



## Commercial Card Facility Hierarchy Structure Information – Sub-level

Please attach a hierarchy diagram identifying the position of the new sub-level in your business entity hierarchy.

### Additional departments/levels

Facility name

Facility number

Name of sub-level to be added


This sub-level to report to *(Identify branch department/region/division/business entity)*

Business name to appear on cards *(for new sub-level)*

New sub-level contact name and mailing address, if different from the facility mailing address and contact.  
*(for all communication for this Facility Sub-Level and for card delivery)*

Sub-level contact name

Sub-level mailing address

Are direct debit account details for this level to be different to facility details?  
(If YES  please complete the following details)

Yes ☐ No ☐

### Direct debit request (DDR)

Complete this request to vary your Direct Debit Authority provided in relation to the Facility and to authorise Westpac until further notice, in writing to automatically withdraw payment using the Bulk Electronic Clearing system from your account described below, amounts which Westpac (“The User”) may debit or change that account, in relation to use of any cards issued under the Facility for the Sub-Level identified on this form.

### Schedule

I/We request you, until further notice in writing, to debit my/our account described in the schedule below, amounts which **Westpac Banking Corporation** (the User), may debit or charge me/us through the Direct Debit System for:

- Commercial Cards Facility Number/Company ID Number #008697

Name and address of Financial Institution at which your account is held

Name of account which is to be debited.

**Note:** Direct debiting is not available on the full range of Westpac accounts. If in doubt please refer to your financial institution.

### BSB and account details

BSB

Account Number

Customer's signature(s). I/We have read and acknowledge that this direct debit arrangement is governed by the terms of the Direct Debit Request Service Agreement received from Westpac and the Bank's Commercial Card Facility Terms & Conditions. (all authorised signatories to sign)

Name (please print)

Signature

Date

Name (please print)

Signature

Date

### Westpac use only

**Westpac representative** is to verify signature(s) and that the form is signed in terms of authority held. Complete details below.

☐ Where this form has not been signed in section 4, tick the box to confirm that written authorisation has been obtained and signatures have been verified.

Westpac Representative's name

Contact Fax number

Signature

Date

If this form is signed by Authorised Signatory(ies) please email [commercialcards@westpac.com.au](mailto:commercialcards@westpac.com.au)

## DDR Service Agreement

This Direct Debit Request ('DDR') Service Agreement is issued by Westpac Banking Corporation ('the Bank').

### Our Commitment To You.

- We will notify you in writing of changes as soon as reasonably possible and at least 14 days before the change is made, unless we believe the change is unfavourable to you in which case we will give you at least 30 days' notice.
- The Bank will keep information relating to your nominated financial institution account (the 'nominated account') confidential, except where required for the purposes of conducting direct debits with your financial institution.
- If you make an additional payment to your Account that is only a partial payment and this still leaves a debit balance on your Card, your automatic repayment arrangements for the month will remain unchanged.
- Cards with credit balance at the end of the month will not net off against the debit balance of other card accounts.

### Your Commitment To Us.

It is your responsibility to:

- Ensure your nominated account can accept direct debits;
- Ensure that there are sufficient clear funds available in the nominated account to meet each drawing on the due date;
- Advise immediately, if the nominated account is transferred or closed, or your account details change;
- Arrange a suitable payment method if the Bank cancels the drawing arrangements;
- Ensure that all authorised signatories nominated on the financial institution account to be debited, sign the Direct Debit Request.

### Can You Change The Direct Debit Repayment Arrangements?

Subject to the terms and conditions of your nominated financial institution account and the Bank's Commercial Card Facility Terms & Conditions, you may alter the drawing arrangements. Such advice should be received by us at least 7 business days prior to the drawing date for any of the following:

- Changing your nominated account number
- Deferring a drawing
- Altering a DDR schedule
- Cancelling the drawings completely – you must either provide an alternate account number for future drawings or cancel your facility.

