

Authorised Officer/Signing Officers Account Opening Authority – Non Personal Customer

- Add New Authorised Officers/Signing Officers (ie. Additions to existing Authorised Officers/Signing Officers)
➤ **Complete PART A, PART D & PART E only**
- Change 'Number to Sign to Open' (ie. Account Opening Authority) ➤ **Complete PART B & PART D only**
- Delete Existing Authorised Officers/Signing Officers ➤ **Complete PART C & PART D only**

NOTE

- This Authority will apply to all accounts specified below
- This form cannot be used to change owners of a Registered Business

Account Details

Account number(s)			
Account title			
Date	DD / MM / YYYY		
Merchant number (if applicable)		Merchant number can be found at the top of any receipt from the EFTPOS terminal (underneath the suburb) OR on your merchant statement.	
Merchant trading name (if applicable)			

PART A - Add New Authorised Officers/Signing Officers (Additions to existing authorised officers/signing officers)

Authorised/ Signing Officer 1	TITLE	GIVEN NAMES (IN FULL)		
	SURNAME	Position		
Preferred name				
Residential address	(PO BOX NOT ACCEPTABLE)			
	SUBURB / TOWN	State	Postcode	
Mailing address	<input type="checkbox"/> if same as Residential	STREET NUMBER AND NAME OR PO BOX NUMBER		
	SUBURB / TOWN	State	Postcode	
Phone (work)		Phone (home)		
Fax		Mobile		
Email address				
Date of birth	DD / MM / YYYY	Employer		
Password		Occupation		

Do not send me product/marketing material or Special Offers from Suncorp

If you have a merchant facility with us and would like this change to apply to the merchant facility as well please complete the section below:

Access level Full access Partial access Restricted access

Customer Number (Suncorp Sales Consultant use only)

PART A - Add New Authorised Officers/Signing Officers (Additions to existing authorised officers/signing officers) (Continued)

Authorised/ Signing Officer 2	TITLE	GIVEN NAMES (IN FULL)		
	SURNAME	Position		
Preferred name				
Residential address	(PO BOX NOT ACCEPTABLE)			
	SUBURB / TOWN		State	Postcode
Mailing address	<input type="checkbox"/> if same as Residential	STREET NUMBER AND NAME OR PO BOX NUMBER		
	SUBURB / TOWN		State	Postcode
Phone (work)		Phone (home)		
Fax		Mobile		
Date of birth	D D / M M / Y Y Y Y		Employer	
Password		Occupation		

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Access level Full access Partial access Restricted access

Customer Number (Suncorp Sales Consultant use only)

Authorised/ Signing Officer 3	TITLE	GIVEN NAMES (IN FULL)		
	SURNAME	Position		
Preferred name				
Residential address	(PO BOX NOT ACCEPTABLE)			
	SUBURB / TOWN		State	Postcode
Mailing address	<input type="checkbox"/> if same as Residential	STREET NUMBER AND NAME OR PO BOX NUMBER		
	SUBURB / TOWN		State	Postcode
Phone (work)		Phone (home)		
Fax		Mobile		
Date of birth	D D / M M / Y Y Y Y		Employer	
Password		Occupation		

Do not send me product/marketing material or Special Offers from Suncorp

If you have a merchant facility with us and would like this change to apply to the merchant facility as well please complete the section below:

Access level Full access Partial access Restricted access

Customer Number (Suncorp Sales Consultant use only)

Authorised/ Signing Officer 4	TITLE	GIVEN NAMES (IN FULL)		
	SURNAME	Position		
Preferred name				
Residential address	(PO BOX NOT ACCEPTABLE)			
	SUBURB / TOWN		State	Postcode
Mailing address	<input type="checkbox"/> if same as Residential	STREET NUMBER AND NAME OR PO BOX NUMBER		
	SUBURB / TOWN		State	Postcode
Phone (work)		Phone (home)		
Fax		Mobile		
Date of birth	D D / M M / Y Y Y Y		Employer	
Password		Occupation		

Do not send me product/marketing material or Special Offers from Suncorp

If you have a merchant facility with us and would like this change to apply to the merchant facility as well please complete the section below:

Access level Full access Partial access Restricted access

Customer Number (Suncorp Sales Consultant use only)

Merchant Facility Access Authorities

Restricted Access

Access restricted to info only regarding the Merchant Facility.

Partial Access

Ability to perform refunds, access the refund password and access information about the merchant facility.

Cannot request changes to the merchant facility, can't change the refund password, can't terminate the merchant facility.

Full Access

Ability to perform refunds, access & change the refund password and access information about the merchant facility. Ability to request changes and terminate the Merchant Facility.

Do any of the following circumstances apply: Yes No

- any applicant is a U.S. citizen, resident, partnership, corporation or trust, or otherwise governed by US tax laws; or
- any applicant is a resident of another foreign country for the purpose of the tax laws of that foreign country; or
- any applicant has no residence for tax purposes; or
- a U.S. citizen, U.S. resident or a resident of another foreign country for tax purposes exercises control over any account holder or applicant.

