



Please complete the sections listed next to the changes you'd like to make to your ANZ Internet Banking for Business access or set up. You will need to complete a separate maintenance form for each business/company whose ANZ Internet Banking for Business set up or access you are changing.

Change you'd like to make	Sections to complete
Changing the account your ANZ Internet Banking for Business fees are charged to	1, 2 & 10
Changing the accounts you have linked to ANZ Internet Banking for Business. Note: you will also need to complete section 5 or 6 to give Administrators and/or Authorisers access to any accounts you add	1, 3, 4, 5 & 10
Changing ANZ Internet Banking for Business access for existing Administrators or Authorisers	1, 3, 5 & 10
Adding Administrators or Authorisers to ANZ Internet Banking for Business	1, 3, 6 & 10
Removing Administrators or Authorisers from ANZ Internet Banking for Business	1, 7 & 10

If you have any questions about this form, please speak to your ANZ Manager.

## 1. YOUR BUSINESS DETAILS

Business/company name  ACN/ABN

Registered business address

Registered business address

Suburb/town  State  Postcode  Preferred contact number

## 2. FEE ACCOUNT

Please nominate the transaction account you would like your ANZ Internet Banking for Business fees charged to. The account you nominate must be accessible via ANZ Internet Banking for Business. Depending on when your next fee is due, this change will be effective from the next fee date.

Account name  BSB  Account number

## 3. ACCOUNT DETAILS

Please list the accounts you currently have or would like to have access to via ANZ Internet Banking for Business.

Number	Account name	BSB	Account number
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have or would like to add additional accounts, please copy this page and attach it to your maintenance form.



**4. ADDING OR REMOVING LINKED ACCOUNTS**

**Adding linked accounts**

Referring to the numbers in section 3, please tick the boxes of the accounts you would like added to ANZ Internet Banking for Business access. You will also need to complete either sections 5 or 6 to give Administrators or Authorisers access to these accounts.

1  2  3  4  5  6

**Removing linked accounts**

Referring to the numbers in section 3, please tick the boxes of the accounts you would like removed from ANZ Internet Banking for Business access. If you are removing access to the account that your ANZ Internet Banking for Business fees are currently charged to, you will need to nominate a new fee account in section 2.

1  2  3  4  5  6

**5. CHANGING ACCESS FOR EXISTING ADMINISTRATORS OR AUTHORISERS**

Referring to the numbers in section 3, please tick the boxes of the accounts that you would like added to or removed from each Administrator or Authoriser's access. If you don't select any accounts to be added or removed, the accounts the Administrator or Authoriser can currently access using ANZ Internet Banking for Business won't change.

If you would like to change an Administrator or Authoriser's access level, please select a new access level. If you do not select a new access level, their existing access level will not change.

**Current access level**       Administrator or       Authoriser ( please tick only one selection )

Customer Registration Number (CRN)      Title      Name

**Adding linked accounts**  
Referring to the account numbers in section 3, please tick the boxes of the accounts you would like added to this person's ANZ Internet Banking for Business access.

1  2  3  4  5  6

**Removing linked accounts**  
Referring to the account numbers in section 3, please tick the boxes of the accounts you would like removed from this person's ANZ Internet Banking for Business access.

1  2  3  4  5  6

**New access level**       Administrator or       Authoriser ( please tick only one selection )

**Current access level**       Administrator or       Authoriser ( please tick only one selection )

Customer Registration Number (CRN)      Title      Name

**Adding linked accounts**  
Referring to the account numbers in section 3, please tick the boxes of the accounts you would like added to this person's ANZ Internet Banking for Business access.

1  2  3  4  5  6

**Removing linked accounts**  
Referring to the account numbers in section 3, please tick the boxes of the accounts you would like removed from this person's ANZ Internet Banking for Business access.

1  2  3  4  5  6

**New access level**       Administrator or       Authoriser ( please tick only one selection )

If you would like to change access for more than two Administrators and/or Authorisers, please copy this page and attach it to your maintenance form.



6. ADDING NEW ADMINISTRATORS OR AUTHORISERS

For each person listed below, you can select one of two access levels:

- **Administrator** - Applies for limits, sets up Operators\* and can create, view and authorise transactions
- **Authoriser** - Can create, view and authorise transactions.

\* Operators are created by Administrators within ANZ Internet Banking for Business and therefore not listed on this form. An Operator can create and view transactions which an Administrator or Authoriser can then approve.

