



# A helpful guide to completing the Making Changes to Accounts for Organisations

This guide will ensure you have all the right information to enable Westpac to update your account quickly and efficiently and make sure we get it right the first time for you.

If you have any questions about this form please let us know.

## Is this the correct Making Changes form?

- You have the correct form if the account is a company; trust; partnership; society; or sole trader.

## How many signatories will there be?

- If you are adding more than two signatories, ask for a Schedule of extra signatories form

## What's the difference between an Account Holder and a Signatory?

For the purposes of this form, the Account Holder is the person(s) authorised to act on behalf of the Account Holder organisation, including for the purposes of opening accounts and appointing signatories for an account, and are normally one of the following:

- a director of a Company;
- a partner in a Partnership;
- a trustee of a Trust; or
- an appointed/elected officer of a Society (Chairperson, Secretary or Treasurer).

A Signatory is authorised by the Account Holder to operate the specific account(s) in accordance with the signing rule (e.g. make payments and view transactions). An Account Holder may or may not choose to be a Signatory.

## What supporting documentation will I need?

- Westpac is, or may be, required to verify the identity of the people listed in this form and certain other information provided in this form. Please refer to Westpac's list of acceptable verification documentation available at [www.westpac.co.nz/aml](http://www.westpac.co.nz/aml).
- Where the signatory holds a particular office within the Account Holder organisation and, by virtue of holding that office, can act on behalf of the organisation, we may need to sight evidence of their appointment or removal.

Examples of what we may require is:

- a company director: Westpac will check the director's details against the information registered on the Companies Office website; or
- a Treasurer of a society being removed: Westpac will need to see the minutes from the meeting at which the new Treasurer was appointed, signed by the Chairperson, previous Treasurer and Secretary. These officers should already be signatories on the account.

## What happens if all or some of the signatories we are adding are unable to come into the branch?

- Signatories can call into any Westpac branch in New Zealand to complete this form, but it's best to organise this with one branch first, so that we can get it right for you the first time.
- While it's preferable that we sight the original identification document along with the signatory, we realise this is not always possible. In these cases, a certified copy of the original document will be sufficient.

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## Section A – Tell us your existing account details

- If the changes are to apply across more than one account, and the signatories and the signing rules are the same for all of those accounts, please ask for a Schedule of extra account numbers and fill in the details of the additional account numbers to which the changes will apply. This Schedule will form part of the Making Changes to Account form.
- If the changes are to include your Foreign Currency Account(s) or Foreign Currency Term Deposit, please enter your account information in this section.

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## Section B – Tell us what you want to do

- You can choose more than one option.
- Once you've chosen your option(s), it's important to complete all the applicable sections so that it does not delay your requested changes.

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## Section C - Signing Rules

- This tells us who the Account Holder(s) has authorised to operate the organisation's accounts.
  - If this section is not completed we will default to the existing signing rule held.
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## Section D – Full replacement or adding extra signatories

- Treat all fields as mandatory. The more contact information we have the easier it is for us to contact you when there is an issue. Where, for example, you don't have a fax please write N/A.
- Each signatory's mobile and email, if applicable, are important should we need to contact anyone urgently regarding the organisation's account, so please ensure these fields are completed.
- If you are advising a change of contact details for your organisation, please just complete the relevant fields in Section G of the Making Changes to Account form.
- If you are adding another Account Holder (e.g. a director of a company), you need to make this clear on the form under Designation. Westpac will also require evidence from the organisation.
- If you are unsure, please call us.

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## Section E – Change of Name

- As this can sometimes be a fundamental change to the account we may require to sight the relevant documentation such as:
  - Company Certificate of Incorporation or Re-registration
  - Incorporated Society Certificate of Incorporation or Re-registration
  - Club or Group Copy of the minutes signed by the President, Secretary and Treasurer. (unincorporated society)
  - Partnership (formal) Deed of variation to Partnership, evidencing the change
  - Partnership (not formal) Letter of confirmation from IRD regarding IRD / GST number
  - Trust Alteration of Trust Deed, evidencing the change
- If you are just changing the trading name of the organisation, Westpac will not need to sight any additional evidence outside of the Making Changes to Account form.
- If you're still unsure, please call us.

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## Section F – Removing signatories

- If the signatory being removed is also an Account Holder, they may need to sign section J to authorise this change.
- Ensure any card, phone or online banking channel is updated to ensure the signatory being removed has no further access to your organisation's account.

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## Section G – Contact Details

- This will change the contact details on the account mentioned in Section A and the accounts mentioned in the Schedule of extra account numbers (if any).

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## Section H – Tax details for sole traders

- This information is required to capture foreign tax information for sole traders.

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## Section J – Authorising changes

- Only the Account Holder(s) can sign this section.
- The signing rule does not determine how many Account Holders need to authorise the changes.
- Westpac will first check our records to ascertain who is authorised to make these changes. In the absence of any clear instructions, Westpac requires this section to be signed in accordance with any rules, requirements or internal policies of the Account Holder entity, such as those specified in a constitution or trust deed.
- A minimum of two Account Holders must sign this section, unless for example the account is a sole Director company.

