



# Business Savings Account: Part B Sole Trader Registration

Email address: **business.Origination@mebank.com.au**

Mail: ME Business Account Services, Reply Paid 1345, Melbourne VIC 8060

Any questions? Call ME on **1300 658 108** Monday to Friday 9am-5pm (AEST/AEDT) or visit **mebank.com.au**

## How to use this form.

- Attach supporting documentation – refer to the document checklist at the end of this application.
- If you run out of space, please provide requested information on a second application form.
- Make sure the application is signed by the applicant and all pages of this application are returned.

## Section 1 – general details.

### Section 1.1 – business details.

Full business name

ABN (if applicable)

Principal place of business (PO Box not accepted)

Mailing address

Email address

Business phone number

### Section 1.2 – proprietor/signatory details.

**Please note: We will communicate with this person regarding this application, including notifying our acceptance of the application and requesting further information if required. To add more than one signatory to this entity, please complete the Appointment of Signatory form.**

Title (Mr/Mrs/Miss/Ms/Other)

Given name(s) including middle name

Family name

Residential address (PO box not accepted)

Should the proprietor be registered for internet banking?

(Please note that in order to be registered for internet banking the proprietor's email address and mobile phone number must also be supplied below.)

Yes  No

### Appointment to operate on the account

We require at least one authorised representative to be appointed. Please refer to the Business Online Savings Account and/or the Business Term Deposit Terms and Conditions for a list of everything an authorised representative can do in relation to your account which includes, in relation to a Business Term Deposit, the ability of an authorised representative to open an additional Business Term Deposit in your name provided certain conditions are met.

Should the above Authorised Representative be registered for internet banking? (not available for accounts that need two to sign)

Yes  No

Please note that in order to be registered for internet banking the above authorised representative's email address and mobile phone number must also be supplied below.

Date of birth

Gender

Male  Female

Email address

## Section 1.2 – proprietor/signatory details (continued).

At least one contact number is required.

Mobile phone

Home phone

Work phone

Occupation

Password

(minimum 5 characters, used to verify you when you call us)

Are you already a ME customer?

No ▼ Please answer questions below  Yes ► Please go to section 1.3

### Identification document:

Driver's License or permit (Australian only):

Number

State of issue

Passport (Australian or foreign\*):

Passport number

Country of issue

Visa subclass details

\*An Australian passport that has expired in the preceding two years is acceptable. A foreign passport may be used if it is current and contains a permanent residency visa.

### Verifying your identity

If you are not an existing ME customer – before we can open an account we are legally required to verify your identity. The credit information files held by illion are one of the best electronic data sources we can use to verify your identity. If you consent to ME using your credit information file to help verify your identity then you need to read and agree to the below terms and conditions and authorise us to verify your identity online by ticking the 'yes' option below.

#### You have three options of verifying your identity:

1. Electronic verification
2. Australia Post
3. Certified ID

#### Electronic identity verification terms

By ticking the 'yes' box below, you consent to ME disclosing your name, residential address and date of birth to a credit reporting body to assist us to verify your identity. We will request and the credit reporting body may provide an assessment of whether the personal information provided matches (in whole or in part) personal information contained in a credit information file held by the credit reporting body. In preparing the assessment the credit reporting body may use the personal information about you and other individuals contained in their credit information files. No other information about your credit information file will be provided to ME. You also appoint ME as your agent to contact Commonwealth and State Government agencies ("document issuer or official record holder") on your behalf using VIX Verify Pty Ltd in order to check the details of your identification information supplied to us with the document issuer or official record holder for the purposes of verifying your identity.

#### Do you agree to the above electronic identity verification terms so that we can verify your identity online?

Yes, verify my identity online.

Signature

No, verify my identity in person at Australia Post

Please complete the Australia Post Verification form and submit this to an Australia Post branch.

No, I will email my certified ID to ME

Please email your certified ID to [business.Origination@mebank.com.au](mailto:business.Origination@mebank.com.au)

Refer to the supporting document section of this form for details on document certification.

## Section 1.3 – business tax residency.

### Is the entity a tax resident in any country other than Australia?

(An account holder is generally a tax resident in a country if it is liable to pay tax in that country – check with your tax adviser if you are unsure)

No

Yes If yes, the applicant is required to complete a **Self-certification (individual) form** (if the applicant is an individual).

The form can be downloaded from our website [mebank.com.au](http://mebank.com.au) and must be returned with this application form.

## Section 1.4 – tax file number (TFN) or exception.

We are authorised by the Income Tax Assessment Act 1936 to collect your TFN. Providing your TFN is not compulsory and it is not an offence to decline to provide your TFN. However, if you don't provide it (or identify a relevant exemption) we are required by law to deduct withholding tax from any interest you earn on your account. We will only use your TFN if we are required to do so for lawful purposes, including providing information to the Commissioner of Taxation.

TFN

Or reason for exemption

## Section 2 – privacy notice.

### Collection, use and disclosure of information.

You are providing personal information to ME Bank – a division of Bank of Queensland Limited ABN 32 009 656 740 and its subsidiaries and associated companies (collectively **ME, we, us, our**) for the primary purpose of assessing your application, verifying your identity and then establishing and administering your account. Your personal information may be used and disclosed to third party service providers for these purposes and without this information, we may not be able to consider or approve your application or provide our services.

You must only give us information about any other person with their permission, and if you have told them about this privacy statement. Some laws require or authorise our collection of your personal information including (where applicable):

- the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth);
- the Income Tax Assessment Act 1936 (Cth) and the Taxation Administration Act 1953 (Cth).

