SUNCORP BANK

Suncorp Clear Options Additional Business Cardholder & Account Access Request

Instructions

- Complete this application to request an additional card or access to an existing Suncorp Business Credit Card account.
- If additional card is required for business owners, partners or company directors a Business Credit Card Application Form **MUST** be used
- You must complete all questions. If any question is not applicable, please leave the field blank
- Individuals will require identification at a Suncorp Bank branch before the application can be processed
- Once completed, return the application to any Suncorp Bank Branch
- For further assistance, please contact Suncorp Bank on 13 11 75

Section 1 Current Business Credit Card Account Holder Details

Business Credit Card Account Holder – Account Name / Title:

Source Code (Office Use Only)

Existing Suncorp Clear Options Business Control Account No:

4 3 9 2 4 1

Embossed Company/Business Name on Card (Max 19 characters including spaces)

Section 2 Individual Details

☑ *Please tick appropriate boxes*

EXISTING SUNCORP CUSTOMER:

☐ No (Identification must be provided at a Suncorp Bank Branch before the application can be processed).

☐ Yes Please provide your card/account detail below:

OFFICE USE ONLY Applicant Customer No. (HOGAN CIS):

MANDATORY:

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other

First Name

Middle Initial

Surname

Male ☐ Female ☐

Date of Birth DD / MM / YY

Drivers Licence Number

Occupation

Years with Company

Residential Address

Suburb

State

Post code

Mailing Address

Suburb

State

Post code

(If different to above, your individual credit card statements and rewards statements will be mailed to this address)

Home Phone Number

Work Phone Number

Mobile Phone Number

Nationality

Information Used to identify you when you contact us (Please complete both boxes)

Mothers Maiden Name

Customer Password (8 Characters)

Section 3 Card details (if applicable)

☑ *Please tick appropriate boxes*

Do you require a Credit Card to be issued in the above applicant's name?

☐ Yes ☐ No

If yes, do you wish to apply for membership of the Suncorp Bank Rewards Program?

☐ Yes ☐ No

(Please note: This option is only available if "Individual Level" has been selected in section 4 of the Suncorp Clear Options Business Credit Card Application Form.

If "Business Level" has been selected, then this section should be left blank).

Requested Monthly Card Credit Spend Limit:

$

If "yes", please select the Rewards Program Required

☐ Standard Membership ($20 per annum)

☐ Premium Membership ($69 per annum)

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Section 4 Level of Access

☑ *Please tick appropriate boxes*

The Account holder authorises (please tick) the person nominated below to obtain:

☐ **Enquiry Only Access (No card issued):** This level of access authorises the nominated individual to only obtain information relating to the Business Credit Card Account. He/she will not be permitted to perform maintenance on the Business Credit Card Account. Please note: Individuals with this level of access are classified as an Additional Cardholder.

Office Use Only	SUN	CITI
Relationship Type	ENQ	Y

☐ **Supplementary Officer Access:** This level of access authorises the nominated individual to obtain information relating to and perform maintenance on the Business/Corporate Credit Card Account ie. the ability to: add/delete card/PINs; cancel card/PINs; make changes of address/es; add/delete relationships from the Credit Card Account structure; close Credit Card Accounts; and change individual Cardholder Credit Limits. **Note: This level of access requires a card to be issued in the individual's name and will hold a minimum spending limit of $500.**

Office Use Only	SUN	CITI
Relationship Type	OSC/OCH	M

☐ **Additional Business Cardholder:** This level of access authorises the nominated individual to obtain information relating to and perform maintenance on the Business Credit Card issued in their name. **Note: This level of access requires a card to be issued in the individual's name and will hold a minimum spending limit of $500.**

Office Use Only	SUN	CITI
Relationship Type	NON/NCH	X

Section 5 Acknowledgements and Declarations

This Privacy Statement is given on behalf of both Citigroup Pty Limited and Suncorp-Metway Ltd.

In this section "Citigroup" means Citigroup Pty Limited ABN 88 004 325 080, and its elated companies that assist it to provide its services, "Suncorp" means Suncorp-Metway Ltd ABN 66 010 831 722, which is a member of the Suncorp Group, 'we/us' means Citigroup and Suncorp collectively (or singularly/separately where the context requires) and 'you/your' means all borrowers and other individuals named in this application.

Why do we collect, use and disclose your personal information?

