



Business change of details.

Email: businessadmin@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 (AEDT/AEDT) or visit mebank.com.au

If you run out of space, please complete the information requested within a second Business change of details form.

How to use this form.

Please complete this form if you would like to do any of the following to your account:

- Notify ME of a change in the registered business address or postal address of the entity
- Appoint new authorised representative(s)
- Remove existing authorised representative(s)
- Remove designated user(s)

If any change in circumstances affects the account holder's tax residency status, please provide ME with an updated self-certification form within 60 days of such change in circumstances. The self-certification form is available from the ME website mebank.com.au

Business account details.

Note: Changes will be applied to all accounts held in the name of the entity

Business account name

So that we can identify your accounts, please provide one account number.

Business Account number

Section 1 – change of address for notices.

Registered office address or address of the trust or principal place of business/administration (PO Boxes not accepted)

State

Postcode

Mailing address

Mailing address (tick if same as above otherwise provide in below field)

State

Postcode

Section 2 – new authorised representative(s).

Section 2.1a – person no. 1

Relationship to account holder:

Director Proprietor Partner Trustee Other (please specify)

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

Given name(s)

Family name

Appointment to operate on the account

An authorised representative can do anything the account holder can do in relation to the account (except appoint, or revoke the authority of other authorised representatives). Please refer to Section 5 for a list of everything an Authorised Representative can do in relation to your account.

Authorised representative

Should person no. 1 be registered for internet banking? Yes No

Please note: In order to be registered for internet banking person no. 1's email address and mobile phone number must be supplied in Section 2.1b.

Note for entity account holders:

If the individual identified in this section is a controlling person of the account holder (including, in the case of a trust, each settlor, trustee and beneficiary), and the account holder is a Passive NFE or a financial institution that is an investment entity located in a non participating jurisdiction and managed by another financial institution, the controlling person is required to complete a **Self-certification (controlling person) form**. This form can be downloaded from the ME website mebank.com.au and must be returned to us with this Business change of details form. (For more information consult your tax adviser or the Common Reporting Standard website oecd.org)

Section 2.1b – person no. 1 continued (to be completed by person no. 1)

Please have person no. 1 complete this section.

Residential address (PO boxes not accepted)

	State	Postcode
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Mailing address

	State	Postcode
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Date of birth

D	D	M	M	Y	Y	Y	Y
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Gender

Male Female

Email address

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Mobile phone

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Home phone

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Work phone

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

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Occupation

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Are you already a ME customer? No Yes – go to section 6

Are you an Australian citizen? No Yes – go to the 'Identification document' section

Are you a permanent resident? No Yes

Identification document

Driver's License or permit Number (Australian only)

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Driver's license card Number

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State of issue

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Driver's license expiry date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Passport (Australian or foreign*)

Passport number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country of issue

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Passport expiry date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Visa subclass details

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*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 add you to the 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.

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 (Not applicable if entity is registered as Charity).

No, I will send my certified ID to ME.

Please send your certified ID along with this form. Refer to the supporting document section of this form for details on document certification.

Person no. 1 signature

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Section 2.2a – person no. 2

Relationship to account holder:

Director Proprietor Partner Trustee Other (please specify)

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

Given name(s)

Family name

Appointment to operate on the account

Authorised representative

Should person no. 2 be registered for internet banking? Yes No

Please note: In order to be registered for internet banking person no. 2's email address and mobile phone number must be supplied in Section 2.2b.

Note for entity account holders:

If the individual identified in this section is a controlling person of the account holder (including, in the case of a trust, each settlor, trustee and beneficiary), and the account holder is a Passive NFE or a financial institution that is an investment entity located in a non participating jurisdiction and managed by another financial institution, the controlling person is required to complete a **Self-certification (controlling person) form**. This form can be downloaded from the ME website mebank.com.au and must be returned to us with this change of details form. (For more information consult your tax adviser or the Common Reporting Standard website oecd.org)

Section 2.2b – person no. 2 continued (to be completed by person no. 2)

Please have person no. 2 complete this section.

