



# New Cardholder Request

**Corporate Charge Card, Corporate Credit Card and Business Credit Card**

**1 Company details**

Accountholder company name

Accountholder facility number

New credit card number (Bank use only)

Company number

**2 New cardholder's details**

Title  Full given name/s  Middle name  Family name

Other names known by (if any)  Name to appear on card (including title, e.g. Mr Ian Smith – maximum 21 characters)

Work telephone number  Mobile telephone number  Date of birth (dd/mm/yyyy)  Gender M  F  Driver's licence number

**3 Postal address for correspondence (e.g. monthly statements)**

(Maximum 26 characters)

(Maximum 26 characters)

Suburb (Maximum 26 characters)  State  Postcode

Residential address (PO Box not acceptable)

(Maximum 26 characters)

(Maximum 26 characters)

Suburb (Maximum 26 characters)  State  Postcode

**4 Card control options**

Cardholder's limits (whole dollars)

Monthly card limit  Individual transaction limit  Cash access Yes  No  Hierarchy Reporting level

Note any other agreed controls and instructions

**5 Cardholder consent**

I 'the cardholder' consent to the issue of a Commonwealth Bank Business and/or Corporate Credit Card 'the Card' in my name for my use as an agent of the Accountholder named above. I agree to only use the Card for the purpose of paying expenses incurred in the course of the Accountholder's business.

**Privacy Acknowledgement and Consent**

I agree to the Bank's use and disclosure of my personal information, as specified in the Privacy Acknowledgement and Consent section of this form.

I/We declare that the details as shown on this form are complete and correct.

Full given name/s  Full a Signature of cardholder  Date

## 6 Accountholder consent

I, the Accountholder, authorise the Bank to issue a Commonwealth Bank Business Credit Card, Corporate Charge Card or Corporate Credit Card to the abovementioned cardholder who will operate as my agent. I acknowledge that the Card is to be issued on the basis that the cardholder will only use the Card for the purpose of paying expenses incurred in the course of my business. I understand that I have no claim against the Bank for any use of the Card that is contrary to the purpose for which it is issued.

Full given name/s

Full given name/s

Authorised signatory/ies of Accountholder

Date

## 7 Cardholder identification details (complete one of A, B or C only)

**A** Commonwealth Bank accountholders can simply list their Commonwealth Bank account number in the table below:

Account type (e.g. Streamline, MasterCard) BSB Account number

**B** Alternatively a company's authorised verifying officer can sign the following statement:

The cardholder's signature shown on page 1 has satisfied the Anti-Money Laundering and Counter-Terrorism Financing Act

Name of verifying officer

Signature

Date

**C** If the above options are not available, please take this form to your nearest Commonwealth Bank branch, where we will be able to verify your identification.

## Bank use only

Document type Document number Name on document Place of issue Issue date Expiry date







For existing bank client Commonwealth Bank account confirmed valid and not stopped

Verification of identity has been completed. The following details have been verified:

- The name of the individual; and
- The date of birth of the individual; or
- The address of the individual

- Ensure that the cardholder and authorised signatory/ies of accountholder have signed form.
- Ensure that identification details in section 7 are complete and that the cardholder has been identified in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act
- **Create a CommSee work item** 'New Account' request to 'Corporate Cards' with accountholder facility number, new cardholder's name and any special instructions.
- Fax this application form direct to the Corporate Card Team on **1300 729 512**.

Bank officer

Signature

Staff number

Contact telephone number

CommSee reference number



## Privacy Acknowledgement and Consent

### In this Section

'We', 'us' and 'our' refer to:	The Commonwealth Bank Group member named in the application form accompanying this Acknowledgement and Consent.
'You' and 'your' refer to:	The individual whose information we collect and hold for our purposes.

### Customer information and privacy

#### Collection and verification of customer information

"Customer information" is information about a customer. It includes personal information. The law requires us to identify our customers. We do this by collecting and verifying information about you. We may also collect and verify information about persons who act on your behalf. The collection and verification of information helps to protect against identity theft, money-laundering and other illegal activities.