If you have any further questions please either call us on 0800 400 600, contact your relationship manager or talk to one of our staff at any Westpac branch. Don't forget to ask for our General Terms and Conditions brochure.

Please fill out pages 3-4. You can tab between fields and can mouse click on the options. You're unable to save data typed into this form. Please print out your completed form so that it can be signed and sent on to Westpac.



# Making Changes to Accounts for Organisations

## Westpac use only

Date \_\_\_\_\_ Authority no.

Tick if a Schedule of extra signatories or a Schedule of extra account numbers is attached. If there is more than one schedule enter the number of schedules attached.

### A: Tell us your existing details

Legal name of account (company / organisation / club / society / trust / partnership)

Trading name (if different from above)

Account number

tick here for all suffixes

OR for specific suffixes

Customer Foreign Currency Account

This changes all CFCA accounts under this number

FCTD - Account Number

### B: Tell us what you want to do

Please tick at least one box.

- Full replacement** – Complete sections A, B, C, D & J. Sole traders must also complete section H. This will remove all existing signing rules and signatories (including Account Holders) and replace them with what has been completed on this form.
- Add a signatory** – Complete sections A, B, D & J. This will add a signatory or signatories to your existing authority. They will have authority to operate the account in accordance with the current signing rule.
- Change of signing rule** – Complete sections A, B, C & J
- Change of name** – Complete sections A, B, E & J. Refer to documentation requirements in section E to support changes. If there is a change in ownership, a new account application is required.
- Remove a signatory** – Complete sections A, B, F & J. Ensure any access via Phone, Online Banking or Card is removed.
- Change of contact details** – Complete sections A, B, G & J. This will only change the contact details of the Account(s) set out in Section A and in the Schedule of Extra signatories (if any).

### C: Signing Rules

This tells us how signatories can operate the above accounts

Please tick just ONE box. If you don't tick anything, we will default to the existing signing rule held.

- anyone can sign by themselves
- OR  at least \_\_\_\_\_ must sign together
- OR  all signatories must sign together

Note: If you choose a rule that requires more than one signature and in an event such as death or removal of a signatory that would result in insufficient signatories to enable signing in accordance with this rule, then all remaining signatories must sign together until such time as the relevant Account Holders expressly change the rules.

### D: Full replacement or Adding Extra Signatories

Each signatory must complete all the fields.

Ask for a Schedule of extra signatories if there are more than two signatories.

† If you are using a New Zealand Driver's Licence, please also supply the card version number. If you are using a passport, please supply the country of issue.

Westpac is, or may be, required to verify the identity of the extra signatories. Please refer to Westpac's list of acceptable verification documentation available at [www.westpac.co.nz/AML](http://www.westpac.co.nz/AML).

Mr  Mrs  Miss  Ms  Other (please specify)

First name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to customer \_\_\_\_\_

Phone number: Daytime AREA CODE NUMBER Home AREA CODE NUMBER Fax AREA CODE NUMBER

Primary Email \_\_\_\_\_ Secondary Email \_\_\_\_\_

ID type \_\_\_\_\_ ID no.† \_\_\_\_\_ Expiry \_\_\_\_\_

ID type \_\_\_\_\_ ID no.† \_\_\_\_\_ Expiry \_\_\_\_\_

Home address NUMBER & STREET \_\_\_\_\_

SUBURB \_\_\_\_\_ TOWN/CITY \_\_\_\_\_

Date of birth   /   /

Occupation \_\_\_\_\_

Signature \_\_\_\_\_ Date   /   /

By signing you are bound by the conditions on the reverse and Westpac's General Terms and Conditions.

Mr  Mrs  Miss  Ms  Other (please specify)

First name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Relationship to customer \_\_\_\_\_

Phone number: Daytime AREA CODE NUMBER Home AREA CODE NUMBER Fax AREA CODE NUMBER

Primary Email \_\_\_\_\_ Secondary Email \_\_\_\_\_

ID type \_\_\_\_\_ ID no.† \_\_\_\_\_ Expiry \_\_\_\_\_

ID type \_\_\_\_\_ ID no.† \_\_\_\_\_ Expiry \_\_\_\_\_

Home address NUMBER & STREET \_\_\_\_\_

SUBURB \_\_\_\_\_ TOWN/CITY \_\_\_\_\_

Date of birth   /   /

Occupation \_\_\_\_\_

Signature \_\_\_\_\_ Date   /   /

By signing you are bound by the conditions on the reverse and Westpac's General Terms and Conditions.

## E: Change of name

### Change Legal Name to:

If the legal name of the Account Holder(s) has changed, please supply evidence of the change of name of Company/Organisation/club/society/trust /partnership you wish to change (e.g. Deed of Variation/Certificate of Incorporation/Alteration of Trust Deed/meeting minutes etc)  
If there is a change in ownership, please call us before completing this form.

