



# Business savings application - Part A.

Email: [business.Origination@mebank.com.au](mailto: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](http://mebank.com.au)

Please use this form to open ME Business Term Deposit or Business Online Savings Account:

☐ Business Term Deposit – complete **sections 1, 2, 4 and 8**

☐ Business Online Savings Account – complete **sections 1, 3, 4 and 8**

## Section 1 – entity type and business details.

### Section 1.1 – entity type.

Please select one of the following:

☐ I am a sole trader

☐ I am an unregulated trust

☐ I am an association

☐ I am a self managed super fund

☐ I am a proprietary company

☐ I am a partnership not regulated by a professional association

### How to use this form

Attach supporting documentation – refer to the document checklist at the end of this application. Make sure the application is signed by the applicant(s) and all pages of this application are returned.

Please note that the following entities are not eligible for Business Savings Accounts and should contact

**(03) 9708 3233** or [treasury@mebank.com.au](mailto:treasury@mebank.com.au) for details of Treasury Products:

- Public companies (listed and unlisted)
- Regulated managed investment schemes
- Government superannuation funds

- Partnerships who are regulated by a professional body
- Unregulated managed investment schemes
- Other trusts subject to the regulatory oversight of an Australian regulator

## Section 1.2 – business details & contact person for this application.

Full business name of applicant

Title (Mr/Mrs/Miss/Ms/other) Given name(s)

Family name

Email address

Phone number

## Section 2 – Business Term Deposit.

Select one of the following:

☐ I'm a new customer and would like to open a new Business Term Deposit

☐ I'm an existing customer and would like to open a new/an additional Business Term Deposit

My current business account name is

My current business account number is

Source of funds (mandatory):

☐ Employment income

☐ Property sale

☐ Sale of shares

☐ Sales of investment (e.g. term deposit maturity at another bank)

☐ Other, please specify

☐ Company profit/dividends

☐ Inheritance

☐ Gift

☐ Lottery/gambling

**Section 2.1 – initial deposit (Mandatory).**

- To withdraw from this account before maturity, 31 days' notice is required;
- If you have a need in the future to immediately withdraw funds from this account, another deposit product may be more suitable;
- After the maturity date, if you renew your term deposit for a further term, the interest rate may be higher or lower than the current rate.

☐ I/We have read the above important information.

### Term

Investment amount (minimum \$5,000) \$ [ ] [ ] [ ] [ ] [ ] [ ] [ ] Months

Please note:

- The minimum term is one month and the maximum term is 60 months. Please note that a month is taken to be a calendar month.

Please choose one of the following options:

☐ At maturity (for term 12 months or less) ☐ Yearly and at maturity (for terms of more than 12 months) ☐ Monthly and at maturity

Please note:

- If you don't select an interest payment frequency option as stated above your interest will be paid either at maturity (for terms of 12 months or less) or yearly and at maturity (for terms of more than 12 months).
- You can only select an interest payment frequency where the payment will occur within or at the completion of the term.
- Interest will be paid to your linked nominated account.

☐ Direct Debit - transfer the deposit from the nominated bank account in section 2.2. The initial deposit will be debited from your nominated bank account on the day the Business Term Deposit is opened, please ensure that cleared funds are available.

☐ **Direct Credit** – If this method is selected, we'll send the Account Holder/Authorised Representative an email with the direct credit details. Therefore this option is only available if the Account Holder/Authorised Representative has supplied an email address in section 1. Please make sure the funds are credited in the Term Deposit within 3 calendar days of email received.

You must link a Business Online Savings Account OR another Australian financial institution business bank account to your new Business Term Deposit.

Select one option:

☐ Business Online Savings Account[illegible]

☐ Another Australian financial institution (Please attach a bank statement if nominated account is not linked to any existing ME accounts.)

Name of Australian financial institution

Name of account holder(s) e.g. ABC Pty Ltd as trustee for the XYZ Trust or ABC Pty Ltd

BSB number (mandatory)

Account number (mandatory)

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[illegible]

**Please note:**

- The details should appear as they do on the nominated account statement.
- The nominated account must be in the same name as your Business Term Deposit.
- If your nominated account is with another financial institution, you may experience an additional delay before funds become available to you on closure or at maturity of your Business Term Deposit.
- Your nominated account must be able to accept both direct debits and direct credits. Many savings accounts cannot be debited. If you're unsure please check with your financial institution.

