

**When to use this form** Use this form to apply to participate in the BasicsCard scheme as an approved Merchant (Applicant).

**What is the BasicsCard?** The BasicsCard is a stored value card issued by Services Australia to customers supported through the Income Management regime. The BasicsCard is easy to use for income managed customers and Applicants. 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 the BasicsCard Merchant Approval Framework Policy Guidelines available at [dss.gov.au](http://dss.gov.au)

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

## The BasicsCard Agreement

The BasicsCard Agreement for each approved Merchant is comprised of:

- a completed **BasicsCard Merchant Application (SS460)** form
- the BasicsCard Merchant Terms
- any special conditions notified by the agency in the approval letter.

## Important information

**Before completing this application**, you **must** read the BasicsCard Merchant Terms and the BasicsCard Merchant Approval Framework Policy Guidelines.

To read the BasicsCard Merchant Terms, go to [servicesaustralia.gov.au/bcmerchants](http://servicesaustralia.gov.au/bcmerchants)

To read the BasicsCard Merchant Approval Framework Policy Guidelines, go to [dss.gov.au](http://dss.gov.au)

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

If the Applicant is the subject of a past or current investigation by a regulatory body, we 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.

We will notify the Applicant in writing of our decision. If the application is not approved, we will include in our 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 Services Australia.

## For more information

You can:

- email [impact.basiccard@servicesaustralia.gov.au](mailto:impact.basiccard@servicesaustralia.gov.au)

There may be risks with sending personal information through unsecured networks or email channels.

- call **1800 039 417** Monday to Friday, 8:30 am to 5 pm, Australian Eastern Standard Time. Call charges may apply.

## Returning this form

Return the completed form and any supporting documents by email to [impact.basiccard@servicesaustralia.gov.au](mailto:impact.basiccard@servicesaustralia.gov.au)

There may be risks with sending personal information through unsecured networks or email channels.

**Filling in this form**

You can complete this form on your computer using Adobe Acrobat Reader, and some browsers, or you can print it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this  **Go to 1** skip to the question number shown.

**Business details**

**1** Does the business have an Australian Business Number (ABN) or Australian Company Number (ACN)?

No   You will **not** be approved to become a BasicsCard Merchant.

Yes  Give details below

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.

ABN

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and/or

ACN

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**2** Entity name

As per the Australian Business Register.

**3** Registered business name or trading name

**4** The business is a:

**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  **Go to 7**  
(Commonwealth) government organisation

Incorporated Association  **Go to 7**

other  Give details below

**Go to 7**

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

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** Partner's family name

First given name

Second given name

Date of birth (DD MM YYYY)

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**2** Partner's family name

First given name

Second given name

Date of birth (DD MM YYYY)

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If you need more space, provide a separate sheet with details.

**Go to 7**



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**6** Is the trustee of a trust  
an individual trustee  Give details below

Family name

First given name

Second given name

Date of birth (DD MM YYYY)

a company trustee  Give details below

Company name

Director's family name

First given name

Second given name

If more than 1 individual trustee or company trustee, provide a separate sheet with details.

**7** Business address

If multiple outlets, list the head office.  
Additional outlets can be listed at question 25.

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Postcode

**8** Postal address (if different to above)

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Postcode

**9** If multiple outlets, do you want all correspondence that is posted to be sent to this Business postal address?

No

Yes

**10** On-site contact details

Phone number (including area code)

Mobile phone number

Email

**11** Has the Applicant previously applied to become a BasicsCard Merchant?

No  *Go to next question*

Yes  Date of previous application (DD MM YYYY)

**12** Are you a taxi-cab or minibus operator?

No  **Go to 14**

Yes  *Go to next question*

**13** Do you have EFTPOS terminals currently installed in your vehicle(s) that are activated to process BasicsCard?

No

Yes

## Contact officer

**14** Read this before answering the following questions.

- The Applicant must nominate a person who is authorised to act on behalf of the Applicant in connection with the BasicsCard scheme.
- In the case of an Unincorporated Association, the contact officer must complete and sign this form at question 30.
- All notices from Services Australia about the BasicsCard scheme will be directed to the contact officer named below.
- The contact officer must reside in Australia.

If you would like to nominate an additional contact person(s), provide a separate sheet with details, including relationship to the business and area(s) of responsibility, for example, system issues.

Contact officer for the Applicant

Family name

First given name

Second given name

**15** Contact officer's position or role

For example, trustee, director, owner.

**16** Contact officer's contact details (if different to question 10)

Phone number (including area code)

Mobile phone number

Email

## Excluded goods and excluded services

**17** 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

None of the above  **Go to 21**


**18** What proportion of your annual stock turnover in dollar value is excluded goods and excluded services?

If your **business is new** and you do not have this information, you must **provide an estimate** based on projected sales.

0–25%

26–49%

50–100%

 If less than 50% of revenue in the last financial year, you must provide evidence.

**19** 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

**20** 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   You will **not** be approved to become a BasicsCard Merchant.

Yes  **Go to next question**

**Priority goods and services**

**21** Read this before answering the following questions.

Priority goods and services or other eligible goods and services are listed in the BasicsCard Merchant Approval Framework Policy Guidelines available at [dss.gov.au](http://dss.gov.au)

Is your main business activity to provide one or more of the priority goods and services or the other eligible goods and services?

No  You will **not** be approved to become a BasicsCard Merchant.

