



BusinessChoice Card maintenance

Complete this form each time you want to transfer a credit balance from a Card, change a Cardholder name or re-issue a Card. Once this form has been completed please forward to your Westpac representative or branch for verification.

All fields in required sections are mandatory to complete unless specified otherwise.

Business name	Facility number (Note: You can find this on your BusinessChoice statement.)
<input type="text"/>	<input type="text"/>
Card number (16 digits)	Cardholder name
<input type="text"/>	<input type="text"/>

1. Maintenance option

Please select the type of amendment you want to make to the Card(s) by ticking the appropriate box below.

- Transfer credit balance.....Complete sections **2** and **6**.
- Transfer credit incorrectly paid to a Card.....Complete sections **3** and **6**.
- Change of Cardholder name..... Complete sections **4** and **6**.
- Re-issue a Card.....Complete sections **5** and **6**.

2. Transfer credit balance

If you have cancelled a Cardholder's Card Account and there is a remaining credit balance, complete the details below to transfer the remaining credit balance to the nominated account and fully close the Card.

Credit balance amount	
<input type="text" value="\$"/>	
BSB	Account number
<input type="text"/>	<input type="text"/>

3. Transfer credit incorrectly paid to a Card

If an amount has been incorrectly credited to the above Card Account or Cardholder, complete the details below to transfer the credit amount to either the Billing Account or a nominated Card Account.

Date of credit	Credit amount
<input type="text" value="/ /"/>	<input type="text" value="\$"/>
BSB	Account number
<input type="text"/>	<input type="text"/>
Card number (16 digits)	Cardholder name
<input type="text"/>	<input type="text"/>

4. Change of Cardholder name

Original evidence in the form of marriage certificate, birth certificate, deed poll certificate or divorce document must be presented to a Westpac representative as evidence of the change.

Card number

Previous Cardholder name

New name ▶

Surname

First name

Title

List the name, address, or BSB of the branch from which the new Card is to be collected.

5. Re-issue a Card

Please complete the details below to arrange for the re-issue of a Card.

Reason for re-issue: Damaged Card not collected at branch

Card number

Cardholder name

List the name, address or BSB of the branch from which the new Card is to be collected.

6. Business Authorisation – executed by the Business named in this form

This form must be signed in accordance with the current authorisation. Westpac will not act on these instructions unless the signatories who sign this form are authorised to do so under the current authorisation and in the manner stated in the authorisation.

6.1 Authorisation (must be signed by all Facilities. Joint and Several Liability Facilities must additionally sign in 6.2).

By executing the form below, the Business declares the authorised signatories below have been authorised to execute the application on behalf of the Business requesting the changes set out in the form, by resolution passed at a legally constituted meeting of the Business in accordance with its constitution/rules, and requests Westpac to make the changes set out in the form.

Business name

ABN

ACN

and/or ARBN

<input type="text"/>	<input type="text"/>	<input type="text"/>
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By authorised signatory 1

Date

Print name

Title

By authorised signatory 2

Date

Print name

Title

6. Business Authorisation – executed by the Business named in this form (continued)

Note: If a Sole Trader, the application must be executed by that Sole Trader. If a Partnership, the application must be executed by two partners. If a Company, the application must be executed in accordance with the *Corporations Act 2001* or the company’s constitution or the replaceable rules (as applicable). If an Incorporated Association, the application must be executed in accordance with the association’s constitution or the replaceable rules under the relevant law governing that Incorporated Association (as applicable). If a Trust, the application must be executed by the trustee(s) in their capacity as trustee. If the type of business is indicated as “Other” in Section 2 (e.g. Government Authority, Statutory Corporation, etc.) the application must be executed by an authorised person(s) in accordance with relevant laws which govern the entity.

6.2 Principal Authorisation (where the Facility has Joint & Several Liability).

If your details are out of date, please contact us before signing the below.

By signing below, the Principal(s) requests Westpac make the changes set out in this form.

Principal 1 Signature

Date

Print name

Principal 2 Signature

Date

Print name

Privacy Statement and Consent Request

Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at westpac.com.au/privacy/privacy-statement/ or by calling us on 132 032. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don’t, we may not be able to process your application.

Marketing Communications.

We will use your personal information to send you offers for products and services we believe may be of interest and value to you (including by email, SMS or other means) unless you have previously told us that you do not want to receive marketing offers from us. The products and services offered may be provided by us or one of our third-party partners. If you do not want to receive direct marketing offers from us, you can manage your marketing preferences in your online banking profile, let us know using the contact details in our [Privacy Statement](#) or follow the opt-out instructions in the message.

Westpac Use Only

The below checkpoints are mandatory and to be completed by banker prior to submission.

- Has the customer completed all of the required fields in this form?
- Westpac representative has verified signature(s) and that the form is signed in terms of authority held.
Complete details below.

OR

- Where this form has not been signed in Section 6, tick this box to confirm written authorisation (email/letter) has been obtained and signature(s) have been verified.

Banker name

Phone number

Salary number

Email

Signature

Date

Westpac staff only: Once verified, please email to commercialcards@westpac.com.au