

# Corporate Online Administrator Establishment / Amendment Form

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

**Hand written forms will NOT be accepted**

## Organisation Details

Full Name of Organisation:

## 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:

## User Details

Given Name(s):	<input type="text"/>		
Surname:	<input type="text"/>	Title:	<input type="text"/>
Email Address:	<input type="text"/>		
Business Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Primary Office Name:	<input type="text"/>		

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

Session timeout period - displayed in minutes										
10 (default)	15	20	30	45	60	90	120	150	180	240
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hours of availability <input type="radio"/> 24 hour, 7 day a week access										
<input type="radio"/> Limited Access (If no times are selected standard times of 8am to 5pm will be given)										
<input type="radio"/> Monday to Friday (select times below)										
<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday										
<input type="radio"/> Thursday <input type="radio"/> Friday (select times below)										
<b>Availability</b>		<b>Start Time:</b>				<b>Finish Time:</b>				

## Personal Information

Residential Address:	<input type="text"/>		
Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
Country:	<input type="text"/>	Postal code:	<input type="text"/>
Date of birth:	<input type="text"/>		

## 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)
- Primary authoriser only
- Secondary authoriser only
- Creator and primary authoriser
- Creator and secondary authoriser

## 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


## Administrator Privacy Statement

### Privacy Statement

#### Personal information

We collect personal information from you to process your Corporate Online application, provide you with your product or service, and manage your product or service. We may also use your 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 this application.

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.

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

### OTHER ACKNOWLEDGMENTS AND CONSENTS

- We may confirm the details of the information provided in this application which includes contacting your employer.
- Where you have provided information about another individual, you must make them aware of that fact and the contents of the Privacy Statement.

### 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:

Date:

## 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, Receipt services, Import services and Agency services nominated for access through Corporate Online. We authorise the Administrator to:

- Identify, add, amend or delete Users;
- Add, amend or delete Offices;
- Nominate billing accounts for new Offices;
- Add and assign accounts and services;
- Amend the existing daily channel limit for the Organisation;
- Enable tokens for Authenticating Users;
- Amend account access (via Accounts and/or Payments);

- Manage billing statements (via Accounts);
- 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, agent or contractor of the Organisation.

Where we have indicated on page 1 to downgrade an Administrator to a User, we acknowledge that by signing the below section the functions of an Administrator listed above will no longer be available to this User.

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 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:	
Date	

**Executive Officer # 2**

*(Director, Partner, Trustee, Company Secretary)*

Name:	
Position:	
Signature:	
Date	

# 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'

## NZ 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'.