



Business Term Deposit Account Change Request

For any enquiries contact us on **1300 658 108** Mon to Fri 9am-5pm(Melbourne time).
Mail to ME Bank, Account Services Business Banking, Reply Paid 1345, Melbourne VIC 8060
Fax to (03) 9605 6680
Visit mebank.com.au

Use this form to:

- **break your Business Term Deposit** - complete **Sections 1, 2 and 5**;
- **change your maturity instructions** - complete **Sections 1, 3 and 5**;
- **change your interim interest payment** - complete **Sections 1, 4 and 5**.

Section 1 - Account details

Account number

Account holder name(s)

Section 2 - Break request (Only complete this section if you wish to have your funds paid to you prior to maturity.)

I/We wish to withdraw my/our Business Term Deposit plus any accrued interest and have it paid to my/our nominated account prior to maturity.

I/We wish to withdraw my/our Business Term Deposit plus any accrued interest and have it paid by bank cheque to me/us prior to maturity.
(On receipt of your signed instructions your Business Term Deposit Account will be closed.)

Note - if you withdraw your Business Term Deposit prior to maturity, we will reduce the fixed interest rate by the Early Withdrawal Percentage Rate up to the amount of accrued interest.

Section 3 - Change of maturity instructions

To change your maturity instructions we must receive this completed form at least one business day prior to maturity.

Withdraw

Transfer my/our Business Term Deposit plus accrued interest to my/our nominated account at maturity.

Pay my/our Business Term Deposit plus accrued interest by bank cheque at maturity

OR

Reinvest

my/our Business Term Deposit plus interest accrued

my/our Business Term Deposit and have the interest accrued paid to my/our nominated account

my/our Business Term Deposit and have the interest accrued paid by bank cheque to me/us

\$ and have the balance paid to my/our nominated account

\$ and have the balance paid by bank cheque

my/our Business Term Deposit plus interest accrued and debit an additional \$ from my/our nominated account

my/our Business Term Deposit plus interest accrued and credit an additional \$ (cheque attached)*

*Cheques must be made payable to at least one holder of the Business Term Deposit Account or to "ME Bank".

Reinvestment term:*

days **or** months **or** Maturity date

Note - the minimum term is 30 days and the maximum term is 730 days. For the purpose of nominating a term please note that a month is taken to be 30 days and not a calendar month. What this means is that if you for example select a 3 month term your Business Term Deposit will be invested for 90 days.

***If your maturity instruction is to reinvest all or part of your Business Term Deposit, it will be reinvested at the interest rate applicable on the maturity date for a deposit of that term and amount.**

Interim interest payment

For Business Term Deposits of 365 days or less, interest is credited at maturity. For Business Term Deposits with a term of more than 365 days, interest is credited 365 days from the date your account was opened and at maturity.

If you have selected a reinvestment term of greater than 365 days please specify how you would like to receive this interest payment:

Reinvested to my/our Business Term Deposit Account.

Transferred to my/our nominated account, or

Paid by bank cheque to me/us

Section 4 - Anniversary interest payment (applicable to Business Term Deposits with a term of more than 365 days)

To change where interest is to be credited on the 365th day from the date your account was opened, we must receive this form at least one business day prior to the anniversary date

- Reinvested to my/our Business Term Deposit Account.
- Transferred to my/our nominated account, or
- Paid by bank cheque to me/us

Section 5 - Signature(s) (Please follow the instructions below to sign the form)

Signed by an Authorised Representative for and on behalf of the Account Holder:

Signature 1 <input type="text"/>	Print name <input type="text"/>						
Position <input type="text"/>	Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y		

OR

Signed by the Account Holder

Where the applicant is a:

- **Sole Trader:** Proprietor of business to sign.
- **Company:** A Director and the Secretary or two Directors to sign.
- **Sole Director Company:** Sole Director/Secretary to sign, stating that he or she is the Sole Director and Sole Secretary of the company.
- **Trust:** All trustees to sign.
- **Partnership:** All partners to sign (unless ME Bank agrees otherwise in the case of a large partnership).
- **Incorporated Association:** Minimum of two office bearers (e.g. the Chairman, Secretary, Treasurer or equivalent officer in each case) to sign in accordance with the rules governing the association.
- **Union:** Authorised Representative(s) to sign in accordance with the registered rules of the Union.

Signature 1 <input type="text"/>	Print name <input type="text"/>						
Position <input type="text"/>	Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y		
Signature 2 <input type="text"/>	Print name <input type="text"/>						
Position <input type="text"/>	Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
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