

# Account Operating Authority Authority to run your account



This authority sets out who may operate your BNZ accounts and the basis on which they can be operated. All sections of this form must be completed (see overleaf for instructions for completion).

This authority is: (tick one)  New  Replacement

## Customer details

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 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	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"/>

## Signing instructions

Number of authorised signatures required (TotalMoney can only have one signatory)

Specific signing instructions - i.e. two signatures required (Please leave blank for TotalMoney accounts)

## 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 submitted. Where this Authority applies to All Suffixes, this authorises Account Owners to open new accounts in the Customer Name in accordance with the signing instructions. Where this Authority applies to a TotalMoney suffix, this authorises Account Owners to open new TotalMoney accounts in the Customer Name. These new TotalMoney suffixes shall be subject to this Authority until this is replaced by another authority or the Bank receives a duly authorised notice of cancellation.

A specimen signature for each additional signatory has been provided on a separate form. If an Additional Authorised Signatory 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. BNZ (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 for the same account suffixes 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  2 | 0 | Y | Y

## Specimen signature(s)

Signature

Full name  Title

Signature

Full name  Title

Signature

Full name  Title

Signature

Full name  Title

## BANK USE ONLY:

ID Document

ID Document

ID Document

ID Document

## BANK USE ONLY: COMPLETED BY:

Name

Phone

## CHECKED BY:

Name

Store No.

## BANK STAMP:

## Guidelines to completing the account operating authority

### 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:** 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

### Signing instructions

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

#### Number of Authorised Signatories required

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, opening new accounts and any other instruction to the Bank relating to account operation).

NB: TotalMoney accounts can only be one signatory.

#### 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. As TotalMoney accounts are to be only one signatory no specific signing instructions are needed.

For companies some common signing instructions are:

- > any two Directors jointly
- > the Managing Director alone

### 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 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.

**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. They are detailed on a separate Account Operating Authority - additional signatures if necessary. 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 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.