

# Cardholder application for Corporate Charge and Corporate Credit Card (with Verifying Officer)

## Privacy

We collect personal information such as contact and identity details of each person nominated on this form to verify your personal details to fulfil the nominated role on behalf of your account holding company. If you would like to know more about how we handle your personal information or how you can access or correct it visit our Privacy Statement on our website [www.commbank.com.au/privacy](http://www.commbank.com.au/privacy)

## Section 1 – Accountholder details

Business (Accountholder) name

Corporate Card facility number

## Section 2 – Cardholder details

Note: legal names must be used in this form. Preferred names are not accepted.

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name\*

Middle name

Last name\*

Other names known by (if any)\*

Mobile number\*

Email\*

Residential address Line 1\*

Residential address Line 2

City\*

State\*

Postcode\*

Country\*

Date of birth (DDMMYYYY)\*

Employee ID

## Section 3 – Postal address for correspondence (e.g. Card delivery, monthly statements)

Address Line 1 (max. 26 characters including spaces)

Address Line 2 (max. 26 characters including spaces)

City

State

Postcode

Cards can only be posted within Australia.

## Section 4 – Card control options

### Required:

Monthly card limit (\$50 increments only)

Cash access

☐ Yes ☐ No

### Optional:

A. MCC Blocking Code

Individual transaction limit

Hierarchy reporting level  
(enter code ONLY)

## Section 5 – Cardholder consent

- I 'The cardholder' consent to the issue of a Commonwealth Bank Corporate Credit Card or Corporate Charge Card 'the Card' in my name for my use as an agent of the Accountholder named on Section 1.
- I agree to only use the card for the purpose of paying expenses incurred in the course of the Accountholder's business.
- I acknowledge that the Accountholder can access my transactional and card data as required either electronically or via a paper statement.
- By signing below, I authorise and consent to the Bank obtaining my personal information to verify details in this application.
- I also agree that you can use my electronic and telephone details to communicate with me electronically (e.g. by email, phone or SMS), including providing updates and reminders.
- I declare that the details as shown on this form are complete and correct.

Given name(s)

Surname

Signature of Cardholder

Date (DDMMYYYY)

## Section 6 – Accountholder consent

I, the Accountholder, authorise the Bank to issue a Commonwealth Bank 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 acknowledge that the name of individual persons given to the Bank are true and correct and that the law prohibits the use of false names, as well as the giving, use or production of false and misleading information or documents in connection with the provision of financial services and the making, possession or use of false document in connection with an identification procedure.

Given name(s)

Surname

Signature of Authorised Signatory 1

Date (DDMMYYYY)

Given name(s)

Surname

Signature of Authorised Signatory 2

Date (DDMMYYYY)

## Section 7 – Card identification details (complete one of A, B or C only)

**A.** If you have an existing NetBank Client Number with the same name and date of birth, you can use this to verify your identity and link your new Corporate Card to your NetBank and CommBank app.

If you choose this option, card activation (including PIN setup) will need to occur through NetBank or the CommBank app after you have received your card. You will also be able to view and manage your Corporate Card on NetBank and the CommBank app, including activating your card and setting your PIN.

For more information, go to [commbank.com.au](http://commbank.com.au) and search for "Link my Corporate Card to online banking".

Please enter your NetBank Client Number here:

**B.** Visit the nearest Commonwealth Bank Branch (with original identification) to be verified by a bank officer

**OR**

A prescribed person can certify copies of your identification document/s and complete, sign and stamp a Certified Copies Identification Form (003-210). The original Certified Copies Identification Form and the certified copies of your identification documents must accompany this application form.

**C.** If the Accountholder has appointed a Verifying Officer for this Corporate Credit Card or Corporate Charge Card facility, and you do not wish to have access to NetBank, the Verifying Officer can confirm the Cardholder has been identified by signing the following statement:

I confirm that the Cardholder named in Section 2 has been identified by me as required under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

Given name(s)

Surname

Signature of Verifying Officer

Date (DDMMYYYY)

Note: It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to make a false or misleading statement.

**Bank use only** (Identification details e.g. Passport, Drivers Licence details, etc.) must be completed in all cases where customer identification is obtained.)

NOTE: If establishing a CommSee profile for ID verification purposes, please also obtain the individual's consent to establish NetBank and input their new NetBank ID in section 7, part A.

CID number

CommSee reference number

Document type

Document number

Name on document

Place of issue

Issue date  
(DDMMYYYY)

Expiry date  
(MMYYYY)


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

Verification has been performed for the customer

☐ Full name, **and** ☐ Date of birth, **or** ☐ Residential Address

- Ensure that the Cardholder and 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** Under category select Business Finance. Under Request Type select Business Card and follow the additional cardholder template. Assign to (team) Corporate Cards.

Bank officer's name

Staff number

BSB

Bank officer's signature

Date (DDMMYYYY)