We use your customer information to manage our relationship with you, provide you with the products and services you request and also tell you about the products and services offered by the Commonwealth Bank Group ("Group"), affiliated providers and external providers for whom we act as agent. If you have given us your electronic contact details, we may provide marketing information to you electronically.

The collection and verification of customer information may be carried out in different ways and we will advise you of the most acceptable methods of doing this. We may disclose your customer information in carrying out verification – e.g. we may refer to public records to verify information and documentation, or we may verify with an employer that the information you have given us is accurate.

Depending on whether you are an individual or an organisation, the information we collect will vary. For instance, if you are an individual, the type of information we may collect and verify includes your full name, date of birth and residential address. If you are commonly known by 2 or more different names, you must give us full details of your other name or names.

For instance, if you are a company, we may collect and verify information, including company incorporation and registration details, as well as details of the company's officers and its major shareholders.

If you are acting as a trustee, we may ask you for, amongst other things, information on the beneficiaries of the trust and evidence of the existence of the trust.

If you are a partnership, we may require information including evidence of the fact that the partnership exists, as well as the full name of the partnership, the names of the partners and any business name owned by the partnership.

For other organisations, the kind of information we collect and verify will depend on the type of organisation you are.

In addition, during your relationship with us, we may also ask for and collect further information about you and about your dealings with us. You must provide us with accurate and complete information. If you do not, you may be in breach of the law and also we may not be able to provide you with products and services that best suit your needs.

#### Protecting customer information

We comply with the National Privacy Principles as incorporated into the Privacy Act 1988 (Cth).

We disclose customer information to other members of the Group (including overseas members), so that the Group may have an integrated view of its customers and to facilitate the integrated treatment of its customers. It also enables other members of the Group to provide you with information on their products and services.

#### Other disclosures

At common law, banks are permitted to disclose customer information in the following circumstances:-

- 1.1 where disclosure is compelled by law; or
- 1.2 where there is a duty to the public to disclose; or
- 1.3 where our interests require disclosure; or
- 1.4 where disclosure is made with your express or implied consent.

So that we can manage our relationships, customer information may be disclosed to:

- brokers and agents who refer your business to us;
- any person acting on your behalf, including your financial adviser, solicitor, settlement agent, accountant, executor, administrator, trustee, guardian or attorney;
- financial institutions who request information from us if you seek credit from them;
- if you have borrowed from the Bank to purchase property valuers and insurers (so that the Bank can obtain a valuation of your property, and confirm that it is insured);
- if you have insurance: medical practitioners (to verify or clarify, if necessary, any health information you may provide), claims investigators and reinsurers (so that any claim you make can be assessed and managed), insurance reference agencies (where the Bank is considering whether to accept a proposal of insurance from you and, if so, on what terms); and
- organisations to whom we may outsource certain functions.

In all circumstances where our contractors, agents and outsourced service providers become aware of customer information, confidentiality arrangements apply. Customer information may only be used by our agents, contractors and outsourced service providers for our purposes.

We may be required to disclose customer information by law, e.g. under Court Orders or Statutory Notices pursuant to taxation or social security laws or under laws relating to sanctions, anti-money laundering or counter terrorism financing.

We may send customer information overseas if:

- that is necessary to complete a transaction, or
- we outsource certain functions overseas.

We may also be permitted, as distinct from required, to disclose information in other circumstances. For more information, please refer to our Privacy Policy.

Access to your personal information

The law allows you (subject to permitted exceptions) to access your personal information. You can do this by contacting:

Customer Relations  
Commonwealth Bank  
Reply Paid 41  
Sydney NSW 2001

We may charge you for providing access.

#### Further information

For further information on our privacy and information handling practices, please refer to the Group's Privacy Policy, which is available at [commbank.com.au](http://commbank.com.au) or upon request from any branch of the Bank.