

Corporate Online New Organisation / Office Establishment

The terms and conditions for Corporate Online are contained in the 'Corporate Online Terms and Conditions' book.

Hand written forms will NOT be accepted

Organisation Details

Full Name of Organisation:			
Registered Business Address:			
Town/Suburb:		State:	
Country:		Postal Code:	

Selecting Corporate Online Applications

Application	Description
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.
Administration	Enables Administrators to act on behalf of the Organisation.
Receipts	Enables you to view and/or export receipt details for Inward Dishonours, Direct Entry Returns, RECall, EFTPOS and Commercial Card reporting if nominated.
Domestic Payments	Enables you to make domestic payments including BPAY® payments and Recurring payments.
Foreign Currency Payments	Enables you to make both domestic and Foreign currency payments denominated in either Australian Dollars (AUD) or Foreign currency.
<input type="checkbox"/> Online FX	Online FX for Foreign Exchange Risk Management into and from foreign currencies.
Deposits	Enables you to obtain quotes for term deposits, open a term deposit and provide maturity instructions. Enables you to provide Evergreen / Notice Saver notices in the name of the Organisation via Corporate Online.

Daily Channel Limit for Payments

Your daily Australia dollar channel limit is the total amount that can be transacted by your Organisation via Corporate Online per calendar day

If you do not nominate an amount the default amount of zero will apply and no payments will be able to be processed.

<input type="radio"/> \$100,000	<input type="radio"/> \$500,000
<input type="radio"/> \$1,000,000	<input type="radio"/> \$5,000,000
<input type="radio"/> \$	

Accounts to be accessed via Corporate Online

Please indicate with if this is a Term Deposit	BSB and Account Number	Currency	Account Description (maximum 25 characters) This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.	Allow access to view and export balances and transaction information and stop cheques	Allow access to transfer funds and remit funds/ make payments	Does your Organisation own this account?
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No

Trade Finance Agreement

Enter the Master Agreement date of the Trade Finance facility you want to use for Payments

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 <i>(greater security)</i>	
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 <i>(greater security)</i>

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

Feature information

How do you want to refresh intraday transaction information?	<input checked="" type="radio"/> Automatically	
Do you want to use Account Segmentation features?	<input type="radio"/> Yes	<input type="radio"/> No <i>(default)</i>

Authorisation Model

What authorisation model do you want to apply to stop cheque requests? Single *(default)* 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 Statements

Invoice Account ID	Invoice Account ID	Invoice Account ID

Receipts

Receipt Services for Receipts

Complete this section if you have receipt services you want to be available via Corporate Online.

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>	AUDER <i>Direct Entry Return Reporting (Specify a 6-digit Direct Entry ID + BSB & Account No.)</i>	AUICD <i>Inward Cheque Dishonours (Specify the BSB & Account No)</i>	AUPOS <i>EFTPOS Reporting (Specify an 8-digit Merchant ID + BSB & 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="checkbox"/> No
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> No

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

Payments

Payments Features and Authorisation Models

Payment Features	Description of Feature	Authorisation Model		
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		
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)

User Roles for Payments

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)

Dual Authorisation Security Options for Payments

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

- 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 for Payments

Complete this section if you have payment services you want to be available via Corporate Online.

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

Online FX Features and Authority Levels

The following FX features will be available in Corporate Online.

Deal outright	Extend deals	Pre-deliver deals
Call orders	Take profit orders	Stop loss orders
O.C.O orders	Confirm deals	Mark to market

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 checked="" 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.

Office Details

Preferred Office Name:
Maximum 35 characters.

The Preferred Office Name will appear on all beneficiary payments you initiate from this Office.

Mailing Address

Mailing Address:			
Town/Suburb:		State:	
Country:		Post code:	

Welcome letters, Tokens and Passwords are Express Posted to the above mailing address. A PO Box is recommended as your mailing address (for Australia and New Zealand only).

Billing Account Details

	All billing for Australian dollar charges for this Corporate Online Office will be charged to the nominated Australian dollar billing account
	All billing for New Zealand dollar charges for this Corporate Online Office will be charged to the nominated New Zealand dollar billing account
	All billing for Papua New Guinea Kinas dollar charges for this Corporate Online Office will be charged to the nominated Papua New Guinea Kina billing account
	All billing for Fiji charges for this Corporate Online Office will be charged to the nominated Fiji dollar billing account

Account Groups for this Office

All accounts selected in the 'Accounts to be accessed via Corporate Online' section will be added to the account group 'Australia Currency'.

