



# Corporate Online Quick Start Establishment – Pacific

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

## Section 1 - Organisation Details

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

## Section 2 - 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 in respect of all Users and all Accounts, Receipt services, Payment services and Agency services nominated for access through Corporate Online.
✓ Payments	Enables you to make domestic and international payments and payment files using a range of methods within Corporate Online. The range of methods available includes entering a payment transaction manually, using a template or importing a payment file.

## Section 3 - Daily Channel Limit for Payments

Your daily local currency 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.

<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

BSB and Account Number	Currency	Account Description (maximum 25 characters) This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.	Allow access to view and export balances and transaction information and stop cheques	Allow access to transfer funds and remit funds/ make payments	Does your Organisation own this account? (Default is Yes)
			<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
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No

## Section 5 - Administering your Organisation in Corporate Online

- Administration tasks use a **Dual authorisation** model.
- User security tasks in Administration use a **Dual authorisation** model.
- Both authorisers in Administration must be of **equal authority**
- Users may be **both creators and authorisers** and authorisers may **self-authorise**.

## Section 6 - Account Features

The Accounts application enables you to view balance and transaction details for all the accounts nominated and stop payment on cheques for applicable accounts.

This includes:

- Transaction information including statements.
- Current Data update with automatic update
- Voucher images
- Export transaction information
- Manage account export schedules and merge files.
- On- demand schedules
- Mange Stop Cheques

➤ Manage stop cheques will use a **Dual authorisation** model and Users may be **both creators and authorisers** and **authorisers** may **self-authorise**.

## Section 7 - Billing Statements

Invoice Account ID	Invoice Account ID	Invoice Account ID

## Section 8 - Payment Features

Beneficiary Payments	Transfer funds	<input checked="" type="checkbox"/> Dual <i>(greater security)</i>
	Existing and new beneficiary payments	<input checked="" type="checkbox"/> Dual <i>(greater security)</i>
	Manage beneficiary details	<input checked="" type="checkbox"/> Single
Payment Currencies (Fiji Only)	<input checked="" type="checkbox"/> <i>(initiate payments in a different currency than that of your 'from' account).</i> <input type="checkbox"/> All Payment currencies OR select allowable currencies below <input type="checkbox"/> AUD <input type="checkbox"/> FJD <input type="checkbox"/> INR <input type="checkbox"/> PGK <input type="checkbox"/> TOP <input type="checkbox"/> TOP <input type="checkbox"/> CAD <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> SBD <input type="checkbox"/> USD <input type="checkbox"/> XPF <input type="checkbox"/> EUR <input type="checkbox"/> HKD <input type="checkbox"/> NZD <input type="checkbox"/> SGD <input type="checkbox"/> VUV	
Payment Currencies (Papua New Guinea Only)	<input checked="" type="checkbox"/> <i>(initiate payments in a different currency than that of your 'from' account).</i> <input type="checkbox"/> All Payment currencies OR select allowable currencies below <input type="checkbox"/> AUD <input type="checkbox"/> FJD <input type="checkbox"/> HKD <input type="checkbox"/> JPY <input type="checkbox"/> PGK <input type="checkbox"/> SBD <input type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> GBP <input type="checkbox"/> INR <input type="checkbox"/> NZD <input type="checkbox"/> PHP <input type="checkbox"/> SGD	
Payments with files	Manage File templates <i>'Australian Direct Entry only'</i>	<input checked="" type="checkbox"/> Single
	Import and Create payment files. <i>'Create Payment Files is for Australian Direct Entry only'</i>	<input checked="" type="checkbox"/> Dual <i>(greater security)</i>

## Payment Services

**Papua New Guinea**

**Fiji**

Direct Credit (PGDES Service Type)

Direct Credit (FJDES Service Type)

## Section 9 - Office Details

Preferred Office

Name:

Maximum 35 characters.

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

## Mailing Address

Mailing Address:

Town/Suburb:

Country:

State:

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

<input type="text"/>	All billing for Australian dollar charges for this Corporate Online Office will be charged to the nominated Australian dollar billing account
<input type="text"/>	All billing for New Zealand dollar charges for this Corporate Online Office will be charged to the nominated New Zealand dollar billing account
<input type="text"/>	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
<input type="text"/>	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 for each currency.

Currency	BSB and Account Number	Group Name (maximum 25 characters)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 10 - Corporate Online Administrators

This section allows you to establish up to three Administrators in Corporate Online.

