



Corporate Online New Zealand Administrator Establishment/Amendment form

Westpac New Zealand Limited (Westpac or WNZL).

New Administrator Upgrade an existing User to Administrator Downgrade Administrator to a User

Handwritten forms will **not** be accepted.

1. Organisation details

Full Name of Organisation

Registered Business Address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

STATE

COUNTRY

2. User details

Establishing your Customer Number in Corporate Online

If you are an existing Westpac Australia personal banking customer and have been identified at a Westpac Australia branch, please provide your Westpac Australia Customer Number (not available to Westpac New Zealand customers).

8-digit Westpac Australia Customer Number

User details

Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY

Name FIRST

MIDDLE

LAST

Occupation

Email address

Business phone

Mobile

Primary office name

(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

Hours of availability

24 hours, 7 day a week access Limited access (select dates and times below)

Monday to Friday **OR** Monday Tuesday Wednesday Thursday Friday

Availability: Start time

Finish time

(If no times are selected standard times of 8am to 5pm will be given)

Personal details

Residential Address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

STATE

COUNTRY

3. Administrator User Profile

Administration Authority Level

The authority level for this User relating to Administration tasks performed in your Organisation:

- Creator only (default) Primary authoriser only
 Creator and primary authoriser Secondary authoriser
 Creator and secondary authoriser

Administrator Role

The Administrator role for this User:

- Super Administrator Ability to manage **all** Offices and Users or create new Users within your Organisation.
 Local Administrator Ability to manage existing Users or create new Users, and assign access within the assigned Offices.

The Local Administrator manages the following offices:

Administrator/User Privacy Statement

The personal information we have collected on these forms will be used to register you as an Administrator/User of Corporate Online. It may be disclosed to your Organisation's Corporate Online Administrators, other members of the Westpac Group (which means Westpac Banking Corporation and its related bodies corporate which include Westpac New Zealand Limited and Westpac Financial Services), service providers who do things on our behalf (e.g. mailing house) or to other third parties where it is required or allowed by law or where you have otherwise consented. You have the right to access and correct this information by contacting the Corporate Support Helpdesk on 0800 423 424, subject to the provisions of the Privacy Act 2020. You can read more about how we collect, store, use and share your personal information at westpac.co.nz/privacy or ask at any branch.

Signature of User

Date DD / MM / YYYY

4. 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 FIRST MIDDLE LAST

Designation

Signature Date DD / MM / YYYY

Executive Officer 2

(e.g. Director, Trustee, Partner, Company Secretary)

Name FIRST MIDDLE LAST

Designation

Signature Date DD / MM / YYYY

5. Certified Copy Certificate – customer identification documents

Administrators/Authorisers domiciled in New Zealand

- This form is to be used to collect and record an Identification Document(s) for an individual who has been added as an Administrator/Authorisers to Corporate Online OR when the individual is an existing Corporate Online User whose rights are being upgraded to Administrator/Authorisers.
- This form must be submitted either with a 'Corporate Online New Zealand Establishment Form' OR after creating an Authoriser in Corporate online.

Section One: Organisation details

Corporate Online Organisation Name

Westpac NZ Relationship Manager

Section Two: Nominated Administrator/Authorisers

Mr Mrs Miss Ms Other (please specify) Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Residential Address NUMBER & STREET

SUBURB TOWN/CITY POSTCODE

STATE COUNTRY

Occupation

Email address

Business phone Mobile

Westpac is, or may be, required to verify your identify and certain other information provided in this form.

- Tick here if you are **already a signatory of an account of the organisation or a signatory of a personal account with Westpac** and Westpac already holds your Identification details. No further action required. Please sign below and scan and email the signed form to your Westpac Representative or hand it into a Westpac Branch, or
- Tick here if you are **NOT a signatory of a Westpac account** (either an account of the organisation or a personal account). You **MUST** complete SECTION THREE and take acceptable identification and hand this form **in person** to your Westpac Representative or a Westpac Branch.

Exception: You can post an original certified copy of your ID along with this form to: "COL NZ Helpdesk, PO Box 691, Wellington 6140".

Note: A certified copy of ID is a copy of the actual ID document that has been stamped and signed by a Trusted Referee. The certifier must not be a spouse or partner, close relative, parent, brother, sister, aunt, uncle, cousin or live at the same address as the customer. The certifier must not be involved in the transaction or business requiring the certification.

Signature of the new Administrator/
Authorisers nominated above

Date DD / MM / YYYY

Section Three: Details of the identification document

Must take the original of one of the acceptable Identification documents below and hand it to a Westpac staff member along with the completed form.

- NZ passport
- NZ Drivers licence
- NZ Emergency Travel document
- NZ Certificate of Identity
- NZ Firearms licence
- NZ Refugee Travel Document
- Overseas passport
- Overseas identity card

Identification number

Expiry date DD / MM / YYYY

If none of the above forms of identification documents are available, you may be required to provide two forms of alternative identification*

- Other (please specify alternative forms of identification below)

Type of alternative identification 1

Alternative identification 1 number

Expiry date DD / MM / YYYY

Type of alternative identification 2

Alternative identification 2 number

Expiry date DD / MM / YYYY

*More details about Westpac's list of acceptable verification document and Trusted Referees are available at westpac.co.nz/AML. Please refer to this web page if your proposed identification document is not on the list above. If you do not have any of the acceptable identification documents listed on this web page, please talk to your Westpac Representative or Westpac Branch about other options.

I understand that by completing this application form I will be providing personal information about me which will be held securely by Westpac New Zealand Limited and/or any entity within the Westpac Group (which means Westpac Banking Corporation and its related bodies corporate which include Westpac New Zealand Limited and Westpac Financial Services). This information will be used now and in the future to provide me with information on the full range of financial services offered by Westpac New Zealand Limited and/or any entity within the Westpac Group. I have the right to access and correct this information by contacting the Corporate Support Helpdesk on 0800 423 424, subject to the provisions of the Privacy Act 2020. I can read more about how Westpac collects, stores, uses and shares my personal information at westpac.co.nz/privacy or at any branch.

Westpac use only

Checklist (to be completed by the staff member receiving this form)

- Record CRS Number for the new Authorisers
(**Note:** If the new Authorisers does not have a CRS#, you will need to create one for them)

CRS number of _____ Enter CRS number _____

- Complete KYC/CDD for the new Authoriser
- Drag & Drop ID to existing CRS or create a Registered CRS to drag and drop the ID if none available
- Email scanned copy of the form, the Identification Document and the KYC template to the col_nz_helpdesk@westpac.co.nz

Completed by

Signature _____ Salary ID _____

Instructions for COL NZ Helpdesk

- Forward the email and the attached form to the appropriate Client Services Team

Instructions for Client Services

- Email corporatesupport@westpac.com.au to enable COL access for the new Authoriser
- Record the relationship of the new COL Authoriser to the Organisation i.e. Related Party 'COL USER' to the Organisation in Section One

Note: If there is no signature in the 'Westpac Use Only' section and the tick boxes are incomplete, you will need to create a CRS# for the new Authoriser (if necessary) and scan the ID.