

## Corporate Online Organisation Features Amendment Form

Complete this form each time you require changes to be made to your Corporate Online facility.

**Handwritten forms will NOT be accepted.**

### Organisation Details

Full Name of Organisation:

Corporate Online CIS Key:

### Selecting Corporate Online Applications

Add/ Modify	Delete	Application (☑ tick)	Description
<input type="radio"/>	N/A	<input type="radio"/> Administration	Enables Administrators to act on behalf of the Organisation in respect of all Users and all Accounts, Receipt services, Payment services and Agency services nominated for access through Corporate Online.
		<input type="radio"/> Password Expiry	This is the frequency that all Users in your Organisation will be forced to change their sign in password. The new timeframe will become effective the next time each user is forced to change their sign in <input type="radio"/> 90 days <input type="radio"/> 60 days <input type="radio"/> 30 days
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Accounts	Enables you to view and/or export balance and transaction details for all the accounts nominated, stop payment on cheques for applicable accounts and view and/or export monthly billing statements.
		<input type="radio"/> Trade Finance	If adding, enter the Master Agreement date of the Trade Finance facility you to use for payments. / /
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Receipts	Enables you to view and/or export receipt details for Inward Dishonours, Direct Entry Returns, RECall, EFTPOS, and Commercial Card reporting if nominated.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Domestic Payments	Enables you to make domestic payments including BPAY® payments and Recurring payments.
		<input type="radio"/> Foreign Currency Payments	Enables you to make both domestic and Foreign currency payments denominated in either Australian Dollars (AUD) or Foreign currency.
		<input type="radio"/> Online FX	Online FX for Foreign Exchange Risk Management into and from foreign currencies.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Deposits	Enables you to obtain quotes for term deposits, open a term deposit and provide maturity instructions.
		<input type="radio"/> Notice Saver/ Evergreen	Enables you to provide Evergreen / Notice Saver notices in the name of the Organisation via Corporate Online. <b>Note:</b> If you are selecting either Notice Saver or Evergreen application you must have the Deposits application also.

### Administering your Organisation in Corporate Online

#### Administration

#### Authorisation model

Administration tasks: <i>Includes adding, amending, and deleting part of your Organisation's Corporate Online setup, including Offices, Users, accounts, services, limits, and access.</i>	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
User security tasks <i>Includes password resets, user lock or unlock and enabling tokens.</i>	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (greater security)

### Administration User Roles

Will you allow Users to be set up as both creator and authoriser?    Yes    No (default)

**If Yes**, will you allow Users set up as both creator and authoriser to self-authorise?    Yes    No (default)

## Dual Authorisation Security Options for Administration

If 'Dual' has been selected as the authorisation model above, the following selected security option applies:

- Both authorisers must be of equal authority *(default)* *For example: Primary authorisers only (also includes Admin level eg: Local Admin Only or Super Admin Only)*
- One authoriser must be of a senior level, but the other authoriser can be of either senior or junior level *For example: One Primary authoriser plus either another Primary authoriser or a Secondary authoriser*
- Authorisers are divided into two categories and one from each category must authorise *For example: One Primary authoriser plus one Secondary authoriser only*

## Accounts

### Accounts Features and Authorisation Models

Add	Delete	Accounts Features	
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Transaction information <input type="checkbox"/> Current Data update - Automatic <input type="checkbox"/> Account Statements <input type="checkbox"/> Voucher images	<i>Not Applicable</i>
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Export and export schedule maintenance <input type="checkbox"/> Merge export files	<i>Not Applicable</i>
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Manage stop cheques	<input type="radio"/> Single <i>(default)</i> <input type="radio"/> Dual
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Billing statements	<i>Not Applicable</i>
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> View and print account segmentation information <input type="checkbox"/> Adjustments <input type="checkbox"/> Move transactions <input type="checkbox"/> Split transactions	<i>Not Applicable</i>
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Manage segment level segmentation set-up <input type="checkbox"/> Manage account level segmentation set-up	<i>Not Applicable</i>
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Export account segmentation information	<i>Not Applicable</i>
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Prepare segment accounts for export	<i>Not Applicable</i>

### Accounts to be accessed via Corporate Online

Add	Delete	BSB and Account Number	Account Description	Does your Organisation own this account?	Allow access to view and export balances and transaction information and stop cheques ( <input checked="" type="checkbox"/> tick)	Allow access to transfer funds and remit funds/ make payments ( <input checked="" type="checkbox"/> tick)	Currency
		<i>If a Term Deposit account, please indicate by placing (TD) after the account number.</i>	<i>This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.</i>				
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/>	<input type="radio"/>			Yes	<input type="checkbox"/>	<input type="checkbox"/>	

