Setup Active Banking access

MACQUARIE BANK

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

Please send completed form to Client Administration: Macquarie Bank Limited, GPO Box 4294, Sydney NSW 1164, email clientadmin@macquarie.com or fax 1300 302 116. **Please USE BLACK INK when completing this form, and complete all fields, unless marked optional, otherwise we cannot process your request.**

Complete this form when:

(a) applying to access and use Macquarie Active Banking; or

(b) requesting to add a new User to your account/accounts via Macquarie Active Banking; or

(c) requesting to add a new account to your existing Macquarie Active Banking access.

The Macquarie Access Code and Password will be sent by mail. The Password Calculator (for Authorisers) will be delivered by express post to the address supplied on this form.

1 User details (required)

Macquarie Access Code (Existing Users only):

First name: Surname:

Company name:

Date of birth (DDMMYYYY):

Delivery address:

Street number and name:

Suburb/town: State: Postcode:

Contact phone number: Mobile phone number:

Email address:

2 Terms of use (required)

- The User hereby applies to access and use Macquarie Active Banking. The User acknowledges that if Macquarie Bank ("the Bank") accepts this Application the Bank will forward to the User the Macquarie Active Banking Online Terms and Conditions ("the Agreement") governing the use of Macquarie Active Banking.
- The User identified above acknowledges the Bank has entered into or may enter into the Agreement with the Client.
- In consideration of the Bank entering into the Agreement and allowing the Client and the User to access Macquarie Active Banking, the Client agrees that:
  (a) they will ensure that there is no breach of the Agreement;
  (b) they will observe all of the Terms and Conditions of the Agreement, as amended from time to time;
  (c) the first use of Macquarie Active Banking by the Client and/or any User will be taken as acceptance and agreement by the Client to the Terms and Conditions of the Agreement.

User signature

Date (DDMMYYYY):

3 Nominate User access levels (required)

Choose one of the three options below:

☐ Specify the accounts and access levels required for the User ▶ ***complete section A***

☐ Copy account and access levels from an existing User ▶ ***complete section B***

☐ Copy existing user access plus specify additional access ▶ ***complete sections A and B****

*** Note:** *in the event of an inconsistency in the information you provide in section A and section B of this form, your instruction in section A will prevail*

SECTION A

The access levels available are:

View	Allows a User to view account and transaction details only.
Create	Allows a User to view account and transaction details, roll-over Term Deposits, generate transactions, request a bank cheque, stop cheque payments and initiate open and closure requests. Opening an account without an initial funds transfer and switching to online statements do not require authorisation. Create access does not allow the User to authorise transactions.
Sole Authorise	Allows a User to authorise transactions and account openings and closures solely. You can have multiple Users with sole authorise access. Does not include create access.
Dual Authorise	Allows a User to authorise transactions and account openings and closures, but only in conjunction with another authoriser. You can have multiple Users with dual authorise access. Does not include create access.
ADDITIONAL FUNCTIONALITY:	
Download	Allows a User to download account and transaction data via Macquarie Download files for use with compatible software platforms. Download files may contain a group of accounts and their setup can be discussed with your Relationship Manager.

Indicate which accounts and facilities are to be accessed and what level of access is required. You MUST tick all levels of access required. Please complete all fields.

	Account/Facility name	Enter Account/Facility number	Access level: View	Create	Sole Auth	Dual Auth	Down-load
1							
2							
3							
4							
5							
6							
7							

SECTION B

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 for the Macquarie Access Code above.**

SECTION C (OPTIONAL)

Optional for Sole or Dual Authorise access levels only – set a Daily Payment Authorisation Limit.

A Daily Payment Authorisation Limit will prevent the User from authorising payments totalling more than the limit applied (per business day). All payments authorised will be included in the authorisation limit. Any authorisation limit is applied per Macquarie Access Code.

Amendments to an authorisation limit will require approval from authorised signatories, so please set a limit that is adequate for your business needs.

Do you wish to assign a Daily Payment Authorisation Limit for this User?

☐ No ▶ ***go to section 4***

☐ Yes ▶ Amount: $

4 Password Calculator (required)

Do you want to transfer an existing password calculator to this User?

☐ No ▶ ***go to section 5***

☐ Yes ▶ Password calculator serial number:

Please note we will delete any access for the existing Macquarie Access Code that is linked to this calculator.

5 Authority (required)

This form must be signed by:

a) two directors or a director and a company secretary; or
b) for a sole director/secretary company, the director/company secretary; or
c) for partnerships, any two partners; or
d) all account holders (joint accounts only); or
e) authorised signatories.

Authorised signatory

Date (DDMMYYYY):

Print name:

Authorised signatory

Date (DDMMYYYY):

Print name:

Please return all relevant forms by mail to **Client Administration, Macquarie Bank Limited, GPO Box 4294, Sydney NSW 1164**, by email **clientadmin@macquarie.com**, or by fax **1300 302 116**.

Macquarie use only

Group Customer Number

Download Customer Number