



Bank of
Melbourne

Business Banking Online Authorised User Authentication.

Device Application.

Bank Of Melbourne branch use only.

Staff to complete this section prior to lodgement.

Date received

Primary Company name

Primary Company CIS

Signatories in Signing Clause section have been verified

Yes

KYC ID received for individual in section 2

Yes

CIS profile created

Yes

Individual CIS no.

Receiving branch/dept (Mandatory)

Staff name (who has verified this application)

Employee number

(Please print)

Relationship Manager/Branch Manager (Mandatory)

RO Code/Branch Manager employee number

(Please print)

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

Retain original form in branch

Branch stamp

Submit the completed application to your local branch or Relationship Manager.

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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 608 266.

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 Bank of Melbourne. See Section 6 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.

Begin application.

1. Primary Company details.

Name of company, partnership or sole trader

ABN/ACN

CIS (Bank use only)

2. Individual applicant details.

Please complete a separate form for each Authorised User.

Title Mr Mrs Miss Ms Other

Surname

Given name(s)

Date of birth

Residential address (including country) – PO Box not allowed

Email address and mobile are required to provide your login details.

Mobile phone number (Mandatory)

Email address (Mandatory)

For identification purposes, please provide a preferred question and answer (e.g. your mother's maiden name).

Question (Mandatory)

Answer (Mandatory)

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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 and Consent Request.

Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at bankofmelbourne.com.au/privacy/privacy-statement or by calling us on 13 22 66. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

Marketing communications.

We will use your personal information to send you offers for products and services we believe may be of interest and value to you (including by email, SMS or other means) unless you have previously told us that you do not want to receive marketing offers from us. The products and services offered may be provided by us or one of our third-party partners. If you do not want to receive direct marketing offers from us, you can manage your marketing preferences in your online banking profile, let us know using the contact details in our [Privacy Statement](#) or follow the opt-out instructions in the message.

5. Other acknowledgements and consents.

- We may confirm the details of the information provided in this application.
- This application form is not an offer or acceptance of credit.

6. 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 Bank of Melbourne branch if you need further assistance.
- Existing Bank of Melbourne account holders are considered identified and do not have to meet identification requirements for this application.

7. Agreement.

By signing this application the Primary Company requests that the applicant named in section 2 is established as a user with authorised 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; and
- all information provided by them is correct and not misleading.

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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 Signatories to complete

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

Signature

Date

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

Signature

Date

Individual applicant – sign below (Section 2 applicant)

Name of individual applicant

Signature

Date

Submit the completed application to your local branch or Relationship Manager.