

How to make a request

- Complete Sections A, B and C to reallocate the custody of an Authorisation Password Id/Authentication Device Id to another Authorising Officer where the corresponding Password/PIN is *known and valid*, or
- Complete Sections A, B and C to remove an existing Authorisation Password Id/Authentication Device Id and allocate a replacement Authorisation Password Id/Authentication Device Id in situations where the existing authorising Password/PIN is *unknown or invalid*.
- On completion, fax the original to your Relationship Manager for approval, retaining the original for your own records.
- Change requests are subject to the National's approval.
- If you have any questions, or need assistance completing this form, telephone National Online Support on 1300 652 565.

Section A Current Customer Details

Provide the first party name as found in Section A of your National Online Business Application Form.

First Party

Business name (Full legal name including details of any trust, if acting as a trustee)

Site Id (found in software on Main Menu in Help, About)

State

Section B Authorisation Password Id/Authentication Device Id details

Complete this section to transfer allocation of custody of an Authorisation Password Id/Authentication Device Id between Authorising Officers, or to delete an existing Authorisation Password Id/Authentication Device Id and create a new one.

Please choose appropriate option:

- Please reallocate custody of an existing Authorisation Password Id/Authentication Device Id. (Select this option where the existing Authorisation Password or PIN is known and valid.)
- Please delete an existing Authorisation Password Id/Authentication Device Id and issue a new one for a new Authorising Officer as nominated below. (Select this option where the existing Authorisation Password or PIN is unknown or invalid.)

Reallocation/Replacement 1

Existing Authorisation Password Id/
Authentication Device Id

Authorising Officer relinquishing access

Given name/s

Surname

Complete the details below of the person who will assume responsibility for a new or existing Authorisation Password Id/Authentication Device Id and who will be designated as an Authorising Officer for Messages, Payment Instructions, Stop Cheques Instructions ('Messages/Instructions').

New/Replacement Authorising Officer

Given name/s

Surname

Date of birth

Address

State

Postcode

The National collects this information under Commonwealth legislation to process a request to reallocate an Authorisation Password Id or Authentication Device Id to the Authorising Officer. If this information is not provided the National cannot process this request.

Authorising Officer's signature

Date

You can gain access to your personal information, subject to some exceptions allowed by law. Please contact the National on 13 22 65 or visit national.com.au for a form requesting access.

Reallocation/Replacement 2

Existing Authorisation Password Id/
Authentication Device Id

Authorising Officer relinquishing access

Given name/s

Surname

Complete the details below of the person who will assume responsibility for a new or existing Authorisation Password Id/Authentication Device Id and who will be designated as an Authorising Officer for Messages, Payment Instructions, Stop Cheques Instructions ('Messages/Instructions').

New/Replacement Authorising Officer

Given name/s

Surname

Date of birth

Address

The National collects this information under Commonwealth legislation to process a request to reallocate an Authorisation Password Id or Authentication Device Id to the Authorising Officer. If this information is not provided the National cannot process this request.

Authorising Officer's signature

Date

You can gain access to your personal information, subject to some exceptions allowed by law. Please contact the National on 13 22 65 or visit national.com.au for a form requesting access.

Section C

Declaration of person authorising and confirming the identity of National Online Business Authorising Officer/s

I confirm I am a *Director/Secretary/Partner/Principal or a person otherwise duly appointed and authorised by the entity specified in Section A of this form and have the authority of the entity specified in Section A of this form and also each other entity whose accounts are linked to the Site Id specified in Section A of this form to appoint Authorising Officers for the purposes of Messages/Instructions in respect of their respective accounts. In exercise of that authority, I appoint each of the Authorising Officers specified in Section B of this form for the purposes of Messages/Instructions in respect of their respective accounts.

I have been identified to the National in accordance with the Financial Transactions Reports Act 1988 as authorised to make this declaration.

I am the person nominated by the entity specified in Section A to confirm the identity of Authorising Officers who are enabled to authorise Messages/Instructions. I confirmed the identity of the Authorising Officer/s set out in Section B above either by identifying the Authorising Officer, or if more than one (1) Authorising Officer, each of them, either as someone well and favourably known to me, or by sighting appropriate identity documentation.

A person well and favourably known is someone that I recognise to be who and what they claim to be. Appropriate identity documentation is at least one (1) of the following forms of identification: current driver's licence, credit card, passport, rate notice or Australian birth certificate.

I have notified all parties whose accounts are linked to the Site Id specified in Section A, and which have been previously nominated in either a National Online Business Application, National Online Business Additions/Amendments Request or National Online Business Schedule.

*strike out the title/s which do not apply

Signature

Name and Title (BLOCK LETTERS)

Date

National use only

Credit Officer use only

Customer number

Form checked for correctness Yes

Business name correct (Full legal name) Yes

*Authorities/Signatures correct

(*Credit Officer is to check that the person signing Section C has been properly identified by the National in accordance with the Financial Transactions Reports Act 1988, and that the National holds an authority authorising the person to bind the entity specified in Section A and each other entity whose accounts are linked to the Site Id specified in Section A) Yes

Where a replacement Password Authorisation Id is required, I confirm authorisation to read the password over the telephone. (Where applicable) Yes

Credit Officer details

Name

Memoid (including state prefix)

Location BSB number

Location address

Telephone number (include area code)

Facsimile number (include area code)

BU Id number

Signature

Date

Once approved, fax this form to (03) 9886 2984 for National Online Support to action. Any form not approved by a Credit Officer will not be actioned.

National Online Support use only

Infoman Record Number

UPMS updated by – initials

Date