



# CHANGE SIGNATORIES ON CLUB BANK ACCOUNTS

How To

**uclife<sup>+</sup>**

# CHANGE SIGNATORIES ON CLUB BANK ACCOUNT

**Step 1:** Print off minutes from the meeting when signatories were decided. **Minutes must contain the following (see below for template):**

- Full name of club bank account, BSB and bank account number
- State that there is to be least three signatories listed on the account (President, Vice President & Treasurer) in addition to UCX staff
- State that there must be two signatories to sign off on any transactions.
- State who the outgoing signatories are and list their previous positions
- State who the new signatories are and list their current positions on the committee
- State who out of the signatories will have NetBank access and their position on the committee
- State that all new signatories will be going to the bank together to change the signatories on the account. (Please contact UC Life if this will be a problem)
- The minutes must also be hand signed by the new signatories on the account.

**Step 2:** Email a copy of your meeting minutes to [uclifeclubs@canberra.edu.au](mailto:uclifeclubs@canberra.edu.au) to confirm that everything is correct. Also provide an estimated time of when all signatories can go to the UC Life office and the Commonwealth Bank so UC Life can have the required forms ready.

**Step 3:** Once you receive confirmation from UC Life that your minutes are correct, go to UC Life office to collect the 'Bank Account Change of Signatories' sheet and meeting minutes signed by UC Life from your club's mailbox. You do not need to complete anything on these forms.

**Step 4:** Go to UC Commonwealth Bank branch with the following

- All new committee members who are bank signatories
- Photo identification (driver's license/proof of age card/passport) for each person
- Documents collected from UC Life (Co-signed meeting minutes, bank signatory form)

**Example of minutes:**

Club Name:

Meeting Date:

Meeting Location:

Meeting Start Time:

Attendees:

Apologies:

**Change of Bank Signatories on Club Bank Account**

- (INSERT ACCOUNT NAME, BSB AND ACCOUNT NUMBER)
- There is to be at least three signatories listed on the account (President, Vice President & Treasurer) in addition to UCX staff
- There must be two signatories to sign off on any transactions.
- Outgoing signatories: NAME (PREVIOUS POSITION), NAME (PREVIOUS POSITION)
- New signatories: NAME (POSITION), NAME (POSITION) & NAME (POSITION)
- Signatories to have full NetBank access are: NAME (POSITION), NAME (POSITION) & NAME (POSITION)
- All new signatories will go to the bank together to change the signatories on the account.

Next meeting:

Meeting end time:

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Vice President's Signature

\_\_\_\_\_  
Treasurer's Signature