

Corporate Online User Establishment

New Amend

All applications, features, accounts, services, authority models and levels that have been nominated at the Organisation level can be nominated for this User.

Handwritten 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 (all fields are mandatory)

Given Name(s):	<input type="text"/>		
Surname:	<input type="text"/>	Title:	<input type="text"/>
Other Names:	<input type="text"/>	Preferred Name	<input type="radio"/>
Other Names:	<input type="text"/>	Preferred Name	<input type="radio"/>
Other Names:	<input type="text"/>	Preferred Name	<input type="radio"/>
Job 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 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	<input type="radio"/> (select times below)

Availability	Start Time:	<input type="text"/>	Finish Time:	<input type="text"/>
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Personal Information (all fields are mandatory)

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"/>		

Corporate Online Applications for this User

Application	Description
<input type="checkbox"/> 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="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 Card reporting if nominated.
<input type="checkbox"/> Payments	Enables you to make domestic payments including BPAY® payments and Recurring payments.
<input type="checkbox"/> Online FX	Online FX for Foreign Exchange Risk Management into and from foreign currencies.
<input type="checkbox"/> Deposits	Enables you to obtain quotes for term deposits, open a term deposit and provide maturity instructions.

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.

- | | |
|--|---|
| <input type="radio"/> Creator only (default) | <input type="radio"/> Primary authoriser only |
| <input type="radio"/> Creator and primary authoriser | <input type="radio"/> Secondary authoriser |
| <input type="radio"/> Creator and secondary authoriser | <input type="radio"/> n/a |

Administrator Role

The Administrator role for this User

- | | |
|---|---|
| <input type="radio"/> Super Administrator | Ability to manage all Offices and Users or create new Offices and Users within your Organisation |
| <input type="radio"/> Local Administrator | Ability to manage existing Users or create new Users, and assign access within the assigned Offices |
| <input type="radio"/> n/a | |

The Local Administrator manages the following Offices

Accounts

Accounts Features and Authority Levels

Features selected below will be available to the User through Corporate Online.

Accounts Features	Authority Level
<input type="checkbox"/> Transaction information <input type="checkbox"/> Current Data update <input type="checkbox"/> Account Statements <input type="checkbox"/> Voucher images	Not Applicable
<input type="checkbox"/> Export and export schedule maintenance <input type="checkbox"/> Merge export files	Not Applicable
<input type="checkbox"/> Manage stop cheques	<input type="radio"/> Creator only (default) <input type="radio"/> n/a <input type="radio"/> Primary authoriser only <input type="radio"/> Creator and primary authoriser
<input type="checkbox"/> View, print and export billing statements <input type="checkbox"/> View and print account segmentation information <input type="checkbox"/> Adjustments <input type="checkbox"/> Move transactions <input type="checkbox"/> Split transactions <input type="checkbox"/> Manage segment level segmentation set-up <input type="checkbox"/> Manage account level segmentation set-up <input type="checkbox"/> Export account segmentation information <input type="checkbox"/> Prepare segment accounts for export	Not Applicable

Account Groups available to this User

Office Name (indicate All or list individually by Office name)	Account Group Name (indicate All or list individually by Group Name)

Billing Statements

Invoice Account ID	Invoice Account ID	Invoice Account ID

Receipts

Features selected below will be available to the User through Corporate online.

Receipts Features

<input type="checkbox"/> View and print receipt information	<input type="checkbox"/> Voucher images
<input type="checkbox"/> Commercial Cards	<input type="checkbox"/> Export
<input type="checkbox"/> Merge export files	

Receipt Services available to User

The following Receipt Services for accounts and facilities initially enabled at the Organisation level will be available to this User through Corporate Online.

Office Name (indicate All for this Office or list specifically)	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 Commercial Cards Specify a 6-digit RECall 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"/>	<input type="radio"/>

Payments

Payments Features and Authority Levels

Features selected below will be available to the User through Corporate online.

Payment Features

Authority Level

<input type="checkbox"/> Transfer	<p>The authority level selected below will apply to all the features selected on the left.</p> <input type="radio"/> Creator only (default) <input type="radio"/> Primary authoriser only <input type="radio"/> Secondary authoriser only <input type="radio"/> Creator and primary authoriser <input type="radio"/> Creator and secondary authoriser <input type="radio"/> n/a
<input type="checkbox"/> Commercial Cards	
<input type="checkbox"/> BPAY®	
<input type="checkbox"/> Existing beneficiary payments	
<input type="checkbox"/> New beneficiary payments	
<input type="checkbox"/> Manage beneficiary details	

Initiate payments in different currency than that of your 'from' account

Cross-currency payments (all available currencies)

