



## Export Services

### Authorised Person Nomination Form C&IB version

**Please complete Application form in full in black or blue pen using CAPITAL LETTERS and  where appropriate.**

To: National Australia Bank ABN 12 004 044 937 (**NAB** or **our** or **us**)

From:

Customer Name (**Customer** or **you** or **your**)

Customer ABN

Address – Street Number & Name

Suburb

City

State

Postcode

#### What this form is about

You can use this form to appoint and authorise persons (each an "**Authorised Person**") who may give NAB instructions on your behalf in relation to certain export trade transactions as detailed in Section A below.

Once you've appointed your Authorised Persons, should you need to make a change to any Authorised Person, you will need to notify us by completing a new form. The replacement form needs to include the details of any of your existing Authorised Persons you wish to retain. You can find a copy of this form on nab.com.au.

*By providing personal information to NAB, including in this Application Form, you consent to the collection, use and disclosure of your information in accordance with NAB's Privacy Policy nab.com.au/privacy.*

#### Section A Authorisation provided by the Customer

The Customer authorises each person identified in Section B of this form as its Authorised Person to do the following on the Customer's behalf in relation to the service/s nominated in Section B:

1. To provide, sign and deliver to NAB any application, lodgement form, notice, request, instruction (including payment instructions, and instructions for the conversion of foreign currency amounts and verification of any matter) or documents in connection with the following export trade transactions ("Trade Transactions"):
  - **Export Documentary Collections:** processing and undertaking export documentary collection transactions, including instructions to request finance on behalf of the Customer in connection with an Overseas Bills Purchased Facility between the Customer and NAB.
  - **Export Letter of Credit transactions:** giving any instructions relating to export or standby letter of credit transactions issued in favour of the Customer, including instructions to request finance on behalf of the customer in connection with an export letter of credit on a full recourse or limited recourse basis.
  - **Confirmations:** giving any instructions in connection with a confirmation requested from or provided by NAB relating to an export or standby letter of credit issued in favour of the Customer, including acceptance of confirmation offers by NAB.
2. To provide releases, indemnities or declarations in connection with Trade Transactions.
3. An Authorised Person may nominate a separate contact person ("Contact Person") who will be identified in an individual Trade Transaction lodgement form. A Contact Person may give and receive instructions to/from NAB (including verbal instructions) in relation to that particular Trade Transaction such as providing NAB with instructions:
  - about export document examinations for letter of credit compliance;
  - regarding the disposal of documents for an export documentary presentation; and
  - to clarify any unclear instructions.

A Contact Person, who is not also an Authorised Person, cannot execute any documents for the customer or alter payment instructions.

#### Section B Authorised Person/s

**You must identify all of your Authorised Persons in this form, including the Annexure (if any). This includes any previously nominated Authorised Persons when you send us a replacement of this form.**

All Authorised Persons must be nominated. Information in this form will be used to confirm that instructions and documents provided to NAB in relation to Trade Transactions are provided by the Customer's Authorised Persons.

The total number of Authorised Person/s nominated is: \_\_\_\_\_ The Annexure can be used to add Authorised Persons.

The following Authorised Person can provide instructions in relation to the following service/s:

Export Documentary Collections  Export Letter of Credit transactions  Confirmations

In addition and subject to limit availability, the following Authorised Person may request financing for the Trade Transactions outlined in Section A of this Export Services form.

Full name (BLOCK LETTERS: Given names, surname)

Date of birth (DD/MM/YY)

/ /

Residential address

Suburb	City	State	Postcode
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Work Email

Phone

Authorised Person's acknowledgement and Privacy Notification

I agree to the authorisations given to me in this form and consent to NAB collecting my personal information in this form for the purpose of identifying me as an Authorised Person of the Customer, processing this request and to provide me with the ability to conduct the Trade Transactions on behalf of the Customer. I acknowledge that if this information is not provided to NAB, NAB cannot process any request I submit. For further information on how NAB handles and otherwise uses and discloses personal information and how you can access and seek correction of your personal information and make a complaint in relation to NAB's handling of personal information please see NAB's Privacy Policy [nab.com.au/privacy](http://nab.com.au/privacy).

Signature

Date

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The following Authorised Person can provide instructions in relation to the following service/s:

Export Documentary Collections  Export Letter of Credit transactions  Confirmations

In addition and subject to limit availability, the following Authorised Person may request financing for the Trade Transactions outlined in Section A of this Export Services form.

