



Corporate Online New Zealand Quick Start 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, and include the Addendum relating to the Corporate Online back-up platform.

Handwritten forms will **not** be accepted.

1. Organisation details

Full Name of Organisation _____

Registered Business Address NUMBER & STREET _____

SUBURB _____ TOWN/CITY _____ POSTCODE _____

STATE _____ COUNTRY _____

2. Corporate Online Applications

Application	Description	Authorisation
<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.	Dual
	User security tasks are created and authorised to reset passwords, lock or unlock access and enable tokens for your Organisation's Users.	Single
<input type="radio"/> Accounts	Enables you to view and/or export balance and transaction details for all the accounts nominated and view and/or export monthly billing statements.	Dual
<input type="radio"/> Payments	Enables you to make domestic and international payments denominated in either domestic currency or foreign currency. Online Payments allows any foreign currency transactions 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. The Product Disclosure Statement (PDS) covering foreign exchange contracts is available on Westpac's website. Please note: if you require or have accounts domiciled with Westpac Australia, the Payments functionality will also apply however denominated in Australia Dollars (AUD), all in the same access. Enables you to make domestic payments including BPAY® payments and Recurring payments.	Dual
<input type="radio"/> Receipts	Enables you to view and/or export receipt details for cross counter payments.	Not Applicable

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. 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.

\$100,000 \$500,000 \$1,000,000 \$5,000,000 Other (please specify) _____

4. Accounts to be accessed via Corporate Online

Your Organisation must own the accounts listed below.

Prefix	Bank, Branch and Account Number	Account Description* (maximum 25 characters)	Allow access to view and export balances and transaction information and stop cheques	Allow access to transfer funds and remit funds/make payments	Currency
			<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

Enter the Master Agreement date of the Trade Finance facility you want to use for Payments. Date DD / MM / YYYY

5. 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**

6. Account features

The Account application enable you to view balance and transaction details for all the account nominated and stop payment on cheques for applicable account. This includes:

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

7. Receipt features

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

- Export

8. Payment features

Payment feature	Authority level
<input type="radio"/> Transfer <input type="radio"/> BPAY® <input type="radio"/> Existing beneficiary payments <input type="radio"/> New beneficiary payments <input type="radio"/> Manage beneficiary details <input type="radio"/> Cross-currency payments using all available currencies <input type="radio"/> Manage file templates <input type="radio"/> Import payment files <input type="radio"/> Create payment files with templates <input type="radio"/> Create payment files without templates <input type="radio"/> Make amendments to import files	All of the payment features will use the following authorisation model: <ul style="list-style-type: none"> • 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="radio"/> Direct Credit	Yes	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Direct Debit	Yes	<input type="radio"/> Yes <input type="radio"/> No

9. Office details

The Preferred Office Name will appear on all beneficiary payments you initiate from this Office.

Preferred Office Name

(Maximum 35 characters).

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 Details

Bank, Branch and Account Number	Billing account purpose
	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 Papua New Guinean Kina charges for this Corporate Online Office will be charged to the nominated Papua New Guinean Kina billing account.
	All billing for Fijian dollar charges for this Corporate Online Office will be charged to the nominated Fijian dollar billing account.

10. 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	Bank, Branch and Account Number	Group Name (maximum 25 characters)

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11. 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 period - displayed in minutes

10 (default) 15 20 30 45 60 90 120 150 180 240

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 dates and times below)

