

# CommBiz Trade Advance Application

**Please note:**  
 For new or existing Trade Advance clients, you must complete this application to register for Trade Advance Online under your existing CommBiz Service ID.

## Section 1 – General details

I/We apply for the CommBiz Trade Advance service and agree to the CommBiz Product Information Terms and Conditions and the Commercial Lending Terms and Conditions.

We authorise the Bank to:

- Allow any Administrator to administer entitlements required for Service Delegates (as authorised users) to be able to carry out Trade Advance transactions through CommBiz;
- Carry out transactions pursuant to electronic instructions apparently given by any authorised Service Delegates until I/we notify the Bank in writing that the authorised Service Delegate’s authority has been revoked;
- Allow any other person authorised by an Administrator to have electronic access to my/our information available through CommBiz.

Organisation name

Registered business address

	State	Postcode

CommBiz Service ID

Key contact name

Telephone number

Email address

## Section 2 – Service delegates

Complete the table below if you haven’t already nominated Service Delegates in CommBiz. The person(s) nominated here must be existing identified CommBiz users. If the person(s) are not identified in CommBiz, they will not be granted with Service Delegate permission. To identify a User, the CommBiz Administrator must log into CommBiz and submit a Maintenance Request to have the User identified.

I/We understand and acknowledge that the persons listed below will have Service Delegate permissions under my/our CommBiz Service. Service Delegates will be entitled to electronically authorise the submission of Maintenance Requests and Trade Advance requests to the Bank amongst other CommBiz functions listed under the CommBiz Terms and Conditions available from [www.commbiz.com.au](http://www.commbiz.com.au) and the Commercial Lending Terms and Conditions available from [www.commbank.com.au](http://www.commbank.com.au).

Number of Service Delegates that will be required to electronically authorise each Maintenance Request and Trade Advance

Requests  (Note: The maximum number of Service Delegates to authorise a request is 2).

**Please note:**  
 When nominating Service Delegates, the User ID is a mandatory field. Each person(s) User ID can be located when they login to CommBiz at the top right of the home screen.

Full name	User ID

### Section 3 – Declaration and Acknowledgement

I/We hereby request the Bank to act on this CommBiz Service Delegate Authority and appoint the new persons listed in Section 2 as Service Delegates in my/our CommBiz Service. The number of Service Delegates required to electronically authorise requests will be as stated in Section 2. Service Delegate entitlements are detailed under the CommBiz Terms and Conditions available from [www.commbiz.com.au](http://www.commbiz.com.au).

I/We have read the CommBiz Product Information and Terms and Conditions and the Commercial Lending Terms and Conditions and/or (if applicable) the CommBiz Markets Product Disclosure Statement, being available from [www.commbiz.com.au](http://www.commbiz.com.au).

I/We agree that operation on, and access to our CommBiz Service and/or CommBiz Markets service is subject to the CommBiz Product Information and Terms and Conditions and Commercial Lending Terms and Conditions and/or the CommBiz Markets Terms and Conditions, and the Bank's usual terms and conditions applicable to my/our accounts.

Executed for the Organisation by those person(s) who is/are authorised under its constitution to sign on behalf of the Organisation.

Organisation name

ACN or ABN

Full name

Official position

Signature

Date

Organisation name


ACN or ABN

Full name

Official position

Signature

Date

 Please return the completed document by mail to the Trade Solutions Team in your respective state:

**Commonwealth Bank of Australia**  
**Trade Solutions – VIC/TAS**  
**Level 15, 385 Bourke Street**  
**Melbourne VIC 3000**

#### Bank use only

EximBills TRD ID (Please list all IDs, if the Trade Advance Request is approved under multiple Trade Finance Facility)


#### Input Validated by Trade Solutions

Name

Date

CommSee WIM request reference

#### Enablement completed by CommBiz Client Maintenance

Name

Date