

Corporate Online User /Administrator 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.

Organisation Details

 Full Name of Organisation:

Establishing your Customer Number in Corporate Online

If you have a Customer Number already, please insert your customer number.

 8-digit customer number:

User Details

 Given Name(s):

 Surname:

 Title:

 Email Address:

 Business Phone:

 Mobile:

 Primary Office Name:

(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"/>

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 times below)*
 Monday

 Tuesday

 Wednesday

 Thursday

 Friday

(select times below)
Availability
Start Time:
Finish Time:

Personal Information

 Residential Address:

 Town/Suburb:

 State:

 Country:

 Date of birth:

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"/> Payments	Enables you to make domestic and international payments using a range of methods including creating a payment file within Corporate Online, by entering a payment transaction manually, using a template or importing a payment file.

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

Accounts Features	Description of Feature	Authority Level
<input type="checkbox"/> Transaction information	<i>Account and transaction data available at a glance</i>	<i>Not Applicable</i>
<input type="checkbox"/> Current Data update	<i>Real time access to transactions that have occurred on the current business day</i>	
<input type="checkbox"/> Export and export schedule maintenance	<i>Account and transaction data available in a variety of exportable formats</i>	<i>Not Applicable</i>
<input type="checkbox"/> Merge export files	<i>Amalgamate multiple data schedules into a single file for download</i>	
<input type="checkbox"/> Manage stop cheques	<i>Request a stop payment to be placed on an un-presented cheque</i>	<input type="radio"/> Creator only (<i>default</i>) <input type="radio"/> Primary authoriser only <input type="radio"/> Creator and primary authoriser <input type="radio"/> n/a
<input type="checkbox"/> View, print and export billing statements	<i>Access the previous 12 months of billing statements</i>	<i>Not Applicable</i>

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	Invoice Account ID	Invoice Account ID

Payments

Payments Features and Authority Levels

Payment Features	Authority Level
<input type="checkbox"/> Transfer	The authority level selected below will apply to all the features selected on the left. <input type="radio"/> Creator only (default) <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"/> Existing beneficiary payments	
<input type="checkbox"/> New beneficiary payments	
<input type="checkbox"/> Manage beneficiary details	
Fiji ONLY <input type="checkbox"/> (initiate all 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	
Papua New Guinea ONLY <input type="checkbox"/> (initiate all 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"/> Manage templates	
<input type="checkbox"/> Import payment files	

Payments Authorisation Limits for User # 1

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

Payment Accounts available to User

BSB and Account number (s) <small>(indicate All or list individually by account number)</small>	Office Name (s) <small>(indicate All or list individually by Office name)</small>

Payment Services available to User

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

Office Name <small>(List specifically)</small>	PGDES <small>PNG Direct Credit Service</small>	FJDES <small>FIJI Direct Credit Service</small>

Nominate Administrator to receive token.

* Full Name of Nominated Administrator:

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, 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 information we have collected, if we have retained it, by calling the Corporate Helpdesk on 322 0999.

*Signature of User:

*Date:

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 nominated 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 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 User has 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"/>