



MACQUARIE BANK

Amend Active Banking access

Macquarie Bank Limited ABN 46 008 583 542 AFSL and Australian Credit Licence no. 237502

Use this form to amend a user's Active Banking access or remove a user/s access. Please use black ink and mark boxes with an X.

Please see section 3 to learn more about user access levels.

Return this form by email to **business@macquarie.com** or mail to Client Administration: Macquarie Bank Limited, GPO Box 4294, Sydney NSW 1164.



IMPORTANT

If you're requesting to have sole or dual authorisation access and you don't already have authorisation access, please complete the Setup Active Banking access form.



1 Client/Company details (required)

Client/Company name

Amend users access level on the following Account/facility number/s:

Please indicate which accounts and facilities are to be accessed and what level of access is required below. The list of access levels are in section 3.

User's name	Macquarie Access Code (MAC)	Remove	View	Create	Down-load	Sole Auth	OR	Dual Auth
1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
5	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
6	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
7	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
8	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
9	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>
10	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR	<input type="checkbox"/>

If you chose sole authorisation or dual authorisation above, do you wish to set a daily payment authorisation limit?

Please note if you choose a limit, it applies for all accounts and facilities under the user's access.

No

Yes ► Amount: \$

Remove limit (user will have no daily payment authorisation limit)

2 Authority (required)

This form must be signed by any one of the following:

- two directors or a director and a company secretary
- for a sole director/secretary company, the director/ company secretary
- partnerships - any two partners
- authorised signatories as per the method of operation for all accounts/facilities which are to be accessed by the user.

This form must contain an original signature(s) – digitally inserted signatures will not be accepted.

Authorised signatory

Date (DDMMYYYY)

Print name

Your corporate title

Authorised signatory

Date (DDMMYYYY)

Print name

Your corporate title

3 Available Access Levels

View	Create	Download (for use with compatible software platforms)	Sole Authorise & Dual Authorise (this does not include create access)
The user can: <ul style="list-style-type: none"> • view account and transaction details only. 	The user can: <ul style="list-style-type: none"> • view account and transaction details • roll-over Term Deposits • update email addresses for term deposits • update day time contact number • update mobile number • update TFN/ABN • switch to online statements • create transactions • request a bank cheque • stop cheque payments • initiate open and closure requests (these must then be authorised by the user/users who have authorisation access) 	The user can: <ul style="list-style-type: none"> • download account and transaction data via Macquarie Download files for use with compatible software platforms. *NB – Download files may contain a group of accounts. Their setup can be discussed with your Relationship Manager.	The user can: <ul style="list-style-type: none"> • authorise transactions and account openings and closures that have been created • Dual Authoriser can only authorise transactions and account openings and closures in conjunction with another authoriser. *NB – A password calculator must be used to authorise payments

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