

# Membership Request Form for Business/Estate/Trust Accounts (non-personal)



bcu is a division of Police & Nurses Limited ABN 69 087 651 876 AFSL 240701 Australian Credit Licence 240701  
PO Box 1563, Coffs Harbour, NSW 2450  
T 1300 228 228 | W bcu.com.au

Member number \_\_\_\_\_

Organisation type  Company  Estate  Society  Trust  Super  
 Trading as  Partnership  Incorporated body  Unincorporated body

## MEMBERSHIP APPLICATION

If returning this by mail, please contact bcu regarding supporting documentation & signatory identification requirements.  
Certified copies of requested documents to be provided by applicant/s (or original documents presented in person).

Company/Business/Estate/Trust name \_\_\_\_\_

ABN \_\_\_\_\_ ACN \_\_\_\_\_

Type/Nature of business \_\_\_\_\_

Registered business name trading as (if any) \_\_\_\_\_

Contact details (Primary contact) \_\_\_\_\_

Phone: Work hours \_\_\_\_\_ After hours \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Principal place of business (PO Box is not acceptable) \_\_\_\_\_

\_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal address \_\_\_\_\_

\_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Registered office address (company only) \_\_\_\_\_

\_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Which of the following encouraged you to join bcu:

existing member  advert: TV / press / radio (please circle)  family/friend  referral broker  
 referral staff member  workplace visit  walk in  other \_\_\_\_\_

## BUSINESS TAX FILE NUMBER

Quotation is not compulsory but tax may be taken out of the applicant's interest if the tax file number is not quoted or evidence of exemption is not provided. Please ensure the organisation's tax file number is quoted to avoid withholding tax being levied. Business tax file number \_\_\_\_\_

## SECTION 1 – PERSONS AUTHORISED TO OPERATE

Note: an Authority to Operate Form must be completed for any person who is not the registered owner or trustee in addition to the below details.

### Signatory 1

Position in organisation (Director/Trustee/ Settlor etc.)

\_\_\_\_\_

Member number \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Signatory 3

Position in organisation (Director/Trustee/ Settlor etc.)

\_\_\_\_\_

Member number \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Signatory 2

Position in organisation (Director/Trustee/ Settlor etc.)

\_\_\_\_\_

Member number \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Signatory 4

Position in organisation (Director/Trustee/ Settlor etc.)

\_\_\_\_\_

Member number \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

## SECTION 2 – DETAILS OF DIRECTORS (COMPANY ONLY)

Number of Directors \_\_\_\_\_

### Director 1

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Director 3

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Director 2

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Director 4

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

(If there are more directors please provide details on an additional sheet)

## Secretaries Details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

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## SECTION 3 - BENEFICIAL OWNER/SHAREHOLDERS

(Please provide details of ALL shareholders who own 25% or more of the issued shares in the company, both individual and entity)

### Shareholder 1

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Shareholder 2

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Shareholder 3

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Shareholder 4

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

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## SECTION 4 - SETTLOR/APPOINTOR (TRUST ONLY)

### Settlor/Appointor 1

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

### Settlor/Appointor 2

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Residential address (PO Box is not acceptable)

\_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Country (if not Australia) \_\_\_\_\_

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## PRIVACY STATEMENT AND CONSENT

This Statement explains how bcu and its related bodies corporate (“we/us/our”) collect, use and disclose personal information and send communications about products and services. Personal information is any information or opinion about an identified individual, or an individual who is reasonably identifiable. Your personal information includes information such as your name, contact details and your interactions with us (such as transactions on your account). It may also include information about you that is publicly available.

### Providing information about another person

When you give us personal information about another person, you represent that you are authorised to do so and agree to inform that person of the contents of this Statement as it relates to them.

