



Commercial Card – Maintenance of Limits and or Merchant Restrictions

Please complete this form when requesting an increase or decrease for a Commercial Card Product credit limit or to change transaction limits.

Section 1 – Organisation Details.

Organisation name

Facility Number

Section 2 – Transaction Limit and Merchant Restrictions.

Please nominate merchant category(ies) and a transaction limit, if applicable, that will apply to the below listed cards.

Cardholder Name	Card Number
	<div></div>
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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.

- ☐ 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 3 – Credit Limit Change (multiples of \$100).**Note:** Limit changes are subject to facility credit limit. Minimum Credit Limit should be \$1000.

Cardholder Name	Card Number	New Credit Limit
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Section 4 – 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

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

Westpac Use Only (Load to CCU).

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

Westpac Representative Name

Signature

Phone

Salary Number

Date