

# Add a signatory(ies) to a non individual account

**Member Details**

Member Number

Account Name

**Contact Details**

Address

State  Postcode

Postal Address (if different from above)

State  Postcode

Email Address

Telephone  Facsimile

**Details of New Signatory**  
Signatory 1

Position Held

Mr / Mrs / Miss / Ms Date of Birth  /  /

Surname

Given Names (please provide full name)

Residential Address

Postal Address

Email Address

Telephone  Mobile

Home  Work

Occupation

Are you a permanent resident of Australia? Yes  No

Are you a citizen of any country other than Australia?  
Yes  No

If yes, please list all countries of citizenship

Are you a resident for tax purposes of another country?  
Yes  No

If yes, please state all countries where tax is payable

If you ticked Yes, please ensure the 'Bank First CRS self-certification' form is also completed

Existing Bank Member Number (if applicable)

**Details of New Signatory**  
Signatory 2

Position Held

Mr / Mrs / Miss / Ms Date of Birth  /  /

Surname

Given Names (please provide full name)

Residential Address

Postal Address

Email Address

Telephone  Mobile

Home  Work

Occupation

Are you a permanent resident of Australia? Yes  No

Are you a citizen of any country other than Australia?  
Yes  No

If yes, please list all countries of citizenship

Are you a resident for tax purposes of another country?  
Yes  No

If yes, please state all countries where tax is payable

If you ticked Yes, please ensure the 'Bank First CRS self-certification' form is also completed

Existing Bank Member Number (if applicable)

**New Signatory(ies) to sign on:**

- All accounts (including all accounts currently held and any additional sub accounts opened in the future unless otherwise advised)
- Specific account types only: eg. S1, S2, S3 etc

**Please note:** Any signatory to an account with an attached Overdraft is automatically able to access the Overdraft facility.

**Politically Exposed Person** (New signatories only to complete)

A Politically Exposed Person is an individual or immediate family member, or close associate of the individual who holds, or has held a prominent public position either domestically or internationally in a government body or an international organisation. For example heads of state, country or government, senior politicians, government or political party officials, judicial or military officials, senior foreign representative, ambassador or high commissioner, central bank governor, directors or senior executives of any state enterprise or of international organisations. With regard to the above definition, do you believe yourself, a member of your immediate family or a close associate, to be a Politically Exposed Person?

**Signatory 1** Yes  No

**Signatory 2** Yes  No

**The New Signatory(ies) is / are authorised to perform all of the following:**

- Operate the account(s).
- Deposit money into the account(s).
- Invest money into the account(s).
- Negotiate any cheques in my name.
- Draw and sign any cheques (including an instruction to stop payment on a cheque).
- Give instructions as to disposal of interest.
- Give authorities for periodic payments.
- Withdraw all or any monies standing to the credit of the account(s).
- Obtain statements of account(s) and any information concerning the account(s) generally.

**Privacy Information****What information can be disclosed?**

The Privacy Act allows Victoria Teachers Limited trading as Bank First ('we', 'us', 'our') ACN 087 651 769 to use and disclose personal information we collect about you for the primary purpose for which it was collected and for related secondary purposes that you would reasonably expect.

**Why do we obtain information?**

Before, during or after the provision of our products and services to you, we may obtain your personal information for the purpose of providing products and services to you and managing our business. If you do not provide us with the personal information that we request, we may not be able to consider your application or provide other services.

**Who can give or obtain information?**

For the purpose of providing products and services to you and managing our business, we may give your information to:

- External service providers to us, such as organisations which we use to verify your identity, payment systems operators, mailing houses and research consultants;
- Insurers and re-insurers, where insurance is provided in connection with our services to you;
- Superannuation funds, where superannuation services are provided to you;
- Debt collection agencies, if you have not repaid a loan or debt as required;
- Our professional advisors, such as accountants, lawyers and auditors;
- Other credit providers and their professional advisors;
- Your representative, for example, lawyer, mortgage broker, financial advisor or attorney, as authorised by you; or
- Government and regulatory authorities, if required or authorised by law;

**Disclosure to overseas recipients**

We may disclose your personal information to overseas recipients. The countries in which such recipients are likely to be located include the United States of America and countries within Europe. However, if we do disclose information to overseas recipients, we will do so on the basis that the information will be used only for the purposes set out in this document.

