



Corporate Online New Organisation / Office Establishment

The terms and conditions for Corporate Online are contained in the 'Corporate Online Terms and Conditions' book.

Handwritten forms will NOT be accepted.

Section 1 - Organisation Details

Full Name of Organisation:			
Registered Business Address:			
Town/Suburb:		State:	
Country:		Postal Code:	

Section 2 - Selecting Corporate Online Applications

Application	Description
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.
Administration	Enables Administrators to act on behalf of the Organisation.
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.
<input type="checkbox"/> 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	<p>Corporate customers</p> <p>Enables you to obtain quotes for corporate term deposits, open a corporate term deposit and provide maturity instructions. Enables you to provide Evergreen notices.</p> <p>Business Banking customers</p> <p>Enables you to provide Notice Saver notices.</p>

Section 3 - 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 4 – Accounts to be accessed via Corporate Online

Access 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.

BSB and Account Number <small>If a Term Deposit account, please indicate by placing (TD) after the account number.</small>	Currency	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	Does your Organisation own this account?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No

Section 5 – Trade Finance Agreement for Payments

Enter the Master Agreement date of the Trade Finance facility you want to use for Payments

Section 6 – 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.	<input type="radio"/> Single <input checked="" type="radio"/> Dual (recommended)
User security tasks Includes password resets, user lock or unlock and enabling tokens.	<input type="radio"/> None * <input type="radio"/> Single <input checked="" type="radio"/> 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 7 – Account Features and Authorisation Models

Feature information	
How do you want to refresh intraday transaction information?	<input checked="" type="checkbox"/> Automatically
Do you want to use Account Segmentation features?	<input type="radio"/> Yes <input checked="" type="radio"/> No (default)

Authorisation Model	
What authorisation model do you want to apply to stop cheque requests?	<input type="radio"/> Single (default) <input checked="" type="radio"/> 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 8 - Billing Statements

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

Invoice Account ID	Invoice Account ID	Invoice Account ID

Section 9 – Receipt Services

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

Service ID (Please supply the relevant information for each service as show in columns to the right)	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 or BusinessChoice Cards (Specify an 8-digit Company ID)	Does your Organisation own this service?
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No

Section 10 - Merchant Services

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

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?		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?
			Mail and online	Online Only (default)			
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No

Section 11 - Payments Features and Authorisation Models

Payment Features	Description of Feature	Authorisation Model		
Beneficiary Payments	Transfer funds / Commercial & Business Cards	<input type="radio"/> None *	<input type="radio"/> Single	<input type="radio"/> Dual (recommended)
	Existing and new beneficiary payments / BPay		<input type="radio"/> Single	<input type="radio"/> Dual (recommended)
	Manage beneficiary details	<input type="radio"/> None *	<input type="radio"/> Single	<input type="radio"/> Dual (recommended)
	Cross Currency payments <input checked="" type="checkbox"/> All available currencies			
Payments with files	Manage templates	<input type="radio"/> None *	<input type="radio"/> Single	<input type="radio"/> Dual (recommended)
	Import and create payment files		<input type="radio"/> Single	<input type="radio"/> Dual (recommended)
	Extendable cut off time <input checked="" type="checkbox"/> Australian Direct Entry only			

* 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)

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

Dual Authorisation Security Options for Payments

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

- 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

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

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. (Default is Yes)	
	<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"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No
	<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"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No

Section 12 – Online FX

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

User Roles for Online FX

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

Both authorisers must be of equal authority (default)

Online FX Features and Authority Levels

The following FX features will be available in Corporate Online.

Deal outright	Extend deals	Pre-deliver deals
Call orders	Take profit orders	Stop loss orders
O.C.O orders	Confirm deals	Mark to market

Section 13 – Deposits 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	<input type="radio"/> Single <input type="radio"/> 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)

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 14 – Office Details

Preferred Office Name:

Maximum 35 characters.

The Preferred Office Name may appear on all beneficiary payments you initiate from this Office.

Mailing Address

Mailing Address:

Town/Suburb:

State:

Country:

Post code:

Welcome letters, Tokens and Passwords are Express Posted to the above mailing address. A PO Box is recommended as your mailing address **(for Australia and New Zealand only)**.

Billing Account Details

All billing for Australian dollar charges for this Corporate Online Office will be charged to the nominated Australian dollar billing account

All billing for New Zealand dollar charges for this Corporate Online Office will be charged to the nominated New Zealand dollar billing account

All billing for Papua New Guinea Kinas dollar charges for this Corporate Online Office will be charged to the nominated Papua New Guinea Kina billing account

All billing for Fiji charges for this Corporate Online Office will be charged to the nominated Fiji dollar billing account

Account Groups for this Office

All accounts selected in the 'Accounts to be accessed via Corporate Online' section will be added to the account group 'Australia Currency'.

Currency	BSB and Account Number	Group Name (maximum 25 characters)

Section 15 – 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 16 - Executive Officers' Authorisation and 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.

We agree.

