



Mail the completed form and other required documents to:
HSBC SD Banking Operations, GPO Box 5302, SYDNEY NSW 2001

Use this form to add or remove an Authority to Operate arrangement on your personal transactional and savings account(s).

HSBC will collect, use, store and disclose personal information about you and any third party connected to your account in accordance with our Privacy Policy, available at www.hsbc.com.au and the terms and conditions of your account(s).

Which type of arrangement you would like to add or remove?

Authorised Signatory

An instruction given by the account holder(s) to allow other individual(s) to operate their account(s)

Add an Authorised Signatory – Complete Sections 1, 2, 3 and 7

Remove an Authorised Signatory – Complete Sections 5 and 7

Power of Attorney

A legal arrangement in which another person(s) is granted control of the account holder's account(s) under the power of attorney

Add a Power of Attorney – Complete Sections 2, 3 and 4

Remove a Power of Attorney – Complete Section 6 and 7

1. ACCOUNT HOLDER INFORMATION

Customer number

Account Holder full name

I authorise each person contained in section 2 "Authority to Operate" to jointly and severally operate all of my transactional and savings accounts.

Jointly and Severally – When we say "jointly and severally" this means that if you have more than one authorised signatory they can do something on their own or together.

Transactional and Savings Accounts – When we say "transactional and savings accounts" this means all of your accounts which are not credit accounts (i.e. where we have not lent you money).

I understand that in making this authorisation, the person I've authorised can do anything I can do under the agreement between me and HSBC for all of my transaction/savings account(s), which may include the following:

- entering into any agreements with HSBC or another person in relation to my accounts;
- make withdrawals and other payments out of the account, including direct debits and other regular payment arrangements;
- giving HSBC receipts and acknowledgements for withdrawals;
- negotiating personal cheques and other negotiable instruments;
- receiving account statements;
- making payments out of the account, and stopping any payments made out of the account;
- making deposits into the account;
- setting up and removing any online banking capability for me;
- setting up online banking capability for themselves over my account(s);
- requesting and cancelling debit cards for me;
- opening accounts on my behalf;
- closing accounts on my behalf; and
- anything else an account holder can do under the agreement between HSBC and me.

By authorising each person, I understand all of the following:

- I'm liable for what the person I've authorised does on the account;
- I won't hold HSBC liable for what the person I've authorised does, except where HSBC has been negligent or committed fraud;
- HSBC isn't required to enquire into the circumstances of any instructions given by the person I've authorised; and
- this authority will remain in place until I revoke it in writing (together with any other account holder) and give this to HSBC, or until HSBC sends me written notice that it has decided to cancel this authorisation.

2. DETAILS OF PERSON(S) GIVEN AUTHORITY TO OPERATE

PERSON 1

Are you an existing HSBC customer?

No <input type="checkbox"/>	Yes <input type="checkbox"/>	▶ HSBC Customer no.	
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Do you have a relationship with HSBC outside Australia?

No <input type="checkbox"/>	Yes <input type="checkbox"/>	▶ List markets outside Australia below

Title	Given name(s)

Surname

Former name

Other name

Gender	Date of birth
Male <input type="checkbox"/>	Female <input type="checkbox"/>
DD / MM / YY	

Country/Territory of birth

Nationality

Do you have multiple nationalities?			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	▶ Nationality 2	
		Nationality 3	

Are you a US person for tax purposes?	
No <input type="checkbox"/>	Yes <input type="checkbox"/>

Current residential address <i>(cannot be a PO Box)</i>			
<i>Postcode</i>			
Country/Territory			
Are you a resident of this country/territory for tax purposes?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Time at current residential address		<i>Years</i>	<i>Months</i>

Permanent residential address <i>(complete only if different to your current residential address – cannot be a PO Box)</i>			
<i>Postcode</i>			
Country/Territory			
Are you a resident of this country/territory for tax purposes?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Time at permanent residential address		<i>Years</i>	<i>Months</i>

PERSON 2

Are you an existing HSBC customer?

No <input type="checkbox"/>	Yes <input type="checkbox"/>	▶ HSBC Customer no.	
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Do you have a relationship with HSBC outside Australia?

