

# CURRENT BUSINESS MEMBER AMENDMENT FORM

## All Business Entity Types

### OFFICE USE ONLY

#### Branch Details:

Branch/Dept: \_\_\_\_\_

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

Member present?  Yes  No

#### Emailed to H/O for:

Section 2 – Verification

Section 3 – Record keeping

#### Verification Details:

Other evidence of Section 2 change attached?  Yes  No, not required.

Minutes of meeting (re: signing) attached?  Yes  No, not required.

ABN Lookup results attached?  Yes  No, not required.

This form has been designed to be used for common amendments to member information.  
 If there is any other aspect of your membership that you wish to amend, please speak to our staff.

All entities must complete Section 1 – Member Number Details and Section 4 – Signing Panel.

### SECTION 1 – MEMBER NUMBER DETAILS - MANDATORY

IMB Bank Member Number:

Full Legal Name of Member:

**ONLY THE FIELDS REQUIRING AMENDMENT SHOULD BE COMPLETED BELOW**

### SECTION 2 – BUSINESS ENTITY DETAILS

**Note: Any changes made to the Full Legal Name must be accompanied with documentary evidence of the change.**

Please see page 2 of this form for further details of evidence we require.

Full Legal Name of Member:  
(if to be amended):

Registration Identifier:  
(for example, ACN for Companies or Incorporation Number for Incorporated Associations)

ABN:

Registered Business Name:

**OFFICE NOTE ONLY**  
 If business name listed  
 obtain ABN Lookup search

### SECTION 3 – CONTACT DETAILS

Business Address:  
(not PO Box)

Street name and number

Suburb

State

Post code

Correspondence Address:  
(If NOT as per business address above)

Street name and number or PO BOX

Suburb

State

Post code

Business Phone Number:

Mobile Number: (optional)

Facsimile Number: (optional)

Business Email Address: (optional)

## SECTION 4 – SIGNING PANEL (MANDATORY)

### SIGNED BY AUTHORISED REPRESENTATIVE(S)

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

Position / office held: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

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

Position / office held: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

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

Position / office held: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

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

Position / office held: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

### SIGNING INSTRUCTIONS

Trust	All Trustees OR 2 Trustees and minutes/written evidence of the entity confirming authority to make the amendments sought OR 2 Directors / 1 Director and 1 Secretary / Sole Director and Secretary for a Company Trustee
Company	2 Directors OR 1 Director and Secretary OR Sole Director and Secretary
Sole Trader	Proprietor of the business
Partnership	All partners OR 2 partners and minutes/written evidence* of the entity confirming authority to make the amendments sought
Unincorporated Association	All office holders OR 2 officers holders and minutes/written evidence* of the entity confirming authority to make the amendments sought
Incorporated Association	All office holders OR 2 officers holders and minutes/written evidence* of the entity confirming authority to make the amendments sought
Government Entity	Authorised officers with written evidence* of authority to make the amendments sought

### EVIDENCE REQUIRED TO MAKE AMENDMENT TO LEGAL NAME

Entity	Evidence
Trust	Deed of variation of Trust (or similar)
Company	Evidentiary documents are obtained by IMB directly using Government registers
Sole Trader	Change of Name Certificate, Marriage Certificate or Deed Poll
Partnership	Deed of variation of Partnership or minutes of meeting/letter on letterhead (see below) See requirement for Sole Trader if the change of name relates to an individual Partner's name
Unincorporated Association	Deed of variation or minutes of meeting/letter on letterhead (see below)
Incorporated Association	Deed of variation or minutes of meeting/letter on letterhead (see below)
Government Entity	Evidentiary documents are obtained by IMB directly using Government registers

\*Where minutes of meeting or letter on letterhead are provided as evidence they must be signed by at least one other office holder/partner and include:

- full name of the authorised individual officer holders/partners
- authorise the individual office holders/partners to make the amendment
- date.