Reset form

Westpac Banking Corporation ABN 33 007 457 141
Australian Financial Services Licence: 233714

Corporate Online Organisation Features Amendment Form

Complete this form each time you require changes to be made to your Corporate Online facility.

Handwritten forms will NOT be accepted.

Section 1 - Organisation Details

Full Name of Organisation:	
Corporate Online CIS Key:	

Section 2 - Corporate Online Applications

Add/ Modify	Delete	Application	Description
◯	N/A	◯ Administration	Enables Administrators to act on behalf of the Organisation in respect of all Users and all Accounts, Receipt services, Payment services and Agency services nominated for access through Corporate Online.
		◯ Password Expiry	This is the frequency that all Users in your Organisation will be forced to change their sign in password. The new timeframe will become effective the next time each user is forced to change their sign in ◯ 90 days ◯ 60 days ◯ 30 days
◯	◯	◯ Accounts	Enables you to view and/or export balance and transaction details for all the accounts nominated, stop payment on cheques for applicable accounts and view and/or export monthly billing statements.
		◯ Trade Finance	If adding, enter the Master Agreement date of the Trade Finance facility you to use for payments. *Master Agreement date of the Trade Finance facility you want to use for Payments(s).* / /
◯	◯	◯ Receipts	Enables you to view and/or export receipt details for Inward Dishonours, Direct Entry Returns, RECall, EFTPOS, and Commercial / BusinessChoice Card reporting if nominated.
◯	◯	◯ Domestic Payments	Enables you to make domestic payments including BPAY® payments and Recurring payments. The range of methods available includes creating a payment file within Corporate Online, by entering a payment transaction manually, using a template or importing a payment file.
		◯ Foreign Currency Payments	Enables you to make domestic and international payments denominated in either domestic currency or foreign currency. Online Payments allows any foreign currency transactions for value Today, Tomorrow, or up to Spot, and provide a live FX market exchange rate, enables you to check and authorise payments all online. The Product Disclosure Statement (PDS) covering foreign exchange contracts is available on Westpac's website here. Please note: if you require or have accounts domiciled with Westpac New Zealand, the Payments functionality will also apply however denominated in New Zealand Dollars (NZD), all in the same access.
		◯ Online FX	Online FX enables you to risk manage your foreign exchange exposure into and from foreign currencies for hedging purposes. It enables you to request live market rate including Spot, Forwards, Swaps and placing conditional orders. Online FX requires Westpac Credit approval and a Westpac FX Dealer relationship to be established. FX deals booked via Online FX or directly with your Westpac FX dealer can be viewed and settled via online payments.
◯	◯	◯ Deposits	**Corporate customers** Enables you to obtain quotes for corporate term deposits, open a corporate term deposit and provide maturity instructions. Corporate only
		◯ Notice Saver/ Evergreen	Enables you to provide Evergreen / Notice Saver notices in the name of the Organisation via Corporate Online. Note: If you are selecting either Notice Saver or Evergreen application you must have the Deposits application also.

Section 3 - Administering your Organisation in Corporate Online

Administration	Authorisation model
Administration tasks: Includes adding, amending, and deleting part of your Organisation's Corporate Online setup, including Offices, Users, accounts, services, limits, and access.	◯ Single ◯ Dual *(recommended)*
User security tasks: Includes password resets, user lock or unlock and enabling tokens.	◯ None * ◯ Single ◯ Dual *(recommended)*

* Authorisation Model - When you select 'None' above then no authorisation is required, a user who is a creator only with no RSA token will be able to action these tasks with no authorisation.

Administration User Roles

Will you allow Users to be set up as both creator and authoriser? ◯ Yes ◯ No (default)

If yes, will you allow Users set up as both creator and authoriser to self-authorise? ◯ Yes ◯ No (default)

Dual Authorisation Security Options for Administration

If 'Dual' has been selected as the authorisation model above, the following selected security option applies:

◯ Both authorisers must be of equal authority *(default)*	For example: Primary authorisers only (also includes Admin level eg: Local Admin Only or Super Admin Only)
◯ One authoriser must be of a senior level, but the other authoriser can be of either senior or junior level	For example: One Primary authoriser plus either another Primary authoriser or a Secondary authoriser
◯ Authorisers are divided into two categories and one from each category must authorise	For example: One Primary authoriser plus one Secondary authoriser only

Section 4 - Account Features and Authorisation Models

Add	*Delete*	*Accounts Features*	
◯	◯	☐ Transaction information ☐ Account Statements ☐ Voucher images	Not Applicable
◯	◯	☐ Export and export schedule maintenance ☐ Merge export files	Not Applicable
◯	◯	☐ Manage stop cheques	◯ Single (default) ◯ Dual
◯	◯	☐ Billing statements	Not Applicable
◯	◯	☐ View and print account segmentation information. ☐ Adjustments ☐ Move transactions. ☐ Split transactions	Not Applicable
◯	◯	☐ Manage segment level segmentation set-up. ☐ Manage account level segmentation set-up	Not Applicable
◯	◯	☐ Export account segmentation information	Not Applicable
◯	◯	☐ Prepare segment accounts for export	Not Applicable

