

# Authority to Operate Form



## Australian Unity Banking

Please use **BLOCK** letters and a black or blue pen to complete this Application Form.

Please make sure that all questions are answered. Please indicate using an 'X' where appropriate. If a section does not apply to you, please indicate using 'N/A'.

**For individual or joint accounts, all parties to the account are to provide their information and sign below.**

### Step 1 Account details

Account Name	<input type="text"/>		
Customer Number/ Account ID (e.g. S39)	<input type="text"/>	Account Number (if known)	<input type="text"/>

### Step 2 Authorised party customer details

Complete the following to appoint an individual as an authorised operator on your account. If there are more than two operators please attach additional page(s)

Please mark the appropriate box:  Add  Delete

#### Details of the person who authority to operate has been approved for

Title	<input checked="" type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss	Date of birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname	<input type="text"/>		
Given name(s)	<input type="text"/>		
Customer number	<input type="text"/>	(If an existing customer of Australian Unity banking)	

#### Residential address (PO Box is not acceptable)

Unit	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Street Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Street name	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Country (if not Australia)	<input type="text"/>
Home phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

#### Mailing address (if different from residential address)

Unit	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Street Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Street name	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Country (if not Australia)	<input type="text"/>

### Additional details

Are you a Politically Exposed Person? (See definition below)  Yes  No

#### Politically Exposed Persons (PEPs)

A Politically Exposed Person (PEP) means an individual who holds a prominent public position or function in a government body or an international organisation in Australia or overseas, such as a Head of State or head of a country or government, or a government minister or equivalent senior politician. A PEP can also be an immediate family member of a person referred to above, including a spouse, de facto partner, child and a child's spouse or a parent. A close associate of a PEP, i.e. any individual who is known to have joint beneficial ownership of a legal arrangement or entity is also considered to be a PEP.

**Banking over the phone with Staff Assistance:**  Please nominate an alpha/numeric code (minimum 6 characters)

For an Australian Unity staff member to provide assistance over the telephone a password can be created, which will be used for identification purposes when you contact us.

### Step 3 Account Operating Instructions

When making withdrawals  All parties to sign  Any two parties to sign  Any one of us to sign

If you select 'All parties to sign', you will not be able to operate your account independently. You can change the account operating authority at any time by written request signed by all account holders. For accounts in the name of a company or other incorporated body, we may require appointment of authorised signatories and directions as to operating instructions to be under common seal or authenticated by minutes of a resolution of your directors or governing body. Please note that any of the individuals signing this application for the company or incorporated body will be able to operate the account on behalf of the body without affixing the common seal in the future. If no box is ticked the method of operation will be 'any one of us to sign'.

### Step 4 Account(s) authorising party may operate

Please authorise the person named in Section 2 to operate the selected account/s.

**Note:** The authorised party does NOT have authority to:

- Change or remove any of the authorised signatories on the account/s;
- Give a 3rd party access or authority to operate on the account/s;
- Change contact details including the residential or mailing address or
- Close the account/s.

Healthy Banking Everyday  Active Saver  Easy Saver  Freedom Saver  Term Deposit

Other:

### Step 5 Declaration and signature(s)

#### Account Holder Terms and Conditions

I/We declare that Australian Unity Bank Ltd may act upon this authority until it has received my/our written instructions revoking the authority or notice in writing of my/our death from a person entitled to give such notice. I/We acknowledge that all actions taken by my/our authorised party are taken on my/our behalf. I/We agree to indemnify Australian Unity against all claims arising from the operation of my/our account(s) by my/our authorising party provided Australian Unity has acted within the terms of my/our authority. I/We acknowledge that the new authorising party may operate on the account/s selected in addition to any existing authorised parties.

#### Authorised Party Terms and Conditions

1. I acknowledge I will be a client of Australian Unity Bank Ltd which will enable me to act under this authority as authorised.
2. I have been appointed as an Authority to Operate for the account holder. The completed original copy of the Authority to Operate has been provided to Australian Unity and I confirm the details I have provided to be true and correct. I understand the limitations to my authority on the account(s).
3. I have read and understood the Terms of Use, which are available on our website at [australianunity.com.au](http://australianunity.com.au).

