

# Internet Banking Access – Business

## Tick the relevant boxes to select the services outlined:

- New Business Internet Banking access..... Complete Sections 1, 2, 3 and 6
- Amendment to existing Business Internet Banking ..... Complete Sections 1, 2, 3 and 6
- Change to Daily Payment Limit..... Complete Sections 1, 4 and 6
- Internet Banking access to be unblocked..... Complete Sections 1, 5 and 6
- Internet Banking password to be reset..... Complete Sections 1, 5 and 6

## Section 1: Business details

Newcastle Permanent Business Customer Number:

Business name: \_\_\_\_\_

Email address\*: \_\_\_\_\_

Mobile phone number\*:

\*Email address and mobile phone number are mandatory for business internet banking

## Section 2: Account information

### Account details:

In this section you can add or remove any business accounts linked to the Business Customer Number in Section 1.

Only account owners can register an account for Internet Banking.

Account numbers	Add	Remove	Access	
			Full	View Only
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Credit Card numbers	Add	Remove	Access	
			Full	View Only
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> XXXX XXXX <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> XXXX XXXX <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section 3: Proprietor/Director information

#### Proprietor/Director 1:

Customer number:   Personal Information Record (PIR) completed

Given name(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Internet Banking User ID:  (must be 4–8 characters):

Email address: \_\_\_\_\_

Mobile phone number:

Note: If you choose not to provide a current mobile phone number, some internet banking services and functions may not be available.

#### Proprietor/Director 2:

Customer number:   Personal Information Record (PIR) completed

Given name(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Internet Banking User ID:  (must be 4–8 characters):

Email address: \_\_\_\_\_

Mobile phone number:

Note: If you choose not to provide a current mobile phone number, some internet banking services and functions may not be available.

#### Proprietor/Director 3:

Customer number:   Personal Information Record (PIR) completed

Given name(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Internet Banking User ID:  (must be 4–8 characters):

Email address: \_\_\_\_\_

Mobile phone number:

Note: If you choose not to provide a current mobile phone number, some internet banking services and functions may not be available.

#### Proprietor/Director 4:

Customer number:   Personal Information Record (PIR) completed

Given name(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Internet Banking User ID:  (must be 4–8 characters):

Email address: \_\_\_\_\_

Mobile phone number:

Note: If you choose not to provide a current mobile phone number, some internet banking services and functions may not be available.

**Section 4: Daily Payment Limit (if applicable)**

**Daily Payment Limit**

You acknowledge that increasing your Daily Payment Limit may increase any potential liability through unauthorised transactions or fraud. You request that the Daily Payment Limit for transactions using Business Internet Banking be set at: (select one only)

Default: Pay Anyone \$10,000 and BPAY® \$20,000

Optional Limits:

Pay Anyone \$2,000 and BPAY \$10,000

Pay Anyone \$20,000 and BPAY \$40,000

Pay Anyone \$50,000 and BPAY \$75,000

Pay Anyone \$100,000 and BPAY \$100,000

**Section 5: Unblocking and resetting passwords**

I request that my internet banking password be:

Unblocked (this includes internet banking password, transaction password and/or SMS code)

Reset (this includes internet banking password and/or transaction password)

Given name(s): \_\_\_\_\_

Last name: \_\_\_\_\_

Internet Banking User ID:

**Section 6: Account Proprietor/Directors' declaration**

- You have received and read the terms and conditions applicable to the above-listed accounts (which are also available on our website at [newcastlepermanent.com.au](http://newcastlepermanent.com.au));
- You have carefully completed this form, having considered all important notes set out in the different sections;
- You are authorised to sign this form in accordance with the signing authority held by Newcastle Permanent in respect of the operation of the above-listed accounts; and
- By increasing the Daily Payment Limit you acknowledge that this may increase any potential liability through unauthorised transactions or fraud.

**Please ensure account Proprietors/Directors sign in accordance with account operating parameters.**

Customer name: \_\_\_\_\_

Signature: \_\_\_\_\_

Customer number:

Date:   /   /

Customer name: \_\_\_\_\_

Signature: \_\_\_\_\_

Customer number:

Date:   /   /

Customer name: \_\_\_\_\_

Signature: \_\_\_\_\_

Customer number:

Date:   /   /

Customer name: \_\_\_\_\_

Signature: \_\_\_\_\_

Customer number:

Date:   /   /

**Office Use Only**

- Account signatures verified and signed in accordance with account operating parameters
- Selected accounts updated to required internet banking access level on Production Online
- Business is created through Bank Admin
- Proprietors/Directors are created through Bank Admin
- Access to each account amended in Bank Admin for each individual user
- Daily Payment Limit amended in Bank Admin as applicable
- Password unblocked or reset through Bank Admin if applicable
- Customer's contact details updated in Production Online if applicable
- Form is to be scanned and attached to Member Docs as "Internet Banking Form" on the business customer number, and then destroyed.

Staff member: \_\_\_\_\_

Senior staff member: \_\_\_\_\_

Employee code: \_\_\_\_\_ Date:   /   /

Employee code: \_\_\_\_\_ Date:   /   /

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Processing branch: \_\_\_\_\_

Processing branch: \_\_\_\_\_