

## Corporate Online New Zealand Administrator Establishment/Amendment Form

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

**Handwritten forms will NOT be accepted**

### Organisation Details

Full Name of Organisation:

### Establishing your Customer Number in Corporate Online

Complete this section if you are an existing Westpac personal banking customer. Not available to New Zealand residents.  
If you have previously been identified at a Westpac branch, please insert your customer number.

8-digit customer number:

### User Details

Given Name(s):

Surname:

Title:

Job Title:

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 <i>(default)</i>	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

Limited Access

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

Monday to Friday *(select times below)*

Monday

Tuesday

Wednesday

Thursday

Friday

*(select times below)*

**Availability**

**Start Time:**

**Finish Time:**

### Personal Information

Residential Address:

Town/Suburb:

State:

Country:

Postal code:

Date of birth:

### Administrator User Profile

#### Administrator 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 Offices and 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, Westpac General Insurance 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 1993.

\*Signature of User:

\*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:	<input type="text"/>
Position:	<input type="text"/>
Signature:	<input type="text"/>
Date	<input type="text"/>

### Executive Officer # 2

*(Director, Partner, Trustee, Company Secretary)*

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

# 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

Applicant Full name  Title

Phone Number  Mobile Number

Date of Birth  Email

Occupation/Designation

Personal Address

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 Trustee Referee.

Signature of the new Administrator/Authorisers nominated above

Date

### 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.

(Note: There are other identifications and documents where you may require two forms of identification\*)

NZ Passport   Overseas Passport

NZ Drivers licence   Overseas Identity Card   
(with electronic verification)

NZ Emergency Travel Document   NZ Firearms Licence

NZ Certificate of Identity   Other (please specify)

NZ Refugee Travel Document

\*More details about Westpac's list of acceptable verification document and Trusted Referees are available at [www.westpac.co.nz/AML](http://www.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. 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 subject to the provisions of the Privacy Act 1993. This information may be used to update other information about me held by any member of the Westpac group.

## 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# of

Enter CRS  
Numbers

- 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.