

Application

This application form must be used by an entity (**Applicant**) to apply for approval to participate in the BasicsCard Scheme as an approved Merchant.

1. What is the BasicsCard?

The BasicsCard is a stored value card issued by Services Australia (the agency) to customers supported through the Income Management regime (see section 2). The BasicsCard is easy to use for income managed customers and Merchants. It is Personal Identification Number (PIN) protected and allows a customer to use their income managed funds to purchase Priority Goods and Services and/or other eligible goods or services (as listed in sections 4.1 and 4.2) from approved BasicsCard Merchants.

BasicsCard Transactions are processed through existing Electronic Funds Transfer at Point of Sale (EFTPOS) terminals.

Among other things, in order to participate in the BasicsCard Scheme, an Applicant must:

- have EFTPOS terminals available for the use of BasicsCard
- be able to provide an EFTPOS record to the Card Holder at the time of the BasicsCard Transaction
- be able to ensure that Excluded Goods and Excluded Services (as listed in section 4.3) are not purchased with a BasicsCard
- if the Applicant's business includes the sale of Excluded Goods or Excluded Services (as listed in section 4.3), it must be able to:
 - provide an itemised receipt for each BasicsCard Transaction to the Card Holder at the time of the transaction, **and**
 - keep itemised receipts of each BasicsCard Transaction in an ordered and auditable filing system for at least 2 years after the date of the BasicsCard Transaction.

2. Primary aim of BasicsCard and the objectives of Income Management

- 2.1.** The primary aim of the BasicsCard Scheme is to assist income managed customers to access income managed funds to purchase Priority Goods and Services and/or other eligible goods and services (as listed in sections 4.1 and 4.2).
- 2.2.** Income Management is a regime under Part 3B of the *Social Security (Administration) Act 1999* (Cth) that sets aside a proportion of certain welfare customers' payments to pay for necessities such as food, clothing, housing and utilities. BasicsCard is one of the ways that customers can access income managed funds.
- 2.3.** The key objectives of Income Management are to:
 - reduce immediate hardship and deprivation by directing welfare payments to the priority needs of recipients, their partner, children and any other dependants
 - help individuals to budget so that they can meet their priority needs
 - reduce the amount of certain welfare payments available for alcohol, gambling, tobacco and pornography
 - reduce the likelihood that welfare payment recipients will be subject to harassment and abuse in relation to their welfare payments, **and**
 - encourage socially responsible behaviour, particularly in the care and education of children.
- 2.4.** Without limiting section 6, in assessing an application to participate in the BasicsCard Scheme, one of the things that the agency will take into account is any information that demonstrates whether or not the Applicant has an understanding of how the BasicsCard Scheme supports the aims and objectives of Income Management.

3. The BasicsCard Agreement

- 3.1.** The terms and conditions on which the Applicant making this application will, if approved, participate in the BasicsCard Scheme are set out in the **BasicsCard Agreement**. The BasicsCard Agreement for each approved Merchant is comprised of:
 - the completed Merchant Application (including the representations made by the Applicant in question 28)
 - the Merchant Terms – this is a separate document which sets out the terms and conditions of participation in the BasicsCard Scheme as a Merchant in more detail, **and**
 - any Special Conditions notified by the agency in the letter sent by the agency to the Applicant notifying the Applicant that it is approved to participate in the BasicsCard Scheme as a Merchant (**Approval Letter**).

- 3.2.** By submitting this application, the Applicant acknowledges that, should it be approved as a Merchant, it must comply with the BasicsCard Agreement from the date specified in the Approval Letter until such date as the BasicsCard Agreement is terminated.
- 3.3.** The terms of the BasicsCard Agreement are in addition to any terms and conditions the Applicant has with its Acquiring Institution (as defined in the Merchant Terms).
- 3.4.** In this application, unless stated otherwise, words and expressions have the same meaning as provided in the Merchant Terms.



It is essential that an Applicant familiarise itself with the Merchant Terms before submitting this application. A copy can be obtained from servicesaustralia.gov.au/bcmerchants or by requesting a copy from the agency.

4. Eligibility to apply to become a BasicsCard Merchant

To be eligible to apply to become a BasicsCard Merchant, an Applicant must meet the following threshold requirements:

- the main business of the Applicant must be the sale of Priority Goods and Services and/or other eligible goods and services (as listed in sections 4.1 and 4.2)
- the Applicant must have the ability to prevent the sale of Excluded Goods and Excluded Services (as listed in section 4.3) in a BasicsCard Transaction, **and**
- if the Applicant sells Excluded Goods and Excluded Services (as listed in section 4.3) then the Applicant's revenue from the sale of Excluded Goods and Excluded Services must be less than 50 per cent of its total annual revenue (by dollar value).

