



This form is used to appoint Authorised Officers for your company.

Authorised Officers can authorise a card to be issued to your employees and/or conduct appropriate identification for those employees as required under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. You need to appoint 2 or more Authorised Officers who will be responsible for all cardholder approvals and general maintenance activities on the Corporate Card facility. This form can also be used to provide Authorised Officers with access to the Commercial Cards Self Service (CCSS) functions on NAB Connect to perform card administration and maintenance activities online.

Set-up Authorised Officer in NAB Connect with CCSS access

If you are providing a new Authorised Officer with CCSS access, that Authorised Officer must be set up as a user in NAB Connect prior to submitting this form. Please contact your business's NAB Connect Administrator to organise NAB Connect access.

The different levels of CCSS access are outlined below:

- **Full Access:** Users with Full Access can perform card maintenance activities such as order new cards, amend card limits, reorder card PINs etc. They can also conduct company, cardholder and transaction searches and generate Audit Activity reporting. To receive full access, the user will need to be identified and verified by NAB.
- **View Only Access:** Users with View Only access can conduct company, cardholder and transaction searches and generate Audit Activity reporting but cannot perform any card maintenance activities. No identification or verification by NAB is required for a User to receive View Only Access.

Identification of the nominated Authorised Officers must be verified by NAB before this form is submitted. Refer to Section D for acceptable ID.

Note: NAB may assume any instructions received from an email address nominated in this form are valid and authorised - See Section F.

To remove an existing Authorised Officer or amend contact details, any existing Authorised Officer can email corporatecardsupport@nab.com.au with the Authorised Officers' Full Name, Email address and Company ID.

Section A Customer Information

Company Details

Full legal name of Business (including details of any trust, if acting as trustee)	Comp ID	OR Billing Account Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section B Appointing an Authorised Officer

An Authorised Officer is responsible for authorising new cardholder requests and performing card administration activities on behalf of the company.

Note: All fields are mandatory unless otherwise indicated.

Party 1

First name	Middle name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Party 1 NAB Customer Number	OR Date of Birth and Home Address	
<input type="text"/>	<input type="text"/>	
Specimen signature	Contact Phone Number (Mobile # preferred)	Work email address
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>

Complete this section if CCSS access is required for Party 1. NOTE: Access can only be provided if the CCSS service is enabled.

Commercial Card Self Service

NAB Connect User ID (Mandatory for CCSS access)

<input type="text"/>	CCSS Full Access <input type="checkbox"/>	CCSS View only Access <input type="checkbox"/>
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Party 2

First name	Middle name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Party 2 NAB Customer Number	OR Date of Birth and Home Address	
<input type="text"/>	<input type="text"/>	
Specimen signature	Contact Phone Number (Mobile # preferred)	Work email address
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>

Complete this section if CCSS access is required for Party 2. NOTE: Access can only be provided if the CCSS service is enabled.

Commercial Card Self Service

NAB Connect User ID (Mandatory for CCSS access)

<input type="text"/>	CCSS Full Access <input type="checkbox"/>	CCSS View only Access <input type="checkbox"/>
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Party 3

First name	Middle name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Party 3 NAB Customer Number	OR Date of Birth and Home Address
<input type="text"/>	<input type="text"/>

Specimen signature	Contact Phone Number (Mobile # preferred)	Work email address
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>

Complete this section if CCSS access is required for Party 3. NOTE: Access can only be provided if the CCSS service is enabled.

Commercial Card Self Service

NAB Connect User ID (Mandatory for CCSS access)

<input type="text"/>	CCSS Full Access <input type="checkbox"/>	CCSS View only Access <input type="checkbox"/>
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Party 4

First name	Middle name	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Party 4 NAB Customer Number	OR Date of Birth and Home Address
<input type="text"/>	<input type="text"/>

Specimen signature	Contact Phone Number (Mobile # preferred)	Work email address
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>

Complete this section if CCSS access is required for Party 4. NOTE: Access can only be provided if the CCSS service is enabled.