### Accounts Features and Authorisation Models

How do you want to refresh intraday transaction information?	<input checked="" type="checkbox"/> Automatically	
Do you want to use Account Segmentation features?	<input type="radio"/> Yes	<input type="radio"/> No <i>(default)</i>
What authorisation model do you want to apply to stop cheque requests?	<input type="radio"/> Single <i>(default)</i>	<input type="radio"/> Dual

## User Roles for Accounts

Will you allow Users to both create and authorise stop cheques requests?  Yes  No (default)

If **Yes**, will you allow Users to self-authorise stop cheque requests?  Yes  No (default)

## Billing Statement

Add	Delete	Invoice ID	Description	Add	Delete	Invoice ID	Description
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		

## Receipts

### Receipts Features

Add	Delete	Accounts Features
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> View and print receipt information <input type="checkbox"/> Voucher images
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> View and print commercial card information
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Export <input type="checkbox"/> Merge export files

### Receipts Services for Receipts

Add	Delete	Service ID <i>(Please supply the relevant information for each service as show in columns to the right eg: AUPOS – BSB and Account No.)</i>	Description <i>(Specify Description for EFTPOS Reporting)</i>	AUDER <i>Direct Entry Return Reporting (Specify a 6-digit Direct Entry ID + BSB &amp; Account No.)</i>	AUICD <i>Inward Cheque Dishonours (Specify the BSB &amp; Account No.)</i>	AUPOS <i>EFTPOS Reporting (Specify an 8-digit Merchant ID + Settlement BSB &amp; Account No.)</i>	AURRP <i>RECall Remittance Processing (Specify a 6-digit RECall ID)</i>	AUCCS <i>Australian Commercial Cards (Specify an 8-digit Company ID)</i>	Does your Organisation own this service?
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes

## Payments

### Payments Features and Authorisation Models

<input type="checkbox"/> Beneficiary Payments	Transfer funds	<input type="radio"/> None	<input type="radio"/> Single	<input type="radio"/> Dual (greater security)
	Existing and new beneficiary payments		<input type="radio"/> Single	<input type="radio"/> Dual (greater security)
	Manage beneficiary details	<input type="radio"/> None	<input type="radio"/> Single	<input type="radio"/> Dual (greater security)
	Cross Currency payments	✓ All available currencies		
<input type="checkbox"/> Payments with files	Manage templates	<input type="radio"/> None	<input type="radio"/> Single	<input type="radio"/> Dual (greater security)
	Import and create payment files		<input type="radio"/> Single	<input type="radio"/> Dual (greater security)
	<input type="checkbox"/> Extendable cut-offs			

## User Roles for Payments

Will you allow Users to be set up as both creator and authoriser?  Yes  No (default)

Choosing yes means Users can create tasks as well as authorise tasks that were created by other people

If **Yes**, will you allow Users set up as both creator and authoriser to self-authorise?  Yes  No (default)

Choosing yes means Users can create and authorise their own tasks as well as authorise tasks created by others

## Dual Authorisation Security Options for Payments

Both authorisers must be of equal authority (default)

For example: Primary authorisers only

One authoriser must be of a senior level, but the other authoriser can be of either senior or junior level

For example: One Primary authoriser plus either another Primary authoriser or a Secondary authoriser

Authorisers are divided into two categories and one from each category must authorise

For example: One Primary authoriser plus one Secondary authoriser only

## Payment Services

Add/ Amend	Delete	Service ID <i>(Please supply the relevant information for each service e.g. for AUDES this is the six-digit Direct Entry ID No.)</i>	Payment Service Types <i>(select one)</i>			Delivery Channel to process file <i>(AUDES and AUPPS only)</i>			Does your Organisation own this Service?
			AUCCP <i>Australian Commercial Cards</i>	AUDES <i>Australia Direct Entry Services</i>	AUPPS <i>Australia Payment Processing Service</i>	Submit file <i>Extranet (WIBS) + Corporate Online</i>	Authorise file		
							Extranet (WIBS)		
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	<input type="radio"/> Yes <input type="radio"/> No	Yes	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	<input type="radio"/> Yes <input type="radio"/> No	Yes	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	<input type="radio"/> Yes <input type="radio"/> No	Yes	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	<input type="radio"/> Yes <input type="radio"/> No	Yes	Yes
<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	<input type="radio"/> Yes <input type="radio"/> No	Yes	Yes

## Online FX

The following section only applies if the Online FX option has been selected in the Corporate Online Applications section.

### User Roles for Online FX

Will you allow Users to be set up as both creator and authoriser?

