Dear UQ Corporate Credit Card Applicant,

Thank you for your interest in applying for a UQ Corporate Credit Card. Please be advised that in order to acquire a UQ Corporate Credit Card you will need to complete the following forms, have your identification verified and acquire approvals before your application is considered by FBS.

We ask that you undertake the following tasks:

- **PPL 9.40.02 Corporate Credit Cards** – Read this document to be fully aware of your obligations as a Corporate Credit Cardholder;
- Complete the attached application online before printing and obtaining authorising signatures;
- Return the completed application to expenses@uq.edu.au for processing.

**When will you receive your new CBA Corporate Credit Card?**

Once your application has been approved by FBS please allow up to 3 weeks for your card to be available.

FBS will notify you when your card and PIN will be available for collection from Level 3, JD Story Building (61) St Lucia Campus between 1.30pm and 3.00pm on weekdays or, where pickup is not practicable cards can be sent via secure post by notifying expenses@uq.edu.au once you have received your collection notification.
THE UNIVERSITY OF QUEENSLAND CORPORATE CREDIT CARD APPLICATION

Cardholder Acknowledgement and Declaration
for issue of Commonwealth Bank (CBA) Corporate Credit Card

<table>
<thead>
<tr>
<th>Section A – Applicant’s Details (please complete all fields)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UQ Sign-on/Kerberos ID</td>
</tr>
<tr>
<td>First name</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>UQ Phone Number</td>
</tr>
<tr>
<td>UQ Email Address</td>
</tr>
<tr>
<td>Position</td>
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<tr>
<td>School or equivalent</td>
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<tr>
<th>Section B – GL Code Information (please complete all fields)</th>
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<tbody>
<tr>
<td>Business Unit</td>
</tr>
<tr>
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</tbody>
</table>

I acknowledge and accept that a UQ MasterCard Corporate Card is to be issued in my name and that of The University of Queensland, to be used by me and subject to the following conditions:

1. The card is to be used only for official University purchases of goods and services;
2. Transactions on the card are not to exceed the Transaction Limit without prior approval by the Chief Financial Officer;
3. Any transactions over my transaction limit will not be split. I acknowledge that splitting a transaction is fraudulent and I may be liable to disciplinary action, criminal prosecution and/or civil prosecution;
4. Transactions on the card are not to exceed the limit as set by the University per billing period (month) without prior approval by Chief Financial Officer;
5. The card is not to be used for –
   - Personal purchases for myself (cardholder) or any other persons or institution. I acknowledge that under State law I may be liable to a fine, a term of imprisonment, or both, if a Corporate Credit Card is used with the intention of obtaining goods or services other than for the University;
   - I will not use the card for mixed Business and Private/Personal purchases;
   - Purchasing restricted items;
   - Cash withdrawals from the Bank;
   - Purchasing Foreign Currency (including Traveler Cheques);
   - Purchasing items of equipment for which an asset addition form would be required or are identified as being portable and attractive;
   - Purchasing Memberships for recreational, sporting, or social clubs (except for corporate Qantas Club and Virgin Lounge memberships);
   - Internet transactions which are not on secure sites;
   - Travel expenses which are covered by another payment means.

Applicant’s Initials __________
THE UNIVERSITY OF QUEENSLAND CORPORATE CREDIT CARD APPLICATION

6. I as the cardholder am responsible for custody of the card and PIN, and undertake to safeguard it against unauthorised use;
7. I will not disclose my card PIN to any other person;
8. All unauthorised use of the card must be reported to FBS and the transactions need to be disputed per PPL 9.40.02 Corporate Credit Card - Section 8.4 Disputed Transactions;
9. I as the cardholder am responsible for all transactions on my Corporate Credit Card. I am also responsible for ensuring transactions are reconciled & approved by the 30th of the following month as per PPL 9.40.02 Corporate Credit Cards.

Furthermore;
1. I have read PPL 9.40.02 Corporate Credit Cards and I will adhere to it;
2. I have sufficient knowledge of the Promaster Expense Management system and am able to reconcile my transactions correctly (see Learn.UQ for training material);
3. I confirm that the card must not be used after a notice of termination of employment with the University is given to the cardholder, or is received by the cardholder, or if the cardholder is transferred to duties not requiring use of the card, or if the cardholder is otherwise directed by a senior officer to surrender the card. All transactions must be reconciled to my departure from UQ or transferred to another area of UQ; I as the cardholder will keep a travel diary for all travel exceeding five nights duration;
4. I acknowledge that regular random audits are undertaken on the cards and their use. In these instances I will comply with any requirement to produce all transaction documentation and account for the relevance of the expenditure to the University’s business;
5. I acknowledge that any misuse of the card or breach of conditions can result in immediate withdrawal of the card facility and may render me as the cardholder liable to disciplinary action, criminal prosecution and/or civil prosecution;
6. In the event that I lose my card or it is stolen or damaged I will report this as soon as possible by calling Commonwealth Bank on 13 15 76 and also notify Finance and Business Services via expenses@uq.edu.au;
7. I declare that I am a continuing or fixed term employee of UQ. Employee Number: ________________
   If my employee status at UQ changes from continuing/fixed term to casual or unpaid I will return the card immediately to Finance and Business Services.
### THE UNIVERSITY OF QUEENSLAND CORPORATE CREDIT CARD APPLICATION

<table>
<thead>
<tr>
<th>Applicant/Cardholder</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print name</td>
<td></td>
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<tr>
<td>Date</td>
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<tr>
<th>Head of School or Equivalent</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Print name</td>
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<tr>
<td>Date</td>
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**FBS Internal Use Only**

