

## Westpac Notice of Authority

### 1. Branch Name

### 2. Customer Name

*[provide the full names of all individuals, trustees, business proprietors or organisations (company, society, club or association) and Business Reference Number, if applicable]*

### 3. Business Name *(if applicable)*

*(e.g. trading as Bill's Bait Bar)*

### 4. Account Name

*(e.g. XYZ Pty Ltd No. 1 Account)*

Account Number

### 5. Authorisation to the Bank

Please note that I/we have authorised the person(s) whose name(s) and specimen signature(s) appear in the Section **Details of Persons**

**Authorised**, to act on my/our behalf (where this authority is from an organisation, it has been given by a resolution of a legally constituted meeting of the organisation or the directors of the company, as the case may be):

1. To draw cheques and other instruments on any of my/our accounts, if permitted by you.

2. To overdraw any of my/our accounts to the extent permitted by you.

3. To authorise you to make periodical payments or direct debits to any account and debit that account with any charges or costs relating to such payments.

4. In relation to any term or other deposit in my/our name; or in the name of the organisation:

- To place money on deposit;

- To receive payments of deposit moneys and interest;

- To give instructions in relation to any deposit, including instructions on the payments (whether at maturity or otherwise) or renewal of that deposit.

5. In relation to Electronic Banking Services:

- To have access to, make payments from, and transfer funds between any account in my/our name; or in the name of the organisation;

- To complete any task permitted under and in accordance with the Electronic Banking Services Terms and Conditions; and

- To agree to the terms and conditions for any new products/services made available under the Electronic Banking Services Terms and Conditions from time to time (with such agreement to be binding on me/us).

6. In relation to property held by you on my/our behalf (including any property held in joint names or on behalf of an organisation):

- To have access to, and receive from you such property; and

- To give you instructions regarding such property.

7. To instruct you to transfer accounts between branches.

8. To instruct you to close all or any of my/our accounts.

9. To make, accept, endorse or discount cheques and other instruments made payable to, or to the order of me/us or, where I/we are a trustee, to the estate or trust.

10. To arrange the issue and negotiation of letters of credit.

11. To give or sign any documents for your protection, including guarantees and indemnities relating to:

- Missing documents;

- Guarantees or undertakings given or to be given by you in my/our favour or on my/our behalf at my/our request;

- Letters of credit issued or to be issued by you on my/our behalf or at my/our request, or in favour of any of my/our officers or agents.

12. To pledge, assign, give security over or make arrangements with you regarding my/our property and to receive any such property from you.

13. To make enquiries, to give instructions and generally to request and receive information in relation to me/us, my/our accounts, or to any accounts of the organisation.

This authority applies to all of my/our accounts and all accounts that I/we may conduct in the future, except those accounts for which I have given written notice in a form satisfactory to the Bank that the authority has been cancelled.

### 6. Privacy Statement

All personal information and credit-related information (where applicable) we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at <https://www.westpac.com.pg/privacy-policy/> or by calling us on (675) 3220888 or visit us in branch. Our Privacy Statement also provides information about how you can access and correct your personal information and make a complaint. You do not have to provide us with any personal information or credit information (where applicable), but if you don't, we may not be able to process your application.

## 7. Details of Persons Authorised

Provide the following details of **each** person authorised to act:

- Full name(s)
- 10-digit customer number (if known) and/or address
- *If applicable*, the office held of that person (e.g. *Managing Director*)
- Any other name by which that person is commonly known
- Specimen signature

Name

10 Digit Customer Number

Residential Address

Office held (if applicable)

Specimen Signature

Is the signatory known by any other name(s)? ☐ No ☐ Yes If Yes, provide name(s)

Name

10 Digit Customer Number

Residential Address

Office held (if applicable)

Specimen Signature

Is the signatory known by any other name(s)? ☐ No ☐ Yes If Yes, provide name(s)

Name

10 Digit Customer Number

Residential Address

Office held (if applicable)

Specimen Signature

Is the signatory known by any other name(s)? ☐ No ☐ Yes If Yes, provide name(s)

Name

10 Digit Customer Number

Residential Address

Office held (if applicable)

Specimen Signature

Is the signatory known by any other name(s)? ☐ No ☐ Yes If Yes, provide name(s)

- If more signatures are required, complete another Notice of Authority and write 'This is Annexure A' referred to in Notice of Authority dated .... /...../..... at the top of that authority
- Also write 'See Annexure A' at the top of this authority

## 8. Endorsement

By the same resolution, authority was given to any one of the officers of the organisation (e.g. Secretary, Treasurer, Accountant)

To endorse cheques and other instruments payable to or to the order of the organisation and lodged for the credit of any of the organisations accounts.