#### Signature of Account Holder

#### Signature of Joint Account Holder

#### Signature of Authorised Party

#### Date

/  /

Name

**Office Use Only**

ATO(s) loaded into P & R under the relationship of a ATO and linked to customer?  Yes  No

ATO form and identification loaded in Doxgate under the customer number?  Yes  No

Received by

Loaded by






**Please send the completed form to:**

**Australian Unity Bank**  
**Reply Paid 1801, Melbourne VIC 3001**  
(no stamp required if mailed in Australia)

**Contact us**

 Australian Unity  
GPO Box 1801, Melbourne VIC 3001

 [australianunity.com.au](http://australianunity.com.au)  
 [bankingsupport@australianunity.com.au](mailto:bankingsupport@australianunity.com.au)

 1300 790 740

# Approved Certifiers List

## Australian Unity Banking

Below is a list of persons who may certify documents.

### General

- Commissioner for Affidavits
- Commissioner for Declarations
- Justice of the Peace
- A person who, under the law in force in a State or Territory, is currently licensed or registered to practise as:
  - Chiropractor
  - Dentist
  - Legal Practitioner
  - Medical Practitioner
  - Nurse
  - Optometrist
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Veterinary Surgeon

### Banking and Post Office Services

- Permanent employee of Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Banking/Building Society/Credit Union/finance company officer with 2 or more years of continuous service

### Legal and Courts

- A person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner, (however described)
- Chief Executive Officer of a Commonwealth Court
- Clerk of a court
- Judge of a Court
- Magistrate
- Registrar, or Deputy Registrar, of a Court

### Accounting and Taxation Services

- Fellow of the National Tax Accountants' Association
- Member of Chartered Secretaries Australia
- Member of the Association of Taxation and Management Accountants
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

### Defence and Protection Services

- Member of the Australian Defence Force who is:
  - An Officer; or
  - Non-commissioned Officer within the meaning of the Defence Force Discipline Act of 1982 with 2 or more years of continuous service; or
  - A Warrant Officer within the meaning of the Act
- Police Officer
- Sheriff or Sheriff's Officer

### Other Services/Roles

- Marriage celebrant registered under Subdivision C of Division 1 of Part 4 of the Marriage Act 1961
- Member of Engineers Australia, other than at the grade of student
- Member of:
  - The Parliament of the Commonwealth; or
  - The Parliament of the State; or
  - A Territory legislature; or
  - A Local Government Authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 Part 4 of the Marriage Act of 1961
- Notary Public
- Member of the Australasian Institute of Mining and Metallurgy
- Teacher employed on a full-time basis at a school or tertiary education institution

### Approved Overseas Certifiers

- Employee of the Commonwealth who is in a country or a place outside of Australia and authorised under a paragraph 3 (c) of the Consular Fees Act 1955; and exercising his or her function in that place
- Employee of the Australian Trade Commission who is in a country or place outside Australia; and under paragraph 3 (d) of the Consular Fees Act of 1955; and exercising his or her function in that place
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- A person authorised as a notary public in a foreign country

## Australian Unity Banking

Please use **BLOCK** letters and a black or blue pen to complete this Form.

Please make sure that all questions are answered. Please indicate using an 'X' where appropriate. If a section does not apply to you, please indicate using 'N/A'.

### Step 1 Customer details and identification

Title  Mr  Mrs  Ms  Miss

Surname

Given name(s)

Customer no.  Phone

### Identification

ID type

Name of person to whom it relates

ID type

Name of person to whom it relates

ID type

Name of person to whom it relates

### Step 2 Certifier's details (must not be related to applicant)

Title  Mr  Mrs  Ms  Miss

Surname

Given name(s)

Residential or Business address (not a PO Box)

Suburb  State

Postcode     Country

Phone  Mobile

Email

Occupation

### Step 3 Certifier statement

I have examined the original identification documents listed above. I have endorsed each copy of the identification document in the following manner: This is to certify that this is a true copy of the original which I have sighted: Title, Name, Date of Birth, Signature, and Registration Number (if applicable). I am not related in any way to the applicant.



It is an offence under the Anti-Money Laundering and Counter Terrorist Financing Act 2006 to give false and misleading information.


#### Certifier signature

Date  /  /

#### Contact us

 Australian Unity  
GPO Box 1801, Melbourne VIC 3001

 [australianunity.com.au](http://australianunity.com.au)  
 [bankingsupport@australianunity.com.au](mailto:bankingsupport@australianunity.com.au)

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