

Company's Appointment of Authorised Person Form



Section 1 - Company Information

Company Name (in full)

Access to: (tick one)

Company Account Account Number

(Including all related individual Cardholder's Accounts)

Individual Account Account Number

Please tick the authority and level of access required:

Authorised Person

Enquiry access

- Allows limited access to account to make enquiries only.

Full access

- Allows changes to cards and accounts including limit changes, card cancellations, card reissues and demographic updates. Access to the card administration portal and CitiSFT will be provided.

Authorised Representative

- Submit new applications.
- Receive card synchronisation files.
- Create Virtual Card Numbers (VCN).
- Access to CitiSFT will be provided.

Optional - please tick if required

Access Global Vision

Section 2 - Details of Person Being Authorised

Title Surname Given Name/s Existing Cardholder? Yes No

Date of Birth Mother's Maiden Name Nationality

Occupation Country of Birth

Residential Address Suburb State Postcode

Previous Residential Address (if less than 3 years at current address) Suburb State Postcode Yrs/Mnths there /

Phone Mobile Email

Driver's Licence Number¹ Licence Card Number¹ Expiry Date¹ Issuing State¹

OR
Passport Number¹ Expiry Date¹ Country of Issue¹

Authorisations

Declaration and privacy consent to be signed by all persons

Privacy Consent: By signing this form, the Authorised Person agrees that we may obtain, use and disclose their personal information for the purpose of this authorisation. We may provide the Authorised Person's personal information to related or selected third parties both of which may be in or outside Australia on a confidential basis for the purpose of providing administration or services in respect of this Account. For information about privacy please visit our website www.dinersclub.com.au/privacy.htm.

Electronic Signature Binding: If I elect to sign this document electronically: (A) I am representing that I am the individual identified in the signature block; (B) if I am signing as an Authorised Representative of a company, I am entitled and authorised to legally bind the Company; (C) I agree that my electronic signature is valid and binding and has the same force and effect as if I had manually signed this document.

Signature of Authorised Person/Authorised Representative Date

Declaration by the person being appointed as Participant Authorised Representative

I hereby declare that, in accordance with the *Anti-Money Laundering and Counter Terrorism Financing Act 2006* for any application form for a Diners Club Card, for any agent of the above named Company body, I have collected the full name, date of birth, nationality, residential address and occupation of the agent and evidence of the agent's authorisation to act on behalf of the Company.

Signature of Authorised Representative Date

Signature of Authorised Signatory Date

Name Official Title

1. A Driver's Licence Number with Card Number and state of issue OR Passport Number with expiry date and country of issue is MANDATORY. To comply with identification standards the document(s) must be current and not expired.

▼ Privacy Consents and Notifications

By being Appointed as an Authorised Person/Authorised Representative, you consent as follows:

In this section 'we/us' means Diners Club Pty Limited ("Diners Club") and our related companies that assist us to provide our services and 'you/your' means all borrowers named in this application.

Purposes for which we collect, use and disclose your personal information

- 1) We may collect, use and disclose your personal information (which may include your credit information):
 - to assess this application and future applications and to administer your credit facilities and related services;
 - to conduct reviews of your facility;
 - to comply with applicable laws both in Australia and overseas, including:
 - a) the National Consumer Credit Protection Act;
 - b) the Anti-Money Laundering and Counter-Terrorism Financing Act (AML Act);
 - c) State and Territory property legislation and other property-related laws (for example, to register and search for security interests); and
 - for other purposes as listed in our Privacy Policy and our Credit Reporting Policy.
- If you do not provide us with the information we may not be able to assess your application or administer the products or services that you are seeking.
- 2) We usually collect your personal information directly from you. However, we may need to collect personal information about you from third parties for example, in order to assist us to process your application or to locate or communicate with you.
- 3) Where you provide information about another person, it is important in order to protect their privacy, that you let them know you are sharing their information with us, and ensure they are aware of what is in this notice. We do not normally collect sensitive information from you about other people, but you may want to give us this type of information in certain situations (for example, you might tell us about medical or health issues of people in your family when you ask us for financial hardship assistance). It is important that you only give us their sensitive information if the person has agreed to you sharing it with us.
- 4) Your telephone calls and conversations with a Diners Club representative may be recorded and monitored for quality, training and verification purposes.

Disclosures of your personal information

- 5) We may disclose to, and obtain personal information about you from:
 - our affiliates, sales agents and organisations that carry out functions on our behalf including card schemes, mailing houses, printers, data processors, researchers, administration or business management services, consultants, auditors, marketing service providers, data and document management providers and collection agents;
 - reward providers including Airline partners and their service providers;
 - other credit providers;
 - any signatory or guarantor to the facility for which you are applying;
 - any broker, introducer, financial, legal or other adviser acting in connection with your facility or application;
 - regulatory and tax authorities in Australia and overseas;
 - credit reporting bodies (see 'Exchange of information with credit reporting bodies' below);
 - any external dispute resolution body;
 - any insurer relating to your facility;
 - organisations wishing to acquire an interest in any part of our business; and
 - as further set out in our Privacy Policy and Credit Reporting Policy.

Identifying you for the purposes of the AML Act

- 6) We may provide your name, residential address and date of birth to a credit reporting body for the purpose of verifying your identity in accordance with the requirements of the AML Act. As part of providing that information to the credit reporting body, we may request the credit reporting body to provide an assessment of whether the personal information matches (in whole or part) personal information held by the credit reporting body.