Accounts to be accessed via Corporate Online

Add or Delete the Accounts(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 If a Term Deposit account, please indicate by placing (TD) after the account number.	Account Description (Maximum 25 characters) This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.	Does your Organisation own this account?	Allow access to view and export balances and transaction information and stop cheques	Allow access to make payments and transfer funds	Currency
◯	◯			Yes	☐	☐	
◯	◯			Yes	☐	☐	
◯	◯			Yes	☐	☐	
◯	◯			Yes	☐	☐	
◯	◯			Yes	☐	☐	
◯	◯			Yes	☐	☐	

Account Features and Authorisation Models

How do you want to refresh intraday transaction information?	✓ Automatically	
Do you want to use Account Segmentation features?	◯ Yes	◯ No (default)
What authorisation model do you want to apply to stop cheque requests?	◯ Single (default)	◯ Dual

User Roles for Accounts

Will you allow Users to both create and authorise stop cheques requests?	◯ Yes	◯ No (default)
If yes, will you allow Users to self-authorise stop cheque requests?	◯ Yes	◯ No (default)

Section 5 - 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
◯	◯			◯	◯		

Section 6 - Receipts Features

Add	Delete	Accounts Features
◯	◯	☐ View and print receipt information. ☐ Voucher images
◯	◯	☐ View and print card information
◯	◯	☐ Export ☐ Merge export files

Receipts 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 (Please supply the relevant information for each service as show in columns to the right eg: AUPOS – BSB and Account No.)	AUDER Direct Entry Return Reporting (Specify a 6-digit Direct Entry ID + BSB & Account No.)	AUICD Inward Cheque Dishonours (Specify the BSB & Account No)	AURRP RECall Remittance Processing (Specify a 6-digit RECall ID)	AUCCS Australian Commercial/ Business Choice Cards (Specify an 8-digit Company ID)	Does your Organisation own this service?
◯	◯		◯	◯	◯	◯	Yes
◯	◯		◯	◯	◯	◯	Yes
◯	◯		◯	◯	◯	◯	Yes
◯	◯		◯	◯	◯	◯	Yes

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** (Please supply the relevant information for each service as show in columns to the right)	**Description** (Specify Description)	**AUPOS EFTPOS Reporting** (Specify an 8-digit Merchant ID + BSB & Account No.)	**How do you want to receive your AUPOS statements Only?** Mail and Online	Online Only (default)	**AUCHN Merchant Chain Statements** (Specify the 9-digit Chain ID)	**AUHQR Merchant HQ Statements** (Specify the 9-digit Headquarter ID)	**Does your Organisation own this service?**
◯	◯			◯	◯	◯	◯	◯	Yes
◯	◯			◯	◯	◯	◯	◯	Yes
◯	◯			◯	◯	◯	◯	◯	Yes
◯	◯			◯	◯	◯	◯	◯	Yes

Section 7 - Payments Features and Authorisation Models

☐ Beneficiary Payments	Transfer funds	◯ None *	◯ Single	◯ Dual *(recommended)*
	Existing and new beneficiary payments		◯ Single	◯ Dual *(recommended)*
	Manage beneficiary details	◯ None *	◯ Single	◯ Dual *(recommended)*
	Cross Currency Payments	✓ All available currencies		
☐ Payments with files	Manage templates	◯ None *	◯ Single	◯ Dual *(recommended)*
	Import and create payment files		◯ Single	◯ Dual *(recommended)*
	☐ Extendable cut-offs			

* Authorisation Model - When you select 'None' above then no authorisation is required, a user who is a creator only with no RSA token will be able to action these tasks with no authorisation.

User Roles for Payments

Will you allow Users to be set up as both creator and authoriser?	◯ Yes	◯ No (default)	Choosing yes means Users can create tasks as well as authorise tasks that were created by other people
If yes, will you allow Users set up as both creator and authoriser to self-authorise?	◯ Yes	◯ No (default)	Choosing yes means Users can create and authorise their own tasks as well as authorise tasks created by others

Dual Authorisation Security Options for Payments

◯ Both authorisers must be of equal authority (default)	For example: Primary authorisers only
◯ One authoriser must be of a senior level, but the other authoriser can be of either senior or junior level	For example: One Primary authoriser plus either another Primary authoriser or a Secondary authoriser
◯ Authorisers are divided into two categories and one from each category must authorise	For example: One Primary authoriser plus one Secondary authoriser only

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: Extranet (WIBS/iLink) + Corporate Online	Authorise file: Files submitted via Corporate Online	Authorise file: Files submitted via Extranet/WIBS/iLink to be authorised in COL. *(Default is Yes)*
◯	◯		◯	◯	◯	Yes	Yes	Yes	◯ Yes ◯ No
◯	◯		◯	◯	◯	Yes	Yes	Yes	◯ Yes ◯ No
◯	◯		◯	◯	◯	Yes	Yes	Yes	◯ Yes ◯ No
◯	◯		◯	◯	◯	Yes	Yes	Yes	◯ Yes ◯ No

Section 8 - Online FX

The following section only applies if the Online FX option has been selected in the Corporate Online Applications section.

