



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 four 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?

- We may be required to verify the identity of the people listed and other information provided in this form. Please refer to Westpac's list of acceptable verification documentation available at 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.

<p>Section A Tell us your existing account details</p>	<ul style="list-style-type: none"> - 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 your account is on a Base Account Authority any changes will apply to all accounts on the base number. - If the changes are to include your Foreign Currency Account(s) or Foreign Currency Term Deposit, please enter your account information in this section.
<p>Section B Tell us what you want to do</p>	<ul style="list-style-type: none"> - 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.
<p>Section C Signing Rules</p>	<ul style="list-style-type: none"> - 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.
<p>Section D Full replacement or adding extra signatories</p>	<ul style="list-style-type: none"> - 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.
<p>Section E Change of Name</p>	<ul style="list-style-type: none"> - As this can sometimes be a fundamental change to the account we may require to sight the relevant documentation such as: <ul style="list-style-type: none"> > 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 Accounts for Organisations form. - If you're still unsure, please call us.

Section F Removing signatories	<ul style="list-style-type: none"> - 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.
Section G Contact Details	<ul style="list-style-type: none"> - 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).
Section H Tax details for sole traders	<ul style="list-style-type: none"> - This information is required to capture foreign tax information for sole traders. If tax information for other organisations have changed please contact us for the relevant form.
Section J Authorising changes	<ul style="list-style-type: none"> - 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 3-6. 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.



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.

Making Changes to Accounts for Organisations

A. Tell us your existing details

Legal name of account COMPANY/ORGANISATION/CLUB/SOCIETY/TRUST/PARTNERSHIP

Trading name (if different from above)

Account number

Base Number

tick here for all suffixes OR for specific suffixes , , ,

If your account is on a Base Account Authority the changes will apply to all suffixes.

Customer Foreign Currency Account

A**L****L**

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
- Any two to sign together OR
- Any three to sign together OR
- All signatories must sign together

Note: These rules do not apply to your use of our online platforms. Those rules will need to be updated separately.

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 four 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.

By signing you are declaring and agreeing to the statements in Section I.

We may be required to verify the identity of the extra signatories listed and certain other information provided in this form. Please refer to Westpac's list of acceptable verification documentation available at westpac.co.nz/AML

Signatory 1 Mr Mrs Miss Ms Other (please specify) Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Relationship to customer Email

Phone Number HOME MOBILE

ID type *ID no. Expiry DD / MM / YYYY

ID type *ID no. Expiry DD / MM / YYYY

Home address NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Occupation

Signature Date DD / MM / YYYY

Signatory 2 Mr Mrs Miss Ms Other (please specify) Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Relationship to customer Email

Phone Number HOME MOBILE

ID type *ID no. Expiry DD / MM / YYYY

ID type *ID no. Expiry DD / MM / YYYY

Home address NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Occupation

Signature Date DD / MM / YYYY

Signatory 3 Mr Mrs Miss Ms Other (please specify) Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Relationship to customer Email

Phone Number HOME MOBILE

ID type *ID no. Expiry DD / MM / YYYY

ID type *ID no. Expiry DD / MM / YYYY

Home address NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Occupation

Signature Date DD / MM / YYYY

Signatory 4 Mr Mrs Miss Ms Other (please specify) Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Relationship to customer Email

Phone Number HOME MOBILE

ID type *ID no. Expiry DD / MM / YYYY

ID type *ID no. Expiry DD / MM / YYYY

Home address NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Occupation

Signature Date DD / MM / YYYY

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 (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

Westpac may be required to verify your new address. Please refer to Westpac's list of acceptable verification documentation available at westpac.co.nz/AML.

Phone Number HOME

MOBILE

Email

Mailing address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

Location address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

H. Tax details for sole traders

Please complete all fields.

Other organisations should complete the Organisation Customer Foreign Tax Information form.

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) (TIN) YOUR IDENTIFICATION NUMBER FOR TAX PURPOSES IN A PARTICULAR COUNTRY

If you do not have a TIN, please select the reason: TIN not issued by this country
 Country has not issued a TIN to me (e.g. I am under age)

^ 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.

~ The country listed will determine the tax rate applied to your products. Please contact your tax advisor if you are unsure.

* If you are a US citizen or tax resident, the TIN section must be completed with your social security number or individual tax identification number.

I. Declaration

You certify that all information supplied in this form is true, correct and complete. Westpac is committed to your privacy and has a Privacy Policy which explains how Westpac collects, stores, protects and uses your personal information.

You confirm that you have the authority to sign this form on behalf of the Account Holder organisation, and that you are authorised to provide the personal information included in this form.

You agree:

- only the Account Holder can change this Authority, Signatories cannot do so. Changes can only be made by notice to Westpac in writing. No Signatory can delegate the authority given to them;
- to notify Westpac of a change in details (including your name, registered office, telephone, mobile or facsimile numbers and email address) and changes in circumstances, including those affecting account ownership and changes relating to the tax residency information provided; and
- to be bound by the terms and conditions in this form, the Westpac General Terms and Conditions and terms and conditions relating to specific products and services provided to you by Westpac or any of its related companies (the "Westpac Group").

A copy of the Westpac General Terms and Conditions, specific product and service terms and conditions and the Westpac Privacy Policy is available at any Westpac branch or online at westpac.co.nz

You authorise:

- the Signatories to operate the account(s) in accordance with the signing Rules specified at section C and in the nature of a banker/customer relationship as provided in the Westpac General Terms and Conditions. This extends to accessing and transacting on the account(s) – it does not extend, unless they are also Account Holders, to opening other accounts, applying for certain additional products (such as loan or overdraft facilities), or agreeing to changes to certain existing products relating to the account(s); and
- Westpac to send you electronic messages about Westpac's, and selected third parties, special offers, rewards programmes, products and services, corporate news and request for feedback. Your consent to such electronic messages is contained in the Westpac Privacy Policy.

In respect of accounts operating under a Base Account Authority (one authority governing multiple accounts), you agree:

- this Authority will apply to all accounts opened now or in the future on the Base Number specified at the top of this form ("BAA Accounts");
- Westpac may accept instructions from any one Account Holder in respect of all matters relating to the BAA Accounts, including to open a new account on the Base Number specified on this form, if the Rules specified at section B do not require all signatories to sign together.

J. Authorising changes

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

- If signed by a Company, this document must be signed by a minimum of two Directors or by the sole Director. In all other cases this form must be signed by all Account Holders (eg Trustees, Partners, Officers).
- 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.

Authorised Signatory FULL NAME

Designation _____

Signature _____

Date DD / MM / YYYY

By signing you are authorising all changes contained in this document to be made to the account(s) in Section A and in the Schedule of extra account numbers (if any) and confirming that you remain bound by the Declaration in Section I.

Authorised Signatory FULL NAME

Designation _____

Signature _____

Date DD / MM / YYYY

By signing you are authorising all changes contained in this document to be made to the account(s) in Section A and in the Schedule of extra account numbers (if any) and confirming that you remain bound by the Declaration in Section I.

Westpac use only	
Branch to complete (if CFCA or FCD involved)	<u>Branch No.</u> _____
	<u>Salary No.</u> _____
TDC to complete	Once account details have been verified Scan and email form to NZIO Static Data.
	<u>Support centre salary no.</u> _____
	<u>Date received</u> _____
	Please tick when completed. Otherwise leave blank
	<input type="radio"/> All relevant sections have been completed
	<input type="radio"/> Sales Customer updated
	<input type="radio"/> Phone/Online Banking updated
	<input type="radio"/> Debit / Credit cards updated
	<input type="radio"/> Cheque/deposit book updated