



# Corporate Online Administrator Establishment / Amendment Form

☐ New Administrator ☐ Upgrade an existing User to Administrator ☐ Downgrade Administrator to a User

**Note:** For downgrading an Administrator, the fields required are Full Name of Organisation, 8 Digit Customer Number, Given Name, Surname and section 5 signed and date.

**Handwritten forms will NOT be accepted.**

## Section 1 - Organisation Details

Full Name of Organisation:

## Section 2 – Establishing your Customer Number in Corporate Online

If you have previously been identified at an Australian Westpac branch, please insert your customer number.

8-digit customer number:

## Section 3 – User Details (ALL fields are mandatory)

Given Name(s):

Surname:

Title:

Other Names:

Preferred Name ☐

Other Names:

Preferred Name ☐

Other Names:

Preferred Name ☐

Job Title:

Email Address:

Business Phone:

Mobile:

Primary Office Name:

(Corporate Online Primary Office used is for mailing & billing purposes)

Session timeout

10 minutes

Hours of availability

☐ 24 hour, 7 day a week access

☐ Limited Access

(If no times are selected  
standard times of 8am to  
5pm will be given)

☐ Monday to Friday (select times below)

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

(Select times below)

Availability

Start Time:

Finish Time:

## Personal Information (ALL fields are mandatory)

Residential Address:

Town/Suburb:

State:

Country:

Postal code:

Date of birth:

## Section 4 – Administrator User Profile

This section applies where the User is established as an Administrator.

### Administrator Authority Level

The authority level for this User relating to Administration tasks performed in your Organisation.

- ☐ Creator only (default) ☐ Creator and primary authoriser  
☐ Primary authoriser only ☐ Creator and secondary authoriser  
☐ Secondary authoriser only

### Administrator Role

The Administrator role for this User

- ☐ Super Administrator Ability to manage **all** Offices and Users or create new Offices and Users within your Organisation  
☐ Local Administrator Ability to manage existing Users or create new Users, and assign access within the assigned Offices

The Local Administrator manages the following Offices


### Privacy Statement

All personal information and credit-related information 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](https://westpac.com.au/privacy/privacy-statement) or by calling us on 132 032. 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 but, if you don't, we may not be able to process your application or request.

### Other Acknowledgments and Consents

We may confirm the details of the information provided in this application which includes contacting your employer.

### Definitions

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

Signature of User:

X

Date:

X

## Section 5 – Administrator Authorisation

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

We nominate and authorise the individual nominated as an Administrator and whose signature appears above, to be an Administrator/Verifying Officer on behalf of the Organisation in respect of all Users and all Accounts and services nominated for access through Corporate Online. We authorise the Administrator to:

- Identify, add, amend, and delete Users; assign features to Users. This may incur additional fees and charges;
- Enable Tokens for Authenticating Users, reset passwords, lock, and unlock Users;
- Add, amend, or delete Offices; Nominate billing accounts for new Offices;
- Amend the existing daily channel limit for the Organisation;
- Add and delete accounts or services for you to access; Amend Corporate Online access to accounts or services;
- Manage the delivery options for any statements accessible through Corporate Online, including but not limited to Account Statements, Merchant Statements and Billing Statements.

Where you are not the owner of an Account, you must obtain the authority of the owner of that Account to nominate an Administrator, who is authorised to perform the above services.

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, agent, or contractor of the Organisation.

We undertake to ensure that the Administrator will inform each User of the Privacy Statement located above.

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

**All Administrators need to be Westpac identified before they can be established on Corporate Online. Before sending this form to Westpac please ensure that the Administrator has been identified by Westpac. Please contact your Westpac Representative should you require further information on the identification process.**

Signed for and on behalf of the Organisation.

Executive Officer 1

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

Name:

Position:

Signature:

X

Date

X

Executive Officer 2

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

Name:

Position:

Signature:

X

Date

X

Once completed and signed please return this form to your Westpac representative.

## Section 6 – User Identification Requirements

If the organisation holds New Zealand Accounts all Administrators and Payment Authorisers must be identified as per New Zealand AML requirements as per the below.

# New Zealand Certified Copy Certificate - Corporate Online Customer Identification Documents

(To be completed for all Australian and Pacific Corporate Online (COL) users who are having New Zealand domiciled accounts assigned.)

This form is to be used by an employee of Westpac Banking Corporation to certify the identity of an individual for the purposes of transacting on New Zealand domiciled accounts via Corporate Online.

