



When to use this form

Use this form:

- When adding one or more appointed attorneys or guardians to an existing membership OR
- When an appointed attorney/guardian is opening a new membership on behalf of an account holder. (Please note, the appointed attorney/guardians will also be required to sign the new membership application form.)

Documents required

Adding an appointed attorney

- Original or certified copy of the complete Power of Attorney document

Adding an appointed guardian

- Original state-based Civil and Administrative Tribunal document with the 'certified true copy' stamp (eg QCAT)

The appointed attorney/guardians are unable to transact on the account until all documentation has been verified.

Additional information

- If there are any clauses regarding when the Power of Attorney begins, further documentation may also need to be provided.
- If the Power of Attorney document states that authority only comes into effect when the account holder is incapable of managing their financial affairs, a doctor's letter or medical certificate confirming the circumstances will also be required.
- If the Power of Attorney document states financial decisions are to be made jointly, all named attorneys must be added to the membership prior to being able to transact.
- Should there be more than two appointed persons to be added to the membership, please complete and attach a second form when submitting the documents.

Identification requirements

- Each appointed attorney/guardian is required to provide identification which meets an acceptable identification combination as per our [Membership ID Requirements](#) and all their details will need to be recorded in the Personal details section of this form.

Membership detail

Membership number _____ Date _____

Full name of member _____

Linked member numbers 1 _____ 2 _____ 3 _____

APPOINTED ATTORNEY/GUARDIAN – PARTY ONE

Existing relationship with Heritage

Do you have an existing relationship with Heritage, such as your own Heritage account or signing authority on another account?

Yes - List existing member number _____ No

Personal details

Title _____ Surname _____

Given names _____

Commonly known as _____ Date of birth _____ Gender M F

First school attended _____ Mother's maiden name _____

Driver's licence _____ Home phone _____

Mobile _____ Email _____

Address details

Property _____ Unit/ flat # _____ House # _____

Street _____ Street type _____

Suburb _____ State _____ Postcode _____

Mailing address (if different from above) _____

Suburb _____ State _____ Postcode _____

Tax File Number/Foreign Tax residency certification

• **Relevant tax file number/exemption or Membership Type** – You can provide your tax file number directly to your local branch or phone 13 14 22. Whilst it is not compulsory to provide a tax file number, we recommend that it is supplied. If a tax file number is not provided, Heritage is required by law to deduct withholding tax from any interest earned above a certain threshold.

Are you, for Tax purposes, a resident of any country other than Australia? Yes No

If YES, please complete the below "Common Reporting Standard details: Resident of a foreign country" section to complete your application.

Common Reporting Standard details: Resident of a foreign country

	Country /Jurisdiction of Tax residence	TIN (Taxpayer Identification Number)	If no TIN available, select reason: A The country/jurisdiction where the Account Holder is resident does not issue TINs B Unable to provide to the bank due to the law by country/ Jurisdiction of tax residence C Unable to obtain a TIN or equivalent (please state reason why)
1			A B C
2			A B C
3			A B C

Declaration and Signature

Foreign Country Tax Information Declaration

I/we declare: - that the information provided in this form is correct and reflects my/our tax residency status;
- that I/we will update Heritage immediately if my/our tax residency status is to change in the future.

I/we acknowledge that the information contained in this form and information regarding the Account Holder(s) and any Reportable Account(s) may be provided to the Australian Taxation Office and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Account Holder(s) may be tax resident pursuant to intergovernmental agreements to exchange financial account information

Signature of Power of Attorney/appointed guardian _____

APPOINTED ATTORNEY/GUARDIAN – PARTY TWO

Existing relationship with Heritage

Do you have an existing relationship with Heritage, such as your own Heritage account or signing authority on another account?

Yes - List existing member number _____ No

Personal details

Title _____ Surname _____

Given names _____

Commonly known as _____ Date of birth _____ Gender M F

First school attended _____ Mother's maiden name _____

Driver's licence _____ Home phone _____

Mobile _____ Email _____

Address details

Property _____ Unit/ flat # _____ House # _____

Street _____ Street type _____

Suburb _____ State _____ Postcode _____

Mailing address (if different from above) _____

Suburb _____ State _____ Postcode _____

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1			A B C
2			A B C
3			A B C

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Signature of Power of Attorney/appointed guardian _____

ACCOUNT HOLDER/APPOINTED PERSON ACKNOWLEDGMENT

Account holder/appointed person acknowledgement – This section must be signed

I/We certify that authority has been given to those nominated on this form to conduct operations on behalf of the account holder. This signing authority will extend to all accounts and term deposits operated under the above member number and will remain in force until Heritage receives notice in writing of the cancellation thereof.

Cheque accounts: This does not refer to cheques dated prior to the date hereof and presented for payment on or after such date.

Signature of account holder OR appointed person

Signature of account holder OR appointed person

BRANCH CHECKLIST - INTERNAL USE ONLY

Documents

Power of Attorney

Certified copy of complete Power of Attorney document

Doctor's letter/medical certificate (only if required under the terms of the Power of Attorney document)

If the Power of Attorney document states decisions need to be made jointly, have all attorneys been added to the account?

Has the Power of Attorney document been signed, witnessed and dated in appropriate sections?

Has the account holder signed and dated the Power of Attorney document on the same date or prior to the attorney signing and dating the document?

Appointed guardian

Original state-based Civil and Administrative Tribunal document with the 'certified true copy' stamp (eg QCAT)

Addition of Party information

Have all KYC details been provided for each signatory?

Has each signatory provided their specimen signature?

Has the Account holder/appointed person acknowledgement section of the form been signed by the appropriate people?

Has a tax file number been loaded? (only if required)

Identification

Have all parties been fully identified? (eg the ID provided meets an acceptable identification combination)

Has ID been loaded on the system for all parties?

Ensure all documents are attached to customer's account in Prosper and originals forwarded to BOPS.

CSO signature

Checking officer signature

Branch use only	Branch Stamp:	Coded:	Checked:	Verification obtained (Y/N)?:	CSO Signature:	Checking Officer Signature:

NOTE: It is an offence under the Financial Transaction Reports Act 1988 and the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to give false and misleading information.