



Corporate Online New Zealand New Organisation / Office Establishment form

Westpac New Zealand Limited (Westpac or WNZL).

Handwritten forms will **not** be accepted.

1. Organisation details

Full Name of Organisation _____

Registered Business Address NUMBER & STREET _____

SUBURB _____ TOWN/CITY _____ POSTCODE _____

STATE _____ COUNTRY _____

2. Selecting Corporate Online Applications

Application	Description
<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"/> 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"/> 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"/> Receipts	Enables you to view and/or export receipt details for cross counter payments.
<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. Daily Channel Limit for Payments

Your daily New Zealand 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.

\$100,000 \$500,000 \$1,000,000 \$5,000,000 Other (please specify) _____

4. Accounts to be accessed via Corporate Online

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

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="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<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.

Trade Finance Agreement

Enter the Master Agreement date of the Trade Finance facility you want to use for Payments. Date DD / MM / YYYY

5. Administering your Organisation in Corporate Online

Administration	Authorisation model
<p>Administration tasks: Includes adding, amending, and deleting part of your Organisation's Corporate Online setup, including Offices, Users, accounts, services, limits, and access.</p>	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
<p>User security tasks: Includes password resets, user lock or unlock and enabling tokens.</p>	<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.

6. Accounts

Accounts Features and Authorisation Models

Feature information:

How do you want to refresh intraday transaction information? Automatically

Do you want to use Account Segmentation features? Yes No (default)

Authorisation Model:

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 cheque requests? Yes No (default)

If **Yes**, will you allow Users to self-authorise stop cheque requests? Yes No (default)

7. Billing Statement

Invoice Account ID: _____

8. Receipts

Receipt Services for Receipts

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

9. Payments

Payments Features and Authorisation Models

Payments type	Payments Features	Authorisation Model
<input type="radio"/> Beneficiary Payments	Transfer funds Move funds between Westpac accounts of the same currency.	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)
	Existing and new beneficiary payments Initiate domestic and international payments. <input type="radio"/> BPAY payments	<input type="radio"/> Single <input type="radio"/> Dual (default)
	Manage beneficiary details Save and store the payment details for third parties you frequently pay.	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)
	Cross Currency Payments Initiate payments in a different currency than that of your 'from' account. <input type="radio"/> All available currencies	
<input type="radio"/> Payments with files	Manage templates Save and store payment details of groups or third parties you frequently pay using payment files.	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)
	Import and create payment files Process payment files you have either generated using your own accounting systems or created in Corporate Online with our without templates.	<input type="radio"/> Single <input type="radio"/> Dual (default)
	Make amendments to imported files (NZ Direct Entry only) <input type="radio"/> Update the file value date, add, remove, or amend transactions after they have been imported from an external system into Corporate Online.	

Vostro Payments Features for the Payments Application

Feature	Description of Feature	Authorisation Model
<input type="radio"/> Vostro Payments	Make AUD payments from Australian domiciled accounts to Australian Vostro accounts Make NZD payments from New Zealand domiciled accounts to New Zealand Vostro accounts.	The Vostro Payments features share the authorisation model, User roles, and security options with the new and existing beneficiary payments features.

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 set up as both creator and authorisers to self-authorise? Yes No (default)

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.

Import Services for Payments

Complete this section if you have payment services you want to be available for Corporate Online.

NZDES - New Zealand Direct Entry Services:

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

10. Online FX

Authorisation Requirements

Features	Authorisation Model
Payments using deals	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
Account templates for deal payments	<input type="radio"/> Single

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.

Online FX Features and Authorisation Levels

Online FX Features	Description of Feature	Authority Level
<input type="radio"/> Deal outright	Request the purchase or sale of currency for delivery on a selected date.	Not Applicable
<input type="radio"/> Extend deals	Extend the value of a deal (or part of a deal) beyond its current date.	
<input type="radio"/> Pre-deliver deals	Bring forward the value date of a deal (or part of a deal) to before its current date.	
<input type="radio"/> Confirm deals	View and confirm the status of any deals you have already executed.	

