

# QuickService Organisation Establishment

 Organisation Establishment Organisation Amendment

Complete one copy of this form for each Organisation being established in QuickService.

In addition to this form, complete the 'QuickService Establishment Form Annexure' to nominate additional Entities with common directors.

Organisation Key Westpac Use Only

## ORGANISATION DETAILS

Always complete this section.

Enter the name of the Organisation to be established in QuickService. Fields marked \* are mandatory.

\*Full Name of Organisation

\*ABN or ACN

\*Registered Business Address

Street		
Suburb/City	State	Postcode
Country	Australia	

\*Primary Contact Name

*(Provide full name of business proprietors or organisation (company, partnership, society, club or association) and ABN, if applicable. Where more than one entity, insert "Refer to Annexure A" and list the names of the entities in an Annexure A. Note: multiple entity names may only be listed where directors/office bearers are common to each organisation)*

Is Annexure A required?

YES  No

## ADMINISTERING YOUR ORGANISATION IN QUICKSERVICE

Always complete this section to define how your Organisation will be administered in QuickService. Administrators may act on behalf of the Organisation and are authorised to add, amend or delete Users, reset passwords, lock and unlock Users. Administrators must be employees of the Organisation or a Related Company.

Complete this section for all new Users. Fields marked \* are mandatory.

Administrator One:

\*Preferred Login Name: eg COL ID

Westpac IDV Number Westpac Use Only

\* Customer Name:

\* Email Address:

\* Business Phone:

\* Please select User Role

Manager OR  Team Member

\* Please indicate whether your Administrator would require Manager or Team Member Access

## ADMINISTERING YOUR ORGANISATION IN QUICKSERVICE (CONTINUED)

Administrator Two:

\*Preferred Login Name: eg COL ID

Westpac IDV Number Westpac Use Only

\* Customer Name:

\* Email Address:

\* Business Phone:

\* Please select User Role

Manager OR  Team Member

\* Please indicate whether your Administrator would require Manager or Team Member Access

## PRIVACY STATEMENT

### Personal information

In order to process an application for a product or service for you or for a company of which you are a representative or signatory, or to provide or manage the provision of that product or service, we may collect personal information about you from you or that company. We may also use your personal 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 that application or we may no longer be able to provide that product or service.

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](http://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.

### Other acknowledgements and consents

We may confirm the details of the information provided in this application.

Where you have provided information about another individual, you must make them aware of that fact and the contents of this Privacy Statement.

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 us on 132 032 or visit any of our branches if you do not wish to receive marketing communications from us.

### Definitions

For the purposes of this Privacy Statement, "We", "our", "us", "Westpac" means Westpac Banking Corporation ABN 33 007 457 141. "Westpac Group" means Westpac Banking Corporation and its related bodies corporate from time to time.

\*Signature of Administrator One

\*Date

\*Signature of Administrator Two

\*Date

## AUTHORISATION & ACKNOWLEDGEMENT

Always complete this section.

We acknowledge that we have received, read and agreed to the QuickService Terms and Conditions, plus specific terms and conditions relevant to any online applications we have selected above. Where a preferred option is to be selected and a selection has not been made, we accept the stated default setting on this form as our chosen option. We declare that the information provided by us in this form, is to the best of our knowledge and belief true and accurate.

Executive Officers of this Organisation are to read and sign this section.

We nominate and authorise the individual(s) nominated as an Administrator and whose signature appears on this page, to be an Administrator/ Verifying Officer on behalf of the Organisation in respect of all Users and services nominated for access through QuickService. We authorise the Administrator to:

- Identify, add, amend or delete Users;
- Reset passwords, lock and unlock Users;

We have been advised of the Bank's Verifying Officer Criteria and we certify that the Organisation is eligible under those criteria to nominate Administrators/Verifying Officers for the purpose of authorising Users.

We undertake to advise you as soon as practicable should the authorisation/nomination of the Administrator/Verifying Officer be revoked or the individual cease to be an employee of the Organisation.

Where a preferred option is required to be selected and a selection has not been made, we accept the stated default setting on this form as our chosen option. We undertake to ensure that the Administrator will inform each User of the Privacy Statement located at the bottom of all pages on QuickService portal.

By a legally constituted meeting of the Organisation or Directors of the company as the case may be, authority was given to this person(s) named to act in terms of the nomination.

Signed for and on behalf of the Organisation

Executive Officer #1

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

Name	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Executive Officer #2

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

Name	Position
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Acknowledgment

I certify that the Executive signatures provided above in section 3 are duly authorised signatories and have been verified.

Verified and approved by (Westpac Approving Officer)

Name	Position
<input type="text"/>	<input type="text"/>

Salary Number

Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

**Customer Segment**

WIB  RBB  SME

**Product Form Options**

LVP eForms (DE, PPS & Bpay)  
 Corporate Account Opening eForms  
 NSW Government eForms

Commercial Card eForms  
 HVC  
 Facility Number

**Authorisation Model\***

Digital Authorisation Enabled  
 Number of Authorisers

*\*QuickService Delegation of Authority must be attached*

Cards – Verifying Officer can be First Signatory  
 Cards – Two Signatories required

*AS / VO must be set up with HVC / Commercial Cards*

Annexure Attached?  
 YES  No  
If YES, list the total number of pages attached

QuickService Delegation of Authority attached?  
 YES  No

Load form attached?  
 YES  No