



# Senior Approver Form – Online Banking for business (for Business Networks)

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

## Section 1 – Business Network Owner

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

Full Name of the Network Owner (e.g. John Smith Pty Ltd Trading as J S Plumbing)

Organisation 8 digit customer number

## Section 2 – User details

Please provide details of the User you want to grant or remove Senior Approver access. All fields are mandatory.

User name (first name, surname)

User 8 digit customer number

User email address

**Do you want to add or remove Senior Approver access from this User?**

**Add**

(proceed to section 3)

**Remove**

(this will not remove the User, just Senior Approver access. Proceed to section 5)

**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 – Daily Payment Limit

Please enter the daily payment limit for this User in whole dollars. Note: the amount entered may require the User to have a Security Device.

Daily Payment Limit

Important: Limits between \$5,000 and \$200,000 require the User to be registered for Westpac Protect® SMS Code and limits above \$200,000 require the User to be registered for a SecurID Token.

## Section 4 – Security device

Please select an option below where the limit nominated in Section 3 requires the User to have a Security device.

This User is already registered for a Security device applicable to the Daily Payment Limit assigned in Section 3

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

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

Send a SecurID Token for this User (this will be sent to the Network Contact Person at the Contact Address)

## Section 5 – Authorisation and Acknowledgement

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

### Adding a Senior Approver Authorisation.

I/We nominate and authorise the User nominated as a Senior Approver in Section 2 to be a Senior Approver on behalf of the Business Network Owner in respect of all Accounts nominated for access through Online Banking and that the Daily Payment Limit nominated in Section 3 may be changed at any time by the Administrators of the Business Network.

I/We authorise Senior Approver(s) to fully approve payments and account instructions on their own up to the maximum amount of their Daily Payment Limit, subject to the network's Business Daily Limit regardless of the number to sign on any accounts ("account operating rule") accessed within the network.

I/We agree that where a joint account changes to a method of operation of "All to Sign" that:

- the account on share authority will be cancelled, the account removed from the network and the Senior Approver will be unable to operate on the account online in the network.
- Third Party Access to the account will be removed.

I/We undertake to advise all Account Holders of accounts accessible through the Business Network of the appointment of a Senior Approver to approve payments outside the account operating rules, including Third Party account holders and any joint account holders that have granted access to on share the account in the Business Network.

I/We undertake to notify Westpac as soon as practicable should the nomination of Senior Approver be removed or the individual ceases to be an employee of the business.

### Signed for and on behalf of the Business Network Owner.

#### Executive Officer #1/Office holder #1

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

Full Name

Position

Signature

Date

#### Executive Officer #2/Office holder #2

Full Name

Position

Signature

Date

#### Executive Officer #3/Office holder #3

Full Name

Position

Signature

Date

#### Executive Officer #4/Office holder #4

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 5 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 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](mailto: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.