



Commercial Card – Cardholder Application

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

Section 1 – Organisation Details

Organisation name

Facility Number

Name and Number of Reporting Level

Product (please select one)

☐ Corporate Card ☐ Purchasing Card

Section 2 – Cardholder Details

Please complete – all fields are mandatory.

Customer Number (Existing Westpac customers only)

Title (e.g. Mr, Mrs)

Given name(s) in full

Surname

Are you known by any other name? ☐ Yes ☐ No If yes, please provide details.

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

Date of Birth

Employee Number (if applicable)

Position held with employer

(please select from the list below, or alternatively view list on page 6 if drop-down box is not available)

Residential Address (no PO Boxes)

Mobile Number

Work Phone Number

Email Address

Section 3 – Card Delivery

The Organisation nominates for cards to be sent either to a Branch or Business address. If you are unsure of the facility card delivery options please contact 1300 650 107.

If the Organisation has nominated Branch for card delivery please provide:

BSB or Branch Address

Section 4 – Card Limit (to be completed by Organisation)

Credit Card Limit. Minimum Credit Limit should be \$1000 (Multiples of \$100)

Section 5 – Transaction Limit and Merchant Restrictions (to be completed by the Organisation)

Please select from the below list the restrictions that will apply to the card account. Should you wish for a different set of restrictions/limits to apply please contact your Westpac Representative or complete the Transaction Limit and Merchant Restrictions Annexure.

- ☐ No limits across all merchant categories
- ☐ No limits across all merchant categories, Cash Advance transactions are blocked
- ☐ No limits across all merchant categories, \$1,000 transaction limit for Cash Advance transactions
- ☐ \$10,000 transaction limit across all merchant categories, Cash Advance transactions are blocked
- ☐ \$5,000 transaction limit across all merchant categories, Cash Advance transactions are blocked
- ☐ \$2,000 transaction limit across all merchant categories, Cash Advance transactions are blocked
- ☐ \$1,000 transaction limit across all merchant categories, Cash Advance transactions are blocked
- ☐ None of the above. A different restriction is to be applied.

(The Merchant Categories as outlined by Mastercard and Visa are: Airlines, Auto Expenses, Auto Rental, Business Expenses, Communications, Education Services, Financial Services, Food & Beverage, Lodging, Medical, Personal Expenses, Professional Services, Retail, Transport).

Section 6 – 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.

Section 7 – 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.

Section 8 – Cardholder Acknowledgements and Consents

I, the person named in this request as Cardholder consent to the issue of a Corporate or Purchasing Card selected above ('the card') in my name for my use as agent of the principal named on this form. I acknowledge that use of the Card issued will be governed by Corporate or Purchasing Cards Conditions of Use which will accompany the Card and by which I agree to be bound. I specifically acknowledge that I shall not incur personal liability in use of the card except where I use the Card after receipt of notice of its cancellation in which event my liability will be joint and several with that of the Principal. I further acknowledge that the Card will only be used by me for business purposes, and not for private or personal purposes under any circumstance.

Cardholder Signature

X

Date

/ /

Section 9 – Authorisation

This form must be signed in accordance with the current authorisation held by Westpac. Westpac will not act on these instructions unless the signatories are authorised to do so under the current authorisation held by the Bank. This form is to be signed by:

- **Company:** Two Directors or a Director and Company Secretary
- **Trust:** Trustee – if a Company (see above) or by an Individual Trustee
- **Association:** In accordance with Minutes of Meetings or other authority
- **Partnership:** Two Partners or other authority

OR

Authorised Signatory(ies)

To be signed in accordance with the instructions provided by the Organisation at establishment of the facility

Signatory 1.

Name

Position/Title

Signature

Date

Signatory 2.

Name

Position/Title

Signature

Date

Section 10 – Verifying Officer Authorisation

In my role as Verifying Officer, I have identified the cardholder nominated in this form.

Name

Position/Title

Signature

Date

Verifying Officer Customer Number

If this form is signed by Authorised Signatory(ies) please email commercialcards@westpac.com.au
Alternatively please return the signed form to your Westpac representative.

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The Westpac representative is to verify signatures and check that the form has been signed in terms of the authority held if signed by Director/Secretary.

Cardholder CIS Key

Cardholder WBC IDV

Westpac Representative Name

Signature

Phone

Salary Number

Position held with employer (please select from the positions listed below):

Accountant	Customer Service Officer	Partner
Accounts Officer	Deputy Principal	Payroll Officer
Administration Manager	Director	Practice Manager
Administration Officer	Executive Assistant	Principal
Administrator	Executive Director	Property Manager
Analyst	Executor	Receptionist
Assistant Accountant	Finance Manager	Sales Manager
Associate	Finance Officer	Secretary
Bookkeeper	Financial Controller	Senior Manager
Business Analyst	General Manager	Settlements Officer
CEO	Group Accountant	State Manager
Chairperson	Group Financial Controller	Supervisor
Chief Financial Officer	Human Resources	Team Leader
Chief Operating Officer	Manager	Team Member
Clerk	Managing Director	Travel Consultant
Commercial Manager	Office Accountant	Treasurer
Company Secretary	Office Bearer	Treasury Officer
Consultant	Office Manager	Volunteer
Credit Controller	Operations Manager	
Credit Officer	Owner	