

# Account Operating Authority – additional signatures

## Adding users to your account



This authority sets out who may transact your BNZ accounts in addition to the Account Operating Authority. All sections of this form must be completed (see overleaf for instructions for completion).

### Customer details

#### Full legal name

#### Account name (if different from above)

### Account details

Enter the store 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' option. Otherwise, complete the 'Specify suffixes' box.

Bank	Store/branch	Account number	All, or	Specify suffixes
0   2	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>
0   2	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>
0   2	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="text"/>

### Additional authorised signatories

Signatories have hereby agreed to the usual terms of operating Bank Accounts as set out in the standard terms and conditions.

#### Specimen signature(s)

<input type="text"/>	<input type="text"/>
Signature	Title
<input type="text"/>	
Full name	
<input type="text"/>	<input type="text"/>
Signature	Title
<input type="text"/>	
Full name	
<input type="text"/>	<input type="text"/>
Signature	Title
<input type="text"/>	
Full name	
<input type="text"/>	<input type="text"/>
Signature	Title
<input type="text"/>	
Full name	

#### BANK USE ONLY:

<input type="text"/>
ID Document
<input type="text"/>
ID Document
<input type="text"/>
ID Document
<input type="text"/>
ID Document

#### Replaces signature of (if applicable) whose authority is now cancelled

Name of Signatory	<input type="text"/>
Name of Signatory	<input type="text"/>
Name of Signatory	<input type="text"/>
Name of Signatory	<input type="text"/>

### Confirmed by Account Owner(s)

To be signed by the person(s) authorised to do so, per Account Operating Authority

Confirmed this  day of  2 | 0 Y | Y

#### Account Owner(s) (Trustee, Director, Partner)

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

#### BANK USE ONLY:

##### COMPLETED BY:

Name	<input type="text"/>
Phone	<input type="text"/>
CHECKED BY:	<input type="text"/>
Name	<input type="text"/>
Store no.	<input type="text"/>
Business unit	<input type="text"/>

#### BANK STAMP:

## Guidelines to completing the Additional Signatures Authority

This document sets out who may transact on your BNZ (the Bank) accounts, in conjunction with the Account Operating Authority. An Account Operating Authority – Additional Signatures Authority is to be completed under the following circumstances:

- > Where one or more persons are being added as having signing authority on account(s)
- > Where one or more persons are being deleted from having signing authority on an account(s)
- > Where one or more positions are being added to have signing authority on an account(s)
- > Where one or more positions are being deleted from have signing authority on an account(s)

An Account Operating Authority – additional signatures authority does not cover:

- > Any changes to the number of authorised signatures required
- > Any changes to the specific signing instructions for an account(s)
- > Any changes to the Account Owner(s)

## Customer name

**Full legal name:** The legal name refers to the person(s) or entity responsible for the operation of the bank account under 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 driver's licence 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 partner's full individual name, plus the trading name of the partnership e.g. Joseph Frank Wallis & Michael Andrew Jones Trading as Cool J Developments
- > **Company:** Companies are legal entities and the legal name will be the name printed on the company's 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 Signatories

**Additional Authorised Signatories** 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(s). They have transactional authority, but do not have the ability to change how the account operates nor confirm the addition/deletion of other authorised signatories.

### Identification document

All signatories to Bank Accounts must provide such identification documentation (including photo identification) that is acceptable to the Bank as a requirement of the Code of Banking Practice and the Financial Transactions Reporting Act 1996. Some examples of acceptable identification include Passport, Photo Driver's Licence, Student ID.

### Confirmed by Account Owner(s)

Account Owner(s) must sign in accordance with the Account Operating Authority to confirm this document e.g. if the signing instruction states 'any two to sign' then the Additional Signatures Authority must be confirmed by any two Account Owners.

**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 control how the account operates.

1. Always complete the Full Name.
2. Complete the Title if applicable (e.g. Director, Trustee, etc.).
3. If there are more than four 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 (Companies, Partnerships, Trusts, Clubs, Societies, etc.) the Title panel can be completed if appropriate.