

# Credit Card – Additional Cardholder Application



## Customer Instructions

- Complete sections 1 to 3 below
- \* Denotes mandatory field.

### Section 1 – Primary cardholder's details

Title    Mr    Mrs    Miss    Ms    Other

Full given name(s)

Surname

Other names known by (if any)

Date of birth

Primary cardholder's residential address (PO Box is not acceptable)

|  |       |          |
|--|-------|----------|
|  |       |          |
|  | State | Postcode |

Home/Mobile phone number

Your Mastercard OR Visa card account number

### Section 2 – Additional cardholder's details (applicant must be 16 years or older)

Title    Mr    Mrs    Miss    Ms    Other

Full given name(s)

Surname

Other names known by (if any)

Date of birth

Additional cardholder's residential address (PO Box is not acceptable)

|  |       |          |
|--|-------|----------|
|  |       |          |
|  | State | Postcode |

Home phone number

Work phone number

### Is the additional cardholder an existing CBA customer\*

NetBank Client number

Branch number

Account number

Yes ▶

Or

No ▶

Take the completed form to any CommBank branch where you will need to provide original identification documentation to complete a customer identification check.

You may use one of the following documents which contains your photo:

- Passport
- Australian Drivers/Firearms licence
- Proof of Age card

Or two different documents from this list:

- Birth Certificate
- Citizenship papers
- Pension Card
- Council rates or utility bill or ATO assessment notice or overseas drivers licence (only one of these documents may be used)

\*Signature of additional cardholder

Date

**Section 3 – Primary cardholder’s declaration – please read and sign below**

I understand you will charge to my card account the amounts of any transactions the additional cardholder makes and acknowledge that, as the primary cardholder, I am responsible in accordance with the Credit Card Conditions of Use for all transactions made on this account by the additional cardholder. I also acknowledge that the additional cardholder may select his/her own Personal Identification Number (PIN), access the card account electronically and also obtain information about the status of my account and transactions I have made on my account.

I understand that I can ask you to remove my additional cardholder from my account at any time and what this means is that, once the request is processed, they won’t be able to see my account information online. I understand that my additional cardholder will be able to keep transacting on my account even after I request their removal, until they return their card to me and where applicable, delete their card from their digital wallet. I understand that if there is a risk that the additional cardholder won’t do that, I’ll need to ask you to place a stop on the account and only once a stop is placed on the account, all cards linked to the account (including the additional cardholder’s card) will be cancelled and a new card will be issued to me.

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 a false document in connection with an identification procedure.

\*Signature of Primary cardholder                      Date

**Bank use only**

**Bank or Agent use – Identification details (e.g. passport, driver’s licence details etc.) must be completed in all cases where customer identification is obtained.**

| Additional cardholder |                 | Existing account number |                |            | C I F       |  |
|-----------------------|-----------------|-------------------------|----------------|------------|-------------|--|
| Document type         | Document number | Name on document        | Place of issue | Issue date | Expiry date |  |
|                       |                 |                         |                |            |             |  |
|                       |                 |                         |                |            |             |  |

Verification has been performed for the customer

Full name, and              Date of birth, or              Residential address

Bank Officer’s name

Staff Number

\*Signature    Date (DD/MM/YYYY)

Lodgement branch

Issue CommSee Request Work Item:

Select ‘**Request**’ option from Customer Chevron.

Select ‘**Credit Cards**’ from Category field.

Select ‘**Additional Cardholder**’ from Request Type.

Select ‘**Add Additional Cardholder**’ from Template.

**Note:** Interactions **must** be for the Primary cardholder’s CommSee profile.

CommSee Request Work Item **must** include the additional card applicant’s full name (including title), Date of birth and CIF number.