



# iLink and PaymentsPlus – Administrator Establishment/Removal Form

The purpose of this form is to obtain authorisation to:

- **add** a new Administrator to an iLink and/or PaymentsPlus portal(s); or
- **remove** an existing Administrator 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 Administrator, 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 – Administrator details.

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

Customer number

Title (e.g. Mr, Mrs)

First name

Middle name

Surname

Is the Administrator 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 in 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.

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

Add  Remove

Select the products this request relates to:

iLink  PaymentsPlus  iLink & PaymentsPlus

Note: If an existing Administrator is being removed but will be appointed as a User, please also submit iLink and PaymentsPlus – User Establishment/Removal Form.

Is the Administrator 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 Administrator is employed by a third party.)

The instructions on this form are effective from.

Date

 /  / 

### Section 4 – Administrator Portal Access.

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

Please select applicable permissions for the Administrator. These permissions can be amended via the portal without submitting this form again.

<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>
Upload Recipient Files	<input type="checkbox"/>
Authorise Recipient Files	<input type="checkbox"/>
Send Recipient Invites	<input type="checkbox"/>
Manage Recipients	<input type="checkbox"/>

## Section 5 – Administrator Acknowledgements and Consents.

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

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

### 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.

### 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)
- CIS/Bank Customer Number
- Employer Details
- Personal Contact 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).

### 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.

### For our customers located in the European Union.

The General Data Protection Regulation (GDPR) regulates the collection, use, disclosure or other processing of personal data under European Union (EU) law. Personal data means any information relating to you from which you are either identified or may be identifiable. The GDPR aims to protect the personal data of individuals located in the EU and harmonise data protection laws across EU Member States.

Our collection, use, disclosure and other processing of your personal data is regulated by the GDPR if:

- you interact with our Westpac UK branch;
- we offer products or services to you whilst you are located in the EU; or
- we monitor your behaviour whilst you are located in the EU (such as through our use of cookies when you interact with us online or for our fraud detection and prevention purposes).

Please refer to our EU Data Protection Policy on our website at [westpac.com.au/privacy/eu-data-protection-policy](https://westpac.com.au/privacy/eu-data-protection-policy) for information about how we manage your personal data under the GDPR.

### 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](https://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.

### Definitions.

"We", "our", "us", "the Bank" means Westpac Banking Corporation ABN 33 007 457 141.

"Westpac Group" means Westpac Banking Corporation and its related bodies corporate.

Administrator signature

X

Date

/ /

## Section 6 – Authorised representative to complete.

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

If a new Administrator is being added:

- I/We nominate and authorise the individual nominated as Administrator in Section 2 and whose signature appears in Section 5 to act as an Administrator with respect to the iLink/PaymentsPlus facility(ies) listed in Section 1.
- I/We authorise the Administrator to:
  - Add, modify, or remove Users (except for other Administrators) via completion of the User Establishment form;
  - Reset passwords;
  - View audit history; and
  - Exercise any other permissions granted in Section 4.
- I/We undertake to advise Westpac as soon as practicable should the authorisation/nomination of the Administrator be revoked or the individual cease to be an employee, agent or contractor of the Organisation.
- I/We acknowledge that all Administrators need to be identified by Westpac before they can be established on iLink and PaymentsPlus.

If an existing Administrator is being removed:

- I/We authorise and instruct Westpac to remove the individual whose details appear in Section 2 from their position as Administrator with respect to the iLink/PaymentsPlus facility(ies) listed in Section 1, and acknowledge that the functions of a Administrator 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**

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 6 – Authorised representative to complete (continued).**

**Signatory 1**

Name	Position/Title (e.g. 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. Director, Partner etc)
<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"/>

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

(Branch do not complete)	Bank Officer Name
<input type="text"/>	<input type="text"/>
Phone	Salary Number
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

**For SAM activation only**

<input type="checkbox"/> I have reviewed and completed the user access request in SAM	Bank Officer Name
Phone	Salary Number
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

**Bank Use Only (continued).**

**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		