ComBiz User Guide.

CommBiz User Guide: Setting Maturity Instructions on Term Deposit accounts from CommBiz

About this guide.

This guide takes you through the process of:

I. Setting Maturity Instructions on Term Deposit accounts from CommBiz.

Before you start.

You must have access to view your Retail Term Deposit account in CommBiz. Adding your Term Deposit account requires a CommBiz administrator to complete a maintenance request. You will only be able to add accounts and establish Authorizers if you have been assigned Admin (Administrator) permissions and have a security token. You must have Create SR Permission for creating the Service Request which will set the Maturity Instructions on your Retail Term Deposit Accounts. Authorizers defined on the Term Deposit Accounts will authorize the Service Request.

I. Setting Maturity Instructions on Term Deposit accounts from CommBiz.

Introduction

Open your internet browser, visit **www.commbiz.com.au** and log in to CommBiz using your password AND your token password from your security token.

1. From the top menu, click Functions > Service Request.





2. From the left hand menu, Select Manage Term Deposit.



3. Select the Term Deposit account from the drop down list in Manage Term Deposit screen.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin		
Fun	octions	Mar	nage Term	Deposit						
Messa	ges		count STD2						SHOW	
Service	Requests		F100	5	5	13250140931		-	and	
Service Status	Request List		F30	16 20	2	69250015469 53850066239				
Chang Addres	e Account s		FXD FXD Hold	Acc 3 - Fod	4	44550192577 15150207683 18950132789				
Reorde Book	r Cheque		FXD FXD	24	2	00050823757 69250014685				
Order Comm	a New ercial Card		FXD	10	4	00050254321				
Mainta Comm	in Existing ercial Cards									
Manag	e Statements	5								
Notice	Managemen	t								
Manag Deposi	e Term t									
Stop C	heques									

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4. Once the account is selected from the dropdown , click on SHOW button.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin	
Fun	ctions	Mai	nage Term	Deposit					
Messa	ges		ccount 2012	44455019257	7				SHOW
Service	Requests			111111111111				-	
Service Status	Request List								
Chang Addres	e Account s								
Reorde Book	r Cheque								
Order i Comm	a New ercial Card								
Mainta Comm	in Existing ercial Cards								
Manag	e Statement	5							
Notice	Managemen	t							
Manag Deposi	e Term t								

5. The Manage Term Deposit screen for the selected Term Deposit Account will be loaded by clicking on the SHOW button.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin			
Fun	ctions	Ma	nage Term	Deposit							
Messa	ges		count Sills	44455019257	7				SHOW		
Service	Requests										
Service Status	Request List	Deta	ils of selected Te	rm Deposit and	maturity instr	uctions are shown	below.				
Chang Addres	e Account is	Acc	ount Detail		**********	677					
Reorde Book	er Cheque	Cur	rent balance		\$36,436.46	5//					
Order a	a New orcial Card	inv	estment term		8 months						
Mainta	in Existing	Sta	rt date		02/06/2016						
Manaa	e Ctatement	Mat	turity date		02/02/2017						
Notice	Managemen	Inte	erest rate		3.20% p.a.						
Massa	Tam	inte	erest payment fr	equency	Paid 6 mon	thly and/or at matu	rity				
Deposi	t rem	inte	erest payment o	ption	Pay interest	t Into Same Term D	eposit Acco	ount			
Stop C	heques	Mar	hurity instance	tions							
Authori Require	isations ed	Matu	rity Instructions	can be submitted	l or changed	any time prior to 0	2/02/2017	The last su	ubmitted In	struction will I	be processed on
Busine	ss Intelligen	the m	naturity date.								

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6. You can navigate to the Manage Term Deposit screen from the Account Information screen as well. Load any Term Deposit Account in Account Information and click on the 'Manage Term Deposit' link present at the bottom of the screen.

Accounts	VIEW ACCOUNT IN	ormation					
alances	Account FXD 2144455	0192577		SHOW	G Search Accounts		
ransaction History							
ccount Changes							
alance History	Account Name	Account Type	Account Number	Account Balance	Available Balance		
nount Information	EXD.2	Term Deposit	444550192577	\$36,436.46 CR	N/A		
The Contraction							
nine Statements	General Information	Det	ails				
	Account Mailing Address	SCR	NAMBLED STREET, SURFERS	PARADISE, OLD, 4217			
	Account Owner	Sch	ambled Title				
	Account Title		Scrambled Title				
	Currency		AUD				
	Investment Term Start Date Maturity Date		onths				
			2/06/2016				
			2/02/2017				
	Interest Rate	3.20	1% p.a.				
	Interest Payment Frequency	Pair	Paid 6 Monthly and/or at maturity				
	Next Interest Payment		2/12/2016				
	Interest Payment Option	Pay	Pay Interest Into Same Term Deposit Account				
	Original Start Date	2/0	52010				
	Interest Charnes and Taxe		This Accrual Deriod	Last Financial Year	This Financial Vea		
	Deposit Interest		\$0.00	\$1,926.40	\$0.0		
	NR Withholding Tax		NA	\$0.00	\$0.0		
	TFN Withholding Tax		NA	\$0.00	\$0.0		

Click here to view Account confirmation Letter

7. On navigating from the Account Information screen, the Manage Term Deposit screen of the account selected in the Account Information screen will be loaded by default.

Functions	Manage Term Deposit				
Messages	Account 510214444001284	77	SHOW		
Service Requests					
Service Request Status List	Details of selected Term Deposit and	d maturity instructions are shown below.			
Change Account	Account Detail				
	Account number	444550192577			
Reorder Cheque Book	Current balance	\$36,436.46			
Order a New Commercial Card	Investment term	8 months			
Maintain Existing	Start date	02/05/2016			
Manana Statemente	Maturity date	02/02/2017			
Manage Gatements	Interest rate	3.20% p.a.			
Notice Management	Interest payment frequency	Paid 6 monthly and/or at maturity			
Deposit	Interest payment option	Pay Interest Into Same Term Deposit Account			
0. 01					
Stop Cheques	Maturity Instructions				
Stop Cheques Authorisations Required	Maturity Instructions Maturity Instructions can be submitted	ed or changed any time prior to 02/02/2017. The last sut	mitted instruction will be processed		
Stop Cheques Authorisations Required Business Intelligence	Maturity Instructions Maturity Instructions can be submitted the maturity date.	ed or changed any time prior to 02/02/2017. The last sul	mitted instruction will be processed		
stop Cheques Authorisations Required Business Intelligence Report Centre	Maturity Instructions Maturity Instructions can be submitte the maturity date.	ed or changed any time prior to 02/02/2017. The last sut	mitted instruction will be processed of		
stop Cheques Authorisations Required Business Intelligence Report Centre	Maturity Instructions Maturity Instructions can be submitted the maturity date. • Maturity instructions	ed or changed any time prior to 02/02/2017. The last sut Renewal Renewal as a maturity instruction means this Term Deposit will to that amount for the term shown below on the maturity date different interest rate, higher or lower from the current interest	mitted instruction will be processed of the instruction will be processed of the inserest rate which applied the inserest rate		
stop Cheques Authorisations Required Business Intelligence Report Centre	Maturity Instructions Maturity Instructions can be submitted the maturity date. • Maturity Instructions ()	ed or changed any time prior to 02/02/2017. The last sut Renewal Renewal as a meturity instruction means this Term Deposit will to that amount for the term shown below on the meturity date different interest rate, higher or lower from the current interest * Number of months	The renewed at the interest rate which applied 2017/01/2017 . This may be a significantly ate.		
stop Cheques Authorisations Required Business Intelligence Report Centre	Maturity Instructions Maturity Instructions can be submitted the maturity date. • Maturity Instructions () • New term ()	ed or changed any time prior to 02/02/2017. The last sub Renewal Renewal as a maturity instruction means this Term Deposit will to that emount for the term shown below on the maturity date different interest rate, higher or lower from the current interest * Number of months Maturity date ddimm/yyyy	The renewed at the interest rate which applied 2017/0/2017 . This may be a significantly rate.		
stop Cheques Authorisations Required Business Intelligence Report Centre	Maturity Instructions Maturity Instructions can be submitted the maturity date. • Maturity Instructions () • New term () • Interest payment frequency ()	ed or changed any time prior to 02/02/2017. The last sub Renewal Renewal as a maturity instruction means this Term Deposit will to that emount for the term shown below on the maturity date different interest rate, higher or lower from the current interest: Number of months Maturity date differently date diffe	emitted Instruction will be processed of the interest rate which applie 02/10/2017 . This may be a significantly rate. Matures on 02/10/2017		
stop Cheques Authorisations Required Business Intelligence Report Centre	Maturity Instructions Maturity Instructions can be submitted the maturity date. • Maturity instructions () • New term () • Interest payment frequency () • Interest payment option ()	ed or changed any time prior to 02/02/2017. The last sul Renewal Renewal as a maturity instruction means this Term Deposit will to that amount for the term shown below on the maturity date different interest rate, higher or lower from the current interest % Number of months % Number of months % Maturity date 0 4 weekly % 6 monthly © Annually % Pay interest into Same Term Deposit Account © Pay interest into Other Linked Account	te renewed at the interest rate which applied be renewed at the interest rate which applied 1021012017. This may be a significantly ats. Matures on 02/10/2017		
stop Cheques Authorisations Required Business Intelligence Report Centre	Maturity Instructions Maturity Instructions can be submitted the maturity date. • Maturity instructions () • Mew term () • Interest payment frequency () • Interest payment option () • Account to pay interest to	ed or changed any time prior to 02/02/2017. The last sul Renewal Renewal as a maturity instruction means this Term Deposit will to that amount for the term shown below on the maturity date different interest risk, higher or lower from the current interest * Number of months & month(s) Maturity date different interest into 4 weekly * 6 monthly © Annually * Pay interest into Same Term Deposit Account © Pay interest into Other Linked Account customnoofauth (200014624734	te renewed at the interest rate which appli 02/10/2017 . This may be a significantly ade. Matures on 02/10/2017		

- II. Term Deposit in Fixed Term.
- 1. The Manage Term Deposit screen will be loaded as below. When a Term Deposit is in Fixed Term, the user can set the Maturity Instructions (effective on next maturity).

Home Accounts Pa	yables Receivables File Transfer	Functions Others & Apply Insights Admin				
Functions	Manage Term Deposit					
Messages	Account EXIDA (\$100) 74-77	▼ SHOW				
Service Requests						
Service Request Status List	Details of selected Term Deposit and m	aturity instructions are shown below.				
Change Account Address	Account Detail	444550192577				
Reorder Cheque Book	Current balance	\$38,438.48				
Order a New Commercial Card	Investment term	8 months				
Maintain Eviction	Start date	02/06/2016				
Commercial Cards	Maturity date	02/02/2017				
Manage Statements	Interest rate	320% p.a.				
Notice Management	Interest payment frequency	Paid 8 monthly and/or at maturity				
Manage Term Deposit	Interest payment option	Pay Interest Into Same Term Deposit Account				
Stop Cheques	Maturity Instructions					
Authorisations Required	Maturity instructions can be submitted o maturity date.	r changed any time prior to 02/02/2017. The last submitted instruction will be processed on the				
Business Intelligence	* Maturity instructions	Renewal				
Report Centre		Renewal as a maturity instruction means this "firm Deposit will be renewed at the interest rate which applies to that amount for the term shown below on the maturity date 02/10/2017". This may be a significantly different interest rate, righter or lower from the current interest rate.				
	* New term 🕐	Number of months B month(s) Matures on 02/10/2017 Maturity date				
	* Interest payment frequency ()	© 4 weekly @ 6 monthly © Annually				
	* Interest payment option ()	Pay Interest Into Same Term Deposit Account Pay Interest Into Other Linked Account				
	* Account to pay interest to	oustormoofauth 200014624734				
	Terms & conditions					
	To renew a Term Deposit online, the account holder must choose to receive the Term Deposit General Information and Terms and Conditions online. This is a once only election and does not apply to other information we are required to give the account holder from time to time. If the account holder chooses to receive the terms and conditions online, a paper copy can be printed out. We won't automatically send one.					
	If the account holder chooses not to receive the terms and conditions online, the account holder will need to contact the Bank to renew the Term Deposit.					
	If the account holder chooses to receive the Term Deposits General Information and Terms and Conditions online. In your capacity as the authorised representative of the account holder, please confirm the account holder's election and acceptance that the renewed Term Deposit will be subject to those terms and conditions by clicking the boxes below.					
	When the Term Deposit is rene account before maturity	wed for a fixed term of one month or longer, 31 days notice will be required to withdraw from this				
	The account holder chooses to	receive the Term Deposit General Information and Terms and Conditions online.				
	I have read the Term Deposit G that the renewed Term Deposit	eneral information and Terms and Conditions and accept for and on behalf of the account holder, will be subject to those terms and conditions.				
	REIET	EUBANT				

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2. Select the options available from the Maturity Instructions dropdown. Currently 4 options are available – Renewal, Partial withdrawal, Full withdrawal and Transfer to Holding facility.