The credit reporting body may prepare and provide an assessment to us and may use the names, residential addresses and dates of birth held by the credit reporting body, for the purpose of preparing such an assessment. Although you have agreed to us making this request and disclosure of your personal information for this purpose, if you don't wish for us to use this method to verify your identity, you may go to your local Australia Post Bank@Post outlet with appropriate forms of identification in order for your identity to be verified in person.

Disclosures to overseas recipients

- 7) Some of the recipients to whom we disclose your personal information may be based overseas. It is not practicable to list every country in which such recipients are located. For a complete list of countries where such recipients are located, refer to our Privacy Policy at www.dinersclub.com.au/privacy.htm.

Exchange of information with credit reporting bodies and other information services

- 8) If you have made an application for consumer or commercial credit, or have obtained consumer or commercial credit from us, you agree that we can obtain credit reporting information about you from a credit reporting body (CRB) for the purposes of assessing any application for consumer or commercial credit and collecting payments that are overdue in relation to consumer or commercial credit. You also agree that we can obtain, from any business providing information about commercial credit-worthiness, commercial credit reports about you for the purposes of assessing applications for consumer or commercial credit.
- 9) We may disclose personal information about you (including credit information, such as details about the credit that we provide to you, your repayment history and any repayment defaults) to, and obtain credit reporting information about you from, CRBs. Our Credit Reporting Policy contains information about credit reporting, including the CRBs with which we may share your personal information, their contact details, the type of credit reporting information we share, and your rights in relation to them.

Our Policies (including how to access and correct information and make a complaint)

- 10) You can view our Privacy Policy or Credit Reporting Policy on our website at www.dinersclub.com.au/privacy.htm or obtain copies by calling us. These policies include information as to how you can access and/or seek correction of the personal information we hold about you. Our Privacy Policy and Credit Reporting Policy also contain information as to how you can complain about a breach by us of the Privacy Act (including the credit reporting provisions in Part IIIA and the Credit Reporting Code) and how we will deal with such a complaint. There is no charge for making an access request but an administration fee may apply for providing access in accordance with your request. Your request will usually receive a response within 30 days.

Your Marketing Communications Preferences

- 11) By completing this application you agree that we, our affiliate companies and their partners may use your personal information to keep you informed about offers relating to this product and other products, services and offers which may be of interest to you. They may do this by phone, mail, email and SMS or other electronic messages (without an unsubscribe facility). These consents operate indefinitely and shall remain in effect unless and until you notify us that you do not want to receive such communications. If you do not wish to receive these communications please utilise the unsubscribe facility in the communication received or otherwise notify us in writing or by calling us.

Note: If you have not told us that you do not wish to receive these communications by phone, you may be contacted even if you have registered your phone number on the national Do Not Call Register.

Section 3 – Company’s Authorisation

Declaration and privacy consent to be signed by all persons

By signing this form, the Authorised Person/Authorised Representative (strike out not applicable) agrees that “we” (Diners Club and our related companies) may obtain, use and disclose their personal information for the purpose of this authorisation. We may provide the personal information of the Authorised Person/Authorised Representative to related or selected third parties both of which may be in or outside Australia on a confidential basis for the purpose of providing administration or services in respect of this Account. For information about privacy please visit our website at www.dinersclub.com.au/privacy.htm.

Where the business is a COMPANY/SOLE TRADER/PARTNERSHIP (two signatures required)

Signature of Director/Partner
for/on behalf of the business

Date

X

Name

Signature of Director/Partner/Company Secretary
for/on behalf of the business

Date

X

Name

Where the business is a TRUST and the TRUSTEE is an INDIVIDUAL

Signature of Trustee
for/on behalf of the business

Date

X

Name

Name

Name

Where the business is a TRUST and the TRUSTEE is a COMPANY (two signatures required)

Signature of Director
for/on behalf of the business

Date

X

Name

Signature of Director/Partner/Company Secretary
for/on behalf of the business

Date

X

Name



Please submit completed application to your Relationship Manager or Implementation Manager

Section 4 – Authority Delegations Matrix

Authority Description	DELEGATION TITLE		
	Company Senior Executive	Company Representative	Company Account Administrator
Authority Description Diners Club	Authorised Signatory	Authorised Representative	Authorised Person
Establish Account	✓	X	X
• Authorise Account Signatories	✓	X	X
• Authorise Account Delegates	✓	X	X
Request			
• Lodge Cards	X	✓	X
• Card in Hand	X	✓	X
• Damaged Payment Products (replace/reissue)	X	✓	X
Establish Virtual Card numbers and issue them to Individual Users	X	✓	X
View and amend Payment Product details (e.g. address, cost centre, etc.)	X	X	✓
Suspend Payment Products	X	X	✓
Cancel Payment Products	X	X	✓
Request			
• Update credit limits for Payment Products	X	X	✓
• Approve credit limit requests from Users	X	X	✓
• View all Users credit limits	X	X	✓
Block certain types of transactions by:	X	X	✓
• Individual merchant	X	X	✓
• Individual merchant	X	X	✓
• Merchant category	X	X	✓
• Online transactions	X	X	✓
• Country	X	X	✓
• Time of day	X	X	✓
• Value limit	X	X	✓
Dispute transactions	X	X	✓
Activate and deactivate cash advance functionality	X	X	✓
Manage and amend physical security features	X	X	✓
Reporting	X	X	✓
• See all transactions	X	X	✓
• Run reports on active and cancelled Payment Products	X	X	✓
• Run reports on credit limits	X	X	✓
• See a record of who made changes to individual accounts, and when this occurred	X	X	✓