



User Establishment Form – Qvalent.

Where your organisation has a Verifying Officer, all sections of this form must be completed to add a user and must be signed by your organisation's Authorised Representative and Verifying Officer.

Where your organisation does not have a Verifying Officer, all sections of this form must be completed and signed by your organisation's Authorised Representative except Section 5 Verifying Officer Details.

By completing this form the user accepts the 'User Acknowledgements and Consents' below. Please return the completed form to your bank representative.

Section 1 – Organisation Details.

Organisation name

Organisation Customer Number

Section 2 – User Details.

Please complete all sections

Title (e.g. Mr, Mrs)

Given name(s) in full

Surname

Are you known by any other name?

Yes No If yes, please provide details.

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

Date of Birth

Position held with employer (please select from the list below, or alternatively view list on page 5 if drop-down box is not available)

Residential address (no PO Boxes)

Section 3 – User Acknowledgements and Consents.

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 Westpac.

Privacy Statement.

Your privacy is important to us, and so is being transparent about how we collect, use, and share your personal data. "Personal data" means any information relating to you where you are either identified or identifiable directly from that information or indirectly from that information in combination with other information. This Privacy Notice is intended to help you understand our processing of your personal data (which includes collection, use, sharing, storage and other operations we perform in relation to your personal data). Where you provide personal data about other individuals, you must tell those individuals that you have supplied their information to us and make them aware of the content of this Privacy Notice.

Section 3 – User Acknowledgements and Consents (continued).

What type of personal data do we collect and hold relating to you?

We collect the following types of personal data:

- Name
- Date of Birth
- Address Details (residential, postal)
- Westpac customer number
- Employer Details
- Position held with employer
- Signature

If you do not give us all the personal data we require, we may need to reject your application, or we may no longer be able to provide a product or service to you.

How do we collect your personal data?

We may collect your personal data directly from you or indirectly, in certain circumstances we may collect personal data about you from third parties (e.g. other Westpac Group companies, your employer or from publicly available sources). We collect personal data directly from you when we process your application, provide you with and manage your product or service.

Why is your personal data being collected?

This section sets out the purposes for which we collect your personal data, and the grounds on which we are authorised to collect it. In the event that we intend to use your personal data for any other purpose, we will provide you with information on the new purpose or provide you with an updated Privacy Notice before using your personal data in this way.

We are allowed to use your personal data in the following circumstances:

- We collect your personal information in order to provide products and services that you have requested in this application

Who do we share your personal data with?

We may share your personal data with companies within the Westpac Group. We may also provide your personal data to organisations outside the Westpac Group (some of which are located outside of Australia or the European Economic Area). When we contract with our service providers and other third parties, we require that they comply with the applicable privacy laws, including the General Data Protection Regulation (GDPR) as well as applicable Westpac Group standards, policies and procedures, in order to protect your personal data. We also require that third parties only use the personal data provided to them in order to perform the tasks in their contract.

How do we secure your personal data?

We use a range of physical, electronic and other security measures to protect the security, confidentiality and integrity of the personal data we hold. For example:

- access to our information systems is controlled through identity and access management controls;
- employees and our contracted service providers are bound by internal information security policies and are required to keep information secure;
- all employees are required to complete training about information security; and
- we regularly monitor and review our compliance with internal policies and industry best practice.

Unfortunately, no data transmission over the Internet or data storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you have with us has been compromised), please immediately contact us (please refer to the 'How to contact us?' section on the next page).

Section 3 – User Acknowledgements and Consents (continued).

Where do we store your personal data?

We store your personal data in Australia.

How long do we keep your personal data?

We retain your personal data until such time as the purpose of processing has been achieved or for any period of time specified by applicable law, whichever is the greater. If we no longer need to use your personal data for the purposes set out in this Privacy Notice, we will take reasonable steps to destroy or de-identify your personal data.

What are your rights?

Our Privacy Policy and the EU Data Protection Policy covers:

- how you can request access to or correct the personal data we hold about you;
- how you can make a complaint where you have concerns about our handling of your personal data (including where you believe there has been a breach of the local Privacy Law), and how we will deal with your complaint.

