

# Organisation's Appointment of Authorised Person Form



Organisation name *(in full)*

Access to: *(tick one)*

Agency Account  Account Number

*(Including all related individual Cardholder's Accounts)*

Individual Account  Account Number

## Section 1 - Type of Access

*(Tick one - Appointment is for Authority to Operate unless you choose otherwise)*

Enquiry Access Only  This will permit the Authorised Person to:  
 • Obtain Account information

Full Account Access  This will permit the Authorised Person to:  
 • Obtain Account information  
 • Make amendments to the Account  
 • Dispute transactions  
 • Redeem rewards  
 • Access to virtual card portal

**Duration of Authority:** This Authority commences immediately and continues until Diners Club is notified otherwise.

## Section 2 - Details of New Authorised Person

Title  Surname  First Name  Middle Name

Existing Cardholder? Yes  No

Date of Birth    Mother's Maiden Name  Nationality

Occupation  Country of Birth

Residential Address  Suburb  State  Postcode

Phone  Mobile  Email

**Privacy Consent:** By signing this form, the Authorised Person agrees that we may obtain, use and disclose their personal information for the purpose of this authorisation. We may provide the Authorised Person's personal information to related or selected third parties both of which may be in or outside Australia on a confidential basis for the purpose of providing administration or services in respect of this Account. For information about privacy please visit our website.

Signature of Authorised Person  Date

## Section 3 - Organisation's Authorisation

**Where the business is a COMPANY/SOLE TRADER/PARTNERSHIP (two signatures required)**

Signature of Director/Partner for on behalf of the business  Date

Signature of Director/Partner/Company Secretary for on behalf of the business  Date

Name

Name

**Where the business is a TRUST and the TRUSTEE is an INDIVIDUAL**

Signature of Trustee for on behalf of the business  Date

Name

Name

**Where the business is a TRUST and the TRUSTEE is a COMPANY (two signatures required)**

Signature of Director for on behalf of the business  Date

Signature of Director/Partner/Company Secretary for on behalf of the business  Date

Name

Name

Please email your completed form to **citiauspo@citi.com** or mail to:  
 Customer Service, Diners Club International, GPO Box 40, Sydney NSW 2001

For further information call Diners Club Customer Service 24 hours a day on **1300 360 060**.