

## Set up a Corporate Scheme (Group Coordinated)

To set up a new corporate scheme, contact the Qantas Club Contact Centre on 1300 402 515.

Minimum 10 members are required to set a new corporate scheme. Minimum 8 members must be retained in the second year from the scheme start date. Minimum 6 members must be retained for the third year onwards. If minimum membership numbers are not retained, rates will revert to Individual Membership rates.

You must provide:

- Coordinator information and contact details for your corporate scheme
- The Qantas Frequent Flyer (QFF) numbers and names for at least 10 people who are joining your scheme, with payment details. New scheme members must not be existing Qantas Club, Gold, Platinum or Platinum One QFF members.

It is a requirement that all members of a corporate scheme are QFF members. If a new member is not a QFF member, please provide the following information:

- Full name (as per passport)
- 'Known as' name (if applicable)
- Postal address
- Date of birth
- Email address
- Phone number

## Add a new member

- Company coordinators may join new members to the scheme at any time, upon confirmation that they have the individual's consent to provide us with the personal details required to join
- Contact your company coordinator or the Qantas Club Contact Centre on 1300 402 515 for further information

## Manage a membership

- The company coordinator manages all aspects of the corporate scheme, including renewals, transfers and adding new members
- Each corporate scheme member has their own renewal date
- A contact email address for the scheme coordinator is mandatory for member renewal notification
- The scheme coordinator will receive the memberships renewal notification on the second day of the month of expiring Qantas Club memberships within your corporate scheme
- Qantas Club cards can be sent directly to each of the members, if requested by the scheme coordinator
- Members may be added or transferred to an existing scheme at any time
- Note that the Qantas Club Contact Centre cannot provide personal information about members to the scheme coordinator

## Transfer a membership

A corporate membership can be transferred at any time from an existing member to a new person joining your scheme, subject to the below:

- There must be a minimum of 60 days remaining on the membership
- Return of the original membership card to the Qantas Club Contact Centre along with providing the personal details of the new member
- An administration fee of AU\$40 will be payable for the transfer
- A new Qantas Club membership will be created and a card will be forwarded to the new member.

Contact the Qantas Club Contact Centre on 1300 402 515 to arrange the transfer of a corporate membership.