

# Power of Attorney (POA) & Financial Management Orders (FMO) Information Checklist For Members

This document sets out the information we require if a customer wishes to appoint an Attorney or Financial Manager to operate their Qudos Bank accounts.

**Please note that after Qudos accepts POA application and documents, review process is 5 working days.**

## » Documents required

**Before we can set up a POA or FMO on a customer's account, we need the following information:**

Presenting information at a branch

- › Original or certified copy of the POA or FMO,
- › Original or certified copy of ID documents for the attorney/s and,
- › Completed POA application form

Sending information via post\*

- › Certified copy of the POA or FMO,
- › Certified copy of ID documents for the attorney/s and,
- › Completed POA application form

\*We are unable to accept documents by email or fax as we require the original certified copies.

Please send documents via post to;

Sales & Service Department,  
Qudos Bank, Locked Bag 5020,  
Mascot NSW 1460 Australia.

## » Type of ID required for Attorney/s or a Financial Manager

**We will require your full name, Australian residential address, date of birth, email address and other details requested in the relevant POA application form.**

You must also provide us with one of the following photo ID documents to verify your identity:

- › A Photo Driving Licence or proof of age card
- › Current Australian passport, or one that has expired within the last 2 years

- › Photo driving licence issued by a foreign government
- › Foreign passport issued by a foreign government, United Nations or UN agency
- › National ID card with photo and signature, issued by a foreign government, the United Nations or a UN agency.

If you do not have photo ID, you should contact us to discuss other forms of identification you could use instead.

## » Who can certify documents?

**Examples below are for NSW certifications only taken from the NSW Police website. Please refer to your individual state for their requirements.**

- › An accountant (member of a recognised professional accounting body or a Registered Tax Agent).
- › A person listed on the roll of the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner.
- › A barrister, solicitor or patent attorney.
- › A police officer.
- › A postal manager.
- › A principal of an Australian secondary college, high school or primary school.
- › A medical practitioner.
- › A Justice of the Peace (with a registration number in the State in which they are registered).
- › A minister of religion (registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961).

The certified copy must include the statement "I certify that this is a true copy of the original document". The certifier must also include their full name, signature, date, registration number (if any) and qualification or occupation which makes them eligible to certify documents, on each of the photocopied identification documents.

## Checklist

Information Provided	Tick
Original or certified copy of the POA or FMO	
Original or certified copy of ID documents for the attorney/s.	
POA Application Form/s:	

Qudos Bank will review all documents and provide written confirmation to the Attorney or Financial Manager within 5 business working days to say that the POA/FMO has been registered on the customer's accounts and the Attorney or Financial Manager has been granted access to accounts as per the POA/FMO conditions.

The Bank may contact the customer and/or attorney/s directly if further information is required before registering the POA/FMO. All additional information should be provided as soon as possible to avoid any delays in setting up the POA/FMO.