



Corporate Online Quick Start 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 - Organisation Details

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

Section 2 – Corporate Online Applications

Application	Description	Authorisation
Administration	Enables Administrators to act on behalf of the Organisation.	Dual
	User security tasks are created and authorised to reset passwords, lock, or unlock access and enable tokens for your Organisation's Users.	Single
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.	Dual
Payments	Enables you to make domestic payments including BPAY® payments and Recurring payments. The range of methods available includes creating a payment file within Corporate Online, by entering a payment transaction manually, using a template or importing a payment file. Enables you to make domestic and international payments denominated in either domestic currency or foreign currency. Online Payments allows any foreign currency transactions up to \$5,000,000 AUD or NZD equivalent or, for value Today, Tomorrow, or up to Spot, and provide a live FX market exchange rate, enables you to check and authorise payments all online. The Product Disclosure Statement (PDS) covering <i>foreign exchange contracts</i> is available on Westpac's website here . Please note: if you require or have accounts domiciled with Westpac New Zealand, the Payments functionality will also apply however denominated in New Zealand Dollars (NZD), all in the same access.	Dual
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.	Not Applicable
Deposits	Corporate customers Enables you to obtain quotes for corporate term deposits, open a corporate term deposit and provide maturity instructions. Enables you to provide Evergreen notices. Business Banking customers Enables you to provide Notice Saver notices.	Dual

Section 3 – 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.

Payment limits cover all beneficiary payments (including tax payments), Bpay payments and all import files, including those created with File creation.

Transfer Funds between your organisation's own accounts with the same Office are not included (exempt) in the payment limits.

<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"/> \$	

Section 4 – Accounts to be accessed via Corporate Online

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.

BSB and Account Number If a Term Deposit account, please indicate by placing (TD) after the 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 make payments and transfer funds	Does your Organisation own this account?
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No

Section 5 – Trade Finance Agreement for Payments

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

Section 6 – Billing Statements

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

Invoice Account ID	Invoice Account ID	Invoice Account ID

Section 7 – Administering your Organisation in Corporate Online

The following settings define how your Organisation will be administered in Corporate Online.

- Administration tasks use a **Dual authorisation** model.
- User security tasks in Administration use a **Single authorisation** model.
- Both authorisers in Administration must be of **equal authority**
- Users may be **both creators and authorisers** and authorisers may **self-authorise**.

Section 8 – Account Features

The Accounts application enables you to view balance and transaction details for all the accounts nominated and stop payment on cheques for applicable accounts. This includes:

- Transaction information including statements.
- Current Data - Automatic update
- Voucher images
- Export transaction information
- Manage account export schedules and merge files.
- On-demand schedules

➤ Manage stop cheques will use a **Dual authorisation** model and Users may be **both creators and authorisers** and **authorisers** may **self-authorise**.

Do you want to access the Account Segmentation?

Yes

No

Section 9 – Receipt Services

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)	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 BusinessChoice 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="checkbox"/> No
	<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="checkbox"/> No
	<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="checkbox"/> No

Merchant Services

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)	Description (Specify Description)	AUPOS EFTPOS Reporting (Specify an 8-digit Merchant ID + BSB & Account No.)	How do you want to receive your AUPOS statements Only?		AUCHN Merchant Chain Statements (Specify the 9-digit Chain ID)	AUHQR Merchant HQ Statements (Specify the 9-digit Headquarter ID)	Does your Organisation own this service?
			Mail and online	Online Only (default)			
		<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

Section 10 – Payment Features and Authorisation Models

The following settings define how your Organisation will be administered in Corporate Online.

- Dual authorisation** model
- Both authorisers must be of **equal authority** (i.e., any 2 authorisers can authorise a payment)
- Users may be **both creators and authorisers**.

Payment Features	Description of Feature	Authorisation Model
Beneficiary Payments	Transfer funds	✓ Dual (greater security)
	Existing and new beneficiary payments	✓ Dual (greater security)
	Manage beneficiary details	✓ Single
	Cross Currency payments	✓ All available currencies
Payments with files	Manage templates	✓ Single
	Import and create payment files	✓ Dual (greater security)
	Extendable cut off time	✓ Australian Direct Entry only

Payment Services

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 e.g., for AUDES this is the six-digit Direct Entry ID No.)	Payment Service Types (select one)			Does your Organisation own this Service?	Delivery Channel for process files (AUDES and AUPPS only)				
	AUCCP Australian Commercial or Business Choice Cards	AUDES Australia Direct Entry Services	AUPPS Australia Payment Processing Service		Submit file		Authorise file		
					Extranet (WIBS/iLink) + Corporate Online	Files submitted via Corporate Online	Files submitted via Extranet/WIBS/iLink to be authorised in COL. (Default is Yes)		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes	Yes	Yes	<input type="radio"/> Yes	<input type="radio"/> No	

Section 11 – Term Deposit Features and Authorisation Model

Corporate Customers

- Get quotes for term deposits.
- Manage term deposits.
- Disburse principal to another bank at maturity.
- View and print Evergreen / Notice saver.
- Manage Evergreen / Notice saver.

