



# NAB Escrow Service Seller Application Form (Sole Trader)

Please complete application form in full and  where appropriate. All fields marked with an asterisk (\*) are mandatory if applicable.

Use this form to apply for the NAB Escrow Service. This form is to be completed by a NAB Escrow Service Seller and is to be used in conjunction with other documentation, including the NAB Escrow Service Terms and Conditions, NAB Escrow Portal Terms and Conditions and NAB Escrow Service Product Information Booklet.

Please submit the completed form to Nab.Escrow@nab.com.au. The form must be completed in full and submitted from the registered email address of the Seller, and not from another party.

For more information, visit [nab.com.au](http://nab.com.au) > Specialised accounts > NAB Escrow Service.

## Section A – Personal details

Are you an existing NAB customer?\* Yes  No

If no, please complete **ALL** sections of this form **INCLUDING** Section E – Electronic Identity Verification

If yes, please provide your Personal NAB ID below and complete **ALL** sections of this form **EXCEPT** Section E – Electronic Identity Verification\*

Title*	Given name(s)*	Surname*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth*	Gender*	Occupation*
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile phone number*	Personal email address*
<input type="text"/>	<input type="text"/>

Primary place of residence (must not be a PO Box)\*

State*	Postcode*
<input type="text"/>	<input type="text"/>

Postal address\*

 Same as my residential address
   


State*	Postcode*
<input type="text"/>	<input type="text"/>

## Personal Tax Details

Note: NAB is required to ask about your personal tax details for internal administration and regulatory reporting.

(a) Are you an Australian resident for tax purposes?\* Yes – go to part (b)  No – go to part (b)

(b) Are you a U.S. citizen or resident for tax purposes?\* Yes – complete part (b)  No – go to part (c)

If yes, provide your U.S. Taxpayer Identification Number (TIN)\*

(c) Are you a resident of any other country for tax purposes?\* Yes  No

If yes, provide the following details for each country:

Country*	TIN*	Reason if no TIN^*	Explanation if reason code B is selected*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

^If no TIN is provided, select a reason from the following list:

A – This country does not issue TINs

B – I do not hold a TIN (please explain why above)

C – It is not mandatory for me to disclose my TIN for this country

## Section B – Business details

Are you an existing NAB Business customer?\* Yes  No

If no, please proceed to complete the rest of this section. If yes, provide your NAB Business ID below.\* Please proceed to complete the rest of this section, as NAB is required to validate your details are accurate and current.

Sole trader name (as per ABN)\*

Business name/Trading name (if applicable)

Principal place of business address (must not be a PO Box)\*

Same as my residential address

<input type="text"/>	
State*	Postcode*

Business postal address\*

Same as my principal place of business

<input type="text"/>	
State*	Postcode*

ABN or ACN\*

Industry classification (nature of your business)\*

Industry Identification Number (e.g. NSW Bar Association Number)\*

### Contact details used for NAB Escrow Service communications

Business phone number\*

Business email address\*

### Business Tax Details

Note: NAB is required to ask about your business tax details for internal administration and regulatory reporting.

Is your entity registered in Australia for tax purposes?\* Yes  No

### Business Foreign Account Tax Compliance Act (FATCA) Details

(a) Is your entity established or incorporated in the U.S.?\* Yes – complete part (a)  No – go to part (b)

If yes, Provide your U.S. Employer Identification Number (EIN)\*

(b) Is your entity a Financial Institution under the Foreign Account Tax Compliance Act (FATCA) definition?\* Yes – complete part (b)  No – go to part (c)

If yes, provide the Global Intermediary Identification Number (GIIN) & FATCA status.

GIIN\*

FATCA Status\*

(c) In the preceding calendar year, did your entity:

i) Earn 50% or more of its gross income from investment sources; and

ii) Hold 50% or more of its assets to produce investment income; and

iii) Have U.S. citizens or U.S. residents as controlling persons/beneficial owners?\* Yes  No

Examples of investment income sources are dividends, rental income, interest, distributions, royalties and annuities.

Examples of investment income assets are shares, property and bonds.

## Business Common Reporting Standard (CRS) Details

(a) Is your entity a resident of any other country for tax purposes (excluding Australia and the U.S.)? Yes – complete part (a)  No – go to part (b)

If yes, please provide the following details for each country:

Country*	TIN*	Reason if no TIN^*	Explanation if reason code B is selected*

^If no TIN is provided, select a reason from the following list:

A – This country does not issue TINs

B – I do not hold a TIN (please explain why above)

C – It is not mandatory for me to disclose my TIN for this country

(b) In the preceding calendar year, did your entity:

i) Earn 50% or more of its gross income from investment sources; and

ii) Hold 50% or more of its assets to produce investment income\* Yes  No

Examples of investment income sources are dividends, rental income, interest, distributions, royalties and annuities.