Monday Tuesday Wednesday Thursday Friday

Availability: Start time

Finish time

Administrator 1

Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Occupation

Email address

Business phone Mobile

Residential Address NUMBER & STREET

SUBURB TOWN/CITY POSTCODE

STATE COUNTRY

Administrator 2

Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY _____

Name FIRST _____ MIDDLE _____ LAST _____

Occupation _____

Email address _____

Business phone _____ Mobile _____

Residential Address NUMBER & STREET _____

SUBURB _____ TOWN/CITY _____ POSTCODE _____

STATE _____ COUNTRY _____

Administrator 3

Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY _____

Name FIRST _____ MIDDLE _____ LAST _____

Occupation _____

Email address _____

Business phone _____ Mobile _____

Residential Address NUMBER & STREET _____

SUBURB _____ TOWN/CITY _____ POSTCODE _____

STATE _____ COUNTRY _____

12. Corporate Online Users

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

User 1

Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY _____

Name FIRST _____ MIDDLE _____ LAST _____

Occupation _____

Email address _____

Business phone _____ Mobile _____

Residential Address NUMBER & STREET _____

SUBURB _____ TOWN/CITY _____ POSTCODE _____

STATE _____ COUNTRY _____

Payments Authorisation Limits for User 1

Payment daily limit: \$ _____ Payment transaction limit: \$ _____

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

User 2

Mr Mrs Miss Ms Other (please specify) _____ Date of birth DD / MM / YYYY

Name FIRST MIDDLE LAST

Occupation

Email address

Business phone Mobile

Residential Address NUMBER & STREET

SUBURB TOWN/CITY POSTCODE

STATE COUNTRY

Payments Authorisation Limits for User 2

Payment daily limit: \$ Payment transaction limit: \$

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

13. Authorisation and Acknowledgement Administrator/ User Privacy Statement

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 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 2020. You can read more about how we collect, store, use and share your personal information at westpac.co.nz/privacy or ask at any branch.

Administrator 1

Name FIRST MIDDLE LAST

Signature Date DD / MM / YYYY

Administrator 2

Name FIRST MIDDLE LAST

Signature Date DD / MM / YYYY

Administrator 3

Name FIRST MIDDLE LAST

Signature Date DD / MM / YYYY

User 1

Name FIRST MIDDLE LAST

Signature Date DD / MM / YYYY

User 2

Name FIRST MIDDLE LAST

Signature Date DD / MM / YYYY

14. Executive Officers' Authorisation and Acknowledgement

Executive Officers of this Organisation are to read and sign this section.

Acknowledgement

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 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

Addendum relating to the Corporate Online back-up platform (Addendum)

This Addendum provides details of the back-up platform that will be provided to you in the event of Corporate Online no longer being available to New Zealand customers and the changes to your terms and conditions relating to that back-up platform.

Having a local back-up platform not only helps protect your business operations, it also means we're able to meet the Reserve Bank of New Zealand's (RBNZ) outsourcing policy (BS11).

Under this policy, large overseas-owned New Zealand banks must be able to operate independently from their offshore parent companies and continue to provide their customers with banking services, if a BS11 event* occurs.

***For Corporate Online, a BS11 event will mean Corporate Online is unavailable for use.**

A BS11 event means any of the following has occurred:

- WNZL is subject to statutory management;
- WNZL is no longer a subsidiary of its parent;
- WNZL is given a direction under the RBNZ Act in relation to a BS11 policy outcome; or
- WNZL has suffered a disruption to any of its outsourcing arrangements.

Transfer to Westpac One Business*

If a BS11 event occurs, we will transfer your details from Corporate Online across to Westpac One Business. This includes all users, payees, authorisation levels and administration rights (excluding local administration rights) you have specified in Corporate Online.

We will use the details that you have specified immediately before a BS11 event.

There may be some differences in functionality between Corporate Online and Westpac One Business. We will communicate these differences to you at the time. The services and functionality you will receive through Westpac One Business (if a BS11 event occurs) will apply to you, regardless of any other service descriptions for Corporate Online you may have received.

Unless we tell you otherwise, your current billing arrangements will also apply to Westpac One Business. If there will be any changes in Westpac One Business from your current billing arrangements, we will communicate those changes to you.

How we will handle differences in your current set-up

We will use the account details, authorisation levels and administration rights you have specified in Corporate Online on the date prior to a BS11 event occurring as the basis for setting up Westpac One Business.

In particular, the following settings from Corporate Online will apply to your Westpac One Business account:

- **Users:** Corporate Online users will only be transferred to Westpac One Business if they have access to at least one WNZL account and to Accounts, Payments or Administration in Corporate Online and have logged-in to Corporate Online in the 12 months before a BS11 event.
- **User authority:** A user's authority level in Westpac One Business (Administrator, Authoriser, Creator, Viewer) will be determined by their authority level in Corporate Online, except that Local Administrators in Corporate Online will not become Administrators in Westpac One Business, and both Primary and Secondary Authorisers in Corporate Online will become Authorisers in Westpac One

Business. This may mean your Corporate Online users get additional authority in Westpac One Business.

