



# BusinessChoice Credit Card – Maintenance Form

This form is for customers who would like to make any changes to an existing BusinessChoice facility or credit card.

## Section 1 – Business Details

Business, company or organisation name (as registered with ASIC)

Facility number

ABN

## Section 2 – Maintenance option(s)

Please select the type of amendment you want to make to the card Card(s) or facility by ticking the appropriate box below

### For Facility Maintenance

- Facility Closure (1, 3 & 15)
- Change of Business Name (1, 4, & 15)
- Change of Address (1, 5 & 15)
- Change of Point of Contact Person (1, 6 & 15)
- Switch Rewards Program (1, 13 & 15)
- Change Bill Date/Sweep Days (1, 2 & 15)

### For Card Maintenance

- Transfer Credit Balance (1, 7 & 15)
- Reverse payment made to individual Card (1, 8 & 15)
- Change of Cardholder Name (1, 9 & 15)
- Additional Cardholder(s) (1, 10 & 15)
- Cancel a Card(s) (1, 11, 15)
- Reallocate Cardholder Credit Limits (1, 12 & 15)

Amend Bill date \*Enter new bill date  bill must be between 2nd and 28th of the month

Number of sweep days  5  15  25  other

**\*Note:** If you are reducing the existing statement date, the next statement and payment period may be extended by an additional month. Example: If the last statement cycle closes on the 15th of August and the statement date is being changed to the 10th, the next statement cycle will close on the 10th of October.

## Section 3 – Facility Closure Request

**Complete this section if you want to close your BusinessChoice Cards Facility with the Facility number entered on this Form (“Facility”), including all Cards issued to Additional Cardholders.**

By selecting the tick (✓) the box below and signing the form, you are directing Westpac to close the Facility and cancel any remaining associated Cards.

**Close the above BusinessChoice Facility and all of the Cards attached to this Facility**

Please note that in accordance with the terms and conditions, the Business and Principal(s) (if any) remain liable for any outstanding debts of the Facility, even after termination, and it is the responsibility of the Business and Principal(s) (if any) to ensure that all Cards attached to the Facility are destroyed and any existing recurring payments are cancelled.

**Note:** Cancelling this facility may require you take further actions as a result of closing the facility including:

- You will need to contact merchants to cancel any recurring payments as these may be processed and charged (if applicable) in accordance with your facility’s Terms and Conditions.
- If you have a Business Credit Card Data Feed set up on this Facility, we’ll deactivate your current Data Feed and stop charging you fees from the next statement cycle.
- Any pending charges, fees, and interest may still be processed and must be paid according to your facility’s Terms and Conditions.

### Section 4 - Change of Business Name

Original evidence in the form of certificate of change of business or company name must be presented to a Westpac representative for the change to take place.

New Business name

Business name to appear on Card (Max 21 characters)

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### Section 5 - Change of Address

Please enter the new registered or postal address for the Facility. **Note:** Statements and cards will be sent to the nominated postal address.

New **postal** address

Suburb

State

Postcode

Country

New **Registered** address - *Must match company records and customer profile*

Suburb

State

Postcode

Country

### Section 6 - Change of Point of Contact Details (Business Liability only)

Please enter the new details of the point of contact for the Business named in Section 1.

Full name of new point of contact for the Business

Phone number

Email address

#### Consent of contact for the Business.

By signing below the person named in this application as the point of contact for the Business consents to be the contact for all notices, correspondence, and other communication about the BusinessChoice Cards Facility as agent of the Business named above.

Business point of contact signature

Date

### Section 7 - Transfer Credit Balance

If you have cancelled a Cardholder's Card Account and there is a remaining credit balance, complete the details below to transfer the remaining credit balance to the nominated account.

*Details of cancelled card*

Card number (16 digits)

Cardholder name

*Details of where credit balance is to be transferred*

BSB

Account number

Credit balance amount

### Section 8 – Reverse payment made to individual Card

If an amount has been incorrectly credited to the above Card Account or Cardholder, complete the details below to transfer the credit amount to either the Billing Account or a nominated Card Account.