Administrators may act as a Verifying Officer on behalf of the Organisation and are authorised to identify, add, amend or delete; reset passwords, lock and unlock users; add and assign accounts or services to an organisation, amend the existing daily channel limit for the organisation; enable tokens for authenticating users, and amend access to accounts or services of an organisation. Administrators must be employees of the Organisation or a related Company.

### Administration:

- Users/Administrators will be established as creators and primary authorisers in Administration.
- Users/Administrators will be established as Super Administrators and be able to manage all offices and users, create new offices and users, resent user passwords, and lock and unlock users within your Organisation.

**Token delivery** - All tokens will be delivered to the Administrator nominated as Administrator #1.

The below information will be used for security verification purposes by your Organisation's Corporate Online Administrators and/or when you call the Corporate Helpdesk, for example when you request a password reset.

## Session Timeout and Hours of Availability

Session timeout period - displayed in minutes	
<input type="radio"/> 10 (default)	<input type="radio"/> 15
<input type="radio"/> 20	<input type="radio"/> 30
<input type="radio"/> 45	<input type="radio"/> 60
<input type="radio"/> 90	<input type="radio"/> 120
<input type="radio"/> 150	<input type="radio"/> 180
<input type="radio"/> 240	
Hours of availability	<input type="radio"/> 24 hour, 7 day a week access
<input type="radio"/> Limited Access (If no times are selected standard times of 8am to 5pm will be given)	<input type="radio"/> Monday to Friday (select times below)
	<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday
	<input type="radio"/> Thursday <input type="radio"/> Friday (Select times below)
<b>Availability</b>	<b>Start Time:</b> <input type="text"/> <b>Finish Time:</b> <input type="text"/>

Note: ALL Administrators must be identified at a Westpac branch please insert their customer number.

## Administrator 1 (all fields are mandatory)

Given Name(s):	<input type="text"/>		
Surname:	<input type="text"/>	Title:	<input type="text"/>
Email Address:	<input type="text"/>		
Business Phone:	<input type="text"/>		

**Personal Information for Administrator 1**

Residential Address:			
Town/Suburb:		State/Province:	
Country:		Date of birth:	

**Administrator 2 (all fields are mandatory)**

Given Name(s):			
Surname:		Title:	
Email Address:			
Business Phone:			

**Personal Information for Administrator 2**

Residential Address:			
Town/Suburb:		State/Province:	
Country:		Date of birth:	

**Administrator 3 (all fields are mandatory)**

Given Name(s):			
Surname:		Title:	
Email Address:			
Business Phone:			

**Personal Information for Administrator 3**

Residential Address:			
Town/Suburb:		State/Province:	
Country:		Date of birth:	

**Section 11 – Corporate Online Users**

All of the applications and features nominated above will be made available to the Users nominated in the sections below. Note: If Users have been identified by Westpac branch please insert their customer number.

**User 1 (all fields are mandatory)**

Given Name(s):			
Surname:		Title:	
Email Address:			
Business Phone:			

**Personal Information for User 1 (all fields are mandatory)**

Residential Address:			
Town/Suburb:		State:	
Country:		Date of birth:	

**Payment Authorisation Limits for User 1 (all fields are mandatory)**

Payment daily limit:	\$	Payment transaction limit:	\$
File daily limit:	\$	File individual transaction limit:	\$

**User 2 (all fields are mandatory)**

Given Name(s):			
Surname:		Title:	
Email Address:			
Business Phone:			

**Personal Information for User 2 (all fields are mandatory)**

Residential Address:			
Town/Suburb:		State:	
Country:		Date of birth:	

**Payment Authorisation Limits for User 2 (all fields are mandatory)**

Payment daily limit:	\$	Payment transaction limit:	\$
File daily limit:	\$	File individual transaction limit:	\$

**User 3 (all fields are mandatory)**

Given Name(s):			
Surname:		Title:	
Email Address:			
Business Phone:			

**Personal Information for User 3 (all fields are mandatory)**

Residential Address:			
Town/Suburb:		State:	
Country:		Date of birth:	

**Payment Authorisation Limits for User 3 (all fields are mandatory)**

Payment daily limit:	\$	Payment transaction limit:	\$
File daily limit:	\$	File individual transaction limit:	\$

**User 4 (all fields are mandatory)**

Given Name(s):			
Surname:		Title:	
Email Address:			
Business Phone:			

**Personal Information for User 4 (all fields are mandatory)**

Residential Address:			
Town/Suburb:		State:	
Country:		Date of birth:	

**Payment Authorisation Limits for User 4 (all fields are mandatory)**

Payment daily limit:	\$	Payment transaction limit:	\$
File daily limit:	\$	File individual transaction limit:	\$

**Section 12 – Authorisation and Acknowledgement Administrator / User Privacy Statement****Fiji**

All personal information and credit-related information (where applicable) we collect about you is collected, used, and disclosed by us in accordance with our Privacy Statement which is available at <https://www.westpac.com.fj/privacy/> or by calling us on 132 032 or from outside Fiji: (679) 3217 800 or visit us in branch. 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 (where applicable), but if you don't, we may not be able to process your application.

