

# Account Operating Amendment Request Form



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

## **i** Important Information

This form is used to:

- Appoint a Third Party to sign – See Section 1;
- Request a replacement passbook – See Section 3;
- Request redirection of credit interest/redirection from a closed account to another Bankwest-branded Account – See Section 4;

Before completion, the following must be checked:

- Confirm personal details are complete and up to date (e.g. address, date of birth, occupation etc.);
- Ascertain whether identification needs to be recorded for a Third Party signatory.

## Bank use only (Required for all sections)

	Initials	Staff number
CIF updated		
Signatures and signing authority(ies) verified		
Address checked with customer to AIF/CIF records		
Non-value to amend short names processed		
Cheque book ordered		
Electronic card ordered		
Copy of marriage certificate held		
A44 to card operations		

## Section 1 – Third Party signing authority

I/We authorise the person named below 'Third Party' to transact on the account specified below. I/We acknowledge that:

- This authority extends to the Third Party accessing all available funds in the account, occasional overdrawn which the Bank may honour and any approved overdraft, equity line and/or other line of credit on the account without incurring any personal liability for repayment.
- I/We are liable for all the Third Party's transactions on the account.
- I/We can cancel this authority at any time by notice to the Bank. When the Bank receives notice of cancellation the notice:
  - will be effective in respect of future transactions and instructions by the Third Party on the account except for credit card transactions. I/We will continue to be liable for credit card transactions until the card is returned to the Bank or the Bank is satisfied that the card has been destroyed. (Refer to the conditions of use for the credit card).
  - will have no effect on transactions (such as cheque drawn) and instructions given by the Third Party to the Bank (such as ongoing periodical payment and debit authorities) below the notice is received unless I/We give the Bank specific instructions to the contrary.

Account name(s)	Account number	Service centre
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of account holder	Date	Signature of account holder(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Date
		<input type="text"/>

**Third Party Details:** Third Party to be related to account as 'SIG'. The relationship code 'TP' is only valid for use when the account owner has authorised another person to receive statements. Customer related as 'TP' cannot sign on the account.

Name/s	Surname	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address (PO Box not acceptable)		
<input type="text"/>		<input type="text"/>
		State
		Postcode
<input type="text"/>		
Countries of Residence - please list all countries you reside in		
<input type="text"/>		

Purpose of opening an Australian banking account/facility (If not an Australian Resident)

Specimen Third Party signature	Date	CIF Key (Bank use only)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Identification Statement:** I certify that the Customer Identification Procedure and all AML compliance activities have been completed for the Third Party nominated above and that CIF records have been updated.

Staff number	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 1 – Third Party signing authority (continued)

**Cancellation:** Please cancel the above Third Party authority as from the date specified below.

Cancellation date

Signature of account holder

Signature of account holder(s)

Bank use only	Initial	Staff number
Third Party expired from related parties screen		
Account deleted from Third Party debit card access		

## Section 2 – Privacy and Statement and Consent to Use Your Information

This Statement explains how Bankwest, Commonwealth Bank of Australia ("CBA") and subsidiaries of CBA ("we" or "us") collect, use and disclose personal information and send communications about products and services.

Personal information is information about, and which identifies an individual (such as name and contact details). Your personal information includes information about who you are and your interactions with us such as transactions on your account. It may also include information about you that is publicly available, for example from public registers or made available through social media. When you give us personal information about another person, you represent that you are authorised to do so and agree to inform that person of the contents of this Statement as it relates to them.

### Purposes for which we collect and use personal information

We collect your information because we are required to identify you in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act. You are not required to provide your Tax File Number. However, if we do not collect your Tax File Number as permitted by the Taxation Administration Act 1953 and the Income Tax Assessment Act 1936, we may be required to withhold amounts from you and remit them to the Australian Taxation Office.

We also collect your personal information to assess and process an application for any product or service that you make or for which you are a signatory, for internal processes including risk management and pricing; to administer our relationship with you; to meet our obligations in relation to external payment systems, Government bodies and funding arrangements; to identify and (unless you tell us not to) tell you about products that may interest you, and to comply with regulatory requirements.

If you use our website or online applications we may collect information about your location or activity (including whether you have accessed third party sites) to customise your experience.

The information we collect about you may also include sensitive information such as information about your health where we collect it to provide you with a specific product or service.

### Exchange of personal information

We may exchange personal information about you with: our related bodies corporate, assignees, agents, contractors and external advisers, organisations for verifying your identity, your agents, advisers, referees, executors, administrators, trustees, beneficiaries (if you are a trustee), guardians, attorneys, law enforcement, regulatory and government bodies, anyone who introduces you to us, reward program providers, third parties providing fraud detection services, your franchisor, payment system operators; your and our insurers or prospective insurers and their underwriters, any person we consider necessary to execute your instructions; other organisations for the supply of services and (unless you tell us not to) marketing of products; other persons where this is permitted by law; persons with whom you make a joint application for a product or service with us; participants in a funding scheme; and any financial institution to or from which a payment is made in relation

to any account you have or operate.

