

# Account Operating Authority



Tailored Financial Solutions

This authority sets out who may operate your Bank of New Zealand accounts, and the basis on which they can be operated. All sections of this form must be completed.

This authority is (tick one box):  New  Replacement

Customer Name

FULL legal name

Account name (if different from above)

Account type

Tick one box:

Individual  Joint  Sole Trader  Estate  Trust  Partnership  Company  Other

Account details

Enter the branch and account base numbers to which this authority applies.

If this authority is to apply to all existing and subsequent suffixes of an account base number, tick the "ALL SUFFIXES" box.

Otherwise, complete the "SPECIFY SUFFIX" box.

BRANCH	ACCOUNT BASE NUMBER	ALL SUFFIXES	OR SPECIFY SUFFIX
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signing instructions

Specific signing instructions (if applicable)

Number of authorised signatures required:

Declaration – to be signed by account owner(s)

Please operate the account(s) specified in accordance with the instructions of the Account Owner(s) and Additional Authorised Signatories (as defined overleaf). Account Owners(s) are deemed to have signing authority on the above accounts and confirm all authorised signatories listed on each separate Account Operating Authority – Additional Signatures Authority submitted.

A specimen signature for each Signatory has been provided on a separate form. If an Additional Authorised Signature changes, then a specimen signature of the new signatory will be required. If there are any changes to this authority, a replacement authority is required.

The Standard Terms and Conditions including the personal information statement (if applicable) have been read and understood. Bank of New Zealand (the Bank) will provide any specific terms and conditions applying to the account(s). It is agreed that all the terms and conditions referred to in this paragraph and contained in this Authority are binding and may be amended by the Bank from time to time after giving reasonable notice.

Where the Bank acts upon a facsimile, telephone, e-mail or other electronic instruction which appears to its reasonable satisfaction to have been made in accordance with authorities held by the Bank (the "Instruction"), to the extent permitted at law you indemnify the Bank against all losses, claims and expenses that the Bank may incur by reason of acting upon the Instruction, and without further authority or enquiry the Bank may debit the account(s) above with all such claims and expenses whether such account(s) is or may become overdrawn as a result. In the event that such account(s) becomes overdrawn, you will pay interest at the rate(s) normally charged by the Bank. Any payment the Bank makes in accordance or purported accordance with the Instruction shall be conclusive evidence that the Bank was liable to make such payment.

This authority replaces any existing authority and will continue until the Bank receives a duly authorised notice of cancellation.

To be signed by the person(s) authorised to do so.

Duly signed this  day of  20

FULL NAME	TITLE (if applicable)	SPECIMEN SIGNATURE	BANK USE ONLY IDENTIFICATION DOCUMENT
<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"/>	<input type="text"/>

COMPLETED BY:

NAME

PHONE NO.

CHECKED BY:

NAME

LOADED:

## CUSTOMER NAME

Full Legal Name – The legal name refers to the person(s) or entity responsible for the operation of the bank account in the eyes of the law. Some examples of different types of legal entities and their FULL Legal Name are provided below:

- Individual = name as it appears on legal documents such as; your passport, or drivers license e.g. Joseph Frank Wallis
- Joint Customer = as for individual, but include all parties who will own the account e.g. Joseph Frank Wallis & Joanna Erica Wallis
- Partnership = a Partnership is not a legal identity but each partner is, so the legal name will be each partners full individual name, plus the trading name of the partnership e.g. Joseph Frank Wallis & Michael Andrew Jones Trading as Cool J Developments.
- Company = Company's are legal entities and the legal name will be the name printed on the companies Certificate of Incorporation e.g. ABC Holdings Limited.
- Sole Trader = John Malcolm Smith Trading as Café Ole.
- Estate = Full name of the estate e.g. Estate of the late Robert John King.
- Trust = Joe Francis King as Trustee, Christine Joy King as Trustee, Peter Thomas Jones as Trustee, for and on behalf of the King Family Trust.
- Other = Society, Club, Non-Profit Organisation, Incorporated Society, Unincorporated Society, Formal Groups, and Informal Groups. For all of these types of accounts Full Legal Name/Account Name = the name of the Society, Club, Group etc., e.g. Duff Creek Rugby Football Club.

Account Name – Only complete this section if it is different from the FULL Legal Name. Making reference to the above examples, the Account Names are provided below:

- Partnership e.g. Cool J Developments
- Sole Trader e.g. Café Ole
- Trust e.g. King Family Trust

## ADDITIONAL AUTHORISED SIGNATURES

This section of the form outlines the basis on which the bank accounts listed (overleaf) can be operated.

### Additional Authorised Signatures

Complete the actual number (i.e. 1 or 2 etc.) of account signatories that are required to sign any items related to operation of the account(s) (e.g. signing of cheques, and any other instruction to the Bank relating to account operation).

### Specific signing instructions

1. This panel outlines what combinations of Titles (Trustee, Partner, Director etc.) are authorised to operate the account.
2. Where there is only one account signatory required to sign, the "Specific signing instructions" box should remain blank.
3. Where there are two or more account signatories required some common signing instructions might be:
  - both to sign
  - any two to sign

NB. Please keep these as simple as possible.

For company's some common signing instructions are:

- Any two Directors jointly
- The Managing Director alone
- Any one Director, or Treasurer and Office Manager jointly

## DECLARATION

Account Owner(s) are defined as those people authorised to control how the account operates. For all but Company accounts, the FULL Legal Name defines the Account Owner(s). For Company accounts, the directors define the person(s) authorised to operate the account.

1. Always complete the Full Name
2. Complete the Title if applicable (e.g. Director, Trustee, etc.)
3. If there are more than 4 Account Owners, a second Account Operating Authority listing the remaining Account Owners will be required.

Individual and Joint account type holders only complete the Full Name and Specimen Signature panels. For all other account types (Company's Partnerships, Trusts, Clubs, Societies etc.) the Title panel can be completed of appropriate.

Additional Authorised Signatures are defined as those people authorised by the Account Owner(s) to have transactional authority only, but are not an owner of the account. The Additional Authorised Signatory derives their ability to operate the account from the Account Owner. They have transactional authority, but do not have the ability to change how the account operates nor confirm the additional/deletion of other authorised signatories.

### Identification Document

All signatories to Bank Accounts must provide a copy of an identification document acceptable to Bank of New Zealand (the Bank) as a requirement of the Code of Banking Practice and the Financial Requirements Reporting Act 1993. Some examples of acceptable identification include Passport, Photo Drivers Licence, Firearms Licence, Armed Forces ID, Student ID, Security Guard ID.