

Internet/Phone Banking Service Amendment Request

– Small Business & Corporate Banking Deposit Accounts

Complete the form using a BLACK PEN and print in clear CAPITAL LETTERS

Complete this form to make changes to your existing services such as adding or deleting accounts, or to nominate memorable internet banking account names.

This form can also be used to change the type of access available to existing Users/Delegates to access your accounts via the Internet Banking Service and/or the Phone Banking Service.

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

BUSINESS DETAILS

Customer number (9 digits)

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Registered business name

ABN

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

	Postcode
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Contact phone number

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ACCOUNT ACCESS AMENDMENT

Complete this section to add/remove the accounts that can be accessed by Business Administrators/Users/Delegates.

Note: *If the below account is a Corporate Banking Deposit Account, Phone Banking Service is limited access only as per the Phone Banking Terms – Corporate Accounts.*

Add/Remove the following accounts to/from my internet/phone banking service

Account Number (12 digits)	Type of service	Type of change	Memorable account name <i>(Optional – for internet banking only)</i>
	Internet <input type="checkbox"/> Phone <input type="checkbox"/>	Add <input type="checkbox"/> Remove <input type="checkbox"/>	
	Internet <input type="checkbox"/> Phone <input type="checkbox"/>	Add <input type="checkbox"/> Remove <input type="checkbox"/>	
	Internet <input type="checkbox"/> Phone <input type="checkbox"/>	Add <input type="checkbox"/> Remove <input type="checkbox"/>	
	Internet <input type="checkbox"/> Phone <input type="checkbox"/>	Add <input type="checkbox"/> Remove <input type="checkbox"/>	
	Internet <input type="checkbox"/> Phone <input type="checkbox"/>	Add <input type="checkbox"/> Remove <input type="checkbox"/>	

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USER ACCESS AMENDMENT

Complete this section to change the type of internet banking access Users have. You must continue to have at least one Business Administrator.

Refer to the Business Internet Banking User Guide at www.hsbc.com.au/bib_user_guide

Give details of any existing **Business Administrators** you wish to **remove** or change to **User** access only

No.	First name(s)	Surname	Business Internet Banking Username	Amendment
1.				Remove <input type="checkbox"/> User Access <input type="checkbox"/>
2.				Remove <input type="checkbox"/> User Access <input type="checkbox"/>

Give details of any existing **Users** you wish to change to **Business Administrators**

No.	First name(s)	Surname	Business Internet Banking Username
1.			
2.			

AUTHORISATION

I am Authorised by the Accountholder to make the above request(s).

Further, I hereby acknowledge that if I am a Small Business Deposit Account or transactional mortgage and loan product holder, the Phone Banking Service and the Internet Banking Service are subject to the terms and conditions contained in: for the Phone Banking Service, the Small Business Deposit Accounts Product Disclosure Statement and the Banking Electronically Terms and Conditions; and for the Internet Banking Service, the Business Internet Banking Product Disclosure Statement – the relevant documents of which I have received.

I hereby acknowledge that if I am a Corporate Banking Deposit Account holder, the Phone Banking Service and the Internet Banking service are subject to the terms and conditions contained in: for the Phone Banking Service, the Phone Banking Terms – Corporate Accounts; and for the Internet Banking Service, the Business Internet Banking Product Disclosure statement – the relevant documents of which I have received.

AUTHORISED SIGNATORY 1

Signature

X

Date

DD / MM / YY

Name

AUTHORISED SIGNATORY 2

Signature

X

Date

DD / MM / YY

Name

Office Use Only

SV <input type="checkbox"/>	Checking officer name		Signature		Date	/	/
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