In some cases, these persons or organisations may disclose your personal information for the purposes of any relationship they have with you or performing functions in relation to you.

### Verifying your identity using a credit reporting body (CRB)

In order to verify your identity, we may provide your name, residential address and date of birth to a CRB, which may use that information and corresponding information in credit information files of individuals to prepare and provide an assessment of whether your information matches information on a credit information file held by that CRB. You agree to us requesting an assessment and providing your personal information for such an assessment.

### Transfer of personal information overseas

Sometimes it may be necessary to send your information overseas – for example where we outsource functions overseas, send information to related bodies corporate, where we need to complete a transaction on your behalf or where this is required by laws and regulations in Australia or in another country. These countries include New Zealand, United Kingdom and Ireland. See our Privacy Policy for more information.

### Marketing

Unless you tell us not to, you consent to us using your personal information (including information collected from others) to advertise or promote products, services, or business or investment opportunities we think may interest you.

You can ask us not to contact you and not to disclose your information to others for that purpose, by calling 13 17 19.

Otherwise, you consent to us contacting you for that purpose, including by:

- contacting you by telephone or writing to you; and
- sending commercial electronic messages to any electronic address which you provide until you withdraw your consent or unsubscribe.

### Access to your personal information, contacting us and contacting you

This Statement should be read in conjunction with the Privacy Policy on our website at [www.bankwest.com.au](http://www.bankwest.com.au) or by calling 13 17 19.

You have rights to access your personal information from us, to request us to correct the information, and to make a complaint to us about a breach of your privacy rights in relation to the information. The Privacy Policy includes further information about how you may do this.

### Consent

By signing this statement, you agree to its terms and you consent and agree to us collecting, using, exchanging and transferring overseas, your personal information as described and as set out in our Privacy Policy.

If you do not provide the above consent (other than the marketing consent), we will not be able to provide you with banking services (such as accounts).

Name of Third Party

Signature

Date

### Section 3 – Replacement passbook

- I/We advise that my/our passbook for this account has been lost/stolen.
- I/We confirm that I/We have not given the passbook to a Third Party claiming any right or interest in the account.
- I/We acknowledge that you will issue me/us with a replacement passbook 14 days from the date of this notice. However, if the passbook is located/recovered (after a new passbook has been issued), I/We agree to return the old passbook to Bankwest immediately.

Service centre, where account is held <input type="text"/>	Service centre number <input type="text"/>	Account number <input type="text"/>	Date opened <input type="text"/>
Approx. Account balance \$ <input type="text"/>	Signature(s) of all account holder(s) <input type="text"/> <input type="text"/>		Date <input type="text"/>

#### Receipt for new Passbook:

I/We acknowledge receipt of a replacement passbook number:  for the account detailed above.

Signature(s) of all account holder(s) <input type="text"/> <input type="text"/>	Date <input type="text"/>
--	------------------------------

#### Notice of Recovery: (to be completed if the passbook is located within the 14 day period)

I/We give you notice that I/We have located my/our passbook. Please cancel the above notice.

Signature(s) of all account holder(s) <input type="text"/> <input type="text"/>	Date <input type="text"/>
--	------------------------------

Bank use only	Service centre	Account number	Short name
Transfer from		(old)	
To		(new)	

Checklist	Initial	Staff number
CIF updated		
Signatures and signing authority(ies) verified		
Amendment form checked		
(A.14) Banking Services Rights and Obligation brochures issued		
'L' Hold recorded		
'L' Hold removed		
Transfer Non-value processed		

### Section 4 – Redirection of interest/credits/debits

I/We request that:  Credit interest  All debits and credits on the source account be paid/redirected to the destination account.

I/We understand:

- partial payments are not permitted;
- these instructions cancel any previous instructions.

Source/closed account name <input type="text"/>	Service centre number <input type="text"/>	Account number <input type="text"/>
Destination account <input type="text"/>	Service centre number <input type="text"/>	Account number <input type="text"/>
Signature(s) of all account holder(s) <input type="text"/> <input type="text"/>	Date <input type="text"/>	

#### Must be signed in accordance with banking authority of source account.

Signature(s) verified by <input type="text"/>	Staff number <input type="text"/>	Non-value processed by <input type="text"/>	Staff number <input type="text"/>
--	--------------------------------------	--	--------------------------------------

**Cancellation:** Please cancel my/our previous interest redirection instructions dated

Signature(s) verified by <input type="text"/>	Staff number <input type="text"/>	Non-value processed by <input type="text"/>	Staff number <input type="text"/>
--	--------------------------------------	--	--------------------------------------