4.1. Priority Goods and Services

The Priority Goods and Services are as follows:

- food
- non-alcoholic beverages
- clothing
- footwear
- basic personal hygiene items
- pharmacy items
- basic household items
- housing repairs and maintenance
- short-term residential accommodation (which means crisis or emergency accommodation: hostels, boarding houses, caravan parks or similar accommodation for residential use for generally a period of 3 months duration or less)
- household utilities including:
 - electricity
 - gas
 - water
 - sewerage
 - garbage collection
 - telephone
- rates and land tax
- postal services
- health including medical, nursing, dental or other health services
- child care and development (including toys that the agency is satisfied are educational. This does not include electronic toys)
- education and training
- items required for the purposes of the person's employment, including:
 - a uniform or other occupational clothing
 - protective footwear
 - tools of trade
- public transport services, where the services are used wholly or partly for purposes in connection with any of the above needs
- the acquisition, maintenance or operation of a:
 - motor vehicle
 - motorcycle
 - bicycle
 that is used wholly or partly for purposes in connection with any of the above needs
- funerals
- council services.

4.2. Other eligible goods and services

Other eligible goods and services are as follows:

- State Government services including:
 - infringement notice payment services
 - certification services such as Births, Deaths and Marriages
- storage
- services provided by sporting organisations
- luggage
- goods and services provided by florists/nurseries
- services provided by travel agencies
- consumer electronics and entertainment
- veterinary services.

4.3. Excluded Goods and Excluded Services

Excluded Goods and Excluded Services are as follows:

- alcoholic beverages
- home brew kits and home brew concentrate
- tobacco products
- pornographic material
- gambling products
- gambling services.

Excluded Goods and Excluded Services also include any other goods or services which are specified in a legislative instrument made by the Minister for the purposes of section 123TI(1)(d) and 123TI(2)(b) of the *Social Security (Administration) Act 1999* (Cth).

5. An Applicant will not be eligible for approval as a BasicsCard Merchant

If the Applicant's main business is not the sale of Priority Goods and Services and/or other eligible goods and services, then the Applicant will not be eligible to apply for approval as a BasicsCard Merchant.

In addition, if the Applicant operates a business in a category listed below, then the Applicant will not be eligible for approval as a BasicsCard Merchant:

- door-to-door sales businesses
- cafes that sell alcohol
- restaurants.

6. Approval as a BasicsCard Merchant

The agency will assess whether an Applicant should be approved as a BasicsCard Merchant.

In considering whether an Applicant should be approved, the agency will take into account all relevant information to determine whether the Applicant supports the primary objectives of Income Management and the BasicsCard Scheme, including but not limited to:

- its understanding of how the BasicsCard Scheme supports the aims and objectives of Income Management
- its ability to comply with the terms of the BasicsCard Agreement
- any previous non-compliance with the terms of a BasicsCard Agreement
- adverse information received from:
 - the Australian Competition and Consumer Commission (ACCC)
 - the Australian Securities and Investments Commission (ASIC)
 - other Regulatory Bodies
 - other relevant Commonwealth agencies
- whether the Applicant has had a significant decision or penalty imposed against it by a Regulatory Body
- whether the Applicant has had a Community Store Licence under the *Stronger Futures in the Northern Territory Act 2012* revoked or refused, **and**
- whether, in the agency's opinion, the Applicant's participation in the BasicsCard Scheme is likely to adversely affect the reputation of the agency or the BasicsCard Scheme.

In the ordinary course, applications are assessed and determined by Services Australia (and all references to the agency in this application are to Services Australia). However, the Department of Social Services (DSS) may, where it considers that exceptional circumstances exist, determine that an Applicant that does not meet the requirements in section 4, is eligible for approval as a BasicsCard Merchant. For example, where DSS is satisfied that:

- the Applicant is the only reliable source of food security in a remote community
- the Applicant provides an essential service that is necessary for meeting essential needs.

Important information

To be considered for approval as a BasicsCard Merchant, the Applicant **MUST** complete all the relevant questions in this application and return all pages to the fax number provided below.