<table>
<thead>
<tr>
<th>Employment Type</th>
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<tbody>
<tr>
<td>Attendance Type</td>
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<tr>
<td>Checked by &amp; date</td>
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</table>

**FBS EMS Use Only – Application approved by CFO or their delegate**

<table>
<thead>
<tr>
<th>Print name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Date</td>
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</tbody>
</table>
# Cardholder application for Corporate Charge and Corporate Credit Card

## Section 1 – Company details

Business (Accountholder) name: University of Queensland

Corporate Card facility number (required for processing of card to correct facility): 5550 0590 0020 6531

## Section 2 – Cardholder’s (applicant) details

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Mrs</th>
<th>Miss</th>
<th>Ms</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name(s)</td>
<td></td>
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</tr>
<tr>
<td>Surname</td>
<td></td>
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</table>

Other names known by (if any):  

Name to appear on card (including title, e.g. Mr Ian Smith) (max. 21 characters including spaces):

Work telephone number:  

Mobile number:  

Email:  

Date of birth:  

Driver’s licence number:  

## Section 4 – Postal address for correspondence (e.g. monthly statements)

- Address Line 1 (max. 26 characters including spaces): Corporate Card Admin - FBS
- Address Line 2 (max. 26 characters including spaces): Level 3, JD Story Building
- Town/City: St Lucia
- State: QLD
- Country: Australia
- Postcode: 4072

## Section 5 – Card control options

Cardholder’s limit ($100 increments only)

### Required:

- Monthly card limit: $20000.00

### Optional:

- **A. MCC Blocking Code**
  - 001 - Block cash

- Individual (single) transaction limit: $5000.00
Section 7 – 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 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.

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.

Signature of authorised signatory 1

Signature of authorised signatory 2

Section 6 – 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 also agree to the company accessing my transactional and card data as required either electronically or via a paper statement.

Privacy Acknowledgement and Consent

I agree to the Bank’s use and disclosure of my personal information, as specified in the Privacy and Acknowledgement Consent in Section 9 of this form.

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

Given name(s)  Surname

Signature of Cardholder  Date

Section 8 – Card identification details

A. If you are an existing Commonwealth Bank account holder, please provide your Commonwealth Bank account details:

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

B. 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

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

C. Visit the nearest Commonwealth Bank Branch (with original identification) to be verified by a bank officer.
Bank use only (Identification details e.g. Passport, driver’s License details, etc) must be completed in all cases where customer identification is obtained.

CommSee reference number

<table>
<thead>
<tr>
<th>CID number</th>
<th>Document type</th>
<th>Document number</th>
<th>Name on document</th>
<th>Place of issue</th>
<th>Issue date</th>
<th>Expiry date</th>
</tr>
</thead>
</table>

Ensure that the cardholder and accountholder have signed form.

Ensure that identification details in section 8 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.

Verification has been performed for the customer

- Full name, and Date of birth, or Residential Address

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

Bank officer’s name

Staff number

BSB

Bank officer’s signature

Date

Delivery instructions

Once you have completed and signed this form, please fax pages 1, 2 and 3 to 1300 729 512.

Form continued next page
Customer Information and Privacy

What information we collect
In this clause 'you' includes our customer and any person who holds office in an entity which is a customer. We collect information about you (such as your name, address and contact details), and information about your interactions with us, such as transactions on your account. We may also collect publicly available information about you.

Why we collect your information and what we use it for
We collect your information because we are required to identify you in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 and in order to comply with taxation laws, such as the Taxation Administration Act 1953 and the Income Tax Assessment Act 1936. We also collect it to administer our customer relationships and internal processes including risk management and pricing, to meet our obligations in relation to external payment systems and under our arrangements with government agencies, and to identify and tell you about products and services that may interest you (unless you tell us not to). We won’t send you marketing information in your individual capacity unless you separately agree with us that we can.

If you give us your electronic and telephone details, you agree we may use this to communicate with you electronically, by phone or SMS, including providing updates, reminders and (unless you tell us not to) marketing information.

You must give us accurate and complete information; otherwise you may be breaking the law and we may not be able to provide you with the products and services that you require.

If you change your personal details (e.g. address, name or email address) you must tell us straight away.

Who we may exchange your information with
We may exchange your information with other members of the Group who may use your information for any of the purposes we can.

We may also exchange your information with others outside the Group, for example, your representatives, our service providers, other financial institutions (for example, in relation to a mistaken payment claim), enforcement and government authorities, relevant public registers and payment system operators (for example, BPAY Pty Ltd).

Sometimes it may be necessary to send your information overseas – for example, where we outsource functions overseas, send information to Group members overseas, where we need to complete a transaction on your behalf or where this is required by laws and regulations in Australia or in another country. See our Group Privacy Policy for more information.

Our Group Privacy Policy
Our Group Privacy Policy is available on our website at commbank.com.au (follow the Privacy Policy link) or upon request from any branch of the Bank and should be read in conjunction with the above. It contains further details about our information collection and handling practices including information about:

• other ways we may collect, use or exchange your information;
• how you may access and seek correction of the information; and
• how to make a complaint about a breach of your privacy rights, and our complaint handling procedures.

We encourage you to check our website regularly for any updates to the Policy.

How to contact us
For privacy-related enquiries, please contact us by:

• email at CustomerRelations@cba.com.au
• telephone 1800 805 605, or
• writing to the address in our Group Privacy Policy.