

Corporate Online Organisation Amendment Form

Form needs to be completed to add / amend or delete an Australia domiciled Account / Services or the amendment of Daily Channel Limit.

ⓘ Not enough space, complete a Corporate Online Form Annexure and attach to this form.

1. Organisation Details

✍ Enter details of the Organisation to be amended in Corporate Online.

Full Name of Organisation:	<input type="text"/>
Corporate Online CIS Key:	<input type="text"/>

2. Daily Channel Limit for Payments

✍ Choose one of the amount options or enter the dollar amount: (Select one only)

AUD limit amount (tick one)

Your daily channel limit is the total amount that can be transacted by your Organisation via Corporate Online per calendar day.

This amount includes import files (the value of both debits and credits are added to the total), beneficiary payments and BPAY® payments made through all of the Organisation's Offices. Funds transfers between accounts in Corporate Online are excluded.

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"/>	<input type="text" value="\$"/>		

(enter a dollar value to nominate a different amount to the above options)

3. Accounts to be accessed via Corporate Online

Add	Delete	BSB and Account Number	Account Description	Does your Organisation own this account?	Allow access to view and export balances and transaction information and stop cheques (tick)	Allow access to transfer funds and remit funds/ make payments (tick)	Currency	Bank (if non-Westpac)
<input type="radio"/>	<input type="radio"/>	<i>If a Term Deposit account, please indicate by placing (TD) after the account number.</i>	<i>This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.</i>	Yes	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>		

✍ 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.

3a. Trade Finance Agreement for Payments

Add	Delete	Master Agreement Date	Add	Delete	Master Agreement Date
<input type="radio"/>	<input type="radio"/>	/ /	<input type="radio"/>	<input type="radio"/>	/ /

✍ Only one Trade Finance agreement per country can be loaded at a time. eg: One for Australia and one for New Zealand only

4. Billing Statements

Add	Delete	Statement Ref	Description	Add	Delete	Statement Ref	Description
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		

5. Adding or Deleting Receipt Services

Add	Delete	Service ID <i>(Specify the Service ID according to the service type selected)</i>	Description <i>(Specify Description for EFTPOS Reporting)</i>	AUDER <i>Direct Entry Return Reporting (Specify a 6-digit Direct Entry ID + BSB & Account No.)</i>	AUICD <i>Inward Cheque Dishonours (Specify the BSB & Account No)</i>	AUPOS <i>EFTPOS Reporting (Specify an 8-digit Merchant ID + BSB & Account No.)</i>	AURRP <i>RECall Remittance Processing (Specify a 6-digit RECall ID)</i>	AUCCS <i>Australian Commercial Cards (Specify an 8-digit Company ID)</i>	Does your Organisation own this service?
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes

⌘ 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.

6. Adding or Deleting Payment Services

Add/ Amend	Delete	Service ID <i>(Specify the Service ID according to the service type selected)</i>	Import Service Types <i>(select one)</i>			Delivery Channel <i>For DE and PPS</i>		Do you want to authorise this file in Corporate Online? <i>(select option if delivery channel is extranet)</i>		Does your Organisation own this Service?
			AUCCP <i>Australian Commercial Cards</i>	AUDES <i>Australia Direct Entry Services</i>	AUPPS <i>Australia Payment Processing Service</i>	Extranet & COL	COL Only	Yes	No	
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes

⌘ If you want to access payment services via Corporate Online that are not owned by your Organisation, the Third Party Account Holder who owns the service must complete a separate **Third Party Access Authority Form** granting you access. This must accompany this form.

7. Authorisation & Acknowledgement

Either the Organisation Administrator(s) OR Executive Officers must complete and sign this section of the form.

I/we acknowledge that I/we are a nominated Administrator for this Organisation and are authorised to request the above changes to the Corporate Online set-up. Any accounts or services that have been added to the set-up and/or changes to the daily channel limit have been approved by the Organisation's Executive Officers. Signed for and on behalf of the Organisation

Administrator #1

Name:

Position:

Signature:

Date:

Administrator #2

Name:

Position:

Signature:

Date:

OR

I/we request the above changes to be made to the Organisation's Corporate Online set up.

Executive Officer # 1

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

Name:

Position:

Signature:

Date:

Executive Officer # 2

(Director, Partner, Trustee, Company Secretary)

Name:

Position:

Signature:

Date: