

Corporate Online New Zealand – New Organisation / Office Establishment

The terms and conditions for Corporate Online are contained in the 'Corporate Online Terms and Conditions' book.

Handwritten forms will NOT be accepted

Organisation Details

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

Selecting Corporate Online Applications

Application (<input checked="" type="checkbox"/> tick)	Description
<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Payments	Enables you to make domestic payments including BPA ^Y ® 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="checkbox"/> Receipts	Enables you to view and/or export receipt details for cross counter payments.
<input type="checkbox"/> 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.

Daily Channel Limit for Payments

Your daily New Zealand 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.

<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"/> \$	

Accounts to be accessed via Corporate Online

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
			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
			Yes	<input type="checkbox"/>	<input type="checkbox"/>	
			Yes	<input type="checkbox"/>	<input type="checkbox"/>	

Trade Finance Agreement for Payments

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

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 <i>(greater security)</i>	
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 <i>(greater security)</i>

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

Feature information

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 <i>(default)</i>

Authorisation Model

What authorisation model do you want to apply to stop cheque requests? Single *(default)* 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 Statements

Invoice Account ID	Invoice Account ID	Invoice Account ID

Receipts

Receipt Services for Receipts

Complete this section if you have receipt services you want to be available via Corporate Online.

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

Payments

Payments Features and Authorisation Models

Payment Features (<input checked="" type="checkbox"/> tick)	Description of Feature	Authorisation Model (tick one)
<input checked="" type="checkbox"/> Beneficiary Payments	Transfer funds <i>Move funds between Westpac accounts of the same currency.</i>	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)
	Existing and new beneficiary payments <i>Initiate domestic and international payments</i>	<input type="radio"/> Single <input type="radio"/> Dual (default)
	<input type="checkbox"/> BPAY payments	
	Manage beneficiary details <i>Save and store the payment details for third parties you frequently pay.</i>	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)
	Cross Currency payments <i>Initiate payments in a different currency than that of your 'from' account</i> <input checked="" type="checkbox"/> All available currencies	
<input checked="" type="checkbox"/> Payments with files	Manage templates <i>Save and store payment details of groups or third parties you frequently pay using payment files.</i>	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)
	Import and create payment files <i>Process payment files you have either generated using your own accounting systems or created in Corporate Online with or without templates.</i>	<input type="radio"/> Single <input type="radio"/> Dual (default)
	Make amendments to imported files (NZ Direct Entry only) <input type="checkbox"/> <i>Update the file value date, add, remove, or amend transactions after they have been imported from an external system into Corporate Online.</i>	

Vostro Payments Features for the Payments Application

Feature	Description of Feature	Authorisation model
<input type="checkbox"/> Vostro Payments	Make AUD payments from Australian domiciled accounts to Australian Vostro accounts Make NZD payments from New Zealand domiciled accounts to New Zealand Vostro accounts	The Vostro Payments features share the authorisation model, User roles, and security options with the new and existing beneficiary payments features.

User Roles for Payments

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

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

Dual Authorisation Security Options for Payments

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

- 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*

Import Services for Payments

Complete this section if you have payment services you want to be available via Corporate Online.

NZDES — New Zealand Entry Services

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

Authorisation Requirements

Features	Authorisation Model (tick one)
Payments using deals	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
Account templates for deal payments	<input checked="" type="radio"/> Single

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 (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*

Online FX Features and Authority Levels

Online FX Features (<input checked="" type="checkbox"/> tick)	Description of Feature	Authority Level (tick one)
<input type="checkbox"/> Deal outright	Request the purchase or sale of a currency for delivery on a selected date	Not Applicable
<input type="checkbox"/> Extend deals	Extend the value of a deal (or part of a deal) beyond its current date	
<input type="checkbox"/> Pre-deliver deals	Bring forward the value date of a deal (or part of a deal) to before its current date	
<input type="checkbox"/> Confirm deals	View and confirm the status of any deals you have already executed	

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:	<input type="text"/>		
Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
Country:	<input type="text"/>	Post code:	<input type="text"/>

Welcome letters, Tokens and Passwords are Express Posted to the above mailing address. A PO Box is recommended as your mailing address (for New Zealand and Australia only).

Billing Account Details

<input type="text"/>	All billing for New Zealand dollar charges for this Corporate Online Office will be charged to the nominated New Zealand dollar billing account
<input type="text"/>	All billing for Australian dollar charges for this Corporate Online Office will be charged to the nominated Australian dollar billing account
<input type="text"/>	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
<input type="text"/>	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

An Account Group can contain any number of accounts as long as they are of the same currency and an account can appear in more than one Group.

Currency	BSB and Account Number	Group Name (maximum 25 characters)

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.

☞ If you want to access accounts via Corporate Online that are not owned by your Organisation, the Third Party Account Holder who owns the account must complete a separate **Third Party Access Authority Form** granting you access. This 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 # 2

(Director, Partner, Trustee, Company Secretary)

Name:	
Position:	
Signature:	
Date	