Examples of investment income assets are shares, property and bonds.

## Section C – NAB Escrow Service Details

### Details of Fund Release Bank Account

**Note: All NAB Escrow Service Payment Releases will be released to this nominated account. This must be an Australian bank everyday transaction account owned by the Seller.**

Name of institution\*

Account name\*

BSB number\*

Account number\*

## Section D – Group and Authorised User Details

By applying for the NAB Escrow Service, you will be provided with access to the NAB Escrow Portal.

You can also manage your NAB Escrow Service in the following ways:

(i) By participating in a Group

(ii) By appointing your own Authorised Users.

Authorised User(s) appointed in any of the ways above will be able to provide instructions on your behalf in accordance with the terms of the NAB Escrow Service.

### Group (Chambers)

Do you wish to participate in a Group (Chambers)?\* Yes  No

By participating in a Group (Chambers), you consent to the nomination of a person to appoint Authorised Users of your NAB Escrow Service. Authorised Users appointed to act for a Group have visibility of the Escrow Matters of all participants in the Group.

If the nominated Group (Chambers) has not been setup on the NAB Escrow Service, an authorised representative of the Group (i.e. Head of Chambers) will need to provide a letter confirming the Authorised User(s) of the Group. Please contact the NAB Escrow Team for further information.

If yes, please provide name of the Group (Chambers)

### Individual Authorised Users

Do you wish to appoint Individual Authorised User(s) for the NAB Escrow Service?\* Yes  No

This can be in addition to participation in a Group (Chambers).

Individual Authorised User details:

First name*	Surname*	Phone number*	Email address*

## Section E – Electronic Identity Verification

Please complete only if you are not an existing NAB customer.

If you are new to NAB we will need to verify your identity. NAB is progressively rolling out our enhanced system capability to manage its identity verification process. We may be able to perform electronic verification in some circumstances, if you agree to it.

Electronic identity verification means that NAB may provide your name, address and date of birth to credit reporting bodies (CRB), such as Veda, and ask it to provide an assessment of whether the information provided matches information already held by the CRB. The CRB will use the information provided by NAB in addition to its own information to make its assessment. This is NOT a credit check.

In addition, where identification documents such as passport or driver's licence are used for identification purposes, NAB may contact the authority that issued the documents to verify them using the Government's Document Verification Service.

You do not have to be verified electronically, instead you may choose to provide 100 points of identification in person.

Note: Permissible documents for electronic verification are – Australian driver's licence, Medicare card and an Australian or International passport.

If available, do you consent to electronic identity verification for this application?\* Yes  No

Note: Please provide **AT LEAST TWO** of the below identification documents.

### Driver's Licence

Licence Number*	Expiry Date*	State of Issuer*
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

### Medicare Card

Document Number*	Expiry Date*
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Individual Reference Number*	Medicare Card Colour (e.g. Green, Yellow, Blue)*
<input type="text"/>	<input type="text"/>

### Passport

Document Number*	Issuing Country*	Place of Issue*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Issue Date*	Expiry Date*	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	

## Section F – Important information

### Part 1: Email Instructions Authority

The following terms and conditions apply to the email instructions provided by you.

- You authorise NAB to act on email instructions from you which NAB receives from your registered email address.
- When NAB receives an email instruction, NAB will act on that request as if a signed written request has been received.
- Where NAB considers it appropriate to do so, NAB may delay action on or not act on your email instruction, e.g. where the email instruction is made after cut-off time for processing on a particular day, where NAB suspects fraud in relation to the request, or where NAB reasonably believes that actioning the request may cause loss to NAB or to you. These are examples only and do not limit NAB's ability to delay or not act on a request for any other reason.

In the absence of a breach of obligation owed to you, NAB will not be responsible for any loss, damage or liability you may suffer or incur by reason of, or in connection with:

- NAB acting on any email instruction from you.
  - NAB's failure to act or delay in action on any email instruction.
- NAB will not be liable for any loss which is not a foreseeable consequence of a claimed breach, nor for any loss caused by actions of you in breach of any of these terms and conditions.