No <input type="checkbox"/>	Yes <input type="checkbox"/>	▶ List markets outside Australia below

Title	Given name(s)

Surname

Former name

Other name

Gender	Date of birth
Male <input type="checkbox"/>	Female <input type="checkbox"/>
DD / MM / YY	

Country/Territory of birth

Nationality

Do you have multiple nationalities?			
No <input type="checkbox"/>	Yes <input type="checkbox"/>	▶ Nationality 2	
		Nationality 3	

Are you a US person for tax purposes?	
No <input type="checkbox"/>	Yes <input type="checkbox"/>

Current residential address <i>(cannot be a PO Box)</i>			
<i>Postcode</i>			
Country/Territory			
Are you a resident of this country/territory for tax purposes?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Time at current residential address		<i>Years</i>	<i>Months</i>

Permanent residential address <i>(complete only if different to your current residential address – cannot be a PO Box)</i>			
<i>Postcode</i>			
Country/Territory			
Are you a resident of this country/territory for tax purposes?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Time at permanent residential address		<i>Years</i>	<i>Months</i>

2. DETAILS OF PERSON(S) GIVEN AUTHORITY TO OPERATE *continued*

PERSON 1

Previous address (complete if less than 3 years at your permanent residential address – cannot be a PO Box)

<i>Postcode</i>		
Country/Territory		
Time at previous address	<i>Years</i>	<i>Months</i>

Which other countries/territories and cities have you lived in over the past 3 years? (complete if time at **current** and **previous** addresses is less than 3 years)

Country/Territory	City
1.	
2.	
3.	
4.	
5.	

Postal address (only if different to permanent residential address)

<i>Postcode</i>	
Country/Territory	

Occupation

Job title

Employment status

Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Self employed <input type="checkbox"/>
Contractor <input type="checkbox"/>	Casual <input type="checkbox"/>	Home duties <input type="checkbox"/>
Retired <input type="checkbox"/>	Student <input type="checkbox"/>	Not employed <input type="checkbox"/>

Employer's name/Business name

Employment type

Employee <input type="checkbox"/>	Business owner <input type="checkbox"/>	Sole trader <input type="checkbox"/>	*Key controller <input type="checkbox"/>
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*A Key controller is a person who exercises control over a company/entity

Nature of business if self-employed or a business owner

Employer's address (cannot be a PO Box)

<i>Postcode</i>	
Country/Territory	

Work phone number

Mobile phone number

Email address

Jointly to sign/operate with person 2? Yes

PERSON 2

Previous address (complete if less than 3 years at your permanent residential address – cannot be a PO Box)

<i>Postcode</i>		
Country/Territory		
Time at previous address	<i>Years</i>	<i>Months</i>

Which other countries/territories and cities have you lived in over the past 3 years? (complete if time at **current** and **previous** addresses is less than 3 years)

Country/Territory	City
1.	
2.	
3.	
4.	
5.	

Postal address (only if different to permanent residential address)

<i>Postcode</i>	
Country/Territory	

Occupation

Job title

Employment status

Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Self employed <input type="checkbox"/>
Contractor <input type="checkbox"/>	Casual <input type="checkbox"/>	Home duties <input type="checkbox"/>
Retired <input type="checkbox"/>	Student <input type="checkbox"/>	Not employed <input type="checkbox"/>

Employer's name/Business name

Employment type

Employee <input type="checkbox"/>	Business owner <input type="checkbox"/>	Sole trader <input type="checkbox"/>	*Key controller <input type="checkbox"/>
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*A Key controller is a person who exercises control over a company/entity

Nature of business if self-employed or a business owner

Employer's address (cannot be a PO Box)

<i>Postcode</i>	
Country/Territory	

Work phone number

Mobile phone number

Email address

Jointly to sign/operate with person 1? Yes

3. IDENTIFICATION AND SIGNATURE OF PERSON GIVEN AUTHORITY TO OPERATE

Please attach your Primary and if necessary Secondary identification documents that have been verified by one of the Authorised Referees listed on page 5. The total document(s) must show:

- (1) FULL NAME
- (2) DATE OF BIRTH
- (3) YOUR RESIDENTIAL ADDRESS

Where a Primary document contains all items and matches the applicant details above (e.g. Australian drivers licence), no other document is required. If the document cannot verify all items, then a Secondary document must be used to verify the missing item.

You can also take this completed form and your original documentation to an HSBC branch.

PERSON 1

Give details of identity documents attached

Write name of document + identification number (if any) + date/place/office of issue

1.
2.

Signature of person given
Authority to Operate

Date

X

DD/MM/YY

PERSON 2

Give details of identity documents attached

Write name of document + identification number (if any) + date/place/office of issue

1.
2.

Signature of person given
Authority to Operate

Date

X

DD/MM/YY

4. ADDITIONAL REQUIREMENTS FOR POWERS OF ATTORNEY (Only complete if account holder is legally incapacitated)

The following account holder(s) are legally incapable of operating their account(s):

1.
2.