- to receive the Foreign Exchange Transaction PDS by accessing it [here](#) (if you require a PDF version of this document you can contact your banker to request a copy); and,
- that we may be notified of disclosures (including PDS) or of variations or updates to disclosures by electronic communication; and,
- that such electronic communication includes email to the address(es) notified in this application or address(es) otherwise notified to Westpac in a form acceptable to it, or via service message through the Corporate Online platform; and,
- to retrieve, print and save such disclosures referred above by accessing the hyperlink notified in such electronic communications.

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		Executive Officer 2	
Duly authorised signatory (e.g., Director, Trustee, Partner)		Duly authorised signatory (e.g., Director, Trustee, Partner)	
Name:		Name:	
Position:		Position:	
Signature:	X	Signature:	X
Date	X	Date	X

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

Section 17 – Facsimile / Email Authority and Indemnity

To: Westpac Banking Corporation ABN 33 007 457 141 (“Westpac”)

Organisation Name:

Customer ABN:

CIS Key:

It would be convenient and, in our interests, if we could from time to time, send instructions, confirmations or other information by means of facsimile and/or email to Westpac in relation to any accounts, facilities, services, or other arrangements (including but not limited to Corporate Online) which we may now or in the future have with Westpac.

In consideration of Westpac agreeing to accept instructions, confirmations or other information appearing to be sent by us by the above means, and without limiting the terms of any other authorities or indemnities, we agree that:

- each facsimile or email relating to a product, facility, service, or transaction with Westpac will, be given by a person or persons authorised to give instructions, confirmations or other information of the type contained in the facsimile or email under the terms on which the product, facility, service, or transaction is provided or entered into by Westpac. Without limitation, this includes our undertaking that only persons who have been properly identified as signatories to an account for the purposes of relevant Anti-Money Laundering and Counter-Terrorism Financing legislation will provide instructions by facsimile or email requesting, directing or otherwise in connection with transactions on that account or in connection with this Corporate Online facility. Westpac will not be taken to have knowledge that an email has been sent by an unauthorised person merely because the identification line in that email differs from the name of the person sending it.
- each facsimile or email will be in a form acceptable to Westpac and in the form (if any) prescribed for the relevant purpose. In the case of email that prescribed form may be included as an attachment.
- each facsimile will be sent to the telephone number notified from time to time for that purpose by Westpac and each email will be sent to the email address notified from time to time by Westpac for the relevant purpose.
- a facsimile will be taken to have been received by Westpac if actually received in a form considered to be legible by Westpac having been sent to the telephone number notified from time to time for that purpose by Westpac. An email will be taken to have been received by Westpac if you receive a return email from Westpac (other than an automatic or system generated acknowledgement) actually confirming receipt.
- if a facsimile or email appears on its face to be genuine, Westpac has no obligation to verify its authenticity or accuracy.
- Westpac may act on any instruction, confirmation or information contained in a facsimile or email regardless of by whom the actual or purported facsimile or email transmitted or by what means any signature or name may have been affixed and notwithstanding that such facsimile or email may have been initiated or transmitted in error or fraudulently or altered or distorted prior to or in the course of transmission.
- Westpac may also, in its absolute discretion, defer acting in accordance with the whole or any part of a facsimile or email pending further enquiry to or confirmation from us, but Westpac will not be under any obligation to so defer in any case.
- to release Westpac from, and indemnify Westpac against, all claims, losses, damages, costs and expenses however arising out of or in connection with Westpac having acted or delayed or deferred acting, or (in the case of an instruction or confirmation received more than once), repeating an action in full or partial reliance on a facsimile or email except to the extent that Westpac has acted negligently or fraudulently in any circumstances in relation to that facsimile or email we also agree that neither or nor anyone claiming through us has any claim against Westpac in relation to these payments and actions and that Westpac will not be taken to have acted negligently if acting in a manner specifically permitted by this authority and indemnity.
- we acknowledge that Westpac’s acceptance of this authority and indemnity and of subsequent facsimiles or emails does not constitute an undertaking on its part to always accept facsimiles or emails for all or any purposes. Westpac may, at any time, advise us that it is no longer prepared to accept facsimiles or emails in a particular context or in all contexts but if it does so will give us notice.
- we acknowledge that facsimile and email are not secure methods of delivering instructions, confirmations or other information to Westpac and more secure alternatives exist. Facsimiles or emails may be interfered with, altered, forged, duplicated, intercepted, or viewed by unauthorised third parties, and we accept these, and other risks associated with sending instructions, confirmations, or other information by these means.
- each release and indemnity given in this document survives the cancellation of this authority in respect of all emails and facsimiles received or taken to be received by Westpac prior to it having received actual notice of such cancellation by us, Westpac having sufficient time to disseminate the fact of cancellation to its relevant employees.
- Signed for and on behalf of the Organisation.

Executive Officer 1

Duly authorised signatory (e.g., Director, Trustee, Partner)

Name:	
Position:	
Signature:	X
Date	X

Executive Officer 2

Duly authorised signatory (e.g., Director, Trustee, Partner)

Name:	
Position:	
Signature:	X
Date	X

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