

# QuickService Delegation of Authority

To: Westpac Banking Corporation ABN 33 007 457 141 ("Westpac")

## CUSTOMER NAME

(Provide full legal name of the organisation (company, partnership, society, club or association) or full legal name(s) of the business proprietors and ABN, if applicable. Where this delegation of authority is to apply to more than one organisation, insert "Refer to Annexure A" and list the full legal names of **all** of the organisations and their respective ABNs in Annexure A.)

**Note:** Annexure A can only be used where the person(s) signing this delegation of authority (ie. company directors/company secretary or other organisation office holders who have authority to sign) are common to each organisation listed in Annexure A.

Is Annexure A required  Yes  No

(Important note: your authorised delegates are instrumental to the operational management and administration of your organisation's nominated facilities/services via Westpac's QuickService online portal. It is imperative that your authorised delegates are comprehensively briefed on their roles and responsibilities. Your authorised delegates have specific roles and responsibilities relating to the following;

- Approving request(s) for the establishment of new facilities/services
- Approving request(s) for amendments to existing facilities/services
- Approving request(s) for the cancellation of existing facilities/services
- Acknowledging and confirming information provided within facility/service application forms.)

## AUTHORISATION TO WESTPAC

(\*cross out inapplicable box)

The directors of the organisation (where the organisation is a company) or the office holders/business proprietors of the organisation (where the organisation is not a company) and each other organisation whose directors/office holders/business proprietors have resolved to accept this delegation of authority (in each case at a properly constituted meeting, where a meeting is required) by providing Westpac with an executed copy of the participation notice in the form of Annexure C, have resolved to delegate to the persons whose names appear in Schedule 1, authority:

Pursuant to the authority given to the attorney(s) under power of attorney dated / / by the authority of: (\*delete the following inapplicable one)

- the directors of the organisation (\*where the organisation is a company)
- the organisation (\*where the organisation is not a company)

the appointed attorney(s) hereby appoint(s) on behalf of the organisation the persons whose name(s) appear in Schedule 1, authority:

to act in the following manner: (if more than one delegate tick one of the following options)

- severally (each delegate acts alone)
- any two delegates acting jointly

on behalf of the organisation to:

- a. Instruct Westpac via Westpac's QuickService online portal to, in the name of the organisation:
  - i. open, manage/amend and close bank accounts, direct entry facilities, BPay facilities, Corporate/Purchasing card facilities (including the appointment and amendment of cardholders) and merchant facilities;
  - ii. open, manage and close electronic banking facilities, including the appointment, deletion and authorisation of administrators and/or users of such electronic banking facilities;
  - iii. nominate other persons, including themselves, as verifying officer for the purpose of identifying authorised persons in accordance with the AML Requirements; and
  - iv. nominate, appoint, delete and authorise other persons from time to time (including themselves) whether jointly or severally to be signatories of the organisation's Westpac bank accounts and to provide instructions to Westpac in both electronic and written form as provided for in any such authorities, forms and indemnities provided to Westpac.
- b. Instruct Westpac to vary existing authorities with respect to matters mentioned in paragraph (a) above, including authorities by or on behalf of the organisation before the date of this delegation of authority or when this delegation of authority becomes effective for the organisation, and those given in accordance with this delegation of authority or otherwise.

## AUTHORISATION TO WESTPAC *(continued)*

- c. Enter into agreements with Westpac with respect to the provision by Westpac of any transactional banking services or products required by the organisation by accepting through the QuickService online portal the terms and conditions applicable to such transactional banking services or products.
- d. Agree to all authorities, certificates and indemnities required by Westpac for such services and products by accepting through the QuickService online portal the terms and conditions applicable to such authorities, certificates and indemnities.

## AUTHORITY AGREEMENT

This delegation of authority is effective, for the organisation named above as the Customer, for each organisation listed in Annexure A and for an organisation providing a participation notice, from its date of receipt by Westpac and shall remain effective until Westpac receives a written notice in a form satisfactory to Westpac from the respective organisation of its revocation.