## Purposes for which we collect and use personal information

We collect your personal information to: assess and process a membership request, an application for any product or service that you make or for which you are a signatory, or representative; manage our relationship with you; for internal processes including product development, strategic planning, risk management and pricing; to meet our obligations in relation to external payments, credit reporting systems, government bodies and our funding arrangements; comply with regulatory requirements; identify and (unless you tell us not to) tell you about products and services (including products and services of third parties) that may interest you. The information we collect about you may also include sensitive information where we collect it for a specific purpose. If you use our website we may collect information about your location or activity (including whether you have accessed third party sites) to customise your experience. We also collect your information to identify you in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. We are permitted to collect, but you are not required to provide, your Tax File Number under the Taxation Administration Act 1953 and the Income Tax Assessment Act 1936. You consent to us collecting your personal information (including sensitive information) for the purpose described above. Without your information we may not be able to provide you with the services or products you require. Unless you tell us not to, by accepting the terms of this Statement, you consent to us using your personal information (including information collected from others) to advertise or promote products, services, or business or investment opportunities we think may interest you, including by:

- contacting you by telephone (notwithstanding registration at any time of your telephone number on the Do Not Call Register) or writing to you; and
- sending commercial electronic messages to any electronic address which you provide or for which you are responsible (and in that regard you warrant that you have authority, either as or on behalf of the electronic account holder, to provide this consent and agree that until you withdraw your consent by providing written notice to us or using an unsubscribe facility in the message, we may continue to send commercial electronic messages to those addresses).

You can ask us not to contact you about products and services and not to disclose your information to others for that purpose by calling us on 1300 228 228.

## Exchange of personal information and transfer overseas

We may exchange personal information about you with: other persons to verify that it is correct (for example with your employers); our related bodies corporate, assignees, agents, contractors and external advisers; organisations for verifying your identity; your agents, advisers, executors, administrators, trustees, beneficiaries (if you are a trustee), guardians or attorneys; law enforcement, regulatory and government bodies; anyone who introduces you to us; reward program providers, third parties providing fraud detection services; payment system operators; your and our insurers or prospective insurers and their underwriters; any person we consider necessary to execute your instructions; persons with whom you make a joint application for a product or service provided by us; any financial institution to or from which a payment is made in relation to any account you have or operate; financial institutions, and debt collecting agencies. We may disclose your personal information to our systems support and administrative service providers located overseas. The countries to which this information may be disclosed may include the Philippines, Netherlands and the United Kingdom.

## Further Information

You have rights to access and seek correction of personal information we hold about you, and our Privacy Policy contains information about how you may do this, how you may make a complaint about a breach of your privacy rights, and how we deal with complaints. You can also contact the Member Advocate on 1300 228 228 or at mail@bcu.com.au See our Privacy Policy on our website bcu.com.au for more information

## Declaration

By ticking this box and signing below I/we declare that the information in this application is true and correct and agree to be bound by the Terms and Conditions for any account, product or service.

By ticking this box and signing below I/we agree to the terms of this Privacy Statement and Consent to Use Your Information, and I/we consent and agree to bcu collecting, using, exchanging and transferring overseas, my/our personal information as described and as set out in bcu Privacy Policy.

By ticking this box and signing below I/we hereby apply for a share to become a member of bcu.

I/we understand that if I/we become a Member, I/we will be bound by the Constitution of Police & Nurses Limited (bcu).

**Legal Owner/s of entity only to sign**

Declaration is to be signed by 2 Directors or 1 Director with 1 Secretary, or by Sole Director/Secretary if Company has only 1 Director/Secretary.

X

Signature 1

Name \_\_\_\_\_

Date \_\_\_\_\_

X

Signature 2

Name \_\_\_\_\_

Date \_\_\_\_\_

**FATCA Status determination**

In accordance with the Foreign Account Tax Compliance ('FATCA'), this is a U.S regime that requires the reporting of certain information to the Australian Tax Office (ATO) in relation to account holders who are U.S Specified persons. P&N Bank are required to check the status of each entity in order to meet these obligations.

**Financial institution requirements**

Financial Institution means a Custodial Institution, Authorised Deposit Taking Institution or an Insurance Company. Is the entity a Financial Institution?  Yes (refer to Operations Support)  No (continue)

**Passive entity requirements**

Does the entity earn more than 50% of its gross income from interest, rent, dividends, distributions or royalties; OR use more than 50% of its assets to generate such income?  Yes (continue)  No (go to FATCA Declaration)

**Controlling Persons**

Controlling Persons under the FATCA regime is any natural person who exerts control over the entity. This includes partners, members, directors, beneficiaries and anyone person who owns 25% or more in the entity, whether individually or through a controlling entity.

