

## Corporate Online Quick Start Establishment – Pacific

The terms and conditions for Corporate Online are contained in the 'Corporate Online Terms and Conditions' book.

### Organisation Details

|                              |                 |  |  |
|------------------------------|-----------------|--|--|
| Full Name of Organisation:   |                 |  |  |
| Registered Business Address: |                 |  |  |
| Town/Suburb:                 |                 |  |  |
| Country:                     | State/Province: |  |  |

### Selecting Corporate Online Applications

| Application  | Description  |
|--|--|
| <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Payments       | Enables you to make domestic and international payments and payment files using a range of methods within Corporate Online. The range of methods available includes entering a payment transaction manually, using a template or importing a payment file. |

### 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"/>           |                                 |

### Accounts to be accessed via Corporate Online.

| BSB and Account Number | Currency | Account Description<br>(maximum 25 characters)<br>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?<br>(Default is Yes) |
|------------------------|----------|--|---|---|--|
|                        |          |  | <input type="checkbox"/>  | <input type="checkbox"/>                                      | <input type="checkbox"/> No                                  |
|                        |          |  | <input type="checkbox"/>  | <input type="checkbox"/>                                      | <input type="checkbox"/> No                                  |
|                        |          |  | <input type="checkbox"/>  | <input type="checkbox"/>                                      | <input type="checkbox"/> No                                  |
|                        |          |  | <input type="checkbox"/>  | <input type="checkbox"/>                                      | <input type="checkbox"/> No                                  |
|                        |          |  | <input type="checkbox"/>  | <input type="checkbox"/>                                      | <input type="checkbox"/> No                                  |
|                        |          |  | <input type="checkbox"/>  | <input type="checkbox"/>                                      | <input type="checkbox"/> No                                  |

### Administering your Organisation 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 update with automatic update
- Voucher images
- Export transaction information
- Manage account export schedules and merge files. ➤ Manage stop cheques will use a **Dual authorisation** model and Users may be **both creators and authorisers** and **authorisers** may **self-authorise**.
- On- demand schedules
- Mange Stop Cheques

## Billing Statements

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

## Payments Features

### Payments Features and Authorisation Models

|  |   |                           |
|--|---|---------------------------|
| Beneficiary Payments                       | Transfer funds  | ✓ Dual (greater security) |
|  | Existing and new beneficiary payments   | ✓ Dual (greater security) |
|  | Manage beneficiary details  | ✓ Single                  |
| Payment Currencies (Fiji Only)             | ✓ (initiate payments in a different currency than that of your 'from' account).<br><input type="checkbox"/> AUD <input type="checkbox"/> FJD <input type="checkbox"/> INR <input type="checkbox"/> PGK <input type="checkbox"/> TOP <input type="checkbox"/> WST<br><input type="checkbox"/> CAD <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> SBD <input type="checkbox"/> USD <input type="checkbox"/> XPF<br><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) | ✓ (initiate payments in a different currency than that of your 'from' account).<br><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<br><input type="checkbox"/> EUR <input type="checkbox"/> GBP <input type="checkbox"/> INR <input type="checkbox"/> NZD <input type="checkbox"/> PHP <input type="checkbox"/> SGD  |                           |
| Payments with files                        | Manage File templates<br>'Australian Direct Entry only'   | ✓ Single                  |
|  | Import and Create payment files.<br>'Create Payment Files is for Australian Direct Entry only'  | ✓ Dual (greater security) |

### Payment Services for Payments

#### Papua New Guinea

#### Fiji

|  |  |
|--|--|
| <input type="radio"/> Direct Credit (PGDES Service Type) | <input type="radio"/> Direct Credit (FJDES Service Type) |
|--|--|

## 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: | <input type="text"/> |            |                      |
| Town/Suburb:     | <input type="text"/> | State:     | <input type="text"/> |
| Country:         | <input type="text"/> | Post code: | <input type="text"/> |

Welcome letters, Tokens and Passwords are Express Posted to the above mailing address. A PO Box is recommended as your mailing address (for Australia and New Zealand only).

## Billing Account Details

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

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 Papua New Guinea Kinas dollar charges for this Corporate Online Office will be charged to the nominated Papua New Guinea 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 selected in the 'Accounts to be accessed via Corporate Online' section will be added to the account group for each currency.

| 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<br>(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"/> |  |
| Hours of availability | <input type="radio"/> 24 hour, 7 day a week access |   |                               |                                 |                       |                       |                       |                       |                       |                       |                       |                       |  |
|                       | <input type="radio"/> Limited Access               | <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)          |                                 |                       |                       |                       |                       |                       |                       |                       |                       |  |
| <b>Availability</b>   |  | <b>Start Time:</b>  |                               |                                 |                       |                       |                       |                       | <b>Finish Time:</b>   |                       |                       |                       |  |

## Administrator # 1

|                 |                      |        |                      |
|-----------------|----------------------|--------|----------------------|
| Given Name(s):  | <input type="text"/> |        |                      |
| Surname:        | <input type="text"/> | Title: | <input type="text"/> |
| Email Address:  | <input type="text"/> |        |                      |
| Business Phone: | <input type="text"/> |        |                      |

### Personal Information for Administrator # 1

|                      |  |                |  |
|----------------------|--|----------------|--|
| Residential Address: |  |                |  |
| Town/Suburb:         |  | State:         |  |
| Country:             |  | Date of birth: |  |