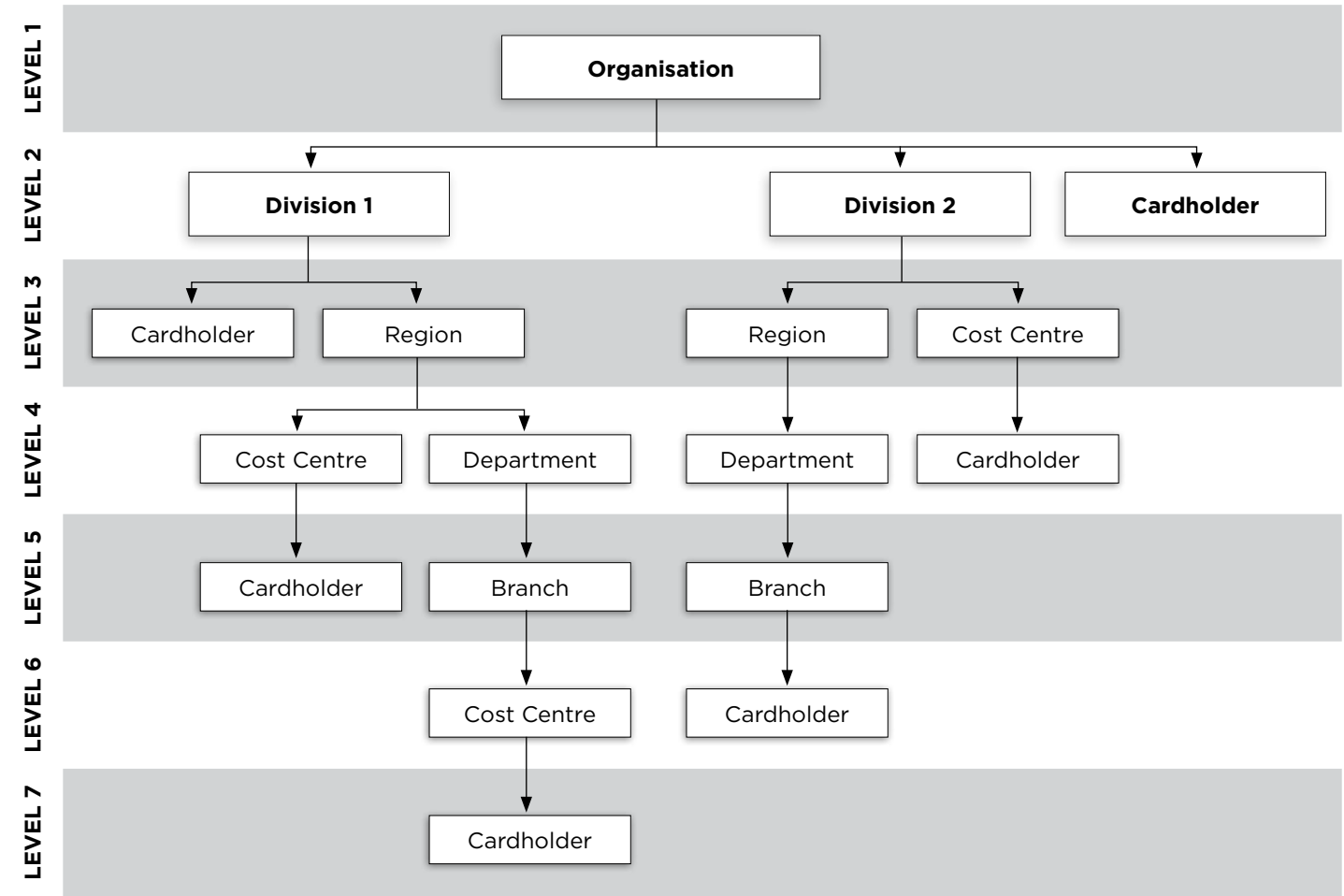
If you require further information, please call the Commercial Card Customer Service Line on 1300 650 107.

### Other Information.

- The details of your drawing arrangements are contained in the DDR schedule.
- The Bank requires that instructions from a customer to stop or in any way alter the drawing details be in a written form.
- The Bank reserves the right to cancel the drawing arrangements if three consecutive drawings are dishonoured by your financial institution, and to arrange with you an alternative payment method. Please refer to your Terms and Conditions Booklet for more information regarding dishonoured drawing arrangements.

Hierarchical structure guide

The hierarchical structure for a Corporate or Purchasing Card Facility can be up to seven levels, from organisational level through to cardholder level, as shown in the following example.



The above grids have been provided to assist the Program Administrator to develop the Card Program’s hierarchical (and reporting) structure. You may wish to develop the structure on-line or manually, using the boxes as guides.

The top level of the structure should be the organisation, from which as many vertical strands as required may be established. The lowest level of each vertical strand must be cardholders. The remaining levels of the structure may be as many or few reporting levels as required by the organisation.