**Papua New Guinea**

All personal information and credit-related information (where applicable) we collect about you is collected, used, and disclosed by us in accordance with our Privacy Statement which is available at <https://www.westpac.com.pg/privacy/> or by calling us on (675) 322 0888 or visit us in branch. 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 (where applicable), but if you don't, we may not be able to process your application.

## OTHER ACKNOWLEDGMENTS AND CONSENTS

- We may confirm the details of the information provided in this application which includes contacting your employer.
- Where you have provided information about another individual, you must make them aware of that fact and the contents of the Privacy Statement.

## DEFINITIONS

"We", "our", "us" means Westpac Banking Corporation ABN 33 007 457 141. "Westpac Group" means Westpac Banking Corporation and its related bodies corporate.

### *Administrator # 1*

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

### *Administrator # 2*

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

### *Administrator # 3*

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

### *User # 1*

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

### *User # 2*

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

### *User # 3*

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

### *User # 4*

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

## Section 13 – Executive Officers' Authorisation and Acknowledgement

### 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.

## Section 14 – Administrator Authorisation

### Executive Officers of this Organisation are to read and sign this section.

We nominate and authorise the individual nominated as an Administrator and whose signature appears above, to be an Administrator/Verifying Officer on behalf of the Organisation in respect of all Users and all Accounts and services nominated for access through Corporate Online. We authorise the Administrator to:

- Identify, add, amend, and delete Users; assign features to Users. This may incur additional fees and charges;
- Enable Tokens for Authenticating Users, reset passwords, lock, and unlock Users;

- Amend, or delete Offices; Nominate billing accounts for new Offices;
- Amend the existing daily channel limit for the Organisation;
- Add, delete accounts or services for you to access; Amend Corporate Online access to accounts or services;
- Manage the delivery options for any statements accessible through Corporate Online, including but not limited to Account Statements, Merchant Statements and Billing Statements.

Where you are not the owner of an Account, you must obtain the authority of the owner of that Account to nominate an Administrator, who is authorised to perform the above services.

We have been advised of the Bank's Verifying Officer Criteria and we certify that the Organisation is eligible under those criteria to nominate Administrators/ Verifying Officers for the purpose of authorising Users.

We undertake to advise you as soon as practicable should the authorisation/nomination of the Administrator/Verifying Officer be revoked or the individual cease to be an employee, agent, or contractor of the Organisation.

We undertake to ensure that the Administrator will inform each User of the Privacy Statement located above. By a legally constituted meeting of the Organisation or Directors of the company as the case may be, authority was given to the person named to act in terms of the nomination.

**All Administrators need to be Westpac identified before they can be established on Corporate Online. Before sending this form to Westpac please ensure that the Administrator has been identified by Westpac. Please contact your Westpac Representative should you require further information on the identification process. If you want to access accounts and/or services via Corporate Online that are not owned by your Organisation, the Third Party Account Holder who owns the account and/or service must complete a separate Third Party Access Authority Form granting you access, and which must accompany this form.**

**Signed for and on behalf of the Organisation**

**Executive Officer 1**

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

**Executive Officer 1**

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

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

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

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

**Section 15 – Bank Use Only (FIJI Only)**

The following is Mandatory for all Fiji Organisations and MUST be completed by employees of the Westpac Banking Corporation.

The user must be identified by a Fiji Westpac Branch please insert the customer identification number.

Admin 1	10 - Digit Customer Identification File Number :	<input type="text"/>
Admin 2	10 - Digit Customer Identification File Number :	<input type="text"/>
Admin 3	10 - Digit Customer Identification File Number :	<input type="text"/>
User 1	10 - Digit Customer Identification File Number :	<input type="text"/>
User 2	10 - Digit Customer Identification File Number :	<input type="text"/>
User 3	10 - Digit Customer Identification File Number :	<input type="text"/>
User 4	10 - Digit Customer Identification File Number :	<input type="text"/>