We also collect your personal information for the purposes of:

- customer relations including management of our relationship with you and market or customer satisfaction research and product development, and to obtain aggregate information for statistical or research purposes;
- our internal operations including record keeping, risk management and auditing, training, file reviews and portfolio analysis;
- information technology systems development and testing;
- investigating, resolving and preventing complaints;
- considering any other application made by you to ME for financial products or services;
- conducting fraud assessments;
- informing you about any of our products, or those of our related companies and alliance partners, that may be of interest to you; and
- reporting and data analytics, including for regulatory, management, statistical or research purposes.

We may disclose your personal information for those purposes to:

- our related bodies corporate, insurers, service providers, contractors, external advisers or alliance partners (including a third party that we have arrangements with);
- government and regulatory bodies, law enforcement bodies and courts as required by law or in accordance with prudent banking practice;
- external complaint resolution bodies;
- any person we are considering selling part of our banking business to;
- payment system operators; and
- other financial institutions.

We may also disclose your personal information to our third party service providers for them to help us provide banking and related services to you. Our third party service providers may store or access your personal information overseas. These countries are listed in our Privacy and Credit Reporting Policy, which may change from time to time.

Personal information we are required to disclose to the Australian Taxation Office may be exchanged with tax authorities in other countries pursuant to intergovernmental agreements to exchange financial account information.

### Marketing.

ME may use your personal information to get in touch with you about ME products and services or those of our related companies and alliance partners that may be of interest. If you do not want us to do this, please call us on **1300 658 108** or log in to internet banking to send us a secure email.

### Access to your personal information and complaints.

ME's Privacy and Credit Reporting Policy contains information about how you can:

- access and seek to correct your personal information held by ME; and
- complain about a breach by ME of the Australian Privacy Principles and how ME will deal with the complaint.

ME's Privacy and Credit Reporting Policy is available at **mebank.com.au** or by phoning us on **1300 658 108**.

## Section 3 – customer relations.

At ME, we're committed to building a reputation for excellence in customer service that includes delivering on our promises. If for some reason our service does not meet your expectations, please contact us as set out above to find out about our dispute resolution procedures. ME is a member of the Australian Financial Complaints Authority (AFCA).

## Section 4 – financial claims scheme.

For peace of mind, it's good to know that the Financial Claims Scheme (Scheme) covers your deposit account. And it might entitle you to payments under the Scheme, which are subject to a limit for each depositor. The Australian Government's Financial Claims Scheme website [fcs.gov.au](http://fcs.gov.au) and the APRA hotline on 1300 55 88 49 are the go-to places for more information about the Scheme.

## Section 5 – declaration.

1. I/We declare that all information provided in this application is true and correct.
2. I/We warrant and represent that I am the sole proprietor and have full power and authority to open and operate a Business Online Savings Account/Business Term Deposit.
3. I/We agree that my/our personal information may be collected, used and disclosed in the manner and for the purposes set out in the Privacy Notice in section 2. If you do not want ME or its subsidiaries or its associated companies to use the personal information contained in this application form to provide such information to you, simply contact ME during normal business hours on **1300 658 108** or log in to internet banking to send us a secure email.
4. I/We agree to advise ME within 60 days of any change in circumstances that affects my/our tax residency status declared in this application.

Please follow the instructions below to sign this form.

### Signature rules:

- **Sole trader:** Proprietor of business to sign.

Signature

Print name

Position (if required)

Date

       

## Supporting document checklist.

Getting your paperwork in order? This handy checklist shows exactly what documents you'll need:

## Certifying your documents.

Before you send us copies of your documents, you will need to get them certified within three (3) months before lodging your application. You can do this by taking your original document(s) together with a photocopy of the original to an approved person.

### The following approved persons can certify a document as a true copy of an original.

<ul style="list-style-type: none"><li>• Medical Practitioner</li><li>• Nurse</li><li>• Minister of religion</li><li>• Pharmacist</li><li>• Bailiff</li><li>• Police officer</li><li>• Justice of the Peace</li><li>• Legal practitioner</li><li>• Sheriff or Sheriff's officer</li><li>• Bank officer**</li><li>• Registrar or Deputy Registrar of a court</li><li>• Officer or authorised representative of a holder of an Australian financial services licence</li></ul>	<ul style="list-style-type: none"><li>• Judge, Master or Clerk of a court</li><li>• Australian consular or diplomatic officer</li><li>• Veterinary surgeon</li><li>• Physiotherapist</li><li>• Member of:<ul style="list-style-type: none"><li>– CPA Australia</li><li>– the Institute of Public Accountants</li><li>– Chartered Accountants Australia and New Zealand</li><li>– Engineers Australia (other than the grade of student)</li></ul></li><li>• Employee of the Commonwealth or Australian Trade Commission in a country or place outside Australia</li></ul>	<ul style="list-style-type: none"><li>• Senior Executive Services employee, permanent employee*, or parliament member of the Commonwealth, the Parliament of a State Territory legislature or local government authority of a State or Territory</li><li>• Australian Defence Force officer, non-commissioned officer* or warrant officer</li><li>• Australia Postal Corporation agent in charge of a postal office, or permanent employee in a post office**</li><li>• Permanent full-time or part-time teacher at a school or tertiary education institution, school principal or dean</li></ul>
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\* with two or more years of continuous service

\*\* with five or more years of continuous service

## Supporting documents required.

Identification certified within three (3) months of this application if selected as a 'Verifying your identity' option.

## Supporting forms required.

- Self-certification (individual) form(s) attached – required if any individuals are a foreign tax resident.
- Self-certification (entity) form(s) attached – required if the entity is a foreign tax resident.
- A completed Appointment of Signatory form if adding more than one signatory.
- A completed Business Savings Application form (note the form requires you to provide a copy of a recent bank statement for your nominated account).