Yes  *Go to next question*

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

**Tick one only**

- |   |  |
|---|--|
| 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

Details of other main activity, not listed above

**Other information**

**23** 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
  - the Australian Securities and Investments Commission
  - other regulatory bodies
  - other relevant Commonwealth agencies

or

- been, or are, the subject of any unresolved complaints in relation to the services to be provided to customers?

No  *Go to next question*

Yes  Give details below

If you need more space, provide a separate sheet with details.

**24** Read this before answering the following question.

Merchants are required to take all reasonable steps to implement systems and processes to make sure they meet the obligations set out in the BasicsCard Merchant Terms. The BasicsCard Merchant Terms form part of the BasicsCard Agreement.  
 You **must** read the BasicsCard Merchant Terms before answering this question. The BasicsCard Merchant Terms are available at [servicesaustralia.gov.au/bcmerchants](http://servicesaustralia.gov.au/bcmerchants)

Is the Applicant able to comply, and make sure 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  You will **not** be approved to become a BasicsCard Merchant.

Yes  *Go to next question*

## Terminal details

25 Read this before answering the following question.

**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'.

Is this application for one store or multiple stores?

Single

Multiple  Number of stores

Copy this page with question 25,  
and provide details of each store.

Store or trading name

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Store physical address

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 Postcode

Store contact person's full name

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Store contact person's phone number (including area code)

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

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Merchant ID (also known as CAID or CAIC)

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Terminal ID(s)

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## Privacy notice

26 You need to read this

### Privacy and your personal information

The privacy and security of your personal information, and the personal information of any individual named in this application, is important to us, and is protected by law. We collect this information for the purpose of assessing this application and, if this application is successful, for administration of the BasicsCard scheme.

We only share your information with other parties where you have agreed, or where the law allows or requires it.

We may disclose information collected in this application to regulatory bodies or other Commonwealth departments and agencies:

- 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, as permitted by law.

We may publish a list of organisations that are approved to participate in the BasicsCard scheme on our website.

By signing and submitting this application, the Applicant acknowledges that it is aware of the purpose for collecting the information and any proposed use or disclosure of information collected in relation to the Applicant.

For more information, go to

[servicesaustralia.gov.au/privacypolicy](https://servicesaustralia.gov.au/privacypolicy)

## Declaration

### 27 I declare that:

- I have read and understood the information contained in this application, the BasicsCard Merchant Terms and the Applicant's obligations under those documents.
- 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.
- the Applicant will comply with the BasicsCard Agreement from the date specified in the approval letter until such date as the BasicsCard Agreement is terminated.
- the Applicant will protect customer information in accordance with its obligations under the relevant secrecy provisions and the *Privacy Act 1988*.
- the Applicant will notify Services Australia if a federal or state regulatory body or Commonwealth agency investigates or makes an adverse finding against the Applicant, its directors, owners or employees engaged to perform a service.
- the Applicant will comply with any directions of Services Australia related to the collection, recording, use or disclosure of customer information.
- I will notify Services Australia of any changes to this information in accordance with the requirements of the BasicsCard Agreement.
- the information I have provided in this form is complete and correct.

### I understand that:

- Services Australia may release the information contained in question 25 of this application to Services Australia's card transaction provider by email or another digital format.
- regulatory bodies may release information to Services Australia regarding the Applicant's trading activities, including business names, company names, licence details and complaints and investigations, and any other matters relevant to this application.
- the BasicsCard Agreement creates legal, valid and binding contractual obligations on the Applicant and is enforceable in accordance with its terms.
- 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 BasicsCard Merchant Terms.
- giving false or misleading information is a serious offence.

28 Is the Applicant registered as an Unincorporated Association, as per the Australian Business Register?

No  Go to next question

Yes  Go to 30

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

#### Authorised officer's signature

Print name

Position

#### Witnesses signature

Print name

Date

 (DD MM YYYY)

#### Second authorised officer's signature (optional)

Print name

Position

#### Witnesses signature

Print name

Date

 (DD MM YYYY)

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

▶ See **Returning this form** on the first page.

## Unincorporated Associations – individual undertaking

### 30 Read this before answering the following 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. In circumstances where that person is no longer in a position to accept contractual responsibility, approval for the Applicant to participate in the BasicsCard scheme will be withdrawn.

Should the Applicant wish to remain approved under the BasicsCard scheme, 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.

Individual's family name

First given name

Second given name

#### I declare that:

- I make this BasicsCard application on behalf of the Applicant, which is an Unincorporated Association.
- I have read and agree to the **Declaration** on page 6.
- I will comply, and will make sure that the Applicant complies, with the BasicsCard Agreement, 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 Services Australia that I no longer wish to represent the Applicant in respect of the BasicsCard Agreement.
- I will notify Services Australia, as soon as practicable, if I cease to be a member of the Applicant's business or otherwise am no longer able to make sure that the Applicant's business will and does comply with the BasicsCard Agreement.
- the information I have provided in this form is complete and correct.

#### I understand that:

- if approved, I enter into the BasicsCard Agreement in my personal capacity and as a representative of the Applicant.
- I may withdraw from representing the Applicant at any time by notifying Services Australia that I no longer wish to represent the Applicant's business in respect of the BasicsCard scheme
- if I withdraw, the approval of the Applicant as a BasicsCard Merchant will be withdrawn unless a suitable replacement is approved by Services Australia prior to my withdrawal.
- giving false or misleading information is a serious offence.

#### Individual's signature

Print name

Position

#### Witnesses signature

Print name

Date

(DD MM YYYY)

#### Returning this form

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There may be risks with sending personal information through unsecured networks or email channels.