



# Corporate Online Organisation Features Amendment Form - Pacific

Complete this form each time you want to add or delete Applications and/or Features or amend Authorisation models and/or User roles within your existing Corporate Online set-up at an Organisation level.

## Section 1 - Organisation Details

Full Name of Organisation:

Corporate Online CIS Key:


## Section 2 – Corporate Online Applications

Add/Modify	Delete	Application	Description
<input type="radio"/>	N/A	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="radio"/>	N/A	Password Expiry	This is the frequency that all Users in your Organisation will be forced to change their sign in password. The new timeframe will become effective the next time each user is forced to change their sign in <input type="radio"/> 90 days <input type="radio"/> 60 days <input type="radio"/> 30 days
<input type="radio"/>	<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"/>	<input type="radio"/>	Payments	Enables you to make <b>domestic payments</b> 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

## Section 3 - Daily Channel Limit for Payments

Your daily local currency 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"/>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">\$</div>		

(enter a dollar value to nominate a different amount to the above options)

## Section 4 - Administering your Organisation in Corporate Online

Administration	Authorisation model
<b>Administration tasks:</b> Includes adding, amending, and deleting part of your Organisation's Corporate Online setup, including Offices, Users, accounts, services, limits, and access.	<input type="radio"/> Single <input type="radio"/> Dual (greater security)
<b>User security tasks:</b> Includes password resets, user lock or unlock and enabling tokens.	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (greater security)

## 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

## Section 5 - Account Features and Authorisation Models

Add	Delete	Accounts Features	
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Transaction information <input type="checkbox"/> Account Statements <input type="checkbox"/> Voucher images	Not Applicable
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Export and export schedule maintenance <input type="checkbox"/> Merge export files	Not Applicable
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Manage stop cheques	<input type="radio"/> Single (default) <input type="radio"/> Dual
<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/> Billing statements	Not Applicable

## Accounts to be accessed via Corporate Online

Add	Delete	BSB and Account Number	Currency	Account Description (maximum 25 characters) This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.	Allow access to view and export balances and transaction information and stop cheques	Allow access to transfer funds and remit funds/ make payments	Does your Organisation own this account?
<input type="radio"/>	<input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	Yes
<input type="radio"/>	<input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	Yes
<input type="radio"/>	<input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	Yes
<input type="radio"/>	<input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	Yes

## Account Features and Authorisation Models

How do you want to refresh intraday transaction information?	<input checked="" type="radio"/> Automatically
What authorisation model do you want to apply to stop cheque requests?	<input type="radio"/> Single (default) <input type="radio"/> 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)

## Section 6 - Billing Statements

Add	Delete	Invoice ID	Description	Add	Delete	Invoice ID	Description
<input type="radio"/>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>		

## Section 7 - Payments Features and Authorisation Models

<input type="checkbox"/> Beneficiary Payments	Transfer funds	<input type="radio"/> None	<input type="radio"/> Single	<input type="radio"/> Dual <i>(greater security)</i>
	Existing and new beneficiary payments		<input type="radio"/> Single	<input type="radio"/> Dual <i>(greater security)</i>
	Manage beneficiary details	<input type="radio"/> None	<input type="radio"/> Single	<input type="radio"/> Dual <i>(greater security)</i>
Payment Currencies <b>(Fiji Only)</b>	<input checked="" type="checkbox"/> <i>(initiate payments in a different currency than that of your 'from' account).</i> <input type="checkbox"/> All Payment currencies OR select allowable currencies below <input type="checkbox"/> AUD <input type="checkbox"/> EUR <input type="checkbox"/> HKD <input type="checkbox"/> NZD <input type="checkbox"/> SGD <input type="checkbox"/> VUV <input type="checkbox"/> CAD <input type="checkbox"/> FJD <input type="checkbox"/> INR <input type="checkbox"/> PGK <input type="checkbox"/> TOP <input type="checkbox"/> WST <input type="checkbox"/> CNY <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> SBD <input type="checkbox"/> USD <input type="checkbox"/> XPF			
Payment Currencies <b>(Papua New Guinea Only)</b>	<input checked="" type="checkbox"/> <i>(initiate payments in a different currency than that of your 'from' account).</i> <input type="checkbox"/> All Payment currencies OR select allowable currencies below <input type="checkbox"/> AUD <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> PHP <input type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> HKD <input type="checkbox"/> NZD <input type="checkbox"/> SBD <input type="checkbox"/> FJD <input type="checkbox"/> INR <input type="checkbox"/> PGK <input type="checkbox"/> SGD			
<input type="checkbox"/> Payments with files	Manage File templates <i>'Australian Direct Entry only'</i>	<input type="radio"/> None	<input type="radio"/> Single	<input type="radio"/> Dual <i>(default)</i>
	Import and create payment files <i>'Create Payment Files is for Australian Direct Entry only'</i>		<input type="radio"/> Single	<input type="radio"/> Dual <i>(default)</i>

