



# APPLICATION FOR NEW ACCOUNT

**Send to** [COMCAR@finance.gov.au](mailto:COMCAR@finance.gov.au)  
**Contact** Client Liaison Manager  
Phone: (02) 6215 1617

**Note:** Please print with black pen

<b>ACCOUNT DETAILS</b>	▶ Account name i.e. name of person/position using the account <i>(Max. of 29 characters, including spaces)</i>	<input type="text"/>	
	▶ Department/Agency	<input type="text"/>	
	▶ Postal address for Invoice	<input type="text"/>	
		<input type="text"/>	
		Postcode	
	▶ Attention to	<input type="text"/>	
	▶ Contact details	Phone <input type="text"/>	Fax <input type="text"/>
	Email <input type="text"/>		

<b>PASSENGER DETAILS</b>	<b>Note:</b> May be left blank if more than one regular passenger.
	▶ Title <input type="text"/>
	▶ First name <input type="text"/>
	▶ Last name <input type="text"/>
	▶ Position <input type="text"/>
	▶ Phone numbers Business <input type="text"/> Mobile <input type="text"/>
	▶ Regular pick-up address
	<input type="text"/>
	Postcode
▶ Regular caller name <input type="text"/>	
▶ Confirmation email <input type="text"/>	
▶ Caller phone Business <input type="text"/> Mobile <input type="text"/>	

<b>SIGNATURE</b>	<ul style="list-style-type: none"> <li>• I certify that my claim for the expense, allowance or public resource complies with sections 25, 26, 27 and 28 of the <i>Parliamentary Business Resources Act 2017</i>. <i>(Parliamentarians only)</i></li> <li>• I acknowledge that I am personally responsible and accountable for my use of public resources and that if section 26, 27 or 28 of the <i>Parliamentary Business Resources Act 2017</i> is contravened any amount not repaid within 28 days attracts a 25% penalty and is a debt due to the Commonwealth. <i>(Parliamentarians only)</i></li> <li>• I understand that knowingly giving false or misleading information is a serious offence under the <i>Criminal Code Act 1995</i>. <i>(All applicants)</i></li> <li>• I have read and understood the Privacy Collection Notice (see below). <i>(All applicants)</i></li> </ul>
	<p><b>Signature of applicant</b> <input type="text"/></p> <p><b>Date</b> <input type="text"/></p>

**Privacy Collection Notice** — Consistent with the *Privacy Act 1988*, the Department of Finance (Finance) uses the personal information provided in this form to facilitate the administration of work expenses and allowances for Parliamentarians and their employees under the parliamentary work expenses framework. Details of the related expenditure may be tabled in Parliament, published on Finance’s website, or provided to the Special Minister of State, the Independent Parliamentary Expenses Authority, relevant service providers, or publicly, as authorised by law. Further details on the collection, storage and use of personal information provided is available at [www.maps.finance.gov.au/privacy.html](http://www.maps.finance.gov.au/privacy.html)

*Parliamentary Business Resources Act 2017*  
s25 Obligations in relation to the use of public resources for conducting parliamentary business  
s26 Dominant purpose test  
s27 Obligation to ensure value for money in incurring expenses or claiming allowances or other public resources  
s28 Obligation not to make claims or incur expenses in breach of conditions