



Business savings change of details.

Email: businessadmin@mebank.com.au or fax: (03) 9708 4681

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

Any questions? Call ME on **1300 658 108** or visit mebank.com.au

If you run out of space, please complete the information requested within a second Business savings change of details form or on a separate sheet and return with this 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 account holder
- Appoint authorised representative(s)
- Appoint designated user(s)
- Remove authorised representative(s)
- Remove designated user(s)

Sections 1 and 2 of this form must only be completed by the account holder or an authorised representative.

Section 3 of this form must only be completed by the account holder.

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 online savings account or business term deposit details.

Account name

Please choose on which accounts you would like these changes to apply.

Apply these changes on all business accounts held in the account name stated above – fill out section A below.

Apply these changes on only the specified business accounts held in the account name stated above – fill out section B below.

A – Apply these changes on all accounts.

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

Account number

B – Apply these changes on specified accounts only.

Please provide the account number(s) on which you want these changes to apply.

Account number

Account number

Account number

Account number

Section 1 – change of address for notices.

Registered office address or address of the trust (PO boxes not accepted)

State

Postcode

Address of principal place of business/administration if different to the above (PO boxes not accepted)

State

Postcode

Mailing address

State

Postcode

Email address

Section 2 – account authorised representative(s) or designated user(s).

Section 2.1a – person no. 1 (to be completed by the account holder or existing authorised representative)

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

Please select if you would like person no. 1 to be an authorised representative or designated user on your account(s). 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 or designated user 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.

Authorised representative Designated user

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

Please note: In order to be registered for internet and phone 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)

[Address field]
[State field] [Postcode field]

Date of birth [D][D][M][M][Y][Y][Y][Y] Gender Male Female Email address [Field]

Mobile phone [Field] Home phone ([Field]) [Field] Work phone ([Field]) [Field]

Are you already a ME customer?
 No – Please answer questions below Yes – Please go to the end of this section and provide a signature

Password (used to verify your identity when you call us) [Field] Driver’s licence number [Field]

Occupation [Field]

Are you an Australian citizen?
 No Yes – go to Verifying your identity
(complete the information below if you are **not** an Australian citizen)

Are you a permanent resident?
 No Yes
Current passport number [Field] Country of issue [Field] Visa subclass details [Field]

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. If you don’t want your credit information file used as part of your identity verification, you can present identification documents in person at Australia Post.

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.
 No, verify my identity in person at Australia Post.

Person no. 1 signature [Field]

Section 2.2a - person no. 2 (to be completed by the account holder or existing authorised representative)

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

Please select if you would like person no. 2 to be an authorised representative or designated user on your account(s).

Authorised representative Designated user

Should person no. 2 be registered for internet and phone banking? (not applicable if the account is 'two to sign') Yes No

Please note: In order to be registered for internet and phone 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

Date of birth

Gender

Email address

Male Female

Mobile phone

Home phone

Work phone

Are you a current ME customer?

No - Please answer questions below Yes - Please go to the end of this section and provide a signature

PASSWORD (used to verify your identity when you call us)

Driver's licence number

Occupation

Are you an Australian citizen?

No Yes - go to Verifying your identity

(complete the information below if you are **not** an Australian citizen)

Are you a permanent resident?

No Yes

Current passport number

Country of issue

Visa subclass details

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. If you don't want your credit information file used as part of your identity verification, you can present identification documents in person at Australia Post.

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.

No, verify my identity in person at Australia Post.

Person no. 2 signature

Section 2.3a - person no. 3 (to be completed by the account holder or existing authorised representative)

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

Please select if you would like person no. 2 to be an authorised representative or designated user on your account(s).

Authorised representative Designated user

Should person no. 2 be registered for internet and phone banking? (not applicable if the account is 'two to sign') Yes No

Please note: In order to be registered for internet and phone 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 2.3b - 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

Date of birth

Gender

Email address

Male Female

Mobile phone

Home phone

Work phone

Are you a current ME customer?

No - Please answer questions below Yes - Please go to the end of this section and provide a signature

Password (used to verify your identity when you call us)

Driver's licence number

Occupation

Are you an Australian citizen?

No Yes - go to Verifying your identity

(complete the information below if you are **not** an Australian citizen)

Are you a permanent resident?

No Yes

Current passport number

Country of issue

Visa subclass details

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. If you don't want your credit information file used as part of your identity verification, you can present identification documents in person at Australia Post.

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.

No, verify my identity in person at Australia Post.

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:

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:

Designated user 5 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** 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 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 he or she is 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).
- **Union:** Authorised representative(s) to sign in accordance with the registered rules of the union.
- **Incorporated association:** Minimum of two office bearers (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.
- **Government body:** Individuals authorised by the relevant government body.

Signature 1

Position (if required)

Signature 2

Position (if required)

Print name

Date

Print name

Date