

**A. Member Details**Member Number  Account Name **B. Contact Details**

If you have changed any address or contact details, please contact one of our Member Service Consultants on 1300 654 822.

Email Address Telephone **C. Delete Signatories****Name of Signatories to be deleted from the account**Position Held  Full Given Name(s) Surname  Signature Position Held  Full Given Name(s) Surname  Signature Position Held  Full Given Name(s) Surname  Signature Position Held  Full Given Name(s) Surname  Signature **D. Account Services**

The following service is available to signatories of School Account(s):

- Internet Banking and Phone Banking (Please contact the Bank to register for these services)

**E. New Signatories****Details of New Signatory 1**Existing Bank Member Number (if applicable) Title: Mr Mrs Miss Ms  Date of Birth Full Name: Surname  Given Names Residential Address  Postcode Postal Address  Postcode Email Address Telephone: Home  Work  Mobile Occupation

## E. New Signatories (continued)

I am a member of the School Council and have been approved by Council as a signatory  Position Held

Are you a permanent resident of Australia? Yes  No

Are you a citizen of any country other than Australia? Yes  No  If yes, please list all countries of citizenship

Are you a resident for tax purposes of another country? Yes  No  If yes, please state all countries where tax is payable

**If you ticked Yes, please ensure the Self Certification - Overseas Residency for Tax Purposes form is also completed**

### Details of New Signatory 2

Existing Bank Member Number (if applicable)

Title: Mr  Mrs  Miss  Ms  Date of Birth

Full Name: Surname  Given Names

Residential Address  Postcode

Postal Address  Postcode

Email Address

Telephone: Home  Work  Mobile

Occupation

I am a member of the School Council and have been approved by Council as a signatory  Position Held

Are you a permanent resident of Australia? Yes  No

Are you a citizen of any country other than Australia? Yes  No  If yes, please list all countries of citizenship

Are you a resident for tax purposes of another country? Yes  No  If yes, please state all countries where tax is payable

**If you ticked Yes, please ensure the Self Certification - Overseas Residency for Tax Purposes form is also completed**

## F. Politically Exposed Person

A Politically Exposed Person is an individual or immediate family member, or close associate of the individual who holds, or has held a prominent public position either domestically or internationally in a government body or an international organisation. For example heads of state, country or government, senior politicians, government or political party officials, judicial or military officials, senior foreign representative, ambassador or high commissioner, central bank governor, directors or senior executives of any state enterprise or of international organisations.

With regard to the above definition, do you believe yourself, a member of your immediate family or a close associate, to be a Politically Exposed Person?

**Signatory 1** Yes  No

**Signatory 2** Yes  No

## G. Important Information About Your Privacy

### What information can be used and disclosed?

The Privacy Act allows **Victoria Teachers Limited trading as Bank First** ('we', 'us', 'our') ACN **087 651 769** to use and disclose personal information we collect about you for the primary purpose for which it was collected and for related secondary purposes that you would reasonably expect.

### When and why do we collect information?

Before, during or after the provision of our products and services to you, we may collect your personal information for the purpose of providing products and services to you and managing our business.

Some laws require us to obtain personal information about you before we provide you with particular products or services or process particular transactions in which you are involved – e.g. laws relating to anti-money laundering and counter-terrorism financing, consumer credit, taxation and real property transactions.

If you do not provide us with the personal information that we request, we may not be able to consider your application for credit or provide other products and services.

### Who can give or collect information?

For the purpose of providing products and services to you and managing our business, we may give your personal information to:

- external service providers to us, such as organisations which we use to verify your identity, payment systems operators, mailing houses and research consultants
- insurers and re-insurers, where insurance is provided in connection with our services to you
- superannuation funds, where superannuation services are provided to you
- debt collecting agencies, if you have not repaid a loan as required
- our professional advisors, such as accountants, lawyers and auditors
- your representative, for example, lawyer, mortgage broker, financial advisor or attorney, as authorised by you, or
- government and regulatory authorities, if required or authorised by law.