If 'Yes' is ticked, please complete the Foreign Tax Liability Self Certification Declaration – Entities Form

PART B - Change 'Number to Sign to Open' (ie. Account Operating Authority)

Any of the Owners/Authorised Officers can open and close deposit accounts and authorise changes or additions to Signatories, Authorised Officers and Operating Authorities for all accounts opened in the name of the above Registered Business/Company/Organisation. This Authority also extends to affecting changes to details supplied to Suncorp Bank for the Registered Business/Company/Organisation. Any accounts subsequently opened under this Authority will be opened in the name of the above Registered Business/Company/Organisation and held in the name of Registered Business/Company/Organisation specified above.

Special Signing
Conditions(Optional)

PART C - Delete Existing Authorised Officer/Signing Officer

Authorised Officer/
Signing Officer 1

TITLE	GIVEN NAMES (IN FULL)
SURNAME	

Authorised Officer/
Signing Officer 2

TITLE	GIVEN NAMES (IN FULL)
SURNAME	

Authorised Officer/
Signing Officer 3

TITLE	GIVEN NAMES (IN FULL)
SURNAME	

Authorised Officer/
Signing Officer 4

TITLE	GIVEN NAMES (IN FULL)
SURNAME	

PART D - Changes Authorised by (To be signed in accordance with the account opening authority)

Authorised Officer 1

FULL NAME

Position

EG. DIRECTOR	SIGNATURE
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Authorised Officer 2

FULL NAME

Position

EG. DIRECTOR	SIGNATURE
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Business Payments - Office Use Only

If the customer/account uses Internet Banking Business Payment ensure the following are updated.

- Add/Modify APCA ID (Mandatory for Business Payments)
- Internet Banking Business Payment Account/Personal Limits
- Internet Banking Customer Relationships
- Security Token

Privacy is Important...

...especially when you consider the number of ways we communicate and interact these days. That's why we've put together this statement. It explains how we collect, hold, use and disclose your personal information and who we share it with.

And because it's guided by privacy laws, you can be sure it takes your rights seriously.

Above all, this statement is your assurance that we never take your privacy for granted and always take the utmost care in protecting your personal information.

Suncorp-Metway Ltd ("Bank"), is a member of the Suncorp Group, which we'll refer to simply as "the Group".

Why do we collect personal information?

Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable. The Bank collects personal information so that we can:

- identify you and conduct appropriate checks;
- understand your requirements and provide you with a product or service;
- set up, administer and manage our products and services;
- manage, train and develop our employees and representatives;
- manage complaints and disputes, and deal with dispute resolution bodies; and
- get a better understanding of you, your needs, your behaviours and how you interact with us, so we can engage in product and service research, development and business strategy including managing the delivery of our services and products via the ways we communicate with you.

What happens if you don't give us your personal information?

If we ask for your personal information and you don't give it to us, we may not be able to provide you with any, some, or all of the features of our products or services.

How we handle your personal information

We collect your personal information directly from you and, in some cases, from other people or organisations. We also provide your personal information to other related companies in the Group, and they may disclose or use your personal information for the purposes described in 'Why do we collect personal information?' in relation to products and services they may provide to you.

Under the following Australian laws we may be authorised or required to collect your personal information: Anti-Money Laundering and Counter-Terrorism Financing Act; Income Tax Assessment Acts, Tax Administration Act and A New Tax System (Goods and Services Tax) Act, and any regulations made under those Acts.

We will use and disclose your personal information for the purposes we collected it as well as purposes that are related, where you would reasonably expect us to. We may disclose your personal information to and/or collect your personal information from:

- other companies within the Group;
- any of our Group joint ventures where authorised or required;
- any entity where disclosure to, or collection from, such entity is required or authorised by law;
- customer, product, business or strategic research and development organisations;
- data warehouse, strategic learning organisations, data partners, analytic consultants;
- social media and other virtual communities and networks where people create, share or exchange information;
- publicly available sources of information;
- clubs, associations, member loyalty or rewards programs and other industry relevant organisations;
- a third party that we've contracted to provide financial services, financial products or administrative services – for example; information technology providers, administration or business management services, consultancy firms, auditors and business management consultants, marketing agencies and other marketing service providers, and print/mail/digital/imaging/document management service providers;

- yours or our advisers, agents, representatives or consultants;
- government, statutory or regulatory bodies and enforcement bodies;
- the Australian Financial Complaints Authority or any other external dispute resolution body;
- manufacturers for plastic card production (eg debit cards); and
- any other organisation or person, where you've asked them to provide your personal information to us or asked us to obtain personal information from them, eg your mother.

We'll use a variety of methods to collect your personal information from, and disclose your personal information to, these persons and organisations, including written forms, telephone calls and via electronic delivery. We may collect and disclose your personal information to these persons and organisations during the information life cycle, regularly, or on an ad hoc basis, depending on the purpose of collection.

Overseas Disclosure

Sometimes, we need to provide your personal information to – or get personal information about you from – persons located overseas, for the same purposes as in 'Why do we collect personal information?'.

