



# Change of business term deposit details.

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

An Account Holder or an Authorised Representative can use this form to:

- change the Business Term Deposit maturity instructions – complete **sections 1, 2a + 2b** and **5**;
- change the nominated account linked to the Business Term Deposit – complete **sections 1, 3** and **5**;
- break the Business Term Deposit, 31 days notice is required for Term Deposits opened or reinvested on or after 29 May 2016. – complete **sections 1, 4** and **5**.

## Section 1 – business term deposit details.

Account number

Name(s) of account holder(s)

## Section 2 – change of maturity instructions.

- To change your maturity instructions we'll need to receive this form at least **two business days** prior to maturity.
- If you miss the **two business days** cut-off, any changes within the seven day cooling-off period will require this business term deposit to be closed and a new one created, if applicable.
- No Early Withdrawal Interest Adjustment will be applied if you contact us to withdraw funds within seven days (cooling-off period) after reinvesting your business term deposit.
- If all or part of your investment is to be paid out on a weekend or non-business day, we will transfer the funds to your nominated account the next business day. If your nominated account is with another financial institution, you may experience an additional delay before the funds are available to you.

## Section 2a – what would you like to happen at maturity?

### Principal amount and interest

Reinvest principal amount and interest (if all interest is paid at maturity) for a new term of   months

### Principal amount only (your accrued interest will be paid to your nominated account)

Reinvest principal amount only for a new term of   months

### Adding to your term deposit

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

### Partial reinvestment

Reinvest \$         for a new term of   months and have the balance paid to my nominated account.

### Close term deposit (the principal and any interest will be paid to your nominated account)

Close my term deposit

## Section 2b – select your interest payment frequency.

Please select one of the following options:

At maturity only (for terms 12 months or less)  Monthly and at maturity  Yearly and at maturity

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 – change of nominated account.

To change your nominated account we must receive this completed form at least **two business days** prior to maturity.

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

Account number

Please note:

- These details should appear as they do on the nominated account statement.
- The nominated account must be in the name of the account holder and where the Business Term Deposit is held jointly, in the name of the joint account holders
- If your nominated account is a joint account please ensure the account authority is for either party to operate.
- If you are changing your nominated account and it is from another bank or institution, please include a copy of your bank statement to help verify your ownership of this account.

### Section 4 – break request.

To withdraw from your Business Term Deposit before maturity requires 31 days notice, if your business term deposit was opened or reinvested on or after 29 May 2016. If your request is received less than 31 days prior to the maturity of your business term deposit we will transfer funds on your maturity date.

For business term deposits opened or reinvested prior to 29 May 2016 no notice period applies.

If you withdraw your Business Term Deposit prior to maturity, we will reduce the fixed interest rate by the Early Withdrawal Interest Adjustment. This means that you will earn less interest and may even be required to repay interest already paid to you by way of deduction to the account balance.

I/We wish to withdraw my/our Business Term Deposit plus any accrued interest, allowing for any Early Withdrawal Interest Adjustment and the required 31 day notice period (if applicable), and have it paid to my/our nominated account prior to maturity.

Once we receive your signed instructions, we'll close your Business Term Deposit for term deposits opened or reinvested prior to 29 May 2016. Otherwise we'll close your Business Term Deposit 31 days after we receive your signed instructions.

### Section 5 – declaration.

1. I/We request and consent to the changes being made to the Business Term Deposit as detailed in this form.
2. If I/we have specified an account with an external financial institution as the nominated account in section 3, I/we authorise Members Equity Bank Limited (User I.D. 185871) through the Bulk Electronic Clearing System, to arrange for funds to be debited from this nominated account and credited to the Business Term Deposit in accordance with my/our future instructions. I/We acknowledge that the above direct debit arrangement is governed by the terms of the Direct Debit Request Service Agreement contained in the Terms and Conditions for the Business Term Deposit.

### Signed by an authorised representative for and on behalf of the account holder.

Signature

Print name

Position

Date

OR

### Signed by the account holder.

Please follow the instructions below to sign this form:

- **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.

Signature 1

Print name

Position

Date

Signature 2

Print name

Position

Date