

Corporate Online New Zealand User Establishment New Amend

All applications, features, accounts, services, authority models and levels that have been nominated at the Organisation level can be nominated for this User.

Handwritten forms will NOT be accepted

Organisation Details

Full Name of Organisation:

Establishing your Customer Number in Corporate Online

If you have previously been identified at an Australian Westpac branch please insert your customer number.

8-digit customer number:

User Details

Given Name(s):	<input type="text"/>		
Surname:	<input type="text"/>	Title:	<input type="text"/>
Job Title:	<input type="text"/>		
Email Address:	<input type="text"/>		
Business Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Primary Office Name:	<input type="text"/>		

(Corporate Online Primary Office used is for mailing & billing purposes)

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 (select times below)										
<input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday (select times below)										
Availability			Start Time:				Finish Time:			

Personal Information

Residential Address:	<input type="text"/>		
Town/Suburb:	<input type="text"/>	State:	<input type="text"/>
Country:	<input type="text"/>	Postal code:	<input type="text"/>
Date of birth:	<input type="text"/>		

Corporate Online Applications for this User

Application	Description
<input 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 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 type="checkbox"/> Receipts	Enables you to view and/or export receipt details for Inward Dishonours, Direct Entry Returns, RECall, EFTPoS and Commercial Card reporting if nominated.
<input type="checkbox"/> Payments	Enables you to make domestic payments including BPAY® payments and Recurring payments.
<input type="checkbox"/> Online FX	Online FX for Foreign Exchange Risk Management into and from foreign currencies.

Administrator User Profile

This section applies where the User is established as an Administrator.

Administrator Authority Level

The authority level for this User relating to Administration tasks performed in your Organisation.

- Creator only (default)
 Primary authoriser only
 Creator and primary authoriser
 Secondary authoriser
 Creator and secondary authoriser
 n/a

Administrator Role

The Administrator role for this User

- Super Administrator *Ability to manage **all** Offices and Users or create new Offices and Users within your Organisation*
 Local Administrator *Ability to manage existing Users or create new Users, and assign access within the assigned Offices*
 n/a

The Local Administrator manages the following Offices

Accounts

Accounts Features and Authority Levels

Features selected below will be available to the User through Corporate Online.

Accounts Features

Authority Level

<input type="checkbox"/> Transaction information <input type="checkbox"/> Current Data update <input type="checkbox"/> Account Statements <input type="checkbox"/> Voucher images	Not Applicable
<input type="checkbox"/> Export and export schedule maintenance <input type="checkbox"/> Merge export files	Not Applicable
<input type="checkbox"/> Manage stop cheques	<input type="radio"/> Creator only (default) <input type="radio"/> n/a <input type="radio"/> Primary authoriser only <input type="radio"/> Creator and primary authoriser
<input type="checkbox"/> View, print and export billing statements	Not Applicable

Account Groups available to this User

Office Name (indicate All or list individually by Office name)	Account Group Name (indicate All or list individually by Group Name)

Billing Statements

Invoice Account ID		
--------------------	--	--

Receipts

Features selected below will be available to the User through Corporate online.

Receipts Features

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 Authority Levels

Features selected below will be available to the User through Corporate online.

Payment Features (tick)

Authority Level (tick one)

