This form must be completed by all Branches of the SCA Ltd wishing to make any changes to the signatories to any Westpac bank accounts held by that Branch. Once completed, please email this form to [treasurer@sca.org.au](mailto:treasurer@sca.org.au).

**Section 1 – SCA Branch and Bank Account Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCA Branch** | *Eg: Barony of Flintstonia* | | |
| **BSB** | *Eg: 012-345* | **Account #** | *Eg: 987654* |

This form can only be used to make signatory changes for ONE bank account. If your branch holds more than one bank account, you’ll need to complete a separate form for each account you want to update.

**Section 2 - Confirmation of existing Signatories, and removal of existing Signatories**Please list here all existing account signatories (do not include people such as the Lochac Exchequer or Board members). Also indicate whether they are to remain as a signatory or be removed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Honorific** Mr/Ms/Mrs/Miss | **Legal Name** | **Position** *Eg: Seneschal, Reeve* | **Keep/ Remove** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**(NB:** For anyone who already has a Westpac account, the name and honorific entered here must match the honorific and name used on their existing Westpac account**).**

**Section 3 – Details of new Signatories**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Legal Name** |  | | | **Date of Birth** |  |
| **Honorific** |  | | | **Mobile** |  |
| **Email** |  | | | | |
| **Westpac CRN** |  | **Position** | *Eg: Seneschal, Reeve* | **SCA Member #** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Legal Name** |  | | | **Date of Birth** |  |
| **Honorific** |  | | | **Mobile** |  |
| **Email** |  | | | | |
| **Westpac CRN** |  | **Position** | *Eg: Seneschal, Reeve* | **SCA Member #** |  |

It is a requirement of SCA Ltd that people who are signatories to the same SCA Ltd bank account may not share a residence. Do any of the new or ongoing signatories share a residence?

[ ] - No [ ] - Yes – provide details:   
  
**Section 4 – Council Approval**All changes being made (adding OR removing signatories) must have been approved and minuted at an official Branch meeting. Please indicate the meeting where the changes were approved. The Corporate Treasurer will check the minutes in Dropbox before making any changes.

|  |  |
| --- | --- |
| **Approved at Meeting:** | *Eg: June 2018* |