All of the deposit features will use the following authorisation model:

- **Dual authorisation** model
- Users may be **both creators and authorisers**.

Business Banking Customers

- View and print Evergreen / Notice saver.
- Manage Evergreen / Notice saver.

All of the deposit features will use the following authorisation model:

- **Dual authorisation** model
- Users may be **both creators and authorisers**.

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 Corporate 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.
- [Corporate 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.
- [Corporate Term Deposits] Acknowledge that you have read and agree to the terms and conditions that apply to Corporate Term Deposits and that the terms and conditions (as varied from time to time) will govern each Corporate Term Deposit opened by the Organisation.

4. [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.
5. Represent and warrant to Westpac that the Users:
 - a. have been legally appointed in the capacity stated in this relevant instruction; and
 - b. providing the instruction have the power and authority to give their Instruction, and to bind the Organisation.
6. 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.
7. Represent and warrant to Westpac that:
 - a. the Users have been legally appointed in the capacity stated in this relevant instruction; and
 - b. the Users providing the instruction have the power and authority to give their instruction, and to bind the Organisation.

Section 12 – 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)

Section 13 – Corporate Online Administrators

This section allows you to establish up to three Administrators in Corporate Online.

Administrators may act as a Verifying Officer on behalf of the Organisation and are authorised to identify, add, amend, or delete; reset passwords, lock, and unlock users; add and assign accounts or services to an organisation, amend the existing daily channel limit for the organisation; enable tokens for authenticating users, and amend access to accounts or services of an organisation. Administrators must be employees of the Organisation or a related Company.

Administration:

- Users/Administrators will be established as **creators and primary authorisers** in Administration.
- Users/Administrators will be established as **Super Administrators** and be able to manage all offices and users, create new offices and users, reset user passwords, and lock and unlock users within your Organisation.

Token delivery:

- All tokens will be delivered to the Administrator nominated as Administrator #1.

The below information will be used for security verification purposes by your Organisation's Corporate Online Administrators and/or when you call the Corporate Helpdesk, for example when you request a password reset.

Session Timeout and Hours of Availability

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 <small>(If no times are selected standard times of 8am to 5pm will be given)</small>				<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		<small>(Select times below)</small>		
Availability				Start Time:				Finish Time:		

Administrator 1 (all fields are mandatory)

All of the applications and features nominated above will be made available to the Administrators nominated in the sections below. Note: All Administrators must be identified at a Westpac branch, please insert their customer number.

8-digit customer number:

Given Name(s):

Surname:

Other Names:

Other Names:

Job Title:

Email Address:

Business Phone:

			Title:
			Preferred Name: <input type="radio"/>
			Preferred Name: <input type="radio"/>

Personal Information for Administrator 1 (all fields are mandatory)

Residential Address:

Town/Suburb:

Country:

Date of birth:

State:

Postal code:

Payment Authorisation Limits for Administrator 1 (all fields are mandatory)

Payment limits cover all beneficiary payments (including tax payments), Bpay payments and all import files, including those created with File creation. Transfer Funds between your organisation's own accounts with the same Office are not included (exempt) in the payment limits.

Payment daily limit:

\$

Payment transaction limit:

\$

File daily limit:

\$

File individual transaction limit:

\$

Administrator 2 (all fields are mandatory)

All of the applications and features nominated above will be made available to the Administrators nominated in the sections below. Note: All Administrators must be identified at a Westpac branch, please insert their customer number.

8-digit customer number:

Given Name(s):

Surname:

Title:

Other Names:

Preferred Name:

Other Names:

Preferred Name:

Job Title:

Email Address:

Business Phone:

Personal Information for Administrator 2 (all fields are mandatory)

Residential Address:

Town/Suburb:

State:

Country:

Postal code:

Date of birth:

Payment Authorisation Limits for Administrator 2 (all fields are mandatory)

Payment limits cover all beneficiary payments (including tax payments), Bpay payments and all import files, including those created with File creation.

Transfer Funds between your organisation's own accounts with the same Office are not included (exempt) in the payment limits.

