

Corporate Online New Zealand Organisation Features Amendment Form

Complete this form each time you require changes to be made to your Corporate Online facility.

Handwritten forms will NOT be accepted

Organisation Details

Full Name of Organisation:

Corporate Online CIS Key:

Selecting Corporate Online Applications

Add	Delete	Application	Description
<input type="radio"/>	N/A	<input type="radio"/> 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="radio"/> Password Expiry	This is the frequency that all Users in your Organisation will be forced to change their sign in password. The new timeframe will become effective the next time each user is forced to change their sign in <input type="radio"/> 90 days <input type="radio"/> 60 days <input type="radio"/> 30 days
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> 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="radio"/> Trade Finance	If adding, enter the Master Agreement date of the Trade Finance facility you to use for payments / /
<input type="radio"/>	<input type="radio"/>	Receipts	Enables you to view and/or export receipt details for Remittance Processing reporting if nominated.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/> 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
		<input type="radio"/> Vostro	Make AUD payments from Australian domiciled accounts to Australian Vostro accounts Make NZD payments from New Zealand domiciled accounts to New Zealand Vostro accounts
<input type="radio"/>	<input type="radio"/>	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.

Administering your Organisation in Corporate Online

Administration

Authorisation model

Administration tasks: <i>Includes adding, amending, and deleting part of your Organisation's Corporate Online setup, including Offices, Users, accounts, services, limits, and access.</i>	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
User security tasks <i>Includes password resets, user lock or unlock and enabling tokens.</i>	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (greater security)

Administration User Roles

Will you allow Users to be set up as both creator and authoriser? Yes No (default)

If Yes, will you allow Users set up as both creator and authoriser to self-authorise? Yes No (default)

Dual Authorisation Security Options for Administration

If 'Dual' has been selected as the authorisation model above, the following selected security option applies:

- Both authorisers must be of equal authority (default) *For example: Primary authorisers only (also includes Admin level eg: Local Admin Only or Super Admin Only)*
- One authoriser must be of a senior level, but the other authoriser can be of either senior or junior level *For example: One Primary authoriser plus either another Primary authoriser or a Secondary authoriser*
- Authorisers are divided into two categories and one from each category must authorise *For example: One Primary authoriser plus one Secondary authoriser only*

Accounts

Accounts Features and Authorisation Models

Add	Delete	Accounts Features	Authorisation Model (<input checked="" type="checkbox"/> tick one)
<input type="radio"/>	<input type="radio"/>	Current Data update – Automatic	Not Applicable
<input type="radio"/>	<input type="radio"/>	Account Statements (for Australian domiciled accounts only)	
<input type="radio"/>	<input type="radio"/>	Voucher images (for Australian domiciled accounts only)	
<input type="radio"/>	<input type="radio"/>	Export and export schedule maintenance	<input type="radio"/> Single (default) <input type="radio"/> Dual
<input type="radio"/>	<input type="radio"/>	Merge export files	
<input type="radio"/>	<input type="radio"/>	Manage stop cheques	
<input type="radio"/>	<input type="radio"/>	Billing statements	Not Applicable

Accounts to be accessed via Corporate Online

Add	Delete	Prefix	BSB and Account Number	Account Description (maximum 25 characters) <i>This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.</i>	Does your Organisation own this account?	Allow access to view and export balances and transaction information and stop cheques (<input checked="" type="checkbox"/> tick)	Allow access to transfer funds and remit funds/ make payments (<input checked="" type="checkbox"/> tick)	Currency
<input type="radio"/>	<input type="radio"/>				Yes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/>	<input type="radio"/>				Yes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/>	<input type="radio"/>				Yes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/>	<input type="radio"/>				Yes	<input type="checkbox"/>	<input type="checkbox"/>	

Accounts Features and Authorisation Models

How do you want to refresh intraday transaction information?	<input checked="" type="checkbox"/> Automatically
Do you want to use Account Segmentation features?	<input type="radio"/> Yes <input type="radio"/> No (default)
What authorisation model do you want to apply to stop cheque requests?	<input type="radio"/> Single (default) <input type="radio"/> Dual

User Roles for Accounts

Will you allow Users to both create and authorise stop cheques requests? Yes No (default)

If Yes, will you allow Users to self-authorise stop cheque requests? Yes No (default)

Billing Statement

Add	Delete	Invoice ID	Description	Add	Delete	Invoice ID	Description
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		

Receipts

Receipt Services for Receipts

Add	Delete	Receipts feature	Description of feature
<input type="radio"/>	<input type="radio"/>	Export	Remittance Processing data file and other data files can be made available to download

