN/ACN

CIS *(Bank use only)*

2. PRINCIPAL DETAILS

Title

CIS *(Bank Use Only)*

Given name(s)

Surname

Phone number 1 *(Mandatory)*

Phone number 2

Email address *(Mandatory)*

SUBMIT THE COMPLETED APPLICATION TO YOUR LOCAL BRANCH OR RELATIONSHIP MANAGER

3. INTERNATIONAL PAYMENTS

Overseas telegraphic transfer required?

Yes No

4. ACCOUNTS TO BE ACCESSED

List accounts held in the name of the principal that are to be accessed through Business Banking Online.

Joint accounts can only be accessed through Business Banking Online if the principal is one of the joint account holders.

BSB	Account Number	One to sign (any)	One to sign (A level user only) OR two to sign (any level user) accepted#	Two to sign (any)	Two to sign (A level user required)*
		<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"/>
		<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"/>
		<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"/>

If you select this option it means either one level "A" User or any two Users of either level "A" and/or level "B" as appointed by you can authorise a transaction.
* If you select this option it means either two level "A" Users or one level "A" User and one level "B" User appointed by you can authorise a transaction.

5. AGREEMENT

By signing this application the Principal will become a "new additional party" to the Primary Company's Business Banking Online arrangement and as such is bound by the same Terms and Conditions as detailed in the Business Banking Online and Payment Services Product Disclosure Statement (PDS). Refer to Clause 17 for Additional parties.

The Principal will also be taken to agree that the appointed Authorised Signing Representatives as detailed on the Primary Company's application form will be authorised to sign any subsequent form(s) executing any changes to the Business Banking Online registration that the Principal is becoming a part of.

6. PRINCIPAL'S SIGNING CLAUSE

In the case of joint accounts, both account holders must sign

Principal's signature

Name of principal

Signature Date

Name of joint account holder (if applicable)

Signature Date

7. PRIMARY COMPANY SIGNING CLAUSE

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

Note: The Authorised Signing Representatives can only sign above if they have been previously nominated by the Primary Company on the Business Banking Online Application form.

SUBMIT THE COMPLETED APPLICATION TO YOUR LOCAL BRANCH OR RELATIONSHIP MANAGER