



# Commercial Card – Cardholder Application

Before completing this form please read the section 'Acknowledgements and Consents' on page 2.

## 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 – 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.

### Privacy Statement.

Your privacy is important to us, and so is being transparent about how we collect, use, and share your personal data. 'Personal data' means any information relating to you where you are either identified or identifiable directly from that information or indirectly from that information in combination with other information. This Privacy Notice is intended to help you understand our processing of your personal data (which includes collection, use, sharing, storage and other operations we perform in relation to your personal data). Where you provide personal data about other individuals, you must tell those individuals that you have supplied their information to us and make them aware of the content of this Privacy Notice.

### What type of personal data do we collect and hold relating to you?

We collect the following types of personal data:

- Name
- Date of Birth
- Telephone Number
- Address Details (residential, mailing and email)
- Occupation
- Employee ID
- Westpac customer number
- Employer Details
- Bank Account Details
- Signature

If you do not give us all the personal data we require, we may need to reject your application, or we may no longer be able to provide a product or service to you.

## Section 6 – Cardholder Acknowledgements and Consents (continued)

### How do we collect your personal data?

We may collect your personal data directly from you or indirectly, in certain circumstances we may collect personal data about you from third parties (e.g. other Westpac Group companies, your employer or from publicly available sources). We collect personal data directly from you when we process your application, provide you with and manage your product or service.

### Why is your personal data being collected?

This section sets out the purposes for which we collect your personal data, and the grounds on which we are authorised to collect it. To understand why we are authorised to collect your personal data, which may include a legitimate interest to process your personal data, please refer to the information provided on these points in our 'EU Data Protection Policy'. To access our 'EU Data Protection Policy', please refer to the 'Further Information' section on the next page. In the event that we intend to use your personal data for any other purpose, we will provide you with information on the new purpose or provide you with an updated Privacy Notice before using your personal data in this way.

We are allowed to use your personal data in the following circumstances:

- We collect your personal information in order to provide products and services that you have requested in this application.

### Who do we share your personal data with?

We may share your personal data with companies within the Westpac Group. We may also provide your personal data to organisations outside the Westpac Group (some of which are located outside of Australia or the European Economic Area).

### How do we secure your personal data?

We use a range of physical, electronic and other security measures to protect the security, confidentiality and integrity of the personal data we hold. For example:

- access to our information systems is controlled through identity and access management controls;
- employees are bound by internal information security policies and are required to keep information secure;
- all employees are required to complete training about information security; and
- we regularly monitor and review our compliance with internal policies and industry best practice.

Unfortunately, no data transmission over the Internet or data storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you have with us has been compromised), please immediately contact us (please refer to the 'How to contact us?' section on the next page).

### Where do we store your personal data?

We store your personal data in Australia.

### How long do we keep your personal data?

We retain your personal data until such time as the purpose of processing has been achieved or for any period of time specified by applicable law, whichever is the greater. If we no longer need to use your personal data for the purposes set out in this Privacy Notice, we will take reasonable steps to destroy or de-identify your personal data.

### What are your rights?

Our Privacy Policy and the EU Data Protection Policy covers:

- how you can request access to or correct the personal data we hold about you;
- how you can make a complaint where you have concerns about our handling of your personal data (including where you believe there has been a breach of the local privacy law), and how we will deal with your complaint.

If you are not satisfied about how we are processing your personal data, or you would like to make a complaint, please contact us (see the 'How to contact us?' section on the next page).

We will let you know if we need any further information from you to resolve your complaint. We aim to resolve complaints as quickly as possible. We strive to resolve complaints within five (5) business days but some complaints may take longer to resolve. If your complaint is taking longer, we will let you know what is happening and a date by which you can reasonably expect a response.

## Section 6 – Cardholder Acknowledgements and Consents (continued)

### How to contact us?

If you are not satisfied with how we may handle your personal information, or you would like to make a complaint you can contact:

- in Australia, our Privacy Officer by calling 1300 130 467, using the Feedback Form or writing to us at Reply Paid 5265, Sydney NSW 2001.
- in the United Kingdom, our Data Protection Officer by, calling + 44 (0) 20 7621 7000, or writing to us at Westpac Banking Corporation, Camomile Court, 23 Camomile Street, London EC3A 7LL.

### For our customers located in the European Union.

The General Data Protection Regulation (GDPR) regulates the collection, use, disclosure or other processing of personal data under European Union (EU) law. Personal data means any information relating to you from which you are either identified or may be identifiable. The GDPR aims to protect the personal data of individuals located in the EU and harmonise data protection laws across EU Member States.

Our collection, use, disclosure and other processing of your personal data is regulated by the GDPR if:

- you interact with our Westpac UK branch;
- we offer products or services to you whilst you are located in the EU; or
- we monitor your behaviour whilst you are located in the EU (such as through our use of cookies when you interact with us online or for our fraud detection and prevention purposes).

Please refer to our EU Data Protection Policy on our website at [westpac.com.au/privacy/eu-data-protection-policy](https://westpac.com.au/privacy/eu-data-protection-policy) for information about how we manage your personal data under the GDPR.

### Further information.

For more details about how we handle personal data and complaints or how you may exercise your rights, please see our Privacy Policy and EU Data Protection Policy (as applicable). You can view or download a copy of these policies by visiting [westpac.com.au/privacy](https://westpac.com.au/privacy) or requesting a printed copy in a Westpac branch or by contacting us using the details in the How to contact us section above.

### Our reporting obligations.

We are required to identify certain US persons in order to meet account information reporting requirements under local and international laws. If you or (where you are applying on behalf of an entity) the entity and/or any office bearer\* of the entity and/or any individual who holds an interest in the entity of more than 25% (a Controlling Person) are a US citizen or US tax resident, you must telephone 1300 658 194 at the time of completing this application. When you contact us you will be asked to provide additional information about your US tax status and/or the US tax status of the entity and/or any Controlling Person which will constitute certification of US tax status for the purposes of this application.

Unless you notify us that you or (where you are applying on behalf of an entity) the entity and/or any Controlling Person are a US citizen or US tax resident as specified above, by completing this application you certify that you or (where you are applying on behalf of an entity) the entity and/or any Controlling Person are not a US citizen or US tax resident. If at any time after account opening, information in our possession suggests that you, the entity and/or any Controlling Person may be a US citizen or US tax resident, you may be contacted to provide further information on your US tax status and/or the US tax status of the entity and/or any Controlling Person. Failure to respond may lead to certain reporting requirements applying to the account.

\*Director of a company, partner in a partnership, trustee of a trust, chairman, secretary or treasurer of an association or co-operative.

### Definitions.

'We', 'our', 'us', 'Westpac' means Westpac Banking Corporation ABN 33 007 457 141. 'Westpac Group' means Westpac Banking Corporation and its related bodies corporate.

### Cardholder Signature

X

Date

/ /

## Section 7 – 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
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

### Signatory 2.

Name	Position/Title
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

## Section 8 – Verifying Officer Authorisation

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

Name	Position/Title	
<input type="text"/>	<input type="text"/>	
Signature	Date	Verifying Officer Customer Number
<input type="text" value="X"/>	<input type="text" value="/ /"/>	<input type="text"/>

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

**Westpac Use Only**

*Load to New Business*

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                      |                     |