



# Meal Entertainment Card (Employer's Agency Arrangement) Cardholder Request.

## WITH Cardholder Direct Debit Request.

### Cardholder Details

Please print clearly using BLOCK letters.

Title  Surname

Given name(s) (in full)

Date of birth

Residential address

Suburb  State  Postcode

Are you an existing Westpac customer? Yes  No

### Additional Cardholder Details

Would you like an additional card to be issued? Yes  No

If yes, please provide the following details and ensure the additional cardholder signs below:

Is the additional cardholder a Westpac customer? Yes  No

Title  Surname

Given name(s) (in full)

Date of birth

Residential address

Suburb  State  Postcode

Are you an existing Westpac customer? Yes  No

### Direct Debit Request (DDR)

(to be completed by Cardholder to provide for card debit balances)

I/Cardholder request Westpac Banking Corporation, User ID 249802, to arrange for funds to be debited from my nominated account at the financial institution shown below according to the DDR Service Agreement below.

Title  Surname

Given name(s) (in full)

Residential address

Name and Branch of Financial Institution

BSB No.

Account Number

Immediately upon issuance of my Meal Entertainment Card please debit all debit balances of my Meal Entertainment Card from the above account at the end of the statement period (monthly).

Cardholder's signature  Date

Additional Cardholder's signature  Date

If debitin.g from a joint bank account, both signatures are required.

For **Protection of Your Privacy** information on reverse of this form. This request is supplemented by the following **Service Agreement**.

### Cardholder's Consent

I, the person named in this request as Cardholder/Additional Cardholder request and consent to the issue of an Meal Entertainment Card ("the Card") in my name for my use. I acknowledge that use of the card issued will be governed by the Meal Entertainment Card Conditions of Use which I have read and understood. I agree to be bound by these and I agree to the Protection of Your Privacy Acknowledgement and Consent overleaf.

Cardholder's signature  Date

Additional Cardholder's signature  Date

**BANK  
USE ONLY**

Cards Centre to verify Employer's signature(s). Request signed in terms of authority held.

Bank Officer's signature

Date

## Facility Details

(to be completed by Employer's Agent)

Employer's Agent name

Facility number

(7 digit number used to identify your organisation's Commercial Card Facility)

Sub-level name (Employer name)

Sub-level number (This should be an 8 digit number, ie 20000001)

The Employer's Agent hereby requests issue of a Card to the abovenamed Cardholder in terms of and pursuant to the Employer's Meal Entertainment Card Facility.

The Cardholder's signature is verified and Cardholder Request approved.

**Signed for and on behalf of** (Employer's name)

Authorised signatory 1 (Print name)

Signature 1

Date

Authorised signatory 2 (Print name)

Signature 2

Date

Please forward completed form to:  
Commercial Cards New Business Unit,  
1 King Street, Concord West, NSW 2138

## Protection of Your Privacy. Acknowledgements and Consent.

### Personal Information

I agree that the Bank and any other member of the Westpac Group (the "Parties") may exchange with each other any information about me including:

- any information provided by me in this document;
- any other personal information I provide to any of them or which they otherwise lawfully obtain about me; and
- transaction details or transaction history arising out of my arrangements with the Bank.

If the Parties engage anyone (a "Service Provider") to do something on their behalf (for example a mailing house or a data processor or a rewards program provider) then I agree the Parties and the Service Provider may exchange with each other any information referred to above.

The Bank might give any information referred to above to entities other than the Parties and any Service Provider where it is required or allowed by law or where I have otherwise consented (this includes consents I have provided below).

I understand that I can access most personal information that the Parties hold about me (sometimes there will be a reason why this is not possible, in which case I will be told why).

I understand that if I fail to provide any information requested in this form, or do not agree to any of the possible exchanges or uses detailed above, my application may not be accepted by the Bank.

To find out what sort of personal information the Parties have about you, or to make a request for access, please contact 132 032.

The Westpac Group means Westpac Banking Corporation and its related bodies corporate which include Westpac General Insurance Limited and Westpac Financial Services Limited.

I have read, understand and agree to the Acknowledgements and Consents relating to the protection of my privacy.

## DDR Service Agreement

### Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between Westpac Banking Corporation, User ID 249802 and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

#### Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to debit your nominated account for any debit balance outstanding on your Meal Entertainment Card at the end of the statement period for that card.

#### Drawing arrangements

The first drawing under this Direct Debit arrangement may occur at the end of the first statement period immediately after issuance of my Meal Entertainment Card.

If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.

We will give you at least 14 days notice in writing via your employer when changes to the initial terms of the arrangement are made.

If you wish to discuss any changes to the initial terms, you should contact your employer. Additional information may also be obtained from Westpac Commercial Cards Service line 1300 650 107 or the PBI website [www.employeebenefitscard.com.au](http://www.employeebenefitscard.com.au).

### Your rights

#### Changes to the arrangement

If you want to cancel this agreement you should notify your employer immediately, in writing, that you wish to cancel both the drawing arrangement and the Meal Entertainment Card.

#### Enquiries

Direct all enquiries to Westpac Banking Corporation's Commercial Card Service unit, rather than to your financial institution, and these should be made at least five working days prior to the next scheduled drawing date. All communication should include your Meal Entertainment Card number.

#### Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting the Commercial Cards Service unit on 1300 650 107
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

### Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- that on the drawing date there are sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution the value will be processed to your employers account.

*To the maximum extent permitted by law, the Bank disclaims all responsibility and liability, whether for negligence or any other cause of action, in relation to the DDR Service Agreement and any use or reliance which you may make or place upon it.*