## Section 2 – Business Term Deposit (continued).

### Section 2.3 – maturity instructions. (optional)

You can provide your maturity instructions below, or you can provide them when we write to you 22 days prior to the maturity of your Business Term Deposit to obtain your maturity instructions.

If you don't instruct us as to what should happen to your Business Term Deposit at least two business days prior to maturity, we'll reinvest your Business Term Deposit for the same term with the same interest payment frequency and at the interest rate applicable on the maturity date.

#### What would you like to happen at maturity?

- ☐ Reinvest principal amount and interest (if all interest is paid at maturity) for a new term of   months.
- ☐ Reinvest principal amount only (your accrued interest will be paid to your linked nominated account) for a new term of   months.
- ☐ Reinvest principal amount and interest (if all interest is paid at maturity); PLUS an extra amount of \$         from my nominated account for a new term of   months.
- ☐ Reinvest principal amount (if interest is paid monthly or yearly); PLUS an extra amount of \$         from my nominated account for a new term of   months.
- ☐ Reinvest \$         for a new term of   months.
- ☐ Close my term deposit.

#### Please select one of the following interest payment frequency options:

- ☐ At maturity only (for terms of 12 months or less) ☐ Monthly and at maturity ☐ Yearly and at maturity (for terms of more than 12 months)

Please note:

- If your maturity instruction is to reinvest all or part of your Business Term Deposit, it will be reinvested at the interest rate applicable on the maturity date for a deposit of that term and amount with that interest payment frequency.
- If your interest is paid to you periodically, we won't be able to reinvest the interest at maturity.
- If you are reinvesting and don't specify a new term, your Business Term Deposit will be reinvested for the same term as your current Business Term Deposit. The interest rate on reinvestment may be higher or lower than your current rate.
- The minimum term is one month and the maximum term is 60 months. For the purpose of nominating a term, a month is a calendar month.
- If you are reinvesting and do not select an Interest Payment Frequency option, your interest will be paid with the same interest payment frequency as your current Business Term Deposit.
- You can only select an Interest Payment Frequency where the payment will occur within or at the completion of the term.
- At maturity, interest will be paid to your nominated account unless you've chosen otherwise.

## Section 3 – Business Online Savings Account.

Select one of the following:

- ☐ I'm a new customer and would like to open a new Business Online Savings Account
- ☐ I'm an existing customer and would like to open a new/an additional Business Online Savings Account

My current business account name is

My current business account number is

### Section 3.1 – initial deposit. (optional)

Please debit \$         from the below nominated account and credit the amount to my/our Business Online Savings Account. This amount will be automatically debited from your nominated account when we open your Business Online Savings Account – please ensure the funds are available as this may occur prior to you receiving written confirmation of your new account details.

### Section 3.2 – nominated account details for your Business Online Savings Account. (mandatory)

You must link another Australian financial institution business bank account to your new Business Online Savings Account. If you want ME to debit money from your nominated account for your initial deposit, you need to complete section 3.1 above (Please attach a bank statement).

Name of financial institution

Name of account holder(s) e.g. ABC Pty Ltd as trustee for the XYZ Trust or ABC Pty Ltd

BSB number (mandatory)

Account number (mandatory)

Please note:

- The details should appear as they do on the nominated account statement.
- The nominated account must be held in the same name as your Business Online Savings Account.
- Since your nominated account is with another financial institution, you may experience an additional delay before funds become available to you.
- Your nominated account must be able to accept both direct debits and direct credits. Many savings accounts cannot be debited. If you're unsure please check with your financial institution.

### Section 3 - Business Online Savings Account (continued).

#### Section 3.3 - regular savings plan. (optional)

Please debit \$  from the above nominated account and credit the amount to my/our Business Online Savings Account.

Payment frequency ☐ Weekly ☐ Fortnightly ☐ Monthly

Start date  until further notice ☐ or end date

If your Business Online Savings Account hasn't been opened and/or supporting documentation not received prior to the specified 'start date', we'll commence your regular direct debit on the next date it would normally fall due.

