

# Setup Electronic Banking access

Macquarie Bank Limited ABN 46 008 583 542 AFSL and Australian Credit Licence 237502

**Use this form to create a new user to access your accounts via Macquarie Electronic Banking.**

- Please use black ink and mark boxes with an X.
- Please see section 4 to learn more about user access levels.

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

**1**

## User details (ALL fields required)

Do you have a Macquarie Access Code?  No  Yes ▶ Macquarie Access Code:

First and middle name(s):

Surname:

Other names known by:

Company name:

Date of birth (dd/mm/yyyy):  /  /  Occupation:

**Source of net wealth (select one option only as the predominant source)**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Business operations | <input type="checkbox"/> Savings from employment     | <input type="checkbox"/> Superannuation   | <input type="checkbox"/> Investments    |
| <input type="checkbox"/> Inheritance/gift    | <input type="checkbox"/> Sale of a property or asset | <input type="checkbox"/> Legal settlement | <input type="checkbox"/> Foreign income |

**Residential address (cannot be a PO Box)**

Street number and name:

Suburb/town:  State:  Postcode:

Contact details Mobile phone number (your password will be sent to this number):

Business phone contact:

Email address:

Are you an Australian resident for tax purposes?  No  Yes

Are you a resident of another country for tax purposes?  No  Yes ▶ **please complete the Individual Macquarie Identification form**

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

- The User hereby applies to access and use Macquarie Electronic Banking, subject to the Macquarie Business Banking Electronic Banking Terms and Conditions ("T&Cs").
- The T&Cs operate alongside any applicable product terms (eg Product Disclosure Statement or loan agreement). When using Electronic Banking you must observe the T&Cs which cover things like password and device security, authority to approve transactions, mistaken payments, and what can happen if you don't follow these requirements.
- You may review the T&Cs upon your first use of Electronic Banking and subsequent use will be taken as acceptance and agreement.

## User details (ALL fields required) (continued)

### Electronic verification of identity and consent

We can verify your identity electronically using government sources and information held by credit reporting agencies such as Equifax. To learn more, go to [macquarie.com.au/everyday-banking/macquarie-client-identity-verification](https://macquarie.com.au/everyday-banking/macquarie-client-identity-verification)

For electronic verification, you will need to provide a non-certified copy of either your **valid Australian driver licence (both sides) or Australian passport**. If we are unable to verify your identity electronically, we will ask you to provide a certified copy of your identification documents.

**Do you consent for your identity to be verified electronically and to [Macquarie's Group Privacy policy](#) which can be found on our website?**

- Yes ► provide a non-certified copy of either your valid Australian driver licence (both sides) or Australian passport
- No ► provide certified copy of your identification documents

## 2

## Nominate user access levels (required)

Choose one of the three options below:

- Copy account and access levels from an existing user ► **complete section A**
- Specify the accounts and access levels required for the user ► **complete section B**
- Copy existing user access plus specify additional access ► **sections A and B\***

### Section A

Copy accounts and facilities and access levels from an existing user

#### Access details of existing user

User name

Macquarie Access Code

Is this user replacing the existing user nominated above?

- No  Yes ► **Please note we will delete access to the Macquarie Access Code above**

## Nominate user access levels (required) (continued)

### Section B

#### Nominate user access levels (required)

Please indicate which accounts and facilities are to be accessed and what level of access is required. (List of access levels found in section 4.)

	Account/Facility name	Account/Facility number	View	Create	Download	Sole Auth	Dual Auth
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR <input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<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 to all accounts and facilities under the user's access.*

No  Yes ► amount:  \$

#### Disclosure to third parties

Please note that by adding or amending signatory access, we'll continue to provide your personal information and/or credit related personal information to your appointed third party (including their administrative/support staff, who may be located outside of Australia).

If you no longer wish for us to provide this information to your appointed third party or they cease to be your broker or intermediary, please email us at [business@macquarie.com](mailto:business@macquarie.com).

## 3

## 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

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

**Authorised signatory**


Date Your corporate title

 /  / 


Name

**Authorised signatory**


Date Your corporate title

 /  / 


Name

## 4

## Available access levels

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