### Part 2: Authorised User's Access & Authorities

The following terms and conditions apply to your appointment of both Group Authorised User(s) and Individual Authorised User(s) nominated in Section D.

By appointing Authorised User(s), you authorise NAB to:

- disclose information about your NAB Escrow Service to your Authorised User(s) by telephone or email.
- act on instructions provided by your Authorised User(s) by telephone or email in relation to transactions and payments in accordance with the terms of the NAB Escrow Service.
- provide them with access as a user to the NAB Escrow Portal to perform the permitted functions in relation to your NAB Escrow Service.
- act on email instructions from your Authorised User(s) which NAB receives from the email addresses registered with NAB. Please see Section F, Part 1 for terms and conditions that apply to the email instructions.

By appointing Authorised User(s), you acknowledge that it is your responsibility to:

- ensure that your Authorised User(s) use the NAB Escrow Service in compliance with the NAB Escrow Service and NAB Escrow Portal Terms and Conditions and you are responsible for their actions.
- Ensure that you notify NAB promptly in writing of any changes to your Authorised User(s).

### Part 3 – Privacy Notification

#### Your personal information

By providing personal information to NAB, you consent to the collection, use and disclosure of your information in accordance with this Notification and NAB's Privacy Policy ([www.nab.com.au/privacy](http://www.nab.com.au/privacy)).

In addition to the matters set out in the Policy, NAB collects your personal information:

- for the purposes of providing the NAB Escrow Service, including for the purposes of providing you with communications and alerts regarding the NAB Escrow Service;
- to identify whether you are a current customer of NAB;
- to comply with our legal obligations, including in relation to Anti-Money Laundering and Counter Terrorism Funding laws; and
- to be able to disburse funds held in the Escrow Account to the Seller.

NAB may provide your information to your Buyers, your Authorised Users and other organisations set out in NAB's Privacy Policy. Your information may be accessible in the NAB Escrow Portal to the Authorised Users.

For further information on 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.

#### Personal information of others

If the Seller gives NAB information about another individual (such as an Authorised User or Buyer), prior to doing so, the Seller must obtain their consent, to the collection, use and disclosure of their information in accordance with this Notification and NAB's Privacy Policy ([www.nab.com.au/privacy](http://www.nab.com.au/privacy)) and let them know that:

i. NAB has been provided with their information:

- in the case of an Authorised User: to be able to provide the NAB Escrow Service, to authenticate and verify their identity as Authorised User(s) of an Escrow Account, and to correspond with them including sending them an invitation in relation to applying to become an Authorised User;
- in the case of a Buyer: to be able to provide the NAB Escrow Service, to send them correspondence to apply for the NAB Escrow Service, to authenticate and verify their identity; and to provide them with email alerts in relation to Deposits to and Payment Releases from an Escrow Account.

NAB may provide your information to your Buyers, your Authorised Users (as required by the NAB Escrow Service) and other organisations set out in NAB's Privacy Policy. Your information may be accessible in the NAB Escrow Portal to the Authorised Users.

Further information on how individuals can access and seek correction of their personal information and make a complaint in relation to NAB's handling of personal information is set out in NAB's Privacy Policy.

### Section G – Customer declaration

**Application details** – I have read the information I have provided on this application and state the information is complete and correct.

**Email instructions** – I acknowledge that NAB will accept email instructions from my registered email addresses and from the registered email addresses of my Authorised User(s). See Section F, Part 1.

**Authorised users** – By agreeing to participate in a Group and/or nominating Individual Authorised User(s) in Section D above, I acknowledge that I provide them with the authority as pursuant to Section F, Part 2.

**Privacy Policy and Privacy Notification** – I have read and agree to NAB's Privacy Policy and Privacy Notification (Section F, Part 3).

**Tax residency details** – I undertake to advise NAB within 30 days of any change in circumstances that affects my tax residency status and to provide NAB with an updated self-certification within 30 days of such change in circumstances.

I confirm that I have read, understand and agree to the terms and conditions above, the [NAB Escrow Service Terms and Conditions](#), [NAB Escrow Portal Terms and Conditions](#) and the [NAB Escrow Service Product Information Booklet](#).\*

Print Full Name\*

Date\*

### Section H – Bank Use Only

#### BANK USE ONLY

Managing BUID

I have:

Ensured a 100 point identification check has been completed on the Individual

The customer number of the Individual is:

The customer number of the Business is:

Completed the Business Name Search (if any)

Completed an ABN Search (if any)