



# BusinessChoice Facility Maintenance Form.

Please input required information onto this form, print and sign. Once this form has been completed, please email this form to: commercialcards@westpac.com.au or fax to (02) 9374 7003. This form may be emailed directly by a customer.

Business/Company name

Facility number

## 1. Maintenance Option.

Please select the type of amendment you want to make to your card by ticking the appropriate box below.

Billing Report request Complete sections 2 and 4.

Change of facility name Complete sections 3 and 4.

Amend bill date\* Enter new bill date  /  /  Bill date must be between 2nd and 28th of the month.

Number of sweep days  5  15  25  Other

**\*Note:** If you are reducing the existing statement date, the next statement and payment period may be extended by an additional month. Example: If the last statement cycle closes on the 15th of August and the statement date is being changed to the 10th, the next statement cycle will close on the 10th of October.

Confirm customer is aware of impact.

## 2. Statement/Report Request.

Please select the report or statement that you require by ticking the appropriate box below. When requesting a statement, you will need to nominate the required statement closing date to ensure the correct statement is printed.

**Note:** Depending on your product, this request may incur a fee. Please refer to the terms & conditions of your product for further details.

Billing account report Report dates requested  /  /   /  /

Do you require the report to be faxed or posted?  Post  Fax to number > (  )

**Note:** If the document exceeds 15 pages it will be posted to the address held on file. Only documents under 15 pages will be faxed.

## 3. Change of Facility Name.

Original evidence in the form of certificate of change of business or company name must be presented to a Westpac representative for the change to take place.

New Company or Business Name

Company/Business Name to appear on card: (max 21 characters) 

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Company CIS Key  Has the company name been updated in CIS?

Do you require all cards attached to this facility to be reprinted with the new facility name?  Yes  No

**4. Authorisation.**

This Authorisation must be completed by the following people for the appropriate business type:

<ul style="list-style-type: none"><li>• Company (Including any company acting as a trustee) – Sole Directors or 2 Directors or 1 Director and 1 company Secretary</li><li>• Partnership – 2 Partners</li><li>• Sole Trader – the Sole Trader</li></ul>	<ul style="list-style-type: none"><li>• Trust with non-corporate trustee/s – Trustee/s</li><li>• Other – Authorised signatory/ies as Principal/s</li></ul>
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This form must be signed in accordance with the current authorisation held by Westpac. 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.

Company/Business Name

ABN

ACN

and/or ARBN

By Authorised signatory/Principal 1 (print name)

By Authorised signatory/Principal 2 (print name)

Principal 1 Signature

Date

Principal 2 Signature

Date

**Westpac Use Only**

If requesting a statement, note that a customer is able to access this via Online Banking. Else, please use form PC2122.

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 3, tick this box to confirm written authorisation (email/letter/fax) has been obtained and signature(s) have been verified.

Westpac representative's name

Contact phone number

Signature

Date

Branch Stamp or  
Business Unit Name & Date

Email

Salary Number