



# Direct Debit Payments

## Managed Merchant Onboarding Requirements

J & J Hoffard Pty Ltd ACN 622 128 705  
as Trustee for Hoffard Family Trust  
trading as Tickets.org.au

**ABN 92 273 595 542**

Paddington, Queensland, 4064  
Email: [support@tickets.org.au](mailto:support@tickets.org.au)

# NEW MERCHANT ONBOARDING

## 1 Business Information

Fill in all details required on form and email a copy of all supporting documents to [support@tickets.org.au](mailto:support@tickets.org.au)

Supporting documents required:

- Most recent bank statement
- ASIC registration document or ABR for sole traders

Business Name

Legal Entity Name (If Different)

ABN

Main Business Address

Business Bank Account to be Funded

Website Address (If taking payments online, please enter this web address)

What does your business do?

## 2 Main Business Contact

First Name	
Last Name	
Email Address	
Phone Number	
Role in the Business	
Business Address	

Is this person (select all that apply)

- Main Business Contact
- Director
- Executive
- Owner

*Note: The main business contact must be an active director, executive or owner who is involved in the daily operations of the business.*

### 3 Owners and Directors

For each owner of 25% or more, and each director, the following information must be provided:

- Full legal name
- DOB
- Home Address
- % Ownership (if applicable)

Identity verification documentation. If a driver’s license is provided, this serves as address verification as well as photo identification. If a passport is provided, an additional document such as rates notice or utility bill must be provided as address verification.

Individual 1

Full Legal Name	
Date of Birth	
Home Address	

Is this person (select all that apply):

- Director
- Owner: Insert % Ownership

%
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Supporting documents required:

- Driver’s License front AND back

OR

- Passport AND a utility bill, rates notice or other well-known supplier that can verify your address

Individual 2

Full Legal Name	
Date of Birth	
Home Address	

Is this person (select all that apply):

- Director
- Owner: Insert % Ownership

%
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Supporting documents required:

- Drivers License front AND back

OR

- Passport AND a utility bill, rates notice or other well known supplier that can verify your address

Individual 3

Full Legal Name	
Date of Birth	
Home Address	

Is this person (select all that apply):

- Director
- Owner: Insert % Ownership

%
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Supporting documents required:

- Drivers License front AND back

OR

- Passport AND a utility bill, rates notice or other well known supplier that can verify your address

Individual 4

Full Legal Name	
Date of Birth	
Home Address	

Is this person (select all that apply):

- Director
- Owner: Insert % Ownership

%
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Supporting documents required:

- Drivers License front AND back

OR

- Passport AND a utility bill, rates notice or other well known supplier that can verify your address

*\*If there are more than four owners/directors, email all necessary information for each additional owner/director to [support@tickets.org.au](mailto:support@tickets.org.au) until all have been identified.*