



# school change of signatory *(ies)*

### Member Details

Member Number

Account Name

### Contact Details

If you have changed any address or contact details, please contact one of our friendly Member Service Consultants on **1300 654 822**.

Email Address

Telephone

### Delete Signatories

Name of Signatories to be deleted from the account

Position Held	Full Given Name(s)	Surname	Signature
<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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Account Services

The following services are available to signatories of School Account(s):

- Internet Banking and Phone Banking *(Please contact the Credit Union to register for these services)*
- Deposit Book – enables you to make deposits into your School Account via the Commonwealth Bank branches  
*(Please tick if you would like a Deposit Book)*

### New Signatories

If adding in excess of two New Signatories, please photocopy this section prior to completing.

#### Details of New Signatory 1

Existing Credit Union Member Number *(if applicable)*

Mr / Mrs / Miss / Ms

Surname

Full Given Names

Date of Birth  /  /

Residential Address

Postal Address

Email Address

Occupation

Telephone

Mobile

Home

Work

I am a Member of the School Council and have been approved by Council as a signatory

Position Held

Are you a permanent resident of Australia? Yes  No

If no, please state your country of citizenship

#### Details of New Signatory 2

Existing Credit Union Member Number *(if applicable)*

Mr / Mrs / Miss / Ms

Surname

Full Given Names

Date of Birth  /  /

Residential Address

Postal Address

Email Address

Occupation

Telephone

Mobile

Home

Work

I am a Member of the School Council and have been approved by Council as a signatory

Position Held

Are you a permanent resident of Australia? Yes  No

If no, please state your country of citizenship

**Politically Exposed Person**

Politically Exposed Persons may be defined as: Individuals who are or have been entrusted with prominent public functions in a foreign country, for example Heads of State or of government, senior politicians, senior government, judicial or military officials, senior executives of state owned corporations, important political party officials.

With regard to the above definition, do you regard yourself, a member of your immediate family or a close associate, to be a Politically Exposed Person?

Signatory 1 Yes  No  Signatory 2 Yes  No  Signatory 3 Yes  No  Signatory 4 Yes  No

**New Signatory(ies) to Sign Below**

I / We declare the details on this form to be true, and apply for this product/service in accordance with all Terms & Conditions (and any amendments or additions made to them) as detailed in the Terms and Conditions.

By signing below you agree to be bound by the declaration as detailed above. Please ensure you have read and understood the Declaration before signing.

Signature 1 [ ] Signature 2 [ ]
Date [ / / ] Date [ / / ]
Signature 3 [ ] Signature 4 [ ]
Date [ / / ] Date [ / / ]

Refer to the Terms and Conditions available at our branches, on our website www.victeach.com.au or by contacting us on 1300 654 822. These documents should be considered before acquiring a product.

**Proving your Identity Form**

Each account holder and signatory to the account must be certified using this form, unless they have been identified through an existing Credit Union account. This form must be signed and completed by an acceptable Certifier and returned along with certified copies of identification documents.

**Your Privacy**

The information you provide in this form is used primarily to process this application. If you do not provide the information requested, we may not be able to process your application / request.

**Our Use of Your Personal Information**

We may use this information for some secondary purposes including:

- Managing the provision of services and enforcing our rights in connection with such services.
Marketing the services of Victoria Teachers Credit Union, including banking, financial planning and insurance services.
Marketing any services which we provide with any of our commercial affiliates; and
Developing an understanding of the products and services you may be interested in receiving from us or our subsidiaries.

**Our Disclosure of Your Personal Information**

We may disclose your personal information in the following circumstances:

- To our contractors and services providers (such as a mail house or commercial agent).
To a credit reporting agency or debt collection agency.
To our subsidiaries.
To an insurer who provides insurance to you or to us in respect of risks relating to you.
Where we are otherwise permitted by law; and

- We do not sell, rent or lease any information about you to a third party, including e-mail listing marketing or market research companies.

Your information will be handled strictly in accordance with our Privacy Policy available at our website www.victeach.com.au and at branches on request. You may request access to the information we hold about you.

We will comply with the National Privacy Principles set out in the Privacy Act 1988 (Commonwealth).

If you provide information about any other person, such as a relative or referee, you agree to tell them:

- That you are providing this information to us.
Of our contact details on this form.
The reason you are providing their information.
If they are a referee, the fact that we may not approve your application without the information; and
The fact that the information may be disclosed as set out in this form.

We may use the information we have collected from you to verify your identity through the use of third party electronic data service providers.

By signing this application (including where you sign as signatory) you consent to the collection, use, disclosure and verification of your information as detailed above.

**Deletion of signatory authorisation**

I/We authorise the names and signatures that appear above to be deleted from the account.

I/We authorise the cancellation of any Visa Debit Cards, Visa Credit Cards, ATM Cards and cheque facilities in the names of the deleted signatories.

Visa Debit Cards, Visa Credit Cards, ATM Cards and Cheque Books held by deleted signatories must be destroyed or returned to the Credit Union for cancellation. Please refer to the Terms and Conditions available from the Credit Union.

**New signatory authorisation**

I / We declare that Victoria Teachers Credit Union may act upon this authority until it has received my / our written instructions to the contrary or notice in writing of my / our death from a person entitled to give such notice.

I / We acknowledge that all actions taken by the authorised signatory(ies) are taken on my / our behalf. I / We agree to indemnify the Credit Union against all claims arising out of the operation of the account(s) by my / our authorised signatory(ies) provided the Credit Union has acted within the terms of my / our authority.

I / We acknowledge that the new signatory(ies) are authorised to operate in addition to any existing signatory(ies).

**Existing Signatories to sign below (The Principal and at least one other existing signatory):**

Table with 4 columns: Position Held, Full Given Name(s), Surname, Signature. Contains 4 empty rows for signatory information.