Administrator or  Authoriser ( please tick only one selection )

Do you already have an ANZ Security Device?  Yes  No ( please tick selection )

Title  Name  Date of birth

Email address  Preferred contact number

Referring to the numbers in section 3, please tick the boxes of the accounts you wish this person to access via ANZ Internet Banking for Business.

1  2  3  4  5  6

To change the businesses or your personal accounts that are linked to this CRN at any time, simply complete a Customer Registration Number (CRN) linking form which is available from your ANZ Manager or [www.anz.com](http://www.anz.com)

Administrator or  Authoriser ( please tick only one selection )

Do you already have an ANZ Security Device?  Yes  No ( please tick selection )

Title  Name  Date of birth

Email address  Preferred contact number

Referring to the numbers in section 3, please tick the boxes of the accounts you wish this person to access via ANZ Internet Banking for Business.

1  2  3  4  5  6

To change the businesses or your personal accounts that are linked to this CRN at any time, simply complete a Customer Registration Number (CRN) linking form which is available from your ANZ Manager or [www.anz.com](http://www.anz.com)

If you would like to add additional Administrators and/or Authorisers, please copy this page and attach it to your maintenance form.



## 7. REMOVING ADMINISTRATORS OR AUTHORISERS

To remove Administrators or Authorisers so they can no longer access your business's accounts using ANZ Internet Banking for Business, please record their details below. If you would also like to change the authorised signatories on your accounts, please speak to your ANZ Manager or local branch.

Customer Registration Number (CRN)	Title	Name

## 8. IMPORTANT INFORMATION REGARDING PAYEE AND BPAY® DETAILS

Please note: For privacy reasons, current Pay Anyone Payee details will not be transferred over to ANZ Internet Banking for Business and therefore, this information will need to be re-entered. However, existing information such as Pay Anyone Payee details will still be available using previous CRNs.

All Payees (saved in the Pay Anyone Payees List and Employee List) and Bpay® details (saved in the Biller List) saved by an Administrator, Authoriser and Operator while using ANZ Internet Banking for Business will be accessible by all Administrators, Authorisers and Operators for your business, not just an individual user.

For privacy reasons, the business/company should ensure that it only saves Payee or Bpay® details provided to the business for business purposes and does not save Payee details or Bpay® details relating to personal, family or household affairs while using an ANZ Internet Banking for Business CRN. Please also ensure that Administrators, Authorisers and Operators do the same.

\* Registered to Bpay Pty Ltd ABN 69 079 137 518.

## 9. CONFIDENTIAL INFORMATION AND PRIVACY

### 9.1 Confidential Information

"Confidential information" means information acquired by ANZ from and concerning you in the course of the banker-customer relationship between ANZ and you and includes personal information (as defined in sub-clause 9.2) but does not include publicly available information.

By acquiring or continuing to hold the product or service from ANZ, you agree that ANZ and each of its related companies (including subsidiaries) may exchange with each other any confidential information about you for the purposes of:

- Providing, managing or administering your product or service;
- Performing administrative and operational tasks (including risk management, debt recovery, exposure aggregation, systems development and testing, credit scoring, staff training and market or customer satisfaction research);
- Promotion of products or services;
- Complying with regulatory requirements and prudential standards; and
- You authorise ANZ to disclose any confidential information collected by it in the course of your relationship with ANZ to:
  - > Any contractor or service provider ANZ engages to provide services connected with your relationship with ANZ (for example mailing houses or debt collection agencies);
  - > Participants in payments systems (including financial institutions, merchants and payment organisations such as the Australian Payments Clearing Association and the Society for Worldwide Interbank Financial Telecommunication); and
  - > To its alliance partners (and any of its outsourced service providers) to promote their products or services;
  - > Credit reporting agencies;
  - > Insurers and reinsurers;
  - > Your referee(s) (if you have provided referees to ANZ);
  - > Your representative (for example your lawyer, mortgage broker, attorney or executor).

Any contractor, agent or service provider engaged by ANZ is contractually required to only use the confidential information for ANZ purposes and to keep the information confidential.

Where you do not want ANZ or its alliance partners to tell you about their products or services you may withdraw your consent by calling your ANZ Manager.

ANZ may also provide your confidential information to:

- Regulatory bodies, government agencies, law enforcement bodies and courts; and
- Other parties ANZ is authorised or required by law to disclose information to.