- **User authority limits:** Users will be set up with a transaction approval limit and daily approval limit in Westpac One Business which corresponds to or may be higher than their highest transaction approval limit and daily approval limit in Corporate Online.
- **Administrators:** Westpac One Business will have two options for how many administrators are required to approve administrative tasks: One Administrator or Two Administrators. One of the administrators can be the same person who created the task. If you have selected No Self Authorisation in Corporate Online, the setting in Westpac One Business will be Two Administrators, and one of the approvers can be the person who created the task.
- **Transaction authorisations:** Westpac One Business can be set up with one of the following authorisation options for transactions:
 - One Authoriser to authorise online transactions
 - Two Authorisers to authorise online transactions
 - One Authoriser to authorise transfers and two Authorisers to authorise payments

Or, one of the above options but without Authorisers being able to self-authorise their transactions.

WNZL accounts accessed within your Corporate Online facility will be imported into Westpac One Business applying the above option that best matches your current settings for authorising transactions in Corporate Online. Where you have different authorisation levels for different types of payments (such as authorising Beneficiary Payments or Import Payment Files) in Corporate Online, the higher authorisation level will be applied in Westpac One Business for all payment types.

- **Transaction limit (organisation):** The Daily Channel Limit in Westpac One Business will either be the same or higher than your Corporate Online daily limit. The applicable Daily Channel Limit will be determined by us and will be advised to you if a BS11 event takes place.
- **Other systems:** If you have other systems with us that will also be migrated to Westpac One Business on a BS11 event you will be provided with information separately about how the set-up will work for those other systems. If on the day prior to a BS11 event you access FileAct using Corporate Online, Westpac One Business will be set up using your Corporate Online details.

Terms applicable to you

With effect from the day a BS11 event occurs, you:

- Will be provided access to Westpac One Business and will be bound by the applicable Westpac One Business Terms and Conditions as included with this Addendum, WNZL's General Terms and Conditions and any other terms and conditions applicable to your use of Westpac One Business that WNZL may tell you about from time to time (all WNZL terms and conditions are available at westpac.co.nz or at any WNZL branch or with your usual WNZL contact).
- Authorise the persons specified in Corporate Online, as at the day prior to a BS11 event, as persons with authority to operate Corporate Online and give instructions to WNZL on your behalf, to operate your Westpac One Business facility on the basis described in this Addendum and the applicable Westpac One Business Terms and Conditions.
- Authorise WNZL to establish a Westpac One Business facility in the name of your organisation using the authoriser, user and administrator settings as outlined in this Addendum and authorise

WNZL to rely on any instructions from such persons with respect to your operation of Westpac One Business.

- Authorise all accounts for your organisation to be accessible through Westpac One Business and for all relevant fees and charges to be deducted from the account nominated for this purpose.
- Certify that all the information specified for your organisation in Corporate Online is true, correct and complete in every respect and may be used by WNZL to set you up on Westpac One Business.
- Understand that you will be providing personal information which will be held securely by WNZL and/or any entity within the Westpac Group, and that all information provided by you now or in the future will be held and dealt with in accordance with the WNZL Privacy Policy. The WNZL Privacy Policy is available at any WNZL Branch or online at westpac.co.nz.
- Acknowledge that changes may be made to Westpac One Business, and additional products and features may be made available through Westpac One Business from time to time, and information regarding such changes or products and features will be available in Westpac One Business, at any WNZL branch or from your usual WNZL contact. You consent to your Administrators and users with the ability to authorise or create using any such changes, or products and features, as they are made available.

- Understand that, pursuant to the Westpac One Business Terms and Conditions, your appointment of Authorised Person(s) is solely at your own risk and that you are solely responsible for any use or misuse of Westpac One Business by Authorised Persons, and for ensuring that Authorised Persons are aware of, and comply with, all relevant terms and conditions.
- Understand that this Addendum is in addition to your existing agreements with WNZL and its related companies (including Westpac Banking Corporation and its related companies) and that those agreements continue to apply to the products and services you receive from WNZL and its related companies.

This Addendum will continue to apply while you use Corporate Online. You agree that this Addendum overrides any other terms and conditions regarding your use of Corporate Online to the extent of any inconsistency and accordingly that WNZL shall have no liability to your organisation as a consequence of your organisation no longer having access to Corporate Online due to a BS11 event provided that WNZL acts in accordance with this Addendum.