

If you are an HSBC business banking customer please complete this form to amend the linked accounts, limits, service level, and authorisation controls for the business as a whole **OR** to change the type of access available to existing Business Administrators/Users.

 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
<input type="text"/>	<input type="text"/>
ABN	Contact phone number
<input type="text"/>	( <input type="text"/> ) <input type="text"/>

**AMENDMENTS TO ACCOUNT ACCESS**

**Add/Remove** the following accounts to/from the Business Internet Banking access for the **business as a whole**

Access	BSB Number	Account Number
Add <input type="checkbox"/> Remove <input type="checkbox"/>		
Add <input type="checkbox"/> Remove <input type="checkbox"/>		

**AMENDMENTS TO LIMITS**

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.

**AMENDMENTS TO SERVICE LEVEL**

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

## AUTHORISATION AMENDMENTS

Specify the type of authorisation required for the **business as a whole**

- Dual authorisation administration control<sup>^</sup>  
*2 Business Administrators are required to make a change to administrative matters relating to Business Internet Banking, such as appointing users, assigning access and transaction limits to users etc.*
- Single authorisation administration control<sup>^</sup>  
*Only 1 Business Administrator is required to make a change to the administrative matters relating to Business Internet Banking, such as appointing users, assigning access and transaction limits to users etc.*

<sup>^</sup> Should a company require to go from dual authorisation to single authorisation, customer profiles need to be removed and re-established.

For the **business as a whole**, please indicate if you want to:

Cancel this Service  Temporarily suspend this Service  From  To

## USER ACCESS AMENDMENTS

If you wish to change the level of access for an existing **Business Administrator/User**, indicate their new access level in the table below. If you wish to add a new User complete the HSBC Business Internet/Phone Banking Application form on [www.hsbc.com.au](http://www.hsbc.com.au)

First Name(s)	Surname	Business Internet Banking Username	Change Access
			<input type="checkbox"/> Business Administrator <input type="checkbox"/> User <input type="checkbox"/> Remove Access
			<input type="checkbox"/> Business Administrator <input type="checkbox"/> User <input type="checkbox"/> Remove Access
			<input type="checkbox"/> Business Administrator <input type="checkbox"/> User <input type="checkbox"/> Remove Access

## 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 is authorised by the Account holder to use the Business Banking Service (in this bullet point "the Service") to administer and transact on the Account, and that, solely with respect to the Account holder's use of the Service, 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 use of the Business Internet Banking Service in the same manner as it is liable for the actions of Authorised Signatories 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.

### 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