Personal information is information or an opinion about an identified individual or an individual who is reasonable identifiable. We collect, use and disclose your personal information so that either one of us can:

- identify you, conduct checks, understand your requirements, assess applications made by you, and set up, administer and manage our products and services;
- manage, train and develop our employees and representatives;
- manage complaints and disputes, and deal with dispute resolution bodies;
- get a better understanding of you, your needs, your behaviours and how you interact with us, so we can engage in product and service research, development and business strategy including managing the delivery of our services and products via the ways we communicate with you;
- comply with applicable laws both in Australia and overseas including (a) the National Consumer Credit Protection Act; (b) the Anti-Money Laundering and Counter-Terrorism Financing Act; (c) Income Tax Assessment Acts, Tax Administration Act and A New Tax System (Goods and Services Tax) Act (d) State and Territory property legislation and other property-related laws (for example, to register and search for security interests) which may authorise or require us to collect your personal information ; and
- use it for other purposes as listed in our Privacy Policies and our Credit Reporting Policies.

What happens if we can't collect your personal information?

If we can't collect your personal information from you (or from other people or organisations in some cases) or if the information provided is incorrect or incomplete we may not be able to provide you with any, some, or all of the features of our products or services.

How we handle your personal information

We collect your personal information directly from you and, in some cases, from other people or organisations including, for example, where we need information from a third party to assist us to process your application or to assist us to locate or communicate with you.

Suncorp may also provide your personal information to other related companies in the Suncorp Group, and they may disclose or use your personal information for the purposes for which we collect, use and disclose your personal information described in 'Why do we collect, use and disclose your personal information?' in relation to products and services they may provide to you.

We will use and disclose your personal information for the purposes we collected it as well as for related purposes, where you would reasonably expect us to. We may disclose your personal information to and/or collect your personal information from:

- Citigroup and Suncorp affiliates, partners and sales agents;
- other credit providers, including for reference and collection purposes;
- any signatory or guarantor to a facility for which you are applying;
- any broker, financial, legal or other adviser acting in connection with a facility or application made by you;
- government, statutory, enforcement, regulatory and tax authorities or bodies in Australia and overseas;
- credit reporting bodies ("CRBs") (see 'Disclosure of credit information to credit reporting bodies and other information services ' below);
- any insurer relating to a facility of yours;
- any other external dispute resolution body;
- social media and other virtual communities and networks where people create, share or exchange information;
- organisations wishing to acquire an interest in any part of our business for assessing or implementing any such acquisition;
- organisations that carry out functions on our behalf including card schemes, mailing houses; researchers; data warehouses; administration or business management services; specialised data matching and trending service providers, consultants, auditors, marketing service providers, data and document management providers and collection agents;
- any entity where disclosure to, or collection from, such entity is required or authorised by law; and
- as further set out in our Privacy Policies and Credit Reporting Policies.

We'll use a variety of methods to collect your personal information from, and disclose your personal information to, these persons and organisations, including written forms, telephone calls and via electronic delivery. We may collect and disclose your personal information to these persons and organisations during the information life cycle, regularly, or on an ad hoc basis, depending on the purpose of collection.

Overseas Disclosure

Sometimes, we need to provide your personal information to – or get personal information about you from – persons located overseas, for the same purposes as in 'Why do we collect, use and disclose your personal information?'.

Whilst we take all reasonable steps to protect your information, such overseas recipients may not be bound by the Privacy Act.

It is likely that for Citigroup such countries will include the United States of America, India, the Philippines and Singapore. From time to time, Citigroup may need to disclose your personal information to, and collect your personal information from, other countries not on this list.

The list of countries Suncorp usually disclose personal information to is in the Suncorp Group Privacy Policy Please go to www.suncorp.com.au/privacy to see the Suncorp Group Privacy Policy or call 13 11 75 to obtain a list of countries Suncorp usually disclose personal information to.

Subject always to the requirements of the Privacy Act, from time to time, we may need to disclose your personal information to, and collect your personal information from, other countries not on this list.

By consenting to us disclosing your personal information to overseas recipients, you acknowledge that Australian Privacy Principle 8.1 will not apply to the disclosure. Whilst we will make every reasonable effort to ensure that overseas recipients protect your personal information, we must tell you that we will not be obliged under the Privacy Act to take reasonable steps to ensure that an overseas recipient does not breach the Australian Privacy Principles and we will not be liable under the Privacy Act if the recipient does not act consistently with the Australian Privacy Principles. By completing this application form you consent to disclosures to overseas recipients.

Our Policies

You can obtain a copy of our Privacy Policies and Credit Reporting Policies using the contact details in Contact Us.