Registration number (if any)

### Change Trading Name to:

If changing the trading name of the Account Holder only, the Account Holder(s) need only sign Section J – Authorising changes.

## F: Removing signatories

If the signatory being removed is authorised to sign on behalf of the Account Holder they may be required to sign Section J: Authorising Changes.

Ensure any card, phone or online banking channel is updated to ensure the signatory being removed has no further access to your organisation's account.

Full Name

Full Name

## G: Contact details

Phone number AREA CODE NUMBER

Fax AREA CODE NUMBER

Email

Mailing address NUMBER & STREET

SUBURB

TOWN/CITY

Location address NUMBER & STREET

SUBURB

TOWN/CITY

Westpac may be required to verify your new address. Please refer to Westpac's list of acceptable verification documentation available at [www.westpac.co.nz/AML](http://www.westpac.co.nz/AML).

## H: Tax details for sole traders

Please complete all fields.

Are you a US citizen?  Yes  No

Main country of tax residency\* THIS IS THE MAIN COUNTRY WHICH HAS THE RIGHT TO TAX YOUR WORLDWIDE INCOME

Additional country(s) of tax residency (if any) LIST THE ADDITIONAL COUNTRY(S) OF WHICH YOU ARE A TAX RESIDENT

Foreign Tax Identification Number(s)<sup>o</sup> (FIN) YOUR IDENTIFICATION NUMBER FOR TAX PURPOSES IN A PARTICULAR COUNTRY

<sup>A</sup> You will be a US citizen if you were born in the US or have acquired US citizenship, unless you have formally renounced your US citizenship

<sup>B</sup> The country listed will determine the tax rate applied to your products. Please contact your tax advisor if you are unsure

<sup>C</sup> If you are a US citizen or tax resident, the FIN section must be completed with your social security number or individual tax identification number

## I: Declaration

### I/We

- agree to be bound by the terms and conditions set out in this application in addition to any other conditions which may apply
- acknowledge having been provided with the Westpac General Terms and Conditions brochure and agree to be bound by the terms set out in the brochure as amended or replaced from time to time
- agree to read the Westpac General Terms and Conditions brochure as it contains important statements about my/our rights and obligations
- certify that all information supplied in this application, including the Schedule of Extra Signatories (if any) is true, correct and complete in every respect and understand that if it is not true, correct and complete, this application may be declined and/or I/we may be liable to Westpac.

### I/We authorise

- the signatories named in this authority and the Schedule of Extra Signatories (if any) to operate this account(s) and do everything relating to your relationship with Westpac for this account(s) (this is called the banker/customer relationship), and as provided in the Westpac General Terms and Conditions
- other signatories to be added to or removed from this authority
- this authority is to apply to the accounts overpage in Section A and in the Schedule of Extra Account numbers (if any) – subject to your signing rule – and nobody can delegate the authority you have given them.

### Receiving and acting on instructions by fax, phone, electronic communication or other means

As part of doing business, Westpac may communicate with you by fax, phone, electronic communication and may accept telephone, facsimile, electronic communication or other instructions in the course of the banker/customer relationship

However, Westpac:

- is not obliged to accept them
- will not be liable to you or any other party if the instructions are unauthorised, forged or fraudulently given and Westpac could not have reasonably detected that from the instructions received.

### I/We indemnify Westpac

to the maximum extent permitted by law I/We will indemnify Westpac for its losses in acting on such instructions.

### Adding or removing signatories to/from the authority

Additional signatories may be appointed and any signatory may be removed only by notice in writing to Westpac signed in the same manner by the Account Holder(s) as this form.

I/We confirm everything is correct and I/we have read and accepted Westpac's terms and conditions in section I.

A minimum of two Account Holders (e.g. Directors, Trustees, elected or appointed officials) must sign this section, unless the Account Holder is, for example, a sole Director company.

The signing rule does not determine how many Account Holders need to authorise these changes.

Persons authorised to act on behalf of the Account Holder organisation must sign in accordance with any rules, requirements or internal policies of the organisation, such as those specified in a constitution or trust deed.

Written evidence will be required where the Account Holder is either not known by Westpac or we are unclear on who can authorise these changes.

Full Name

Designation

Signature

Date   /   /

By signing you are authorising all changes contained in this document to be made to the account and confirming that you remain bound by the declaration in section H.

Full Name

Designation

Signature

Date   /   /

By signing you are authorising all changes contained in this document to be made to the account and confirming that you remain bound by the declaration in section I.

## Westpac use only

Branch to complete  
(if CFCA or FCD involved)

Branch No.  Salary No.   
Once account details have been verified  
Scan and email form to NZIO Static Data

TDC to complete

Support centre salary no.   
Date received

### Please tick when completed. Otherwise leave blank

- All relevant sections have been completed
- Sales Customer updated
- Phone/Online Banking updated
- Debit / Credit cards updated
- Cheque/deposit book updated