

Corporate Online Administrator Establishment – NSW State Schools

Complete one copy of this form for each Administrator required to be established for a School in Corporate Online.

1. School Details

Full Name of School:					
Business address:					
Town/Suburb:		State:	NSW	Post Code:	

1a. Establishing your Customer Number in Corporate Online

Complete this section if you are an existing Westpac personal banking customer. Please indicate if you wish to have your access deleted from your previous School and reuse it for this School.

Full Name of Old School:	
8-digit customer number:	

If you have previously been identified at a Westpac branch please insert your customer number.

8-digit customer number:	
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⚡ Your existing personal customer number will not give you access to your personal accounts via Corporate Online

1b. Administrator Details

Complete this section for all new Administrators/Principals. Administrators may only act on behalf of their respective School.

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

1c. Personal Information

This section must be completed by the Administrator being established. This information is for security verification purposes by the School's Corporate Online Administrators and/or when you call the Corporate Helpdesk, for example when you request a password reset.

* Residential Address:			
*Town/Suburb:		State:	NEW SOUTH WALES
Postal code::		*Date of Birth:	

2. Corporate Online Applications

⚡ All the applications and features nominated in below will be made available to the Users/Administrators nominated in sections below. In addition the following settings will apply.

Application	Description	Authorisation
Administration	Enables Administrators to act on behalf of the Organisation in respect of all Users and all Accounts, Receipt services nominated for access through Corporate Online.	Single
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.	Single
Receipts	Enables you to view and/or export receipt details for Inward Dishonours and EFTPoS, if nominated.	N/A
Deposits	Enables you to obtain quotes for term deposits, open a term deposit and provide maturity instructions.	Single

3. Administering your Organisation in Corporate Online

The following settings define how your Organisation will be administered in Corporate Online.

- Administration tasks use a **Single authorisation** model
- User security tasks in Administration use a **Single authorisation** model
- Users may be **both creators and authorisers** and authorisers may **self-authorise**.

4. 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.

If Yes this includes:

- Transaction information including statements
 - Current Data update with manual update
 - Voucher images
 - Export transaction information
 - Manage account export schedules and merge files
 - On-demand schedules
 - Manage stop cheques
 - View, print and export Billing Statement
- Manage stop cheques will use a **Dual authorisation** model and Users may be **both creators and authorisers** and **authorisers** may **self-authorise**.

5. Receipt Features

Always complete this section.

The Receipts application enables you to make both domestic and international payments using a range of methods including creating a payment file within Corporate Online, by entering a payment transaction manually, using a template or importing a payment file.

- View and print receipt information
- Voucher images
- View and print commercial card information
- Export
- Merge export files

6. Deposit Features

- Get quotes for term deposits
 - Manage term deposits
 - Primary Authoriser Only
- All of the deposit features will use the following authorisation model:
- **Single authorisation** model

For the 'Deposits' application, on signing this form you:

1. Subject to your instructions in section 6 above, agree for Westpac to accept instructions from any User to:
 - (a) Open and provide instructions on Term Deposit accounts in the name of the Organisation via Corporate Online; and/or
2. [Term Deposits] Acknowledge that interest rate quotes are subject to change. For an interest rate quote to be binding, the Term Deposit application must be authorised by the Users (in accordance authorisation model) before the Cut-Off Time has passed on the Banking Day that the interest rate quote was requested. If funds are not deposited on your nominated lodgement date both the interest rate and lodgement date are subject to change.
3. [Term Deposits] Acknowledge that you have read and agree to the terms and conditions that apply to Term Deposits and that the terms and conditions (as varied from time to time) will govern each Term Deposit opened by the Organisation.
4. Represent and warrant to Westpac that the Users:
 - a. have been legally appointed in the capacity stated in this relevant instruction; and
 - b. providing the instruction have the power and authority to give their Instruction, and to bind the Organisation.
5. Indemnify Westpac against any claims, losses, costs or damages suffered, incurred or conceded 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 by your employees.
6. Represent and warrant to Westpac that:
 - a. the Users have been legally appointed in the capacity stated in this relevant instruction; and
 - b. the Users providing the instruction have the power and authority to give their instruction, and to bind the Organisation.

7. Administrator Privacy Statement / Authorisation

This authority must be signed by the School Principal to enable them person nominated in this form to undertake the responsibility as an Administrator. Additionally, every Verifying Officer requires to be identified by Westpac BEFORE that person can identify Users.

I, the Principal of

(insert name of School)

The Administrator is authorised to do only what an Administrator is authorised to do by the NSW Department of Education and Training, that is:

- Add, amend, or delete their School's Users;
- Add and assign to their respective School's accounts;
- Enable tokens for their School's Authenticating Users;
- Amend account access (via Accounts);
- Reset passwords, lock and unlock for their School's Users; and
- Manage billing statements (via Accounts).
- Authorise Term Deposits opening / maturities.

I have been advised of Westpac's Verifying Officer Criteria and I certify that as School Principal I am eligible under that Criteria to nominate Administrators/Verifying Officers for the purpose of authorising Users.

I undertake to advise you as soon as practicable should the authorisation/nomination of the Administrator/Verifying Officer be revoked, the individual ceases to be employed by the NSW Department of Education and Training or ceases to work at the School.

Privacy Statement Personal information

We collect personal information from you to process your Corporate Online application, provide you with your product or service, and manage your product or service. We may also use your information to comply with legislative or regulatory requirements in any jurisdiction, prevent fraud, crime or other activity that may cause harm in relation to our products or services and help us run our business.

If you do not provide all the information we request, we may need to reject this application.

We may disclose your personal information to other members of the Westpac Group, anyone we engage to do something on our behalf, and other organisations that assist us with our business.

We may disclose your personal information to an entity which is located outside Australia. Details of the countries where the overseas recipients are likely to be located are in our privacy policy.

As a provider of financial services, we have obligations to disclose some personal information to government agencies and regulators in Australia, and in some cases offshore. We are not able to ensure that foreign government agencies or regulators will comply with Australian privacy laws, although they may have their own privacy laws. By using our products or services, you consent to these disclosures.

We are required or authorised to collect personal information from you by certain laws. Details of these laws are in our privacy policy.

Our privacy policy is available at westpac.com.au or by calling 132 032. It covers:

- how you can access the personal information we hold about you and ask for it to be corrected;
- how you may complain about a breach of the Australian Privacy Principles or a registered privacy code and how we will deal with your complaint;
- how we collect, hold, use and disclose your personal information in more detail.

We will update our privacy policy from time to time.

We will use or disclose your personal information to contact you or send you information about other products and services offered by the Westpac Group or its preferred suppliers. Please call 132 032 or visit any of our branches if you do not wish to receive marketing communications from us.

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.

Signed

Signature:

Name:

Title: SCHOOL PRINCIPAL

Date