

RITS Authorised Signatories (ESA Holders and Batch Administrators)

To: RITS Help Desk
Payments Settlements Department
Reserve Bank of Australia
GPO Box 3947
Sydney NSW 2001
Fax: +61 2 9551 8063 Email: rits@rba.gov.au

This is a fillable form. You should type details directly into each form, and then sign the completed form in accordance with the guidance at question 9. Members must download the current version of the form from the [RITS Information Facility](#) each time it is used. Do not use a photocopied or previous version of this form.

This form is used by Members (ESA Holders and Batch Administrators) to provide the Reserve Bank with a new or replacement list of RITS Authorised Signatories. Members must attach a document to this form providing the full name, specimen signature (and optionally, mobile phone number and individual corporate email address—as requested at question 7) for each Authorised Signatory. Members must submit the completed form and the attachment as a single PDF file.

Members who joined RITS solely for the purpose of being eligible counterparties of the Reserve Bank in its domestic market operations should use the separate [RITS Authorised Signatories \(OMO only\) form](#).

In accordance with the requirements of the RITS Regulations, the list of RITS Authorised Signatories provided by this form will continue in full force until a new list that operates to revoke and replace this list (pursuant to question 6) becomes effective under question 8.

This form prevails where there is an inconsistency between this form and the attached document.

1 Member details

State the exact legal name of the Member (e.g. XYZ Bank Limited, rather than XYZ Bank or XYZ Bank Australia or XYZ Group).

Name of Institution

Member Code

2 Contact person for this form

Name

Email

Phone number

3 Method of signing

If the 'Other' box is selected, the Reserve Bank expects active ESA holders to require signing by at least two Authorised Signatories. (Select one)

☐ Any **two** Authorised Signatories to sign

☐ Other – Please specify (e.g. 'One from List A and one from List B' or 'As specified on the attached list')

4 Electronic signatures

Are Authorised Signatories allowed to apply a signature to documents electronically, including by affixing scanned signatures?

Tick 'Yes' to authorise the Member's RITS Authorised Signatories to apply a signature to documents electronically, including by affixing scanned signatures. If 'No' is selected, the Reserve Bank will only accept documents physically signed by Authorised Signatories.

☐ Yes ☐ No

5 Instructions via fax machines

Is the Member allowed to provide instructions by facsimile (fax) machine?

Tick 'Yes' to authorise the Reserve Bank to accept Notices (as defined in the RITS Regulations), instructions and other documents from the Member when they are sent by facsimile (fax machine). This question may be relevant in a contingency, even for members that do not use fax machines on a regular basis.

This question does not affect the Member's ability to send Notices, instructions or other documents to the Reserve Bank by mail, by courier, by hand or by email.

☐ Yes ☐ No

6 Power of Authorised Signatories

The Member notifies the Reserve Bank of the Member's Authorised Signatories as listed in the attachment to sign in the name and on behalf of the Member for:

(Select one)

☐ All RITS Purposes

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- to enter into any arrangements with the Reserve Bank required for the Member's participation in RITS, including without limitation arrangements related to the use of the Low Value Clearing Service, the Low Value Settlement Service and the Fast Settlement Service;
- to give, sign or execute any authority, direction, notice, document, or instrument, or anything whatsoever required to be given, signed or executed by the Member relating to the Member's Cash Account; and
- to have access to any record, printout or account maintained by RITS relating to the Member.

If 'All RITS Purposes' is selected, this form automatically revokes and replaces any previous 'All RITS Purposes' RITS Authorised Signatories form(s) provided by the Member.

☐ Other – Please specify the power granted to the signatories (e.g. approving user access forms)

Members may only have one effective RITS Authorised Signatories list for each specified 'Other' purpose at any one time, in addition to an 'All RITS Purposes' list. To revoke and replace an 'Other' purpose list, please describe the 'Other' purpose exactly as specified in the form being replaced (for example, 'approving user access forms').

(Select one)

- ☐ A. This is the first 'Other' purpose RITS Authorised Signatories form specifying this purpose.
- ☐ B. This form revokes and replaces a previous 'Other' purpose RITS Authorised Signatories list provided by the Member as follows: (Specify the details of the previous 'Other' purpose form).

Purpose as specified in Q6 of previous form

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7 Attachment – Specimen signatures

Members must attach a document to this form providing the full name and a specimen signature for each Authorised Signatory. The Member may, optionally, provide the mobile phone number and personal corporate email address for each signatory. We recommend that those optional details be provided as, if they are not provided for a signatory, it may limit the ability for that signatory to sign RITS documents using electronic signature platforms which the Reserve Bank may accept, use, or otherwise adopt in the future. Members must submit the completed form and the attachment as a single PDF file.

Number of pages in the attachment

8 Proposed effective date

The effective date will be the later of the date stated in this section and the date confirmation is sent by the Reserve Bank.

Date Authorisation takes effect

DD/MM/YYYY

9 Authorised by

New Members must sign this form in accordance with the [Signing Instructions for RITS Membership Legal Documents](#) provided by the Reserve Bank. Current Members may sign this form in accordance with the instructions in their most recent RITS Authorised Signatories form or in accordance with the Signing Instructions for RITS Membership Legal Documents.

The 'Authorising Capacity' is the power under which each signatory signs the form, for example, 'existing RITS Authorised Signatory', 'Director', 'Company Secretary' or 'Power of Attorney'. Signatories should not put their general position title as the authorising capacity.

I confirm that the RITS Personal Information Collection Notice at the end of this form has been provided to the individual(s) whose personal information will be collected by the Reserve Bank via this form or the attached document.

Signature

Name

Authorising Capacity

Date

DD/MM/YYYY

Signature

Name

Authorising Capacity

Date

DD/MM/YYYY

Personal Information Collection Notice

Payments Settlements – RITS

All RITS Members and organisations applying for or enquiring about RITS membership and all operators of systems external to RITS which have been authorised by the Reserve Bank of Australia (**Reserve Bank**) to enter transactions for settlement into RITS on behalf of the participants of the relevant system (**feeder system operators**) are responsible for ensuring that a copy of this Notice is given to all relevant employees within their organisation, including all RITS membership contacts, users, authorised signatories, contact persons or senior executives whose personal information may currently or in the future be provided to the Reserve Bank.

The Reserve Bank collects personal information of the staff of RITS Members, applicants for RITS membership and feeder system operators, such as name, title and position, work telephone number, mobile phone number, email address, fax number, work address and other personal information (the **Information**) in order to fulfil one or more of the following functions:

- Setup of new Members and users in RITS
- Identification and verification of users and authorised signatories
- Communication with RITS Members, users, authorised signatories and other relevant contact persons, through email, telephone, SMS, fax or post
- RITS billing & payment
- Managing the operation of RITS, including for contingency purposes, and participation in Reserve Bank domestic market operations including repurchase agreements
- Facilitation of communication between RITS Members
- Communication with domestic and international Government and regulatory agencies and industry groups
- Checking due execution of agreements and forms by RITS Members and applicants for membership, and/or
- Facilitating the receipt of instructions to settle transactions in RITS.

Some of the Information is received by the Reserve Bank from the relevant RITS Member, applicant for membership or feeder system operator. Some information may come from company searches conducted of the records of the Australian Securities and Investments Commission.

When individuals deal with the Reserve Bank by telephone in connection with the operation of the RITS Regulations it is possible that the call may be recorded (whether this is the case will depend on which staff within the Reserve Bank an individual is dealing with). These recordings are made for verification, consent and authentication purposes. By dealing with the Reserve Bank by telephone in connection with the operation of the RITS Regulations, individuals consent to recordings being made of their conversations.

The collection of some of the Information is required by one or more of the Reserve Bank's Anti-Money Laundering Policy, the Reserve Bank's Sanctions Policy and their respective associated guidelines and procedures, which are designed to manage the Reserve Bank's money laundering, terrorism financing and economic and trade sanctions risks and may require the Reserve Bank to check and verify the identity of individuals.

If the Information were not collected then the Reserve Bank would not be able to setup new RITS Members and users, process RITS billing and payments, communicate with RITS Members and users, maintain contact information, ensure the effective operation of RITS including for contingency events, ensure requests and instructions received are correctly authorised, engage with domestic and international Government and regulatory agencies and industry groups and facilitate interbank settlements.

The Reserve Bank facilitates communication between RITS Members by providing access to business contact details for each RITS Member to the users of all RITS Members. Some of these users may be located outside of Australia. Personal Information about users of a RITS Member is available to other users of that RITS Member, either via the RITS user interface or where provided by us to other users of that RITS Member. Some of these users may be located outside of Australia.

The Reserve Bank may in some limited circumstances share limited business contact details of employees of RITS members with other Governmental and regulatory agencies, service providers and/or professional advisers of the Reserve Bank.

The Reserve Bank will disclose the personal information of users and authorised signatories if required or permitted under, or for the purposes of, the RITS Regulations and relevant RITS Membership Agreements.

The Reserve Bank is likely to disclose some of the Information to overseas recipients such as relevant employees, users and contact persons of RITS Members who have login access to RITS but are located in overseas offices.

The **RITS membership list** provides an indication of the likely overseas locations of the offices and users of RITS members.

Individuals are entitled under Australian privacy law in certain circumstances to access, and seek correction of, personal information about them held by the Reserve Bank. If you wish to access or update the personal information the Reserve Bank holds about you, or if you have an enquiry or complaint about how the Reserve Bank handles personal information, you can contact:

RITS Help Desk:

Phone 1800 659 360 or +61 2 9551 8930

Email rits@rba.gov.au

Reserve Bank's Privacy Officer:

Phone +61 2 9551 8111

Email privacy@rba.gov.au

More information about access, correction and complaints is in the Reserve Bank's Privacy Policy available on its website at <https://www.rba.gov.au/privacy>.