



Once complete, please submit this form to your Westpac representative or branch for verification and processing.

Facility number (not card details)

Company/Business name

Company/Business phone

☐ Change of Company/Business name *Complete Sections 1, 2, 3 and 10*

☐ Change of Cardholder name.....Complete Sections 1, 2, 4 and 10

☐ Change of Company/Business address.....Complete Sections 1, 2, 5 and 10

☐ Change of accounts linked to cardComplete Sections 1, 2, 6 and 10

☐ Change daily limits.....Complete Sections 1, 2, 7 and 10

☐ Cancel card Complete Sections 1, 2, 8 and 10

☐ Close facility (all cards will be closed)Complete Sections 1, 2, 9 and 10

Current Facility name

New Facility name

Company CIS Key

Card Embosser details. New business name to appear on all cards (maximum of 21 characters)

Has the name been updated in CIS?

☐ Yes ☐ No

Do you require all cards attached to this facility to be reprinted with the new facility name?

☐ Yes ☐ No

Card number 1

Old cardholder name

New cardholder name (maximum of 19 characters)

Card number 2

Old cardholder name

New cardholder name (maximum of 19 characters)

Card number 3

Old cardholder name

New cardholder name (maximum of 19 characters)

Do you require the card(s) to be reprinted with the new name?

☐ Yes ☐ No

Section 5 – Change of Company/Business address

Please enter BOTH the registered and mailing address details for your facility below.

Business address

(as registered by ASIC, PO Box is not acceptable)

Postcode	Country

Phone

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Email

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Mailing address

Postcode	Country

Phone

()

Email

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Card delivery to a branch (optional)

Branch name

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Branch BSB

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Phone

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Branch address

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Section 6 – Change of Account linked to card

Card number	Cardholder name	Card type	Primary account	Secondary account (Full access card only)
		Limited access Full access	BSB A/c no:	BSB A/c no:
		Limited access Full access	BSB A/c no:	BSB A/c no:
		Limited access Full access	BSB A/c no:	BSB A/c no:

Section 7 – Change daily limits

- Full access Cardholders can also change their daily limits by Online Banking or App.
- Limited access Cardholders cannot make daily transaction limit changes.
- Cardholders may be notified of limit changes when in effect.

Card number	Cardholder name	Transaction limit whole dollars only*	New cash withdrawal limit \$200, \$300, \$400, \$500, \$1,000, \$2,000**

*Remove limit is only available to Full access cards.

**Cash withdrawal limit does not apply for Limited access cards.

Section 8 – Cancel card(s)

Please list below any individual card(s) that you want to close.

Card number (16 digits)

Cardholder name

Section 9 – Close facility

If you want to close your Business Debit Card facility, please tick the box below and complete Section 10.

Westpac will then close the facility listed in Section 1. This will result in all cards attached to the facility being closed.

Please note that in accordance with the Deposit Accounts for Business Customers Terms and Conditions. It is your responsibility to ensure that all cards attached to the facility are destroyed and any existing recurring payments set up using the card details are cancelled.

☐ Close the above Business Debit Card facility (all cards will be closed)

Section 10 – Authorisation

Complete Section A or B (complete one section only, whichever is applicable).

Section A.

Complete this section if the authority is for an **organisation**.

By a legally constituted meeting of the organisation or directors of the company, as the case may be authority was given to make the amendment above. This authority does not substitute or amend the existing Notice of Authority form for the nominated business account(s).

Signed for and on behalf of the Organisation

Executive Officer 1

Duly authorised signatory (e.g. Director, Trustee)

Name

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Position

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Signature

X

Date

/	/
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Executive Officer 2

Duly authorised signatory (e.g. Director, Trustee, Company Secretary)

Name

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Position

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Signature

X

Date

/	/
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Section 10 – Authorisation (continued)

Section B.

Complete this section if the authority is for a **sole trader, partnership, trust or firm**.
This authority does not substitute or amend the existing Notice of Authority form for the nominated business account(s).

Name

Signature

X

Name

Signature

X

Date

/ /

Name

Signature

X

Name

Signature

X

Bank Use Only – to be completed by the banker who is sending this form on behalf of the customer

Ensure that:

- Section A (if applicable) is checked against the authority held and that a company search is obtained where required to verify the Office holders of the organisation.
- Section B (if applicable) is checked against the Notice of Authority for the nominated business account(s).
- IDV status is compliant for each Cardholder in Service Online.
- FTR status is compliant for each Cardholder in Service Online.

This form is to be used for the update of up to 3 cards, if the customer requires update to 3 or more cards please ensure an email request is sent from the duly authorised signature with details for all cards to be updated and this form for Product approval before being processed by Commercial Cards Team.

Form completed by

Name

Salary number	BSB	Fax number
		()

Authorising Officer's details

BSB	Salary number

Signature	Date
X	/ /

Email application to Commercial Cards