

Corporate and Purchasing Card Facility Hierarchy Structure Information – Sublevel

Please attach a hierarchy diagram identifying the position of the new sublevel in your business entity hierarchy.

Additional departments/levels

Facility name

Facility number

Name of sublevel 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

Postcode

Are direct debit account details for this level to be different to facility details? Yes No (If YES ► please complete the following details)

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 Details

Name and address of financial institution at which your account is held

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Name of account which to be debited

BSB

Account number

DDR Service Agreement

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

Our commitment to you

- We will give you at least 14 days notice if we need to change your direct debit arrangement.
- We will keep your information relating to your nominated financial institution account confidential, except where required for the purposes of conducting direct debits with financial institution.
- If your due date for payment falls on the weekend or a National Public Holiday or a 29th, 30th or 31st, which may not exist within certain months, we will automatically direct debit the payment on the next business day.

Your commitment to us

It is your responsibility to:

- Please ensure that your nominated account can accept direct debits.
- Please ensure that there are sufficient funds available in the nominated account, on the due date to cover the direct debit.
- You need to let us know as soon as possible, if the nominated account is transferred or closed or your account details have changed.
- If your Direct Debit Request arrangement is cancelled for any reason, you need to arrange an alternative method of making your payment.
- Please 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 'arrangement'?

Subject to the terms and conditions of your nominated financial institution account and the Corporate and Purchasing Card Conditions of Use, you may alter the drawing arrangements. Such advice should be received by us in writing at least 7 business days prior to the drawing date for any of the following:

- Change your nominated account number
- Deferring a payment.
- Altering a DDR payments
- Cancelling the payment completely – you must either provide an alternative account number for future drawings or cancel your facility.

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

Other information

- The details of your drawing arrangement are contained in the DDR schedule.
- If we cannot withdraw the nominated amount from your account (for example there is not enough money in your account) we may dishonour the withdrawal. Please check the Terms and Conditions of your account to see whether dishonour fees apply.

I/We (the Applicant whose details are set out on this form) request and authorise Westpac Banking Corporation ("Westpac"), until further notice in writing, to debit my/our account described in the Schedule below, amounts which Westpac (the User) may debit or charge me/us through the Direct Debit System for Commercial Cards User ID # 008697. I/we acknowledge that where the designated Bank Account, is not a Westpac account Westpac may request the applicant to provide further documentation or security.

By signing below, I/we acknowledge that we have read the Direct Debit Service Agreement set out above, and acknowledge and agree that this Direct Debit Request is governed by this agreement and by the Corporate and Purchasing Cards Conditions of Use.

This Direct Debit request varies the original Direct Debit I made in relation to the Facility, to and only to the extent of making payments in respect of cards provided for the sublevel identified on this form. I acknowledge that billing of card fees and issuing of statements for this Sub Level will be as instructed for the Facility.

(All authorised Applicant signatories to sign)

Name Title

Signature Date

Name Title

Signature Date

Declaration Manager (This section must be completed):

I have checked the application and ensured that all relevant areas have been completed correctly, and all relevant material provided.

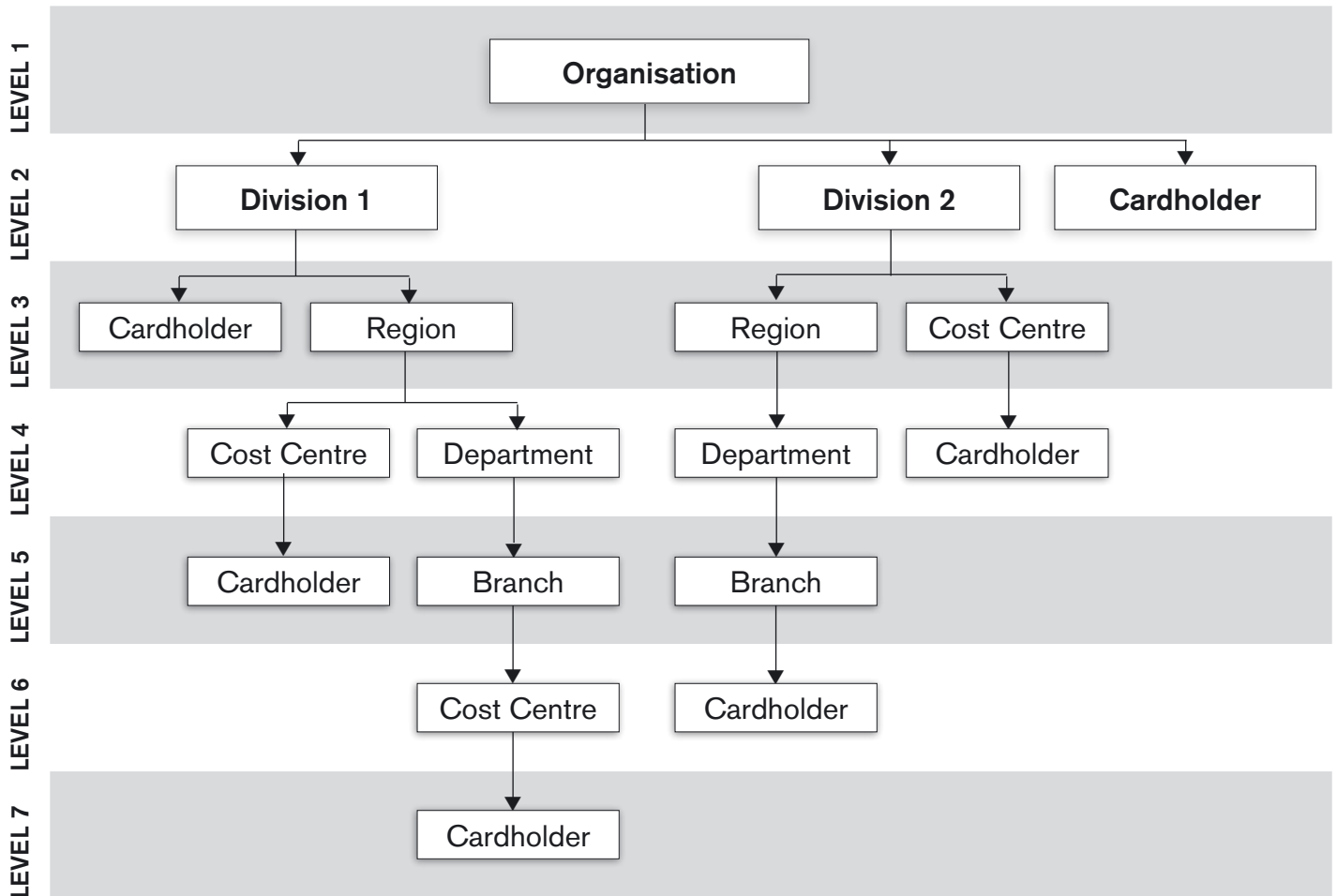
Relationship Manager name

Manager number Relationship Manager BSB

Relationship Manager contact telephone number Relationship Manager signature

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.