Home Accounts Pe	yables Receivables File Transfer	Functions Offers & Apply Insights Admin
Functions	Manage Term Deposit	
Messages	Account FXD214445/54524	77 SHOW
Service Requests		-
Service Request Status List	Details of selected Term Deposit and	maturity instructions are shown below.
Change Account Vddress	Account Detail	
Receiver Checuse	Account number	444550192577
Book	Current balance	\$36,436.46
Order a New Commercial Card	Investment term	8 months
Vaintain Existing Commercial Cards	Start date	02/05/2016
Aanage Statements	Maturity date	02/02/2017
Votice Management	Interest rate	3.20% p.a.
Annana Term	Interest payment frequency	Paid 6 monthly and/or at maturity
Deposit	Interest payment option	Pay interest into Same Term Deposit Account
Stop Cheques	Manually beneficiate	
Authorisations Required	Maturity Instructions can be submitte	ed or changed any time prior to 02/02/2017. The last submitted instruction will be processed on
Business Intelligence	the maturity date.	
Report Centre	* Maturity instructions 👔	Renewal
		Partial withdrawal Partial withdrawal Full withdrawal
	* New term ()	Transfer to Holding Facility Differences on 02/10/2017
	• Interest payment frequency ()	© 4 weekly * 6 monthly © Annually
	* Interest payment option ()	* Pay Interest into Same Term Deposit Account

 Pay Interest Into Other Linked Account customnoofauth (200014624734

* Account to pay interest to

.

CommBiz User Guide: CommBiz User Guide: Setting Maturity Instructions on Term Deposit accounts from CommBiz www.commbiz.com.au Commonwealth Bank of Australia 2007 ABN 48 123 123 12 **3.** If Renewal is selected as the Maturity Instruction, select the value for the below fields:

New Term – Enter the Number of Months OR select a Maturity Date.

Interest Payment Frequency – 4 weekly OR 6 monthly OR Annually. Interest Payment Options – Pay Interest Into Same Term Deposit Account OR Pay Interest Into Other Linked Account

Functions	Manage Term Deposi	t				
Messages	Account 2002 41132000	377				
Service Requests						
Service Request Status List	Details of selected Term Deposit an	d maturity instructions are shown below.				
Change Account Address	Account Detail					
Recorder Checuse	Account number 444550192577					
Sook	Current balance	\$36,436.46				
Order a New Commercial Card	Investment term	8 months				
Maintain Existing Commercial Cards	Start date	02/06/2016				
Manana Statements	Maturity date 02/02/2017					
votice Management	Indecest rate	320% p.a.				
Hannas Tarra	Interest payment frequency Paid 6 monthly and/or at maturity					
Deposit	Interest payment option	Pay interest into Same Term Deposit Account				
Rop Cheques	Maturity Instructions					
luthorisations Required	Maturity instructions can be submit the maturity date.	led or changed any time prior to 02/02/2017. The last submitted	instruction will be processed on			
Susiness Intelligence						
Report Centre	 Maturity instructions () 	Peneval				
		Reveal as a maturity individual means this term Deposit will be ensered at the interest rate which applies to that amount for the term shown below on the maturity date 02/10/2017. This may be a significantly different interest rate, higher or lower from the current interest rate.				
	• Newterm ()	Number of months g month(s)	Matures on 02/10/2017			
		Maturity date Iddiment/yyyy				
	• Interest payment frequency ()	○ 4 weekly * 6 monthly ○ Annually				
	* Interest payment option 🌒	Pay Interest Into Same Term Deposit Account Pay Interest Into Other Linked Account				
	· Account to pay interest to	customnoofauth 2000/14624734				

4. If the Interest Payment Option selected is Pay Interest Into Other Linked Account, select a Credit Account from Account to Pay Interest to dropdown (Only DDA accounts which are linked to the service will be displayed in the drop down list for selection).

Manager	никлага разлики полокисту	Paid 5 monenty and/or at maturity					
Deposit	Interest payment option	Pay Interest into Same Term Depo	sit Account				
Stop Cheques	Maturity Instructions						
Authorisations Required	Maturity instructions can be submitte	d or changed any time prior to 02/0	2/2017. The last submitte	d instruction will be processed on			
Business Intelligence	the maturity date.						
Report Centre	 Maturity instructions () 	Partial withdrawal					
		Partial withdrawal as a maturity instruction means the balance of this Term Deposit will be reduced by the withdrawal sensort. The reduced balance will be retreased at their encount for the term shown below on the maturity data 04/03/2017. This may be a significantly different interest rate, higher or loser from the current interest rate.					
	* Withdrawal amount	\$ 5,000.00 You need t	to retain a minimum of \$5,000.	00 in your Term Deposit to renew			
	 Account to pay amount to 	Savings 200014773019		-			
	* New term 🕐	Number of months	month(s)				
		Maturity date 04/03/	2017 💼	Matures in 30 days			
	* Interest payment frequency 👔 * 4 weekly \odot 6 monthly \odot Annually						
	Interest payment option	Pay Interest Into Same Term De Pay Interest Into Other Linked	eposit Account Account				
	Account to pay interest to	customnoofauth 200014624734		•			
	Terms & conditions						
	To renew a Term Deposit online, the Conditions online. This is a once on from time to time. If the account hold automatically send one.	account holder must choose to rece ly election and does not apply to off er chooses to receive the terms and	vive the Term Deposit Gen er information we are req I conditions online, a pape	eral Information and Terms and uired to give the account holder or copy can be printed out. We won't			
	If the account holder chooses not to renew the Term Deposit.	receive the terms and conditions on	line, the account holder w	ill need to contact the Bank to			
	If the account holder chooses to rec the authorised representative of the Term Deposit will be subject to those	eive the <u>Term Deposits General Infor</u> account holder, please confirm the terms and conditions by clicking the	mation and Terms and Co account holder's election e boxes below:	anditions online, in your capacity as and acceptance that the renewed			

- When the Term Deposit is renewed for a fixed term of one month or longer, 31 days notice will be required to withdraw from this account before maturity.
- The account holder chooses to receive the Term Deposit General Information and Terms and Conditions online.
- I have read the Term Deposit General Information and Terms and Conditions and accept for and on behalf of the account holder, that the renewed Term Deposit will be subject to those terms and conditions.

RESET

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SUBMIT

5. If Partial withdrawal is selected as the Maturity Instruction, enter the value for the below fields:

Withdrawal amount – \$5000 to be retained in the Term Deposit as minimum balance Account to Pay amount to – select a Credit Account from the dropdown (Linked DDA accounts will be displayed in the drop down list) New Term – Enter the Number of Months OR select a Maturity Date Interest Payment Frequency – 4 weekly OR 6 monthly OR Annually Interest Payment Options – Pay Interest Into Same Term Deposit Account OR Pay Interest Into Other



6. If Full withdrawal is selected as the Maturity Instruction, select a Credit Account from the Account to pay amount to dropdown.

Functions	Manage Term Depos	it
Aessages	Account Descharter Harris	
lenice Requests		
ienice Request Ratus List	Details of selected Term Deposit a	nd maturity instructions are shown below.
Thange Account	Account Detail	
	Account number	444550192577
leorder Cheque look	Current belance	\$36,438.46
Index a New Sommercial Card	Investment term	8 months
Anintain Existing	Start date	02/06/2016
Anane Statements	Maturity data	02/02/2017
intice Management	Intervent cate	3.29% p.a.
Annual Terms	Interest payment frequency	Paid 6 monthly and/or at maturity
Neposit	Interest payment option	Pay Interest into Same Term Deposit Account
top Cheques	Maturity Instructions	
uthorisations lequired	Maturity instructions can be subm	fled or changed any time prior to 02/02/2017. The last submitted instruction will be processed on
usiness Intelligence	the maturity date.	
leport Centre	Maturity instructions	Full vithdraval
	* Account to pay amount to	Seriest.

7. If Transfer to Holding facility is selected as the Maturity Instruction, select a Interest Payment Option.

Home Accounts Par	yables Receivables File Transfe	r Functions Offers & Apply Insights Admin
Functions	Manage Term Deposi	it
Messages	A decision and an inclusion of the second	
Service Requests		
Service Request Status List	Details of selected Term Deposit an	nd maturity instructions are shown below.
Change Account Address	Account Detail	
Reorder Cheque	Account number	444550192577
Book	Current balance	\$36,436.46
Order a New Commercial Card	Investment term	8 months
Maintain Existing Commercial Carits	Start date	62/06/2016
Manana Statements	Maturity date	62/02/2017
Adventure & Barranson and	Interest rate	3.20% p.a
receive rearragement	Interest payment frequency	Paid 6 monthly and/or at maturity
Manage Terre Deposit	Interest payment option	Pay Interest Into Same Term Deposit Account
Stop Cheques		
Authorisations Required	Maturity Instructions Maturity Instructions can be submit	fied or changed any time prior to 02/02/2017. The last submitted instruction will be processed on
Business Intelligence	the maturity date.	
Barret Carden	Maturity instructions O	Transfer to Holding Facility
respect scarses		When this "brins Deposed instrume, the fund will be held in asite account until further instructions for remeward or withdrawards are received. Instrum Pacinty Term Deposed will show term for 7 days and internet payment frequency of Valenty.
	Now Serm	7 Days
	Interest payment frequency	Weekby
	* Interest payment option ()	Pay Interest Into Same Term Deposit Account Pay Interest Into Other Linked Account
	* Account to pay interest to	customnoofauth 200014624734
	Terms & conditions	

To renew a Term Deposit online, the account holder must choose to receive the Term Deposit General Information and Terms and Possities comes. This is to see a web excited a set there is a second to see the second to second to see the second to see the second to see the second to second to see the second to see the second to see the second to second to second to see the second to second

8. After entering the Maturity Instruction details, select the Terms & Conditions (Not Applicable for Full Withdrawal) and click on SUBMIT.

If you want to reset to initial values, please click on RESET.

