

Authority to Operate Form

Australian Unity Banking



Important Information:

By signing this form you are increasing your risk to financial abuse. When completing this form, you are giving the person(s) nominated in Step 2, the same authority as you in regarding to your account specified in Step 4. You should carefully consider whether or not providing this authority is suitable for your situation.

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

If the authorised party are not an existing Australian Unity Bank Limited customer we are required to verify their identity in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

Under the Anti-Money Laundering and Counter Terrorism Financing Act 2006, we require specific forms of identification in order to verify their identity. Australian Unity Bank is required to verify their full name, residential address and/or date of birth. Once the application has been received, we will issue the authorised party customer with a SMS to electronically verify their identity. If they are unable to complete electronic identity online, they will need to provide us via post certified copies of their original identification documents. To find out more visit our website australianunity.com.au/banking/forms and download a copy of the Document Certifiers List and Form. Alternatively, you can contact us at 1300 790 740 Monday - Friday 8:30am-5:30pm AEST/AEDT to obtain a copy

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input 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.

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 Step 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
- Make any changes to the customer's profile on whose account they were nominated as authorised party
- Close the account/s.

Note: The authorised party will have authority to:

- Internet Banking Access with ability to move funds
- A Visa Debit Card linked to relevant account/s
- Sign on EFT/RTGS request on behalf of the customer
- Increase or decrease online transfer limits
- Only make changes to their own profile

☒ Healthy Banking Everyday ☒ Active Saver ☒ Easy Saver Plus ☒ 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.

Privacy Declaration:

Where you have provided personal information about an individual (authorised party customer), you have made or will make them aware of that fact:

- that their personal information has been collected by Australian Unity Bank Limited in relation to the Authority to Operate Form for the purpose of providing them with operating your nominated account(s);
- that the Australian Unity Bank Limited complies with the Privacy Laws applicable to Australia and manages personal information as set out Australian Unity's Privacy Policy australianunity.com.au/privacy-policy;
- that their personal information may be disclosed to other organisations involved in the provision, management or administration of your accounts, as required by law; and that you will not be able to provide authority to operate to the authorised party customer as set out in the Authority to Operate Form if that individual's personal information is not provided to Australian Unity Bank.

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 and Conditions, which are available on our website at australianunity.com.au.

Signature of Account Holder

X

Signature of Joint Account Holder

X

Signature of Authorised Party

X

Date

/ /

Name of authorised party

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



Return by post

Australian Unity Bank - Reply Paid 1801, Melbourne VIC 3001

(no stamp required if mailed in Australia)

If posting from outside of Australia, please send to:

GPO BOX 4397 Melbourne VIC 3001



Email

bankingsupport@australianunity.com.au

Contact us

1300 790 740
australianunity.com.au

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

Identification documents

The Anti-Money Laundering and Counter Terrorism Financing Act 2006 requires us to verify your identity when you open an account with Australian Unity.

Documents that confirm your full name, date of birth and/or current residential address are required as indicated on the lists below (Note: we require original documents or original certified copies of identification. Documents must be current/not expired, unless noted otherwise below):

- Any one document from List A; or
- One document from List B and one document from List C; or
- Two documents from List B
- Refer to list D if a minor or List E for special provisions.

Refer to list A, B, C, D & E below:

LIST A	<ul style="list-style-type: none"> • Current Australian drivers licence • Passport (current or expired less than two years) issued by the Commonwealth • Australian photo ID Card • Current Foreign passport (if not in English accompanied by an English translation prepared by an accredited translator) • National ID Card issued by a Foreign Government (if not in English accompanied by an English translation prepared by an accredited translator)
Primary Photographic ID Documents	
LIST B	<ul style="list-style-type: none"> • Australian Birth Certificate or Extract • Citizenship Certificate issued by the Commonwealth • Pension card issued by Centrelink • Health care card issued by Centrelink • Birth Certificate issued by a Foreign Government (if not in English accompanied by an English translation prepared by an accredited translator) • Citizenship Certificate issued by a Foreign Government (if not English accompanied by an English translation prepared by an accredited translator)
Primary Non-photographic ID Documents	
LIST C	<ul style="list-style-type: none"> • A notice that contains your full name and current residential address and was issued in the last 12 months (unless otherwise stated) in the form of: • Tax Assessment Notice from the Australian Tax Office • Evidence of a financial benefit from the government e.g. family allowance • Council Rates Notice issued in the past three months • Utilities bill issued in the past three months e.g. water, power, phone etc
Secondary ID documents	
LIST D	<ul style="list-style-type: none"> • Birth Certificate or passport - confirm address from parent/guardian's customer details; or • A letter from the School Principal within last three months stating: <ul style="list-style-type: none"> - Full name of the minor and their residential address; and - The time the minor attended school
Minors	
LIST E	<p>Indigenous Australians (where list A, B & C Identification cannot be provided):</p> <ul style="list-style-type: none"> • A person who is recognised by the members of the community to be a community elder and is in the form of a letter on the community letterhead
Special provision	

Certifiers Form

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	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Surname	<input type="text"/>			
Given name(s)	<input type="text"/>			
Customer no.	<input type="text"/>	Phone	<input type="text"/>	

Identification

ID type	<input type="text"/>
Name of person to whom it relates	<input type="text"/>
ID type	<input type="text"/>
Name of person to whom it relates	<input type="text"/>
ID type	<input type="text"/>
Name of person to whom it relates	<input type="text"/>

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

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Surname	<input type="text"/>			
Given name(s)	<input type="text"/>			
Residential or Business address (not a PO Box)	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	Country <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	
Email	<input type="text"/>			
Occupation	<input type="text"/>			

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

X

Date / /



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

If posting from outside of Australia, please send to:
GPO BOX 4397 Melbourne VIC 3001



Email

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