### Disclosure to overseas recipients

We may disclose your personal information to overseas recipients. The countries in which such recipients are likely to be located include the United States of America, the United Kingdom and countries within Europe.

However, if we do disclose information to overseas recipients, we will do so on the basis that the information will be used only for the purposes set out in this document.

### Personal information about third parties

You represent that, if at any time you supply us with personal information about another person (for example a referee), you are authorised to do so; and you agree to inform that person about who we are, how to contact us, how to obtain our Privacy Policy, and that we will use and disclose their personal information for the purposes set out in this Permission and that they can gain access to that information.

### Security, privacy policy, and marketing preferences

#### Security

We take all reasonable steps to ensure that all your personal information held by us (on our website or otherwise), is protected from misuse, interference and loss, and from unauthorised access, disclosure or modification.

#### Privacy Policy

Our Privacy Policy, located on our website at [bankfirst.com.au](http://bankfirst.com.au), provides additional information about how we handle your personal information. It explains how you can ask for access to personal information we hold about you and seek correction of that information. It also explains how you can complain about a breach of the Privacy Act or the Privacy (Credit Reporting) Code, and how we will deal with your complaint. We will give you a copy of our Privacy Policy on request.

#### Marketing preferences

We may use information about you to inform you about products and services, including those of third parties, unless you ask us not to. We may do so even if you are on the Do Not Call Register, unless you ask us not to.

#### Consumer Data Right

The Consumer Data Right gives you the right to:

- access some of the data (including personal information) held about you by us and by other data holders ('CDR Data')
- consent to an accredited third party accessing your CDR Data held by us, and
- consent to us accessing your CDR Data held by another data holder.

We have a policy about our management of CDR Data which is available through our website. You can also get an electronic or hard copy from us on request.

## H. Consent for Electronic Verification of Identity

The AML/CTF Act requires Bank First to verify your identity prior to banking with us. To verify your identity electronically, the Bank requires your consent for us to provide personal details including your name, address and date of birth to one of our credit reporting bodies including Vix Verify or Equifax who will match those details against those held on their database. The Bank will then receive an overall assessment from the credit reporting body of the matching data which will be used solely for the purpose of verifying your identity, in accordance with the AML/CTF Act. The Bank may also contact the issuer or official record holder (directly or via an approved third party) to verify document details using the Government's Document Verification Service (DVS).

An alternative means of verifying your identity is available using a documentation-based procedure if you choose not to consent to Electronic Verification.

Please tick the box below confirming your authority and consent to electronic verification of your identity

Signatory 1

Signatory 2

## I. New Signatory(ies) to sign below

I declare the details on this form to be true and correct and acknowledge that the Bank will collect information (including personal information) from me as required by the Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) Act 2006 (Cth) and that it may take steps to verify the information it has collected. I understand that it is an offence under the AML/CTF Act to make a false or misleading statement.

Signature 1

Signature 2

Date

Date

## J. Deletion of signatory authorisation

I authorise the names and signatures that appear above to be deleted from the account.

### New signatory authorisation

I declare that Bank First may act upon this authority until it has received my written instructions to the contrary or notice in writing of my death from a person entitled to give such notice. I acknowledge that all actions taken by the authorised signatory(ies) are taken on my behalf. I agree to indemnify the Bank against all claims arising out of the operation of the account(s) by my authorised signatory(ies) provided the Bank has acted within the terms of my authority. I acknowledge that the new signatory(ies) are authorised to operate in addition to any existing signatory(ies).

### Existing Signatories to complete & sign below (The Principal and at least one other existing signatory):

Position Held

Full Given Name(s)

Surname

Signature

Position Held

Full Given Name(s)

Surname

Signature

Position Held

Full Given Name(s)

Surname

Signature

Position Held

Full Given Name(s)

Surname

Signature

Refer to the Financial Services Guide (FSG) and Terms and Conditions brochures available at our branches, on our website [bankfirst.com.au](http://bankfirst.com.au) or by contacting us on **1300 654 822**. These documents should be considered before acquiring a product.