#### Details of incorrectly credited amount

Card number (16 digits)

Cardholder name

Date of credit

Credit amount

#### Details of where amount is to be transferred

BSB

Account number

Nominated Card number (16 digits)

Cardholder name

### Section 9 – Change of Cardholder Name

Original evidence in the form of marriage certificate, birth certificate, deed poll certificate or divorce document must be presented to a Westpac representative as evidence of the change.

Card number

Previous Cardholder name

#### New name

Surname

First name

Title

### Section 10 – Additional Cardholder Request

Please photocopy and complete this section for each additional cardholder.

Please note that if the proposed additional cardholder is not an existing customer of Westpac, they will need to be identified and the card may not be issued until we receive all of the information we require.

Total number of additional Cardholders requested

#### Additional Cardholder Details.

Customer number

Date of birth

First name

Last name

Residential address (Cannot be a PO Box)

Card Limit Allocation \$

Daily Cash Limit at ATM/Bank/Branch counter (Please tick ✓)

\$200  \$300  \$400  \$500  \$1,000  \$2,000

Min \$1,000 per card

**Note:** Any Cardholder credit limit allocated to the new Cardholder added by this form must not increase the Business Credit limit unless this form is accompanied by a Business Credit Limit increase request.

**Section 10 – Additional Cardholder Request (continued)**

**Additional Cardholder’s Consent.**

By signing below:

- I consent to the issue of a BusinessChoice Credit Card as requested in this form (the ‘Card’), in my name for use as agent of the Business and Principal(s) (where applicable) named in this form.
- I confirm I will only use the Card in accordance with the BusinessChoice Cards Terms and Conditions which will accompany the Card and by which I agree to be bound, including to use the Card predominantly for business purposes.
- I give the acknowledgements and consents in Section 14 and specifically acknowledge that I shall not incur any personal liability for use of the Card except where I use the Card after receipt of a notice of the Card’s cancellation in which event my liability will be joint and several with that of the Principal(s) and/or Business.

New Cardholders signature

X

Print name

Date

/ /

**Section 11 – Cancellation of Card(s)**

Please list below any individual Card(s) that you want to cancel and transfer the remaining credit balance (if any)

Cardholder number (16 digits)	Cardholder name	Destination BSB & Account number for Credit balance

If you need to cancel more than 3 Cards, please photocopy and complete this section for each additional Card that you want to cancel.

**Please Note:**

If any cards being cancelled have been used to set up direct debits, these arrangements will need to be stopped or updated with the merchant to avoid any reoccurring charges.

**Section 12 – Reallocation of Cardholder Limits**

Complete this section each time you want to change a Cardholder Credit Limit.

**Note:** Limit changes are subject to the amount(s) being available within the Business Credit Limit.

Cardholder number (16 digits)	Cardholder name	New Cardholder Credit Limit – minimum \$1,000	ATM Daily Cash Limit (\$200, \$300, \$400, \$500, \$1,000 and \$2,000. If no Daily Cash Limit is selected, default is \$0)	New Bank/ Branch Daily Cash Advance Limit (in multiples of \$100)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

### Section 13 – Switch Qantas Points to Qantas Business Rewards Program

By completing this section and signing the form, the Business and each Principal (if applicable) direct WBC to switch from the Qantas Points rewards program to the Qantas Business Rewards program

- The Business and each Principal (if applicable) make the declarations and acknowledgements set out below and direct WBC to request Qantas switch their Qantas Points program membership to a Qantas Business Rewards program membership

#### Declarations.

The Business and each Principal (if applicable) acknowledge and fully understand that:

