



# Westpac Institutional Bank Notice of Authority – Commonwealth Government

Date

/ /

Before this form is completed, please read the section titled 'Privacy Statement'.

## Customer Name

Customer name (provide the full name of the Government organisation and ABN, if applicable. This will be the name the account will be opened in).

## Authorisation to the Bank

The person(s) whose name(s) and specimen signature(s) appear in the Section **Details of Persons Authorised** are authorised to act on behalf of the organisation, pursuant to the:

(insert name of organisation's enabling legislation, delegation details or other document from where the power to open account(s) and delegate authority is derived):

1. To draw cheques and other instruments on any of the organisation's accounts, if permitted by you.
2. To overdraw any of the organisation's accounts to the extent permitted by you.
3. To authorise you to make periodical payments or direct debits to any organisation account and debit that account with any charges or costs relating to such payments.
4. In relation to any term or other deposit in the name of the organisation:
  - to place money on deposit;
  - to receive payment of deposit moneys and interest;
  - to give you instructions in relation to any deposit, including instructions on the payment (whether at maturity or otherwise) or renewal of that deposit.
5. In relation to property held by you on behalf of the organisation:
  - to have access to, and receive from you such property; and
  - to give you instructions regarding such property.
6. To instruct you to transfer the organisation's accounts between your branches.
7. To instruct you to close all or any of the organisation's accounts.
8. To draw, make, accept, endorse or discount cheques and other instruments made payable to or to the order of the organisation.
9. To arrange the issue and negotiation of letters of credit.
10. To give or sign any documents for your protection, including guarantees and indemnities relating to:
  - missing documents;
  - guarantees or undertakings given or to be given by you in favour, or on behalf of, or at the request of the organisation;
  - letters of credit issued or to be issued by you on behalf of, or at the request of the organisation or in favour of any of its officers or agents.
11. To make enquiries, to give instructions and generally to request and receive information in relation to any account(s) of the organisation.

## 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](http://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.

## Details of Persons Authorised

Provide the following details of persons authorised to act under the authorisation.

The Persons Authorised, by signing this form, confirm and agree that:

- they must be fully identified by Westpac (and not by a Verifying Officer) for the purposes of this authority before acting under the authorisation and that Westpac may decide to accept or decline an authorisation for reasons associated with its obligations under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (the AML law) without being required to give reasons; and
- they are aware that it is an offence under the AML law to knowingly provide false or misleading information or knowingly produce a false or misleading document and that penalties for that offence can include imprisonment for up to 10 years.

Given name	Middle name (if applicable)	Surname
Residential address		<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">Barcode</div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1;"> 8 Digit Customer No. (if applicable) </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-left: 5px;">Barcode</div> </div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1; margin-top: 5px;"> Specimen signature </div>
Date of Birth / /	Is the signatory known by any other name(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No ► If 'YES', provide name(s)	
Office held	WBC IDV. (Bank Use)	

Please sign within the box

Given name	Middle name (if applicable)	Surname
Residential address		<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">Barcode</div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1;"> 8 Digit Customer No. (if applicable) </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-left: 5px;">Barcode</div> </div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1; margin-top: 5px;"> Specimen signature </div>
Date of Birth / /	Is the signatory known by any other name(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No ► If 'YES', provide name(s)	
Office held	WBC IDV. (Bank Use)	

Please sign within the box

Given name	Middle name (if applicable)	Surname
Residential address		<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">Barcode</div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1;"> 8 Digit Customer No. (if applicable) </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-left: 5px;">Barcode</div> </div> <div style="border: 1px solid black; padding: 5px; flex-grow: 1; margin-top: 5px;"> Specimen signature </div>
Date of Birth / /	Is the signatory known by any other name(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No ► If 'YES', provide name(s)	
Office held	WBC IDV. (Bank Use)	

Please sign within the box

Details of Persons Authorised (continued)

Given name	Middle name (if applicable)	Surname
Residential address		8 Digit Customer No. (if applicable)
Date of Birth / /	Is the signatory known by any other name(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No ► If 'YES', provide name(s)	Specimen signature
Office held	WBC IDV. (Bank Use)	

Please sign within the box

Given name	Middle name (if applicable)	Surname
Residential address		8 Digit Customer No. (if applicable)
Date of Birth / /	Is the signatory known by any other name(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No ► If 'YES', provide name(s)	Specimen signature
Office held	WBC IDV. (Bank Use)	

Please sign within the box

- If more signatures are required, complete the 'Annexure A' to Westpac Institutional Bank Notice of Authority – Commonwealth Government' form
- Attach 'Annexure A' to Westpac Institutional Bank Notice of Authority – Commonwealth Government' to this form once it has been completed with details of all authorised persons

Is 'Annexure A' required?..... ☐ Yes ☐ No

## Authority Agreement

This authority will continue until the Bank receives a written notice in a form satisfactory to the Bank from the

(insert official designation of person(s) within the organisation properly authorised to close account(s)) of the organisation that the authority has been cancelled.

This authority cancels any previous authority the organisation has given to you regarding the persons authorised to act except in relation to:

- instruments dated before the date of this authority and presented for payment after you receive this authority, and
- any act done under the previous authority.

The organisation will write to you immediately there is any change to the organisation's enabling legislation/instrument of delegation which affects its ability to conduct its account(s) with the Bank in the above manner.

The organisation undertakes to provide the Bank, upon request from the Bank, with copies of its enabling legislation, instrument of delegation or other document empowering the opening of the account(s) and authorising the signatory/ies to act.

## Authority Agreement (continued)

### In this authority:

- account includes a term or other deposit.
- 'you' and 'your' means the Bank.
- 'organisation' refers to the Government department, Agency, Statutory Authority, Commission or other Government instrumentality named above as the Customer.
- 'property' includes bills of exchange, promissory notes, drafts, and any other documents or property of any kind.
- 'instruments' means cheques, drafts, bills of exchange, promissory notes and other instruments.
- the singular includes the plural and vice versa.

## Joint/Several Authorisation

If more than one person has been authorised, they will act in the following manner (select ✓ one option):

- ☐ Any two jointly
- ☐ Joint authorisation (all persons authorised must act and sign together)
- ☐ Severally (each person authorised acts or signs alone)

## Endorsement

By the same authorisation, authority was give to any one of the persons whose name and specimen signature appears in the Section 'Details of Persons Authorised', to endorse cheques and other instruments payable to or to the order of the organisation and lodged for the credit of any account of the organisation.

Authority Execution

The

(insert official designation of person(s) within the organisation properly authorised to open account(s), delegate authority and provide this authority to the Bank) confirms that all authorisations required for the **Persons Authorised** to act in accordance with the terms of this authority are held by the organisation.

This authority is signed for and on behalf of:

Name of organisation

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.

Bank Use Only

Received by

Date

/ /

Authorised by

Date

/ /