

# 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](mailto: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 page 1 and 2 of the attached request form (7.1.3) and forward to the CDF via email attachment to [enquiries@sydneycdf.org.au](mailto:enquiries@sydneycdf.org.au).

On receipt of the completed form, the CDF will initiate an online card application request via the CBA's Card Management facility (CommBank Card Manager – CCM). This will generate an application number which will be emailed to the card applicant for them to key into the CommBank website and required them to complete digital ID process and establish/link to CBA NetBank.

**Please note: the cardholder applicant will have 72 hours from receipt of the email to enter the application number on the CommBank website, after which it becomes invalid. Once the Cardholder Applicant has established or linked to CBA Netbank, they will have 21 days to complete their digital identification.**

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

Please complete all details requested on this form, including cardholder applicant's personal details on page 2 as the information is required for the CDF to initiate an online card application request via the CBA's online Card Management portal (CommBank Card Manager - CCM).

Once the online card application has been initiated by the CDF, the cardholder applicant will receive an application number via email from CommBank Card Manager (NoReply@edm.cba.com.au) to activate via the CommBank website link and the applicant will be required to complete a digital ID verification process and establish/link to CBA Netbank.

**Please note:** the cardholder applicant will have 72 hours from receipt of the email to enter the application number on the CommBank website, after which it becomes invalid. Once the Cardholder Applicant has established or linked to Netbank, they will have 21 days to complete their digital identification.

Print and scan or save this completed request to your computer and send the scanned or saved copy via an email attachment to the CDF at [enquiries@sydneycdf.org.au](mailto:enquiries@sydneycdf.org.au).

CDF Account Holder Client Name:

CDF Client No:

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

Full Name of Cardholder Applicant:

Card Limit Required:

\$

Cash Access Required? (Y/N)

☐

Yes

☐

No

The new card will be sent to the Corporate Card facility correspondence/mailling address already provided to the CDF.

.....  
Name of Authorising Officer

x

.....  
Signature

.....  
Name of Authorising Officer

x

.....  
Signature

Date: .....

#### Disclosure Statement

The Catholic Development Fund (the **Fund**) is required by law to make the following disclosure. The Fund is not prudentially supervised by the Australian Prudential Regulation Authority nor has it been examined or approved by the Australian Securities and Investments Commission. An investor in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the *Banking Act 1959* (Cth). Investments in the Fund are intended to be a means for investors to support the charitable, religious and educational works of the Archdiocese of Sydney and Catholic Diocese of Broken Bay and for whom the consideration of profit are not of primary relevance in the investment decision. The investments that the Fund offers are not subject to the usual protections for investors under the *Corporations Act* (Cth) or regulation by Australian Securities and Investments Commission. Investors may be unable to get some or all of their money back when the investor expects or at all and any investment of the Fund are not comparable to investments with banks, finance companies or fund managers. The Fund's identification statement may be viewed for CDF Sydney customers at: [www.sydneycdf.org.au](http://www.sydneycdf.org.au) and for CDF Broken Bay customers at: [www.bbcatholic.org.au](http://www.bbcatholic.org.au), or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.

#### CDF Office Use only:

##### Pre-Application:

Signatures verified  
to account authority:

☐

Pre-Authorisation

(Card Limits \$20,000 and over):

##### Post-Application:

Card Request loaded in  
CCM, including Card  
Limit & Blocking Strategy

☐

Application Approved in  
CCM by Authorising Officer:

☐

Date: ..... / ..... / .....

**Cardholder Personal Details:**

Please complete all cardholder applicant's personal details requested below to enable the CDF to initiate the online card application request via the CBA's online Card Management portal (CommBank Card Manager – CCM).

***PLEASE NOTE: The Cardholder Applicant's Personal Details collected below will be destroyed once the online card application request has been completed.***

**Cardholder Applicant's Personal Details**

**NOTE 1: \*The below fields marked with an asterisk are mandatory**

**NOTE 2: The first and last name provided below must be the legal name as appearing on the cardholders ID documents (Drivers licence/passport etc.)**

**Title\***

(Mr/Mrs/Miss/Ms/Rev etc.)

**First Name\***

**Last Name\***

**Mobile Phone Number\***

**Email address\***

**Employer ID (Optional)**

+

**Correspondence Address**

**Note:** By default, all cards and correspondence (card statements etc.) will be sent to the CDF Account Holder's Corporate Card facility correspondence/mailing address already provided to the CDF.