



# Commercial Cards – Authorised Signatory/Verifying Officer Nomination Deletion Form

Complete this form to nominate a person(s) to be an Authorised Signatory and/or Verifying Officer for your Commercial Card Facility.

Each nominated person must read the Roles and Responsibilities for Authorised Signatories and Verifying Officers prior to completing this form.

Please read the 'Privacy Statement' section prior to completing this form.

## Section 1 – Organisation Details

Organisation name

Facility Number

ABN/ACN Number

## Section 2 – Authorised Signatory Required To Act On The Facility

Please nominate the number of Authorised Signatories required to act on the facility.

☐ 1 Authorised Signature ☐ 2 Authorised Signatories

## Section 3 – Authorised Signatory/Verifying Officer Details

An Authorised Signatory/Verifying Officer must be fully identified, as per the identification and verification (IDV) standards for an individual, by the Bank before acting as an Authorised Signatory and/or Verifying Officer.

Please tick (✓) the appropriate nomination for each person.

### Nomination 1

☐ Authorised Signatory ☐ Verifying Officer  
☐ Add ☐ Delete

Full Name

Other names known by (if any)

Position

Residential Address

Email

Mobile

Date of Birth

Signature

### Nomination 2

☐ Authorised Signatory ☐ Verifying Officer  
☐ Add ☐ Delete

Full Name

Other names known by (if any)

Position

Residential Address

Email

Mobile

Date of Birth

Signature

**Note:** To nominate additional Authorised Signatory(ies)/Verifying Officer(s) please use the Annexure to Authorised Signatory/Verifying Officer Nomination.

### Section 3 – Authorised Signatory/Verifying Officer Details (continued)

Please tick (✓) the appropriate nomination for each person.

**Nomination 3**

☐ Authorised Signatory    ☐ Verifying Officer  
☐ Add    ☐ Delete

Full Name

Other names known by (if any)

Position

Residential Address

Email    Mobile  
   

Date of Birth    Signature  
 / /     X

**Nomination 4**

☐ Authorised Signatory    ☐ Verifying Officer  
☐ Add    ☐ Delete

Full Name

Other names known by (if any)

Position

Residential Address

Email    Mobile  
   

Date of Birth    Signature  
 / /     X

**Note:** To nominate additional Authorised Signatory(ies)/Verifying Officer(s) please use the Annexure to Authorised Signatory/Verifying Officer Nomination.

### Section 4 – Privacy Statement (for individuals whose personal information may be collected – in this clause referred to as “you”)

All personal information and credit-related information (if applicable) 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](https://westpac.com.au/privacy/privacy-statement) or by calling us through your relationship manager or Westpac representative. 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 (if applicable) but, if you don't, we may not be able to process an application or a request for a product or service.

Where individuals engage with us in relation to products and services for our business, corporate or institutional customers (for example, as representative, administrator, director, corporate officer, signatory, beneficiary or shareholder of one of our customers) our Privacy Statement will be relevant to those individuals where we collect and handle their personal information. For example, where we collect their personal information to verify their identity or collect their signature as a signatory on a corporate account.

## Section 5 – Foreign Tax Residency

We are required under domestic and international laws to collect and report financial and account information relating to individuals and organisations who are, or may be, foreign tax residents. We may ask you whether you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident from time to time, such as when you open an account with us, or if your circumstances change. If you do not provide this information to us, we may be required to limit the services we provide to you e.g., in a form of account restrictions if you have not provided us with your foreign tax residency information 30 days after we have contacted you.

Unless you tell us otherwise, by completing any application, you certify that any shareholder, named beneficiary, settlor or controlling person is not a foreign tax resident. You must tell us if you, or any shareholder, named beneficiary, settlor or controlling person is, or becomes, a foreign tax resident (unless an exemption applies, such as for shareholders of listed companies). Where there are no named beneficiaries (for example for beneficiaries identified only as a class) you must tell us if a beneficiary is a foreign tax resident immediately when any decision is made to identify and make a distribution to them. You may contact us to provide foreign tax residence information by calling Foreign Tax Operations on 1300 725 863 or +61 2 9155 7580 for customers outside Australia. For more information you can also visit our page on Foreign Tax Residency: [westpac.com.au/foreigntaxresidency](https://westpac.com.au/foreigntaxresidency)

We cannot give tax advice, so please contact your independent tax advisor if you need help finding out whether any person is a foreign tax resident.

## Section 6 – Agreements

Each Authorised Signatory(ies)/Verifying Officer(s) acknowledges that the personal information about him or her collected in Section 3 (including any continuation of Section 3 in an annexure to this form) is required to satisfy Westpac's identification requirements under the AML Law. If you do not provide all the information requested, Westpac may not be able to provide any product or service to the organisation. Westpac will use and disclose your personal information to other members of the Westpac Group\*, anyone Westpac engages to do something on its behalf, and other organisations that assist Westpac with its business which may include organisations located outside of Australia and to government agencies and regulators, in some cases offshore. Details are in Westpac's Privacy Statement, available at [westpac.com.au/privacy/privacy-statement](https://westpac.com.au/privacy/privacy-statement) or by calling 132 032 (or from overseas +61 2 9155 7700), contains information on how Westpac handles your personal information, how you can access the personal information Westpac holds about you and seek its correction, how you may complain about a breach of the Australian Privacy Principles and how Westpac will deal with your complaint.

The Authorised Representatives, by signing this form, confirm and agree that:

- they are authorised to sign this nomination form on behalf of the organisation; and
- the organisation must advise Westpac as soon as practicable should a nomination be revoked.

Both the Authorised Signatory and the Verifying Officers, by signing this form, confirm and agree that:

- the Authorised Signatory/Verifying Officer nominated must be fully identified by Westpac (and not by another Verifying Officer) for the purposes of this nomination before acting as an Authorised Signatory/Verifying Officer and that Westpac may decline to accept a nomination for reasons associated with its obligations under the AML Law without being required to give reasons; and
- they are aware that it is an offence under the AML Law to knowingly provide false or misleading information or knowingly produce a false or misleading document.

(If signed on behalf of an Australia company this form may be signed by 2 directors or a director and secretary. In all other cases evidence of authority to sign must be made available to Westpac if not already held).

### Authorised Representative 1

Full Name

Position

Date

Signature

### Authorised Representative 2

Full Name

Position

Date

Signature

\* Westpac Group means Westpac Banking Corporation and its related bodies corporate.

Organisation IDV

Authorised Signatory/Verifying Officer’s Full Name	IDV Number	CIS Key
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Westpac Representative Name

Salary no.

BSB

Signature

Date

X

/

/