



# iLink and PaymentsPlus – Verifying Officer Nomination/Removal Form

Complete this form to nominate a person(s) to be a Verifying Officer or revoke a person(s) from being a Verifying Officer for your organisation.

- Return the completed form to your bank representative
- All fields are mandatory

The Verifying Officer model can be applied to all organisations, other than:

- Partnerships comprised of individuals only;
- Unincorporated associations; and
- Trusts where the trustee/s is/are individual(s)

Each nominated person must read the Roles and Responsibilities for Verifying Officers prior to completing this form.

## Section 1 – Organisation Details

Organisation Name

Organisation Customer Number

ABN/ACN Number

## Section 2 – Verifying Officer Details

A Verifying Officer must be fully identified, as per the identification and verification (IDV) standards for an individual, by the Bank before acting as a Verifying Officer. Please tick (✓) the appropriate nomination for each person.

### Nomination 1.

Add  Remove

Full Name

Other names known by (if any)

Position

Residential Address (no PO Boxes)

Date of Birth

Signature

Effective Date

### Nomination 2.

Add  Remove

Full Name

Other names known by (if any)

Position

Residential Address (no PO Boxes)

Date of Birth

Signature

Effective Date

## Section 2 - Verifying Officer Details (continued)

**Nomination 3.**

Add  Remove

Full Name

Other names known by (if any)

Position

Residential Address (no PO Boxes)

Date of Birth

Signature  Effective Date

**Nomination 4.**

Add  Remove

Full Name

Other names known by (if any)

Position

Residential Address (no PO Boxes)

Date of Birth

Signature  Effective Date

## Section 3 - Verifying Officer Agreements

“AML Law” 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 (“Austrac”) and the AML/CTF Program adopted from time to time by Westpac in accordance with these regulations.

The Verifying Officers, by signing this form, confirm and agree that:

- the Verifying Officer nominated must be fully identified by Westpac (and not by another Verifying Officer) for the purposes of this nomination before acting as a Verifying Officer and that Westpac may decline to accept a nomination for reasons associated with its obligations under 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.

## Section 4 - 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.

## Section 5 - Privacy Obligations

To the extent that it applies to you, you must comply with the *Privacy Act 1988* (Cth) in relation to any personal information you provide to Westpac in connection with this Agreement, and if you engage in activities in a jurisdiction other than Australia, you must comply also with the applicable privacy laws in that jurisdiction.

## Section 6 – Foreign Tax Residency

We are required under domestic and international laws to collect and report financial and account information relating to individuals and organisations who are, or may be, foreign tax residents. We may ask you whether you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident from time to time, such as when you open an account with us, or if your circumstances change. If you do not provide this information to us, we may be required to limit the services we provide to you e.g. in a form of account restrictions if you have not provided us with your foreign tax residency information 30 days after we have contacted you.

Unless you tell us otherwise, by completing any application, you certify that any shareholder, named beneficiary, settlor or controlling person is not a foreign tax resident. You must tell us if you, or any shareholder, named beneficiary, settlor or controlling person is, or becomes, a foreign tax resident (unless an exemption applies, such as for shareholders of listed companies). Where there are no named beneficiaries (for example for beneficiaries identified only as a class) you must tell us if a beneficiary is a foreign tax resident immediately when any decision is made to identify and make a distribution to them. You may contact us to provide foreign tax residence information by calling Foreign Tax Operations on 1300 725 863 or +61 2 9155 7580 for customers outside Australia. For more information you can also visit our page on Foreign Tax Residency: [westpac.com.au/foreigntaxresidency](http://westpac.com.au/foreigntaxresidency)

We cannot give tax advice, so please contact your independent tax advisor if you need help finding out whether any person is a foreign tax resident.

## Section 7 – Authorised Representative Agreements

The persons signing below on behalf of the organisation (each an Authorised Representative) by signing this form, confirm and agree that:

- they are authorised to sign this nomination form on behalf of the organisation;
- the organisation is not one of the following:
  - a partnership comprised of individuals only;
  - an unincorporated association; or
  - a trust where the trustee/s is/are individual(s); and
- the organisation must advise Westpac as soon as practicable should a nomination be revoked.

*(If signed on behalf of an Australian company this form may be signed by 2 directors or a director and secretary. In all other cases evidence of authority to sign must be made available to Westpac if not already held).*

### Authority Execution.

Which option will you be signing under?

- Organisation is an Australian Company (Registered with ASIC)**
- **Company:** Two Directors or a Director and Company Secretary
  - **Trust:** Trustee - if a Company (see above) or by an individual Trustee
  - **Association:** In accordance with Minutes of Meetings or other authority
  - **Partnership:** Two Partners or other authority

**Non-Company Organisation**

**Power of Attorney**

*Note: Execute using the following section where signing under a power of attorney.*

Signed for and on behalf of:

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

**Section 7 - Authorised Representative Agreements (continued)**

**Delegation of Authority**

By the authority of a resolution of the directors of the company (at a properly constituted meeting, where a meeting is required). I/We authorise on behalf of the company 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:

Signed for and on behalf of:

**Organisation is a Foreign Company**

**Authorised Signatory(ies)**

To be signed in accordance with the instructions provided by the Organisation at establishment of the facility.

**Authorised Representative 1.**

Full Name

Position

Signature

Date

**Authorised Representative 2.**

Full Name

Position

Signature

Date

**Bank Use Only**

Organisation Customer Number

Verifying Officer's Full Name	IDV Number	CIS Key
1.		
2.		
3.		
4.		

Bank Representative Name

Salary no.

BSB

Signature

Date