

Instructions: This form is for ASB customers only. Please send this signed form to your Payroll Bureau.

1. The Payroll Bureau

Please identify the Payroll Bureau appointed by the Customer, from whom ASB is authorized to receive Customer payroll information. Full Legal name of the Payroll Bureau

2. Customer information

Customer name	
Registration name (if different to customer name)	
Contact name	Physical/Postal address
Branch or Relationship Manager and contact details	
Email address	
	Postcode
Account number to be debited with Payroll	

3. Account Operating Instructions

Declaration and authorisation

The person or persons signing below on behalf of the Customer declares that: (a) they are authorised to provide the information contained in this Payroll registration Form; (b) they are authorised to agree to and to sign this form and the Authority provided on behalf of the Customer; (c) Customer acknowledges that ASB Bank Limited will have no obligation to verify the authenticity of any **Customer** payment instruction received via Bulk Direct Credit system (ASB Direct), and ASB Bank Limited may act on any instructions; (d) the Customer acknowledges that all notifications will be sent directly to the Payroll Bureau via their SFTP connection; and (e) the Customer accepts and agrees to be bound by the Terms and Conditions set out in this form.

Acknowledgement and indemnity

You acknowledge that it is your responsibility to ensure that there are sufficient funds in your account to cover the gross amount to be deducted for the payment of wages and salaries. You acknowledge that if there are insufficient funds in your nominated account at the nominated clear after time, the payroll batch will automatically be cancelled. In this instance, your Payroll Bureau will be notified, and it will be up to the Payroll Bureau to contact you, **for you** to arrange for sufficient funds to be available, before the Payroll Bureau re-submits the payment batch for processing.

You acknowledge that by signing this registration form that you agree to, on demand by ASB Bank Limited to hold them harmless against loss (including loss of profit), expenses and from liability sustained or incurred as a result of there not being sufficient funds in your account to cover the gross amount to be deducted.

Da	ated this	day of	20	on behalf of
				by
(in	esert full name of the customer)			
1.	Contact Name			2. Contact Name
	Position/Designation			Position/Designation
	Signature			Signature

Access to information. Your information will be collected and held by ASB at ASB North Wharf, 12 Jellicoe Street, Auckland Central, Auckland. You have rights of access to, and correction of, personals information (as defined by the Privacy Act 1993) held by us. In some circumstances, we may charge a reasonable fee for complying with such a request.

Accuracy of information. If you don't give us complete and accurate information, we may decline your application for the Direct Credit Services for the Payment of wages and salaries (or the services may be withdrawn).

We will do our best to ensure that the information we hold about you is accurate. Prompt advice of any changes in your contact details such as physical or email address, or telephone will help us do this.

We will accept the Payroll Bureau's notification of any termination of this registration.

"ASB", "We" or "Us" means ASB Bank Limited.

"Beneficial Owner" means an individual who has effective control of the Customer, or who owns more than 25% of the Customer.

"**Customer**", "**you**" or "**your**" means the person, entity or organisation specified as the Customer in this registration form and in whose name the "you" and "your" are deemed to refer to the Customer and each signatory executing the form.

"Payroll Bureau" means your appointed Direct Credit Aggregator who authorized to send your payroll information to ASB.

Change of Details. You agree to promptly notify us of any changes to your name, Beneficial Owners, address, registered office (if applicable), telephone and/or email address.

Confidentiality. Collecting and using information

We will collect, hold, and use information about you for the purposes of:

- Opening, operating, administering and maintaining any services provided to you by us or our related companies (Change whether incorporated in New Zealand or elsewhere);
- Confirming your identity and address and the identity and address of any Beneficial Owner, for example, electronically matching information with identification information in third party databases;
- Both us and our related companies (whether incorporated in New Zealand or elsewhere) complying with regulatory and other requirements, for example liquidity requirements;
- · Managing your relationship with us so, for example, we can respond to your queries;
- Monitoring and screening your services for anti-money laundering and countering financing of terrorism purposes and for fraud and crime detection purposes.
- 1. Where the customer is a company, ASB generally requires execution by at least one director, if there is only one director, or by two, if there are two or more directors.
- 2. To be signed in accordance with customer's governance rules.
- 3. Where signed on behalf of a trust or partnership, all trustees, or partners (general partner(s) for a limited partnership) of the trust or partnership (as appropriate) must sign.
- 4. In the case of an incorporated society, where the society has a common seal, and it has been affixed to this document in the presence of those officials executing their signatures and in accordance with the rules of the society.