No (default)

Both authorisers must be of equal authority (default)

### Online FX Features and Authority Levels

Add	Delete	Online FX Features	Add	Delete	Online FX Features
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Deal outright	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Stop loss orders
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Extend deals	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> O.C.O orders
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Pre-deliver deals	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Confirm deals
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Call orders	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Mark to market
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Take profile orders			
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Account Templates for deal payments	✓ Single (automatically applied)		
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Payments using deals	<input type="radio"/> Single <input type="radio"/> Dual		

### User Roles for Online FX

Will you allow Users to be set up as both creator and authoriser?

Yes

No (default)

### Dual Authorisation Security Options for Online FX

Both authorisers must be of equal authority (default)

For example: Primary authorisers only

One authoriser must be of a senior level, but the other authoriser can be of either senior or junior level

For example: One Primary authoriser plus either another Primary authoriser or a Secondary authoriser

## Deposits

### Term Deposit Features and Authorisation Model

#### Feature information

Will Users with access to the Term Deposit application be allowed to disburse principal and interest amounts to another Bank at maturity?  Yes  No (default)

#### Authorisation Model

What authorisation model will apply to requests to open, terminate and/or provide maturity instructions for Term Deposits?  Single  Dual (greater security)

### Evergreen / Notice Saver Features and Authorisation Model

Notice Saver Features	Description of Feature	Authorisation Model
View and Print Evergreen / Notice Saver	View and print Notices of Withdrawal	Not Applicable
Manage Evergreen / Notice Saver	Create or cancel Notices of Withdrawal	<input type="radio"/> Single <input type="radio"/> Dual (greater security)

### User Roles for Deposits

Will you allow Users to be set up as both creator and authoriser?  Yes  No (default)

**If Yes**, will you allow Users to be set up as both creator and authoriser to self-authorise?  Yes  No (default)

#### For the 'Deposits' application, on signing this form you:

- Subject to your instructions in section 'Deposits', agree for Westpac to accept instructions from any User to:
  - Open and provide instructions on Term Deposit accounts in the name of the Organisation via Corporate Online; and/or
  - provide Evergreen / Notice Saver notices in the name of the Organisation via Corporate Online.
- [Term Deposits] Acknowledge that interest rate quotes are subject to change. For an interest rate quote to be binding, the Term Deposit application must be authorised by the Users (in accordance authorisation model) before the Cut-Off Time has passed on the Banking Day that the interest rate quote was requested. If funds are not deposited on your nominated lodgement date both the interest rate and lodgement date are subject to change.
- [Term Deposits] Acknowledge that you have read and agree to the terms and conditions that apply to Term Deposits and that the terms and conditions (as varied from time to time) will govern each Term Deposit opened by the Organisation.
- [Westpac Evergreen/Notice Saver] Acknowledge that you have read and agree the Westpac Evergreen / Notice Saver Combined Financial Services Guide and Product Disclosure Statement ("the Terms and Conditions") that apply to the Account and that the Terms and Conditions (as varied from time to time) will govern each Account opened by the Organisation.
- Represent and warrant to Westpac that the Users:
  - have been legally appointed in the capacity stated in this relevant instruction; and
  - providing the instruction have the power and authority to give their Instruction, and to bind the Organisation.
- Indemnify Westpac against any claims, losses, costs or damages suffered, incurred or conceded by Westpac as a result of Westpac acting in accordance with this authority, including but not limited to any claims for breaches of privacy or confidentiality or fraud caused by your employees.
- Represent and warrant to Westpac that:
  - the Users have been legally appointed in the capacity stated in this relevant instruction; and
  - the Users providing the instruction have the power and authority to give their instruction, and to bind the Organisation.

### Privacy Statement

Once you have completed and submitted this form to Westpac, Westpac will collect your name and signature (your personal data) to process this form for the organisation on behalf of which you are completing this form. Westpac may share your personal data with other companies within the Westpac Group. Westpac may also share your personal data with third party service suppliers, who help deliver and support the product and services Westpac delivers to your organisation and may transfer your personal data to the countries where some of Westpac's third party service suppliers are located.

### Authorisation & Acknowledgement

We acknowledge that we have received, read, and agree to the Corporate Online Terms and Conditions and the Fees and Charges Information Sheet, plus specific terms, and conditions relevant to any online applications we have selected above. We also acknowledge that we have read and agree to the terms and conditions set out in above if we have selected the Term Deposit and Evergreen/Notice Saver feature.

Where a preferred option is required to be selected in this form and a selection has not been made, we accept the stated default setting on this form as our chosen option. We declare that the information provided by us in this form, is to the best of our knowledge and belief true and accurate.

*If you want to access accounts via Corporate Online that are not owned by your Organisation, the Third Party Account Holder who owns the account must complete a separate Third Party Access Authority Form granting you access. This must accompany this form.*

#### 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	