Full name (BLOCK LETTERS: Given names, surname)

Date of birth (DD/MM/YY)

/ /

Residential address

Suburb	City	State	Postcode
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Work Email

Phone

Authorised Person's acknowledgement and Privacy Notification

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Signature

Date

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The following Authorised Person can provide instructions in relation to the following service/s:

Export Documentary Collections  Export Letter of Credit transactions  Confirmations

In addition and subject to limit availability, the following Authorised Person may request financing for the Trade Transactions outlined in Section A of this Export Services form.

Full name (BLOCK LETTERS: Given names, surname)

Date of birth (DD/MM/YY)

/ /

Residential address

Suburb	City	State	Postcode
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Work Email

Phone

Authorised Person's acknowledgement and Privacy Notification

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Signature

Date

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The following Authorised Person can provide instructions in relation to the following service/s:

Export Documentary Collections  Export Letter of Credit transactions  Confirmations

In addition and subject to limit availability, the following Authorised Person may request financing for the Trade Transactions outlined in Section A of this Export Services form.

Full name (BLOCK LETTERS: Given names, surname)

Date of birth (DD/MM/YY)

/ /

Residential address

Suburb	City	State	Postcode
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Work Email

Phone

Authorised Person's acknowledgement and Privacy Notification

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Signature

Date

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**Section C** Signed by the Customer

The Customer agrees:

- that NAB may act and rely on any instruction notice, document or other communication from (or genuinely believed by NAB to be from) the Customer's Authorised Person including any email and any attachment to any email; and
- to notify NAB of any changes to the Customer's Authorised Persons.

**Executed as a deed**

**Please complete either the Company or Sole Trader section as applicable to you**

**Company**

Executed by the company named below in accordance with Section 127 of the Corporations Act 2001 (Cwlth)

Company name

ACN or ABN

Signature

Date

Signature

Date

Full name (BLOCK LETTERS)

Full name (BLOCK LETTERS)

Office Held

Office Held

Director/Secretary\*

Director

 \* Please tick here if you are signing as Sole Director and Sole Company Secretary**Sole Trader**

Signature

Signature

Date

Sole Trader Legal Name

Name of witness (BLOCK LETTERS)

**NAB C&IB Completing Officer Use Only**

Please refer to [go/twcexport](http://twcexport) for guidance on below steps.

As a **C&IB Checking officer**, I certify that:

- All Signatories in Section C have been confirmed by company search and identified by sighting Specimen Signature Card (SSC) or knowledge of the customer.
- All Signatories in Section C have been identified and their identity verified, either electronically (eIDV) or via manual ID verification, in accordance with NAB's KYC requirements.
- All nominated Authorised Person(s) in Section B and Annexure, and all signatories in Section C have been submitted to [CIB.Connected.  
Parties@nab.com.au](mailto:CIB.Connected.Parties@nab.com.au) for on-boarding.
- Received the confirmation email from C&IB Connected Parties team to advise the request has been completed.
- Once all relevant areas of this form have been completed, send a scanned copy of this form to C&IB TWC specialists.

Signature

Date

Name

Employee number

## Annexure: Export Services Authorised Person Nomination Form

The following Authorised Person can provide instructions in relation to the following service/s:

Export Documentary Collections  Export Letter of Credit transactions  Confirmations

In addition and subject to limit availability, the following Authorised Person may request financing for the Trade Transactions outlined in Section A of this Export Services form.

Full name (BLOCK LETTERS: Given names, surname)

Date of birth (DD/MM/YY)

/ /

Residential address

Suburb

City

State

Postcode

Work Email

Phone

Authorised Person's acknowledgement and Privacy Notification

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Signature

Date

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The following Authorised Person can provide instructions in relation to the following service/s:

Export Documentary Collections  Export Letter of Credit transactions  Confirmations

In addition and subject to limit availability, the following Authorised Person may request financing for the Trade Transactions outlined in Section A of this Export Services form.

Full name (BLOCK LETTERS: Given names, surname)

Date of birth (DD/MM/YY)

/ /

Residential address

Suburb

City

State

Postcode

Work Email

Phone

Authorised Person's acknowledgement and Privacy Notification

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Signature

Date

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