

Business credit card – individual cardholder

PART 2

How to complete this form

Kiwibank Limited, Private Bag 39888, Wellington 5045

- > Each individual cardholder needs to complete this form.
- > It's best to download this form and save it to your device, then open the form with Adobe Acrobat or another PDF reader.
- > Section 4 only needs to be completed where the cardholder is being added to an existing business credit card account.

1. Business name

Business name

This must be the full legal name of the company, partnership, trust, society or club, or the full name of the sole trader.

Trading name

2. Personal details

If you're an existing Kiwibank customer, what's your access number?

(please note any changes to your details below)

Occupation

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First names*

Last name

*Please provide your full legal name

Date of birth

Country of birth

Citizenship

Where do you live?

Address

Postcode

Contact numbers

Work

Mobile

Home

Email address

If you're new to Kiwibank, you'll receive a text message from Kiwibank to confirm your identity using our digital verification tool.

3. Cardholder declaration

It's important that you understand this section, so please make sure you read and review it carefully.

In this section, when we talk about:

- > **"the business"**, we mean the organisation listed in section 1 of this form that has, or is applying for, a business credit card account with Kiwibank; and
- > **"you"** and **"your"**, we mean the individual being added as a cardholder to the business credit card account for the business.

Your information

You acknowledge that if you're asked to provide information as part of this process and fail to provide it, we may choose not to proceed with this application.

Collection, use and disclosure of information

You acknowledge that we, and our related organisations, may use the information collected in this form, together with all information we hold about you (now or in the future) to onboard you as a cardholder, issue and manage use of your business credit card, manage your relationship with us, and for any other purpose specified in our Privacy Policy. You can read all about this at [Kiwibank.co.nz/privacy-policy](https://kiwibank.co.nz/privacy-policy).

We, and our related organisations, can:

- > store your information or nominate others to do it for us; and
- > share your information with anyone who needs it to assist us, or our related organisations, with the purposes listed above, including authorised representatives of the business.

Your rights of access to and correction of information

As always, you have rights under the Privacy Act 2020. These rights enable you to find out what information we hold about you, to access that information, and to ask us to correct that information in accordance with the process set out in our Privacy Policy.

Marketing messages

You acknowledge that we can send marketing or promotional messages to you electronically. If you don't want to receive those messages, all you have to do is click the unsubscribe link.

Terms and Conditions

You acknowledge and agree that:

- > our Business Credit Card Terms and Conditions are available online on our [website](#); and
- > if this application is approved, those terms and conditions will apply to you from the time your credit card is issued.

Cardholder authority

You acknowledge that:

- > you'll have no authority over the card account;
- > you can't make changes to the card account and are not responsible for payment of the balance owing; and
- > the business will receive monthly statements for all purchases and other transactions carried out using your credit card.

By signing this form, you confirm that:

- > all the information in this form is true and correct, and that you'll notify us immediately if there's any change in any information given.
- > you're authorised by the business to complete this form.
- > you'll only use the credit card for purposes relating to the business.
- > you agree to all the above sections.

Cardholder signature

Date

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4. Business authorisation

Is the cardholder being added to an existing or new business credit card account? ☐ Existing ☐ New

This business authorisation is not required for new business credit cards accounts.

In this section, when we talk about:

- > **"you"** and **"your"** we mean the organisation listed in section 1 of this form that has a business credit card account with Kiwibank.
- > **"authorised representative(s)"** we mean the directors, partners, officers, trustees or other representatives authorised to sign this form on behalf of the business that has a business credit card with Kiwibank.

What do you want the cardholder's spend limit to be?

\$

If you need to increase your credit limit to allow for this new cardholder to be added to your business credit card account, you'll need to speak with your business manager to apply to increase your limit.

Will this be a reallocation of an existing cardholder's spend limit? ☐ No ☐ Yes

If yes, how do you want to reallocate spend limits? If you are decreasing or removing multiple cardholders, separate each cardholder and their limits with a comma.

☐ I want to decrease existing cardholder(s) spend limit(s)

Which cardholder(s) spend limit(s) do you want to decrease?

How much do you want to decrease the existing limit(s) by?

\$

☐ I want to remove an existing cardholder

Which cardholder do you want to remove?

Do you want cash advances on this card? ☐ No ☐ Yes

Business authorisation

You authorise the above cardholder to have access to the spend limit specified above via a credit card linked to your business credit card account, and for them to load a PIN to their credit card through our mobile banking app or internet banking.

You acknowledge that:

- > you're responsible for the conduct of each cardholder as if it was your own; and
- > Kiwibank does not credit check individual cardholders. Before signing this form, you should satisfy yourself of the cardholder's creditworthiness.

This form should be signed by your authorised representative(s) on your behalf. It can be signed in a few different ways, by either:

- > typing in their name;
- > using a stylus on a tablet; or
- > printing and signing by hand.

By signing this form, each authorised representative confirms they have authority to sign on your behalf.

Where there are two or more company directors, a minimum of two company directors must sign this form; the same applies for officers of a society or club. For partnership or trust accounts, all partners or trustees must sign.

Full name		☐ Company director	☐ Partner	☐ Trustee	☐ Officer	☐ Sole trader						
Signature		Date <table><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										

Full name		☐ Company director	☐ Partner	☐ Trustee	☐ Officer						
Signature		Date <table><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									

Full name		☐ Partner	☐ Trustee						
Signature		Date <table><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							

Full name		☐ Partner	☐ Trustee						
Signature		Date <table><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>							

Ready to submit?

Please take the time to make sure the cardholder has completed all the relevant sections and signed the form.

Adding a cardholder to an existing business credit card account

Please ensure all required authorised representative(s) have signed this form.

Email this completed form to your business manager or to cashbackcard@kiwibank.co.nz.

New business credit card account

The business credit card application form (Part 1) contains the business authorisation for cardholders being added to a new business credit card account. Authorised representatives don't need to sign this form when adding cardholders to a new account.

Email all forms (Part 1 & if applicable, the 'Business credit card – cardholder supplement form') to your business manager or to cashbackcard@kiwibank.co.nz.

To confirm this form is authorised by the business:

- > for new Kiwibank business banking customers, it must be sent from the email address specified in section 1 of the Part 1 form.
- > for existing Kiwibank business banking customers, it must be sent from the email address we have on record for either the business or the authorised representative(s) who have signed this form (if applicable).