



# iLink and PaymentsPlus – User Establishment/Removal Form

The purpose of this form is to obtain authorisation to:

- **add** a new User or uplift an existing User with additional permissions to iLink and/or PaymentsPlus portal(s); or
- **remove** an existing User from an iLink and/or PaymentsPlus portal(s).

This form also enables Westpac to collect key information necessary in order to verify the identity of a new User, including through authorisation from your Verifying Officer (if applicable).

Return the completed form to your bank representative.

All fields in applicable sections are mandatory.

## Section 1 – Organisation details

Organisation name

Organisation Customer Number

iLink System Code

PaymentsPlus Buyer Code

Find your iLink System Code under the Company Connectivity Setup section or contact your bank representative. Find your PaymentsPlus Buyer Code on the portal under Administration > Business Details > Business Name after logging in or contact your bank representative.

## Section 2 – User details

Please provide details of the User to be added/removed. If the User has previously been identified by Westpac please provide the User's customer number. Any information entered here should appear exactly as per the identification documents submitted with this form.

Customer number

Title (e.g. Mr, Mrs)

First name

Middle name

Surname

Is the User known by any other name(s)?  Yes  No

If yes, please provide other name(s)

Date of Birth

Residential address (not PO Box)

Street number

Street name

Suburb

State

Postcode

Country

Mobile number

Business number

Email address

Position held

(please select from list under the "Bank Use Only" section, if drop-down box is not available)

**Note:** It is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to knowingly provide false and misleading information.

### Section 3 – Role

**Administrator to complete**

Please indicate whether the individual listed in Section 2 is being added or removed as a User:

Add  Remove

Select the products this request relates to

iLink  PaymentsPlus  iLink & PaymentsPlus

Is the User employed by or contracted to

the organisation named in Section 1 or

a third party entity/contractor? This includes other entities within the same corporate group and entities acting as a service provider to the entity named in Section 1.

Third Party/Contractor Entity Name

(Mandatory if the User is employed by a third party.)

The instructions on this form are effective from:

Date

 /  / 

### Section 4 – User Portal Access

**Administrator to complete**

Please select applicable permissions for the new User. An Administrator can amend permissions for each User in the portal without submitting this form again once the User has been added.

<b>iLink</b>	<b>Add</b>
Authorise Files	<input type="checkbox"/>
Upload Files	<input type="checkbox"/>
Search and Download Files	<input type="checkbox"/>
Setup Connectivity	<input type="checkbox"/>
<b>PaymentsPlus</b>	<b>Add</b>
Authorise Invoice Files	<input type="checkbox"/>
Authorise Payment Files	<input type="checkbox"/>
Payment Maintenance	<input type="checkbox"/>
View Portal Data	<input type="checkbox"/>
Send Recipient Invites	<input type="checkbox"/>
Upload Payment/Invoice Files	<input type="checkbox"/>
<b>PaymentsPlus – additional roles for Supplier Portal only</b>	<b>Add</b>
Authorise Recipient Files	<input type="checkbox"/>
Send Recipient Invites	<input type="checkbox"/>
Manage Recipients	<input type="checkbox"/>
Upload Recipient Files	<input type="checkbox"/>

### Section 5 – Privacy Statement (for individuals whose personal information may be collected – in this clause referred to as “you”)

All personal information and credit-related information (if applicable) we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [westpac.com.au/privacy/privacy-statement](http://westpac.com.au/privacy/privacy-statement) or by calling us through your relationship manager or Westpac representative. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information (if applicable) but, if you don't, we may not be able to process an application or a request for a product or service.

Where individuals engage with us in relation to products and services for our business, corporate or institutional customers (for example, as representative, administrator, director, corporate officer, signatory, beneficiary or shareholder of one of our customers) our Privacy Statement will be relevant to those individuals where we collect and handle their personal information. For example, where we collect their personal information to verify their identity or collect their signature as a signatory on a corporate account.

### Section 6 – Privacy Obligations

To the extent that it applies to you, you must comply with the *Privacy Act 1988* (Cth) in relation to any personal information you provide to Westpac in connection with this Agreement, and if you engage in activities in a jurisdiction other than Australia, you must comply also with the applicable privacy laws in that jurisdiction.

### Section 7 – Foreign Tax Residency

We are required under domestic and international laws to collect and report financial and account information relating to individuals and organisations who are, or may be, foreign tax residents. We may ask you whether you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident from time to time, such as when you open an account with us, or if your circumstances change. If you do not provide this information to us, we may be required to limit the services we provide to you e.g. in a form of account restrictions if you have not provided us with your foreign tax residency information 30 days after we have contacted you.

Unless you tell us otherwise, by completing any application, you certify that any shareholder, named beneficiary, settlor or controlling person is not a foreign tax resident. You must tell us if you, or any shareholder, named beneficiary, settlor or controlling person is, or becomes, a foreign tax resident (unless an exemption applies, such as for shareholders of listed companies). Where there are no named beneficiaries (for example for beneficiaries identified only as a class) you must tell us if a beneficiary is a foreign tax resident immediately when any decision is made to identify and make a distribution to them. You may contact us to provide foreign tax residence information by calling Foreign Tax Operations on 1300 725 863 or +61 2 9155 7580 for customers outside Australia. For more information you can also visit our page on Foreign Tax Residency: [westpac.com.au/foreigntaxresidency](http://westpac.com.au/foreigntaxresidency)

We cannot give tax advice, so please contact your independent tax advisor if you need help finding out whether any person is a foreign tax resident.

### Section 8 – User Acknowledgements and Consents

Only complete this section if a new User is being added.

