



Administrator form – Online Banking

Complete this form each time you want to nominate a User to become an Administrator or where you want to remove Administrator access from a User for your Personal or Business Network.

Section 1 – Network Owner

Please provide the full name of the Organisation or the individual name under which the Network has been established.

Full name of the Network Owner (e.g. John Smith Pty Ltd or Susie Jones)

8-digit customer number of Network

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Section 2 – User details

Please provide details of the User you want to grant access or remove access to User administration.

All fields are mandatory.

User name (first name, surname)

User 8-digit customer number

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User email address

Do you want to add or remove Administrator access from this User?

Add

(proceed to Section 3 for Business Network or Section 4 if Personal Network)

Remove

(once the administrator access has been removed you can remove the User if required via User administration. Proceed to Section 4)

The User must be identified by Westpac to Westpac's customer identification standard. If the User has not been identified they must attend a Westpac branch before submitting this form.

Section 3 – Security device (Business Networks only)

Note: An Administrator will require a Security device to access User administration. Please select an option below.

Register this User for Westpac Protect[®] SMS Code using mobile number:

(Must be an Australian or New Zealand number used by the User)

This User is already registered for a Security device (Westpac Protect[®] SMS Code or a SecurID Token)

Section 4 – Authorisation and acknowledgement

▶▶ **It is mandatory for the Executive Officer(s)/Office holder(s) Network Owner of the Network to complete this section.**

Adding an Administrator Authorisation.

I/We authorise the User nominated in Section 2 to be an Administrator on behalf of the Network Owner in respect of all User(s) and all accounts accessible through Online Banking. I/We authorise the Administrator to manage the Network and complete administrator tasks as described in the Online Banking Terms and Conditions.

I/We undertake to advise Westpac as soon as practicable should the nomination of Administrator be revoked or the individual cease to be an employee of the business.

Adding an Administrator to a Business Network – additional authorisation.

Where the network detailed in Section 1 is a Business Network, I/We also agree that:

- Westpac may accept instructions through Online Banking from any Administrator(s) in the Network in relation to Business Servicing Requests (having the same meaning as in the Online Banking Terms and Conditions) and to open everyday, savings or Term Deposit accounts or Merchant Facilities for and on behalf of the Network Owner; and

Section 4 – Authorisation and acknowledgement (continued)

- the Administrators are authorised to grant any user (having the same meaning as in the Online Banking Terms and Conditions) (User), as appointed from time to time, the ability to issue instructions through Online Banking to open everyday, savings or Term Deposit accounts and in relation to Business Servicing Requests for and on behalf of the Network Owner.

I/We acknowledge and agree that:

- any Administrator, or any User who has been granted the ability to issue instructions in accordance with this authority, may receive disclosures relating to the account or Business Servicing Request or Merchant Facility and can accept the terms and conditions of the Business Servicing Request or account, including interest rates and fees and charges, for and on behalf of the Network Owner. Such disclosures and terms and conditions may be communicated to an Administrator or User electronically, including through Online Banking;
- any Administrator (where applicable) may set the approval requirements for Business Servicing Requests for and on behalf of the Network Owner in accordance with the Online Banking terms and conditions. [Note: if the account authority specifies a greater number of approvers is required, then that number of approvers will apply (rather than the number as set by the Administrator);
- if an Administrator provides consent on behalf of the Network Owner or its business owners to obtain from a credit reporting agency, credit reports and other relevant information about the business and its owners to support the Merchant Facility application and to manage your Merchant Facility, you acknowledge that we can rely on this consent as having been properly given on yours and the business owners' behalf;
- any instruction given or acceptance provided by an Administrator or a User in accordance with this authority does not need to be verified by Westpac, and is issued with the full authority of the Network Owner and will bind the Network Owner as if they had issued the instruction themselves;
- any account opened in accordance with this authority will be automatically added to the Business Network with a default of any one to operate. Withdrawals on an account will not be able to be effected through a Branch or other physical channel until such time as the Network Owner establishes an Account Operating Authority with Westpac for the specific account. Accounts opened online default to 'Any to operate', the same rule will apply in branch however, the authorised parties to operate will need to be established before the account can be operated on, i.e., a signatory will need to be appointed;
- this authority is in addition to any other authority that the Network Owner has provided to Westpac to open or operate accounts and that it does not alter or replace any such authority;
- this authority will continue in full force and effect until Westpac receives a written notice from the Network Owner of removal of the Administrators, and any Users granted the ability to create Business Servicing Requests or to open accounts pursuant to this authority, from the Business Network;
- acknowledges and agrees that Westpac reserves the right to cancel this authority at any time and for any reason without notice;
- any account or Merchant Facility opened in accordance with this authority will be opened in the name of the Network Owner and in no other capacity, notwithstanding any existing relationship the Network Owner may have with Westpac.

I/We indemnify Westpac against any claims, losses, damages or costs suffered or incurred 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, or contributed to, by an Administrator or User. This indemnity survives cancellation of this authority.

I/We represent and warrant all things necessary, including obtaining any approvals or corporate authorisations, to enter into this authority and the transactions it contemplates have been done.

Removing an Administrator.

Where I/we have requested in Section 2 to remove Administrator access, I/we request the Administrator access to be removed from the User listed in Section 2.

I/We acknowledge the individual will continue to be a User on the Network, and the Administrator(s) for the Network can manage the User's access to the accounts through User administration and that the Security device will not be cancelled by revoking Administrator access and the User can continue to use their Security device for the accounts the User is permitted to access.

Section 4 - Authorisation and acknowledgement (continued)

Signed for and on behalf of the Network Owner.

Executive Officer/Office holder/Network Owner #1

Full name

Position

Signature

Date

Executive Officer/Office holder/Network Owner #2

Full name

Position

Signature

Date

Section 5 - Westpac use only

Verified and Approved By (Westpac Approving Officer).

Name

Position

Salary No.

BSB

Fax No.

Signature

Date

Westpac Employee Checklist (Branch) All of the following must be completed.

- I have verified all the required signatures in Section 4 against the Account Opening form(s).
- I have completed all of the fields in the 'Verified and Approved By' section above.

Westpac Use Only



Once the 'Westpac Use Only' section has been completed by the branch or Relationship Manager and all signatures have been verified, please send this form to the Access Authorities Team at aatnewrequests@westpac.com.au
Note to customers: Please do not send this form directly to the email above.

Important Note This document is a permanent customer record and must be retained for the period stated in the Records Management policy.