



## Westpac Institutional Bank Notice of Authority - Company or other Organisation.

Date

/ /

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

### Customer Name.

Customer name (provide the full name of business proprietors or organisation (company, partnerships, society, club or association) and ABN, if applicable)

### Authorisation to the Bank.

**By a resolution of a legally constituted meeting of the organisation or the directors of the company, as the case may be, authority was given to the persons whose name(s) and specimen signature(s) appear in the Section 'Details of Persons Authorised', in the name and on behalf of the organisation:**

1. To draw cheques and other instruments on any of our accounts, if permitted by you.
2. To overdraw any of our accounts to the extent permitted by you.
3. To authorise you to make periodical payments or direct debits to any 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 accounts between your branches.
7. To instruct you to close all or any of our 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 pledge, assign, give security over or make arrangements with you regarding any property belonging to the organisation and to receive any such property from you.
12. To make enquiries, to give instructions and generally to request and receive information in relation to any accounts of the organisation.

This authority applies to all of the existing accounts of the organisation and all accounts that it may conduct in the future, except those accounts for which you are given a separate authority.

## Privacy Statement.

Our processing of your personal data (which includes collection, use, sharing, storage and other activities involving personal data) is regulated by certain laws. Details of these laws are on our Privacy page, the link to which is contained in the Further Information paragraph below.

This Privacy Statement describes how we process your personal data and your key rights under applicable privacy laws.

Personal data means any information relating to you where you are either identified or identifiable.

Where you provide personal data about other individuals, you must tell those individuals that you have supplied their information to us and make them aware of the contents of this Privacy Statement.

### Who are we?

When we say “Westpac”, “we”, “our”, “us”, we mean Westpac Banking Corporation (incorporated in Australia) ABN 33 007 457 141 who acts as the data controller for the personal data we process about you, unless stated otherwise.

References to the “Westpac Group” in this Privacy Statement are a reference to Westpac Banking Corporation and its related companies.

### How do we collect your personal data?

We collect your personal data from you as the representative or signatory of your organisation, but in certain circumstances we may collect personal data about you from third parties (e.g. other Westpac Group companies or publicly available sources).

Where you apply for credit products or services, we may collect personal data about you from third parties, such as other financial institutions, for verification purposes.

We may collect personal data from you in writing (e.g. letters and application forms) or electronically (e.g. emails, through cookies when you use online banking or mobile applications). If you do not provide all the information we request, we may no longer be able to provide a product or service to you.

We will keep your personal data for as long as you are a customer of the Westpac Group. We also generally retain your personal data for at least seven years after you stop being a customer to comply with our legal obligations and so that we can respond to any questions or complaints regarding our interactions with you.

### Why do we collect your personal data?

We collect your personal data to:

- review your suitability for our products and services;
- manage the delivery of products and services to you;
- manage our relationship with you;
- confirm your identity;
- comply with legislative or regulatory requirements in the jurisdictions in which we operate;
- comply with requests from regulatory bodies, government agencies and law enforcement bodies;
- assist you with product information that you have requested;
- make automated decisions in order to detect, prevent and report on financial crime;
- make credit approval decisions involving a combination of automated and non-automated decisions;
- communicate with you in relation to products and services we offer (including through third parties);
- communicate with you on behalf of our partners and third parties; and
- share information with companies within the Westpac Group.

## Privacy Statement (continued).

### Who do we share your personal data with?

We may share your personal data with third parties (some of which are located outside of Australia or the European Economic Area) including:

- our contracted services providers who help us with various aspects of the management and administration of our business activities relating to the product(s) or service(s) you applied for (e.g. transaction processing providers, mailing houses, technology service providers and cloud storage providers);
- affiliates or companies within the Westpac Group;
- other organisations, who jointly with us, provide products or services to you, or with whom we partner to provide products and services to you;
- fraud bureaus or other organisations to identify, investigate or prevent fraud or other misconduct;
- regulatory bodies, government agencies and law enforcement bodies in any jurisdiction subject always to a legitimate and lawful basis for sharing or disclosing your personal data;
- credit reporting bodies and other credit providers; and
- your representatives including your legal adviser, mortgage broker, financial adviser, executor, administrator, guardian, trustee, or attorney.

Please refer to the Further information section to find a link to our Privacy Policies which disclose the locations of our third parties.

### What are your rights?

Our Privacy Policy and EU Data Protection Policy cover:

- how you can request access to or correct your personal data; and
- how you can make a complaint where you have concerns about our handling of your personal data (including where you believe there has been a breach of the Australian Privacy Principles or a registered privacy code).

If you are not satisfied with how we are processing your personal data, or you would like to make a complaint, you can contact:

- in Australia, our Privacy Officer by, calling 1300 130 467, using the [Feedback Form](#) or writing to us at Reply Paid 5265, Sydney NSW 2001.
- in the United Kingdom, our Data Protection Officer by, calling + 44 (0) 20 7621 7000, or writing to us at Westpac Banking Corporation, Camomile Court, 23 Camomile Street, London EC3A 7LL.

You can also visit any of our [branches](#) or instores in Australia or our London branch.

### Further information.

For more details on how we collect, hold, use and disclose your personal data, please see our Privacy Policy and EU Data Protection Policy.

