

APPOINTMENT OF DELEGATED INTERNET BANKING USERS

Business Member Name:

Business Member Number:

A Business account owner/operator can authorise a person to have limited and controlled access to their account/s via Internet Banking and the Mobile Banking App.

You are requesting that the Delegate/s listed below are linked to your business and that you will control the level of access to your accounts.

Each Delegate must be, or apply for, membership with IMB and request Internet Banking access.

Please appoint the delegate/s listed below to our Business

APPOINTMENT OF DELEGATES

Full Name & Residential Address of each Delegate

Delegate 1:

Surname Given Names

Street Number and Name Suburb State Postcode

OFFICE USE ONLY: Member Number

Delegate 2:

Surname Given Names

Street Number and Name Suburb State Postcode

OFFICE USE ONLY: Member Number

Delegate 3:

Surname Given Names

Street Number and Name Suburb State Postcode

OFFICE USE ONLY: Member Number

Delegate 4:

Surname Given Names

Street Number and Name Suburb State Postcode

OFFICE USE ONLY: Member Number

INTERNET BANKING ACKNOWLEDGEMENT

The Delegate will agree to comply with IMB's 'Internet Banking – Conditions of Use' a copy of which will be provided to them for acceptance prior to their first use of Internet Banking. The Delegate agrees to receive electronic communications relating to Internet Banking & 'Internet Banking – Conditions of Use' via secure e-mail to the IMB e-mail account of Delegate. The Delegate acknowledges that by agreeing to receive information electronically they will not receive this information in paper (or any other) form unless they request this from IMB.



APPOINTMENT OF DELEGATED INTERNET BANKING USERS

SIGNED BY AUTHORISED REPRESENTATIVE(S)

I/we acknowledge that:

- 'View' access enables the Delegates you appoint to view your business related IMB accounts online without the ability to transact or alter any details;
- 'Create' access enables the Delegate to View and add Payees and billers but not process transactions;
- 'Execute' access enables the Delegates you appoint to transact on the IMB accounts they are authorised by you to operate.

and that I/we are solely responsible for determining the appropriate level of access for each authorised Delegate.

I /we acknowledge that I/we have received a copy of IMB's Member Guide to Transaction Banking Product Disclosure Statement which outlines the full terms and conditions for the appointment and operation of a Delegate.

I/we understand that IMB can rely on the authority conferred on a Delegate under this appointment shall continue until such authority is unequivocally revoked by me/us.

Signature

Name:

Position / office held:

Date: / /

Signature

Name:

Position / office held:

Date: / /

Signature

Name:

Position / office held:

Date: / /

SIGNING INSTRUCTIONS

Trust: All trustees in the case of a natural person or 2 Directors OR 1 Director & Company Secretary in the case of a company trustee.

Company: 2 Directors OR 1 Director & Company Secretary

Sole Trader: Proprietor of the business

Partnership: All partners OR 2 partners and signed minutes of the entity confirming authority to open this membership

Unincorporated Association: All office holders OR 2 officers holders and signed minutes of the entity confirming authority to open this membership

Incorporated Association or Co-Operative: All office holders OR 2 officers holders and signed minutes of the entity confirming authority to open this membership

Government Entity: Authorised officers with written evidence of authority to open this membership



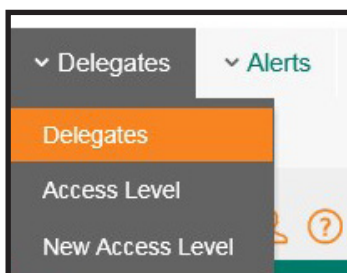
DELEGATED USERS INFORMATION (TO BE HANDED TO AUTHORISED REPRESENTATIVE)

Business Owners/Operators can appoint Individual members as Delegated users (Delegate) to have limited and controlled access to its accounts through Internet Banking and the Mobile Banking App only.

The Delegate access levels to each of the Business Members accounts, transaction types and transaction limits are controlled and approved by the account's Authority to Operate through Internet Banking.

The Delegate Tab is only available to the Authority to Operate when a Business Entity is selected and only if a Delegate is approved by IMB.

Location and steps to enable, maintain, disable and delete Delegated Users in Internet Banking

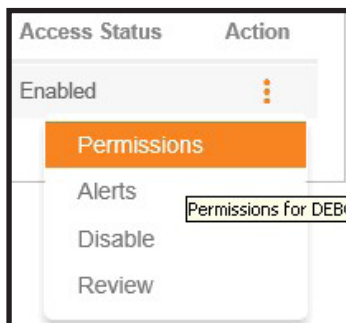


Select Delegates from the Delegates tab drop down list. All the delegates for the Entity are displayed:

The following information is displayed for the delegates:

- Member Number – the delegates member number
- Name - the delegates name
- Access Status – the status of the delegate
 - Enabled
 - Disabled

Selecting the Action dots will provide the list of action options available for the delegate.



DELEGATED USERS INFORMATION (TO BE HANDED TO AUTHORISED REPRESENTATIVE)

Action Options

- **Access Levels** - This allows you to view and maintain the access levels for the delegated user in relation to the entity.
- **Alerts** - This allows you to register to receive an alert via the selected methods (email, secure mail, or SMS) when the delegated user performs certain actions.
- **Disable** - This allows you to disable the delegated user.
- **Enable** - This allows you to enable a disabled delegated user.
- **Review** - This allows you to review the session history for the delegated user.
- **Remove** - This allows you to remove the delegate user.

This screen allows you to control the following access levels for a delegated user:

- Which of your accounts they can access
- The access level they have for an account – None, View, Create or Execute access
- Their daily account limits based on each transaction type e.g. the daily limit for external payments
- The features they have access to for each account e.g. transaction lists
- Whether alerts are enabled to notify you of actions that have been carried out by the delegated user

Delegate Access Levels:

- None - The delegate will not View or Transact on the selected account
- View - The delegate will be View only on the selected account
- Create - The delegate can create Payments only on the selected account pending approval by the Authority to Operate
- Execute - The delegate is authorised to process Payments on the selected account to the limit for each payment type as set by the Authority to Operate

Alert Preferences:

Select to specify which of the following actions you wish to receive an alert (via the selected method) for when the delegate performs them:

- logs in
- creates an External Payment
- creates a Multi Payment
- creates a BPAY payment
- views BPAY View Bill
- creates an Own Account Transfer