I, the person named in this request as User, consent to being added as a User to the portal. I acknowledge the use of the portal will be governed by the User guides and terms and conditions for the portal available in the portal or from the Bank.

User signature

X

Date

/ /

## Section 9 – Authorisation to add/remove User

The following section must be completed by an Administrator or Authorised Representative of the Organisation.

If a new User is being added, or permissions are being uplifted for a User who has not previously been identified by Westpac:

- I/We nominate and authorise the individual nominated as User in Section 2 and whose signature appears in Section 8 to act as a User with respect to the iLink/PaymentsPlus facility(ies) listed in Section 1.
- I/We undertake to advise Westpac as soon as practicable should the authorisation of the User be revoked or the individual cease to be an employee, agent or contractor of the Organisation.
- I/We acknowledge that all Users need to be identified by Westpac before they can be established on iLink and PaymentsPlus.

If an existing User is being removed:

- I/We authorise and instruct Westpac to remove the individual whose details appear in Section 2 from their position as User with respect to the iLink/PaymentsPlus facility(ies) listed in Section 1, and acknowledge that the functions of a User listed above will no longer be available to them.

Signed for and on behalf of the Organisation

### Authority Execution

Which option will you be signing under?

**Organisation is an Australian Company (Registered with ASIC)**

- **Company:** Two Directors or a Director and Company Secretary

**Non-Company Organisation**

- **Trust:** Trustee – if a Company (see above) or by an Individual Trustee
- **Association:** In accordance with Minutes of Meetings or other authority
- **Partnership:** Two Partners or other authority

**Power of Attorney**

Note: Execute using the following section where signing under a power of attorney

Signed for and on behalf of:

By its attorney(s) under the authority of a power of attorney dated

**Delegation of Authority**

*Use this option if an Administrator who has been authorised under an Administrator Establishment Form is authorising this User Establishment.*

By the authority of a resolution of the directors of the company (at a properly constituted meeting, where a meeting is required). I/We authorise on behalf of the company the persons whose name(s) and specimen signature(s) appear in the section 'Details of Persons Authorised', in the name and on behalf of the organisation:

Signed for and on behalf of:

**Organisation is a Foreign Company**

### Authority Signatory(ies)

To be signed in accordance with the instructions provided by the organisation at establishment of the facility.

**Section 9 – Authorisation to add/remove User (continued)**

**Signatory 1**

Name	Position/Title (e.g. Administrator, Director, Partner etc)
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

**Signatory 2 (if applicable)**

Name	Position/Title (e.g. Administrator, Director, Partner etc)
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

**Section 10 – Verifying Officer Authorisation**

Complete this section if your Organisation uses the Verifying Officer model.

As Verifying Officer for this Organisation:

I certify the identity of the individual nominated in Section 2.

<b>Name</b>	<b>Position/Title</b>
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

**Bank Use Only**

**Bank Officer checklist for processing**

- I have verified that all sections of the form have been completed and signed by the applicant and the Executive Officers/Delegated Authority/Power of Attorney and Verifying Officer where applicable.
- If applicable, Identification documents provided have been certified as a true copy of the original document, signed by an authorised certifier, and contain the applicant's full name and date of birth.
- I have checked to verify that the correct level of identification and the applicant's profile is on Service Online.

User CIS Key	User Bank IDV	User Customer number
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Bank Use Only (continued)**

**Security Access Manager (SAM) Request ID**

(Branch do not complete)

Phone

Signature

Bank Officer Name

Salary Number

Date

**For SAM activation only**

I have reviewed and completed the User access request in SAM

Phone

Signature

Bank Officer Name

Salary Number

Date

**Position held with employer.** *(Please select from the positions listed below)*

- |                         |                          |                            |                     |
|-------------------------|--------------------------|----------------------------|---------------------|
| Accountant              | Commercial Manager       | Group Accountant           | Receptionist        |
| Accounts Officer        | Company Secretary        | Group Financial Controller | Sales Manager       |
| Administration Manager  | Consultant               | Human Resources Manager    | Secretary           |
| Administration Officer  | Credit Controller        | Managing Director          | Senior Manager      |
| Administrator           | Credit Officer           | Office Accountant          | Settlements Officer |
| Analyst                 | Customer Service Officer | Office Bearer              | State Manager       |
| Assistant Accountant    | Deputy Principal         | Office Manager             | Supervisor          |
| Associate               | Director                 | Operations Manager         | Team Leader         |
| Bookkeeper              | Executive Assistant      | Owner                      | Team Member         |
| Business Analyst        | Executive Director       | Partner                    | Travel Consultant   |
| CEO                     | Executor                 | Payroll Officer            | Treasurer           |
| Chairperson             | Finance Manager          | Practice Manager           | Treasury Officer    |
| Chief Finance Officer   | Financial Controller     | Principal                  | Volunteer           |
| Chief Operating Officer | Financial Officer        | Property Manager           |                     |
| Clerk                   | General Manager          |                            |                     |

## Annexure A

This form is to be filled in conjunction with the User establishment form for the Bulk User request (10 users or above).

### Letter of Authority

**Please complete this form when using the Bulk User Application.**

Please create (*number of users*) new Users as nominated in the **Bulk User** application.

I/We declare that the Users provided to Westpac Banking Corporation are authorised by the organisation.

I certify that I am satisfied that the Users detailed in the form/Bulk User spreadsheet are authorised to be the Users and their identities have been certified by a nominated Verifying Officer.

### Authorised Signatory 1

Name

Signature

Date

### Authorised Signatory 2

Name

Signature

Date

### Verifying Officer

Name

Signature

Date