Payment daily limit:

\$

Payment transaction limit:

\$

File daily limit:

\$

File individual transaction limit:

\$

Administrator 3 (all fields are mandatory)

All of the applications and features nominated above will be made available to the Administrators nominated in the sections below. Note: All Administrators must be identified at a Westpac branch, please insert their customer number.

8-digit customer number:

Given Name(s):

Surname:

Title:

Other Names:

Preferred Name:

Other Names:

Preferred Name:

Job Title:

Email Address:

Business Phone:

Personal Information for Administrator 3 (all fields are mandatory)

Residential Address:

Town/Suburb:

State:

Country:

Postal code:

Date of birth:

Payment Authorisation Limits for Administrator 3 (all fields are mandatory)

Payment limits cover all beneficiary payments (including tax payments), Bpay payments and all import files, including those created with File creation.

Transfer Funds between your organisation's own accounts with the same Office are not included (exempt) in the payment limits.

Payment daily limit:

\$

Payment transaction limit:

\$

File daily limit:

\$

File individual transaction limit:

\$

Section 14 – Corporate Online Users

All of the applications and features nominated above will be made available to the Users nominated in the sections below. Note: If Users have been identified by Westpac branch, please insert their customer number.

User 1 (all fields are mandatory)

8-digit customer number:			
Given Name(s):			
Surname:		Title:	
Other Names:		Preferred Name:	<input type="radio"/>
Other Names:		Preferred Name:	<input type="radio"/>
Job Title:			
Email Address:			
Business Phone:			

Personal Information for User 1 (all fields are mandatory)

Residential Address:			
Town/Suburb:		State:	
Country:		Postal code:	
Date of birth:			

Payment Authorisation Limits for User 1 (all fields are mandatory)

Payment limits cover all beneficiary payments (including tax payments), Bpay payments and all import files, including those created with File creation. Transfer Funds between your organisation’s own accounts with the same Office are not included (exempt) in the payment limits.

Payment daily limit:	\$	Payment transaction limit:	\$
File daily limit:	\$	File individual transaction limit:	\$

User 2 (all fields are mandatory)

8-digit customer number:			
Given Name(s):			
Surname:		Title:	
Other Names:		Preferred Name:	<input type="radio"/>
Other Names:		Preferred Name:	<input type="radio"/>
Other Names:		Preferred Name:	<input type="radio"/>
Job Title:			
Email Address:			
Business Phone:			

Personal Information for User 2 (all fields are mandatory)

Residential Address:			
Town/Suburb:		State:	
Country:		Postal code:	
Date of birth:			

Payment Authorisation Limits for User 2 (all fields are mandatory)

Payment limits cover all beneficiary payments (including tax payments), Bpay payments and all import files, including those created with File creation. Transfer Funds between your organisation’s own accounts with the same Office are not included (exempt) in the payment limits.

Payment daily limit:	\$	Payment transaction limit:	\$
File daily limit:	\$	File individual transaction limit:	\$

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.

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.

Administrator 1

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

Administrator 2

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

Administrator 3

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

User 1

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

User 2

Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

Section 15 – Executive Officers' Authorisation and Acknowledgement

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.

Section 16 – 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;
- Amend, or delete Offices; Nominate billing accounts for new Offices;
- Amend the existing daily channel limit for the Organisation;
- Add, 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.

If you want to access accounts and/or services via Corporate Online that are not owned by your Organisation, the Third Party Account Holder who owns the account and/or service must complete a separate Third Party Access Authority Form granting you access, and which 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 1

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

Name:	
Position:	
Signature:	
Date:	

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

Section 17 – 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)

Executive Officer 2

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

Name:

Position:

Signature:

Date

Name:

Position:

Signature:

Date

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

Section 18 – 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

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 (Westpac New Zealand) and 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, represents the true likeness and identity of the applicant'.
- 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: CERTIFICATION OF IDENTIFICATIONS BY A TRUSTED REFEREE

Note The Trusted Referee will need to be an individual (as outlined under the NZ Anti-Money Laundering and Counter Financing of Terrorism Act 2009. Visit: www.westpac.co.nz/AML for more information)

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

Signature of Certifier

- I am a Trusted Referee and confirm that I am not a signatory to any of the accounts and have no involvement in the transaction of business requiring this certification.
- Where this certification is a statutory declaration, I confirm that I have 5 years' continuous service with my organisation.
- I certify that this is a true and correct copy of the original and represents the true likeness and identity of the applicant above and sighted 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.

Signature:	Date:	Westpac Salary number if applicable:
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.
Write the CRS Number on the certified copy of the identification document(s) and this form and send via internal bag to 'Transaction Operations'.