<input type="checkbox"/> Transfer	<p>The authority level selected below will apply to all the features selected on the left.</p> <p><input type="radio"/> Creator only (default)</p> <p><input type="radio"/> Primary authoriser only</p> <p><input type="radio"/> Secondary authoriser only</p> <p><input type="radio"/> Creator and primary authoriser</p> <p><input type="radio"/> Creator and secondary authoriser</p> <p><input type="radio"/> n/a</p>	
<input type="checkbox"/> BPAY		
<input type="checkbox"/> Existing beneficiary payments		
<input type="checkbox"/> New beneficiary payments		
<input type="checkbox"/> Manage beneficiary details		
<p>Initiate payments in different currency than that of your 'from' account</p> <p><input type="checkbox"/> Cross-currency payments (all available currencies)</p> <p>OR Select allowable currencies below</p> <p> <input type="checkbox"/> AED <input type="checkbox"/> CAD <input type="checkbox"/> EUR <input type="checkbox"/> INR <input type="checkbox"/> NZD <input type="checkbox"/> SEK <input type="checkbox"/> VND <input type="checkbox"/> ARS <input type="checkbox"/> CHF <input type="checkbox"/> FJD <input type="checkbox"/> JPY <input type="checkbox"/> PGK <input type="checkbox"/> SGD <input type="checkbox"/> VUV <input type="checkbox"/> AUD <input type="checkbox"/> CLP <input type="checkbox"/> GBP <input type="checkbox"/> KRW <input type="checkbox"/> PHP <input type="checkbox"/> THB <input type="checkbox"/> WST <input type="checkbox"/> BDT <input type="checkbox"/> CNH <input type="checkbox"/> GRD <input type="checkbox"/> LKR <input type="checkbox"/> PKR <input type="checkbox"/> TOP <input type="checkbox"/> XPF <input type="checkbox"/> BND <input type="checkbox"/> CNY <input type="checkbox"/> HKD <input type="checkbox"/> MYR <input type="checkbox"/> SAR <input type="checkbox"/> TWD <input type="checkbox"/> ZAR <input type="checkbox"/> BRL <input type="checkbox"/> DKK <input type="checkbox"/> IDR <input type="checkbox"/> NOK <input type="checkbox"/> SBD <input type="checkbox"/> USD </p>		
<input type="checkbox"/> Manage templates		
<input type="checkbox"/> Import payment files		
<input type="checkbox"/> Make amendments to import files		<i>Make amendments to Direct Entry import files</i>
<input type="checkbox"/> Create payment files with templates		<i>Generate payment files using your previously saved file templates</i>
<input type="checkbox"/> Create payment files without templates	<i>Generate payment files to third parties not already saved as file templates</i>	

Payments Authorisation Limits

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

Payment Accounts available to User

Office Name (s) (indicate All or list individually by Office name)	Bank, Branch, Account Number and Suffix(es) (indicate All for this Office or list specifically)

Trade Finance Agreement for Payments

Do you want this User to access the Organisation's Trade Finance facility to fund Payments? Yes No

Payment Services available to User

Payment Services of the types selected below will be available to the User through the relevant office.

Office Name (indicate All or list individually by Office name)	NZDES New Zealand Direct Credit Services	NZDES New Zealand Direct Debit Service
	<input type="checkbox"/>	<input type="checkbox"/>

Online FX

Online FX Features and Authority Levels

Features selected below will be available to the User through Corporate online.

Online FX Features (<input checked="" type="checkbox"/> tick)	Description of Feature	Authority Level
<input type="checkbox"/> Deal outright	Request the purchase or sale of a currency for delivery on a selected date	The authority level selected below will apply to all the features selected on the left. <input type="radio"/> Creator only <input type="radio"/> Primary authoriser only <input type="radio"/> Secondary authoriser only <input type="radio"/> Creator and primary authoriser <input type="radio"/> Creator and secondary authoriser <input type="radio"/> n/a
<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	
<input type="checkbox"/> All Online FX features		

Online FX Assigned Office(s)

List the Office name(s) that this User requires access to for Online FX.

Office Name (s) (indicate All or list individually by Office name)

Nominate Administrator to receive token

* Full Name of Nominated Administrator:

If the user being created requires a token to access applications within Corporate Online, the nominated Administrator will receive this token and associated paperwork.

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, 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.

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

Administrator Authorisation

Complete this section if this User will act as an Administrator for your Organisation. Authority must be received by the Organisations Executive Officers to enable this User to undertake this responsibility.

This section must also be completed if an Administrator is being downgraded to a User and as such this User will no longer act as an Administrator for this Organisation.

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"/>

User Authorisation

Complete this section if this User will not act as an Administrator for your Organisation. Authority must be received by the Organisations Administrators to enable this User access to Corporate Online as nominated on this form.

Authorised Administrators for this Organisation are to read and sign this section

I/We certify that I/we are satisfied that the individual nominated as a User and whose signature appears above is authorised by the Organisation to access the Corporate Online applications selected above in respect of Accounts, Receipt and Import services (if applicable) indicated on this form.

I/We undertake to advise you as soon as practicable should the nomination of this User be revoked or the individual ceases to be an employee of the Organisation.