- I/we have read, understood and accept the BusinessChoice Rewards Platinum Card Qantas Business Rewards Terms and Conditions that will be applicable to my/our BusinessChoice Rewards Platinum Card facility (as indicated in Section 1 of this form) from the date the Bank tells me/us the Qantas Business Rewards program switch request has been approved and processed.
- First use of a Card issued under the facility once the switch request has been processed by the Bank I/we and the Business will become bound by the BusinessChoice Rewards Platinum Card Qantas Business Rewards Terms and Conditions.
- Effective from the date the switch is processed, Qantas Business Rewards Points will accrue at the Business level, and Qantas Points will no longer accrue at the cardholder level.
- I/we have notified any additional cardholders that reward points will no longer accrue at the individual cardholder level from the date the Bank notifies me/us that the facility is now linked to the Qantas Business Rewards Program. The earning of rewards points up until the date of the switch to the rewards program is in accordance with the BusinessChoice Rewards Platinum Card Qantas Business Rewards Terms and Conditions.
- There are no changes to the underlying facility as a result of the Bank processing my/our request to switch rewards program, including no changes to the business credit limit, card limit(s), interest rate(s), interest free period, annual card fees and other fees charged by Westpac to the facility pursuant to the BusinessChoice Cards Terms and Conditions.
- If applicable, any Direct Debit Request (Card Autopay) arrangement will remain the same.
- The Business may be charged a joining or membership fee to join or be a member of the Qantas Business Rewards program. Refer to [qantasbusinessrewards.com](http://qantasbusinessrewards.com) for full details.
- Westpac has not given and does not purport to give any taxation advice and Westpac recommends that I/we obtain my/our own independent taxation advice.

### Section 14 – Privacy Statement and Consent

#### Privacy Statement.

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [westpac.com.au/privacy/privacy-statement](http://westpac.com.au/privacy/privacy-statement). You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

Our Privacy Statement also explains how you can access and correct your personal information (including credit-related information) or make a complaint. You can call us on 132 032 or visit us in branch to request a hard copy of our Privacy Statement.

#### Marketing Communications.

We will use your personal information to send you offers for products and services we believe may be of interest and value to you (including by email, SMS or other means) unless you have previously told us that you do not want to receive marketing offers from us. The products and services offered may be provided by us or one of our third-party partners. If you do not want to receive direct marketing offers from us, you can manage your marketing preferences in your online banking profile let us know using the contact details in our Privacy Statement or follow the opt-out instructions in the message.

## Section 15 – Authorisation

This form must be signed in accordance with the current authorisation.

Westpac will not act on these instructions unless the signatories who sign this form are authorised to do so under the current authorisation and in the manner stated in the authorisation.

### 15.1 Authorisation (must be signed by all Facilities. Joint and Several Liability Facilities must additionally sign in 15.2)

By executing the form below, the Business named in Section 1 requests Westpac to make the changes set out in the form.

By authorised signatory 1

Print name

Title

Date

By authorised signatory 2

Print name

Title

Date

### 15.2 Principal Authorisation (where the Facility has Joint & Several Liability).

If your details are out of date, please contact us before signing the below.

By signing below, the Principal(s) requests Westpac make the changes set out in this form.

Principal 1 (Print name)

Principal 2 (Print name)

Principal 1 signature

Principal 2 signature

Date

Date

## Section 16 – Westpac Use Section

### Office Use Only.

I confirm that the customer has completed all the required fields in this form and that the Business and Principal(s) (where applicable) details in Service Online are up to date and reflect what has been declared by the Business and Principal(s) (where applicable).

I have confirmed that the Principal(s) (where applicable), additional cardholders, and Business profiles in Service Online have been Westpac Identified and are FTR compliant, including that the Business profile has the ABN recorded.

I attest that all beneficial owners/associated parties are linked (where applicable) and that customer Identification (IDV) and Foreign Tax Residency (FTR) for all persons (including the business profile/s) named in this application are recorded and complete, prior to making this attestation.

Where the business is a company, it is not deregistered, and I have confirmed ASIC directorship.

I have recorded and sent the T&Cs to the customer prior to the customer signing this application.

Where applicable I confirm all additional pages completed are included with this form and the signatures in Section 15 extend to all additional pages.

I have verified signature(s) and the form is signed in terms of authority held, or where this form has not been signed in Section 15, I confirm written authorisation (email/letter) has been obtained and signatures have been verified.

Business CIS Key

Has the Business name been updated in CIS?

Yes  No

**Note:** Above is only required if Section 4 has been completed

**Section 16 - Westpac Use Section (continued)**

Banker name

Salary number

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Signature

Date

**Deliver to your Relationship Manager or any Westpac Branch for verification.**

**Westpac Staff only: Once verified, please email to [commercialcards@westpac.com.au](mailto:commercialcards@westpac.com.au)**