**Personal information about third parties**

You represent that, if at any time you supply us with personal information about another person (for example a referee), you are authorised to do so; and you agree to inform that person who we are, how to contact us, and how to obtain our Privacy Policy, and that we will use and disclose their personal information for the purposes set out in this Permission and that they can gain access to that information.

**Security, privacy policy, and marketing preferences****Security**

We take all reasonable steps to ensure that all your personal information held by us (on our website or otherwise), is protected from misuse, interference and loss, and from unauthorised access, disclosure or modification.

**Privacy Policy**

Our Privacy Policy located on our website at bankfirst.com.au provides additional information about how we handle your personal information. It explains how you can ask for access to personal information we hold about you and seek correction of that information. It also explains how you can complain about a breach of the Privacy Act or the Privacy (Credit Reporting) Code, and how we will deal with your complaint. We will give you a copy of our Privacy Policy on request.

**Marketing preferences**

The Credit Providers may use, and share with each other, information about you to inform you about products and services (unless you ask us not to). The Credit Providers may do so even if you are on the Do Not Call Register.

(c) Copyright exists in this document

**Consent for Electronic Verification of Identity**

The AML/CTF Act requires Bank First to verify your identity prior to banking with us. To verify your identity electronically, the Bank requires your consent for us to provide personal details including your name, address and date of birth to one of our credit reporting bodies including Vix Verify or Equifax who will match those details against those held on their database. The Bank will then receive an overall assessment from the credit reporting body of the matching data which will be used solely for the purpose of verifying your identity, in accordance with the AML/CTF Act. The Bank may also contact the issuer or official record holder (directly or via an approved third party) to verify document details using the Government's Document Verification Service (DVS).

An alternative means of verifying your identity is available using a documentation-based procedure if you choose not to consent to Electronic Verification.

Please tick the box below confirming your authority and consent to electronic verification of your identity:

**Signatory 1**                       **Signatory 2**

**New Signatory(ies) to sign below**

I declare the details on this form to be true and correct and acknowledge that the Bank will collect information (including personal information) from me as required by the Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) Act 2006 (Cth) and that it may take steps to verify the information it has collected. I understand that it is an offence under the AML/CTF Act to make a false or misleading statement.

<b>Signature</b>	<input type="text"/>	<b>Signature</b>	<input type="text"/>
<b>Date</b>	<input type="text" value="/ /"/>	<b>Date</b>	<input type="text" value="/ /"/>

Refer to the Terms and Conditions available at our branches, on our website **bankfirst.com.au** or by contacting us on **1300 654 822**. These documents should be considered before acquiring a product.

**Change of signatory authorisation**

I declare that Bank First may act upon this authority until it has received my written instructions to the contrary or notice in writing of my death from a person entitled to give such notice.

I acknowledge that all actions taken by my authorised signatory(ies) are taken on my behalf. I agree to indemnify the Bank against all claims arising out of the operation of my account(s) by my authorised signatory(ies) provided the Bank has acted within the terms of my authority.

I acknowledge that the new signatory(ies) are authorised to operate in addition to any existing signatory(ies).

**All current signatories to sign below:**

<b>Name</b>	<input type="text"/>	<b>Position Held</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text" value="/ /"/>
<b>Name</b>	<input type="text"/>	<b>Position Held</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text" value="/ /"/>
<b>Name</b>	<input type="text"/>	<b>Position Held</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text" value="/ /"/>
<b>Name</b>	<input type="text"/>	<b>Position Held</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text" value="/ /"/>
<b>Name</b>	<input type="text"/>	<b>Position Held</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text" value="/ /"/>

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