Currency	BSB and Account Number	Group Name (maximum 25 characters)

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.

Executive Officers' Authorisation and 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	

Facsimile / Email – Authority and Indemnity

To: Westpac Banking Corporation ABN 33 007 457 141 (“Westpac”)

Organisation Name:

Customer ABN:

CIS Key:

It would be convenient and in our interests if we could from time to time, send instructions, confirmations or other information by means of facsimile and/or email

to Westpac in relation to any accounts, facilities, services or other arrangements (including but not limited to Corporate Online) which we may now or in the future have with Westpac.

In consideration of Westpac agreeing to accept instructions, confirmations or other information appearing to be sent by us by the above means, and without limiting the terms of any other authorities or indemnities, we agree that:

1. each facsimile or email relating to a product, facility, service or transaction with Westpac will, be given by a person or persons authorised to give instructions, confirmations or other information of the type contained in the facsimile or email under the terms on which the product, facility, service or transaction is provided or entered into by Westpac. Without limitation, this includes our undertaking that only persons who have been properly identified as signatories to an account for the purposes of relevant Anti-Money Laundering and Counter-Terrorism Financing legislation will provide instructions by facsimile or email requesting, directing or otherwise in connection with transactions on that account or in connection with this Corporate Online facility. Westpac will not be taken to have knowledge that an email has been sent by an unauthorised person merely because the identification line in that email differs from the name of the person sending it.
2. each facsimile or email will be in a form acceptable to Westpac and in the form (if any) prescribed for the relevant purpose. In the case of email that prescribed form may be included as an attachment.
3. each facsimile will be sent to the telephone number notified from time to time for that purpose by Westpac and each email will be sent to the email address notified from time to time by Westpac for the relevant purpose.
4. a facsimile will be taken to have been received by Westpac if actually received in a form considered to be legible by Westpac having been sent to the telephone number notified from time to time for that purpose by Westpac. An email will be taken to have been received by Westpac if you receive a return email from Westpac (other than an automatic or system generated acknowledgement) actually confirming receipt.
5. if a facsimile or email appears on its face to be genuine, Westpac has no obligation to verify its authenticity or accuracy.
6. Westpac may act on any instruction, confirmation or information contained in a facsimile or email regardless of by whom the actual or purported facsimile or email transmitted or by what means any signature or name may have been affixed and notwithstanding that such facsimile or email may have been initiated or transmitted in error or fraudulently or altered or distorted prior to or in the course of transmission.
7. Westpac may also, in its absolute discretion, defer acting in accordance with the whole or any part of a facsimile or email pending further enquiry to or confirmation from us, but Westpac will not be under any obligation to so defer in any case.
8. to release Westpac from, and indemnify Westpac against, all claims, losses, damages, costs and expenses however arising out of or in connection with Westpac having acted or delayed or deferred acting, or (in the case of an instruction or confirmation received more than once), repeating an action in full or partial reliance on a facsimile or email except to the extent that Westpac has acted negligently or fraudulently in any circumstances in relation to that facsimile or email we also agree that neither or nor anyone claiming through us has any claim against Westpac in relation to these payments and actions and that Westpac will not be taken to have acted negligently if acting in a manner specifically permitted by this authority and indemnity.
9. we acknowledge that Westpac's acceptance of this authority and indemnity and of subsequent facsimiles or emails does not constitute an undertaking on its part to always accept facsimiles or emails for all or any purposes. Westpac may, at any time, advise us that it is no longer prepared to accept facsimiles or emails in a particular context or in all contexts but if it does so will give us notice.
10. we acknowledge that facsimile and email are not secure methods of delivering instructions, confirmations or other information to Westpac and more secure alternatives exist. Facsimiles or emails may be interfered with, altered, forged, duplicated, intercepted or viewed by unauthorised third parties, and we accept these and other risks associated with sending instructions, confirmations or other information by these means.
11. each release and indemnity given in this document survives the cancellation of this authority in respect of all emails and facsimiles received or taken to be received by Westpac prior to it having received actual notice of such cancellation by us, Westpac having sufficient time to disseminate the fact of cancellation to its relevant employees.

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