The Applicant may be required to provide additional evidence to support information provided in this application and/or satisfy additional conditions before the agency can assess the application.

If the Applicant is the subject of a past or current investigation by a Regulatory Body, the agency may require additional information before making a decision on whether to approve its application. Failure to provide this information may result in the application being rejected.

The agency will notify the Applicant in writing of its decision. If the application is not approved, the agency will include in its notice information about the Applicant's option to seek a review of the decision.

Signing the application

This application should be signed by the person who is legally responsible for the Applicant's EFTPOS terminals and has authority on behalf of the Applicant to enter into a contract with the agency.

For assistance or further information

Phone: Merchant Helpdesk **1800 039 417**

Email: **impact.basicscard@servicesaustralia.gov.au**

Returning your form

When you have completed this application, fax all pages to:

Fax: **1300 727 760**

centrelink

Business details

Note: Completion of this application does not guarantee approval to participate as a BasicsCard Merchant. The agency will provide written notification of the outcome of this application.

- 1 Does the Business have an Australian Business Number (ABN) or Australian Company Number (ACN)?
- No  *If the Business does not have an ABN or ACN, it will not be approved as a BasicsCard Merchant.*
- Yes, give details below
- Note:** If the business is a Trustee of a Trust and the Trustee is a Company, you must provide the Trustee's ACN and the Trust's ABN.

Australian Business Number (ABN)

or

Australian Company Number (ACN)

--

- 2 Entity name
(as per Australian Business Register)
-

- 3 Trading or Registered Business name
-

- 4 The business is:
Tick ONE only
- Partnership **Go to 5**
- Trustee of a Trust **Go to 6**
- Company **Go to 7**
- Individual (sole trader) **Go to 7**
- Unincorporated Association **Go to 7**
(requires an individual's undertaking)
- Local, state/territory or Australian (Commonwealth) government organisation **Go to 7**
- Incorporated Association **Go to 7**
- Other Give details below

▶ **Go to 7**



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5 What are the names and dates of birth of all the partners?

Note: If the Business is a partnership, the signature of a partner or authorised person will be taken as an intention to bind all partners of the partnership.

1 Name of partner

Date of birth

2 Name of partner

Date of birth

If more than 2 partners, attach a separate sheet with details.

▶ **Go to 7**

6 Is the Trustee of a Trust:

Note: If more than one individual Trustee or company Trustee, attach a separate sheet with details.

an individual Trustee ▶ Give details below

Name

Date of birth

a company Trustee ▶ Give details below

Company name

Director(s) name

7 Business physical address
(If multiple outlets, list Head Office)*

State: Postcode:

* Details of the addresses for multiple outlets are requested in question 26

8 Business postal address

State: Postcode:

9 If multiple outlets, do you want all correspondence that is posted to be sent to this Business postal address? No Yes

Contact Officer

- Note:**
- The Applicant must nominate a person as the contact officer who is authorised to act on behalf of the Applicant in connection with BasicsCard, including to give and receive notices on behalf of the Applicant.
 - In the case of an unincorporated association, the contact officer must complete and sign this form at question 31.
 - All notices from the agency about BasicsCard will be directed to the contact officer specified below.
 - The contact officer must reside in Australia.

10 Name of contact officer for the Applicant

11 Position or role of contact officer (i.e. Trustee, Director, owner, etc.)

12 Contact details for the contact officer

Phone number	<input type="text"/>	Mobile phone number	<input type="text"/>	Fax number	<input type="text"/>
Email	<input type="text"/>				

Business details

13 On-site contact details (if different from question 12)

Phone number	<input type="text"/>	Mobile phone number	<input type="text"/>	Fax number	<input type="text"/>
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Note: If you would like to nominate additional contact persons for other matters (such as system issues), attach a separate sheet with their contact details, relationship to the business and area(s) of responsibility.

14 Has the Applicant previously applied to become a BasicsCard Merchant?

No Yes

If Yes, provide date of previous application

/ /

15 Are you a taxi-cab or minibus operator?

No Yes

If Yes, do you have EFTPOS terminals currently installed in your vehicle(s) that are activated to process BasicsCard?

No Yes

Excluded Goods and Excluded Services

16 Does your business stock or provide any of the Excluded Goods and Excluded Services listed below?

Tick ALL that apply

Alcoholic beverages Tobacco products Pornographic material Gambling products or services Home brew kits or home brew concentrate No

If No, go to 20.

