

Complete the form using blue or black pen and print in clear CAPITAL LETTERS

Complete this form if you want to set up a new Business Administrator, User or Delegate or if you are an Internet Banking Business Administrator and you have already set up a new User on Internet Banking and have been instructed to complete this form.

 Mail the completed form to: **GPO Box 5302, SYDNEY NSW 2001** **OR**  Fax to: **1300 765 150**

BUSINESS DETAILS

Business customer number (9 digits)

Registered business name

ABN (11 digits)

Postal address – Documents relating to the services will be mailed to this address

Postcode

Contact phone number

BUSINESS ADMINISTRATOR/USER/DELEGATE'S PERSONAL DETAILS

Level of Business Internet Banking access required

Business Administrator User

Is this person an existing HSBC customer?

Yes Specify HSBC business customer number
Do not complete the personal details below

No Complete the personal details below.
You **MUST** also complete the separate "Customer Identification – Authorised Referee" form.

Title

First name(s)

Surname

Date of birth

Gender

Male Female

Nationality

Other/Previous names

Current residential address (cannot be a PO Box)

Postcode

Postal address, if different from residential address

Postcode

Home phone number

Work phone number

Fax number

Mobile phone number

Email address

Employer's name

Job title

Occupation

PHONE BANKING ACCESS

Is Phone Banking access required for this delegate?

Yes No

All services are automatically included when you set up Phone Banking. If you wish to restrict Phone Banking access for this Delegate, indicate the required services below. Note: this applies to both automated and agent assisted services.

Service Level		Description
Add	Remove	
<input type="checkbox"/>	<input type="checkbox"/>	Transfer between your Business' linked HSBC Australian accounts, open Term Deposit accounts and update maturity instructions (including Foreign Exchange transactions if relevant) Limit AUD 500,000 *
<input type="checkbox"/>	<input type="checkbox"/>	Automated: Transfer to an HSBC Australian 3rd party account. Limit AUD 20,000 * Agent Assisted: Transfer to 3rd party accounts. Limit AUD 20,000 *
<input type="checkbox"/>	<input type="checkbox"/>	Enquire on balances and recent transactions
<input type="checkbox"/>	<input type="checkbox"/>	BPAY® payments. Limit AUD 20,000 *

* Further details of daily Phone Banking limits are contained in the HSBC Business Terms and Conditions.

DECLARATION AND AUTHORISATION

By signing below, the Account holder hereby acknowledges and agrees that:

- this form contains its instructions to HSBC about how a Business Administrator/User/Delegate is authorised by the Account holder to use the Business Internet Banking and/or Phone Banking Services (in this bullet point "the Services") to administer and transact on the Account, and that, solely with respect to the Account holder's use of the Services, where the instructions contained in this document are different from any authorisation set out in the Mandate for Business Accounts or other instructions relating to its Accounts, the instructions in this document will prevail.
- the Account holder will be liable for any Business Administrator/User/Delegate's use of the Business Internet Banking and/or Phone Banking Services in the same manner as it is liable for the actions of Authorised Signatories and/or Delegates in the Mandate for Business Accounts.
- the Business Internet Banking Service is subject to the terms and conditions contained in the HSBC Business Terms and Conditions and the Business Internet Banking Product Disclosure Statement.
- The Phone Banking Service is subject to the terms and conditions contained in the HSBC Business Terms and Conditions.

Who needs to sign this form

1. If you are a company, if only one director who is also the only company secretary, that director; if two or more directors by two directors or a director and the company secretary.
2. If you are in a partnership formed by companies, each and every company in the partnership. Also refer to point 1 above as to how each company signs.
3. If you are in a partnership formed by individuals, each and every individual partner.
4. If you are a trust, all the trustees in accordance with the trust deed. Also refer to point 1 above as to how each company signs.
5. If you are an incorporated association, all signatories in accordance with the constitution.

SIGNATORY 1

Signature

Date

Name

Office/Title

SIGNATORY 2

Signature

Date

Name

Office/Title

SIGNATORY 3

Signature

Date

Name

Office/Title

SIGNATORY 4

Signature

Date

Name

Office/Title

For multiple companies and partnerships, please attach extra pages for the additional company(ies).