The list of countries Suncorp usually disclose personal information to is in our Suncorp Group Privacy Policy. Please go to www.suncorp.com.au/privacy to see our Suncorp Group Privacy Policy or call 13 11 55 to obtain a list of countries Suncorp usually disclose personal information to.

From time to time, we may need to disclose your personal information to, and collect your personal information from, other countries not on this list. Nevertheless, we will always disclose and collect your personal information in accordance with privacy laws.

Your personal information and our marketing practices

Every now and then, we and any related companies that use the Suncorp brand might let you know – including via mail, SMS, email, telephone or online – about news, special offers, products and services that you might be interested in. We will engage in marketing unless you tell us otherwise. You can contact us to update your marketing preferences at any time.

In order to carry out our direct marketing we collect your personal information from and disclose it to others that provide us with specialised data matching, trending or analytical services, as well as general marketing services (you can see the full list of persons and organisations under 'How we handle your personal information'). We may also collect your personal information for marketing through competitions and by purchasing contact lists.

We, and other people who provide us with services, may combine the personal information collected from you or others, with the information we, or companies in our Group, or our service providers already hold about you. We may use online targeted marketing, data and audience matching and market segmentation to improve advertising relevance to you.

How to access and correct your personal information or make a complaint

You have the right to access and correct your personal information held by us and you can find information about how to do this in the Suncorp Group Privacy Policy.

The Policy also includes information about how you can complain about a breach of the Australian Privacy Principles and how we'll deal with such a complaint. You can get a copy of the Suncorp Group Privacy Policy. Please use the contact details in Contact Us if you wish to do so.

If you do not want us to use and disclose your personal information for the purpose of marketing products and services to you, you should contact us and tell us.

Contact us

For more information about our privacy practices including overseas disclosure or to tell us about your marketing preferences you can visit: www.suncorp.com.au/privacy.

Alternatively, you can get in touch directly by contacting us on:

Phone: 13 11 55

Email: privacyaccessrequests@suncorp.com.au

Mail: Suncorp Bank GPO Box 1453, Brisbane Qld 4001

or by visiting a Suncorp Bank Store

Declaration & Consent by New Signatories

I/We understand it is an offence under the "Anti-Money Laundering and Counter-Terrorism Financing Act 2006" to make a false or misleading statement.

I/We agree to be bound by the Terms and Conditions detailed in the Product Disclosure Statement / Product Information Document in relation to accounts opened under the above account name. I/We confirm the details supplied are correct.

By signing this application, I/We agree to Suncorp Bank collecting, using and disclosing my/our personal information, including sensitive and health information if applicable, in accordance with the Privacy Statement included in this document and the Suncorp Group Privacy Policy.

Sometimes, Suncorp Bank might use personal information to make product-related material on a range of financial products and services available to our customers. A customer may elect not to receive product-related material by indicating in Part A of this form.

I/We will update Suncorp Bank immediately if my/our tax status for the purposes of FATCA and/or the Common Reporting Standard is to change in the future.

PART E - Owners / Authorised Officers Signatures

Authorised Officer 1	FULL NAME		
Date	D D / M M / Y Y Y Y	Position	EG. DIRECTOR
Signatory	<input type="checkbox"/> Yes <input type="checkbox"/> No SIGNATURE		

Authorised Officer 2	FULL NAME		
Date	D D / M M / Y Y Y Y	Position	EG. DIRECTOR
Signatory	<input type="checkbox"/> Yes <input type="checkbox"/> No SIGNATURE		

Authorised Officer 3	FULL NAME		
Date	D D / M M / Y Y Y Y	Position	EG. DIRECTOR
Signatory	<input type="checkbox"/> Yes <input type="checkbox"/> No SIGNATURE		

Authorised Officer 4	FULL NAME		
Date	D D / M M / Y Y Y Y	Position	EG. DIRECTOR
Signatory	<input type="checkbox"/> Yes <input type="checkbox"/> No SIGNATURE		

Identification Details (if more than 4 attach KYC form)

New Customers: Complete KYC Verification

Existing Customers: Verify Signature

Owner/Authorised Officer 1	Document 1	Document 2	Document 3
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy
Document type			
Issuer			
Issue date (if any)			
Expiry date (if any)			
Document number (if any)			
Collection date			
Owner/Authorised Officer 2	Document 1	Document 2	Document 3
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy
Document type			
Issuer			
Issue date (if any)			
Expiry date (if any)			
Document number (if any)			
Collection date			
Owner/Authorised Officer 3	Document 1	Document 2	Document 3
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy
Document type			
Issuer			
Issue date (if any)			
Expiry date (if any)			
Document number (if any)			
Collection date			
Owner/Authorised Officer 4	Document 1	Document 2	Document 3
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy
Document type			
Issuer			
Issue date (if any)			
Expiry date (if any)			
Document number (if any)			
Collection date			

Store/Agent name

Sales code officer Broker code

Number to Sign to open Updated (if Changed) Special Opening Conditions updated (if Changed)

Processed and Verified by

Verifier's name

Verification date

Verifier's organisation

User Id