17 Did the sale of the Excluded Goods and Excluded Services selected above constitute 50 per cent or more of your business's revenue in the last financial year?

No Yes Not applicable

If No, provide proof that sales of Excluded Goods and Excluded Services was less than 50 per cent of revenue in the last financial year.

If Not applicable, (i.e. because your business is new and you do not have this information), you must provide an estimate based on projected sales.

What proportion of your annual stock turnover in dollar value is Excluded Goods and Excluded Services?

0-25% 26-49% 50-100%

18 Does your business have the capability to provide an itemised receipt for each BasicsCard Transaction to the Card Holder at the time of the transaction?

No Yes

19 Does your business have the capability to retain itemised receipts (including details of each item purchased) of each BasicsCard Transaction for at least 2 years after the date of the transaction?

No Yes

If No,



*If your business sells Excluded Goods and Excluded Services and does not have the capability to provide and keep an itemised receipt of each BasicsCard Transaction then you will **NOT** be approved to become a BasicsCard Merchant until your business has that capability.*

Community Store Licence

20 Is your business required to have a Community Store Licence under the *Stronger Futures in the Northern Territory Act 2012* (Cth)?

No Yes

If No, go to 22.

21 Does your business have a Community Store Licence?

No Yes

If No,



If your business is required to have a Community Store Licence, and it does not have one, your business cannot be approved to become a BasicsCard Merchant.

If Yes, provide your Community Store Licence number.

Priority Goods and Services

22 Is your main business activity to provide one or more of the Priority Goods and Services or the other eligible goods and services (listed in sections 4.1 and 4.2 in the Information part of this application)?

No Yes

If No,



*If your main business activity is not providing one or more of those goods and services, your business will **NOT** be approved to become a BasicsCard Merchant.*

23 What is the **main** activity of your business:

Tick ONE only

- | | |
|---|--|
| <input type="checkbox"/> Automotive parts and repairs | <input type="checkbox"/> Luggage |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Medical service |
| <input type="checkbox"/> Bookstore | <input type="checkbox"/> Motor vehicle registry |
| <input type="checkbox"/> Butcher | <input type="checkbox"/> Newsagent |
| <input type="checkbox"/> Cafe not selling alcohol | <input type="checkbox"/> Petrol station |
| <input type="checkbox"/> Chemist/pharmacy | <input type="checkbox"/> Postal services |
| <input type="checkbox"/> Clothes store | <input type="checkbox"/> Schools, child care and other education outlets |
| <input type="checkbox"/> Consumer electronics and entertainment | <input type="checkbox"/> Second hand goods store |
| <input type="checkbox"/> Convenience store/corner store | <input type="checkbox"/> Shoe store |
| <input type="checkbox"/> Council services | <input type="checkbox"/> Short-term residential accommodation |
| <input type="checkbox"/> Deli | <input type="checkbox"/> Sporting organisations |
| <input type="checkbox"/> Department store | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Discount store | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Florist/nurseries | <input type="checkbox"/> Takeaway |
| <input type="checkbox"/> Fruit and vegetable store | <input type="checkbox"/> Taxicabs/minibuses |
| <input type="checkbox"/> Funerals | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Furniture store | <input type="checkbox"/> Transport and travel |
| <input type="checkbox"/> Government services | <input type="checkbox"/> Veterinary services |
| <input type="checkbox"/> Hardware store | <input type="checkbox"/> Whitegoods |
| <input type="checkbox"/> Housing repairs and maintenance | |
| <input type="checkbox"/> Other, give details below | |

Other information

24 Has the Applicant, its directors, owners or employees engaged to perform a service (in the course of their employment with the Applicant) had adverse findings made against them following an investigation by the Australian Competition and Consumer Commission, Australian Securities and Investments Commission or other Regulatory Bodies or other relevant Commonwealth agencies, or are they the subject of any unresolved complaints in relation to the services to be provided to customers?

- No Yes

If Yes, provide information:

Note: An Applicant, if approved for BasicsCard, has an obligation to notify the agency if a Federal or State Regulatory Body or other Commonwealth agency investigates or makes an adverse finding against the entity, its directors, owners or employees engaged to perform a service.

Systems processing and training

To become a BasicsCard Merchant, the Applicant and its personnel must be able to comply with the BasicsCard Agreement. This includes the ability to prevent the sale of Excluded Goods and Excluded Services and gift cards or vouchers in a BasicsCard Transaction. Under clause 8.1 of the Merchant Terms, Merchants are required to take all reasonable steps to implement systems and processes to ensure they meet these obligations.

