

### **Endorsed Bank Statement**

This is an official document showing your club or society's bank details, obtained from your bank.

**THIS MUST SHOW THE FULL NAMES OF YOUR SIGNATORIES (ie. who can access your funds).  
THIS MUST BE STAMPED BY THE BANK.**

#### **How to get an Endorsed Bank Statement:**

1. After holding your AGM and typing up your AGM minutes, print out a copy of your AGM minutes.
2. The executive members who would like to become bank account signatories (who have the power to access your club's bank account) should take these to your bank. If your account signatories are the same as the year before, you must still get an endorsed bank statement for the current year.
3. Your club should continue to use the bank account used in previous years. If you are a new club / society, you must start up a new bank account under your club's name as part of this step. You can choose any bank (Westpac seems the easiest to navigate for clubs and societies).
4. Ask the bank teller for an endorsed bank statement. Westpac calls this 'a copy of account authority signatories summary'. Commonwealth Bank 'A153 form'. Pulse Credit Union calls this process a 'front screen dump'. Ask for the relevant form, then have the bank stamp it to show it's accurate.
5. Please note, your statement MUST have ALL of the following below or we CANNOT accept it.  
*Account name, BSB number, account number, lists by name each signatory for the account, bank stamp, date.*
6. See examples below of what your endorsed bank statement should look like below.

#### **Westpac**

#### **Commonwealth Bank**

#### **Pulse Credit Union**

7. For questions or support, call the Clubs Officer on 9479 3752 or email [clubsofficer@latrobe.edu.au](mailto:clubsofficer@latrobe.edu.au)

## Example of an Endorsed Bank Statement



Westpac Banking Corporation ABN 33 007 457 141.

Product/account: CSP CASH RESERVE

BSB/account no.: BSB AND Account Number listed

Account designator/Trading as':

Account authority

Operating rule: Any authorised person can operate and sign independently

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Customer name	Relationship	Office held
<u>Club's bank account name</u>	Owner	
<u>Person A</u> (full name)	Signatory	
<u>Person B</u> (full name)	Signatory	
Other Persons (optional)	Signatory	

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Printed as at: date and time

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Stamped by the bank ->



Commonwealth bank (note this is usually three page)



## Authority for Business Accounts - Branch customers

1. Your account details - Please record your existing and/or new account number(s) below and indicate account type(s).

Branch number	Account number	Full account name
<u>BSB</u>	<u>ACCOUNT #</u>	<u>CLUB OR SOCIETY BANK ACCOUNT NAME</u>
<input type="checkbox"/> Business Transaction Account	<input type="checkbox"/> Business Online Saver	
<input type="checkbox"/> Premium Business Cheque Account	<input type="checkbox"/> Statutory Trust Option (e.g. Solicitors Statutory Trust Account, Real Estate Statutory Trust Account)	
<input type="checkbox"/> Society Business Cheque Account	Please specify trust option:	
<input type="checkbox"/> Other please specify		

2. Method of operation - The same authorised signatory(s) and method of operation will apply to all your account(s) listed above.

- Any one of the authorised signatories or sole signatory specified in Section 3 below can operate on the above account(s)
- Any two of the authorised signatories specified in Section 3 below must operate jointly on the above account(s)
- Or, please specify other method of operation



4. Quick reference guide to determine person(s) authorised to open the account and sign the declaration in Section 5

**Note:** When an account structure has a combination of more than one of the Customer Types below, select and follow the signature and documentation requirement for each Customer Type

Select the Customer Type for each of the entities involved	Person(s) required to sign declaration below <b>Note:</b> These person(s) must be named in the documents	Commonly required documents for verification
<input type="checkbox"/> Company	2 Directors or Director and Secretary or Sole Director	ASIC search
<input type="checkbox"/> Incorporated Association	Chairperson, President or Public Officer	ASIC search or state/territory/overseas body or Association rules or constitution
<input type="checkbox"/> Unincorporated Association	Chairperson, President or Public Officer	Association meeting minutes, rules or constitution or Taxation records or other reliable independent documents
<input type="checkbox"/> Formal Partnership	Managing Partner or Corporate Partners or 2 Partners	Partnership agreement (if no formal agreement, open as joint account)

4. Check reference guide to determine person(s) authorised to open the account and sign the declaration in Section 5 (continued)