Payments

Payments Features and Authorisation Models

<input type="checkbox"/> Beneficiary Payments	Transfer funds	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual <i>(greater security)</i>
	Existing and new beneficiary payments	<input type="radio"/> Single <input type="radio"/> Dual <i>(greater security)</i>
	<input type="checkbox"/> BPAY payments	
	Manage beneficiary details	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual <i>(greater security)</i>
Cross Currency payments <input checked="" type="checkbox"/> All available currencies		
<input type="checkbox"/> Payments with files	Manage templates	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual <i>(greater security)</i>
	Import and create payment files	<input type="radio"/> Single <input type="radio"/> Dual <i>(greater security)</i>
	<input type="checkbox"/> Make amendments to imported files <i>(NZ Direct Entry only)</i>	} <input type="radio"/> Single <input type="radio"/> Dual <i>(greater security)</i>
	<input type="checkbox"/> Create payment files with templates	
	<input type="checkbox"/> Create payment files without templates	

User Roles for Payments

Will you allow Users to be set up as both creator and authoriser? Yes No *(default)* *Choosing yes means Users can create tasks as well as authorise tasks that were created by other people*

If Yes, will you allow Users set up as both creator and authoriser to self-authorise? Yes No *(default)* *Choosing yes means Users can create and authorise their own tasks as well as authorise tasks created by others*

Dual Authorisation Security Options for Payments

- Both authorisers must be of equal authority *(default)* *For example: Primary authorisers only*
- One authoriser must be of a senior level, but the other authoriser can be of either senior or junior level *For example: One Primary authoriser plus either another Primary authoriser or a Secondary authoriser*
- Authorisers are divided into two categories and one from each category must authorise *For example: One Primary authoriser plus one Secondary authoriser only*

Payment Services for Payments

Select the **New Zealand DE** services you want to access via Corporate Online:

Service Type	Does your Organisation own this service?	Allow amendments to imported files?
<input type="checkbox"/> Direct Credit	Yes	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> Direct Debit	Yes	<input type="radio"/> Yes <input type="radio"/> No

Online FX

The following section only applies if the Online FX option has been selected in the Corporate Online Applications section.

Online FX Features and Authorisation Models

Add	Delete	Online FX Features	Add	Delete	Online FX Features
<input type="radio"/>	<input type="radio"/>	Deal outright	<input type="radio"/>	<input type="radio"/>	Stop loss orders
<input type="radio"/>	<input type="radio"/>	Extend deals	<input type="radio"/>	<input type="radio"/>	O.C.O orders
<input type="radio"/>	<input type="radio"/>	Pre-deliver deals	<input type="radio"/>	<input type="radio"/>	Confirm deals
<input type="radio"/>	<input type="radio"/>	Call orders	<input type="radio"/>	<input type="radio"/>	Mark to market
<input type="radio"/>	<input type="radio"/>	Take profile orders			
<input type="radio"/>	<input type="radio"/>	Account Templates for deal payments	<input checked="" type="checkbox"/>		Single <i>(automatically applied)</i>
<input type="radio"/>	<input type="radio"/>	Payments using deals	<input type="radio"/>	<input type="radio"/>	Single Dual

User Roles for Online FX

Will you allow users to be set up as both creator and authoriser?

Yes No (default)

Dual Authorisation Security Options for Online FX

Both authorisers must be of equal authority

For example: Primary authorisers only

One authoriser must be of a senior level, but the other authoriser can be of either senior or junior level

For example: One Primary authoriser plus either another Primary authoriser or a Secondary authoriser

Privacy Statement

Once you have completed and submitted this form to Westpac, Westpac will collect your name and signature (your personal data) to process this form for the organisation on behalf of which you are completing this form. Westpac may share your personal data with other companies within the Westpac Group. Westpac may also share your personal data with third party service suppliers, who help deliver and support the product and services Westpac delivers to your organisation and may transfer your personal data to the countries where some of Westpac's third party service suppliers are located.

Authorisation & Acknowledgement

I/We acknowledge that I/we have received, read, understood, and agreed to the general terms and conditions of Corporate Online plus any other special terms and conditions relevant to any online applications elected above for Westpac Corporate Online. . Where a preferred option is required to be selected and a selection has not been made, we accept the stated default setting on this form as our chosen option.

I/We declare that the information provided by us in this form, is to the best of our knowledge and belief true and accurate.

The Executive Officers signing below confirm that they have authority to enter into this agreement and have the permission to give this authority on behalf of the organisation.

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"/>