

To: **China Construction Bank (New Zealand) Limited ("Bank")**

## Making Changes to Organisation Accounts

Note: On request, the Bank can provide the applicant with this form in a different format which may make it easier to read (for example on A3 sized paper and using larger font). Please contact the Bank if this would assist.

Please complete in BLOCK LETTERS, " v " where appropriate.

And return the completed form to us at Level 29, Vero Centre, 48 Shortland Street, Auckland 1010, New Zealand

Date:

### Section 1

#### Part A - Existing Customer Information

Name of Customer (Company/Organization/Club/Society/Trust/Partnership)

Trading Name (if different from Above)

Certificate of Incorporation:

Other Registration:

Effective Date

Immediate

From

**Please allow 3-5 working days for processing**

#### Part B - Tell us what you want to do

**Please tick at least one box; You can choose more than one option.**

**Full Replacement of Authorised Signatory - Complete Part A, B, C.01,D & I**

This will remove all existing signing rules and Authorised Signatories (including Account Owners) and replace them with what has been completed on this form

**Add an Authorised Signatory - Complete sections A, B, C.01,D & I**

This will add an Authorised Signatory or Authorised Signatories to your existing Account Operating Authority. They will have authority to operate the account in accordance with the current signing rule set out in the Account Operating Authority.

**Remove an Authorised Signatory - Complete sections A, B, C.02 & I**

Ensure any access via Phone, Online Banking or Card is removed.

**Change of signing rule, which changes the Account Operating Authority - Complete sections A, B, D & I**

**Change of name - Complete sections A, B, E & I**

Refer to documentation requirements in section E to support changes. If there is a change in ownership, a new account application is required.

**Change of contact details - Complete sections A, B, F & I**

This will only change the contact details of the Account(s) set out in **Part A** and in the List of Extra Authorised Signatories (if any).

### Section 2

#### Part C - Authorised Signatory Changes

##### C.01 - Add a Authorised Signatory/Full Replacement

- If more than 3 Authorised Signatories, ask for a List of Extra Signatories form
- Treat all fields as mandatory. The more contact information we have the easier it is for us to contact you when there is an issue. Where, for example, you don't have a fax please write N/A.
- Each Authorised Signatory's mobile and email, details, are important should we need to contact anyone urgently regarding the organisation's account, so please ensure these fields are completed.
- If you are advising a change of contact details for your organisation, please just complete the relevant fields in **Part F** of the Making Changes to Account form.
- If you are adding another Account Owner (e.g. a director of a company), you need to make this clear on the form under Designation. The Bank will also require evidence from the organisation.

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2

<u>Add</u> Full Replacement		<u>Details:</u> Mr. Mrs. Miss. Ms. Other (Please specify) _____				
All Accounts		Full Name				
The Following Account(s) Only (Please Specify)		Home Address				
Account Name (if different from Above)	Account Number List	Email	Phone No.			
		Occupation	Date of Birth			
		ID Type	ID No.			
By signing below the Authorised Signatory agrees to be an Authorised Signatory and the Customer's account and agrees to the statement set out in part H below.		Date of Signing	Expiry of ID			
		Relationship to Organisation				
<b>Specimen Signature</b>						

3

<u>Add</u> Full Replacement		<u>Details:</u> Mr. Mrs. Miss. Ms. Other (Please specify) _____				
All Accounts		Full Name				
The Following Account(s) Only (Please Specify)		Home Address				
Account Name (if different from Above)	Account Number List	Email	Phone No.			
		Occupation	Date of Birth			
		ID Type	ID No.			
By signing below the Authorised Signatory agrees to be an Authorised Signatory and the Customer's account and agrees to the statement set out in part H below.		Date of Signing	Expiry of ID			
		Relationship to Organisation				
<b>Specimen Signature</b>						

**C.02 - Remove a Signatory**

- If the Authorised Signatory being removed is also an Account Owner, they may need to sign **Part I** to authorise this change.
- Ensure any card, phone or online banking (if any) channel is updated to ensure the Authorised Signatory being removed has no further access to your organisation's account.

1. Full Name	:		Email Address		
2. Full Name	:		Email Address		
3. Full Name	:		Email Address		

**Part D - Change Signing Rules affecting the Account Operating Authority**

- This tells us who the Account Owner(s) has authorised to operate the organisation's accounts.
- if you don't tick anything, we will default to the existing signing rule set out in the Account Operating Authority.
- Note: These signing rules do not apply to your use of any online platform