Manage Term	Interest payment frequency	Paid 6 monthly and/or at maturity					
Deposit	Interest payment option	Pay Interest Into Same Term Deposit Account					
Stop Cheques	Maturity Instructions						
Authorisations Required	Maturity Instructions can be submit	ted or changed any time prior to 02/02/2017. The last sub	mitted instruction will be processed on				
Business Intelligence	the maturity date.						
Report Centre	 Maturity instructions () 	Partial withdrawal	•				
		Partial withdrawal as a maturity instruction means the balance of this Tem Deposit will be reduced by the withdrawn amount. The reduced balance will be renewed at that amount for the term shown below on the maturity date 04.03.2017. This may be a significantly different interest rate, higher or lower from the ourient interest rate.					
	* Withdrawal amount	\$ 5,000.00 You need to retain a minimum of \$	5,000.00 in your Term Deposit to renew				
	* Account to pay amount to	Savings 200014773019					
	* New term ()	Number of months Maturity date Maturity date	Matures in 30 days				
	* Interest payment frequency 👔 * 4 weekly © 6 monthly © Annually						
	Interest payment option Pay Interest Into Same Term Deposit Account Pay Interest Into Other Linked Account						
	Account to pay interest to customnoofauth 200014624734						
	Terms & conditions To renew a Term Deposit online, the account holder must choose to receive the Term Deposit General Information and Terms and Conditions online. This is a once only election and does not apply to other information we are required to give the account holder from time to time. If the account holder chooses to receive the terms and conditions online, a paper copy can be printed out. We won't						
	If the account holder chooses not to receive the terms and conditions online, the account holder will need to contact the Bank to renew the Term Deposit.						
	If the account holder chooses to receive the <u>Term Deposits General Information and Terms and Conditions</u> online, in your capacity as the authorised representative of the account holder, please confirm the account holder's election and acceptance that the renewed Term Deposit will be subject to those terms and conditions by clicking the boxes below.						
	When the Term Deposit is renewed for a fixed term of one month or longer, 31 days notice will be required to withdraw from this account before maturity.						
	The account holder chooses to receive the Term Deposit General Information and Terms and Conditions online.						
	I have read the Term Depor holder, that the renewed Te	sit General Information and Terms and Conditions and ac rm Deposit will be subject to those terms and conditions.	cept for and on behalf of the account				
	RESET		SURIMT				

9. On Submitting the Confirm Service Request a screen will be displayed with MODIFY & CONFIRM button. You can click on MODIFY to navigate back to the initial Manage Term Deposit screen to update any details. You can Confirm the Service Request by clicking of CONFIRM.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin		
Fun	octions	Ma	nage Term	Deposit						
Messa	ges	Con	firm Service	Request						
Service	Requests	Acc	ount Number		1115501005					
Service Status	Request List	Mat	turity Instruc	tions	4440001820					
Chang Addres	e Account is	Mat	urity Instruction			Partial withdra	wal			
Reorde Book	ar Cheque	With	drawal amount			5000.00				
Order a Comm	a New ercial Card	Acc	ount to pay amo	unt to		20001477301	9			
Mainta	in Existing ercial Cards	Inter	rest Payment Fr	equency		6 Monthly				
Manag	e Statement	s Inter	rest Payment O	ption		Pay Interest In	to Other Lin	iked Acco	ount	
Notice	Managemen	t Acc	ount to pay inter	rest to		20001462473	4			
Manag Deposi	e Term t	New	Maturity Date			4/03/2017				
Stop C	heques	6	MODIFY							CONFIRM
Author	isations									

10. On Confirming, Service Request will be created. A Request ID (as a link) will be displayed on the screen. Service Request status will be 'Confirmed' till authorisation.

If you are the Authoriser for the account AUTORISE & REJECT button will be available in the final screen. You can click on AUTHORISE button to authorise the Service Request OR REJECT button to reject the Service Request.

Note: SR not authorised will expire 8 calendar days after the date, service request is created.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin	
Fun	ctions	Mar	nage Term	Deposit	Reques	t Details			
Messag	ges	Your re	quest to update	maturity instruc	tion has been	n confirmed and re	ady for aut	horisation.	
Service	Requests	For fut	ure reference yo	ur Request ID is	2123058				
Service Status	Request List	RE	JECT						AUTHORISE
Chang Addres	e Account s								
Reorde Book	r Cheque								
Order a Comme	a New ercial Card								
Maintai Comm	in Existing ercial Cards								
Manag	e Statements	5							
Notice	Managemen	t							
Manag Deposi	e Term t								

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11. Click on the Request Id link to view the Service Details.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin						_
Fund	tions	View	Service	Request										
Messag	jes	Service	e Requests not earlier if the Te	actioned by the m Deposit real	authoriser((s) will expire 8 da urity date, reaches	ys after the sthe end of	date the the grace	e req ce pe	juest eriod,	was sub or has	mitted. T any other	he request changes r	will nade
Service	Requests	within t	he 8 day perio	d.										
Service Status	Request	Requ	est Summa quest ID:	CR-	2123058									
Change Address	Account	Re	quest Type: itus:	Man	age Term De firmed	eposit								
Reorde Book	r Cheque	Re	quest By: eated Date:	Nish 18/0	ithacnosd T 7/2016 5:58	tvo 1:14 PM								
Order a Comme	New rcial Card	La	st Authorised B	у: -										
Maintair Comme	n Existing rcial Cards	Requ	est Details		444550	102577								
Manage	Statements	8 Mat	urity instruction		Partial w	ithdrawal								
Notice I	Managemen	t New	term:		30 day(s	s)								
Manage	Term	Inter	est payment fre	quency:	6 Month	ly								
Deposit		Inter	est payment of	noën:	Pay Inte	rest Into Other Lin	iked Accou	nt						
Stop Cl	heques	Acco	ount to pay inte	rest to:	2000140	624734								
Authorit	sations	With	drawal amount	(\$):	5000.00									
Require	bd	Acci	ount to pay ame	ount to:	200014	773019								
Busines	s Intelligend	New New	Maturity Date:		4/03/201	17								
Report	Centre	Com	ments											
		0 Con	ments found											_
		E	lack											

12. If you are an Authoriser of the Term Deposit, you can view and Authorise the Service Request for the corresponding accounts from Functions > Authorisation Required > Service Request screen. You can then filter the Requests by selecting, the Request type as 'Manage Term Deposit'.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin	nere la larerenere
Fund	ctions	Serv	rice Requ	est Autho	risation	5			
Messag	jes	Sea	rch						
Service	Requests	Requ	iest Type:	Manag	e Term Depo	sit			
Stop C	heques	Requ	uest ID:						
Authori Require	sations id	Show	v Advanced Se	arch a					
Service	Requests	0	Jear						Search
Transa	tion Groups	Resu	ilts						
Stop C	heques	1 serv	rice request fou	nd, displaying	1-1				
Mainter	nance Its	Select	Created Date		Request M		Request	Type	Status
Businer	s Intelligenc	ж ж	18/07/2016		CR-21230	58	Manage	Term Deposit	Confirmed
Report	Centre	1 serv	rice request fou	nd, displaying	1-1				
		R	eject						Authorise

13. Click on AUTHORISE button, enter the credentials and Authorise the SR.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin		
Func	tions	Auth	orisation							
Messag	es	Auth	orisation Li	st						
Service	Requests	The fol	lowing will be A	Authorised:						
Stop Ch	ieques	1 Serv	ice Request to	und displaying	1.1					
Authoris	ations	Created	d Dete	Request ID		Reques	t Type		Status	
Require	a	18/07/2	2016	CR-2123058		Manage	e Term Dep	osit	Confirmed	
Service	Requests	1 Serv	rice Request fo	und, displaying	1-1					
Transac	tion Groups	5								
Stop Ch	ieques									
Mainten Request	ance ts	Login I Login I Token I	D.* Password.* Password.*			_				
Busines	s Intelligend	æ								
Report	Centre	G	incel							Authorise

CommBiz User Guide: CommBiz User Guide: Setting Maturity Instructions on Term Deposit accounts from CommBiz www.commbiz.com.au Commonwealth Bank of Australia 2007 ABN 48 123 123 12 14. Once fully Authorised the Service Request status will be changed to Submitted.

If EAA rule for the Account is many to Authorise, Service Request status will be in a Partially Authorised state, until all the required authorisers authorise the request.

					1-11 Contract (17)		
Functions	Authorisat	on Advice					
Messages	Request Det	ails					
Service Requests	The following reg	uest has been succ	essfully authorised:				
Stop Cheques	Authorised Date	K 18/07/20	016 6:04 PM Sydney	ime			
Authorisations	Authorised by:	Nishitha	cnosd Thio				
vequires	1 Service Reque	st found, displaying	1-1				
Service Requests	Created Date	Request ID		Request Type		Status	
ransaction Groups	18/07/2016	CR-2123058		Manage Term Dep	osit	Submitted	
Stop Cheques	1 Service Reque	st found, displaying	1-1				
Maintenance Requests							
Susiness Intelligence							OK

15. Status of the SR can be tracked in Service Request Status List screen. Once Instructions are updated Service Request status will be changed to 'Processed'. Requests can be filtered by selecting Request type as 'Manage Term Deposit'.

Home Accounts	Payables Receiva	bles File Transfer	Functions Offers & App	vy Insights Admin		_
Functions	Service Re	quest Status	List			
Messages	Q Hide Sear	ch e				
Service Requests	Search					
Service Request Status List	Request State:	Closed		•		
Change Account Address	Request ID: Request Type:	Manag	e Term Deposit			
Reorder Cheque Book	Request Status	Select	•	•		
Order a New Commercial Card	Show Advance	d Search »				
Maintain Existing Commercial Cards	Clear					Search
Aanage Statements	Results					
iotice Management	More than 10 se	ervice requests foun	d, displaying 1 - 10		194 a 194 a 1	1 <u>2</u> <u>Next</u> »
Annana Tama	Created Date ¥	Request Id CR - 2123058	Created By Nishithacnost Two	Request Type Manage Term Deposit	Submitted Date 18/07/2016	Status
/eposit	18/07/2016	CR-2123057	Nishithacnosd Thio	Manage Term Deposit	18/07/2016	Processed

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16. Service Details can be viewed by clicking on the Request Id link in the Service Request Status List.

Home	Accounts	Payables Receivables File Tra	seer Functions Offers & Apply Insights Admin
Funct	tions	View Service Reque	rst
Messager	6	Request Summary	
Service R	Requests	Request ID: Request Type:	CR - 2123058 Manage Term Deposit
Service R Status Lit	Request	Status:	Processed
Change A Address	Account	Request By: Created Date:	18/07/2016 6:04:13 PM
Reorder (Book	Cheque	Last Authorised By:	Neshthacnosd Thvo
Order a N Commerce	New cial Card	Account number:	444550192577
Maintain	Existing	Maturity instruction:	Partial withdrawal
Commerc	cial Cards	New term:	30 day(s)
Manage S	Statements	Interest payment frequency:	6 Monthly
Notice M	Inemecane	interest payment option:	Pay Interest Into Other Linked Account
	_	Account to pay interest to:	200014624734
Manage Deposit	Term	Withdrawal amount (\$):	5000.00
Que Che		Account to pay amount to:	200014773019
Stop Cne	iques	New Maturity Date:	4/03/2017
Authorisa Required	tions	Comments	
Business	Intelligence	0 Comments found	
Report C	entre	Back	

17. Once the Service Request is Processed, updated Maturity Instructions for the account can be viewed by loading the Term Deposit account again in the **Manage Term Deposit** screen.

kome Accounts Pa	yables Receivables File Transfe	r Functions Offers & Apply Insights Adm	
Functions	Manage Term Depos	it	
Assages	Account Intelligence		august 1
iervice Requests	PAGE PAGE INCOME		ander
ervice Request tatus List	Details of selected Term Deposit a	nd maturity instructions are shown below.	
hange Account ddreiss	Account Detail		
eorder Cheque	Account number	444550192577	
3454	Current balance	\$36,436.46	
rder a New ommercial Card	Investment term	6 months	
aintain Existing ommercial Cards	Start date	02/06/2016	
annes Statements	Maturity date	02/02/2017	
des Manager	Interest rate	3.20% p.a.	
nice management	Interest pryment frequency	Paid 6 monthly and/or at maturity	
eposit	Interest payment option	Pay Interest Into Same Term Deposit Account	
op Cheques			
uthorisations equired	Maturity Instructions Maturity instructions can be submit	fled or changed any time prior to 02/02/2017. The la	at submitted instruction will be processed or
usiness Intelligence	the marship care.		
eport Centre	 Maturity instructions () 	Partial withdrawal	
		Partial additional as a metalog instruction means the to addition amount. The reduced balance will be renew maturity data 4/03/2017. This may be a significantly diff menest rate.	denote of this term Deposit will be reduced by the d at that amount for the term shown before on the event interest rate, higher or leaver from the ownerst
	• Withdrawal amount	g 5,000.00 You need to retain a minimu	on of \$5,000.00 in your Term Deposit to renam-
	Account to pay amount to	Bavings (200014773019	
	• New term 🕐	Number of months Select. ment	h(s)
		Maturity date 04/03/2017	Maturos in 30 days
	• Interest payment frequency	○ 4 unekty * 6 monthly ○ Annually	
	• Interest payment option 🚯	 Pay interest into Same Term Deposit Account Pay interest into Other Linked Account 	i i i i i i i i i i i i i i i i i i i
	· Account to pay interest to	kustomnoofautti (200014624734	

- III. Term Deposit is in Holding Facility.
- 1. The below screen shows the appearance of the **Manage Term Deposit** screen when Term Deposit is in a Holding Facility.