### 9.2 Privacy

"Personal information" means information about an individual.

This sub clause applies if you are an individual or if you provide personal information about an individual to ANZ.

When you deal with ANZ, ANZ is likely to collect and use some personal information about you. ANZ explains below when and how ANZ may collect and use your personal information. If you do not provide some or all of the personal information requested, ANZ may be unable to provide you with a product or service.

#### Collection of your personal information by ANZ

ANZ may collect your personal information:

- To provide information about a product or service;
- To consider your request for a product or service;
- To provide you with a product or service;
- To tell you about other products or services;
- To assist in arrangements with other organisations (such as loyalty partners) in relation to the promotion and provision of a product or service;
- To perform administrative and operational tasks (including risk management, debt collection, systems development and testing, credit scoring, staff training and market or customer satisfaction research);
- To prevent or investigate any fraud or crime (or a suspected fraud or crime); and
- As required by relevant laws, regulations, Codes and external payment systems.

#### Accessing your personal information held by ANZ

Subject to the provisions of the Privacy Act, you may access your personal information at any time by calling your ANZ Manager or asking to do so at any ANZ branch. ANZ may charge you a reasonable fee for access.

If you can show that information about you is not accurate, complete and up to date, ANZ must take reasonable steps to ensure it is accurate, complete and up to date.

#### Collecting your sensitive information

ANZ will not collect sensitive information about you, such as health information, without your consent.

#### Where you supply ANZ with personal information about someone else

If you give ANZ personal information about someone else or direct someone else to give their personal information to ANZ, you will show that person a copy of this clause so that they may understand the manner in which their information may be used or disclosed by ANZ.



**10. CUSTOMER AGREEMENT**

By signing below, I/we acknowledge and agree that:

- I/we will be bound by the ANZ Electronic Banking Conditions of Use (a copy of which is contained in the Product Disclosure Statement/Terms and Conditions for the relevant account) when using ANZ Internet Banking for Business and acknowledge having been given an opportunity to read the same;
- Any Payee's details and Bpay® details saved using the ANZ Internet Banking for Business facility will be viewed and available to all users of the ANZ Internet Banking for Business facility. I/we have read, understood and I/we agree to the information in this form in relation to this and also agree that I/we should only save Payee and or Bpay® details in the ANZ Internet Banking for Business facility and not save Payee or Bpay® details relating to personal, family or household affairs in the ANZ Internet Banking for Business facility;
- I/we consent to ANZ collecting and disclosing my/our information in the manner described, and to all matters set out, in the confidential information and privacy declaration set out on this form;
- I/we consent to the fees payable in respect of ANZ Internet Banking for Business (as described in the ANZ Business Banking Transaction Accounts Fees and Charges brochure);
- All persons nominated in sections 5 & 6 of this form are signatories to the account(s) specified on this form (as reflected on the relevant account signing authority for each account);
- I/we agree that the contents of this application are true and correct and that my/our signature(s) evidences my/our understanding of all matters set out in this registration form;
- I/we (as the business/company) are liable for the use of ANZ Internet Banking for Business by any person nominated to be a signatory to any of the accounts specified on this form;
- Electronic access to any account, product or service is subject to any normal banking conditions in addition to those of ANZ Internet Banking for Business.

**Who needs to sign this form:**

- If you're a sole trader, the owner;
- If you're a company, if only one director who is also the only company secretary, that director; if two (2) or more directors by two directors or a director and the company secretary;
- If you're in a partnership, each and every partner;
- If you're a trust, all the trustees in accordance with the trust deed;
- If you're an incorporated association, all signatories in accordance with the constitution. Full Name


Full name of signatory	Office/title	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name of signatory	Office/title	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name of signatory	Office/title	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>


**11. CHECKLIST - IS YOUR FORM READY TO GO?**

Before returning your maintenance form please ensure you have:

- Completed your business details in section 1 (and used a separate maintenance form for each business/company whose ANZ Internet Banking for Business set up or access you are changing)
- Completed the sections that relate to the change(s) you would like to make. The sections you need to complete for each change are listed at the start of this form
- Only requested Administrator or Authoriser access for accounts the person listed is a signatory for
- Had the appropriate people sign the form on behalf of your business in section 10.

Please return all documents to ANZ Personal Loans Fulfillment by either:

 Fax: 1800 304 131, or

 post: Paid 84562 Richmond East VIC 3121