

If you are an HSBC business banking customer complete this form to apply for HSBC's Business Internet Banking and/or Phone Banking Services, and to nominate your 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.

Unless issued immediately a Personal Banking Number (PBN) will be mailed to your nominated Business Administrator (for Business Internet Banking) or Delegate (for Phone Banking) within 3 – 5 working days.

 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

Contact phone number

 ( )

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

 Postcode

**BUSINESS ACCOUNT DETAILS**

Account(s) specified below will be accessible by the Business Internet Banking Business Administrator(s)/Users and Phone Banking Delegates.

BSB Number	Account Number	Business Internet Banking access	Phone Banking access
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

## BUSINESS ADMINISTRATOR/USER/DELEGATE'S PERSONAL DETAILS

Please copy and complete this page for each:

- Internet Banking Business Administrator you wish to set up. At least 1 required for Business Internet Banking access.
- Internet Banking User
- Phone Banking Delegate

Is this person an existing HSBC customer?

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

No  Complete the personal details below. 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)

Title  First name(s)  Surname

Date of birth  DD / MM / YY 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

## SERVICE(S) REQUIRED

What services are required for this Business Administrator/User/Delegate?

Phone Banking access

Business Internet Banking access  Indicate level of access  
Business Administrator  User

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

Service Level	Description
<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"/>	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"/>	Enquire on balances and recent transactions
<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.

## INTERNET BANKING DETAILS

Specify the Service level of Business Internet Banking required for the **business as a whole**

Service level	Description
1 <input type="checkbox"/>	Basic access without Dual Authorisation
2 <input type="checkbox"/>	Basic access with Dual Authorisation and autoPay (i.e. Payroll functionality)^
3 <input type="checkbox"/>	Basic access with Dual Authorisation, autoPay (i.e. Payroll functionality) and Internet Trade Services^

*^ A monthly service fee will be charged by HSBC for Business Internet Banking from a specified account. Refer to the HSBC Business Fees and Charges Booklet for details.*

Specify the account number from which monthly service fees will be debited  
If you do not specify an account HSBC will nominate an account on your behalf

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

Transaction type	Default daily limit (AUD)*	Required daily limit (AUD)
Transfers between your EFT Accounts	\$500,000	\$
Transfers between your EFT Accounts and third party accounts	\$250,000	\$
BPAY®	\$100,000	\$
autoPay	\$250,000	\$

*\* Details of default daily limits are contained in the Business Internet Banking Product Disclosure Statement. Please refer to that document for full details before nominating changes to limits.*

## DECLARATION

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.

# AUTHORISATION

## 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).