Home Accounts Pa	ryables Receivables File Transfer	Functions 6	flers & Apply Ins	ughts Admin		
Functions	Manage Term Depos	lit				
Messages			and in monthly but	n ar handland bara We	and the second factors	
Sentce Requests	complete and submit the	details under ins r Relationship M	tractions below.	wish is willely av i	rupping your interv	and anotaed.
Service Request Status List						
Change Account Address	Accord Acc 5 MD Jul 12 -	171250088002			SHOW	
Reorder Cheque Book	This Term Deposit was transferred the Term Deposit is displayed in Go are shown before.	to the holding facilit comBig with Term (y on 12/07/2016 and # 7 days and Interest	is availing further in I payment frequency	structions. When fun at Weekly: Details o	de are in holding facil Frenewed Term Depo
Order a New Commercial Card	Account Detail					
Maintain Existing Commercial Cards	Account number	47125005200				
Manage Statements	Current balance	58.009.00				
Notice Management	Investment term	7 days				
Manage Term Deposit	Start date	12-07-2016				
Stop Cheques	Maturity date	10/07/2010				
Authorisations	Interest rate	2.79% p.a.				
Daninens Intelligence	Interest payment frequency	Viteetity				
Report Centre	Interest payment option	Pay Interest I	nto Other Linked Ac	Puero P		
	Account to pay interest to ()	22931019294				
	Interest paid for Current Term	\$4.15				
	Interest ⁴ Interest payment frequency Maturity date	6 morehly 6 morehly 10 H/2016	5143.06 6 monthly 12/06/2017	\$216.24 6 monthly \$267/2017	8048.73 Annually 12107/2010	91,091,81 Annually 10107/2021
	* Interest payment option	© Pay Intere © Pay Intere	et Into Same Yern C et Into Other Linked	Account		
	*Account to pay interest to	Nationa 22	2310102947			
	 Select a contorn Term Depo Terms & conditions 	sit option				
	To renew a Term Deposit online, the online. This is a once only election of account holder chooses to receive to if the account holder chooses not to Term Deposit. If the account holder chooses to re- sultorised representative of the acc will be subject to those terms and of	e account holder my and does not apply he terms and cond t receive the terms serve the <u>Term Dec</u> ourt holder, please onditions by clickin	at choose to receive to other information o tions online, a paper and conditions online parts. General informy confirm the account g the boxes beloa:	the Term Deposit G are required to giv objy can be printed is in the account holder aton and Terms and holder's election and	eneral information an e the account holder out. We won't extern will need to contact to <u>Conditions</u> online, in acceptance that the	d Terms and Conditio from time to time. If atically send one, the Bank to renew th your capacity as the renewed Term Depor
	When the Term Deposit is account before maturity.	renewed for a fixed	term of one month of	or longer, 31 days not	ice will be required to	a adhiraa from this
	The account holder choose	a to receive the Te	m Deposit General I	information and Term	a and Conditions onli	ne.
	I have read the <u>Term Depoint</u> the renewed Term Deposit	sit General Informs will be subject to th	tion and Terms and S tose terms and cond	Conditions and acceptions.	t for and on behalf of	The account holder,
	 The internal amounts shown assume approximation only and the actual whet you sudmit your approaches, I RESET 	e that the investment ampoint of interest at based on Dydney time	amountis net aithdrau med wit te storty off . Nates are subjectio o	n beboe the maturity d Went, The manuel som mange unit you submit	de Pasaa note that th and sodgement date th your approactor.	e interest anteurts and stappy will be determine subbatt

CommBiz User Guide: CommBiz User Guide: Setting Maturity Instructions on Term Deposit accounts from CommBiz www.commbiz.com.au Commonwealth Bank of Australia 2007 ABN 48 123 123 12 2. The Account Details section shows the Current Term details of the selected Term Deposit Account.

Functions	Manage Term Deposit	t D
Messages	This Term Deposit matured	on 1207/2016 and is awaiting further instructions. To update your instructions, please
Service Requests	complete and submit the de Please contact the Bank of	etails under instructions below. r Relationship Manager should you wish to withdraw from this Term Deposit account.
Service Request Status List		
Change Account Address	Account Accis MD Au 12147	1250089002 • SHOW
Reorder Cheque Book	This Term Deposit was transferred b facility, the Term Deposit is displaye	o the holding facility on 12.07/2016 and is availing further instructions. When funds are in holding d in Committic with Term of 7 days and interest payment tequency at Weekly. Details of renewed
Order a New Commercial Card	Term Deposit are shown below.	
Maintain Existing Commercial Cards	Account Detail	471350080003
Manage Statements	Current balance	88.000.00
Notice Management		7.4
Manage Term Deposit	Start date	1207/2016
Stop Cheques	Maturity date	19/07/2016
Authorisations Required	Interest rate	2.70% p.a.
Business Intelligence	Interest payment frequency	Weekly
Report Centre	Interest payment option	Pay Interest Into Other Linked Account
	Account to pay interest to 👩	229310192947
	Interest paid for Current Term	54.15
	New Instructions	

III Option 1

2.70% p.s.

4 months

6 monthly

12/11/2016

\$72.87

Interest rate

Maturity date

Interest payment frequency

Term

interest"

Option 2

270% p.a.

8 months

\$143.96

6 monthly

12/03/2017

Option 3

2.70% p.a.

12 months

\$216.24

6 monthly

12/07/2017

O Option 4

2.70% p.a.

36 months

\$648.73

Annually

12/07/2019

O Option 5

270% p.a.

60 months

\$1,081.81

12/07/2021

Anesally

3. Standard Term Deposit & Custom Term Deposit options are available under the New Instructions section. You can select the required Interest Rate - either Standard Interest Rate or Custom Rate.

Note: If the Account Balance is less than \$5000, 'Select a standard Term Deposit option' will not be available for the Term Deposit. If you want to update the Term Deposit with a new Instruction, the 'Select a custom Term Deposit option' is available.

Standard Interest Rate option

÷.

When a Term Deposit is in Grace Period Standard Rate options will be available under the 'Select a Standard Term Deposit option'.

