



HSBC Corporate Credit Card Administrator Application Form

Complete the form using BLACK PEN and print in CAPITAL LETTERS

Complete this form to apply for a new Administrator for an HSBC Corporate Credit Card Account. Please fill out a separate form for each additional Administrator required.

The Principal account holder is required to authorise this application.

Submit this completed form to your HSBC Relationship Manager along with 100 points of identification and the completed 'customer identification - 100 point check' form which can be downloaded at www.hsbc.com.au.

For HSBC Corporate Credit Card accounts using the verifying officer method, submit this form, the required identification and the Nomination of Verifying Officer form to your HSBC Relationship Manager.

ACCOUNT DETAILS

Principal account holder (business name)

ADMINISTRATOR DETAILS

Title First Name(s) Surname

Date of birth Gender Job title Nationality

 M F

Memorable word - insert word chosen by administrator which is used to verify identity

Email address - for important updates regarding the account (this is a mandatory field)

- Please tick one of the following boxes:
- | | |
|---|--|
| <input type="checkbox"/> | I confirm I am an authorised representative of the Principal account holder above and an existing HSBC customer, and my personal HSBC customer number is <input type="text"/> |
| You do not need to complete the personal details below unless your details have changed. | |
| <input type="checkbox"/> | I confirm I am an authorised representative of the Principal account holder above and I am not an existing HSBC customer. Note: You need to complete all the personal details below if you have ticked this option. |

Please complete **all** personal details below.
Current residential address (cannot be a PO Box)

Postal address (if different to residential address)

Permanent address (if different from residential address)

Home number Work number Mobile number

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PRIVACY ACKNOWLEDGEMENT AND CONSENT

I am fully aware and acknowledge that:

- The Principal account holder has been provided by HSBC with the Relationship Terms of Business (the "Terms") which, it agrees, govern its banking relationship with HSBC, including the provision of the HSBC Corporate Card facility. The Terms govern, inter alia, the collection, use and disclosure of Customer Information and personal information given to HSBC by the Principal account holder (referred to as the "Customer" in the Terms) and the management of financial crime risk and tax compliance by HSBC.
- The Principal account holder has provided me with a copy of the Terms (also available at www.hsbc.com.au or upon request).

Unless otherwise defined herein, the capitalised terms used in this application form shall have the same meanings as defined in the Terms.

For purpose of the Terms, I acknowledge and agree that:

- Customer Information includes Personal Data, confidential information and/or Tax Information of either the Principal account holder or a Connected Person.
- I am a Connected Person.
- My personal information (including Personal Data and/or Tax Information) provided by me in this application form or otherwise obtained by HSBC may be processed, used, transferred and/or disclosed by HSBC in accordance with the provisions set out in the Terms.
- HSBC and any of the recipients detailed in the Terms may exchange with each other the personal information referred to above and any other personal information that any of the recipients obtain about me.

I further agree that HSBC will collect, store, use and disclose my personal information in accordance with the principles set out in HSBC Privacy Policy (a copy of which can be found at www.hsbc.com.au or is available upon request. In this regard, I understand that HSBC Privacy Policy contains information about how an individual may:

- Access their personal information that is held by HSBC and seek the correction of such information.
- Complain about a breach of the Australian Privacy Principles under the Privacy Act and how HSBC will deal with such a complaint.

I understand that if: (i) I fail to provide any information requested in this application form, or (ii) I withhold or withdraw any consents which HSBC may need to process, use, transfer or disclose the personal information as set out above, or (iii) HSBC, or a member of HSBC Group, has suspicions regarding the possible commission of Financial Crime or any party presents a potential Financial Crime risk to HSBC Group, HSBC may be unable to accept my application or may take other appropriate actions as set out in the Terms.

ADMINISTRATOR

By signing this application form as the nominated Administrator named below, I agree and consent to HSBC and HSBC Group collecting, using, processing, storing, disclosing and/or transferring my personal information (including Personal Data and Tax Information as defined in the Terms) in accordance with the provisions set out, mentioned, or referred to, in this application form. I also agree to access and use the online card portal in accordance with applicable terms and conditions.

Name of Administrator

Administrator's signature

Date

PRINCIPAL ACCOUNT HOLDER

By signing below and submitting this form to HSBC Australia Limited ("HSBC"), the Principal account holder:

- Nominates the named individual as an administrator in accordance with the contractual terms of the facility.
- Provides specimen signature for the nominated administrator.
- Requests HSBC to grant the nominated administrator with access to the online card portal for HSBC Corporate Card. In consideration of HSBC granting such access, the Principal account holder assumes sole responsibility and liability for all requests, changes, and modifications made by the nominated administrator to any account(s) that are initiated through the online card portal and will indemnify and hold HSBC, its officers and employees harmless from any claims relating to such access and the use of the online card portal by the nominated administrator.

Who needs to sign this form?

1. If you are a company, if only one director who is also the only company secretary, that director; if two or more directors by two directors or a director and the company secretary.
2. If you are in a partnership formed by companies, each and every company in the partnership. Also refer to point 1 above as to how each company signs.
3. If you are in a partnership formed by individuals, each and every individual partner.
4. If you are a trust, all the trustees in accordance with the trust deed. Also refer to point 1 above as to how each company signs.
5. If you are an incorporated association, all signatories in accordance with the constitution.

Name of authorised signatory in full	Office/Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="/ /"/>

Name of authorised signatory in full	Office/Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="/ /"/>

Name of authorised signatory in full	Office/Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="/ /"/>

Name of authorised signatory in full	Office/Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="/ /"/>

Name of authorised signatory in full	Office/Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text" value="X"/>	<input type="text" value="/ /"/>

For multiple companies and partnerships please attach extra pages for the additional company(ies)

Office Use Only

SV <input type="checkbox"/>	Checking officer name	Signature	Date	<input type="text" value="/ /"/>
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