11. Office details

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

Preferred Office Name

(Maximum 35 characters).

Mailing Address

Postal Address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

STATE

COUNTRY

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

Billing Details

BSB and Account Number	Billing account purpose
	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 Australian dollar charges for this Corporate Online Office will be charged to the nominated Australian dollar billing account.
	All billing for Papua New Guinean Kina charges for this Corporate Online Office will be charged to the nominated Papua New Guinean Kina billing account.
	All billing for Fijian dollar charges for this Corporate Online Office will be charged to the nominated Fijian dollar billing account.

Account Groups for this Office

An Account Group can contain any number of accounts as long as they are of the same currency and an account can appear in more than one Group.

Currency	BSB and Account Number	Account Description (maximum 25 characters)

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12. 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.

13. 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, including the Addendum relating to the Corporate Online back-up platform. 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.

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

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

Addendum relating to the Corporate Online back-up platform (Addendum)

This Addendum provides details of the back-up platform that will be provided to you in the event of Corporate Online no longer being available to New Zealand customers and the changes to your terms and conditions relating to that back-up platform.

Having a local back-up platform not only helps protect your business operations, it also means we're able to meet the Reserve Bank of New Zealand's (RBNZ) outsourcing policy (BS11).

Under this policy, large overseas-owned New Zealand banks must be able to operate independently from their offshore parent companies and continue to provide their customers with banking services, if a BS11 event* occurs.

***For Corporate Online, a BS11 event will mean Corporate Online is unavailable for use.**

A BS11 event means any of the following has occurred:

- WNZL is subject to statutory management;
- WNZL is no longer a subsidiary of its parent;
- WNZL is given a direction under the RBNZ Act in relation to a BS11 policy outcome; or
- WNZL has suffered a disruption to any of its outsourcing arrangements.

Transfer to Westpac One Business*

If a BS11 event occurs, we will transfer your details from Corporate Online across to Westpac One Business. This includes all users, payees, authorisation levels and administration rights (excluding local administration rights) you have specified in Corporate Online.

We will use the details that you have specified immediately before a BS11 event.

There may be some differences in functionality between Corporate Online and Westpac One Business. We will communicate these differences to you at the time. The services and functionality you will receive through Westpac One Business (if a BS11 event occurs) will apply to you, regardless of any other service descriptions for Corporate Online you may have received.

Unless we tell you otherwise, your current billing arrangements will also apply to Westpac One Business. If there will be any changes in Westpac One Business from your current billing arrangements, we will communicate those changes to you.

How we will handle differences in your current set-up

We will use the account details, authorisation levels and administration rights you have specified in Corporate Online on the date prior to a BS11 event occurring as the basis for setting up Westpac One Business.

In particular, the following settings from Corporate Online will apply to your Westpac One Business account:

- **Users:** Corporate Online users will only be transferred to Westpac One Business if they have access to at least one WNZL account and to Accounts, Payments or Administration in Corporate Online and have logged-in to Corporate Online in the 12 months before a BS11 event.
- **User authority:** A user's authority level in Westpac One Business (Administrator, Authoriser, Creator, Viewer) will be determined by their authority level in Corporate Online, except that Local Administrators in Corporate Online will not become Administrators in Westpac One Business, and both Primary and Secondary Authorisers in Corporate Online will become Authorisers in Westpac One

Business. This may mean your Corporate Online users get additional authority in Westpac One Business.

- **User authority limits:** Users will be set up with a transaction approval limit and daily approval limit in Westpac One Business which corresponds to or may be higher than their highest transaction approval limit and daily approval limit in Corporate Online.
- **Administrators:** Westpac One Business will have two options for how many administrators are required to approve administrative tasks: One Administrator or Two Administrators. One of the administrators can be the same person who created the task. If you have selected No Self Authorisation in Corporate Online, the setting in Westpac One Business will be Two Administrators, and one of the approvers can be the person who created the task.
- **Transaction authorisations:** Westpac One Business can be set up with one of the following authorisation options for transactions:
 - One Authoriser to authorise online transactions
 - Two Authorisers to authorise online transactions
 - One Authoriser to authorise transfers and two Authorisers to authorise payments

Or, one of the above options but without Authorisers being able to self-authorise their transactions.