## User Roles for Payments

Will you allow Users to be set up as both creator and authoriser?  Yes  No (default) Choosing yes means Users can create tasks as well as authorise tasks that were created by other people

If yes, will you allow Users set up as both creator and authoriser to self-authorise?  Yes  No (default) Choosing yes means Users can create and authorise their own tasks as well as authorise tasks created by others

## Dual Authorisation Security Options for Payments

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

## Payment Services

<b>Papua New Guinea</b>	<b>Fiji</b>
<input type="radio"/> Direct Credit (PGDES Service Type)	<input type="radio"/> Direct Credit (FJDES Service Type)

## Section 8 - Privacy Statement

### Fiji

All personal information and credit-related information (where applicable) we collect about you is collected, used, and disclosed by us in accordance with our Privacy Statement which is available at <https://www.westpac.com.fj/privacy/> or by calling us on 132 032 or from outside Fiji: (679) 3217 800 or visit us in branch. Our Privacy Statement also provides information about how you can access and correct your personal information and make a complaint. You do not have to provide us with any personal information or credit information (where applicable), but if you don't, we may not be able to process your application.

### Papua New Guinea

All personal information and credit-related information (where applicable) we collect about you is collected, used, and disclosed by us in accordance with our Privacy Statement which is available at <https://www.westpac.com.pg/privacy/> or by calling us on (675) 322 0888 or visit us in branch. Our Privacy Statement also provides information about how you can access and correct your personal information and make a complaint. You do not have to provide us with any personal information or credit information (where applicable), but if you don't, we may not be able to process your application.

### OTHER ACKNOWLEDGMENTS AND CONSENTS

- We may confirm the details of the information provided in this application which includes contacting your employer.
- Where you have provided information about another individual, you must make them aware of that fact and the contents of the Privacy Statement.

### DEFINITIONS

"We", "our", "us" means Westpac Banking Corporation ABN 33 007 457 141. "Westpac Group" means Westpac Banking Corporation and its related bodies corporate.

## Section 9 - Authorisation & Acknowledgement

We acknowledge that we have received, read, and agree to the Corporate Online Terms and Conditions and the Fees and Charges Information Sheet, plus specific terms, and conditions relevant to any online applications we have selected above. We also acknowledge that we have read and agree to the terms and conditions set out in above if we have selected the Term Deposit and Evergreen/Notice Saver feature.

Where a preferred option is required to be selected in this form and a selection has not been made, we accept the stated default setting on this form as our chosen option. We declare that the information provided by us in this form, is to the best of our knowledge and belief true and accurate.

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)

#### Executive Officer 2

Duly authorised signatory (Director, Partner, Trustee, Company Secretary)

Name:	
Position:	
Signature:	X
Date	X

Name:	
Position:	
Signature:	X
Date	X

**Once completed and signed please return this form to your Westpac representative.**