

Corporate Online New Zealand Quick Start 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:		

Corporate Online Applications

Application	Description	Authorisation
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.	Dual
	User security tasks are created and authorised to reset passwords, lock or unlock access and enable tokens for your Organisation's Users.	Single
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.	Dual
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 International payments less than \$500K using either AUD or Foreign currency. View FX rates for your payment as they happen, check, settle and authorise payments online, request live price and execute spot or value today.	Dual
<input type="checkbox"/> Receipts	Enables you to view and/or export receipt details for cross counter payments.	Not Applicable

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

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

Administering your Organisation in Corporate Online

The following settings define how your Organisation will be administered in Corporate Online.

- Administration tasks use a **Dual authorisation** model
- User security tasks in Administration use a **Dual authorisation** model
- Both authorisers in Administration must be of **equal authority**
- Users may be **both creators and authorisers** and authorisers may **self-authorise**.

Account Features

The Accounts application enables you to view balance and transaction details for all the accounts nominated and stop payment on cheques for applicable accounts.

This includes:

- Transaction information including statements
 - Current Data - Automatic update
 - Voucher images
 - Export transaction information
 - Manage account export schedules and merge files
 - On-demand schedules
 - Manage stop cheques
- Manage stop cheques will use a **Dual authorisation** model and Users may be **both creators and authorisers** and authorisers may **self-authorise**.

Receipt Features

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

- Export

Payment Features

- Transfer
- BPAY®
- Existing beneficiary payments
- New beneficiary payments
- Manage beneficiary details
- Cross-currency payments **using all available currencies**
- Manage file templates
- Import payment files
- Create payment files with templates
- Create payment files without templates
- Make amendments to import files

All of the payment features will use the following authorisation model:

- **Dual authorisation** model
- Both authorisers must be of **equal authority** (i.e. any 2 authorisers can authorise a payment)
- Users may be **both creators and authorisers**.
- Manage beneficiary details **Single authorisation**
- Manage file templates **Single authorisation**

Payment Services

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

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:

Town/Suburb:

State:

Country:

Post code:

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 Details

All billing for New Zealand dollar charges for this Corporate Online Office will be charged to the nominated New Zealand dollar billing account

All billing for Australian dollar charges for this Corporate Online Office will be charged to the nominated Australian dollar billing account

All billing for Pacific Banking Kinas dollar charges for this Corporate Online Office will be charged to the nominated Pacific Banking Kina billing account

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

All accounts need to be assigned to an Account group for the purpose of assigning view and export features to users.

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

Corporate Online Administrators

This section allows you to establish up to three Administrators in Corporate Online.

Administrators may act as a Verifying Officer on behalf of the Organisation and are authorised to identify, add, amend or delete; reset passwords, lock and unlock users; add and assign accounts or services to an organisation, amend the existing daily channel limit for the organisation; enable tokens for authenticating users, and amend access to accounts or services of an organisation. Administrators must be employees of the Organisation or a related Company.

Administration:

- Users/Administrators will be established as **creators and primary authorisers** in Administration
- Users/Administrators will be established as **Super Administrators** and be able to manage all offices and users, create new offices and users, reset user passwords and lock and unlock users within your Organisation.

Token delivery:

- All tokens will be delivered to the Administrator nominated as Administrator #1.

The below information will be used for security verification purposes by your Organisation's Corporate Online Administrators and/or when you call the Corporate Helpdesk, for example when you request a password reset.

Session Timeout and Hours of Availability

Session timeout period - displayed in minutes										
10 (default)	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"/>
<input type="radio"/> 24 hour, 7 day a week access										
<input type="radio"/> Limited Access (If no times are selected standard times of 8am to 5pm will be given)			<input type="radio"/> Monday to Friday <i>(select times below)</i>							
			<input type="radio"/> Monday		<input type="radio"/> Tuesday			<input type="radio"/> Wednesday		
			<input type="radio"/> Thursday		<input type="radio"/> Friday			<i>(select times below)</i>		
Availability			Start Time:			Finish Time:				

Hours of availability

Administrator # 1

Given Name(s):			
Surname:			Title:
Job Title:			
Email Address:			
Business Phone:			
Residential Address:			
Town/Suburb:			State:
Country:			Postal code:
Date of birth:			

Administrator # 2

Given Name(s):			
Surname:			Title:
Job Title:			
Email Address:			
Business Phone:			
Residential Address:			
Town/Suburb:			State:
Country:			Postal code:
Date of birth:			

Administrator # 3

Given Name(s):			
Surname:			Title:
Job Title:			
Email Address:			
Business Phone:			
Residential Address:			
Town/Suburb:			State:
Country:			Postal code:
Date of birth:			

Corporate Online Users

All of the applications and features nominated above will be made available to the Users nominated in the sections below.

User # 1

Given Name(s):			
Surname:		Title:	
Job Title:			
Email Address:			
Business Phone:			
Residential Address:			
Town/Suburb:		State:	
Country:		Postal code:	
Date of birth:			

Payments Authorisation Limits for User #1

Payment daily limit:	\$	Payment transaction limit:	\$
File daily limit:	\$	File individual transaction limit:	\$

User # 2

Given Name(s):			
Surname:		Title:	
Job Title:			
Email Address:			
Business Phone:			
Residential Address:			
Town/Suburb:		State:	
Country:		Postal code:	
Date of birth:			

Payments Authorisation Limits for User #2

Payment daily limit:	\$	Payment transaction limit:	\$
File daily limit:	\$	File individual transaction limit:	\$

Authorisation and Acknowledgement Administrator/User Privacy Statement

Administrator/User Privacy Statement – Personal Information

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.

Administrator # 1

Given Name:		Surname:	
Signature:		Date:	

Administrator # 2

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

Administrator # 3

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

User # 1

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

User # 2

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

Executive Officers' Authorisation and Acknowledgement

Acknowledgement

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"/>