

# Financial Management Order / Administration Order Details



Bankwest, a division of Commonwealth Bank of Australia  
ABN 48 123 123 124 AFSL/Australian credit licence 234945



## Ways to return this form:

**Bankmail:** log in to Bankwest Online Banking from your desktop computer and go to 'Message centre'.

**Post:** CAL Team  
GPO Box E237, Perth WA 6841



## Important Information

This form must be completed by an Administrator/Financial Manager if an Administrator/Financial Manager is to open or operate any Bankwest Account on behalf of another person.

If the Account is to be opened on behalf of more than one person, the Administrator/Financial Manager must hold an Administration Order/Financial Management Order (FMO) for each of them.

This form is not an Administration Order/FMO (an Administration Order/FMO is a legal document authorising one person to make financial and/or property decisions for another person).

Please provide a certified copy of the Administration Order/FMO (certification must be by a person authorised as a witness for statutory declarations under the relevant jurisdiction).

## Section 1 – Represented person

|                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Title                | First Name           | Middle Name/s        | Surname              | Date of birth        |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Section 2 – Administrator/Financial Manager details

### Administrator/Financial Manager 1

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Title                | First Name           | Middle Name/s        |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname              | Date of birth        | Occupation           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mobile number        | Email address        |                      |
| <input type="text"/> | <input type="text"/> |                      |

|                                                |                      |                      |
|------------------------------------------------|----------------------|----------------------|
| Residential address (PO BOX is not acceptable) | Suburb               | Postcode             |
| <input type="text"/>                           | <input type="text"/> | <input type="text"/> |

|                                          |                      |                      |
|------------------------------------------|----------------------|----------------------|
| Postal address (if different from above) | Suburb               | Postcode             |
| <input type="text"/>                     | <input type="text"/> | <input type="text"/> |

### Administrator/Financial Manager 2

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Title                | First Name           | Middle Name/s        |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname              | Date of birth        | Occupation           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mobile number        | Email address        |                      |
| <input type="text"/> | <input type="text"/> |                      |

|                                                |                      |                      |
|------------------------------------------------|----------------------|----------------------|
| Residential address (PO BOX is not acceptable) | Suburb               | Postcode             |
| <input type="text"/>                           | <input type="text"/> | <input type="text"/> |

|                                          |                      |                      |
|------------------------------------------|----------------------|----------------------|
| Postal address (if different from above) | Suburb               | Postcode             |
| <input type="text"/>                     | <input type="text"/> | <input type="text"/> |

### Section 3 – Order details

Review/Expiry Date (if provided in Administration Order/FMO)

State where the Administration Order/FMO was issued?

- please select -

Administration Order/FMO authorised by the Tribunal?

☐

Number of Administrators/Financial Managers

- please select -

What is the method of operation?

☐ Any one to sign

☐ More than one to sign

Are there any limitations?

### Section 4 – Access details for Administrator/Financial Manager

#### Request a Platinum debit card

– I/We as the Administrator/Financial Manager(s) authorise and request Bankwest to issue me/us with the following debit card(s) to access listed below.

– **Note:**

– Account must be one to sign.

– A maximum limit of two cards per customer per account applies.

How many Administrator/Financial Manager(s) require a card?

☐ 1☐ 2

#### Card Access (Administrator/Financial Manager 1)

Title

Given name(s)

Surname

Signature

☐ Platinum Debit Mastercard

Colour options:

Please select colour

☐ Authorised signatory  
Online Banking Access

☐ Authorised signatory  
Phone Banking Access

Account number

#### Card Access (Administrator/Financial Manager 2)

Title

Given name(s)

Surname

Signature

☐ Platinum Debit Mastercard

Colour options:

Please select colour

☐ Authorised signatory  
Online Banking Access

☐ Authorised signatory  
Phone Banking Access

Account number

## Section 5 – Privacy Collection Notice

Bankwest is collecting your personal information so you can act on behalf of another person (**Principal**) under an arrangement such as a Power of Attorney, Guardianship, Administration or Financial Management Order and to comply with relevant laws such as the Anti-Money Laundering and Counter-Terrorism Financing Act.

Sometimes, in order to verify your identity electronically we may exchange your name, residential address, and date of birth with a Credit Reporting Body to assess whether the information you provided matches the information in any credit file about you. The CRB may provide us with the results of its identity verification assessment and may use your personal information, together with personal information it holds about other people, for the purposes of preparing that assessment. If you would like to discuss an alternative means of identity verification, please contact us. Otherwise, **you consent** to us providing your personal information to a CRB and requesting an identity verification assessment.

Our Privacy Statement at [bankwest.com.au/privacy](http://bankwest.com.au/privacy) explains the other ways we may collect, use, and share your personal information, how to access your personal information and correct it when it's wrong, how to make a privacy related complaint and how we deal with it. Sometimes we update our Privacy Statement, and you can always find the most up to date version at [bankwest.com.au/privacy](http://bankwest.com.au/privacy) or you can obtain a copy by calling **13 17 19** or messaging us in the Bankwest App.

## Section 6 – Administrator/Financial Manager's authority

By signing this form I/We declare that:

- I/We are the Administrator/Financial Manager/s identified in the Administration Order/FMO attached to this form;
- I/We are authorised by the Account holder, under the Administration Order/FMO, to do all things selected in Section 4 above;
- I/We declare that the Administration Order has not reached its expiry date and/or is not currently under review by the relevant State or Territory Tribunal;
- I/We operate, access or conduct any activity in relation to the Account(s) in Section 1;
- I/We undertake to advise Bankwest in writing immediately upon receiving notice of any amendment, limitation or revocation affecting the Administration Order/FMO;
- I/We declare that the information provided is true and correct and I/We authorise Bankwest to verify this information (including with the Account holder);
- I/We acknowledge the Privacy Collection Notice in section 5 and **I/We consent** to exchanging my/our personal information with credit reporting bodies to verify my/our identity; and
- I/We have provided a certified copy of the Administration Order/Financial Management Order (with original certification with 6 months).

## Section 7 – Declaration

Administrator/Financial Manager 1 - Signature

Date

Administrator/Financial Manager 2 - Signature

Date

X

X

## Section 8 – Bank use only

### Checklist

- ☐ The customer(s) has been CIP'd (if required).
- ☐ The administrator(s)/financial managers have been CIP'd.
- ☐ The first and last names on the Administration Order/FMO document are exactly the same as the names recorded on Host/CustomerOne.
- ☐ If original sighted, a copy has been taken and certified and the original returned to the customer.
- ☐ Certification authority/stamp completed correctly on front page and any subsequent pages initialled. Certification within 6 months by eligible person.
- ☐ Acceptance page is correctly signed by the Administrator(s)/Financial Manager(s).
- ☐ The certified copy of the Administration Order/FMO is attached to the form.

### Initials

### Staff number