O Select a standard Term Depo	osit option				
	· Option 1	O Option 2	O Option 3	O Option 4	Option 5
Interest rate	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.s.	2.70% p.a.
Term	4 months	8 months	12 months	36 months	60 months
interest"	\$72.87	\$143.95	\$216.24	\$848.73	\$1,081.81
Interest payment frequency	6 monthly	6 monthly	6 monthly	Annually	Annualty
Maturity date	12/11/2016	12/03/2017	12/07/2017	12/07/2019	12/07/2021
* Interest payment option	 Pay Interes Pay Interes 	it Into Same Term D It Into Other Linked	eposit Account Account		
Select a custom Term Depos	it option				
Terms & conditions					
To renew a Term Deposit online, the Conditions online. This is a once or	e account holder nly election and d	nust choose to rec- loss not apply to of	eive the Term Depo her information we	sit General Informat are required to give	tion and Terms in the account ho
Is renieve a Term Deposit online, the Conditions online. This is a once or rom time to time. If the account hol suformatically send one. If the account holder chooses not b ensw the Term Deposit. If the account holder chooses to re- he authorised representative of the	e account holder i nily election and d ider chooses to re to receive the term ceive the <u>term De</u> e account holder.	must choose to rec- loes not apply to off ceive the terms and is and conditions or posits General Info sease confirm the	elve the Term Depo her information we a conditions online, hline, the account h rmation and Terms account holder's el	sit General Informat are required to give a paper copy can t older will need to cr and Conditions onl ectors and accepta	tion and Terms / the account ho re printed out V ontact the Bank ine, in your cap nose that the ren
To renew a Term Deposit online, the Conditions online. This is a once or form time to time. If the account hol automatically send one. If the account holder chooses not the renew the Term Deposit. If the account holder chooses to re- the authorised representative of the Term Deposit will be subject to those	e account holder nly election and d ider chooses to re to receive the term ceive the <u>Term De</u> e account holder, ie terms and cond	musi choose to reco loss not apply to of ceive the terms and is and conditions or posits. General Info please confirm the Mons by clicking th	elve the Term Depo her information we a conditions enline, viline, the account h mation and Terms account holder's el e boxes below:	sit General Informat are required to give a paper copy can t older will need to cr and <u>Conditions</u> onl ection and accepta	tion and Terms - the account ho be printed out. V contact the Bank ine, in your cap noe that the ren
To renew a Term Deposit online, the Conditions online. This is a once or from time to time. If the account hol automatically send one. If the account holder chooses not the renew the Term Deposit. If the automised representative of the Term Deposit will be subject to thos When the Term Deposit is in this account before maturity	e account holder nly election and d der chooses to re o receive the term ceive the <u>Term De</u> e account holder, is terms and cond reriewed for a fixe b.	must choose to rec- lose not apply to of ceive the terms and is and conditions or posite General Info please confirm the bloos by clicking th d term of one mont	eive the Term Depo her information we i 1 conditions online, hime, the account h mation and Terms account holder's el e boxes before h or longer, 31 days	sit General Informat are required to give a paper copy can b older will need to cr and <u>Conditions</u> onli ection and accepta a notice will be requ	tion and Terms - the account to be printed out. V contact the Dank ine, in your cap nice that the ren ined to withdrav
To renew a Term Deposit online, the Conditions online. This is a once or from time to time. If the account hol automatically send one. If the account holder chooses not to renew the Term Deposit. If the account holder chooses to re- the authorised representative of the Term Deposit will be subject to thos When the Term Deposit is n this account holder choose The account holder matual	e account holder niy election and d ider chooses to re o receive the term ceive the <u>Term De</u> e account holder, ie terms and cond renewed for a fixe ty. es to receive the	must choose to rec- lose not apply to of ceive the terms and in and conditions or positi. General info please confirm the blons by clicking th d term of one mont ferm Deposit General	eive the Term Depo her information we i conditions online, hine, the account h mation and Terms account holder's el e bores betow h or longer, 31 days al information and	sit General Informat are required to give a paper copy can t older will need to cr and <u>Conditions</u> onl ection and accepta a notice will be requ Terms and Conditio	tion and Terms I the account ho we printed out. Y contact the Bank. Ine, in your cap nice that the ren ared to withdraw ms online.
To renew a Term Deposit online, the Conditions online. This is a once or from time to time. If the account hol automatically send one. If the account holder chooses not the renew the Term Deposit. If the account holder chooses to re- the authorised representative of the Term Deposit will be subject to those When the Term Deposit is no this account before matured this account before matured The account holder choose They read the <u>Term Depose</u> holder, that the renewed Te	e account holder nily election and d ider chooses to re o receive the term ceive the <u>Term De</u> e account holder, reterms and cond renewed for a fice by es to receive the <u>st General Inform</u> erm Deposit will b	musi choose to reco loss not apply to of ceive the terms and is and conditions or posits. General Info please confirm the thons by clicking th d term of one mont ferm Deposit. Gener tation and Terms at e subject to those to	eive the Term Depo her information we i I conditions enline, wilne, the account h emation and Terms account holder's el e boxes before h or longer, 31 days wil information and a <u>c Conditions</u> and a prms and condition	sit General Informat are required to give a paper copy can t older will need to cr and <u>Conditions</u> onl ection and accepta a notice will be requ terms and Conditio accept for and on be b.	tion and Terms the account the se printed out. 1 ontact the Bank ine, in your cap nice that the ren ared to withdraw ms online. shall of the acco
To renew a Term Deposit online, the Conditions online. This is a once or from time to time. If the account hol automatically send one. If the account holder chooses not the renew the Term Deposit. If the account holder chooses to re- the automatically send one. When the Term Deposit is in this account before maturit When the Term Deposit is in this account before maturit is the account holder choose this account before maturit the account before maturit the account holder choose the account before maturit the account before maturit the account before maturit the account before maturity the interest amounts shown assume the renewed Term the interest amounts shown assume the interest amounts shown assume the account account account and the termined Termine the interest amounts shown assume the interest amounts and the interest amounts and the interest amounts the interest amounts and the interest amounts and the interest amounts the interest amounts and the interest amounts and the interest amounts the interest amounts and the interest amounts the interest amounts amounts amounts the interest amounts	e account holder nily election and d der chooses to re o receive the term ceive the <u>Term De</u> e account holder, is terms and cond reviewed for a floa by es to receive the sit <u>General Inform</u> erm Deposit will b	must choose to rec- lose not apply to of ceive the terms and is and conditions or posite. General info please confirm the titons by clicking th diterm of one mont ferm Deposit Gener lation and Terms at e subject to those to around is not withdra	eive the Term Depo ner information we i I conditions enline, stime, the account h mation and Terms account holder's el e boxes before h or longer, 31 days will information and of Conditions and somethics an lartice the maturity	at General Informat are required to give a paper copy can b older will need to cr and <u>Conditions</u> onli ection and accepta a notice will be required to notice will be required to notice will be required to notice will be required to not not not not not not not not not	tion and Terms i the account to be printed out. V contact the Dank line, in your cap nice that the Dank ined to withdrav ris online. chalf of the account is be internet arrow
To renew a Term Deposit online, the Conditions online. This is a once or from time to time. If the account hol automatically send one. If the account holder chooses not the renew the Term Deposit. If the account holder chooses to re- the authorised representative of the Term Deposit will be subject to those this account before matual When the Term Deposit is in this account before matual this account holder choose the authorised representative of the this account before matual this account before matual the account before matual the account before matual the account holder choose the authorized the term before the holder, that the renewed to the reserved the term we for the interest amounts shown assume approximations only and the actual determined when you submit your ed	e account holder nity election and o der chooses to re o receive the term celve the <u>Term De</u> e account holder, le terms and cond rervewed for a fixe ty. es to receive the <u>sit General inform</u> erm Deposit will b end the investment amount of interest el optionno, based on	musi choose to rec- loss not apply to of ceive the terms and is and conditions or posits General Info please confirm the itions by clicking th diterm of one mont ferm Deposit Gener and Constant Sectors and e subject to the spirity of systemy time. Rates and Systemy time. Rates and Record at the spirity of Systemy time. Rates and Record States and Systemy time. Rates and Record States and Record States and Record States	eive the Term Depo her information we i I conditions enline, stime, the account h emation and Terms account holder's el e boxes befox: h or longer, 31 days al information and at <u>Conditions</u> and a prins and conditions are before the maturity fevel. The meaned of e subject to change of	at General Informat are required to give a paper copy can b older will need to cr and <u>Conditions</u> onl ection and accepta a notice will be requi to notice will be requi notice will be required to notice will be required and Condition to post for and on be b.	tion and Terms i the account to be printed out. V ontact the Bank ine, in your cap ince that the ren ared to withdraw ris online. what of the acco the interest areas that appy will be prototo.

Custom Term Deposit Option

New Term – Select Number of Months or Select a Maturity date

Interest Payment Frequency – 4 Weekly or 6 monthly or Annually

Interest will be calculated based on the selected Term & Interest Payment Frequency

Interest Payment option – Pay Interest Into same Term Deposit Account or Pay Interest Into Other Linked Account

0 54	dect a custom Term Deposit	option	
* New	e terme 🧿	Number of months 1 1 month(s) Maturity date 11062016	Matures in 30 days
• Inter	rest payment frequency 😗	# 4 weekly © 6 monthly © Annually	
		\$8,009 for 30 days 2.70% p.a. paid 4 weekty Earn a total of \$18 ⁸	
• Inter	rest payment option	Pay Interest Into Same Term Deposit Account Pay Interest Into Other Linked Account	
• Acc	ount to pay interest to	Nutritha (229310192947	
Terms Is rese	s & conditions	account holder must choose to receive the Term Deposit o	Senaral Internation and Terms and
Terms To rene Condition Form term automatic	a & conditions w a Term Deposit online, the a ons online. This is a once only to time. If the account horde dealty send one.	account holder musil choose to receive the Term Deposit o y election and does not apply to other information we are in chooses to receive the terms and conditions online, a p	Seneral Information and Terms and required to give the account holde ager copy can be printed out. We v
Terms To rene Condition form for automa of the act renew f	a & conditions w a Term Deposit online, the a ons online. This is a once only te to time. If the account holde dically send one, sound holder chooses not to r he Term Deposit.	account holder must choose to receive the Term Deposit o vetection and does not apply to other information we are in chooses to receive the terms and conditions online, a p receive the terms and conditions online, the account hold	Seneral Information and Terms and required to give the account holde aper copy can be printed out. We v er will need to contact the Banh to
Terms Condition form term automa f the act renew to f the act the automa	a & conditions we a Term Depositionine, the a ons online. This is a once only the to time. The account hande dically send one. count holder chooses not to r he Term Deposit. count holder chooses to rece horised representative of the a sposit will be subject to these	account holder must choose to receive the Term Deposit of y election and does not apply to other information we are in chooses to receive the terms and conditions online, a p receive the terms and conditions online. The account hold rive the <u>Term Deposits General Information and Terms and</u> account holder, please confirm the account holder's elect terms and conditions by clicking the tiones below:	Seneral Information and Terms and required to give the account holde ager copy can be printed out. We v er will need to contact the Bank to a conditions online, in your capacit on and acceptance that the renew
Terms Condition form term automa of the automa f the automa f the automa ferme to the automa ferme to	a & conditions w a Term Deposit online. The a ons online. This is a once only the to time. If the account haloe acaily send one. count holder chooses not to r he Term Deposit. count holder chooses to nece varised representative of the a sposit will be subject to those When the Term Deposit is re- this account before maturity.	account holder musi choose to receive the Term Deposit of y election and does not apply to other information we are in chooses to receive the terms and conditions online, a p receive the terms and conditions online. The account hold two the <u>Term Deposits</u> . <u>General Information and Terms and</u> account holder, please confirm the account holder's etect terms and conditions by clicking the terms before newed for a fixed term of one month or longer. 31 days no	Several Information and Terms and required to give the account holde aper copy can be printed out. We v er will need to contact the Bank to <u>4.Conditions</u> online, in your capact on and acceptance that the renew rice will be required to withdraw the
Terms Condition form term automate filtre automate filtre auto	a & conditions w a Term Deposit online. The is a once only only only only only only only only	account holder musi choose to receive the Term Deposit of y election and does not apply to other information we are in chooses to receive the terms and conditions online, a p receive the terms and conditions online, the account hold ive the <u>Term Deposits</u> General Information and Terms are account holder, please confirm the account holder's elect terms and conditions by clicking the terms below: nesred for a fixed term of one month or longer, 31 days no ito receive the Term Deposit General information and Term	Senaral Information and Terms and required to give the account holde aper copy can be printed out. We v er will need to contact the Bank to <u>EConditions</u> online, in your capacit on and acceptance that the renew risce will be required to withdraw the ms and Conditions online.
Torene Condition fore breading and the autorna filter autorna filt	 & conditions w a Term Deposit online. The is a once only only on the control only on the term. The is a once only term of the is a covert here the term. The term Deposit. count holder chooses to nece terms of representative of the is apposit will be subject to these this account holder chooses to nece this account holder maturity. The account holder chooses in the term of the isone of the isone term of the isone of the isone of the isone term of the isone of the isone	account holder musi choose to receive the Term Deposit of y election and does not apply to other information we are in chooses to receive the terms and conditions online, a p eccive the terms and conditions online, the account hold rive the <u>Term Deposits</u> . <u>General Information and Terms and</u> account holder, please confirm the account holder's etect terms and conditions by clicking the terms before messed for a fixed term of one month or longer, 31 days no to receive the Term Deposit General information and Term <u>General Information and Terms and Conditions</u> and account in Deposit will be subject to those terms and conditions.	Several Information and Terms and required to give the account holde aper copy can be printed out. We v er will need to contact the Bank to <u>4.Conditions</u> online, in your capacit on and acceptance that the renew rise will be required to withdraw the ms and Conditions online. Int for and on behalf of the account

4. Once Instructions for the Current Term are selected , you can Accept the Terms & Conditions and SUBMIT the request.

2	iew term 👩	Number of months	1 month(s)	Matures on 12/08/2
-		 Maturity date 	11/06/2/016	
2	nterest payment frequency 🚯	* 4 weekly © 6 mon	thiy O Annually	
		\$8,009 for 1 mor	nth	
		2.70% p.a. paid	4 weekly	
		Earn a total of \$1	a"	
	sterest payment option	Pay interest into San	ne Term Deposit Account	
		Pay interest into Other	er Linked Account	
Ter To re Con from auto if the rene	ms & conditions new a Term Deposit online, the ditions online. This is a once on time to time. If the account hold matically send one. a account holder chooses not to withe Term Deposit.	account holder must choo ly election and does not a ser chooses to receive the receive the terms and cor	ise to receive the Term Deposit Ge pply to other information we are re terms and conditions online, a pa iditions online, the account holder	eneral information and Ter equired to give the accoun per copy can be printed o r will need to contact the B
Ter Con from auto if the rene if the the i	ms & conditions now a Term Deposit online, the ditions online. This is a once on time to time. If the account hold matically send one. a account holder chooses not to withe Term Deposit. a account holder chooses to rec withorised representative of the Deposit and the schized to these	account holder must choo by election and does not a ber chooses to receive the receive the terms and con eive the <u>Term Deposits Ge</u> account holder, please co	se to receive the Term Deposit Ge pply to other information we are re terms and conditions online, a pa stitions online, the account holder neral information and Terms and nitm the account holder's election	eneral information and Terr equined to give the account per copy can be printed or r will need to contact the Bo <u>Conditions</u> online, in your o n and acceptance that the
Ter Torr Con torr auto If the rene the r Term	ms & conditions new a Term Deposit online, the ditions online. This is a once on time to time. If the account hold matically send one. e account holder chooses not to withe Term Deposit. e account holder chooses to rec withorised representative of the topposit will be subject to those When the Term Deposit is in this account before maturity	account holder must choo by election and does not a ber chooses to receive the receive the terms and con elve the <u>Term Deposits Ge</u> account holder, please co berns and conditions by e enewed for a fixed term of a	ise to receive the Term Deposit Op pply to other information we are re terms and conditions online, a pa iditions online, the account holder meral information and Terms and - nitim the account holder's electio dicking the benes below: one month or longer, 31 days not	eneral information and Terr equined to give the account per copy can be printed ou r will need to contact the Bu <u>Conditions</u> online, in your o n and acceptance that the ce will be required to withd
Terr Con from auto if the rena title Terr 20	ms & conditions now a Term Deposit online, the differs online. This is a once on time to time. If the account hold matically send one. e account holder chooses not to withe Term Deposit. e account holder chooses to rec authorised representative of the to Deposit will be subject to those When the Term Deposit is in this account before maturity The account holder choose	account holder must choo by election and does not a ser chooses to receive the receive the terms and cor elve the <u>Term Deposits Ge</u> account holder, please co a terms and conditions by e enewed for a fixed term of e	se to receive the Term Deposit Ge pply to other information we are re terms and conditions online, a pa cititons online, the account holder meral information and Terms and mitm the account holder's election ticking the boxes below: one month or longer, 31 days not soit General information and Term	eneral information and Terr equired to give the account per copy can be printed or r will need to contact the Bu <u>Conditions</u> online, in your n and acceptance that the ce will be required to witho s and Conditions online.

