

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.

Organisation Details

Full Name of Organisation:

Corporate Online CIS Key:

Selecting 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 domestic payments 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

Daily Channel Limit for Payments

Choose one of the amount options or enter the dollar amount: (Select one only)

AUD limit amount (tick one)

Your daily channel limit is the total amount that can be transacted by your Organisation via Corporate Online per calendar day.

This amount includes import files (the value of both debits and credits are added to the total), beneficiary payments made through all of the Organisation's Offices. Funds transfers between accounts in Corporate Online are excluded.

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"/>	<input type="text" value="\$"/>		

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

Administering your Organisation in Corporate Online

Administration Authorisation Model

Administration	Description	Authorisation model
Administration tasks	Administration tasks are created and authorised to add, amend and delete parts of your Organisation's Corporate Online setup, including Offices, Users, accounts, services, limits, and access. The authorisation model determines the number of people required to authorise an administration task (e.g. Create new or amend existing User) and also applies to the number of Administrators that sign off any Westpac paperwork.	<input type="radio"/> Single <input type="radio"/> Dual (default)
User security tasks	User security tasks are created and authorised to reset passwords, lock or unlock access and enable tokens for your Organisation's Users. The authorisation model determines the number of people required to reset a User password or to lock or unlock a User. (E.g. If single or dual is selected you may require two to three Administrators to be involved in a reset password task. If none is selected a reset password task will be able to be completed by any one Administrator).	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)

Administration User Roles

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

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

Dual Authorisation Security Options for Administration

- 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*

Accounts to be accessed via Corporate Online

Add	Delete	BSB and Account Number	Currency	Account Description <i>(maximum 25 characters)</i> <i>This description will be used for displaying the account in Corporate Online. Administrators can amend this description after establishment.</i>	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"/>	<input type="checkbox"/> No
<input type="radio"/>	<input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
<input type="radio"/>	<input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No
<input type="radio"/>	<input type="radio"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No

Accounts Features and Authorisation Models

What authorisation model do you want to apply to stop cheque requests? Single (default) Dual

User Roles for Accounts

Will you allow Users to both create and authorise stop cheques requests? Yes No *Choosing yes means Users can create stop payment tasks as well as authorise the tasks that were created by other people.*
(default)

If Yes, will you allow Users to self-authorise stop cheque requests? Yes No *Choosing yes means Users can create and authorise their own stop payment tasks as well as authorise tasks created by others.*
(default)

Billing Statements

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

Payments

Payments Features and Authorisation Models

Payment Features	Description of Feature	Authorisation Model
<input type="checkbox"/> Beneficiary Payments	Transfer funds	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)
	Existing and new beneficiary payments	<input type="radio"/> Single <input type="radio"/> Dual (default)
	Manage beneficiary details	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)

Payment Features	Description of Feature	Authorisation Model
Payment Currencies (Fiji Only)	<input checked="" type="checkbox"/> (initiate payments in a different currency than that of your 'from' account). <input type="checkbox"/> AUD <input type="checkbox"/> FJD <input type="checkbox"/> INR <input type="checkbox"/> PGK <input type="checkbox"/> TOP <input type="checkbox"/> WST <input type="checkbox"/> CAD <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> SBD <input type="checkbox"/> USD <input type="checkbox"/> XPF <input type="checkbox"/> EUR <input type="checkbox"/> HKD <input type="checkbox"/> NZD <input type="checkbox"/> SGD <input type="checkbox"/> VUV	
Payment Currencies (Papua New Guinea Only)	<input checked="" type="checkbox"/> (initiate payments in a different currency than that of your 'from' account). <input type="checkbox"/> AUD <input type="checkbox"/> FJD <input type="checkbox"/> HKD <input type="checkbox"/> JPY <input type="checkbox"/> PGK <input type="checkbox"/> SBD <input type="checkbox"/> USD <input type="checkbox"/> EUR <input type="checkbox"/> GBP <input type="checkbox"/> INR <input type="checkbox"/> NZD <input type="checkbox"/> PHP <input type="checkbox"/> SGD	
<input type="checkbox"/> Payments with files	Manage File templates 'Australian Direct Entry only'	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Dual (default)
	Import and create payment files 'Create Payment Files is for Australian Direct Entry only'	<input type="radio"/> Single <input type="radio"/> Dual (default)

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 to be 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 for Payments

Papua New Guinea

Fiji

Direct Credit (PGDES Service Type)

Direct Credit (FJDES Service Type)

Privacy Statement

Once you have completed and submitted this form to Westpac, 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.

Authorisation & Acknowledgement

We acknowledge that we have received, read and agree to the general terms and conditions, the terms and conditions contained in the supplementary terms and conditions applicable to Papua New Guinea /or Fiji, plus specific terms and conditions relevant to any online applications above for Westpac Corporate Online. Where a preferred option is required to be selected and a selection has not made, we accept the stated default settings 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)

Name:	
Position:	
Signature:	
Date	

Executive Officer # 2

(Director, Partner, Trustee, Company Secretary)

Name:	
Position:	
Signature:	
Date	