



Business Foreign Exchange Amendment Form

Registered business name as currently known by Business Foreign Exchange.

This form is used when updating or changing information and user entitlements on your Business Foreign Exchange facility.

Section A – Change business details

Only complete this section if any of this information changed. If your business name has changed you will need to provide a certified copy of the business name change certificate.

Registered name of business/corporation

Registered business address

Suburb

State

Postcode

Business site address Same as registered business address

Suburb

State

Postcode

Postal address Same as registered business address Same as business site address

Suburb

State

Postcode

Business phone number

Business facsimile number

Email address – we authorise the Bank to communicate with us via this email address.

Section B – Change Director/ Owner/Partner/ Company Secretary

Please provide us with updated details of the Directors/Owner/Partners/Company Secretary in your business if these have changed. If you need to add/delete/amend more than two Directors/Owner/Partners/Company Secretary you may complete this section in a separate Amendment Form and attach it with this form.

Director Owner
 Partner Company Secretary
 Add Delete Amend

Full name

Date of birth

Preferred contact phone number

Email address – I authorise the Bank to communicate with me via this email address

Director Owner
 Partner Company Secretary
 Add Delete Amend

Full name

Date of birth

Preferred contact phone number

Email address – I authorise the Bank to communicate with me via this email address

Note A new Director/Owner/Partner/Company Secretary must provide 100 points of identification. Please contact your Business Development Specialist to arrange this.

Section C –

Change facility authorisation level

To change your current authorisation level for control of foreign exchange transactions and settlement instructions, please select **one** of the options.

- Sole authorisation** – 1 user to input and authorise the transaction (1 person required).
- Single authorisation** – 1 user to input, 1 user to authorise the transaction (2 people required). The user that has input the transaction cannot authorise the transaction.
- Dual authorisation** – 1 user to input, 2 users to authorise the transaction (3 people required). The user that has input the transaction cannot authorise the transaction.

Section D –

Change primary contact

To change the primary contact in your business complete this section. If a new primary contact is selected, they will replace the existing primary contact.

The primary contact is the person that we will contact for Business Foreign Exchange related issues. The primary contact is also able to add, delete and amend users, user information and entitlements.

Primary contact

Full name

Date of birth

Preferred contact phone number

Email address – I authorise the Bank to communicate with me via this email address

Primary contact signature

Date

Note The new primary contact must provide 100 points of identification. Please contact your Business Development Specialist to arrange this.

Section E –

Change user information and entitlements

If more than two users are required you may complete this section in a separate Amendment Form and attach it with this form.

User
<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Amend
Full name <input type="text"/>
Preferred contact phone number <input type="text"/>
Email address - I authorise the Bank to communicate with me via this email address <input type="text"/> <input type="text"/>

User
<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Amend
Full name <input type="text"/>
Preferred contact phone number <input type="text"/>
Email address - I authorise the Bank to communicate with me via this email address <input type="text"/> <input type="text"/>

Input FX transaction

FX Enquiry
FX Buy/Sell: New Trade – Spot
(Trades up to 2 business days)
FX Buy/Sell: New Trade – Forward
Extensions
Predeliveries

FX Standard Settlement Instructions (SSI)

SSI, as defined in the Business FX PDS, includes payments to third party accounts.
Create/maintain SSI and submit to Bank
Activate/deactivate SSI
Attach/unattach SSI to FX deal

Authorise FX settlement

Authorise SSI

Foreign Currency Accounts

View Commonwealth Bank FCA balances

Tick the appropriate box to nominate User access

<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Tick the appropriate box to nominate User access

<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<input type="checkbox"/> Add	<input type="checkbox"/> Delete
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<input type="checkbox"/> Add	<input type="checkbox"/> Delete
FCA Account No.	Currency
<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Add	<input type="checkbox"/> Delete
FCA Account No.	Currency
<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Add	<input type="checkbox"/> Delete
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Email/SMS Report Authorisation

Weekly Australian Dollar Update Email
Weekly Economic Signposts Email
Foreign Exchange Strategy Email
Foreign Exchange Review Email
Monthly FX Strategy Email
Daily FX Report Email
Daily SMS Update

Identification questions and answers

You will be asked to answer these identification questions if at any time it becomes necessary for our customer service personnel to identify you over the phone.