5. On Confirming, the Confirm Service Request screen will be displayed with the entered values. You can click on the MODIFY button to navigate back to the previous Manage Term Deposit screen to update the values OR you can click on CONFIRM to create the Service Request.

Home	Accounts	Payables Receiva	ibles File Trans	functions	Offers & Apply	Insights	Admin		
Fur	nctions	Manage 1	ferm Depos	sit					
Messa	iges	Confirm Se	rvice Reques	t					
Servio	e Requests	Account Num	ber	471350080	60				
Servio Status	e Request List	Maturity In	structions	TI LEAVEN	nve.				
Chang Addrei	pe Account ss	New Instruction	on for Current Ter	m	Renewal				
Reord Book	er Cheque	Newterm			1 month(1)				
Qrder	a New	Interest Rate(Np.a.)		2.70				
Comm	ercial Card	Interest Paym	ent Frequency		4 Vibekly				
Comm	ercial Cards	Interest Paym	tent Option		Pay Interest Into Other Linked Account				
Manaç	ge Statement	Account to pa	ry Interest to		229310192947				
Notice	Managemen	New Maturity	Date		12/08/2016				
Manaç Depos	je Term st	MODIFY						CONFIRM	
Stop (Theques	-							

6. On Confirming, the Service Request will be created. Your Request ID will be displayed in the final screen, you can then click on the link and navigate to Service Details screen.

You will see the AUTHORISE or REJECT button if you are the Authoriser of the selected Term Deposit Account.



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006-012 050816

7. Once fully Authorised the Service Request status will be updated to Submitted.



8. Once the Instructions are updated, the Service Request status will be updated to Processed. You can track the status from Service Request Status List page

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin				
Fund	Functions Service Request Status List											
Messag	jes	9	Show Search »									
Service	Requests	Resu	Results									
Service Status	Request	Moret	than 10 service	requests found	d, displaying	1 - 10	Danuart Tu		Submitted Date	1 <u>2</u> <u>Next a</u>		
Change	Account	18/07/2	2016 0	R-2123055	Nishitha	cnosd Thvo	Manage Te	rm Deposit	18/07/2016	Processed		
Poores		15/07/	2016 0	R-2122091	Nishitha	cnosd Thvo	Manage Te	rm Deposit	15/07/2016	Processed		
Book	r Cheque	14/07/	2016 0	R-2120055	Nishitha	cnosd Thvo	Manage Te	rm Deposit	14/07/2016	Processed		
Order a	New rcial Card	14/07/	2016 🖸	R-2120054	Nishitha	cnosd Ttwo	Manage Te	rm Deposit	14/07/2016	Processed		
Maintai	n Evistina	14/07/	2016 0	R-2120053	Nishitha	cnosd Thvo	Manage Te	rm Deposit	14/07/2016	Processed		
Comme	rcial Cards	13/07/	2016 0	R-2117062	Nishitha	cnosd Thvo	Manage Te	rm Deposit	13/07/2016	Processed		
Manage	e Statement	s 13/07/	2016 0	R-2117061	Nishitha	cnosd Thvo	Manage Te	rm Deposit	13/07/2016	Processed		
Notice	Managemen	13/07/	2016 🖸	R-2117060	Nishitha	cnosd Ttwo	Manage Te	rm Deposit	13/07/2016	Expired		
Manage	Term	13/07/	2016 0	R-2117059	Nishitha	cnosd Thvo	Manage Te	rm Deposit	13/07/2016	Processed		
Deposit		13/07/	2016 0	R-2117058	Nishitha	cnosd Thvo	Manage Te	rm Deposit	13/07/2016	Expired		
Stop Cl	heques	Moret	than 10 service	requests found	d, displaying	1-10				1 2 Next »		

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9. You can click on the Request Id link and view the Service Request Details.

Home Accounts P	ayables Receivables File Transfer	Functions Offers & Apply Insights Admin
Functions	View Service Request	
Messages	Request Summary	
Service Requests	Request ID: CR Request Type: Mi	I = 2123055
Service Request Status List	Status: Pr	bibaroad Two
Change Account Address	Created Date: 18	/07/2016 4:49:13 PM
Reorder Cheque Book	Last Automated By: No	nitracrosd Two
Order a New Commercial Card	Account number:	471250089002
Maintain Existing	New instruction for current term:	Renewal
commercial cards	New term:	1 month(s)
Manage Statements	Interest Rate (% p.a):	2.70
Notice Management	Interest payment frequency.	4 Weekty
Manage Term	Interest payment option:	Pay Interest Into Other Linked Account
Deposit	Account to pay interest to:	229310192947
Stop Cheques	New Maturity Date:	12/08/2016
Authorisations Required	Comments	
Business Intelligence	0 Comments found	
D 10 1	Back	

10. Once the Service Request is processed, the Term Deposit will be moved out of the Holding Facility and renewed as per the instructions provided in the Service Request.

The Interest option selected for the Term Deposit will be displayed under the 'Current' option.

me Accounts P	ayables Receivables File Transf	er Functions	Offers & Apply	Insights Admin		
unctions	Manage Term Depos	it				
issages	Please contact the Bank	or Relationship M	lanager should vo	u wish to withdraw	from this Term Dec	osit account.
rvice Requests	0					
rvice Request itus List	Account Acc5 MD Jul 12 4	71250089002			SHOW	
ange Account dress	This Term Deposit was renewed or	n 12/07/2016 with	new details provid	ed below. Please no	de: if no maturity ins	tructions were
order Cheque ok	nominated before the maturity dat that applied to that term, or transfe Term Deposit are shown below.	e, this Term Depos med to the holding	sit was automatical g facility until furthe	ly renewed for the sa r instructions are pr	ame investment ten ovided to the Bank.	n as before at the r Details of renewed
der a New mmercial Card	Account Detail					
intain Existing mmercial Cards	Account number	47125008900	02			
inage Statements	Current balance	\$8,009.00				
tice Management	Investment term	1 month				
nage Term posit	Start date	12/07/2016				
op Cheques	Maturity date	12/08/2016				
thorisations quired siness Intelligence	Changes to the investment term and any time prior to 18/07/2016. After (12/07/2016) and the renewal inter New Instructions	nd interest payme this date, no furth rest rate is set at a	nt options on this 1 er changes will be an interest rate curr	ferm Deposit can be allowed. Note: these ent on that date.	submitted and app e changes are appl	roved in CommBiz ied from the start d
port Centre	O Select a standard Term Dep	osit option				
		® Current	Option 1	Option 2	Option 3	Option 4
	Interest rate	2.70% p.a.	2.70%p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.
	Term	1 months	4 months	8 months	12 months	36 months
	Interest"	\$18.37	\$72.87	\$143.96	\$216.24	\$648.73
	Interest payment frequency	4 weekly	6 monthly	6 monthly	6 monthly	Annualty
	Maturity date	12/08/2016	12/11/2016	12/03/2017	12/07/2017	12/07/2019
	* Interest payment option	 Pay Intere Pay Intere 	st into Same Term st into Other Linke	Deposit Account d Account		

IV. Term Deposit in Grace Period.

No Ma De Ste Au

Bu Re

1. When the Term Deposit is in Grace Period the Manage Term Deposit screen for the Term Deposit will appear.

Functions	Manage Term Depos	sit				
Messages	Please contact the Bank o	or Relationship Ma	mager should you v	wish to withdraw fro	m this Term Depos	t account.
Service Requests	O the second second					
Service Request Status List	Account Acc6 MD Jul 12 147	1250089002			SHOW	
Change Account Address	This Term Deposit was renewed on	12/07/2016 with n	ew details provided	below Please note: I	I no maturity instruct	ions were nominated
Reorder Cheque Book	before the maturity date, this term L term, or transferred to the holding to below	Aposit was autom Iolity until further in	atically renewed for structions are provi	ded to the Bank. Det	term as before at the alls of renewed Term	rate that applied to that Deposit are shown
Order a New Commercial Card	Account Detail					
Maintain Existing Commercial Cards	Account number	4712500890	02			
Manage Statements	Current balance	\$8,009.00				
Notice Management	Investment term	1 month				
Manage Term	Start date	12/07/2018				
Citer Character	Maturity date	12/08/2018				
Authorisations Required	Changes to the investment term and prior to 18/07/2016. After this date,	d interest payment no further changes	options on this Term will be allowed. No	Deposit can be sub to these changes an	mitted and approved applied from the st	in CommBiz at any time artidate (12/07/2016) and
Business Intelligence	New Instructions	interest rate curre	nt on that date.			
Report Centre	() Salast a standard Term Dans	anitan Ka				
	 Select a standard lenn bepo 	nat option				
		® Current	O Option 1	© Option 2	Option 3	Option 4
	Interest rate	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.	2.70% p.a.
	interest"	\$18.37	\$72.87	\$143.96	\$210.24	\$648.73
	Interest payment frequency Maturity date	4 weekly 12/08/2016	6 monthly 12/11/2016	6 monthly 12/03/2017	6 monthly 12/07/2017	Annually 12/07/2019
	Interest payment option	Pay Intere Pay Intere Pay Intere	st Into Same Term D st Into Other Linked	Peposit Account Account		
	Account to pay interest to	Nshitha 22	310192947			
	Select a custom Term Depor	ait option				
	Terms & conditions					
	To renew a Term Depositionline, the online. This is a once only election a account holder chooses to receive to	account holder m and does not apply the terms and conc	ust choose to receiv y to other information itions online, a pape	e the Term Deposit G n we are required to (er copy can be printe	eneral information a give the account hold d out. We won't auto	and Terms and Conditions fer from time to time. If the matically send one.
	If the account holder chooses not to Term Deposit.	receive the terms	and conditions onlin	e, the account holde	r will need to contact	the Bank to renew the
	If the account holder chooses to rec authorised representative of the acc will be subject to those terms and co	eive the <u>Term Dep</u> count holder, pleas anditions by clickin	osits General Inform e confirm the accou g the boxes below.	ution and Terms and ntholder's election a	Conditions online, i nd acceptance that t	n your capacity as the he renewed Term Deposit
	When the Term Deposit is account before maturity	renewed for a fixed	i term of one month	or longer, 31 days no	tice will be required	to withdraw from this
	The account holder choose	es to receive the Te	rm Deposit Genera	I Information and Ten	ms and Conditions o	nine.
	I have read the Term Depo that the renewed Term Dep	sit General Inform cosit will be subject	ation and Terms and to those terms and	Conditions and acconditions.	ept for and on behalf	of the account holder,

2. The Account Details section shows the Current Term details of the Term Deposit. The Current Term Interest option details are displayed under the 'Current' option under the 'New Instructions' section. You can renew the Current Term instructions by selecting any Standard Interest Rate displayed under the Select Standard Term Deposit option. You can also change the Interest Payment Option for the Current Term.