This delegation of authority cancels any previous QuickService Delegation of Authority the respective organisation has given to Westpac but does not affect any act done under the previous QuickService Delegation of Authority.

In this QuickService Delegation of Authority:

- "organisation" refers to:
  - the company, partnership, society, club, association or business proprietors named above as the Customer; or
  - where Annexure A is required, each entity listed in Annexure A; or
  - the entity that provides Westpac with an executed copy of the participation notice in the form of Annexure C.
- the singular includes the plural and vice versa.
- AML Requirements means the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) and corresponding regulations and rules together with all guidance notes, rulings and other publications issued from time to time by the Australian Transaction Reports and Analysis Centre and the AML/CTF Program adopted from time to time by Westpac in accordance with these.

An organisation that has resolved to give this QuickService Delegation of Authority, states that it is not restricted by its constitution, rules or by law from delegating the powers referred to in this QuickService Delegation of Authority.

## AUTHORITY EXECUTION

*(Complete applicable execution section as required)*

A. *(complete this section for a single Customer that is an Australian company)*

Signed for and on behalf of *(insert below the name of Australian company and ABN):*

Signature

Date

Given Names

Surname

Official Designation *(Director)*

Signature

Date

Given Names

Surname

Official Designation *(Director/Secretary)*

**AUTHORITY EXECUTION (continued)**

B. (complete this section if Annexure A is used AND each organisation is an Australian company)

Signed for and on behalf of each organisation listed in Annexure A:

Signature

Date

Given Names

Surname

Official Designation (Director of each organisation listed in Annexure A)

Signature

Date

Given Names

Surname

Official Designation (Director/Secretary of each organisation listed in Annexure A)

C. (complete this section for a single Customer being a non-company organisation)

By a legally constituted meeting of the organisation, authority was given to the persons whose names appear in Schedule 1 to act in accordance with the terms of this QuickService Delegation of Authority.

Signed for and on behalf of (insert below the name of organisation and ABN):

Signature

Date

Given Names

Surname

Official Designation

Signature

Date

Given Names

Surname

Official Designation

**AUTHORITY EXECUTION (continued)**

**D. (complete this section if Annexure A is used for non-company organisations)**

By a legally constituted meeting of each organisation listed in Annexure A, authority was given to the persons whose names appear in Schedule 1 to act in accordance with the terms of this QuickService Delegation of Authority.

Signed for and on behalf of each organisation listed in Annexure A:

**Signature**

**Date**

**Given Names**

**Surname**

**Official Designation (insert office held) of each organisation listed in Annexure A**

**Signature**

**Date**

**Given Names**

**Surname**

**Official Designation (insert office held) of each organisation listed in Annexure A)**

**E. (complete this section if an attorney has been appointed to sign on behalf of the organisation)**

**Note: please provide a copy of the power of attorney to Westpac BEFORE the attorney signs**

(complete as applicable)

Signed for: (insert either the organisation name and its ABN OR 'each organisation listed in Annexure A')

by its attorney(s) under power of attorney dated / / under the authority of which the attorney(s) has/have executed this QuickService Delegation of Authority.

**Signature of attorney**

**Date**

**Name of attorney – please print**

**Title/Position:**

**Signature of attorney**

**Date**

**Name of attorney – please print**

**Title/Position:**

The attorney(s) executing this QuickService Delegation of Authority state(s) that the attorney(s):

- hold(s) the title(s)/position(s) mentioned under their signature(s); and
- has/have no notice of the revocation of the power of attorney under which the attorney(s) has/have signed this QuickService Delegation of Authority.

**Note:** Westpac reserves the right to call for further evidence of authority to sign for any organisation.

**Note:** It is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) to knowingly provide false or misleading information or knowingly produce a false or misleading document.

