

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

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

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

(this will not remove the User, just administrator access. 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.

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

Verifying Branch
Stamp Required

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.
- I have placed the branch stamp in the 'Verified and Approved By' section above.

Westpac Use Only



Once the 'Westpac Use Only' section has been completed and all signatures have been verified, please fax this form to the Access Authorities Team on 1300 655 471.

Important Note

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