## 9. Joint / Several Authorisation

Select (✓) one option

- ☐ Any authorised person can operate and sign independently
- ☐ All authorised persons must operate and sign together
- ☐ Other (e.g. At least any 2 authorised persons, 'any 2 directors' or 'a director and company secretary) provide details below



Electronic Banking Services Authorisations:

Several (each person authorised acts alone on my/our behalf)

(To access Electronic Banking Services you must authorise 'Several' access)

## 10. Authority Agreement

This authority will continue until the branch where my/our accounts are kept, receives written notice in form satisfactory to the bank from me, or any one or more if us, or the organisation that it has been cancelled.

This authority cancels any previous authority I/we have given to you regarding the persons authorised to act except in relation to:

- Instruments dated before the date of this authority and presented for payment after you receive this authority,
- Any act done under the previous authority

### Joint Accounts

- If any one or more of us dies, then as far as you are concerned:
  - Any credit balance in any account held in our joint names will be a debt due to the survivor;
  - Any property held by you on our joint behalf will be deliverable to the survivor, and you shall be free from all responsibility in paying or delivering that money or property to such survivor.
- Our liability to you is joint and several if any of our accounts is or becomes overdrawn.
- You may accept for the credit of any of our accounts any instruments payable to any one or more of us.

### Business Accounts

- There is no other person or organisation interested as proprietor of the business. I/we will write to you immediately if there is a change of ownership of the business
- If there is more than one proprietor of the business:
  - Our liability to you is joint and several if any of our accounts is or becomes overdrawn; and
  - You may accept for the credit of any of our accounts any instruments payable to one or more of us.
- I/we have given you an up to date copy of the certificate of registration (if any) of the business name, or its registration has been applied for, but not yet obtained, a copy of the application.

If the organisation is the proprietor of a business:

- There is no other person or organisation interested as proprietor of the business. We will write to you immediately if there is a change of proprietors of the business.

- If there is more than one proprietor of the business:
  - our liability to you is joint and several if any of our accounts is or becomes overdrawn; and
  - you may accept for the credit of any of our accounts any instruments payable to one or more of us.
- We have given you an up to date copy of the certificate of registration (if any) of the business name, or if its registration has been applied for, but not yet obtained, a copy of the application.

### Organisation Accounts

- For a company – we have given you a copy of the certificate of registration or incorporation
- For any other type of organisation – we have given you an up-to-date copy of the rules, Memorandum and Articles of Association by-laws, constitution or other documents (if any) constituting the body named on this authority and authorising the signatory/ies to act

### In this authority:

- Account includes a term or other deposit
- Except in the **Privacy Consent and Details of Person Authorised** Section, I, me, my, we, our and similar words refer to the organisation, persons or proprietors of the business named above as the customer.
- 'Instruments' means cheques, drafts, bills of exchange, promissory notes and other instruments.
- 'Joint account' means an account held by two or more natural persons but does not include an account held by the trustees of a trust or the proprietor(s) of the business
- 'Letters of credit' includes documentary letters of credit and stand-by letters of credit
- 'Organisation' refers to the company, society, club, institution or other association named above as the customer
- 'Property' includes packets, boxes, deeds, securities, bills of exchange, promissory notes, drafts, bill of lading, warehouse certificates, insurance policies, insurance bonds, deferred annuity policies, and any other documents or property of any kind
- 'Trustee account' means an account in the name of the trustees of a trust or the executors or administrators of a deceased estate.
- 'You' and 'your' means the bank

## 11. Authorised Execution

Complete Section A or Section B (Complete one section only, whichever is applicable)

### A – Organisational Accounts Only

Complete this section if the authority is for an **organisation**.

By a legally constituted meeting of the organisation or directors of the company, as the case may be, authority was given to the person(s) named to act in accordance with the terms of this authority.

This authority is signed for and on behalf of (*name of organisation*):

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By (*signature*)

--

and (*signature*)

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Date

/	/
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Name and Official designation (*e.g. director*)

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Name and Official designation (*e.g. director*)

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### B – Non-Organisational Accounts Only

Complete this section for any personal, joint, trustee or business (but not for organisation) account. All persons named as the 'Customer' must sign.

Signature (1)

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Signature (2)

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Date

/	/
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Signature (1)

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Signature (2)

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## 12. Authorised Execution

Ensure that:

- Section A or B has been completed above.
- The manner of operation has been selected in the Joint/Several Authorisation Section.

	Salary Number	Name	Signature	Date
Entered/Verified by				
Authorisation Officer				
Checked by ROC				