Online FX Features and Authority Levels

Add	Delete	Online FX Features	Add	Delete	Online FX Features
◯	◯	Deal outright	◯	◯	Stop loss orders
◯	◯	Extend deals	◯	◯	O.C.O orders
◯	◯	Pre-deliver deals	◯	◯	Confirm deals
◯	◯	Call orders	◯	◯	Mark to market
◯	◯	Take profile orders	◯	◯	
◯	◯		◯	◯	
◯	◯		◯	◯	

Section 9 - Term Deposit Features and Authorisation Model

Term Deposit features. Please note: Not available for Business Banking customers.

Feature information

Will Users with access to the Term Deposit application be allowed to disburse principal and interest amounts to another Bank at maturity? ◯ Yes ◯ No *(default)*

Authorisation Model

What authorisation model will apply to requests to open, terminate and/or provide maturity instructions for Term Deposits? ◯ Single ◯ Dual *(recommended)*

Evergreen / Notice Saver Features and Authorisation Model

Notice Saver Features	Description of Feature	Authorisation Model
View and Print Evergreen / Notice Saver	View and print Notices of Withdrawal	Not Applicable
Manage Evergreen / Notice Saver	Create or cancel Notices of Withdrawal	◯ Single ◯ Dual *(recommended)*

User Roles for Deposits, Evergreen / Notice Saver

Will you allow Users to be set up as both creator and authoriser? ◯ Yes ◯ No *(default)*

If yes, will you allow Users to be set up as both creator and authoriser to self-authorise? ◯ Yes ◯ No *(default)*

Section 10 – Executive Officer's declaration and authority

It is mandatory for the Executive Officer(s) for the Organisation to read this section.

For the 'Deposits' application, on signing this form you:

1. Subject to your instructions in section 'Deposits', agree for Westpac to accept instructions from any User to:
   (a) Open and provide instructions on Corporate Term Deposit accounts in the name of the Organisation via Corporate Online; and/or
   (b) provide Evergreen / Notice Saver notices in the name of the Organisation via Corporate Online.

2. [Corporate Term Deposits] Acknowledge that interest rate quotes are subject to change. For an interest rate quote to be binding, the Term Deposit application must be authorised by the Users (in accordance authorisation model) before the Cut-Off Time has passed on the Banking Day that the interest rate quote was requested. If funds are not deposited on your nominated lodgement date both the interest rate and lodgement date are subject to change.
3. [Corporate Term Deposits] Acknowledge that you have read and agree to the terms and conditions that apply to Corporate Term Deposits and that the terms and conditions (as varied from time to time) will govern each Corporate Term Deposit opened by the Organisation.
4. [Westpac Evergreen/Notice Saver] Acknowledge that you have read and agree the Westpac Evergreen / Notice Saver Combined Financial Services Guide and Product Disclosure Statement (“the Terms and Conditions”) that apply to the Account and that the Terms and Conditions (as varied from time to time) will govern each Account opened by the Organisation.
5. Represent and warrant to Westpac that the Users:
    a. have been legally appointed in the capacity stated in this relevant instruction; and
    b. providing the instruction have the power and authority to give their Instruction, and to bind the Organisation.
6. Indemnify Westpac against any claims, losses, costs, or damages suffered, incurred, or conceded by Westpac as a result of Westpac acting in accordance with this authority, including but not limited to any claims for breaches of privacy or confidentiality or fraud caused by your employees.
7. Represent and warrant to Westpac that:
    a. the Users have been legally appointed in the capacity stated in this relevant instruction; and
    b. the Users providing the instruction have the power and authority to give their instruction, and to bind the Organisation.

Section 11 - 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 12 - Authorisation & Acknowledgement

We acknowledge that we have received, read, and agree to the Corporate Online Terms and Conditions and the Fees and Charges Information Sheet, plus specific terms, and conditions relevant to any online applications we have selected above. We also acknowledge that we have read and agree to the terms and conditions set out in above if we have selected the Term Deposit and Evergreen/Notice Saver feature.

Where a preferred option is required to be selected in this form and a selection has not been made, we accept the stated default setting on this form as our chosen option. We declare that the information provided by us in this form, is to the best of our knowledge and belief true and accurate.

If you want to access accounts via Corporate Online that are not owned by your Organisation, the Third-Party Account Holder who owns the account must complete a separate Third-Party Access Authority Form granting you access. This must accompany this form.

Signed for and on behalf of the Organisation.

	Executive Officer 1 Companies: Director Non-companies: Duly authorised signatory (e.g., Director, Trustee, Partner)		**Executive Officer 2** Companies: Director/Company Secretary Non-companies: Duly authorised signatory (e.g., Director, Company Secretary, Trustee, Partner)
Name:		Name:	
Position:		Position:	
Signature:	X *sign the paper copy*	Signature:	X *sign the paper copy*
Date	X *date the paper copy*	Date	X *date the paper copy*

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