<b>* Please tick just ONE box</b>	<b>Change to Authorised Signatory</b>	
<u>All Accounts</u>	Any Authorised Signatory, acting individually	At Least _____ Authorised Signatories must sign together.
	Any two Authorised Signatories, acting jointly	Others, (as described below), subject to acceptance by the Bank
<u>The Following Account(s) Only (Please Specify)</u>	<b>Change to Authorised Signatory</b>	
Account Name (if different from Above)	Account Number List	Any Authorised Signatory, acting individually
		Any two Authorised Signatories, acting jointly
		At Least _____ Authorised Signatories must sign together.
		Others, (as described below), subject to acceptance by the Bank
Account Name (if different from Above)	Account Number List	Any Authorised Signatory, acting individually
		Any two Authorised Signatories, acting jointly
		At Least _____ Authorised Signatories must sign together.
		Others, (as described below), subject to acceptance by the Bank
Account Name (if different from Above)	Account Number List	Any Authorised Signatory, acting individually
		Any two Authorised Signatories, acting jointly
		At Least _____ Authorised Signatories must sign together.
		Others, (as described below), subject to acceptance by the Bank

### Part E - Change of Organisation Name

Please send us evidence of change of Organisation name, such as:

- Company Certificate of Incorporation or Re-registration
- Incorporated Society Certificate of Incorporation or Re-registration
- Club or Group Copy of the minutes signed by the President, Secretary and Treasurer. (unincorporated society)
- Partnership (formal) Deed of variation to Partnership, evidencing the change
- Partnership (not formal) Letter of confirmation from IRD regarding IRD / GST number
- Trust Alteration of Trust Deed, evidencing the change
- If you are just changing the trading name of the organisation, the Bank will not need to sight any additional evidence outside of the Making Changes to Account form. The Account Owner(s) need only sign **Part I** – Authorising changes.

Change Legal name to	:	
New Registration No. (if any)	:	
Change Trading Name to	:	

**Note: If there is a change of ownership of the organisation, please contact the Bank for its requirements.**

### Part F - Change of Contact Details

This will change the contact details on the account mentioned in **Part A** and the accounts mentioned in the List of extra account numbers (if any).

#### F.01 - Change of Address

New Registered Address	:	
New Business Address	:	
New Postal Address	:	

#### F.02 - Change of Contact Number/Fax No./E-mail Address

Full Existing Replacement by					
E-mail Address - 1	:		1 - Tel No.	:	
E-mail Address - 2	:		2 - Tel No.	:	
E-mail Address - 3	:		3 - Tel No.	:	
Add					
E-mail Address - 1	:		1 - Tel No.	:	
E-mail Address - 2	:		2 - Tel No.	:	
E-mail Address - 3	:		3 - Tel No.	:	
Remove					
E-mail Address - 1	:		1 - Tel No.	:	
E-mail Address - 2	:		2 - Tel No.	:	
E-mail Address - 3	:		3 - Tel No.	:	

#### F.03 - Change of Contact Person Information

Full Replacement by below(s)											
Add					Remove						
Change of existing contact person information					Change of existing contact person information						
<u>Details:</u>	Mr.	Mrs.	Miss.	Ms.	Other (Please specify) _____	<u>Details:</u>	Mr.	Mrs.	Miss.	Ms.	Other (Please specify) _____
Full Name						Full Name					
Business Email						Business Email					
Phone No.						Phone No.					
Occupation						Occupation					
Add					Remove						
Change of existing contact person information					Change of existing contact person information						
<u>Details:</u>	Mr.	Mrs.	Miss.	Ms.	Other (Please specify) _____	<u>Details:</u>	Mr.	Mrs.	Miss.	Ms.	Other (Please specify) _____
Full Name						Full Name					
Business Email						Business Email					
Phone No.						Phone No.					
Occupation						Occupation					

## Part G - Info you may need to know

### What's the difference between an **Account Owner** and an **Authorised Signatory**?

For the purposes of this form, the Account Owner is the person(s) authorised to act on behalf of the Customer or Account Owner organisation, including for the purposes of opening accounts and appointing Authorised Signatories for an account, and are normally one of the following:

- a director of a Company;
- a partner in a Partnership;
- a trustee of a Trust; or
- an appointed/elected officer of a Society (Chairperson, Secretary or Treasurer).

An Authorised Signatory is authorised by the Account Owner to operate the specific account(s) in accordance with the signing rule for the Account Operating Authority. (e.g. make payments and view transactions). An Account Owner may or may not choose to be an Authorised Signatory.

### What **supporting documentation** will I need?

- The Bank is, or may be, required to verify the identity of the people listed in this form and certain other information provided in this form.
- Where the Authorised Signatory holds a particular office within the Account Owner organisation and, by virtue of holding that office, can act on behalf of the organisation, we may need to sight evidence of their appointment or removal.

Examples of what we may require is:

- a company director: The Bank will check the director's details against the information registered on the Companies Office website; or
- a Treasurer of a society being removed: The Bank will need to see the minutes from the meeting at which the new Treasurer was appointed, signed by the Chairperson, previous Treasurer and Secretary. These officers should already be Authorised Signatories on the account.

