

Authorised Signatories

Authorised Signatories, Verifying officers and the Program Administrator are instrumental to the efficient and effective operation and administration of the organisation's Commercial Card Program. It is imperative that organisational representatives undertaking these positions are comprehensively briefed on their roles and responsibilities.

The Authorised Signatories, duly approved by the Principal (or equivalent), are viewed by Westpac as the organisational representatives responsible for the operational performance of the Commercial Card Program in the organisation. Authorised Signatories have specific roles and responsibilities relating to the following:

- Approving all arrangements for the organisation's Commercial Card Program, particularly in relation to requests sent to Westpac for action
- Approving new cardholders and the card parameters (transaction limit, credit limit, merchant category links)
- Verifying the destruction of the Commercial Cards and closure of cardholder accounts when accounts are no longer required
- Authorising an officer to collect Commercial Cards on behalf of cardholders
- Co-signing Cardholder Agreements
- Approving changes to card parameters.

To establish an Authorised Signatory, a letter of nomination is to be forwarded to Westpac. The letter is to contain the following details:

- Name and address of the nominee
- Organisation details (title, position, location etc.)
- Nominee's role and responsibilities
- Specimen signature.

All nominees must be identified to Westpac in accordance under the Anti Money Laundering and Counter Terrorism Financing Act 2006. The identification verification process can be performed at any Westpac branch.

Authorised Signatories and Verifying Officers will need to provide two types of identification documents when being identified by a Westpac Branch; one primary identification document, and one secondary identification document.

A list of valid identification documents is provided below.

Table A – Primary Identification Document	Table B – Secondary Identification Document
<p>Australian Documents</p> <ul style="list-style-type: none"> • Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced or mutilated)* • Australian citizenship certificate • Citizenship certificate issued by a foreign government • Centrelink pension card (Australian) • Department of Veterans' Affairs pension card (Australian) • NSW Birth Card* • Birth card issued by an Australian State/Territory Registrar of Births, Deaths and Marriages* • Australian licence/permit (can either be a driver's licence, learner's permit, boat licence or taxi licence)* • 18+ Proof of age card issued by a State or Territory (includes NSW RTA Photo card)* • Full Australian birth certificate (or extract) (issued by State/Territory Registry of Births, Deaths and Marriages) <p>Foreign Documents</p> <ul style="list-style-type: none"> • National identity card (issued by a foreign government, the United Nations or an agency of the United Nations) • Full birth certificate – Foreign (issued by a foreign government, the United Nations or an agency of the United Nations) • Foreign passport issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled defaced or mutilated)* • Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations* <p><i>*must contain photograph and signature</i></p>	<p>Australian Documents</p> <ul style="list-style-type: none"> • Australian issued Security guard's licence* • Australian State or Territory Shooter's/Firearms licence* • Blind Citizens Australia – identity card* • Multiple Sclerosis Society photo identification card* • Identification card issued to a Public Service employee (Australian)* • Identification card issued to a student at an Australian higher education institution (TAFE or University)* • Working with Children check card (Blue card) (QLD, VIC,WA)* • Australian Taxation Office (ATO) notice issued within the last 12 months and includes the customer's name and residential address • A financial benefits notice issued by the Commonwealth or a State/ Territory within the last 12 months and includes the customer's name and residential address (e.g. a notice from Centrelink) • Financial institution passbook (Australian) which must be current and have a black light signature • Medicare card • Commonwealth Seniors health card/State seniors card • Health Care card (Centrelink/Department of Veterans' Affairs) • Marriage certificate - Australian (issued by State/Territory Registry of Births, Deaths and Marriages) • Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address <p>Foreign Documents</p> <ul style="list-style-type: none"> • Foreign driver's licence* • Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address <p><i>*must contain photograph and/or signature</i></p>

All documentation relating to the establishment of Authorised Signatories, including the letters of nomination, specimen signatures and Westpac approval, are to be retained on file.

Verifying Officers

Verifying Officers, who are approved by the Principal, play an important role in the Commercial Card Program, particularly in the initial phases as one of their primary roles is identifying new cardholders in accordance with the requirements of the Anti-Money Laundering and Counter Terrorism Financing Act 2006.

To establish a Verifying Officer, a letter of nomination is to be forwarded to Westpac. The letter is to contain the following details:

- Name and address of the nominee
- Organisation details (title, position, location etc.)
- Nominee's role and responsibilities
- Specimen signature.

All nominees must be identified to Westpac in accordance with the requirements of the Anti-Money Laundering and Counter Terrorism Financing Act 2006. This identification may be carried out with any Westpac Branch.