



**Non Staff Credit Card Information for Telephone Charges**

Enquiries +61 (0) 3 6232 3221 or [accounts@aad.gov.au](mailto:accounts@aad.gov.au)

To make telephone calls from an Antarctic station, field base or ship, users require a Personal Identification Number (PIN). All non staff are required to provide credit card details to facilitate payment of telephone charges incurred whilst in Antarctica. A PIN can not be issued until this information is provided.

AAD, BOM and Helicopter Resources staff are not required to complete this form.

Please forward to: [accounts@aad.gov.au](mailto:accounts@aad.gov.au) OR fax: +61 (0) 3 6232 3422

Name: \_\_\_\_\_ Voyage/Flight No: \_\_\_\_\_  
 Address: \_\_\_\_\_ Destination: \_\_\_\_\_  
 \_\_\_\_\_ Email address: \_\_\_\_\_  
 \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Credit Card Number: 

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Visa  Expiry Date: \_\_\_\_/\_\_\_\_

Mastercard

Name on card: \_\_\_\_\_  
 (block letters)

I authorise the Australian Antarctic Division to process my telephone charges against the above credit card number on a monthly basis:

Signature: \_\_\_\_\_

Office use only

Telecommunications advised  Date \_\_\_\_\_



**Australian Government**

**Department of Sustainability, Environment,  
Water, Population and Communities**  
Australian Antarctic Division

The Australian Antarctic Division provides ANARESAT, Inmarsat and Iridium satellite telephone services for official and personal use whilst in Antarctica. For details please refer to the Expeditioner Handbook.

After a correctly completed form is received by AAD Financial Services - Accounts:

- The Telecommunications Section will issue you a PIN to enable you to make personal telephone calls;
- The Telecommunications Section will provide you with access to the Telephone Accounting System to look at your account at any time; - Please check your account by the 10<sup>th</sup> of each month to ensure the telephone calls made against your PIN are correct;
- On (or within several working days) of the 10<sup>th</sup> of each month Accounts will produce a report from the Telephone Accounting System showing all telephone charges for your calls made in the previous month;
- Accounts will process payments each month for your telephone charges shown on the above report against the credit card number you provide;
- The cost of personal telephone calls is your responsibility;
- All credit card details will be held in a secure location and only used for the payment of your telephone charges for the current season. Your credit card information will be security shredded after your final charges have been processed. NB: this may occur up to several weeks after your RTA (return to Australia);
- For queries contact [accounts@aad.gov.au](mailto:accounts@aad.gov.au), or ring +61 (0) 3 6232 3221 or extension 3416;