**Penalty: Imprisonment for 10 years.**

**WESTPAC USE ONLY**

This QuickService Delegation of Authority has been checked by:

Name	<input type="text"/>	Date	<input type="text" value="/ /"/>
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Position	<input type="text"/>	Salary Number	<input type="text"/>
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**Signature**

**SCHEDULE 1 – DETAILS OF AUTHORISED DELEGATE(s)**

Before this Schedule is completed, please read the section below titled "Privacy Statement".

Provide the following details of each Authorised Delegate authorised to act on behalf of the organisation under this QuickService Delegation of Authority:

Given Names	<input type="text"/>	Surname	<input type="text"/>
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Position

<b>Signature</b>	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Given Names	<input type="text"/>	Surname	<input type="text"/>
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Position

<b>Signature</b>	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Given Names	<input type="text"/>	Surname	<input type="text"/>
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Position

<b>Signature</b>	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Given Names	<input type="text"/>	Surname	<input type="text"/>
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Position

<b>Signature</b>	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

**Privacy Statement:**

**Personal information**

The personal information Westpac is collecting from you on this form will be used to register you as an administrator/user of Westpac's QuickService online portal. If you do not provide all the information Westpac requests, Westpac will not be able to provide your organisation with access to facilities/services through QuickService. Westpac will use and disclose your personal information to your organisation's other QuickService administrators/users (if any), to other members of the Westpac Group, anyone Westpac engages to do something on its behalf, and other parties that assist Westpac with its business which may include entities located outside of Australia. Details of the countries where the overseas recipients are likely to be located are in Westpac's privacy policy. Westpac's privacy policy, available at [Westpac.com.au](http://Westpac.com.au) or by calling 132 032, contains information about how Westpac handles your personal information, how you can access the personal information Westpac holds about you and how you may complain about a breach of the Australian Privacy Principles and how Westpac will deal with your complaint.

Westpac Group means Westpac Banking Corporation and its related bodies corporate.

*If more names are required, complete an Annexure B and attach to this QuickService Delegation of Authority.*

Is Annexure B required  Yes  No

## ANNEXURE A

### List of organisations that this QuickService Delegation of Authority is to apply to

*(Refer to the section on the first page of this QuickService Delegation of Authority headed "Customer Name". This Annexure A to be used only if there is more than one entity providing this QuickService Delegation of Authority. Add extra lines as required.)*

Full legal name of each organisation	ABN of each organisation

## ANNEXURE B

### List of Authorised Delegates

(Refer to Schedule 1 of this QuickService Delegation of Authority. This Annexure B to be used only if more space is needed to list all of the Authorised Delegates)

Before this Annexure is completed, please read the section below titled "Privacy Statement".

Given Names

Surname

Position

Signature

Date

Given Names

Surname

Position

Signature

Date

Given Names

Surname

Position

Signature

Date

Given Names

Surname

Position

Signature

Date

Given Names

Surname

Position

Signature

Date



**Privacy Statement:****Personal information**

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Participation Notice to QuickService Delegation of Authority

To: The Manager  
Westpac Banking Corporation  
(business address)

We are \*directors/secretary/office holders of (insert name of organisation) ABN (insert organisation's ABN) (the 'Organisation').

At a properly constituted meeting, where a meeting is required, of \*the directors of the Organisation (where the organisation is a company)\*the office holders/business proprietors of the Organisation (where the organisation is not a company) it was unanimously resolved to accept the QuickService Delegation of Authority dated (insert date of that QuickService Delegation of Authority) given by (insert either the name of the customer named in 'Customer Name' section on that delegation of authority or 'the organisations referred to in Annexure A to that QuickService Delegation of Authority') to delegate to the delegates authorised and in the manner in which they are authorised to act in that QuickService Delegation of Authority, authority on behalf of the Organisation to do in the Organisation's name all of the matters listed in that QuickService Delegation of Authority.

**Signature**

X

Date

/ /

Name in full – please print

Official Designation (e.g. Director or other office held if not a company)

**Signature**

X

Date

/ /

Name in full – please print

Official Designation

(e.g. Director/Secretary or other office held if not a company)