Relevant obligations, and some examples of how a Merchant may meet them, are outlined below.

The Applicant must be able to meet the requirements in clause 2 of the Merchant Terms, including being able to prevent the sale of Excluded Goods and Excluded Services and gift cards or vouchers in a BasicsCard Transaction.

For example, the Applicant must:

- be able to ensure that Excluded Goods and Excluded Services are not purchased in a BasicsCard Transaction
- if the Applicant's business includes the sale of Excluded Goods or Excluded Services (as listed in section 4.3), it must be able to:
 - provide an itemised receipt for each BasicsCard Transaction to the Card Holder at the time of the transaction, **and**
 - keep itemised receipts of each BasicsCard Transaction in an ordered and auditable filing system for at least 2 years after the date of the BasicsCard Transaction.

PROCESSES

The Applicant must be prepared to display the posters, stickers and other display material provided by the agency, in accordance with the instructions for display, unless otherwise agreed by the agency.

STAFF TRAINING

The Applicant, if approved, will be required to conduct staff training to ensure that, at all times, staff who process BasicsCard Transactions and/or who are in a managerial role, understand the Merchant's obligations under the Merchant Terms and how to conduct BasicsCard Transactions in compliance with the Merchant Terms.

This may include:

- provision of instruction to new, existing and casual staff on the correct use of the BasicsCard and preventing the sale of Excluded Goods and Excluded Services and gift cards or vouchers in a BasicsCard Transaction
- training on the procedure to reverse sales of Excluded Goods and Excluded Services and gift cards or vouchers in a BasicsCard Transaction
- extensive training on BasicsCard for senior staff, including obligations under the BasicsCard Agreement
- training to manage difficult customers who wish to use the BasicsCard to purchase Excluded Goods and Excluded Services and gift cards or vouchers.

OTHER TRAINING

The Applicant will, if approved, be required to ensure that any other person it contracts to operate the store or that it allows to use its In-Store Facilities* understands and complies with the Merchant Terms.

- * **In-Store Facilities** means facilities which enables instructions to be transmitted through a Merchant Terminal and Payment System in relation to the acquisition and settlement of card transactions for the Merchant's supply of goods and services.

25 Is the Applicant able to comply, and ensure its personnel comply, with the BasicsCard Agreement including being able to prevent the sale of Excluded Goods and Excluded Services, gift cards or vouchers in a BasicsCard Transaction?

No Yes

If No,



*If the Applicant is unable to comply with the Merchant Terms, including by preventing the sale of Excluded Goods and Excluded Services, gift cards or vouchers in a BasicsCard Transaction, the Applicant will **NOT** be approved to become a BasicsCard Merchant.*

Terminal details

26 Store name

Store physical address
State: Postcode:

Store contact person's name

Store contact person's phone number

Name of Merchant's acquiring bank – bank providing EFTPOS terminals

Merchant ID (also known as CAID or CAIC)

Terminal ID(s)

Is this application for one Store* or multiple Stores? Single Multiple

If multiple, how many stores?

If multiple, provide a copy of this page with the details of each store.

* **Store** means any location (whether fixed or temporary) operated by a Merchant at which one or more Merchant Terminals have been activated to accept and process BasicsCard Transactions.

If the Merchant operates a taxi-cab or minibus, each taxi-cab or minibus in which a Merchant Terminal is installed is a separate 'Store'. If your business involves providing taxi-cab or minibus services, then provide the number of vehicles that operate under your network in the 'how many stores' box. List the Terminal IDs for each vehicle in an attachment.

Privacy and your personal information

- 27** By signing and submitting this application, the Applicant acknowledges that the agency may disclose information collected in this application to Regulatory Bodies or other Commonwealth departments and agencies including:
- to assess this application
 - to administer, evaluate and monitor the operation of the BasicsCard Scheme in accordance with the BasicsCard Agreement, **or**
 - upon request from Regulatory Bodies or other Commonwealth departments or agencies.

The personal information collected about any individual named in this application is protected by the *Privacy Act 1988*, and is collected by Services Australia for the purpose of assessing this application and, if this application is successful, for administration of the BasicsCard Scheme.

The information provided in this application (and any subsequent request for information) may be used by the agency or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the agency manages personal information, including our privacy policy, at servicesaustralia.gov.au/privacy or by requesting a copy from the agency.