You can view or download a copy of these policies by visiting [westpac.com.au/privacy/privacy-policy](http://westpac.com.au/privacy/privacy-policy) or [westpac.com.au/privacy/eu-data-protection-policy](http://westpac.com.au/privacy/eu-data-protection-policy) or request a printed copy in a Westpac branch or through your Relationship Manager or by contacting us using the Contact details above.

We will update our Privacy Policies from time to time.

### Other acknowledgements and consents.

We may confirm the details of the information provided in this form.

We will use your personal information to contact you or send you information about other products and services offered by the Westpac Group or its preferred suppliers. Please call us on 132 032, call your Client/Customer Manager or visit any of our branches if you do not wish to receive marketing communications from us.

## Privacy Statement (continued).

### Our reporting obligations.

We are required to identify certain US persons in order to meet account information reporting requirements under local and international laws.

If you or (where you are applying on behalf of the organisation) the organisation and/or any office bearer\* of the organisation and/or any individual who holds an interest in the organisation of more than 25% (a Controlling Person) are a US citizen or US tax resident, you must telephone 1300 658 194 at the time of completing this form. When you contact us you will be asked to provide additional information about your US tax status and/or the US tax status of the organisation and/or any Controlling Person which will constitute certification of US tax status for the purposes of this form.

Unless you notify us that you or (where you are applying on behalf of the organisation) the organisation and/or any Controlling Person are a US citizen or US tax resident as specified above, by completing this form you certify that you or (where you are applying on behalf of the organisation) the organisation and/or any Controlling Person are not a US citizen or US tax resident.

If at any time after account opening, information in our possession suggests that you, the organisation and/or any Controlling Person may be a US citizen or US tax resident, you may be contacted to provide further information on your US tax status and/or the US tax status of the organisation and/or any Controlling Person. Failure to respond may lead to certain reporting requirements applying to this account.

\*Director of a company, partner in a partnership, trustee of a trust, chairman, secretary or treasurer of an association or co-operative.

**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		<table border="1"> <tr> <td>8 Digit Customer No. (if applicable)</td> </tr> <tr> <td>Specimen signature</td> </tr> </table>	8 Digit Customer No. (if applicable)	Specimen signature
8 Digit Customer No. (if applicable)				
Specimen signature				
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		<table border="1"> <tr> <td>8 Digit Customer No. (if applicable)</td> </tr> <tr> <td>Specimen signature</td> </tr> </table>	8 Digit Customer No. (if applicable)	Specimen signature
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Specimen signature				
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

If more signatures are required, complete the 'Annexure 'A' to Westpac Institutional Bank Notice of Authority - Company or other Organisation' form

Attach 'Annexure 'A' to Westpac Institutional Bank Notice of Authority - Company or other Organisation' 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 branch where the accounts are kept, receives a written notice in a form satisfactory to the Bank from the organisation that the authority has been cancelled.

**This authority cancels any previous authority we have 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.

If the organisation is the proprietor of a business:

- There is no other person or organisation interested as proprietor of the business. We will write to you immediately if there is a change of proprietors of the business.
- If there is more than one proprietor of the business:
  - our liability to you is joint and several if any of our accounts is or becomes overdrawn; and
  - you may accept for the credit of any of the accounts any instrument payable to any one or more of the proprietors.
- We have given you an up to date copy of the certificate of registration (if any) of the business name, or if the registration has been applied for, but not yet obtained, a copy of the application.

## Organisation Accounts

- For a company – we have given you a copy of the certificate of registration or incorporation.
- For any other type of organisation – we have given you an up-to-date copy of the rules, by-laws, constitution or other document (if any) constituting the body named on this authority and authorising the signatory/ies to act.

## In this authority:

- account includes a term or other deposit.
- Except in the **Privacy Statement** Section and **Annexure 'A'** (if applicable), I, me, my, we, our and similar words refer to the organisation or proprietors of the business named above as the Customer.
- 'you ' and 'your ' means the Bank.
- 'organisation 'refers to the company, society, club, institution or other association named above as the Customer.
- 'letters of credit' includes the documentary letters of credit and stand-by letters of credit.
- 'property 'includes packets, boxes, deeds, securities, bills of exchange, promissory notes, drafts, bills of lading, warehouse certificates, insurance policies, insurance bonds, deferred annuity policies 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 resolutions, 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.**

By a resolution of a legally constituted meeting of the organisation or the directors of the company (or equivalent officeholders where the organisation is not a company), as the case may be, authority was given to the person(s) named to sign this authority.

This authority is signed for and on behalf of (name of organisation):

By (Signature)

Given name

Surname

By (Signature)

Given name

Surname

Official Designation  
(eg. Director, Company Secretary or equivalent)

Official Designation  
(eg. Director, Company Secretary or equivalent)

Note: execute using the following section where signing under a power of attorney

Signed for (name of company or other organisation)

By its attorney (s) under the authority of a power of attorney dated  .

Sign here

I have no notice of the revocation of the power of attorney

Given name

Surname

Sign here

I have no notice of the revocation of the power of attorney

Given name

Surname

**\*Note:** Westpac reserves the right to call for further evidence of authority to sign, including by requesting a copy of the power of attorney where signing is via this method.

**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