



National Australia Bank Limited  
ABN 12 004 044 937

Visa Credit Card  
Cardholder Request

Comp ID **9806**

**Customer Details**

<b>Account</b> 4715 27	<b>Company/Business Name</b> UNIVERSITY OF SOUTH AUSTRALIA	<b>Cust Number (CIS#)</b> 753226191	<b>Billing Account</b> 4715279800000620
<b>System Administrators Name (ADR1)</b> ATTN ELYSE PERIN	<b>System Administrators Address (ADR2)</b> PO BOX 2471		<b>City State Postcode (ADR 3)</b> ADELAIDE SA 5001

**Cardholder Details**

<b>Surname (NM2 L)</b>	<b>Given Name (NM2 F)</b>	<b>Mid Initial (NM2 M)</b>	<b>Title (Mr / Ms etc) (NM2 S)</b>
<b>Type Appr</b> Y	<b>Own BSB</b> 085116	<b>Dom BSB</b> 083996	<b>Credit Limit (Ref Page 2 for guidance)</b>
<b>Position Title</b>	<b>Default Cost Centre</b>	<b>Employee Number</b>	
<b>Card Type</b> (Please Tick ONE. See Page 2 for guidance) <input type="checkbox"/> Corporate <input type="checkbox"/> Purchasing	<b>Work Phone Number</b>	<b>Email Address</b>	
<b>Unit / Institute</b>			

**Cardholder Consent**

I, the person named above as Cardholder consent to the issue of a card of the card type selected above ("Card") in my name for my use as Agent of the Customer named herein. I acknowledge that use of the Card issued will be governed by Conditions of Use which will accompany the Card (as the same may be amended from time to time) and by which I agree to be bound.

**Note:** Signature must match that in the supporting identification documentation. Electronic signatures not accepted.

<b>Cardholder's Signature (Signature 1 of 2)</b>	<b>Date</b>

**Endorsing Manager Approval**

A staff member within the applicant's Academic Unit, Institute or central administrative unit with authority under sections 1.1.a to 1.1.e of the Vice Chancellor's Authorisations framework or the 'Other Manager (General Manager AU) profile'.

<b>Endorsing Manager's Signature</b>	<b>Name (Print)</b>	<b>Phone Extension</b>	<b>Date</b>

**FINANCE UNIT ONLY**

**Verifying Officer conducted identification under Anti-Money Laundering and Counter-Terrorism Financing Act 2006**

I declare that I am an authorised Verifying Officer for the Customer referred to above in relation to the provision of Card Facilities. In accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act, I certify that the Cardholder whose details are completed above is correct.

**Verifying Officers:** Please ensure you retain an original signed copy of this document for retrieval upon request by NAB.

<b>Verifying Officer's Signature (Finance Unit)</b>	<b>Name (Print)</b>	<b>Date</b>

**Customer Authority**

The Customer hereby requests issue of a Card (and Personal Identification Number [PIN]) to the above mentioned Cardholder in terms of and pursuant to the Customer's National Australia Bank Limited Card Facility Offer Letter and Terms and Conditions ("Card Facility"). The Cardholder's signature is verified, and Cardholder Request approved with the above credit limit.

Signed for and on behalf of the Customer.

<b>Authorised Signatures</b>	<b>Name (Print)</b>	<b>Date</b>

**Cards Use Only**

Card Number:

Expiry:

Card Type	V	Suffix (Plastic Type)	81	VM
1IS	1	ASN	9	

### Agreement and Acknowledgement by Cardholder

This application must be read in conjunction with the University's Credit Card Policy which can be found at:  
[https://i.unisa.edu.au/siteassets/staff/finance/policies-and-guidelines/creditcard\\_policy.pdf](https://i.unisa.edu.au/siteassets/staff/finance/policies-and-guidelines/creditcard_policy.pdf)

**Credit Card Type:**

(Please tick one)

**Corporate Card**

For the purposes of facilitating reasonable ground transport, accommodation and subsistence payments, while undertaking approved University travel, and ad hoc purchases of Low Value Goods and Services (as defined in the [Credit Card Policy](#)).  
Default Monthly Limit: \$2,000

**Purchasing Card**

For purchasing Low Value Goods and Services on behalf of the University.  
Default Monthly Limit: \$2,000

**Business reason for non-standard limit:** \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_ **(Print Full Name)**

acknowledge that a University of South Australia credit card will be issued to me and that I have read, understood and agree to comply with the University's [Credit Card Policy](#) and this Credit Card Request.

