



Westpac Institutional Bank Account Opening Form – Commonwealth Government

- Complete Organisation Details for a new customer or if an existing organisation's details need to be updated
- Before this form is completed, please read the section titled 'Privacy Statement'.
- Note: A separate Authority must be completed – if an Authority is not held and/or if there is a change to the method of operation from your existing account(s)

1. Organisation Details

Existing customer

No☐ Yes☐

BSB & Account or Customer no.

Mailing address (if different from business address)

Postcode

Organisation name

ABN

Business address (not PO Box)

Postcode

Phone number

()

Fax number

()

Type of organisation (eg Government Department, Agency, Statutory Authority)

If Non Resident, deduct Withholding Tax? (Tick (✓) No if exemption certificate held)

No☐ Yes☐

Mailing name

2. Type of Account Required

Branch (please specify preferred Branch name or BSB for new account)

Products	<input type="checkbox"/> Corporate Cheque Account	<input type="checkbox"/> Corporate Cheque Account	<input type="checkbox"/> Cash Account Management	<input type="checkbox"/> Setoff	<input type="checkbox"/> Other
Options	Interest Bearing	No interest paid on this account type	Is this a corporate investment account? <input type="checkbox"/> Yes <input type="checkbox"/> No	Subject to approval and additional documentation <input type="checkbox"/> Cheque access <input type="checkbox"/> No cheque access	Please specify

Account designator (optional)

Alternate account for fees, taxes and duties (if required)

BSB numberAccount number

Alternate Account for Interest (if required)

BSB numberAccount number

2. Type of Account Required (continued)

Cheque book details

Size	50 <input type="checkbox"/> 100 <input type="checkbox"/> 200 <input type="checkbox"/>
Crossed Not Negotiable	Yes <input type="checkbox"/> No <input type="checkbox"/>
Quantity	

Size	30 <input type="checkbox"/> 50 <input type="checkbox"/>
Summary Slips	Yes <input type="checkbox"/> No <input type="checkbox"/>
Quantity	

Cheque/Deposit book name

Other details

For Commonwealth bank account reporting, transferring and sweeping requirements, is this bank account to be subject to the Commonwealth's Banking Protocols – Core Requirements:

No ☐ Yes ☐

(please tick one – if necessary, please refer to the Department of Finance)

If **Yes**, please select from the following, the most appropriate account type indicator to be included in the account's name (as the account's designator):

Account type Description.

- ☐ DA Departmental Account
- ☐ AP Administered Payments Account
- ☐ AR Administered Receipts Account
- ☐ NT Other Consolidating Non-exempt Account
- ☐ XT Non-consolidating Exempt Account

If **No**, please note that the Bank may seek confirmation from the Department of Finance that it has exempted this bank account from the Commonwealth's reporting, transferring and sweeping of Commonwealth funds requirements.

3. Number of Signatures to Operate

Number of signatures required to operate on the account

Are instructions by email or facsimile required?

- No ☐ ➤ Go to **Section 4**
- Yes ☐ ➤ Please complete the Facsimile/Email Indemnity: Authority and Indemnity then go to **Section 4**

4. Trust Details

- i Statutory trust account (e.g. Solicitors or Real Estate Agents Trust Account regulated by legislation)?

No ☐ ➤ Go to **Question ii**

Yes ☐

If **Yes**, give alternate BSB and account number for fees, taxes and duties

BSB no.

Account no.

Go to **Section 5**

- ii Is the account held in trust?

No ☐ ➤ Go to **Section 5**

Yes ☐

4. Trust Details (continued)

- iii If **Yes**, is the account held by an exempt superannuation fund, the Commonwealth, a State, a Territory, a public authority or a local government body?

No ☐ Go to **Section 5**
Yes ☐

Name	Address

- iv Are the beneficiaries of the trust referred to as a group?

No ☐ Go to **Section 5**
Yes ☐

If **Yes**, give the name of the group.

5. Privacy Statement

(for individuals whose personal information may be collected – in this clause referred to as “you”)

All personal information and credit-related information (if applicable) we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at westpac.com.au/privacy/privacy-statement or by calling us through your relationship manager or Westpac representative. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information (if applicable) but, if you don't, we may not be able to process an application or a request for a product or service.

Where individuals engage with us in relation to products and services for our business, corporate or institutional customers (for example, as representative, administrator, director, corporate officer, signatory, beneficiary or shareholder of one of our customers) our privacy statement will be relevant to those individuals where we collect and handle their personal information. For example, where we collect their personal information to verify their identity or collect their signature as a signatory on a corporate account.

6. Acknowledgement and Agreement

The organisation acknowledges and agrees or I/we on behalf of the organisation acknowledge and agree:

- to having read the terms and conditions that apply to this account and to be bound by those terms and conditions which apply from time to time to this account;
- to having received a copy of the fees and charges that apply to this account, and that:
 - the Bank may charge to this or any other account(s) the organisation may conduct with the Bank or recover from the organisation any Bank fees, government charges, taxes or duties imposed on transactions on/or which relate to the organisation's account(s); and
 - documents presented for identification purposes may be verified by the Bank with an appropriate authority.

Please note: The terms and conditions applicable to this account will be as contained in the organisation's banking agreement with the Bank, but if the organisation does not have a banking agreement with the Bank, the terms and conditions are located at westpac.com.au/docs/pdf/cb/FSR_CorpTransAccPDS1.pdf.

I/We believe the details on the pages of this form to be true and correct.

Signed for and on behalf of: (insert organisation's name)

6. Acknowledgement and Agreement (continued)

By (Signature)

X

Given name

Surname

Official Designation (Authorised representative or delegate)

By (Signature)

X

Given name

Surname

Official Designation (Authorised representative or delegate)

Note: It is an offence under the *Anti-Money Laundering and Counter-Terrorism Act 2006* to give false or misleading information or documents.

7. Declaration of Australian Business Number or Tax Exemption Code

You are not obliged to provide your Australian Business Number (ABN) or Tax Exemption Code, but if you do not provide either, we are required to deduct tax from your distribution at the highest marginal rate to meet Australian Taxation Office requirements.

ABN (11 digits) or Tax Exemption Code (9 Digits)

--	--	--	--	--	--	--	--	--	--	--	--

Bank Use Only

BSB number

Account number

Relationship management type

Special condition group

Account classification

Statement cycle

Next statement date

Manager number

Have all account authorities been completed? Yes ☐ No ☐Have all account signatories been identified? Yes ☐ No ☐

If 'No', any cheque books ordered must be returned to the branch for collection. These must be held until all relevant account authorities are provided and/or signatory identification requirements have been completed.

I certify that the procedures to open this account have been complied with.

Application form completed by:

Name

Salary number

Date

/ /

Signature

X