## Part H- Declaration

### I/We

- agree to be bound by the terms and conditions set out in this application form in addition to any other conditions which may apply;
- acknowledge having been provided with the Bank's General Account Terms and Conditions and agree to be bound by the terms as amended or replaced from time to time;
- confirm I/we have read the Bank's General Account Terms and Conditions as it contains important statements about my/our rights and obligations;
- certify that all information supplied in this application form, including the List of Extra Signatories (if any) is true, correct and complete in every respect and understand that if it is not true, correct and complete, this application form may be declined and/or I/we may be liable to the Bank;
- confirm that we have the authority to sign this form on behalf of the organisation Customer and that we are authorised to provide the personal information to the Bank provided in this form; and acknowledge that the Bank's privacy policy is set out in full in the Bank's General Account Terms and Conditions.

### I/We authorise

- the Authorised Signatories named in this application form and the List of Extra Authorised Signatories (if any) to operate the account(s) named in this form in accordance with the signing rules specified in Part D and do everything relating to our relationship with the Bank for this account(s) (this is called the banker/customer relationship), that an Authorised Signatory is authorised to do under the Bank's General Terms and Conditions;
- other Authorised Signatories to be added to or removed from this authority as set out in this form; and
- this authority set out in Part D is to apply to the accounts in Section A and in the List of Extra Account numbers (if any) – subject to your signing rule set out in the Account Operating Authority – and nobody can delegate the authority we have given them.
- We agree to notify the Bank of any changes to any details and information relating to our account.

### Receiving and acting on instructions by fax, phone, electronic communication or other means

I/We agree that as part of doing business, the Bank may communicate with us by fax, phone, electronic communication and may accept telephone, facsimile, electronic communication or other instructions in the course of the banker/customer relationship

However, the Bank:

- is not obliged to accept them
- will not be liable to the Customer, Account Owner, Authorised Signatory or any other party if the instructions are unauthorised, forged or fraudulently given and the instructions received appeared to have been furnished by us

### I/We indemnify the Bank

to the maximum extent permitted by law and I/we will indemnify the Bank for its losses in acting on such instructions. The indemnity given in this form is to be read together with (and does not in any way restrict) the indemnity given in the Bank's General Account Terms and Conditions.

### Adding or removing Authorised Signatories to/from the authority

Additional Authorised Signatories may be appointed and any Authorised Signatory may be removed only by notice in writing to the Bank signed in the same manner by the Account Owner(s) as this form.

**Part I - Authorising Change**

I/We confirm everything in the form is correct and I/we have read and accepted the Bank's terms and conditions in [Part H](#).

- If the organisation is a company, a **minimum of two Account Owners** must sign unless there is only one director of the company in which case one director may sign. In all other cases, **all Account Owners** must sign (eg all trustees of a trust) unless the Bank agrees otherwise.
- The signing rule does not determine how many Account Owners need to authorise these changes.
- Persons authorised to act on behalf of the Account Owner organisation must sign in accordance with any rules, requirements or internal policies of the organisation, such as those specified in a constitution or trust deed.
- Written evidence will be required where the Account Owner is either not known by the Bank or we are unclear on who can authorise these changes.

**Signed by and on behalf of the Customers/by its Account Owners**

Account Owner's Full Name :	<input style="width: 95%;" type="text"/>	Relationship to Customer	<input style="width: 95%;" type="text"/>
		e.g. Director	
Account Owner's Signature :	<input style="width: 95%;" type="text"/>		
		Date:	<input style="width: 95%;" type="text"/>
By signing you are authorising all changes contained in this document to be made to the account and confirming that you agree to the declaration in <a href="#">Part H</a> .			

Account Owner's Full Name :	<input style="width: 95%;" type="text"/>	Relationship to Customer	<input style="width: 95%;" type="text"/>
		e.g. Director	
Account Owner's Signature :	<input style="width: 95%;" type="text"/>		
		Date:	<input style="width: 95%;" type="text"/>
By signing you are authorising all changes contained in this document to be made to the account and confirming that you agree to the declaration in <a href="#">Part H</a> .			

Account Owner's Full Name :	<input style="width: 95%;" type="text"/>	Relationship to Customer	<input style="width: 95%;" type="text"/>
		e.g. Director	
Account Owner's Signature :	<input style="width: 95%;" type="text"/>		
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By signing you are authorising all changes contained in this document to be made to the account and confirming that you agree to the declaration in <a href="#">Part H</a> .			

**Bank Use Only**

Signature Verified by:	<input style="width: 85%;" type="text"/>
Processor:	<input style="width: 85%;" type="text"/>
Authorizer:	<input style="width: 85%;" type="text"/>
Date:	<input style="width: 85%;" type="text"/>