

Commbank Banking

Scout Group Information Pack

Scouts SA has partnered with Commonwealth Bank for a special offer for Scout Groups.

The initial offer comprises a Society Cheque account (fee free) and online CommBiz Service, with a Business Online Saver (high interest at call account) and Term Deposit investments also available. Please liaise with your Scouts SA HQ Administrator who will provide more details of how we can assist further.

To access this special offer Scout Groups should complete the **Scout Group Account Information Form** with all details.

Once completed and returned to hq@sa.scouts.com.au the following process will take place.

Form: Application and Authority for Business Accounts (return to SAHQ)

This form has been partially completed for you and only requires the following additional information:

Section 3 – Persons nominated to receive information (optional)

Please complete if required

Section 6 – Persons Authorised to operate on the Account (required).

The form allows you to nominate Authorised Signatories for your new account.

To add additional signatories, please re-print page 4 as many times as you need, complete the relevant details and attach to the main form.

All requested details must be completed for each Authorised Signatory and a specimen signature captured.

Section 7 – Declaration and Acknowledgement.

Please **do not** complete - this will be completed by Scouts SA HQ.

Documents/resources available:

- Business Transaction & Savings Accounts Terms and Conditions (information only)
- Getting Started in CommBiz Guide (information only)
- Scouts SA Groups Fee Schedule (available on request from Scouts SA HQ)

All completed documents should be returned to your Scouts SA HQ Administrator who will review them and forward your completed forms to the Scout's CommBank Relationship team for processing.

NEXT STEPS

The Scouts SA HQ Administrator will advise your nominated Group contact person of the new account number and CommBiz Service details within 5-7 working days.

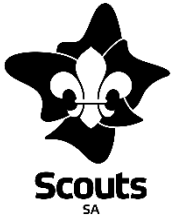
Bank Account

- Your cheque and deposit books will be posted to you within 7-10 working days.
- Your bank account statements will be available for download through your online CommBiz service via the Online Statements function.
- Please make your own arrangements to close your existing accounts and transfer the balance to your new account.
- General enquiries about your transaction banking can be made through CommBank's Client Service team on **1800 019 910**.

CommBiz Service

Getting started

- Please read the attached **Getting Started in CommBiz Guide**
- A courier will deliver the Security Tokens and NetLock USB devices for appointed administrators and authorisers to your nominated primary contact.
- Users will receive a letter from CommBank with your CommBiz login ID and a separate letter with your sealed login password



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- Please note that users are required to login to CommBiz within 28 days of receiving your login ID or it will expire

Training and Support

- CommBiz user guides and demo videos are also available to you via the CommBank website <https://www.commbank.com.au/business/online-banking/commbiz.html>
- The CommBiz Help Desk is available to assist with any enquiries regarding your CommBiz service. They can be contacted 24 hours a day, 7 days a week on **13 23 39** or by emailing support@commbiz.com.au

General Information

- Your first two (2) users are entitled to free Security Tokens and NetLock USB devices

OTHER THINGS TO KNOW

- If you need to update your signatories or CommBiz users, please contact Scout SA HQ Administrator for instructions.
- Your local CommBank branch **does not** have access to your special arrangements as Scout Groups are managed through the Scouts CommBank Relationship Team.
- Should you be unsure who you need to speak to at the Bank, your Scouts SA HQ Administrator can assist direct you to the appropriate CommBank staff member.