WNZL accounts accessed within your Corporate Online facility will be imported into Westpac One Business applying the above option that best matches your current settings for authorising transactions in Corporate Online. Where you have different authorisation levels for different types of payments (such as authorising Beneficiary Payments or Import Payment Files) in Corporate Online, the higher authorisation level will be applied in Westpac One Business for all payment types.

- **Transaction limit (organisation):** The Daily Channel Limit in Westpac One Business will either be the same or higher than your Corporate Online daily limit. The applicable Daily Channel Limit will be determined by us and will be advised to you if a BS11 event takes place.
- **Other systems:** If you have other systems with us that will also be migrated to Westpac One Business on a BS11 event you will be provided with information separately about how the set-up will work for those other systems. If on the day prior to a BS11 event you access FileAct using Corporate Online, Westpac One Business will be set up using your Corporate Online details.

Terms applicable to you

With effect from the day a BS11 event occurs, you:

- Will be provided access to Westpac One Business and will be bound by the applicable Westpac One Business Terms and Conditions as included with this Addendum, WNZL's General Terms and Conditions and any other terms and conditions applicable to your use of Westpac One Business that WNZL may tell you about from time to time (all WNZL terms and conditions are available at westpac.co.nz or at any WNZL branch or with your usual WNZL contact).
- Authorise the persons specified in Corporate Online, as at the day prior to a BS11 event, as persons with authority to operate Corporate Online and give instructions to WNZL on your behalf, to operate your Westpac One Business facility on the basis described in this Addendum and the applicable Westpac One Business Terms and Conditions.
- Authorise WNZL to establish a Westpac One Business facility in the name of your organisation using the authoriser, user and administrator settings as outlined in this Addendum and authorise

WNZL to rely on any instructions from such persons with respect to your operation of Westpac One Business.

- Authorise all accounts for your organisation to be accessible through Westpac One Business and for all relevant fees and charges to be deducted from the account nominated for this purpose.
- Certify that all the information specified for your organisation in Corporate Online is true, correct and complete in every respect and may be used by WNZL to set you up on Westpac One Business.
- Understand that you will be providing personal information which will be held securely by WNZL and/or any entity within the Westpac Group, and that all information provided by you now or in the future will be held and dealt with in accordance with the WNZL Privacy Policy. The WNZL Privacy Policy is available at any WNZL Branch or online at westpac.co.nz.
- Acknowledge that changes may be made to Westpac One Business, and additional products and features may be made available through Westpac One Business from time to time, and information regarding such changes or products and features will be available in Westpac One Business, at any WNZL branch or from your usual WNZL contact. You consent to your Administrators and users with the ability to authorise or create using any such changes, or products and features, as they are made available.

- Understand that, pursuant to the Westpac One Business Terms and Conditions, your appointment of Authorised Person(s) is solely at your own risk and that you are solely responsible for any use or misuse of Westpac One Business by Authorised Persons, and for ensuring that Authorised Persons are aware of, and comply with, all relevant terms and conditions.
- Understand that this Addendum is in addition to your existing agreements with WNZL and its related companies (including Westpac Banking Corporation and its related companies) and that those agreements continue to apply to the products and services you receive from WNZL and its related companies.

This Addendum will continue to apply while you use Corporate Online. You agree that this Addendum overrides any other terms and conditions regarding your use of Corporate Online to the extent of any inconsistency and accordingly that WNZL shall have no liability to your organisation as a consequence of your organisation no longer having access to Corporate Online due to a BS11 event provided that WNZL acts in accordance with this Addendum.