The agency may publish a list of organisations that are approved to participate in the BasicsCard Scheme on its website.

Agreement to participate

28 By submitting this application, the Applicant:

1. **represents** that all information provided in this application is correct and is not misleading and that no relevant information has been withheld
2. **acknowledges** that giving false or misleading information to the Commonwealth is a serious criminal offence
1. **undertakes** to inform the agency if any information provided in this application changes in accordance with the requirements of the BasicsCard Agreement
2. **agrees** that, upon the agency notifying the Applicant that it has been approved as a BasicsCard Merchant and upon activating the Applicant's terminal(s) to use BasicsCard, a binding agreement is formed between the agency and the Applicant on the terms set out in the BasicsCard Agreement, applicable at the date of this application
3. **agrees** to be bound by, and in the case of joint Applicants, agree to be jointly and severally bound by, the BasicsCard Agreement (as varied from time to time)
4. **represents** that the persons making this application on its behalf have read and understood the information contained in this application, the Merchant Terms and the Applicant's obligations under those documents
5. **acknowledges** that the Applicant has full legal capacity to complete and lodge this application and be bound by the BasicsCard Agreement in accordance with the laws for executing a contract, and have taken all action that is necessary to authorise this application and to be bound by the BasicsCard Agreement
6. **acknowledges** that the BasicsCard Agreement creates legal, valid and binding contractual obligations on the Applicant and is enforceable in accordance with its terms
7. **undertakes** to comply with the BasicsCard Agreement
8. **represents** that it will protect customer information in accordance with its obligations under the relevant secrecy provisions and the *Privacy Act 1988*
3. **represents** that it will comply with any directions of the agency related to the collection, recording, use or disclosure of customer information
4. **authorises** the agency to release the information contained in question 26 of this application to the agency's card transaction provider by email or another digital format, **and**
5. **authorises** Regulatory Bodies to release information to the agency regarding its trading activities (including business names, company names, licence details and complaints and investigations) and any other matters relevant to this application.

29 Is the Applicant an unincorporated association?

No Yes

If Yes, go to 31.

Signed by

30 This application should be signed by the person who has authority on behalf of the entity to do so.

Signature of **authorised officer**



Print name

Position

Signature of **witness**



Print name

Date

Signature of **second authorised officer** (optional)



Print name

Position

Signature of **witness**



Print name

Date

Affix common seal of Company or Incorporated Association below, if applicable.

31 Please read this before completing this question.

If the Applicant is an unincorporated association, the person signing this form will be accepting contractual responsibility and personal liability for the actions of the Applicant. If subsequently circumstances change so that that person is no longer in a position to ensure that all of the Applicant’s obligations are complied with (for example, they cease to be a member of the association) they must notify the agency as soon as practicable, and the approval for the Applicant to participate in the BasicsCard Scheme will be withdrawn. In those circumstances, the person signing this form will continue to have some ongoing obligations during the period of the contract and, should the Applicant wish to remain approved for BasicsCard, the Applicant must arrange for a new representative of the unincorporated association to complete and submit a new application. The Applicant cannot participate in the BasicsCard Scheme as an unincorporated association if it is not represented by an individual authorised to represent it.

Agreement

- I make this BasicsCard application on behalf of the Applicant, which is an unincorporated association

Name of Applicant

- I acknowledge that I am making this application and, if approved, entering into the BasicsCard Agreement in my personal capacity and as a representative of the Applicant.
- I will comply, and will ensure that the Applicant complies, with the BasicsCard Agreement if the Applicant is approved as a BasicsCard Merchant, even if the membership of the Applicant’s business changes, I cease to be a member of the Applicant’s business or the Applicant becomes insolvent, ceases to trade or is wound up, unless and until I notify the agency that I no longer wish to represent the Applicant in respect of the BasicsCard Agreement.
- I will, if I cease to be a member of the Applicant’s business or otherwise am no longer able to ensure that the Applicant’s business will and does comply with the BasicsCard Agreement, notify the agency as soon as practicable.

I understand that:

- I may withdraw from representing the Applicant at any time by notifying the agency that I no longer wish to represent the Applicant’s business in respect of the BasicsCard, **and**
- in those circumstances, the approval of the Applicant for BasicsCard will be withdrawn unless a suitable replacement is approved by the agency prior to my withdrawal.

Signature

Print name

Position

Signature of **witness**

Print name

Date