



Corporate Online Additional Office Establishment

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

Handwritten forms will NOT be accepted.

Section 1 - Office details

Full Name of Organisation:			
Preferred Office Name: <i>Maximum 35 characters.</i>			

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

Street address

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

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).

Section 2 - Billing Account details

<input type="text"/>	All billing for Australian dollar charges for this Corporate Online Office will be charged to the nominated Australian dollar billing account
<input type="text"/>	All billing for New Zealand dollar charges for this Corporate Online Office will be charged to the nominated New Zealand dollar billing account
<input type="text"/>	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
<input type="text"/>	All billing Fiji dollar charges for this Corporate Online Office will be charged to the nominated a Fiji billing account

Section 3 – Selecting Corporate Online applications for this Office.

Application	Description
<input type="checkbox"/> 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="checkbox"/> Receipts	Enables you to view and/or export receipt details for Inward Dishonours, Direct Entry Returns, RECall, EFTPoS and Commercial/BusinessChoice Card reporting if nominated
<input type="checkbox"/> Payments	Enables you to make domestic and international payments and * payments using a range of methods including creating a payment file within Corporate Online, by entering a payment transaction manually, using a template or importing a payment file.
<input type="checkbox"/> Online FX	Enables you to view FX deals as they happen, check, settle and authorise deals online, obtain live quotes, request live process, and execute spot and forward deals.
<input type="checkbox"/> Deposits	<p>Corporate customers</p> <p>Enables you to obtain quotes for corporate term deposits, open a corporate term deposit and provide maturity instructions. Enables you to provide Evergreen notices.</p> <p>Business Banking customers</p> <p>Enables you to provide Notice Saver notices.</p>

Section 4 – Accounts to be accessed via Corporate Online for this Office.

Access the Accounts(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Account(s) you are granting access to and tick the type of access granted with this authority.

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

BSB and Account Number	Account Description (Maximum 25 characters) This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.	Account Group Name	Allow access to view and export balances and transaction information	Allow access to transfer funds and remit funds/ make payments
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Section 5 – Trade Finance Agreement

Do you want to access Trade Finance for this Office within the Payments application? Yes No

Section 6 – Receipts services for this Office

Access the Receipt Service(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Receipt Service(s).

Service ID (Please supply the relevant information for each service as show in columns to the right or specify ALL)	AUDER Direct Entry Return Reporting (Specify a 6-digit Direct Entry ID + BSB & Account No.)	AUICD Inward Cheque Dishonours (Specify the BSB & Account No)	AURRP RECall Remittance Processing (Specify a 6-digit RECall ID)	AUCCS Australian Commercial or Business Choice Cards (Specify an 8-digit Company ID)
	<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"/>	<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"/>	<input type="radio"/>	<input type="radio"/>

Section 7 – Merchant services for this Office

Access the Merchant Service(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Merchant Service(s).

Service ID (Please supply the relevant information for each service as show in columns to the right or specify ALL)	AUPOS EFTPOS Reporting (Specify an 8-digit Merchant ID + BSB & Account No.)	AUCHN Merchant Chain Statements (Specify the 9-digit Chain ID)	AUHQR Merchant HQ Statements (Specify the 9-digit Headquarter ID)
	<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"/>	<input type="radio"/>

Section 8 – Payment services for this Office

Access the Payment Service(s) below or set out on the attached Corporate Online Annexure Form. List the details of the Payment Service(s).

Service ID (Please supply the relevant information for each service eg: AUDES six-digit Direct Entry ID No. or specify ALL)	AUCCP Australian Commercial or BusinessChoice Cards	AUPPS Australia Payment Processing Service	AUDES Australia Direct Entry Services
	<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"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Section 9 – Cross Currency Payments

Will you allow cross currency payments to be made from this Office? Yes (default) No

Section 10 – 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 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.

Section 11 – Authorisation & acknowledgement

Either the Organisation Administrator(s) OR Executive Officers must complete and sign this section of the form.

I/we acknowledge that I/we are a nominated Administrator for this Organisation and are authorised to request the above changes to the Corporate Online set-up. Any accounts or services that have been added to the set-up and/or changes to the daily channel limit have been approved by the Organisation's Executive Officers. Signed for and on behalf of the Organisation.

Administrator 1

Name:	
Position:	
Signature:	X
Date	X

Administrator 2

Name:	
Position:	
Signature:	X
Date	X

OR

I/we request the above changes to be made to the Organisation's Corporate Online set up.

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.