### Section 4 - existing customers.

#### Section 4.1 - entity details.

If any of the details of your entity have changed, please complete the relevant Business Savings Application Part B registration form applicable to your business structure as listed below and return the relevant registration form along with this application.

- Sole Trader Registration
- Self-managed Superannuation Fund Registration
- Unregulated Trust and Trustee Registration
- Proprietary Company Registration
- Partnership Registration
- Association Registration

#### Section 4.2 - tax residency.

Is the applicant (or any applicant in the case of a joint account) 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) or **Self-certification (entity) form** (if the applicant is an entity). The form can be downloaded from our website [mebank.com.au](http://mebank.com.au) and must be returned with this application form.

#### Section 4.3 - entity type. (must complete unless sole trader or self managed superannuation fund).

Tick one box - definitions of entity types can be found in the OECD Common Reporting Standard at [oecd.org](http://oecd.org) or check with your tax adviser if you are unsure.

Financial institutions are not eligible for ME Business Savings Products. Financial institutions include:

- An Investment Entity located in a Non-Participating Jurisdiction and managed by another Financial Institution
- Other Investment Entity
- Depository Institution, Custodial Institution or Specified Insurance Company

If you are a Financial Institution, please contact our Treasury team on **(03) 9708 3233**.

#### NFEs (Entities that are not a financial institution)

- ☐ Active NFE - a corporation the stock of which is regularly traded on an established securities market or a corporation which is a related entity of such a corporation
- ☐ Active NFE - a Government Entity or Central Bank
- ☐ Active NFE - an International Organisation
- ☐ Active NFE - other (e.g. a start-up NFE or a non-profit NFE)
- ☐ Passive NFE (If you tick this box see below for additional information you must provide)

If the entity is a Passive NFE, the Controlling Persons of the applicant (including, in the case of a trust, each settlor, trustee and beneficiary) are required to complete a **Self-certification (controlling person) form**. This form can be downloaded from our website [mebank.com.au](http://mebank.com.au) and must be returned with this application.

#### Section 4.4 - authorised representative or designated user.

If you're an existing customer and applying for:

1. Business Term Deposit - we'll establish the same Authorised Representative(s) and Designated User(s) to operate the new account that are already appointed to operate on the account detailed in section 2; or
2. Business Online Savings Account - we'll establish the same Authorised Representative(s) and Designated User(s) to operate the new account that are already appointed to operate on your account detailed in section 3.

If you'd like to appoint additional Authorised Representatives or Designated Users, you'll need to complete the Business Appointment of Signatory form.

## Section 5 – privacy notice.

### Collection, use and disclosure of information.

You are providing personal information to ME for the primary purpose of ME contacting you, 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, ME 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 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 entities, service providers, contractors, external advisers or alliance partners (for example a union, superannuation fund, insurer or other third parties with which we have arrangements);
- 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, including in Canada, USA, New Zealand, Philippines, Singapore, China, Japan, Hong Kong, India, Malaysia, Papua New Guinea, South Africa, United Kingdom, France, Belgium and Germany, as well as the countries 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 that may be of interest. If you don't want us to do this, please call the team @ ME on **1300 658 108**.

### Access to your personal information and complaints.

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

- a. access and seek to correct your personal information held by ME; and
- b. 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 calling the team @ ME on **1300 658 108**.

## Section 6 – customer relations.

At ME, we are 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 to find out about our dispute resolution procedures. ME is a member of the Australian Financial Complaints Authority (AFCA).

