



**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

By signing you are declaring and agreeing to the statements in **Section I**. You also agree that we may collect, store, use and share your personal information in accordance with the Westpac Privacy Policy.

**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

By signing you are declaring and agreeing to the statements in **Section I**. You also agree that we may collect, store, use and share your personal information in accordance with the Westpac Privacy Policy.

**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

By signing you are declaring and agreeing to the statements in **Section I**. You also agree that we may collect, store, use and share your personal information in accordance with the Westpac Privacy Policy.

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**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.

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**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](http://westpac.co.nz/AML).

Phone number HOME

MOBILE

Email

Postal address NUMBER &amp; STREET

SUBURB

TOWN/CITY

POSTCODE

Location address NUMBER &amp; 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  NoMain country of tax residency <sup>~</sup> 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>°</sup> (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)

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

<sup>°</sup> 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.

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## I. Declaration

### Guidance

When we use the term **'Account Holder Organisation'** in this form, we mean the organisation who is opening the Account. Unless the context suggests otherwise, when we use the word **'you'** or **'your'** we mean the Account Holder Organisation.

When we use the term **'Account Holder'**, we mean the person (or people) who is (or are) authorised to act on behalf of the Account Holder Organisation. Normally this will be one of the following (depending on the type of the organisation):

- A director of a Company
- A partner in a Partnership
- A trustee of a Trust
- An appointed or elected officer of a Society – for example a Chairperson, Secretary or Treasurer

When we do anything under or in relation to your account, including where you ask us to do something, we'll act in a fair and reasonable way.

If, at any time, we have a 'Customer Commitment', the commitments in that 'Customer Commitment' do not apply to the terms set out in this form.

A **'Signatory'** is someone who is authorised by the Account Holder to operate the accounts opened on the base number set out above. Signatories can only operate the accounts in accordance with the rule that is selected for Signatories in section C of this form.

A Signatory can access and transact on the accounts – however a Signatory can't:

- Open other accounts
- Apply for additional products (such as loan or overdraft facilities)
- Agree to changes to existing products relating to the Accounts

A Signatory must operate the account themselves – they can't delegate their responsibility to someone else. An Account Holder can also be a Signatory.

By signing this form, each Signatory agrees to all the terms and conditions in this form that relate to Signatories (including relating to what they can and can't do).

Only an Account Holder can change the details of the Authority set out in this form – they can't be changed by a Signatory. This includes adding or removing other Signatories.

Changes to the details set out in this form can only be made by notice to us in writing.

This form can also be used to make changes to accounts held with BT Funds Management (NZ) Limited. If you are making changes to an account with BT Funds Management (NZ) Limited, the terms in this form apply as if all references to **Westpac, we, us** or **our** mean BT Funds Management (NZ) Limited.

When we say 'including' in this form, it means we are providing one or more examples but we aren't limiting what could be included.

### Confirmations

Each Account Holder who signs this form confirms:

- All information supplied in this form is true, correct and complete to the best of their knowledge
- They have the authority to sign this form on behalf of the Account Holder Organisation
- They are authorised to provide the personal information (including relating to the beneficial owners) included in this form

### Authority

The Account Holder Organisation (and each Account Holder who signs this form) authorises the Signatories to operate the accounts in accordance with the rule that is selected in section C of this form.

### Means of Communication

We may communicate with each other electronically.

We have no responsibility to confirm the validity, authenticity, or accuracy of any electronic or telephone communication or instruction that we receive relating to you.

We may act on any electronic or telephone instruction even if those instructions may be:

- Given or transmitted in error
- Fraudulent
- Altered or distorted before or during transmission or instruction.

In some cases, we may not complete an electronic or telephone instruction while we make further enquiries or seek to confirm its authenticity with you.

We will not be liable to anyone if any instructions we receive are not valid, authentic or correct and we could not have reasonably detected that in the circumstances.

### Agreement

By signing this form the Account Holder Organisation agrees:

- All terms set out in this form apply to the use of this account
- To comply with all terms set out in this form and the Westpac General Terms and Conditions
- We may collect, store, use and share your personal information in accordance with the Westpac Privacy Policy
- The Authority set out in this form applies to all accounts opened at any time on the Base Number set out at the top of this form
- We may accept instructions from any one Account Holder for all account related matters – including instructions to open new accounts on the Base Number set out at the top of this form, if the rules in section C do not require the Signatories to sign together
- You'll notify us of any change in details (for example, your contact information or the address of your registered office) or changes in any other information included in this form (including those affecting account ownership and tax residency information)
- We may send you electronic and other forms of messages relating to products and services you hold with us, corporate news, requests for feedback and other information which is important for you to know.

If there's a conflict between the terms set out in this form and the terms of the Westpac General Terms and Conditions, to the extent the terms are about substantially the same thing then the terms set out in this form will apply. If it makes sense for both of the terms to apply then both will apply.

Copies of the Westpac General Terms and Conditions and the Westpac Privacy Policy are available at any of our branches or on our website.

## 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 (e.g. Trustees, Partners, Officers) etc as applicable. If the relevant person has signed at Section D they do not need to sign again here.
- 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 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.

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.

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.

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)

Branch No. \_\_\_\_\_

Salary No. \_\_\_\_\_

#### TDC to complete

Once account details have been verified, scan and email form to NZIO static data.

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
- Deposit book updated



# Guide to completing '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 to help ensure we get it right the first time for you.

## 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](http://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.

<b>Section A</b> Your existing account details	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If your account is on a Base Account Authority, any changes will apply to all accounts on the base number.</li> <li>• If the changes are to include your Foreign Currency Account(s), please enter your account information in this section.</li> </ul>
<b>Section B</b> What you want to do	<ul style="list-style-type: none"> <li>• You can choose more than one option.</li> <li>• 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.</li> </ul>
<b>Section C</b> Signing rules	<ul style="list-style-type: none"> <li>• This tells us who the Account Holder(s) has authorised to operate the organisation's accounts.</li> <li>• If this section is not completed, we will default to the existing signing rule held.</li> </ul>
<b>Section D</b> Full replacement or adding extra signatories	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• If you are unsure, please call us.</li> </ul>
<b>Section E</b> Change of name	<ul style="list-style-type: none"> <li>• 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"> <li>- Company Certificate of Incorporation or Re-registration</li> <li>- Incorporated Society Certificate of Incorporation or Re-registration</li> <li>- Club or Group Copy of the minutes signed by the President, Secretary and Treasurer (unincorporated society)</li> <li>- Partnership (formal) Deed of variation to Partnership, evidencing the change</li> <li>- Partnership (not formal) Letter of confirmation from IRD regarding IRD/GST number</li> <li>- Trust Alteration of Trust Deed, evidencing the change</li> </ul> </li> <li>• 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.</li> <li>• If you're still unsure, please call us.</li> </ul>

<b>Section F</b> Removing signatories	<ul style="list-style-type: none"> <li>• If the signatory being removed is also an Account Holder, they may need to sign section J to authorise this change.</li> <li>• 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.</li> </ul>
<b>Section G</b> Contact details	<ul style="list-style-type: none"> <li>• 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).</li> </ul>
<b>Section H</b> Tax details for sole traders	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Section J</b> Authorising changes	<ul style="list-style-type: none"> <li>• the Account Holder(s) can sign this section.</li> <li>• The signing rule does not determine how many Account Holders need to authorise the changes.</li> <li>• 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.</li> <li>• If signed by a Company, this document must be signed by a minimum of two Directors or by the sole Director.</li> <li>• In all other cases this form must be signed by all Account Holders (e.g. Trustees, Partners, Officers).</li> </ul>

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 1-4. 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.