HSBC will remove the named account holder(s) ability to operate the account(s) and the attorney indemnifies, holds harmless and defends HSBC from all losses, expenses, liabilities and claims arising from such instructions.

5. REMOVING AN AUTHORISED SIGNATORY

Remove any **Authorised Signatory** arrangement for the following Account Holder:

Customer number

Account Holder full name

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6. REMOVING A POWER OF ATTORNEY ARRANGEMENT

Remove a **Power of Attorney** arrangement for the following Account Holder:

Customer number

Account Holder full name

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Where HSBC is advised that the account holder is under a legal incapacity, please provide court or tribunal orders stating this. If we do not have such court or tribunal orders, HSBC accepts no responsibility and excludes all liability whatsoever in the event the account holder directs us to remove an attorney and HSBC acts on the account holder's instructions in this situation.

7. SIGNATURE(S) OF ACCOUNT HOLDER(S)

Signature of Account Holder 1

Date

X

DD/MM/YY

Signature of Account Holder 2

Date

X

DD/MM/YY

IDENTIFICATION DOCUMENTS

Important notes:

- Expired documents will not be accepted
- Any document not written in English must be accompanied by an accredited translation or translation from an HSBC staff member. An accredited translator means a person currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of Professional Translator, or above, to translate from a language other than English into English – see www.naati.com.au
- Copies of identity documents must be of both sides (where double-sided) and clear

PRIMARY IDENTIFICATION DOCUMENTS

You **MUST** use one of the following to verify your identity:

- Photocard Australian drivers licence issued by an Australian State or Territory #
- Passport – signature and photo page(s)
- Government issued Proof of Age card
- Foreign National Identity card †
- Foreign drivers licence *
- Birth Certificate ¥

SECONDARY IDENTIFICATION DOCUMENTS

You **MUST** use one of the following to verify your address (except if using an Australian drivers licence as outlined overleaf):

- Local Authority or Government Department letter, or statement dated within the last 12 months, e.g. Australian Taxation Office (ATO) notice letter
- Bank statements, Australian council rates notice or utility bills (including e-statements) dated within the last three months (internet screenshots are not accepted) – must contain full first and last names
- Residential property lease agreement / Residential Serviced Apartment lease agreement ^
- Mobile phone bill, home internet bill, pay TV bill or utility welcome letter ~
- A letter issued by an Australian school ¥. The letter must record the period of time the individual attended the school and be issued with the preceding 3 months, printed on the school's letterhead and be signed by the school principal.

Includes renewed, interim, learners, provisional, bus, motor cycle or truck licence. This does not include a driving licence issued on paper or a boat licence.

† Must be issued by a foreign government, the United Nations or a United Nations agency.

* Issued under a law of a foreign country for the purposes of driving a vehicle (as detailed in the Australian driving licence above). This does not include a driving licence issued on paper.

¥ For primary or secondary school students aged under 18 only.

^ Must record the individual's lease of a residential property; be current; and be issued by a real estate agent or serviced apartment.

~ Where the minimum contract length of 12 months for the provided service is confirmed and is dated within the last 3 months.

AUTHORISED REFEREES

Authorised Referees must satisfy one of the occupations below and cannot be an immediate family member.

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|--|
| a) Legal professional who is currently licensed or registered to practise under a law in force in a State or Territory |
| b) Accountant who is a member of:
1. a fellow of the National Tax Accountants' Association;
or
2. a member of any of the following:
– Chartered Accountants Australia and New Zealand;
– the Association of Taxation and Management Accountants;
– CPA Australia;
– the Institute of Public Accountants |
| c) A current member of The Governance Institute of Australia |
| d) An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees |
| e) An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees |
| f) Bank officer with 2 or more continuous years of service |
| g) Australian Consular Officer or Australian Diplomatic Officer who is appointed by the Commonwealth to hold or act the role in a country or place outside Australia |
| h) Justice of the peace |
| i) An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public |
| j) Police Officer |
| k) Commissioner of Oaths/Affidavits of an Australian State or Territory |
| l) A member of an Australian Commonwealth, State or Territory Parliament |
| m) A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner |
| n) Notary public, including a notary public exercising functions in an equivalent jurisdiction |
| o) A Person in an equivalent jurisdiction who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents |

EQUIVALENT JURISDICTIONS

Australia, Austria, Belgium, Canada, China, Denmark, Finland, France, Germany, Greece, Guernsey, Hong Kong, Iceland, Ireland, Isle of Man, Italy, Japan, Jersey, Korea (South), Luxembourg, Mauritius, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, Dubai International Financial Centre, United Kingdom, United States of America.