

# Business Customer Online Banking Registration/ Maintenance Form



Please tick appropriate box:  New Registration  Maintenance

## 1. Account Details

BSB  Customer Number (Bank use only)

Account Name

## 2. Access Options

Please tick one option only

- 1. View Only** - Balance enquiries
- 2. Full Access** - External payments and BPAY payments.

### Increase or Decrease of limits

**Permanent Limits**

Requesting limit to change to

BPAY	<input type="text"/>	External Transfers	<input type="text"/>
	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease

**Temporary Limits**

Requesting limit to change to

BPAY	<input type="text"/>	External Transfers	<input type="text"/>
	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease

### Please Note:

- The default BPAY payment and External transfer limit is \$5,000. Application to vary this limit is subject to acceptance by Delphi Bank and we maintain the right to revert back to the default limit or remove access if required. Increasing your Payments Limits may also increase your liability for any unauthorised transactions.
- Account transfers between the same customer ID are unlimited.

## 3. Entity Ownership

Please complete this section to nominate the Entity Ownership who will have full access to this account with us via Online Banking. We require this information for the purpose of processing your request and to identify the Entity Ownership as a user of your account(s). If you do not provide this information to us, we cannot process your request or issue an identification password. An Entity Ownership can gain access to the business information we hold about them, subject to some exceptions.

Name	Customer ID	Relation to entity	SMS	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 4. Number of Signatories Required per Account

Number of signatures required per account.

Customer ID	Company Account Suffix	Number of Signatories
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 5. Delegate Users / Signatories

Please complete this section to nominate the Delegate Users who will have access to this account with us via Online Banking. We require this information for the purpose of processing your request and to identify the Delegate Users as a user of your account(s). If you do not provide this information to us, we cannot process your request or issue an identification password. Delegate Users can gain access to the business information we hold about them, subject to some exceptions.

**Delegate User 1**       Add       Remove      Increase       Decrease       Maintenance   
 Initial Password to be sent via      SMS       Email

Customer ID       Full Name

Account Number	View Only	Create payments	Authorised Payment	BPAY Limits	External payments limits
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Delegate User 2**       Add       Remove      Increase       Decrease       Maintenance   
 Initial Password to be sent via      SMS       Email

Customer ID       Full Name

Account Number	View Only	Create payments	Authorised Payment	BPAY Limits	External payments limits
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 5. Delegate Users / Signatories

### Delegate User 3

Add  Remove Increase  Decrease  Maintenance

Customer ID

Full Name

Initial Password to be sent via SMS  Email

Account Number	View Only	Create payments	Authorised Payment	BPAY Limits	External payments limits
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

### Delegate User 4

Add  Remove Increase  Decrease  Maintenance

Customer ID

Full Name

Initial Password to be sent via SMS  Email

Account Number	View Only	Create payments	Authorised Payment	BPAY Limits	External payments limits
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

## 6. Declaration & Acknowledgement

In signing this application, I/we acknowledge and agree that:

- I/we have read, understood and accept the Bank's terms and conditions for Online Banking.
- My/our first use of the Bank's Online Banking service will be deemed an acceptance of the Online Banking Terms.
- I/we authorise the Bank to debit any fees that may be charged from time to time for my/our use (or any Delegated Users use) of Online Banking, as set out in the Online Banking Terms.
- I/we must ensure that all Delegated Users have read and understood the Online Banking Terms.
- I/we will (not disclose to any other person any identification passwords issued by the Bank to me/us or to any Delegated User.
- I/we will be liable for a Delegated User use of any Nominated Accounts.
- A Delegated User is able to access and obtain financial information about any Nominated Accounts, without further recourse to me/us. This information may include, in respect of each Nominated account, the balance, the amount of available credit and information relating to transactions made by any person.
- I/we may revoke a Delegated User's access to or use of a Nominated Account in the manner specified in the Bank's Online Banking Terms.
- I/we acknowledge and agree that it is my/our responsibility to inform the Delegated Users of such revocation.

Signatory 1 Name and ADM (Please print)

Date

Signature

Signatory 2 Name and ADM (Please print)

Date

Signature

### 6a. Declaration & Acknowledgement

Delphi Bank Staff member witness/authorisation Name and ADM

Date

Signature

# Branch Review Checklist



(Internal use only)

## 1. Branch to complete

Date Received

Signatures verified for each listed account and review method of operation for entity (complete / amend CSE Screen) signing instructions (review Account Opening Form) **Refer to section 4 of Form to confirm signing instruction**

Anyone to sign       Both to sign jointly       Special signing instructions

Complete Section 4 on Application / Maintenance form is require if method of operation on account if it is two or more to sign

Sign CIM Screen modified – Online Banking “Y”, Valid email address and unique ID word loaded

Load notes on Notes System (in the Application Centre)

External and Bpay Limits of \$50,000 and other must have been sent to Senior Operation Manager for Approval.

**(NOTE: Application will only be pending until approval received)**

Prepared by Name and ADM

Date

Signature

Checked by Name and ADM

Date

Signature

## 2. Online Banking Team

Date Received

Time

- Check AS screen to confirm account details are correct as listed on Registration form
- Check Z06, CIM and MCD screen has been completed (Email and Mobile)
- Check CSE screen to confirm the signing instructions on the account (if two or more to sign, make sure that Section 4 has been completed by the branch).
- Register Customer
- Load limits as listed
- Activate Business Banking for Multiple signatures
- Notify branch or customer of confirmation of Registration and Password
- Check notes have been added on the Notes System (in the Application Centre)
- Save forms on V Drive

Prepared by Name and ADM

Date

Signature

Checked by Name and ADM

Date

Signature