

Company

To assist your client in opening a Bank Account in the company's name, please read the following requirements:

- Document Checklist Required to Set Up a Bank Account for a Company

These guidelines assist you in opening a Company Bank Account in Australia.

What we need

- Certificate of Registration of a Company
- Australian Business Number (ABN)/ Australian Company Number (ACN)
- Proof of Identity Documentation
- Address of the company's registered office and principal place of business
- Additional Company Documentation
 - Share certificates
 - Appointment of directors
 - Company constitution
- A letter to the bank manager to facilitate the opening of an account (sample template provided on the following page);
- A copy of the Certificate of Registration and Company Constitution to be signed, dated and stamped; and
- A copy of the ASIC form 201 / form 484 as submitted to ASIC evidencing appointment of directors, secretary, registered office, shareholders etc.

To: The Bank Manager,
RE: [Entity_Name]

As the Authorised Representative/s of [Entity_Name] being a Company, enclosed is a letter to the bank manager to facilitate the opening of a bank account.

With authority that has been duly given, I/we wish to operate a bank account with:

.....

Please Print Name of Bank & Branch

The Authorised Representative/s (and their respective position/s in the Company) is/are:

.....

Please Print Name/s and Position/s

By signing below, the Authorised Representative/s:

- Acknowledge/s that the bank will collect their details in order to allow them operate on the bank account;
- Confirm/s that proper authority has been provided and the details given are true and correct.

.....

Signature

.....

Print name

.....

Signature

.....

Print name

The signatories are authorised to sign all cheques, promissory notes, bill of exchange, bankers order, endorsements, guarantees and other documents relative to the said bank account and to bind this Company to the terms thereof.