



# Corporate Online New Zealand Additional Office Establishment form

**Westpac New Zealand Limited (Westpac or WNZL).**

The terms and conditions for Corporate Online are contained in the 'Corporate Online Terms and Conditions' book.  
Handwritten forms will **not** be accepted.

## 1. Office details

Full Name of Organisation

Preferred Office Name

The Preferred Office Name will appear on all beneficiary payments you initiate from this Office. (Maximum 35 characters).

### Registered Business Address

Street Address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

STATE

COUNTRY

### Mailing Address

Postal Address NUMBER & STREET

SUBURB

TOWN/CITY

POSTCODE

STATE

COUNTRY

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

### Billing Account Details

BSB and Account Number	Billing account purpose
	All billing for <b>New Zealand</b> dollar charges for this Corporate Online Office will be charged to the nominated New Zealand dollar billing account.
	All billing for <b>Australian</b> dollar charges for this Corporate Online Office will be charged to the nominated Australia dollar billing account.
	All billing for <b>Papua New Guinean</b> Kina charges for this Corporate Online Office will be charged to the nominated Papua New Guinean Kina billing account.
	All billing for <b>Fijian</b> dollar charges for this Corporate Online Office will be charged to the nominated Fijian dollar billing account.

**2. Selecting Corporate Online Applications for this Office**

**Choose the Applications you want to access in this Office via Corporate Online:**

Application	Description
<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"/> 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.  Enables you to make domestic and international payments denominated in either domestic currency or Foreign currency. Online Payments allows any foreign currency transactions up to \$2,000,000 AUD or NZD equivalent or, for value Today, Tomorrow, or up to Spot, and provide a live FX market exchange rate, enables you to check and authorise payments all online.
<input type="radio"/> Receipts	Enables you to view and/or export receipt details for Remittance Processing reporting.
<input type="radio"/> Online FX	Online FX enables you to risk manage your foreign exchange exposure into and from foreign currencies for hedging purposes. It enables you to request live market rate including Spot, Forwards, Swaps and placing conditional orders. Online FX requires Westpac Credit approval and a Westpac FX Dealer relationship to be established. FX deals booked via Online FX or directly with your Westpac FX dealer can be viewed and settled via online payments.

Westpac Banking Corporation (acting through its New Zealand branch) ABN 33 007 457 141, incorporated in Australia, is the provider of international payments, trade finance, foreign exchange and derivatives products and services available to New Zealand customers.

**3. Account(s) to be accessed via Corporate Online for this Office**

**Nominate Accounts for this Office:**

BSB and Account Number	Account Description* (maximum 25 characters)	Account Group Name	Allow access to view and export balances and transaction information	Allow access to transfer and remit funds/make payments
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

\* **Account Description** will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.

**Trade Finance Agreement**

Do you want to access Trade Finance for this Office within the Payment application?  Yes  No

4. Payments

**NZDES - New Zealand Direct Entry Services**

Select the New Zealand Direct Entry (DE) services you want to access via Corporate Online:

Direct Credit  Direct Debit

**Cross Currency Payments**

Will you allow cross currency payments to be made from this Office?  Yes (default)  No

5. Receipts

**Receipt Services for Receipts**

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

6. Privacy Statement

Once you have completed and submitted this form, 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.

7. Authorisation & Acknowledgment

**Either** Executive Officers **OR** Organisation Administrator(s) must complete and sign this section of the form.

I/We acknowledge that we have received, read, understood and agreed to the Corporate Online Terms and Conditions for Government Banking.

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

**Executive Officers** - I/we acknowledge that I/we are Executive Officers for this Organisation and have the authority to enter into this agreement, and have permission to give this authority 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 \_\_\_\_\_

**OR**

**Administrators** - I/we request the above changes be made to the Organisation's Corporate Online set up.

**Administrator 1**

Name FIRST MIDDLE LAST

---

Designation

---

Signature Date DD / MM / YYYY

---

**Administrator 2**

Name FIRST MIDDLE LAST

---

Designation

---

Signature Date DD / MM / YYYY

---