



Corporate Online Organisation Amendment Form

Form needs to be completed to add / amend or delete an Australia domiciled Account / Services or the amendment of Daily Channel Limit.

Handwritten forms will NOT be accepted.

Section 1 - Organisation Details

Full Name of Organisation:	<input type="text"/>
Corporate Online CIS Key:	<input type="text"/>

Section 2 - Daily Channel Limit for Payments

Your daily Australia dollar channel limit is the total amount that can be transacted by your Organisation via Corporate Online per calendar day.

If you do not nominate an amount the default amount of zero will apply and no payments will be able to be processed.

Payment limits cover all beneficiary payments (including tax payments), Bpay payments and all import files, including those created with File creation.

Transfer Funds between your organisation's own accounts with the same Office are not included (exempt) in the payment limits.

<input type="radio"/> \$100,000	<input type="radio"/> \$500,000
<input type="radio"/> \$1,000,000	<input type="radio"/> \$5,000,000
<input type="radio"/> \$	

Section 3 - Adding or Deleting Accounts to be accessed via Corporate Online

Add or Delete the Account(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Account(s) you are granting access to and tick the type of access granted with this authority.

Add	Delete	BSB and Account Number <small>If a Term Deposit account, please indicate by placing (TD) after the account number.</small>	Account Description <small>(Maximum 25 characters) This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.</small>	Allow access to view and export balances and transaction information and stop cheques	Allow access to make payments and transfer funds	Currency	Does your Organisation own this account?
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes
<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input type="checkbox"/>		Yes

Section 4 - Adding or Deleting Trade Finance Agreement for Payments

Add or Delete the Master Agreement date of the Trade Finance facility you want to use for Payments(s).

Add	Delete	Master Agreement Date	Add	Delete	Master Agreement Date
<input type="radio"/>	<input type="radio"/>	/ /	<input type="radio"/>	<input type="radio"/>	/ /

Section 5 - Adding or Deleting Billing Statements

Add or Delete the Billing Statement(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Billing Statement(s).

Add	Delete	Invoice ID	Description	Add	Delete	Invoice ID	Description
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		

Section 6 - Adding or Deleting Receipt Services

Add or Delete the Receipt Service(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Receipt Service(s).

Add	Delete	Service ID <small>(Please supply the relevant information for each service as show in columns to the right)</small>	AUDER Direct Entry Return Reporting <small>(Specify a 6-digit Direct Entry ID + BSB & Account No.)</small>	AUCID Inward Cheque Dishonours <small>(Specify the BSB & Account No)</small>	AURRP RECall Remittance Processing <small>(Specify a 6-digit RECall ID)</small>	AUCCS Australian Commercial or Business Choice Cards <small>(Specify an 8-digit Company ID)</small>	Does your Organisation own this service?
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes

Section 7 - Adding or Deleting Merchant Services

Add or Delete the Merchant Service(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Merchant Service(s).

Add	Delete	Service ID <small>(Please supply the relevant information for each service as show in columns to the right)</small>	Description <small>(Specify Description)</small>	AUPOS EFTPOS Reporting <small>(Specify an 8-digit Merchant ID + BSB & Account No.)</small>	How do you want to receive your AUPOS statements Only?		AUCHN Merchant Chain Statements <small>(Specify the 9-digit Chain ID)</small>	AUHQR Merchant HQ Statements <small>(Specify the 9-digit Head quarter ID)</small>	Does your Organisation own this service?
					Mail and online	Online Only <small>(default)</small>			
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes

Section 8 - Adding or Deleting Payment Services

Add or Delete the Payment Service(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Payment Service(s).

Add	Delete	Service ID (Please supply the relevant information for each service e.g., for AUDES this is the six-digit Direct Entry ID No.)	Payment Service Types (select one)			Does your Organisation own this Service?	Delivery Channel for process files (AUDES and AUPPS only)			
			AUCCP Australian Commercial or Business Choice Cards	AUDES Australia Direct Entry Services	AUPPS Australia Payment Processing Service		Submit file		Authorise file	
							Extranet (WIBS/iLink) + Corporate Online	Files submitted via Corporate Online	Files submitted via Extranet/WIBS/iLink to be authorised in COL. <i>(Default is Yes)</i>	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No

Section 9 - Privacy Statement

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at westpac.com.au/privacy/privacy-statement or by calling us on 132 032. Our Privacy Statement also provides information about how you can access and correct your personal information and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

Section 10 - Authorisation & Acknowledgement

Either the Organisation Administrator(s) OR Executive Officers must complete and sign this section of the form.

I/we acknowledge that I/we are a nominated Administrator for this Organisation and are authorised to request the above changes to the Corporate Online set-up. Any accounts or services that have been added to the set-up and/or changes to the daily channel limit have been approved by the Organisation's Executive Officers. Signed for and on behalf of the Organisation.

Administrator 1

Name:	<input type="text"/>
Position:	<input type="text"/>
Signature:	X
Date	X

Administrator 2

Name:	<input type="text"/>
Position:	<input type="text"/>
Signature:	X
Date	X

OR

I/we request the above changes to be made to the Organisation's Corporate Online set up.

Executive Officer 1

(Director, Trustee, Partner)

Name:	<input type="text"/>
Position:	<input type="text"/>
Signature:	X
Date	X

Executive Officer 2

(Director, Partner, Trustee, Company Secretary)

Name:	<input type="text"/>
Position:	<input type="text"/>
Signature:	X
Date	X

Once completed and signed please return this form to your Westpac representative.