User signature <input type="text"/>
What is your date of birth? <input type="text"/>
What is your Mother's maiden name? <input type="text"/>
What is your driver's licence number? <input type="text"/>
What is your favourite colour? <input type="text"/>

User signature <input type="text"/>
What is your date of birth? <input type="text"/>
What is your Mother's maiden name? <input type="text"/>
What is your driver's licence number? <input type="text"/>
What is your favourite colour? <input type="text"/>

Primary contact declaration

In accordance with the requirements of the Financial Transaction Reports Act (1988) I am satisfied that the authorised users whose names and signatures appear in **Section E** are authorised by the company to conduct operations on the accounts using Business Foreign Exchange and to enter into the transactions described herein.

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section F –

Business agreement

This section should be signed by an existing Director/Owner/Partner/ Company Secretary where **Section A, B, C or D** has been completed

I/We agree that my/our operation of Business Foreign Exchange is subject to the Business Foreign Exchange Terms and Conditions including any Special Terms and Conditions and the Bank's usual Terms and Conditions. I/We acknowledge having been provided a copy of the Business Foreign Exchange General Terms and Conditions as appropriate that are located in the Product Disclosure Statement (PDS).

I/We confirm that the primary contact whose name and signature appears in this form is authorised on behalf of the business to be the normal point of contact and add, delete and amend Business Foreign Exchange users, user information and entitlements.

I/We accept that if I/we have requested that a single individual be given capability to solely create and submit payment instructions and/or attach and authorise foreign exchange standard settlement instructions, I/we am/are indicating our acceptance of the increased risk of loss due to erroneous or fraudulent transactions, and our acceptance of liability for such transactions.

I/We understand that any email sent may pass through non-secure channels and could therefore be viewed by an unauthorised third party. By providing an email address I/we acknowledge the risks inherent in this means of communication and authorise the Bank to communicate via email using the email addresses provided.

Privacy Protection of Information – Privacy Act 1988 ('the Act')

Notice and Acknowledgement that Credit Information May be Given to a Credit Reporting Agency

I/We understand that Section 18E(8)(c) of the Act allows the Bank to give a credit reporting agency certain personal information about me/us which I/we authorise the Bank to do. The information which may be given to an agency is covered by Section 18E(1) of the Act and includes:

- such permitted particulars about me which allow me to be identified;
- the fact that I/we have applied for credit and the amount;
- the fact that the Bank is a credit provider to me/us;
- advice that payments are no longer overdue;
- in specified circumstances, that in the Bank's opinion I/we have committed a serious credit infringement; and
- that the credit the Bank has provided to me/us has been discharged.

Authority to Obtain Certain Information

I/We authorise the Bank and any agent of the Bank that is deemed to be a credit provider pursuant to Section 11B(5) of the Act:

- to obtain from a credit reporting agency a credit report containing personal information about me/us to assess my/our application/s for personal credit. This is in accordance with Section 18K(1)(a) of the Act;
- to obtain from a credit reporting agency a credit report containing personal credit information about me/us for the purpose of assessing an application by me/us or my/our company/firm for commercial credit. This is in accordance with Section 18K(1)(b) of the Act;
- to obtain a report containing information about my/our commercial activities or commercial creditworthiness from a business which provides information about the commercial creditworthiness of a person for the purpose of assessing my/our application/s for personal credit. This is in accordance with Section 18L(4) of the Act;
- to obtain a report from a credit reporting agency and other information relating to my/our commercial credit activities; and
- to obtain from a credit reporting agency a credit report containing personal information about me/us for the purpose of the collection of overdue payments in respect of commercial credit which the Bank has provided to me/us or my/our company/firm. This is in accordance with Section 18K(1)(h)(i) of the Act.

Executed by the person/s who is/are authorised to sign on behalf of the business.

Director/Owner/Partner/
Company Secretary

Director/Owner/Partner/
Company Secretary

Signature

Signature

Date

Date

Bank use only

Signatures verified against CommSee for existing clients or against ID verification documents for new clients.

Salesperson signature

Salesperson name

**Send completed form to:
Business Foreign Exchange
Reply Paid 5443, Sydney NSW 2001**

Bank use only

Identification details

Must be completed where a new Director/Owner/Partner/Company Secretary has been nominated.

Director Owner Partner Company Secretary

Name

Document type	Document number	Name on document	Place of issue	Issue date	Expiry date	Points scored

For existing bank client CBA account confirmed valid and not stopped

Total points

Director Owner Partner Company Secretary

Name

Document type	Document number	Name on document	Place of issue	Issue date	Expiry date	Points scored

For existing bank client CBA account confirmed valid and not stopped

Total points

Primary contact (if not a Director/Owner/Partner/Company Secretary)

Name

Document type	Document number	Name on document	Place of issue	Issue date	Expiry date	Points scored

For existing bank client CBA account confirmed valid and not stopped

Total points

Business Development Specialist Details

Name

Mobile phone number

Staff number