Residential address (PO boxes not accepted)

State Postcode

Mailing address

State Postcode

Date of birth

Gender

Email address

Male Female

Mobile phone

Home phone

Work phone

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

Occupation

Are you already a ME customer? No Yes – go to section 6

Are you an Australian citizen? No Yes – go to the 'Identification document' section

Are you a permanent resident? No Yes

Identification document

Driver's License or permit Number (Australian only)

Driver's license Card Number

State of issue

Driver's license expiry date

Passport (Australian or foreign*)

Passport number

Country of issue

Passport expiry date

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 add you to the 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.

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. Note: Not applicable if entity is registered as charity

No, I will send my certified ID to ME.

Please send your certified ID along with this form. Refer to the supporting document section of this form for details on document certification.

Person no. 2 signature

Section 2.3a - person no. 3

Relationship to account holder:

Director Proprietor Partner Trustee Other (please specify)

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

Given name(s)

Family name

Appointment to operate on the account

Authorised representative

Should person no. 3 be registered for internet banking? Yes No

Please note: In order to be registered for internet banking person no. 3's email address and mobile phone number must be supplied in Section 2.2b.

Note for entity account holders:

If the individual identified in this section is a controlling person of the account holder (including, in the case of a trust, each settlor, trustee and beneficiary), and the account holder is a Passive NFE or a financial institution that is an investment entity located in a non participating jurisdiction and managed by another financial institution, the controlling person is required to complete a **Self-certification (controlling person) form**. This form can be downloaded from the ME website mebank.com.au and must be returned to us with this change of details form. (For more information consult your tax adviser or the Common Reporting Standard website oecd.org)

Section 2.3b - person no. 3 continued (to be completed by person no. 3)

Please have person no. 3 complete this section.

Residential address (PO boxes not accepted)

State Postcode

Mailing address

State Postcode

Date of birth

Gender

Email address

Male Female

Mobile phone

Home phone

Work phone

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

Occupation

Are you already a ME customer? No Yes - go to section 6

Are you an Australian citizen? No Yes - go to the 'Identification document' section

Are you a permanent resident? No Yes

Identification document

Driver's License or permit Number (Australian only)

Driver's license Card Number

State of issue

Driver's license expiry date

Passport (Australian or foreign*)

Passport number

Country of issue

Passport expiry date

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 add you to the 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.

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. Note: Not applicable if entity is registered as charity

No, I will send my certified ID to ME.

Please send your certified ID along with this form. Refer to the supporting document section of this form for details on document certification.

Person no. 3 signature

Section 3 – remove authorised representative(s): (only to be completed by the account holder).

Only the account holder may complete this section.

Please complete to cancel an authorised representative(s) access to the account.

Authorised representative 1 Full name:

Position/Title:

Authorised representative 2 Full name:

Position/Title:

Authorised representative 3 Full name:

Position/Title:

Authorised representative 4 Full name:

Position/Title:

Note: any standing instruction or other instructions given to us by person(s) affected by the above cancellation (such as future-dated payments) will be processed unless those instructions are cancelled by the account holder or an authorised representative not affected by the cancellation or suspension.

Section 4 – remove designated user(s).

Please complete to cancel a designated user(s) access to the account.

Designated user 1 Full name:

Position/Title:

Designated user 2 Full name:

Position/Title:

Designated user 3 Full name:

Position/Title:

Designated user 4 Full name:

Position/Title:

Note: any standing instruction or other instructions given to us by person(s) affected by the above cancellation (such as future-dated payments) will be processed unless those instructions are cancelled by the account holder or an authorised representative not affected by the cancellation or suspension.

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 do not want us to do this, please call us on **1300 658 108**.

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**.

Authorised Representative

The account holder may appoint authorised representatives in relation to the account. An authorised representative can do anything the account holder can do in relation to the account (except appoint, or revoke the authority of other authorised representatives) including:

- changing the details of the nominated account;
- changing the maturity instructions;
- changing the interest payment frequency;
- providing us with instructions to withdraw all of the term deposit prior to the maturity date; and
- open additional accounts on the account holder's behalf provided:
 - the new account is to be established in the name of the account holder;
 - the persons authorised to operate the account remain the same as the existing account; and
 - the nominated account remains the same as the nominated account that is linked to the existing account.

Section 6 - signed by the account holder.

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 officer bearer (e.g. the chairman, secretary, treasurer or equivalent officer in each case) to sign in accordance with the rules governing the association.
- **Trust:** All trustees to sign.

Signature 1

Position (if required)

Signature 2

Position (if required)

Print name

Date

Print name

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

*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 (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