Note: If the Account Balance is less than \$5000, the Standard Interest Rate will not be available for your TD. You will only see the Current Interest Rate under the 'Select a Standard Term Deposit option' and you can update your Interest Payment Option. If you want to update the Term Deposit with a new Instructions, the 'Select a custom Term Deposit option' is available.

	Manage Term Deposi	it				
isages	Please contact the Bank	or Relationship M	anager should y	ou wish to withdr	aw from this Term Der	posit account.
vice Requests	0					
vice Request itus List	Account Acc6 MD Jul 12 4	71250089002			SHOW	
ange Account fress	This Term Department are second or	12070016.000	new details provi	dad balaw Flaar	a note: if no maturity in	thurther water
order Cheque sk	nominated before the maturity date that applied to that term, or transfe Term Deposit are shown below.	e, this Term Depos rred to the holding	it was automatic facility until furth	ally renewed for the her instructions and	e note: In the Maturity Inc. e same investment ten e provided to the Bank.	m as before at the ra Details of renewed
der a New mmercial Card	Account Detail					
intain Existing mmercial Cards	Account number	47125008900	12			
nage Statements	Current balance	\$8,009.00				
tice Management	Investment term	1 month				
nage Term posit	Start date	12/07/2016				
p Cheques	Maturity date	12/08/2016				
hadaatlass	Changes to the investment term an any time prior to 18/07/2016. After	td interest paymer this date, no furth	nt options on this er changes will b	Term Deposit can e allowed. Note: t	be submitted and app hese changes are appl	roved in CommBiz a ied from the start dat
quired	(12/07/2016) and the renewal inter-	rest rate is set at a	n interest rate cu	irrent on that date.		
quired	(12/07/2010) and one remember may					
pured siness Intelligence port Centre	New Instructions					
pured iness Intelligence port Centre	New Instructions	osit option				
inersations juired iness Intelligence port Centre	O Select a standard Term Dep	esit option	Option 1	Option 2	2 Option 3	Option 4
iness Intelligence	O Select a standard Term Dep	© Current 2.70% p.a.	© Option 1 2.70% p.a.	 Option 2 2.70% p.a. 	2 Option 3 2.70% p.a.	© Option 4 2.70% p.a.
iness Intelligence ort Centre	New Instructions O Select a standard Term Dep	© Current 2.70% p.a. 1 months	Option 1 2.70% p.a. 4 months	Option 2 2.70% p.a. 8 months	2 Option 3 2.70% p.a. 12 months	© Option 4 2.70% p.a. 36 months
inersations juired iness Intelligence port Centre	New Instructions O Select a standard Term Dep Interest rate Term Interest [®]	© Current 2.70% p.a. 1 months \$18.37	© Option 1 2.70% p.a. 4 months \$72.87	© Option 2 2 70% p.a. 8 months \$143.96	2 Option 3 2.70% p.a. 12 months \$216.24	© Option 4 2.70% p.a. 36 months \$648.73
port Centre	New Instructions O Select a standard Term Dep Interest rate Term Interest® Interest Maturity date	© Current 2.70% p.a. 1 months 518.37 4 weekly 12/08/2016	© Option 1 2.70% p.a. 4 months \$72.87 6 monthly 12/11/2016	© Option 2 2 70% p.a. 8 months \$143.96 6 monthly 12/03/2017	2 Option 3 2.70% p.a. 12 months 5216.24 6 monthly 12/07/2017	Option 4 2.70% p.a. 36 months \$648.73 Annually 12/07/2019

3. You can also select the Custom Term Deposit option to renew the Current Term Instructions. New Term – Select Number of Months or Select a Maturity date Interest Payment Frequency – 4 Weekly or 6 monthly or Annually Interest will be calculated based on the selected Term & Interest Payment Frequency Interest Payment option – Pay Interest into Same Term Deposit Account or Pay Interest into Other Linked Account

Select a standard Term Dep	oosit option	
O Select a custom Term Depo	sit option	
- New term 🕐	Number of months 1 month(s) Maturity date 12/08/2016	Matures in 31 days
* Interest payment frequency	● * 4 weekly © 6 monthly © Annually	
	\$8,009 for 31 days 2.70% p.a. paid 4 weekly Earn a total of \$18 [#]	
* Interest payment option	Pay Interest Into Same Term Deposit Account Pay Interest Into Other Linked Account	
· Account to pay interest to	Nshitha 229310192947	
Terms & conditions		
Terms & conditions To renew a Term Deposit online, th Conditions online. This is a once is from time to time. If the account he automatically send one.	he account holder must choose to receive the Term Deposit only election and does not apply to other information we are older chooses to receive the terms and conditions online, a	General Information and Terms and required to give the account holder paper copy can be printed out. We w
Terms & conditions To renew a Term Deposit online, th Conditions online. This is a once of from time to time. If the account ho automatically send one. If the account holder chooses not renew the Term Deposit.	te account holder must choose to receive the Term Deposit only election and does not apply to other information we are older chooses to receive the terms and conditions online, a to receive the terms and conditions online, the account hold	General Information and Terms and required to give the account holder paper copy can be printed out. We w der will need to contact the Bank to
Terms & conditions To renew a Term Deposit online, It Conditions online. This is a once of from time to time. If the account ho automatically send one. If the account holder chooses not renew the Term Deposit. If the account holder chooses to m the authorised representative of the Term Deposit will be subject to tho	te account holder must choose to receive the Term Deposit only election and does not apply to other information we are older chooses to receive the terms and conditions online, a to receive the terms and conditions online, the account hold eceive the <u>Term Deposits General Information and Terms an</u> te account holder, please confirm the account holder's elec- ise terms and conditions by clicking the boxes below.	General Information and Terms and required to give the account holder paper copy can be printed out. We w der will need to contact the Bank to d <u>Conditions</u> online, in your capacity ton and acceptance that the renewe
Terms & conditions	he account holder must choose to receive the Term Deposit only election and does not apply to other information we are older chooses to receive the terms and conditions online, a to receive the terms and conditions online, the account hold eceive the <u>Term Deposits General Information and Terms an</u> he account holder, please confirm the account holder's elec- ise terms and conditions by clicking the boxes below: a renewed for a fixed term of one month or longer, 31 days n thy.	General Information and Terms and required to give the account holder paper copy can be printed out. We w der will need to contact the Bank to <u>d Conditions</u> online, in your capacity tion and acceptance that the renewe office will be required to withdraw from
Terms & conditions To renew a Term Deposit online, th Conditions online. This is a once of from time to time. If the account he automatically send one. If the account holder chooses not renew the Term Deposit. If the account holder chooses to re the authorised representative of th Term Deposit will be subject to tho If the account before mature The account holder chooses the relations. The account before mature The account holder chooses the relations. The account holder chooses the relations. The account before mature The account holder chooses the relations. The relations the relations. The relations the rela	the account holder must choose to receive the Term Deposit only election and does not apply to other information we are older chooses to receive the terms and conditions online, a to receive the terms and conditions online, the account hold eceive the <u>Term Deposits General Information and Terms an</u> the account holder, please confirm the account holder's elec- ise terms and conditions by clicking the boxes below: a renewed for a fixed term of one month or longer, 31 days n thy.	General Information and Terms and required to give the account holder paper copy can be printed out. We w der will need to contact the Bank to <u>d Conditions</u> online, in your capacity from and acceptance that the renewe office will be required to withdraw from ms and Conditions online.
Terms & conditions To renew a Term Deposit online, B Conditions online. This is a once of from time to time. If the account ho automatically send one. If the account holder chooses not renew the Term Deposit. If the account holder chooses to re the authorised representative of th Term Deposit will be subject to tho If this account holder chooses to re this account before mature The account holder choose the sender of the the term Deposit will be subject to tho Term Deposit will be subject to tho The account holder choose the sender of the the term Deposit will be subject to the The account holder choose the sender of the term Deposit will be subject to the the term Deposit to t	the account holder must choose to receive the Term Deposit only election and does not apply to other information we are older chooses to receive the terms and conditions online, a to receive the terms and conditions online, the account hold eceive the <u>Term Deposits General Information and Terms an</u> the account holder, please confirm the account holder's elec- ise terms and conditions by clicking the boxes below. Is renewed for a fixed term of one month or longer, 31 days n ity. sets to receive the Term Deposit General Information and Ter- ses to receive the Term Deposit General Information and Ter- ses to receive the Term Deposit General Information and Ter- ses to receive the Term Deposit General Information and Ter-	General information and Terr required to give the account paper copy can be printed ou for will need to contact the Ba d <u>Conditions</u> online, in your of fon and acceptance that the otice will be required to withd ms and Conditions online. ept for and on behalf of the a

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RESET

SUGMIT

4. On submitting, the Confirm Service Request screen will be displayed with selected Instructions. There you can either MODIFY or CONFIRM the details.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin		
Fur	octions	Mai	nage Term	Deposit						
Messa	ges	Con	firm Service	Request						
Service	e Requests	Acc	ount Number		4712500890	02				
Service Status	e Request List	Mat	urity Instruc	tions	4112500050	**				
Chang Addres	e Account Is	New	Instruction for	Current Term		Renewal				
Reorde Book	er Cheque	New	term			31 days				
Order Comm	a New ercial Card	Inter	rest Rate(%p.a.)			2.70				
Mainta	in Existing	Inter	rest Payment Fr	equency		4 Weekly				
Comm	ercial Cards	Inter	rest Payment O	ption		Pay Interest Into Other Linked Account				
Manag	e Statement	s Acc	ount to pay inter	rest to		229310192947				
Notice	Managemen	t New	Maturity Date			12/08/2016				
Manag Deposi	e Term t		ACCIEV						CONFIRM	
Stop C	heques	and the second								

5. On Confirming, the Service Request will be created. Request Id will be displayed in the final screen. You can click on the Request Id to view the Service Details.

The AUTHORISE and REJECT button will be available in the final screen if you are the Authoriser of the Term Deposit.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin					
Fur	nctions	Mar	nage Term	Deposit	Reques	t Details	10000000	10545					
Messa	ges	Your re	Your request to update maturity instruction has been confirmed and ready for authorisation.										
Service	e Requests	For fut	ure reference yo	ur Request ID is	2123056								
Service Status	e Request List	RE	UECT							AUTHORISE	ОК		
Chang Addres	e Account Is												
Reorde	er Cheque												
Order	a New ercial Card												
Mainta Comm	in Existing ercial Cards												
Manag	e Statement	8											
Notice	Managemen	e											
Manag Depos	je Term It												

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6. Authorisers can navigate to the Authorisation Required > Service Request screen also to Authorise or Reject the Service Request.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin	
Fund	ctions	Serv	rice Requ	est Autho	risation	s			
Messag	ges	Sear	rch						
Service	Requests	Requ	est Type:	Manag	e Term Depo	sit			
Stop C	heques	Requ	iest ID:						
Authori Require	isations ed	Show	v Advanced Se	arch »					
Service	Requests	C	lear						Search
Transa	ction Groups	Resu	ilts						
Stop C	heques	1 serv	ice request fou	nd, displaying	1-1				
Mainter Reques	nance	Select	Created Date		Request Id		Request 1	Type	Status
Busine	ss Intelligenc	8	18/07/2016		CR-21230	56	Manage	Term Deposit	Confirmed
Report	Centre	1 serv	ice request fou	nd, displaying	1-1				
		R	eject						Authorise

7. Once fully Authorised Service Request status will be changed to Submitted.

Home	Accounts	Payables	Receivables	File Transfer	Functions	Offers & Apply	Insights	Admin		
Fund	ctions	Auth	orisation	Advice						
Messages		Requ	Request Details							
Service Requests The following request has been successfully authorised:										
Stop Cheques		Auto	uthorised Date: 18/07/2016 5:12 PM Sydney time							
Authorisations Required		Auto	prised by:	Nishitha	cnosd Thvo					
		1 Serv	1 Service Request found, displaying 1 - 1							
Service	Requests	Created	1 Date	Request ID		Reques	t Type		Status	
Transaction Group		18/07/2	2016	CR - 2123056		Manag	e Term Dep	osit	Submitted	
Stop Cheques		1 Sen	rice Request fo	und, displaying	1-1					
Mainter Reques	nance sts	_								
Business Intelligence		De								ОК
Report	Centre									

CommBiz User Guide: CommBiz User Guide: Setting Maturity Instructions on Term Deposit accounts from CommBiz www.commbiz.com.au Commonwealth Bank of Australia 2007 ABN 48 123 123 12 8. Once Instructions are updated, the Service Request status will be updated to processed. You can track the SR status in Functions > Service Request > Service Request Status List.