How to access and correct your personal information or make a complaint

You have the right to access and seek correction of your personal information (including credit information and credit eligibility information) held by us and you can find information about how to do this in the Citigroup Privacy Policy, Suncorp Group Privacy Policy and Suncorp Credit Reporting Policy.

These policies also include information about how you can complain if you believe we have not complied with the Privacy Act (including the credit reporting provisions in Part IIIA and the Credit Reporting Code) and how we'll deal with such a complaint.

Section 5 Acknowledgements and Declarations *(continued)*

Disclosure of credit information to credit reporting bodies and other information services

If you have made an application for commercial credit, or have obtained commercial credit from us, you agree that Citigroup can obtain credit reporting information about you from a CRB for the purposes of assessing any application for commercial credit and collecting payments that are overdue in relation to commercial credit. You also agree that Citigroup can obtain, from any business providing information about commercial credit-worthiness, commercial credit reports about you for the purposes of assessing applications for consumer or commercial credit.

Citigroup may disclose personal information about you (including credit information, such as details about the credit that we provide to you, your repayment history and any repayment defaults) to, and obtain credit reporting information about you from, CRBs. CRBs may include information provided by us in reports provided to other credit providers to assist them to assess your credit worthiness.

Our Credit Reporting Policies contain information about credit reporting, including the CRBs with which we each may share your personal information, their contact details, how to obtain their policy about the management of credit related personal information, the type of credit reporting information we share with CRBs (which includes information in relation to defaults and serious credit infringements), and your rights in relation to them (including requesting a CRB not to disclose your credit reporting information if you believe you have been or likely to be a victim of fraud or not use your credit reporting information for pre screening of direct marketing).

Your personal information and our marketing practices

Every now and then, Citigroup affiliate companies and partners, Suncorp and Suncorp Group companies who operate under the "Suncorp" brand might let you know – including via mail, SMS, email, telephone or online – about news, special offers, products and services that you might be interested in. We will engage in marketing unless you tell us otherwise. You can contact us to update your marketing preferences at any time. We must tell you that any registration on the National Do Not Call Register is overruled by your marketing preferences with us.

In order to carry out our direct marketing we collect your personal information from and disclose it to others that provide us with specialised data matching, trending or analytical services, as well as general marketing services. We may use online targeted marketing, data and audience matching and market segmentation to improve advertising relevance to you.

We may also collect your personal information for marketing through competitions and by purchasing contact lists.

We, and other people who provide us with services, may combine the personal information collected from you or others, with the information we, or companies in our Group, or our service providers already hold about you.

Contact us

For more information about Citigroup's privacy practices including overseas disclosure or to tell Citigroup about your marketing preferences you can visit: www.citibank.com.au/privacy.

Alternatively, you can get in touch directly by contacting Citigroup on:

Phone: 13 11 75

For more information about Suncorp's privacy practices including overseas disclosure or to tell Suncorp about your marketing preferences you can visit: www.suncorp.com.au/privacy.

Alternatively, you can get in touch directly by contacting Suncorp on:

Phone: 13 11 75

Email: privacyaccessrequests@suncorp.com.au

Mail: Suncorp Bank GPO Box 1453, Brisbane Qld 4001

or by visiting a Suncorp Bank Branch

Privacy Rewards Program Information for persons signing Section 5

If you are applying for membership of the Rewards Program, then your application for membership is subject to the Rewards Program terms and conditions. A copy of the terms and conditions will be sent to you with your credit card contract or you can obtain them from our website (www.suncorp.com.au) or by calling us on 13 11 75. If "Business Level" has been selected in section 4 of the Suncorp Clear Options Business Credit Card Principal Application Form, then the application for Rewards Program membership is deemed to be made by the Principal Cardholder. If "Individual Level" has been selected in section 4 of the Suncorp Clear Options Business Credit Card Principal Application Form, then the application(s) for Rewards Program membership (if any) are deemed to be made by the individual Cardholders identified in section 2 of the Suncorp Clear Options Business Credit Card Principal Application Form and Suncorp Clear Options Additional Business Cardholder & Account Access Request Form(s).

Declaration by persons signing Section 5

By signing below, I agree that I have read and understood this application and that I have read and accepted all the above and that I:

- Declare that all information contained in this application is true, current, correct and complete to the best of my knowledge and belief.
- Authorise Suncorp Bank and / or Citigroup to make any enquiries it considers necessary to verify the information disclosed in this application.
- Agree to Citigroup. Suncorp Bank (and its related entities) and PromGroup Ltd (and its related entities) collecting, using and disclosing my/our personal information, including sensitive and health information if applicable, in accordance with the Privacy Consent and Privacy Preference included in this document and the Suncorp Bank and Citigroup Privacy Policies.
- Declare that the person (if any) named in this application as a cardholder is over 18 years of age.

