



# Corporate Online New Zealand Organisation Features Amendment form

## Westpac New Zealand Limited (Westpac or WNZL).

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

Handwritten forms will **not** be accepted.

### 1. Organisation details

Full Name of Organisation

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Corporate Online CIS key

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### 2. Selecting Corporate Online Applications

Add / Delete	Application	Description
<input type="radio"/> N/A	<input type="radio"/> 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.
	<input type="radio"/> 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.  <input type="radio"/> 90 days <input type="radio"/> 60 days <input type="radio"/> 30 days
<input type="radio"/> <input type="radio"/>	<input type="radio"/> 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.
	<input type="radio"/> Trade Finance	If adding, enter the Master Agreement date of the Trade Finance facility you to use for payments.  Date DD / MM / YYYY
<input type="radio"/> <input type="radio"/>	Receipts	Enables you to view and/or export receipt details for Remittance Processing reporting if nominated.
<input type="radio"/> <input type="radio"/>	<input type="radio"/> 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.  Please note: if you require or have accounts domiciled with Westpac Australia, the Payments functionality will also apply however denominated in Australia Dollars (AUD), all in the same access.
	<input type="radio"/> Vostro	Make AUD payments from Australian domiciled accounts to Australian Vostro accounts.  Make NZD payments from New Zealand domiciled accounts to New Zealand Vostro accounts.
<input type="radio"/> <input type="radio"/>	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.

Westpac Banking Corporation (acting through its New Zealand branch) ABN 33 007 457 141, incorporated in Australia, is the provider of international payments, trade finance, foreign exchange and derivatives products and services available to New Zealand customers.

### 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.	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
User security tasks: Includes password resets, user lock or unlock and enabling tokens.	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (greater security)

#### 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.

### 4. Accounts

#### Accounts Features and Authorisation Models

Add / Delete	Accounts Features	Authorisation Model (select one)
<input type="radio"/> <input type="radio"/>	Current Data update - Automatic	Not Applicable
<input type="radio"/> <input type="radio"/>	Account Statements (for Australian domiciled accounts only)	
<input type="radio"/> <input type="radio"/>	Voucher images (for Australian domiciled accounts only)	
<input type="radio"/> <input type="radio"/>	Export and export schedule maintenance	
<input type="radio"/> <input type="radio"/>	Merge export files	
<input type="radio"/> <input type="radio"/>	Manage stop cheques	<input type="radio"/> Single (default) <input type="radio"/> Dual
<input type="radio"/> <input type="radio"/>	Billing statements	Not Applicable

#### Accounts to be accessed via Corporate Online

Your Organisation **must own** the accounts listed below.

Add / Delete	Prefix	BSB and Account Number	Account Description* (maximum 25 characters)	Allow access to view and export balances and transaction information and stop cheques	Allow access to transfer funds and remit funds/make payments	Currency
<input type="radio"/> <input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> <input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> <input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> <input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	

\* **Account Description** will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.

### Accounts 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
- Will you allow Users to both create and authorise stop cheques requests?  Yes  No (default)

### 5. Billing Statement

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

### 6. Receipts

#### Receipt Services for Receipts

Add / Delete	Receipts feature	Description of feature
<input type="radio"/> <input type="radio"/>	Export	Remittance Processing data file and other data files can be made available to download

### 7. Payments

#### Payments Features and Authorisation Models

Payments type	Payments Features	Authorisation Model (select one)
<input type="radio"/> Beneficiary Payments	Transfer funds	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (greater security)
	Existing and new beneficiary payments	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
	<input type="radio"/> BPAY payments	
	Manage beneficiary details	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (greater security)
	Cross Currency Payments	
	<input type="radio"/> All available currencies	
<input type="radio"/> Payments with files	Manage templates	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (greater security)
	Import and create payment files	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
	<input type="radio"/> Make amendments to imported files (NZ Direct Entry only)	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
	<input type="radio"/> Create payment files with templates	
	<input type="radio"/> Create payment files without templates	

#### 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 authorisers 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 (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.

## Payment Services for Payments

Select the New Zealand DE services you want to access via Corporate Online:

Service type	Does your Organisation own this service?	Allow amendments to imported files?
<input type="radio"/> Direct Credit	Yes	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Direct Debit	Yes	<input type="radio"/> Yes <input type="radio"/> No

## 8. Online FX

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

### Online FX Features and Authorisation Models

Add / Delete	Accounts Features	Authorisation Model (select one)
<input type="radio"/> <input type="radio"/>	Deal outright	Not Applicable
<input type="radio"/> <input type="radio"/>	Extend deals	
<input type="radio"/> <input type="radio"/>	Pre-deliver deals	
<input type="radio"/> <input type="radio"/>	Call orders	
<input type="radio"/> <input type="radio"/>	Take profile orders	
<input type="radio"/> <input type="radio"/>	Stop loss orders	
<input type="radio"/> <input type="radio"/>	O.C.O orders	
<input type="radio"/> <input type="radio"/>	Confirm deals	
<input type="radio"/> <input type="radio"/>	Mark to market	
<input type="radio"/> <input type="radio"/>	Account Templates for deal payments	<input type="radio"/> Single (automatically applied)
<input type="radio"/> <input type="radio"/>	Payments using deals	<input type="radio"/> Single <input type="radio"/> Dual

### User Roles for Online FX

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

### Dual Authorisation Security Options for Online FX

- Both authorisers must be of equal authority 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.

## 9. Privacy Statement

Once you have completed and submitted this form, Westpac will collect your name and signature (your personal data) to process this form for the organisation on behalf of which you are completing this form. Westpac may share your personal data with other companies within the Westpac Group. Westpac may also share your personal data with third party service suppliers, who help deliver and support the product and services Westpac delivers to your organisation and may transfer your personal data to the countries where some of Westpac's third party service suppliers are located.

**10. Authorisation and Acknowledgement**

I/We acknowledge that I/we have received, read, understood, and agreed to the general terms and conditions of Corporate Online plus any other special terms and conditions relevant to any online applications elected above for Westpac Corporate Online. Where a preferred option is required to be selected and a selection has not been made, we accept the stated default setting on this form as our chosen option.

I/We declare that the information provided by us in this form, is to the best of our knowledge and belief true and accurate.

The Executive Officers signing below confirm that they have authority to enter into this agreement and have the permission to give this authority on behalf of the organisation.

Signed for and on behalf of the Organisation.

**Executive Officer 1**

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

Name FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date DD / MM / YYYY \_\_\_\_\_

**Executive Officer 2**

(e.g. Director, Trustee, Partner, Company Secretary)

Name FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_

Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date DD / MM / YYYY \_\_\_\_\_