



Virtual Purchasing Card Facility – Adding an Authorised Signatory

Before completing this form please read the ‘Privacy Statement’ and ‘Acknowledgements and Consents’ sections mentioned below.

Facility Details

Company/Business name

Facility number (number used to identify Virtual Purchasing Card Facility)

Authorised Signatory Details

Title (e.g. Mr, Mrs)

Given name(s) in full

Surname

Date of birth

/

/

☐ Male ☐ Female

Are you known by another name/s? ☐ Yes ☐ No

If ‘YES’ please give details

Note: it is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to knowingly provide false and misleading information.

Residential Address (No PO Boxes).

Street

Town/Suburb

State

Postcode

By signing below, the Authorised Signatory agrees to the Acknowledgements and Consents on the reverse and their responsibilities set out in the Virtual Purchasing Card Conditions of Use and the Information for Authorised Signatory.

Specimen signature of new Authorised Signatory

X

Date

/

/

Bank Use only.

CIS Key

IDV

What Card Account Number will this Authorised Signatory be responsible for? Please list.

1.		2.	
3.		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 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.

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.

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.

Acknowledgements and Consents

We, the Principal named on this form consent to the issue of a Corporate or Purchasing Facility selected above in my name for my use as agent of the principal named on this form. I acknowledge that use of the Facility issued will be governed by Corporate or Purchasing Cards Conditions of Use and Facility Terms and Conditions which will accompany the Facility and by which I agree to be bound.

Authorisation of Facility Principal

By signing below, the Principal (or Applicant Principal as relevant):

- Agrees to the Acknowledgements and Consents above and acknowledges that the Virtual Purchasing Card Facility Terms and Conditions apply to the appointments on this form.
- Requests and authorises Westpac to act on the instructions on this form to add an Authorised Signatory for the Facility.
- Agrees to notify Westpac immediately via completion of this form or Principal letterhead should an Authorised Signatory cease their employment or their authorisation be revoked from one or more Virtual Card Accounts. The Principal agrees that Westpac may act on any requests by that Authorised Signatory until receipt of written advice of the revocation.

Name	<input type="text"/>		Name	<input type="text"/>	
Title (e.g Director/Secretary)	<input type="text"/>		Title (e.g Director/Secretary)	<input type="text"/>	
Signature	Date		Signature	Date	
<input type="text" value="X"/>	<input type="text" value="/ /"/>		<input type="text" value="X"/>	<input type="text" value="/ /"/>	