<input type="checkbox"/> Sole Trader	Sole Trader (owner of the business)	Individual KYC identification
<input type="checkbox"/> Trust (Discretionary Trust, e.g. Rose Family Trust)	All individual Trustees/Custodians or if Trustee is a Company, 2 Directors or Director and Secretary or Sole Director	Trust deed
<input type="checkbox"/> Other Trust Types	For Deceased Estates: Executor(s), Administrator(s) For Statutory Trusts: Owner(s), Director(s) of entity opening account	For Deceased Estates: Grant of Probate or Letter(s) of Appointment For Statutory Trusts: refer to iSource
<input type="checkbox"/> Business Name	Proprietor/owner of the business name	Business Name search (if registered)
<input type="checkbox"/> Superannuation Fund	All individual Trustees/Custodians or if Trustee is a Company, 2 Directors or Director and Secretary or Sole Director	Trust deed
<input type="checkbox"/> Individual	Individual account holder or Trustee or owner of Business Name	Individual KYC identification



5. Persons authorised to open the above account(s). This is your declaration and acceptance of the Terms and Conditions

I, Hannah Stewart - Smith:

- \* Have been given and agree to the Terms and Conditions for this account 3575 10459315
- \* Authorise <Not Applicable> to operate this account in accordance with the method of operation
- \* If applicable, authorise <Not Applicable> to obtain statements and any other information required concerning this account
- \* Confirm that where I am signing on behalf of an entity I am authorised to do so
- \* Confirm I have viewed and approve the details recorded by the Bank as to authorised signatories and that the method of operation is any two to operate

Full name of Person authorised to sign declaration

Title: e.g. Director/Proprietor/Trustee

Signature

Name of signatory number 1

signature  
X

I, Timothy Thomaidis:

- \* Have been given and agree to the Terms and Conditions for this account 3575 10459315
- \* Authorise <Not Applicable> to operate this account in accordance with the method of operation
- \* If applicable, authorise <Not Applicable> to obtain statements and any other information required concerning this account
- \* Confirm that where I am signing on behalf of an entity I am authorised to do so
- \* Confirm I have viewed and approve the details recorded by the Bank as to authorised signatories and that the method of operation is any two to operate

Full name of Person authorised to sign declaration

Title: e.g. Director/Proprietor/Trustee

Signature

Name of signatory number 2

signature  
X

For Companies: Record above the names of all Directors. The signature box can be left blank for Directors who are not signing the declaration (see Section 4 above for persons required to sign declaration). If there are more than 4 Directors, record additional names on a separate sheet. Enter all Director names in CommSee under Organisational Members (as Directors AND Beneficial Owners if they are both).

Bank use only - your confirmation that authorised signatory(s) in Section 3 have been identified (please tick box to confirm)

CommSee Client Profile exists or has been created for each individual signatory in Section 3 and the Identity Verified flag is set to 'Yes'. I have recorded the CommSee Client Profile number beside each signatory in Section 3.

**Bank use only** - your confirmation that authorised signatory(s) in Section 3 have been identified (please tick box to confirm) (continued)

I have linked each authorised signatory in Section 3 client profile to the related business profile via Relationship Editor:  
1. Select Related clients on right hand side 2. Under links, select Relationship Editor 3. Search additional Related Clients 4. Bring up the related client profile 5. Select continue 6. Select the appropriate relationship type, for all others select 'Other (Non-Sales Group)' 7. Select add - update and close.

Where the authority is being updated to remove a signatory, I have removed NetBank/Keycard and/or phone banking access and de-linked the relevant Relationship Editor linkage.

Staff Name

CBA Staff signature

Date



Signed and dated by the bank to say it's accurate

Pulse Credit Union - La Trobe Uni - Account Processing

Date and Time

RIM: Club bank account name 26/03/2015 3:09:08 PM User: Coleen Maskiel - 208

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Members Tool Box

- Close
- Create Acct Relationship
- Edit Acct Relationship
- Remove Acct Relationship
- Acct Relationship Notices

Relationships - [SAV - 15904818]

Name	TFN Status	Verification Status	Relationship	Owner	Co-signer Liability	Signer	Start Recd	Include Ac On Portfolio
<u>Account #, name</u>	Not Quoted	Business	Primary	Y		Primary	P	Primary
<u>Signatory 1</u>		Verified	Signatory	N		Y	N	N
<u>Signatory 2</u>		Verified	Signatory	N		Y	N	N

PULSE CREDIT UNION LTD  
 ACN 087 651 670  
 Upper Southern Agura, La Trobe University  
 Bundoora Victoria 3083

B58 803-216

↑

Stamped by the bank

Ready

Start Pulse Credit Union - L... Calendar - cmaskiel@pul...