If the individual is unable to meet with a Westpac employee, they can get a copy of their relevant identification document/s certified by a Trusted Referee, for details refer to: [www.westpac.co.nz/AML](http://www.westpac.co.nz/AML)

### Part A: Applicant Details

Given names	<input type="text"/>	Title (Mr/Mrs etc)	<input type="text"/>
Surname	<input type="text"/>	Date of birth	<input type="text"/>
Residential Address:	<input type="text"/>		
Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
Country:	<input type="text"/>	Postal code:	<input type="text"/>
Full Name of Organisation	<input type="text"/>		
Relationship to Customer (Job role)	<input type="text"/>		
Signature of applicant (to be signed in the presence of the certifier or Trusted Referee)	<input type="text"/>		

The personal information collected on this form and copies of relevant supporting documentation, will be held by Westpac Banking Corporation ABN 33 007 457 141 ("Westpac") and made available to Westpac New Zealand Limited. The relevant privacy policies are available at [www.westpac.co.nz/wib](http://www.westpac.co.nz/wib) (Westpac New Zealand) and [www.westpac.com.au/privacy/](http://www.westpac.com.au/privacy/) (Westpac).

### Part B: Details of the identification document to be certified (by Westpac or Trusted Referee)

- One **identification document** from the table below must be copied and certified.
- Certify the first page of the identification document copy with "Original sighted" followed by the certifier's name, title, signature, the date, and place of signing. Initial any subsequent pages.
- The identification document **must be current unless specified otherwise**.
- If any identification document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

**Identification documents** – please tick (✓) which document has been certified.

Document	Certified
Australian licence/permit (can either be a driver licence, learner permit, boat licence or taxi licence) *	<input type="checkbox"/>
Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced, or mutilated) *	<input type="checkbox"/>
Foreign passport issued by a foreign government, the United Nations, or an agency of the United Nations (must not be cancelled, defaced, or mutilated) *	<input type="checkbox"/>
Foreign travel document issued by a foreign government, the United Nations, or an agency of the United Nations (must not be cancelled, defaced, or mutilated) *	<input type="checkbox"/>
Birth card issued by an Australian State/Territory Registrar of Births, Deaths, and Marriages	<input type="checkbox"/>
18+ Proof of age card issued by an Australian State or Territory (includes NSW RTA Photo card)*	<input type="checkbox"/>
National identity card issued by a foreign government, the United Nations, or an agency of the United Nations*	<input type="checkbox"/>

\* Must contain a photograph and signature.

Other types of identification acceptable under Westpac's ID&V standard will need to be escalated to Westpac New Zealand Limited for approval under its AML Exceptions process.

## Checklist for Certifier

(Must be completed by the certifier i.e., Employee of Westpac Banking Corporation or Trusted Referee)

Please review each item and tick (✓) to confirm completion.

- ☐ All parts of this form have been completed.
- ☐ Identification document has been certified as 'Original sighted'.
- ☐ The identification document certified contains the applicant's full name and date of birth.
- ☐ This form was signed by the applicant in your presence.
- ☐ The certified copy is attached to this form.

## Part C: Certifier / Trusted Referee Details

**Note:** The certifier must be an employee of Westpac Banking Corporation or a Trusted Referee (as defined under the NZ AML/CFT and as set out on [www.westpac.co.nz/AML](http://www.westpac.co.nz/AML)).

Certifier full name	<input type="text"/>	Position	<input type="text"/>
Business area	<input type="text"/>	Business address (not a PO Box)	<input type="text"/>
Business fax number	<input type="text"/>	Business phone number	<input type="text"/>
Email address	<input type="text"/>		

### Signature of Certifier

- I am an employee of Westpac Banking Corporation or a Trusted Referee.
- I have examined the originals of all the identification documents which are set out in **Part B** of this form.
- The document copy of the attached identification document is a true and correct copy of the original document examined by me.
- The applicant signed this form in my presence.
- If User is not a Westpac customer an 8-digit customer number must be created with a valid IDV number and supplied below.

<input type="text"/>	Date	<input type="text"/>
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### The following is Mandatory and MUST be completed by employees of the Westpac Banking Corporation

Applicant 8 digit customer number	<input type="text"/>	Applicant Customer IDV Number (if applicable)	<input type="text"/>
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Scan and email this form and verified copy of the identification document to 'COL\_NZ\_Helpdesk'.

## Part D: New Zealand Bank Use Only

**Note:** Must be completed by an employee of Westpac New Zealand Limited.

Bank officer's name	<input type="text"/>	Salary number	<input type="text"/>
Department	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
Related Party NZ CRS number	<input type="text"/>		

Next steps:

1. Load the individual as a Related Party to the organisation in Part A.
2. Write the CRS Number on the certified copy of the identification document(s) and this form and send via internal bag to 'Transaction Operations'.