Are any of the entity's Controlling Persons a US resident for tax purposes or a U.S citizen?

Yes (complete details below)

No (Sign FATCA declaration)

**Controlling Person 1**

First name \_\_\_\_\_

Surname \_\_\_\_\_

**Controlling Person 2**

First name \_\_\_\_\_

Surname \_\_\_\_\_

**Controlling Person 3**

First name \_\_\_\_\_

Surname \_\_\_\_\_

**Controlling Person 4**

First name \_\_\_\_\_

Surname \_\_\_\_\_

**FATCA Declaration**

Declaration is to be signed by 2 Directors, or 1 Director with 1 Secretary, or by Sole Director/Secretary is company has only 1 Director/Secretary.

By signing this form I/we certify that all the information provided in this form is true and accurate, including the entity's FATCA status and I/we will notify bcu of any changes that would render the information in this form incorrect or unreliable, including but not limited to the FATCA.

X

Signature 1

Name \_\_\_\_\_

Date \_\_\_\_\_

X

Signature 2

Name \_\_\_\_\_

Date \_\_\_\_\_

**Please provide details of the U.S Tax Identification Number (TIN) for all the entity's U.S. Controlling Persons**

(This information will be destroyed once loaded onto the system)

Controlling Person 1 TIN \_\_\_\_\_

Controlling Person 3 TIN \_\_\_\_\_

Controlling Person 2 TIN \_\_\_\_\_

Controlling Person 4 TIN \_\_\_\_\_

## ADMINISTRATION

Savings accounts opened method of operation

\_\_\_\_\_  one to sign     two to sign     other \_\_\_\_\_  
\_\_\_\_\_  one to sign     two to sign     other \_\_\_\_\_  
\_\_\_\_\_  one to sign     two to sign     other \_\_\_\_\_

Investments opened method of operation

\_\_\_\_\_  one to sign     two to sign     other \_\_\_\_\_  
\_\_\_\_\_  one to sign     two to sign     other \_\_\_\_\_

Investment account disclosure recorded on Term Deposit Application/Rollover Instructions Form  yes  no

### OFFICE USE ONLY

Cards ordered (only available if "one to sign")     ATM Card     VISA Card

#### Disclosure documents issued:

- Financial Services Guide
- Savings Accounts & Account Access Channels Product Disclosure Statement
- Investment & Savings Rates Schedule
- Card Product Disclosure Statement
- Advise Internet Banking Product Disclosure Statement is available online

**Note: Internet Banking is only available to accounts that are one to sign.**

Method of disclosure     handed     posted     emailed

#### Actions checklist:

- Membership opened
- Accounts opened
- Signatories linked
- TFN loaded
- e-statements registered (if applicable)
- Compliance Relationships identified and loaded (e.g. Beneficial Owner, Director, Appointor, Settlor)
- Opening deposit processed
- ABN loaded
- Share account opened
- Internet Banking activated

#### Application supporting documents:

- Company Extract
- Confirm Business has a "registered" status
- Will/Probate/Admin
- Trust Deeds
- Death Certificate
- All documents used to verify information scanned to the Vault
- Australian Business/Company Registration Certificate
- Business Name Extract
- Copy of rules/constitution
- Copy of minutes
- Other \_\_\_\_\_

#### Member chequing:

- Requested
- Meets issuing guidelines
- Member Cheque Application & signature card completed
- Member Cheque Terms & Conditions, Product Disclosure issued

#### FATCA:

- Passive entity status recorded on business membership
- FATCA status recorded for any U.S Controlling Persons

Name \_\_\_\_\_  
Position \_\_\_\_\_ Operator Number \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Documentation checked and opening of membership approved by:

Name \_\_\_\_\_  
Position \_\_\_\_\_ Operator Number \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Branch stamp

Branch stamp

This form must be signed by the staff member responsible for the completion of the checklist prior to it being scanned to the Vault.

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