If you are not satisfied about how we are processing your personal data, or you would like to make a complaint, please contact us (see the 'How to contact us?' section below). We will acknowledge your complaint as soon as possible after receipt of your complaint. We will let you know if we need any further information from you to resolve your complaint. We aim to resolve complaints as quickly as possible. We strive to resolve complaints within five (5) business days but some complaints may take longer to resolve. If your complaint is taking longer, we will let you know what is happening and a date by which you can reasonably expect a response.

How to contact us?

If you are not satisfied with how we may handle your personal information, or you would like to make a complaint you can contact:

- in Australia, our Privacy Officer by calling 1300 130 467, using the Feedback Form or writing to us at Reply Paid 5265, Sydney NSW 2001.
- in the United Kingdom, our Data Protection Officer by, calling + 44 (0) 20 7621 7000, or writing to us at Westpac Banking Corporation, Camomile Court, 23 Camomile Street, London EC3A 7LL.

Further information.

For more details about how we handle personal data and complaints or how you may exercise your rights, please see our Privacy Policy and EU Data Protection Policy (as applicable). You can view or download a copy of these policies by visiting westpac.com.au/privacy or requesting a printed copy in a Westpac branch or by contacting us using the details in the 'How to contact us?' section above.

Our reporting obligations.

We are required to identify certain US persons in order to meet account information reporting requirements under local and international laws.

If you or (where you are applying on behalf of an entity) the entity and/or any office bearer* of the entity and/or any individual who holds an interest in the entity of more than 25% (a Controlling Person) are a US citizen or US tax resident, you must telephone 1300 658 194 at the time of completing this application. When you contact us you will be asked to provide additional information about your US tax status and/or the US tax status of the entity and/or any Controlling Person which will constitute certification of US tax status for the purposes of this application.

Unless you notify us that you or (where you are applying on behalf of an entity) the entity and/or any Controlling Person are a US citizen or US tax resident as specified above, by completing this application you certify that you or (where you are applying on behalf of an entity) the entity and/or any Controlling Person are not a US citizen or US tax resident. If at any time after account opening, information in our possession suggests that you, the entity and/or any Controlling Person may be a US citizen or US tax resident, you may be contacted to provide further information on your US tax status and/or the US tax status of the entity and/or any Controlling Person. Failure to respond may lead to certain reporting requirements applying to the account.

* Director of a company, partner in a partnership, trustee of a trust, chairman, secretary or treasurer of an association or co-operative.

Section 3 - User Acknowledgements and Consents (continued).

Definitions.

“We”, “our”, “us”, “Westpac” means Westpac Banking Corporation ABN 33 007 457 141. “Westpac Group” means Westpac Banking Corporation and its related bodies corporate.

User Signature

X

Date

/ /

Section 4 - Authorised Representative(s).

This form must be signed in accordance with the current authorisation held by Westpac. Westpac will not act on these instructions unless the signatories are authorised to do so under the current authorisation held by the Bank. This form is to be signed by:

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

OR

Authorised Signatory(ies)

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

Authorised Representative 1.

Name

Position/Title

Signature

X

Date

/ /

Authorised Representative 2.

Name

Position/Title

Signature

X

Date

/ /

Section 5 - Verifying Officer Details.

(Verifying Officer Authorisation required. Only to be completed if a Verifying Officer Model is adopted by the Organisation)

In my role as a Verifying Officer, I have identified the User nominated in this form.

Name	Position/Title
<input type="text"/>	<input type="text"/>
Verifying Officer Customer number	
<input type="text"/>	
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Westpac Use Only.

The Westpac representative is to verify signatures and check that the form has been signed in terms of the authority held by the Bank.

User CIS Key	User WBC IDV
<input type="text"/>	<input type="text"/>
Westpac Representative Name	Signature
<input type="text"/>	<input type="text" value="X"/>
Phone	
<input type="text"/>	
Salary Number	
<input type="text"/>	

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