

Changing Club Bank Signatories

This guide will show you how to change your club's bank signatories by following some simple steps. The signatories for each club would be their President, Vice President & Treasurer.

- 1** Book a 'Bank Signatories' meeting (In Person Only) with us by clicking [HERE](#). Only those that must be added as a signatory must attend this event
- 2** Come to the UCX office and we will provide you with all the necessary forms to be filled out. Please bring a blue or black pen.
- 3** Please ensure to bring a valid form of photo ID such as an Australian Drivers License, Proof of Age Card or a Passport.

This new method to change bank signatories will eliminate the need for you to go to a Commonwealth Bank branch.

The signatories will have to visit the UCX office in Building 1 on Level C for the meeting. Please ring the UCLifex bell when you arrive.

If all the required signatories are not able to attend the meeting, please send us an email at uclifeclubs@canberra.edu.au and we will reach out to you with an alternative.