

CBA Corporate Card Facility



The Catholic Development Fund (CDF) is able to arrange for a Corporate Card Facility to be established via the Commonwealth Bank of Australia (CBA) on your behalf, to enable individual MasterCard charge cards to be issued to nominated personnel.

A Corporate Card facility linked to your nominated CDF account is required to be established prior to being able to issue individual charge cards to nominated personnel.

A facility limit, representing the aggregate total value of credit card monthly limits for all individual cards issued under this facility, is required to be set up and maintained, to accommodate new card issues, card cancellations and card limit increases/decreases etc.

The Corporate Card Facility is administrated by the CDF on your behalf therefore any facility related enquiries or requests (i.e. card limit increases/decreases, new card requests, card cancellations) must be referred to us and not the CBA.

Once a Corporate Card facility has been established, individual MasterCard charge cards can be issued to nominated personnel as required. Customised controls can be set for different cardholders, including transaction limits and daily and monthly spending limits.

An optional facility is available for individual cardholders to be able to use their charge card to obtain cash withdrawals over the counter or via an ATM and can be requested on initial application or can be added at any time after the card has been issued.

Note: fees and charges will apply and will vary depending on the financial institution involved at the time cash was obtained.

The outstanding balance owing on each MasterCard charge card issued is automatically debited/swept from your nominated CDF account each month, therefore there is no need to make payments and you pay no interest on purchases.

The CBA will provide monthly facility and cardholder statements directly to your nominated mailing address.

Due to privacy laws, card enquiries can only be made by individual cardholders who are able to make their own enquiries (card status, available credit limit etc.), report lost/stolen/damaged cards and request replacement cards directly via the CBA. The CBA contact phone number for cardholder assistance 13 1576 or +61 13 1576 (when overseas), is located on the back of each card.

For new Corporate Card Facilities, please contact the CDF on (02) 9390 5200 or email us at enquiries@sydneycdf.org.au, to obtain further details including facility application form etc.

For requests for new Charge Cards to be issued on an existing Corporate Card facility, please complete the attached request form (7.1.3) and forward to the CDF via email attachment to enquiries@sydneycdf.org.au.

On receipt of the completed form, the CDF will initiate an online card request via the CBA's Card Management facility (CommBank Card Manager – CCM). This will generate an automated email to the card applicant nominated providing a link for them to complete and lodge an online application.

Please Note the following:

The online application will require a copy of photo identification (drivers licence or passport etc.) to be imported, which is a standard CBA requirement for all online card applications.

The online application does not require a card limit or cash access option etc. to be specified as this will be allocated by the CDF once the online application has been completed and submitted into the system, as per details provided and approved on the request form.

The email link provided to the card applicant expires within 72 hours of receipt. Once the online application is commenced, the system will also time out after 15 minutes, so it is important that the online application is completed within the expiry period and application timeframe.

Request to the Catholic Development Fund for the Issuing of CBA MasterCard Charge Cards

Instructions for completion:

Complete the details for all information requested below to enable the CDF to initiate an online card request via the CBA's online Card Management facility (CommBank Card Manager – CCM). An automated email is generated to the card applicant which provides a link for them to complete and lodge an online application.

Please note: the email link provided to the card applicant expires within 72 hours of receipt. Once the online application is commenced, the system will also time out after 15 minutes, so it is important that the online application is completed within the expiry period and application timeframe.

Print and scan or save completed request to your computer and send the scanned or saved copy via an Email attachment to the CDF at enquiries@sydneycdf.org.au.

<i>Client Name:</i>	<i>CDF Client No:</i>

Please arrange for a CBA Corporate MasterCard Charge Card to be issued under our CBA Corporate Card Facility Number: for the following applicant:

Card Applicant Details

<i>Full Name of applicant:</i>	
<i>Email Address of applicant:</i>	

Card Limit Required:

Cash Access Required? (Y/N): **Yes** **No**

<i>Name of Authorising Officer</i>	x	<i>Signature</i>
------------------------------------	---	------------------

<i>Name of Authorising Officer</i>	x	<i>Signature</i>
------------------------------------	---	------------------

Date: / /

CDF Office Use only:

<p><u>Pre-Application:</u></p> <p>Signatures verified to account authority: <input type="checkbox"/></p> <p>Request loaded in CCM: <input type="checkbox"/></p> <p><u>Post-Application:</u></p> <p>Card limit etc. assigned on application in CCM: <input type="checkbox"/></p> <p>Cardholder ID confirmed by Verifying Officer in CCM: <input type="checkbox"/></p> <p>Date: / /</p>	<p>Pre-Authorisation (Card Limits \$20,000 and over):</p> <p>Application Approved in CCM: <input type="checkbox"/></p> <p>Application Authorised In CCM: <input type="checkbox"/></p>
---	---