Acknowledgment of Liability for Cardholders by persons signing Section 5

I/We (the person/s and entity(s) named in Section 2) authorise Suncorp Bank to issue Clear Options Visa Business Credit Card/s to the person/s named in this or any future Clear Options Visa Business Credit Card Cardholder Application forms as a Cardholder/s.

I/We declare that any person/s named in this or any future application/s as Cardholder/s is/are over 18 years of age.

Each person whose name appears in Section 2 is an applicant for the facility and acknowledges:

- I/We are liable for any amounts incurred by such Cardholder/s on our Clear Options Visa Business Credit Card Account; and
- I/We are responsible for all transactions made by such Cardholder/s as if I/we made them my/ourself.

Note: If the account is opened in a company name, the company's directors are also jointly and severally liable as account holders. In the event of any director resignation, the director will continue to be liable until removed from the facility.

I/We agree:

- To be bound by the terms of the loan contract when any card attached to this facility is activated. Note: Supplementary cardholders are able to activate their card upon receipt. If you do not wish to accept the offer upon receipt of the loan contract, you will need to notify us straight away by calling us on 13 11 75.
- to tell Suncorp Bank in writing if I/we want to cancel a card or stop a card from being used;
- that Suncorp Bank is not obliged to cancel a card until it is returned to Suncorp Bank; and
- that I/we are responsible for all transactions made with a card until it is returned to Suncorp Bank.

I/We acknowledge:

- where I/we have provided information about another individual (eg. any Cardholder), the individual has been made aware of that fact and the contents of the Privacy Consent and Privacy Statement.

Citigroup Pty Limited ABN 88 004 325 080 AFSL No. 238098 Australian Credit Licence 238098 ("Citigroup") is the credit provider and issuer of Suncorp Clear Options Credit Cards. Suncorp-Metway Ltd ABN 66 010 831 722 Australian Credit Licence 229882 ("Suncorp Bank") promotes and distributes Suncorp Clear Options Credit Cards on Citigroup's behalf under an agreement with Citigroup. Suncorp Bank will not guarantee or otherwise support Citigroup's obligations under the contracts or agreements connected with the Credit Cards (other than those relating to Suncorp Bank internet banking and telephone banking).

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Section 5 Acknowledgement on behalf of Individual

Signature/s & Acknowledgement of Individuals (Account Access, Supplementary Officers & Additional Business Cardholders)

I have read and agree to the Acknowledgements and Declarations listed in this application form.

Individual

Account Access Authority (Nominated in Section 2)

Signature

Date

DD / MM / YY

Acknowledgements on behalf of Account Holder/s

If a partnership or a company, this application must be signed by a duly authorised officer of the partnership or company who has been nominated by the business holders to execute these requests on the nominated Business Credit Card account. If a sole trader, the principal/proprietor must sign.

By signing below I / we acknowledge that

- Citigroup Pty Limited ABN 88 004 325 080 AFSL No. 238098 Australian Credit Licence 238098 ("Citigroup") is the credit provider and issuer of Suncorp Clear Options Credit Cards. Suncorp-Metway Ltd ABN 66 010 831 722 Australian Credit Licence 229882 ("Suncorp Bank") promotes and distributes Suncorp Clear Options Credit Cards on Citigroup's behalf under an agreement with Citigroup. Suncorp will not guarantee or otherwise support Citigroup's obligations under the contracts or agreements connected with the Credit Cards (other than those relating to Suncorp internet banking and telephone banking).
- I have read and agreed to the Acknowledgements and Declarations listed on this application form.

Signed by duly Authorised Officer of the Account Holder

☐ **Partner** ☐ **Director** ☐ **Owner** ☐ **Individual (as trustee)** ☐ **Supplementary Officer**

Full Name (please print)	SIGNATURE	DATE
		DD / MM / YY

Next Steps Office Use Only

- Ensure all individuals have been formally identified and HOGAN CIS numbers detailed in Section 2
- Ensure signing account holder has been verified as the Authorised Officer
- Ensure all fields are complete and forward to the Business Card Maintenance Team on 1300 301 761

Completed by Suncorp Staff:	User ID:	Contact Number: