


Credit Card – Additional Cardholder Application

 **Customer Instructions**

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

Section 1 – Principal cardholder’s details

Title Mr Mrs Miss Ms Other

Full given name(s) Surname

Other names known by (if any) Date of birth

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

State Postcode

Home phone number Work 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

a) Is the additional cardholder an existing CBA customer*

Yes NetBank Client number Or Branch number Account number

- 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)

We collect the information in this form to identify you in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* and provide you with additional cardholder access. For more information about how we collect and handle personal information, including how you can access or correct your information or contact us with any feedback, please see our Privacy Policy available on www.commbank.com.au

b) Signature of additional cardholder Date

Section 3 – Principal 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 principal 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 made on my account.

I understand that I can ask you to remove access to my account by the additional cardholder and place a stop on the account by attending a branch or by calling you on **13 2221**. I understand that if I do this you will cancel all cards on the account, give me a new account number and issue new card(s) to me alone. I also understand that while you will use reasonable efforts to process my request promptly, a stop placed on my account will not take full effect immediately and that I will continue to be liable for any of the following transaction made by an additional cardholder:

- transactions made before you process the stop request;
- transactions to purchase goods and services at a price below a merchant’s authorised floor limit, until I have taken all reasonable steps to have the additional card destroyed or returned to you.

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 Principal 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 CIF

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

Bank Officer’s signature

Date

Lodgement branch L/– (Guide only)

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.