### Administrator # 2

|                 |  |        |  |
|-----------------|--|--------|--|
| Given Name(s):  |  |        |  |
| Surname:        |  | Title: |  |
| Email Address:  |  |        |  |
| Business Phone: |  |        |  |

### Personal Information for Administrator # 2

|                      |  |                |  |
|----------------------|--|----------------|--|
| Residential Address: |  |                |  |
| Town/Suburb:         |  | State:         |  |
| Country:             |  | Date of birth: |  |

### Administrator # 3

|                 |  |        |  |
|-----------------|--|--------|--|
| Given Name(s):  |  |        |  |
| Surname:        |  | Title: |  |
| Email Address:  |  |        |  |
| Business Phone: |  |        |  |

### Personal Information for Administrator # 3

|                      |  |                |  |
|----------------------|--|----------------|--|
| Residential Address: |  |                |  |
| Town/Suburb:         |  | State:         |  |
| Country:             |  | 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: |  |
| Email Address:  |  |        |  |
| Business Phone: |  |        |  |

### Personal Information for User # 1

|                      |  |                |  |
|----------------------|--|----------------|--|
| Residential Address: |  |                |  |
| Town/Suburb:         |  | State:         |  |
| Country:             |  | 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: |  |
| Email Address:  |  |        |  |
| Business Phone: |  |        |  |

### Personal Information for User # 2

|                      |  |                |  |
|----------------------|--|----------------|--|
| Residential Address: |  |                |  |
| Town/Suburb:         |  | State:         |  |
| Country:             |  | Date of birth: |  |

### Payments Authorisation Limits for User # 2

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

## User # 3

|                 |  |        |  |
|-----------------|--|--------|--|
| Given Name(s):  |  |        |  |
| Surname:        |  | Title: |  |
| Email Address:  |  |        |  |
| Business Phone: |  |        |  |

### Personal Information for User # 3

|                      |  |                |  |
|----------------------|--|----------------|--|
| Residential Address: |  |                |  |
| Town/Suburb:         |  | State:         |  |
| Country:             |  | Date of birth: |  |

### Payments Authorisation Limits for User # 3

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

## User # 4

|                 |  |        |  |
|-----------------|--|--------|--|
| Given Name(s):  |  |        |  |
| Surname:        |  | Title: |  |
| Email Address:  |  |        |  |
| Business Phone: |  |        |  |

### Personal Information for User # 4

|                      |  |                |  |
|----------------------|--|----------------|--|
| Residential Address: |  |                |  |
| Town/Suburb:         |  | State:         |  |
| Country:             |  | Date of birth: |  |

### Payments Authorisation Limits for User # 4

|                      |    |                                    |    |
|----------------------|----|------------------------------------|----|
| 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

We collect personal information from you to process your application, provide you with your product or service, and manage your product or service. We may also use your information to comply with legislative or regulatory requirements in any jurisdiction, prevent fraud, crime or other activity that may cause harm in relation to our products or services and help us run our business.

If you do not provide all the information we request, we may need to reject this application.

We may disclose your personal information to other members of the Westpac Group, anyone we engage to do something on our behalf, and other organisations that assist us with our business.

We may disclose your personal information to an entity which is located outside Australia. Details of the countries where the overseas recipients are likely to be located are in our privacy policy.

As a provider of financial services, we have obligations to disclose some personal information to government agencies and regulators in Australia, and in some cases offshore. We are not able to ensure that foreign government agencies or regulators will comply with Australian privacy laws, although they may have their own privacy laws. By using our products or services, you consent to these disclosures.

We are required or authorised to collect personal information from you by certain laws. Details of these laws are in our privacy policy.

Our privacy policy is available at [westpac.com.au](http://westpac.com.au) or by calling 132 032. It covers:

- how you can access the personal information we hold about you and ask for it to be corrected;
- how you may complain about a breach of the Australian Privacy Principles or a registered privacy code and how we will deal with your complaint;
- how we collect, hold, use and disclose your personal information in more detail.

We will update our privacy policy from time to time.

We will use or disclose your personal information to contact you or send you information about other products and services offered by the Westpac Group or its preferred suppliers. Please call 132 032 or visit any of our branches if you do not wish to receive marketing communications from us.

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, to subsidiaries of the Westpac Group, to 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 can access the personal information we have collected, if we have retained it, by calling the Corporate Helpdesk on 1300 134 291.

#### 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.

#### Administrator # 1

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

#### 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: |  | Surname: |       |  |
| Signature:  |  |          | Date: |  |

**User # 3**

|             |  |          |       |  |
|-------------|--|----------|-------|--|
| Given Name: |  | Surname: |       |  |
| Signature:  |  |          | Date: |  |

**User # 4**

|             |  |          |       |  |
|-------------|--|----------|-------|--|
| Given Name: |  | Surname: |       |  |
| Signature:  |  |          | Date: |  |

**Executive Officers' Authorisation and Acknowledgement**

**Acknowledgement**

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 and Users need to be Westpac identified before they can be established on Corporate Online. Before sending this form to Westpac please ensure that the nominated Administrators and Users has been identified by Westpac. Please contact your Westpac Representative should you require further information on the identification process.

*If you want to access services via Corporate Online that are not owned by your Organisation, the Third Party Account Holder who owns the service must complete a separate Third Party Access Authority Form granting you access, and which 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:      |  |