OR Select allowable currencies below

- | | | | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> AED | <input type="checkbox"/> CAD | <input type="checkbox"/> EUR | <input type="checkbox"/> INR | <input type="checkbox"/> NZD | <input type="checkbox"/> SEK | <input type="checkbox"/> VND |
| <input type="checkbox"/> ARS | <input type="checkbox"/> CHF | <input type="checkbox"/> FJD | <input type="checkbox"/> JPY | <input type="checkbox"/> PGK | <input type="checkbox"/> SGD | <input type="checkbox"/> VUV |
| <input type="checkbox"/> AUD | <input type="checkbox"/> CLP | <input type="checkbox"/> GBP | <input type="checkbox"/> KRW | <input type="checkbox"/> PHP | <input type="checkbox"/> THB | <input type="checkbox"/> WST |
| <input type="checkbox"/> BDT | <input type="checkbox"/> CNH | <input type="checkbox"/> GRD | <input type="checkbox"/> LKR | <input type="checkbox"/> PKR | <input type="checkbox"/> TOP | <input type="checkbox"/> XPF |
| <input type="checkbox"/> BND | <input type="checkbox"/> CNY | <input type="checkbox"/> HKD | <input type="checkbox"/> MYR | <input type="checkbox"/> SAR | <input type="checkbox"/> TWD | <input type="checkbox"/> ZAR |
| <input type="checkbox"/> BRL | <input type="checkbox"/> DKK | <input type="checkbox"/> IDR | <input type="checkbox"/> NOK | <input type="checkbox"/> SBD | <input type="checkbox"/> USD | |

Note: If any authoriser authority level is selected above and the company holds New Zealand accounts pages 8 & 9 MUST be completed.

Manage templates

Import payment files

Create payment files with templates

Create payment files without templates

Extendable cut-offs

Payments Authorisation Limits for User

Payment daily limit:

File daily limit:

Payment transaction limit:

File individual transaction limit:

Payment Accounts available to User

BSB and Account number (s) (indicate All or list individually by account number)	Office Name (s) (indicate All or list individually by Office name)

Trade Finance Agreement for Payments

Do you want this User to access the Organisation's Trade Finance facility to fund Payments? Yes No

Payment Services available to User

Payment Services of the types selected below will be available to the User through the relevant office.

Office Name (List specifically)	Service ID* (Please supply the relevant information for each service eg: AUDES six digit Direct Entry ID No.)	AUDES <small>Australia Direct Entry Services</small>	AUPPS <small>Australia Payment Processing Service</small>	AUCCP <small>Australian Commercial Cards</small>
		<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"/>

Online FX

Online FX Features and Authority Levels

Features selected below will be available to the User through Corporate online.

Online FX Features

<input type="checkbox"/> Deal outright	<input type="checkbox"/> Call orders
<input type="checkbox"/> Extend deals	<input type="checkbox"/> Take profit orders
<input type="checkbox"/> Pre-deliver deals	<input type="checkbox"/> Stop loss orders
<input type="checkbox"/> O.C.O orders	<input type="checkbox"/> Mark to market
<input type="checkbox"/> Confirm deals	

Deposits

Deposit Features and Authority Levels

Features selected below will be available to the Users through Corporate Online.

Accounts Features

Authority Level

<input type="checkbox"/> Get quotes for Term Deposits	<i>Not Applicable</i>
<input type="checkbox"/> Manage Term Deposits	<input type="radio"/> Creator only (default)
<input type="checkbox"/> Disburse principal to other Bank at maturity	<input type="radio"/> Primary authoriser only
	<input type="radio"/> Creator and primary authoriser
	<input type="radio"/> n/a
<input type="checkbox"/> View and Print Evergreen / Notice Saver	<i>Not Applicable</i>
<input type="checkbox"/> Manage Evergreen / Notice Saver	As Above Authority Level for Manage Term Deposits

Term Deposit Authorisation Limits

Principal disbursement daily limit: (disbursements to other banks)

Principal disbursement transaction limit: (disbursements to other banks)

Nominate Administrator to receive token.

Full Name of Nominated Administrator:

If the User being created requires a token to access applications within Corporate Online, the nominated Administrator will receive this token and associated paperwork.

Authorisation and Acknowledgement Administrator/User 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 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.

For our customers located in the European Union

The General Data Protection Regulation (GDPR) regulates the collection, use, disclosure, or other processing of personal data under European Union (EU) law. Personal data means any information relating to you from which you are either identified or may be identifiable. Our collection, use, disclosure, and other processing of your personal data may also be regulated by the GDPR.

Please refer to our EU Data Protection Policy on our website at <https://www.westpac.com.au/privacy/eu-data-protection-policy/> for information about how we manage your personal data under the GDPR. The EU Data Protection Policy also forms part of this Privacy Statement.

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.

Given Name:		Surname:	
Signature:		Date:	

Administrator Authorisation

Complete this section if this User will act as an Administrator for your Organisation. Authority must be received by the Organisations Executive Officers to enable this User to undertake this responsibility.

This section must also be completed if an Administrator is being downgraded to a User and as such this User will no longer act as an Administrator for this Organisation.

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

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 Authorisation

Complete this section if this User will not act as an Administrator for your Organisation. Authority must be received by the Organisations Administrators to enable this User access to Corporate Online as nominated on this form.

Authorised Administrators for this Organisation are to read and sign this section.

I/We certify that I/we are satisfied that the individual nominated as a User and whose signature appears on Page 8 is authorised by the Organisation to access the Corporate Online applications selected above in respect of Accounts, Receipt and Import services (if applicable) indicated on this form.

I/We undertake to advise you as soon as practicable should the nomination of this User be revoked or the individual ceases to be an employee of the Organisation.

Administrator # 1

Verifying Officer (i.e. the person(s) nominated by your Organisation to identify Users of Corporate Online)

Name:	
Position:	
Signature:	
Date	

Administrator # 2

If required by your Organisation

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

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"/>
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Relationship to Customer (Job role)	<input type="text"/>
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Signature of applicant (to be signed in the presence of the certifier or Trusted Referee)	<input type="text"/>
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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'.
- 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).

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'.