Home Accounts	Payables Receivab	les File Transfer	Functions Offers & App	ly Insights Admin				
Functions	Service Re	quest Status	List					
Messages	Q Hide Search «							
Service Requests	Search							
Service Request State: Status List		Closed		•				
Change Account Address	Request ID: Request Type:	Manag	e Term Deposit	*				
Reorder Cheque Book	Request Status:		•	•				
Order a New Commercial Card	Show Advanced Search a							
Maintain Existing Commercial Cards	Clear					Search		
Manage Statements	Results							
Nation Management	More than 10 service requests found, displaying 1 - 10					1 2 - Next +		
voluce management	Created Date ¥	Request Id	Created By	Request Type	Submitted Date	Status		
Manage Term	18/07/2016	CR-2123056	Nishithacnosd Thvo	Manage Term Deposit	18/07/2016	Processed		
Deposit	18/07/2016	CR-2123055	Nishithacnosd Thvo	Manage Term Deposit	18/07/2016	Processed		

9. Click on the Request id to view the Service Details.



10. You can view the updated instructions by loading the Term deposit in the **Manage Term Deposit** screen. The Account details section will show the updated Current Term details and the Current option under New Instructions will display the updated Interest Rate for the Current Term.

a sector starting	Manage Term Deposit						
Wessages	Please contact the Bank or Relationship Manager should you wish to withdraw from this Term Deposit account.						
Service Requests	•						
Service Request Status List	Account Acc 5 ND Jul 12 4	1250089002		-	SHOW		
Thange Account Iddrens							
learder Cheque look	This Term Depositives renewed on 12/07/2015 with new details provided before. Please note: If no maturity instructions were nominated before the maturity date, this Term Depositives automatically renewed for the same investment term as before at the rate that applied to that term, or transferred to the holding facility until further instructions are provided to the Bank. Details of renewed Term Deposit are shown below.						
Order a New Commercial Card	Account Detail						
Maintain Existing Commercial Cards	Account number	47125008900	2				
Vanage Statements	Current balance	\$8,009.00					
Notice Management	Investment term	31 days					
Aanage Term Deposit	Start date 12/07/2016						
Rop Cheques	Maturity date 12/08/2016						
Authorisations Required	Changes to the investment term an any time prior to 18/07/2016. After	d interest paymer this date, no furth	nt options on this Te er changes will be	em Depositican be allowed. Note: these	submitted and apple e changes are appl	roved in CommBit a led from the start da	
Business Intelligence	(12/07/2016) and the renewal inter	est rate is set at a	n interest rate curv	ent on that date.			
Report Centre	New Instructions						
	O Relation advantant Term Dava	a il colice					
	o suect a standard ferritory.	an open					
	o anecca standard territory	® Current	© Option 1	Option 2	Option 3	© Option 4	
	interest rate	e Current	© Option 1 2.70% p.a.	© Option 2 2.70% p.a.	© Option 3	© Option 4	
	Interest rate Term	e Current 2.70% p.a. 31 days	© Option 1 2.70% p.a. 4 months	Option 2 2.70% p.a. 8 months	© Option 3 2.70% p.a. 12 months	Option 4 2.70% p.a. 36 months	
	Interest rate Term Interest [#]	© Current 2.70% p.a. 31 days \$18.37	© Option 1 2.70% p.a. 4 months 572.87	© Option 2 2.70% p.a. 8 months \$143.96	© Option 3 2.70% p.a. 12 months \$216.24	Option 4 2.70% p.a. 35 months 5548.73	
	Interest rate Term Interest [#] Interest payment frequency	© Current 2 70% p.a. 31 days \$18.37 4 weekly	 Option 1 2.70% p.a. 4 months 5.72.87 6 monthly 	© Option 2 2.70% p.a. 8 months \$143.96 6 monthly	© Option 3 2.70% p.a. 12 months \$216.24 6 monthly	© Option 4 2.70% p.a. 35 months \$548.73 Annually	
	Interest rate Term Interest [#] Interest payment frequency Maturity date	 Current 270% p.a. 31 days \$18.37 4 weekly 12.08/2016 	© Option 1 2.70% p.a. 4 months \$72.87 6 monthly 12/11/2016	© Option 2 2.70% p.a. 8 months \$143.96 6 monthly 12/03/2017	© Option 3 2.70% p.a. 12 months 8216.24 6 monthly 12.07/2017	Option 4 2.70% p.a. 36 months 5648.73 Annually 12/07/2019	
	Interest rate Term Interest ⁴ Interest payment frequency Maturity date	Current 270% p.a. 31 days S18.37 4 weekly 12.08/2015 O Pay Intere # Pay Intere	Option 1 270% p.a. 4 months \$72.87 6 monthly 12/11/2016 tinto Same Term I tinto Other Linked	Option 2 2.70% p.a. 8 months 5143.96 6 monthly 12/03/2017 Xeposit Account I Account	© Option 3 2.70% p.a. 12 months \$216.24 6 monthly 12.07/2017	© Option 4 2.70% p.a. 36 months 5648.73 Annually 12/07/2019	
	Interest rate Term Interest [#] Interest payment frequency Maturity date • Interest payment option • Account to pay interest to	Current 270% p.a. 31 days \$18.37 4 veekty 12/08/2016 O Pay Interem Pay Interem Nishitha 229	Option 1 2.70% p.a. 4 months S72.87 6 monthly 12/11/2016 at into Same Term 1 at into Other Linked 310192947	Option 2 2.70% p.a. 8 months \$143.96 6 monthly 12/03/2017 Xeposit Account Account	© Option 3 2.70% p.a. 12 months \$216.24 6 monthly 12:07/2017	Option 4 270% p.a. 36 months \$848.73 Annually 12/07/2019	

V. Other Business Rules.

You are not able to raise a new Service Request, if a pending Request exist for the same Term Deposit.



• You are not able to set the Maturity Instruction as Full withdrawal, if there is a hold on some amount.

Home Accounts Pa	yables Receivables File Transfer	Functions Offers & Ap	dy Insights /	dmin			
Functions	Manage Term Deposit	t					
Messages	You are unable to withdraw	rall of your funds at maturity	as there is a ho	id of \$20 on the Term Deposit. Please call			
Service Requests	us on 13 2221 to discuss options.						
Service Request Status List							
Change Account Address	Account Hold Acc 3 - In GP 291450108329						
Rearder Cheque Book	Details of selected Term Deposit and maturity instructions are shown below.						
Inder a New	Account Detail						
Commercial Card	Account number	291450108329					
Asintain Existing Commercial Cards	Current balance	\$88,500.00					
lanage Statements	ts investment term 30 months						
lotice Management	ent Start date 05/07/2016						
Aanage Term Deposit	Maturity date 05/01/2019						
Rop Cheques	Interest rate	5.80% p.a.					
Authorisations Remained	Interest payment frequency	Paid 4 weekly and/or at ma	durity				
husiness Intelligence	Interest payment option	Pay Interest into Other Link	ed Account				
Report Centre	Account to pay interest to ()	229310192947					

Maturity Instructions

Maturity instructions can be submitted or changed any time prior to 05/01/2019. The last submitted instruction will be processed on the maturity date.

 Maturity instructions () 	Renewal	Renewal b.				
	Renewal Partial withdrawai	8	nterest rate which applies by be a significantly			
	Transfer to Holding Fai	cility				
• New term ()	* Number of months	30 👛 month(s)	Matures on 05/07/2021			
	O Maturity date	dálmmýyyyy 📑				
· Interest payment frequency	• # 4 weekby © 6 mor	thly O Annually				

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If there is a hold on some amount, while setting the Maturity Instructions as Partial Withdrawal, the maximum withdrawal amount you can withdraw is:

Maximum withdrawal amount = Account Balance – Hold amount – 5000.

Home Accounts Pa	yables Receivables File Transfe	r Functions Offers & Apply Insights Admin			
Functions	Manage Term Deposi	it			
Messages	A You are unable to withdraw	er all of your funds at materity as there is a hold of \$28 on the Tarm Dennet. Danse call			
Service Requests	us on 13 2221 to discuss of	options.			
Service Request Status List					
Change Account Address	Account Hold Acc 3 - In GP [291450108329 SHOW			
Reorder Cheque Book	Details of selected Term Deposit an	nd maturity instructions are shown below.			
Order a New	Account Detail				
Maletala Esistina	Account number	291450108329			
Commercial Cards	Current balance	\$88,500.00			
Manage Statements	Investment term	30 months			
Notice Management	Start date	05/07/2016			
Manage Term Deposit	Maturity date	05/01/2019			
Stop Cheques	Interest rate	5.80% p.a.			
Authorisations Required	Interest payment frequency Paid 4 weekly and/or at maturity				
Business Intelligence	Interest payment option	Pay Interest Into Other Linked Account			
Report Centre	Account to pay interest to ()	229310192947			
	Maturity Instructions				
	Maturity instructions can be submit the maturity date.	ted or changed any time prior to 05/01/2019. The last submitted instruction will be processed on			
	• Maturity instructions ()	Partial withdrawal			
		Partial withdrawal as a maturity instruction means the balance of this Term Deposit will be reduced by the withdrawn amount. The reduced balance will be renewed at that amount for the term shown before on the maturity date 55/07/2021. This may be a significantly different interest rate, higher or lower from the oursent interest rate.			
	* Withdrawal amount	5 The maximum angunt you can withdraw is \$83,480.00 as you have a hold amount of \$20.00 on the Term Deposit and you must leave a minimum balance of \$5,000.00.			
	· Account to pay amount to	Beled			
	• Now term 🔕	Number of months 30 month(s) Matures on 05/07/2021 Maturity date			

CommBiz User Guide: CommBiz User Guide: Setting Maturity Instructions on Term Deposit accounts from CommBiz www.commbiz.com.au Commonwealth Bank of Australia 2007 ABN 48 123 123 12 • You will not be able to navigate to the Manage Term Deposit screen, if there is STOP on the selected Term Deposit.



• You will not be able to set Instructions for a Closed Term Deposit Account.



- Your Service Request will expire if
 - A Service Request not authorised will expire 8 calendar days after the date Service Request is created
 - A Service Request is not authorised before the Maturity Date or Grace Period Expiry Date or Holding facility End date
 - If any of the below changes occur to the Term Deposit after the Service Request is created, the Service Request will get expired on Authorisation:
 - ✓ Balance is Changed
 - ✓ Term Deposit is closed
 - ✓ STOP is added on the Account
 - ✓ Term Deposit in Holding facility is renewed through another channel
 - ✓ MI selected is Partial Withdrawal but a HOLD is added on the Account (Service Request Expiry based on the Current Available Balance)

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