\_\_\_\_\_  
**Signature of Applicant (Signature 2 of 2)**

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Date**

### Agreement and Acknowledgement by Endorsing Manager

I certify that the Applicant is eligible to hold a University Credit Card (as per Credit Card Policy, clause 3) and I endorse the issue of a Credit Card to the Applicant in conjunction with the [Credit Card Policy](#).

Please tick one:

I will be undertaking the role of Approving Manager to authorise and approve the cardholder's Credit Card expenses.

I nominate \_\_\_\_\_ *(must have appropriate level of financial authority, or sub-authorisation, under section 1.1 of the VCA framework)* to undertake the role of Approving Manager, as outlined in the [Credit Card Policy](#), to authorise the cardholder's Credit Card expenses.

\_\_\_\_\_  
**Signature of Endorsing Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Full Name (please print)**

\_\_\_\_\_  
**Unit / Institute**

**Business Banker Use**

Request signed in terms of customer authority held Verifying Manager/Business Banker Signature and Outlet stamp

AUSTRAC UD help C/N \_\_\_\_\_

Verifying Officers utilised C/N \_\_\_\_\_

## 100 Point Identification Checklist

Under the Anti-Money Laundering & Counter-Terrorism Financing Act 2006, the University has a legal obligation to request certified documentary evidence to confirm the identification of card applicants.

- All applications must be accompanied by certified copies of a combination of the documents listed which total to at least **100 points**.
- At least one document must be a clearly visible **Primary Photographic Document** (dark images will not be accepted).
- At least one document must contain a **signature** to enable verification of the application.
- Instructions for obtaining **certified documentation** are included below.

Valid Documents	Points Scored	Certified Copy Attached (please tick)
<b>Primary Photographic Documents (must have photo)</b>		
▪ Driver's Licence – Australian Government Issue	70	
▪ Passport or Other International Travel Document	70	
▪ Proof of Age Card	70	
<b>Primary Non-Photographic Documents</b>		
▪ Birth Certificate	70	
▪ Citizenship Certificate	70	
▪ Social Security / Pension Card	70	
▪ Under 18 Years - Birth Certificate	70	
▪ Under 18 Years - Citizenship Certificate	70	
<b>Secondary Documents</b>		
▪ Australian Taxation Office – Notice	30	
▪ Identity Card – Tertiary Institution (or UniSA Staff ID Card)	30	
▪ Identity Card / Permit Other – Australian Government Issue	30	
▪ Identity Card Issued By Foreign Government	30	
▪ Licence – Other (International / Foreign)	30	
▪ Licence – Paper – Australian Government Issue	30	
▪ Medicare Card	30	
▪ Rates Notice	30	
▪ Recipient Abstudy / Austudy	30	
▪ Under 18 Years – Educational Institution	30	
▪ Utility Bill	30	

## Certification

Original documents must be sighted, and copies certified by an Approved Certifier.

Each page of each document must contain the following certification:

- Full printed name of the Approved Certifier e.g. Michelle Helena Citizen
- Full address of the Approved Certifier
- The text: "This is to certify that this a true copy of the original which I have sighted."
- Signature of the Approved Certifier
- Date that the document was certified
- The capacity in which they have certified the document, e.g. Chartered Accountant, etc.
- Registration number (if applicable)

**Certified copies must accompany the completed Application forms and be sent via email ([ExpenseManagement@unisa.edu.au](mailto:ExpenseManagement@unisa.edu.au)) or internal mail to expenseme PRO - Finance Unit, IPC: 101-06**