All Payment Authorisers need to be Westpac identified before they can be established on Corporate Online. Before sending this form to Westpac please ensure that the Payment Authorisers have been identified by Westpac. Please contact your Westpac Representative should you require further information on the identification process.

Administrator # 1

As nominated by the Organisation Executive Officers

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

Administrator # 2

If required by your Organisation

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

Certified Copy Certificate – Customer Identification Documents

Administrators/Authorisers Domiciled in New Zealand

- This form is to be used to collect and record an Identification Document(s) for an individual who has been added as an Administrator/Authorisers to Corporate Online OR when the individual is an existing Corporate Online User whose rights are being upgraded to Administrator/Authorisers.
- This form must be submitted either with a 'Corporate Online New Zealand Establishment Form' OR after creating an Authoriser in Corporate online.

SECTION ONE: ORGANISATION DETAILS

Corporate Online Organisation Name

Westpac NZ Relationship Manager

SECTION TWO: NOMINATED ADMINISTRATOR / AUTHORISERS

Applicant Full name Title

Phone Number Mobile Number

Date of Birth Email

Occupation/Designation

Personal Address

Westpac is, or may be, required to verify your identify and certain other information provided in this form.

- Tick here if you are **already a signatory of an account of the organisation or a signatory of a personal account with Westpac** and Westpac already holds your Identification details. No further action required. Please sign below and scan and email the signed form to your Westpac Representative or hand it into a Westpac Branch.

OR

- Tick here if you are **NOT a signatory of a Westpac account** (either an account of the organisation or a personal account). You **MUST** complete SECTION THREE and take acceptable identification and hand this form **in person** to your Westpac Representative or a Westpac Branch.

Exception: You can post an original certified copy of your ID along with this form to: "COL NZ Helpdesk, PO Box 691, Wellington 6140".

Note: A certified copy of ID is a copy of the actual ID document that has been stamped and signed by a Trustee Referee.

Signature of the new Administrator/Authorisers nominated above

Date

SECTION THREE: DETAILS OF THE IDENTIFICATION DOCUMENT

Must take the original of one of the acceptable Identification documents below and hand it to a Westpac staff member along with the completed form.

(Note: There are other identifications and documents where you may require two forms of identification*)

NZ Passport Overseas Passport

NZ Drivers licence Overseas Identity Card

(with electronic verification)

NZ Emergency Travel Document NZ Firearms Licence

NZ Certificate of Identity Other (please specify)

NZ Refugee Travel Document

*More details about Westpac's list of acceptable verification document and Trusted Referees are available at www.westpac.co.nz/AML. Please refer to this web page if your proposed identification document is not on the list above. If you do not have any of the acceptable identification documents listed on this web page, please talk to your Westpac Representative or Westpac Branch about other options.

I understand that by completing this application form I will be providing personal information about me which will be held securely by Westpac New Zealand Limited and/or any entity within the Westpac group. This information will be used now and in the future to provide me with information on the full range of financial services offered by Westpac New Zealand Limited and/or any entity within the Westpac group. I have the right to access and correct this information subject to the provisions of the Privacy Act 1993. This information may be used to update other information about me held by any member of the Westpac group.

WESTPAC USE ONLY

Checklist (To be completed by the staff member receiving this form):

- Record CRS Number for the new Authorisers

(Note: If the new Authorisers does not have a CRS#, you will need to create one for them)

CRS# of

Enter CRS
Numbers

- Complete KYC/CDD for the new Authoriser
- Drag & Drop ID to existing CRS or create a Registered CRS to drag and drop the ID if none available
- Email scanned copy of the form, the Identification Document and the KYC template to the 'col_nz_helpdesk@westpac.co.nz'

Completed by:

Signature

Salary
ID

Instructions for COL NZ Helpdesk

- Forward the email and the attached form to the appropriate Client Services Team

Instructions for Client Services

- Email 'corporatesupport@westpac.com.au' to enable COL access for the new Authoriser
- Record the relationship of the new COL Authoriser to the Organisation i.e. Related Party "COL User" to the Organisation in Section One.

Note: If there is no signature in the 'Westpac Use Only' section and the tick boxes are incomplete, you will need to create a CRS# for the new Authoriser (if necessary) and scan the ID.