Setting up a new Commercial Card Facility

This form is used if you wish to set-up a new ANZ Commercial Card account

Please fax completed form to **1800 459 143**, or send by mail to ANZ Commercial Cards, Locked Bag 10, Collins St West PO, Melbourne Vic 8007. If you need assistance to complete this form please contact the ANZ Commercial Card Service Centre on 1800 032 481.

Once completed please advise me on fax number

OR/

Once completed please advise me via email address

Please select one of the following options with a 'X' cross.

☐ ANZ Corporate Card

☐ ANZ Visa Purchasing Card

1. Business details

Business or Company name in full

ABN

Business Street Address

Suburb

State

Postcode

Contact Name

Contact Phone number

Business Name to Appear on Cards (19 characters only including spaces)

2. Billing Account Details (if more than one Billing Account, photocopy as necessary)

Billing Account Title

Billing Account Address (Address where all statements and correspondence are sent to)

Suburb

State

Postcode

Contact Name

Contact Phone number

Contact Fax number

3. Authorised Card Collection Officers (can pick up other peoples cards)

Print Name

Specimen Signature

✗

Print Name

Specimen Signature

✗

SPECIAL INSTRUCTIONS FOR ANZ BRANCHES
Please retain this authority for future cards. DO NOT DESTROY. Please ring the above contact when cards are received at ANZ Branch for collection.
Only authorised card collectors on this authority can collect cards from the nominated ANZ Branch.

Address of ANZ branch for the collection of cards.

Branch BSB (if known)

4. Authorised Signatories (for making changes on this Billing Account)

Print Name

Security Code *(for identification purposes)*

Date of Birth (ddmmyyyy)

Specimen Signature

✗

Print Name

Security Code *(for identification purposes)*

Date of Birth (ddmmyyyy)

Specimen Signature

✗

ANZ

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5. Nomination of Verifying Officer (Can complete identification requirements as per FTR Act)*

Print Name	Date of Birth (ddmmyyyy)	Print Name	Date of Birth (ddmmyyyy)

Specimen Signature of Verifying Officer	Specimen Signature of Verifying Officer
✗	✗

* Public authorities and incorporated bodies (which includes incorporated associations and a proprietary company that has traded or maintained an account with a financial institution for a continuous period of two (2) years) may nominate a Verifying Officer under the FTR Act. The Verifying Officer will be responsible for certifying the identification of Authorised Signatories and/or Cardholders to the Principles Billing Account(s). The Verifying Officer must be identified by a 100-point check or Identification Reference in accordance with FTR Act. It is an offence under the FTR Act to make a false or misleading statement.

6. Reporting Options

Please nominate your preferred statement issue date (2nd-29th) eg. 15th of the month ☐☐

Please mark any optional reports you would like to recieve with a 'X' cross

REPORTING OPTIONS If no reporting options are selected, standard reports will still be provided	REQUIRED REPORTS
Statement of Account The Statement of Account consolidates all Cardholder expenditure, adjustments and relevant charges, providing a simple summary of the total amount owing and the Payment Due Date.	standard report
Cardholder Summary Report This report identifies the total expenditure, adjustments and charges relating to each Cardholder for the month and year-to-date.	standard report
Cardholder Activity Report Produced for each Cardholder who has transacted for the monthly billing cycle. Lists details of each transaction such as the date, amount charged, adjustments and 1/11th GST estimate.	standard report
Transaction Limit Exception Report Lists Cardholder(s) and purchase details where a Cardholder has exceeded their nominated Transaction Limit.	☐
Cash Advance Limit Exception Report Lists Cardholder(s) and withdrawal details where a Cardholder has exceeded their nominated Cash Advance Limit.	☐
Nil Card Usage Report Lists all Cardholders that have not used their card in the last monthly billing cycle.	☐
Merchant Category Report Lists all transactions by Merchant Category Group. This report can be issued at either Billing Account or Cardholder level.	☐
Company Financial Summary This report summarises each Billing Account's activity for the month, providing an overview of the Facility. This report details all Billing Accounts associated with the Relationship Account, Billing Account Spending limits, number of cards per Billing Account and a range of other related information.	☐
Cardholder Master Listing This report can be issued upon request or can be automated to be issued on a quarterly basis. This report provides an overview of Cardholder details including Cardholder limits, Cash Advance limits and Transaction Limits.	☐
Electronic Reporting Fees and charges apply. Available on a daily or monthly basis. This enables you to download financial data to your PC via a modem. Data can be integrated into a variety of MIS packages.	☐

7. Authority

Authorised Directors/Partners/Sole Proprietor or a duly Authorised Officer

I declare that I am a Director/Partner/Sole Proprietor or a duly Authorised Officer for the above Client and that the above details are correct for the establishment of features relating to the above Client's account.

Print Name	Signature
	✗

Print Name	Signature
	✗