

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

If you are a **Small Business Deposit Account or transactional mortgage and loan product holder** please complete this form to apply for HSBC's Internet Banking Service and/or Phone Banking Service for your business, and to nominate Business Administrator and/or Delegates/Users for these services.

If you are a **Corporate Banking Deposit Account holder** please contact your Relationship Manager instead of completing this form.

A PBN and Access Code will be mailed to your nominated Business Administrator (for Internet Banking) or Delegate/User (for Phone Banking) within 3 – 5 working days.

If you are a Small Business Account holder and the account has 2 to sign for transactions, we can only give you View Only access to Business Internet Banking. You will not be able to transact via Internet Banking.

**Note:** If the Business Administrator or Delegate/User is not an existing HSBC customer or authorised signatory, a separate "Customer Identification – Authorised Referee" form **MUST** also be completed. This form can be downloaded at [www.hsbc.com.au](http://www.hsbc.com.au)

 Mail 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

	<i>Postcode</i>
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Contact phone number

**BUSINESS ACCOUNT DETAILS**

Accounts specified in this section will be automatically accessible by Internet Banking Business Administrator(s) and Phone Banking Delegates/Users.

Specify the accounts to be accessed using the Internet Banking Service and/or Phone Banking Service

No.	Account Number (12 digits)	Type of Access Required ✓ all that apply	
1.		Internet banking <input type="checkbox"/>	Phone banking <input type="checkbox"/>
2.		Internet banking <input type="checkbox"/>	Phone banking <input type="checkbox"/>
3.		Internet banking <input type="checkbox"/>	Phone banking <input type="checkbox"/>
4.		Internet banking <input type="checkbox"/>	Phone banking <input type="checkbox"/>
5.		Internet banking <input type="checkbox"/>	Phone banking <input type="checkbox"/>

## INTERNET/PHONE BANKING SERVICE DETAILS

### Delegate/User/Business Administrator's Personal Details

You **MUST** nominate at least one Delegate/User for the Phone Banking Service. If you have requested access to the Internet Banking Service, the Delegate/User you nominate below will also be your Business Administrator.

Is the person to be nominated as a Delegate/User/Business Administrator an existing HSBC customer?

No  Yes  **Specify HSBC customer number**  
Do not complete the remainder of the Delegate's personal details

Title  First name(s)  Surname

Date of birth  Gender  Male  Female  Nationality

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

Are you an existing Authorised Signatory for this business account?

Yes  No  **You MUST also complete the separate "Customer Identification – Authorised Referee" form.**  
This form can be downloaded at [www.hsbc.com.au](http://www.hsbc.com.au)

### Delegate's/User's Phone Banking Access \*

Select the type(s) of services you want to access using Phone Banking. This will apply to both the (automated) Phone Banking Service and our Direct Service Centre.

- Transfer between your own HSBC accounts (including Foreign Exchange transactions if relevant to your account/s) – Limit AUD 500,000 \*\*
- Transfer to a HSBC 3rd party account (domestic only). The limit for Automated Phone banking is AUD 3,000 and for Direct Service Centre is AUD 20,000 \*\*
- Enquire on balances and recent transaction
- BPAY® payments – Limit AUD \$20,000

\* Not applicable for 2 to sign accounts.

\*\* Transfers between your accounts can still be made via our Direct Service Centre (Limit AUD \$500,000).

Further details of daily Phone Banking Service limits are contained in the Personal Savings and Deposit Accounts Product Disclosure Statement and the Banking Electronically Terms and Conditions.

## INTERNET/PHONE BANKING SERVICE DETAILS

### Business Level Daily Transaction Limits \*

Specify the maximum daily transaction limits to apply to the Internet Banking Service for the **business as a whole**

Transaction type	Maximum daily limit (AUD)*	Required daily limit (AUD)
Transfers between your EFT Accounts^	\$500,000	\$
Transfers between your EFT Accounts and third party accounts^	\$20,000	\$
BPAY®	\$20,000	\$

### Business Administrator's Daily Transaction Limits \*

Specify the maximum daily transaction limits to apply to the **Business Administrator**.

*These limits **MUST** be lower or equal to the business limits.*

Transaction type	Required daily limit (AUD)
Transfers between your EFT Accounts^	\$
Transfers between your EFT Accounts and third party accounts^	\$
BPAY®	\$

*Details of maximum daily limits are contained in the Business Internet Banking Product Disclosure Statement.*

*\* Not applicable for 2 to sign accounts.*

*^ Capitalised words and phrases in this table, such as "EFT Accounts", have the meaning given to them in the Business Internet Banking Product Disclosure Statement. Please refer to that document for full details before nominating the relevant daily limits.*

## DECLARATION

By signing below the Account holder hereby acknowledges that the daily limits, transaction limits and type of authorisation/administration control applicable to any of its Business Administrator(s) or User(s) of Business Internet Banking Services may be different from any limits or authorisation as set out in any account mandate or other instructions relating to its Accounts.

The Account holder hereby authorises any of its Authorised Signatory (as defined in the Small Business Deposit Accounts PDS) of any of its Accounts to make any changes, amendments or further requests relating to Business Internet Banking Service including, but not limited to, limit amendments or appointing any further Business Administrators and/or Users.

The Account holder also hereby acknowledges that the Phone Banking Service and the Business Internet Banking Service are subject to the terms and conditions contained in, for the Phone Banking Service, the Banking Electronically Terms and Conditions and the Business Internet Banking Product Disclosure Statement.

# SIGNATURES

## 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).

Office Use Only

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Signatures verified and authorised signatory contacted to confirm request					
RM/BM name		Signature		Date	/ /