Commercial Card Self Service

NAB Connect User ID (Mandatory for CCSS access)

<input type="text"/>	CCSS Full Access <input type="checkbox"/>	CCSS View only Access <input type="checkbox"/>
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NAB Fraud Contact (Group Mailbox/Authorised contact preferred)

The nominated Authorised Officer or the group inbox will be contacted by NAB Fraud Team when there is suspicious activity on your Corporate Card Facility.

Section C Declaration and Execution Signatories

We nominate the person/s specified in Section B to perform the role assigned to them in Section B. We acknowledge that it is the responsibility of company directors or business owners to ensure NAB is notified when a change in Authorised Offer status occurs. It is the responsibility of the nominated Authorised Officer/s to follow the correct identification procedure for each cardholder (as stated under Section E of this form). We will notify NAB if we become aware that these responsibilities are not being fulfilled.

Note: If You are a company, this form must be signed in accordance with Section 127(1) of the Corporations Act 2001 by either two directors or a director and secretary unless You are a company with a sole director who is also the sole secretary in which case it must be signed by that sole director. If You are a different type of organisation (such as a partnership or association), this form must be signed in accordance with Your governing documents.

This form must be dated. Forms dated more than 3 months in the past may not be accepted.

Name	Title (Director, Secretary)	Name	Title (Director, Secretary)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature	Date	Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>	<input type="text" value="X"/>	<input type="text" value="/ /"/>

Section D Identification of Authorised Officer

The Authorised Officer will need to visit a NAB branch and provide identification documents to meet the Identification and verification check. Please ensure the Authorised Officer's Customer Number from the branch identification process is included in Section B.

Note: If the Authorised Officer is an existing NAB Customer and has already been identified, this step may not be required.

- i. 1 x **Primary photographic** identification document
- ii. 1 x **Primary non-photographic** identification document **AND** 1 x **Secondary** identification document

Examples of Valid Documents

Primary Photographic Documents:

- Drivers Licence – Australian Government Issue
- Australian Passport
- Proof of Age Card
- Foreign drivers licence
- Foreign Passport
- ID card issued by Foreign Government or United Nations

Primary Non-Photographic Documents:

- Birth Certificate
- Citizenship Certificate
- Pension/Health Care/Seniors Health cards
- Australian Government issue

Secondary Documents:

- Australian Taxation Office – Notice
- Financial Benefits Statement
- Under 18 years – educational institution
- Rates Notice or Utility Bill

Section E Authorisation of a Cardholder by an Authorised Officer

When requesting a new cardholder the Authorised Officer must confirm the following:

1. The Card issued to the nominated Cardholder is consistent with the Letter of Offer and any applicable terms and conditions.
2. The Cardholder is authorised to have a card.
3. The Cardholder has been provided with a copy of the NAB Purchasing and Corporate Card Conditions of Use (which are available at <http://www.nab.com.au/corpcardterms>).
4. The Cardholder's full legal name, date of birth and residential address has been recorded by the customer, will be held by the customer as a record and can be provided to NAB upon request.

Section F Email Authority

- Each person who is nominated as an Authorised Officer on this form is authorised to give NAB electronic instructions on the account by the way of email.
- NAB may assume that any electronic instruction received from the Authorised Officer's email address, as nominated in this form, is valid and act upon it without undertaking further verification.
- You must ensure that NAB is told if any authorised person changes their name or contact details. Any changes will require a replacement authority form to be executed.
- NAB will not be responsible for any loss, damage or liability suffered or incurred by reason of, or in connection with NAB acting on any electronic instruction(s) which NAB received from an email address nominated in this form, except to the extent NAB's fraud, negligence or misconduct (or the fraud, negligence or misconduct of NAB's officers, employees, contractors and agents) contributed to the relevant loss, damage or liability suffered or incurred.

Section G

Please return completed form to corporatecardsupport@nab.com.au