## Section 7 – 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 8 – declaration and direct debit request authority.

1. I/We declare that all information provided in this application is true and correct.
2. I/We acknowledge and agree that I/we have obtained and read the Business Deposit Products Fees and Charges Sheet and that I/we have received any further fees and charges information requested from ME.
3. I/We acknowledge that I/we have been advised of the interest rate(s) that currently apply to the account(s) I am/we are applying to open, that the rate(s) may change before the account(s) is opened, that the variable rate applying to Business Online Savings Accounts is available on the ME website or on request, and that the rate applying to a Business Term Deposit will be provided with an account opening confirmation that will be given to me/us.
4. I/We agree to comply with the ME Business Online Savings Account/Business Term Deposit Terms and Conditions and acknowledge that they are available on ME's website. I/We agree to ensure that any Authorised Representatives or Designated Users also comply with these Terms and Conditions. For your Business Term Deposit your agreement with us is comprised of this application, the Confirmation Letter we send you when we open your account and when your term deposit is reinvested for a new term, our Business Term Deposit Terms and Conditions booklet and our Business Deposit Products Fees and Charges Sheet. Copies of the Terms and Conditions booklet and the Business Deposit Products Fees and Charges Sheet are available from **mebank.com.au** or by calling the team @ ME on **1300 658 108**. ME will also provide you with copies of the Terms and Conditions booklet before you start using your account. Please read these documents carefully.
5. I/We warrant and represent as follows:
  - in the case of a sole director company, I am the sole director and sole secretary and have full power and authority to open and operate a Business Online Savings Account/Business Term Deposit;
  - in the case of trusts, I represent that I am the only trustee(s) of the trust and I have full trust power and authority to open and operate a Business Online Savings Account/Business Term Deposit;
  - in the case of a partnership/association, I represent that I have full power and authority to bind the partnership/association and each of the partners/members in accordance with its constituent documents and have full power and authority to open and operate a Business Online Savings Account/Business Term Deposit and I undertake to advise ME if the partnership/association is dissolved or terminated or the members of the partnership change;
  - in the case of a union, I represent that the union is an association of employees that is registered or recognised as a trade union under the laws of a State or Territory of Australia, has entered this agreement in accordance with its registered rules and that I am an authorised representative of that association with full power and authority to open and operate a Business Online Savings Account/Business Term Deposit;
6. I/We have informed the people nominated in this form that I/we have provided their personal details to ME and that their personal information may be collected, used and disclosed in the manner and for the purposes set out in the Privacy Notice in section 5.
7. 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 5. If you don't 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**.
8. I/We request Members Equity Bank Limited (User I.D. 185871), through the Bulk Electronic Clearing System, to:
  - if I/we have applied for a Business Online Savings Account, arrange for funds to be debited from my/our nominated account at the financial institution shown in section 3.2 and credited to my/our Business Online Savings Account in accordance with (a) my/our instructions set out in sections 3.1 and 3.3 (if any) and (b) my/our future instructions and the future instructions of any Authorised Representative and/or Designated User that I/we may appoint on my/our account from time to time;
  - if I/we have applied for a Business Term Deposit, arrange for funds to be debited from my/our nominated account at the financial institution shown in section 2.2 and credited to my/our Business Term Deposit in accordance with (a) my/our instructions set out in section 2.1 (if any) and (b) my/our future instructions and the future instructions of any Authorised Representative that I/we may appoint on my/our account from time to time;
9. I/We acknowledge that the above direct debit arrangement is governed by the terms of the Direct Debit Request Service Agreement contained in the Business Online Savings Account/Business Term Deposit Terms and Conditions.
10. 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.

## Signed by the applicant.

Please follow the instructions below to sign this form.

### Signature Rules:

- **Sole Trader:** Proprietor of business to sign.
- **Company:** A director and the secretary or two directors to sign.
- **Sole Director Company:** Sole director/secretary to sign, stating that they are the sole director and sole secretary of the company.
- **Partnership:** All partners to sign (unless ME agrees otherwise in the case of a large partnership).
- **Association:** At least one office bearer (e.g. the chairman, secretary, treasurer or equivalent officer) to sign in accordance with the rules governing the association.
- **Trust:** All trustees to sign.

Signature 1

Position (e.g. Sole trader, Director, Partner, Trustee, Office bearer)

Print name

Date

Signature 2

Position (e.g. Sole trader, Director, Partner, Trustee, Office bearer)

Print name

Date

## Supporting document checklist.

Getting your paperwork in order? This handy checklist shows exactly what documents you'll need according to your business structure.

### Supporting documents required.

- ☐ A copy of a bank statement issued in the last 12 months, or a letter from your banking confirming the account name and number of your nominated account (if not previously provided) and held with another financial institution.
- ☐ If entity details have changed, please complete and attach the Part B registration form relevant to your entity.

### Supporting forms required.

- ☐ Self-certification (entity) form(s) attached – required if the entity is a foreign tax resident.
- ☐ Self-certification (controlling person) form(s) attached – required if the entity is a Passive NFE.
- ☐ A completed Business Appointment of Signatory form if adding more than one Authorised Representative or Designated User.