

# Third Party to Operate Authority – Add

Please send completed form and documents to:

Email: TPO-POA@suncorp.com.au (subject line: TPG Add - <Full Name>)

Mail: GPO BOX 1453, Brisbane QLD 4001

## Details of Customer Requesting Appointment of a Third Party to Act on Their Behalf:

Full Name

Date of Birth

Customer / Account Number

Preferred Contact Details

☐ **Appointing Specific Accounts Only:** Please allow the Third Party nominated below to obtain information, deposit and withdraw (with the exception of closure), view, authorise, pause and cancel PayTo Agreements and to reinvest term deposits for these specific accounts:  
*Customer appointing Third Party plus any joint account holders must sign Declaration & Consent sections below*

☐ **Appointing a General Authority:** Please allow the Third Party nominated below to act on my behalf as indicated:  
Operate on existing accounts, operate and close cheque accounts, open and close savings accounts, open, reinvest, obtain account information and close term deposits and operate on accounts that may be opened in the future in my name either alone or jointly with another person.  
Authorise account and customer changes. Establish, maintain and cancel services (e.g. Transfer payments and PayTo Agreements).  
*Customer appointing Third Party plus any joint account holders must sign Declaration & Consent sections below*

## Details of Third Party to be Added:

Full Name

Date of Birth

Customer / Account Number

Preferred Contact Details

### Declaration & Consent by Nominated Third Party

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

Sometimes, Suncorp 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 below.

**Do not send me product/marketing material or special offers from Suncorp.** ☐

**Are you U.S. citizen, U.S. resident or a resident of another foreign country for tax purposes?** ☐ Yes ☐ No

If you ticked 'Yes', please complete the table below:

Country/Jurisdiction of Tax Residence	Taxpayer Identification Number (TIN) or Equivalent	If no TIN available enter Reason A, B or C

If a TIN is not available, please provide the appropriate reason A, B or C where indicated above:

**Reason A** - The country/jurisdiction does not issue TINs to its residents.  
**Reason B** - The Account Holder is otherwise unable to obtain a TIN or equivalent.  
**Reason C** - No TIN is required. Relevant jurisdiction does not require the TIN to be disclosed.

For frequently asked questions regarding Foreign Tax Liability, please visit our Foreign Tax Liability website.

Signature of Nominated Third Party:

Date:

Identity Verified by: (Bank Use Only)

## Customer Declaration and Consent:

### Declaration & Consent by customer appointing the third party to act in their behalf

I authorise the nominated Third Party to be my agent in relation to the account/s held in my name according to my instructions above.

I acknowledge the authority given to the Third Party will be cancelled in the following circumstances -

- Death or mental incapacity of the authorised Third Party to Operate

- Death or mental incapacity of the account holder
- Bankruptcy of Third Party or account holder
- Upon appointment of a Power of Attorney by the account holder
- Cancellation of the Third Party to Operate by the customer or third party

### Should I wish to cancel this authority I will notify Suncorp in writing

Customer Full Name

Customer Signature

Date:

D D / M M / Y Y Y Y

U

Identity Verified by: (Bank Use Only)

- ☐ Photographic Identification
- ☐ Non-Wallet Questions:
- ☐ Other:

Continue over page for **Declaration and Consent** which **must** be **signed by all joint account holders**

## Joint Account Holder/s Declaration and Consent (replicating the autoform)

### Declaration & Consent by Joint Account Holders (all joint account holders MUST sign)

I consent to the appointment of the nominated Third Party to act as the agent for the joint account holder named above in relation to account/s held in their name according to the instructions above.

I acknowledge the authority given to the Third Party will be cancelled in the following circumstances

- Death or mental incapacity of the authorised Third Party to Operate
- Death or mental incapacity of the account holder the Third Party is acting for
- Bankruptcy of Third Party or account holder the Third Party is acting for
- Upon appointment of a Power of Attorney by the account holder
- Cancellation of the Third Party to Operate by the account holder the Third Party is acting for or by the Third Party themselves

### Should I wish to cancel this authority I will notify Suncorp in writing

Account Holder/s Full Name

Account Holder/s Signature

Date:

D D / M M / Y Y Y Y

U

Identity Verified by: (Bank Use Only)

- ☐ Photographic Identification
- ☐ Non-Wallet Questions:
- ☐ Other:

Account Holder/s Full Name

Account Holder/s Signature

Date:

D D / M M / Y Y Y Y

U

Identity Verified by: (Bank Use Only)

- ☐ Photographic Identification
- ☐ Non-Wallet Questions:
- ☐ Other:

Account Holder/s Full Name

Account Holder/s Signature

Date:

D D / M M / Y Y Y Y

U

Identity Verified by: (Bank Use Only)

- ☐ Photographic Identification
- ☐ Non-Wallet Questions:
- ☐ Other:

**This section must be completed by a JP or Medical Officer where a customer is unable to write a signature, for whatever reason.**

I certify that before placing their mark, the Suncorp Customer read, or had read to them, the form and satisfied me that they understood it.

Name of Customer making their mark	Customer Mark
<input type="text"/>	<input type="text"/>

**The Mark was made in my presence:**

Name	Occupation
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text"/>	<input type="text" value="DD / MM / YYYY"/>

**Request for Card Access for Third Party being Appointed:**

Card Access Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Card Type:	<input type="checkbox"/> New Visa Debit	<input type="checkbox"/> New Eftpos Card	<input type="checkbox"/> Link Existing Card	Card PIN Set:	<input type="checkbox"/> Self-serve via Internet Banking or <input type="checkbox"/> Generate & Send via Post
New Card Embossed Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account/s to be linked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
or					
Existing Card Number	<input type="text" value="(last 4 digits only)"/>				
Account/s to be linked	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Staff Only:**

Disclosure Documents have been provided to the Third Party: ☐ Yes ☐ No

### 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 correction 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 (e.g. 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, e.g. 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](http://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.

### 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](http://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](mailto:privacyaccessrequests@suncorp.com.au)

Mail: Suncorp Bank GPO Box 1453, Brisbane Qld 4001

or by visiting a Suncorp Bank Branch.