



New  Amend

# Corporate Online User Establishment - Pacific

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

## Section 1 - Organisation Details

Full Name of Organisation:

## Section 2 – 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:

## Section 3 – User Details (all fields are mandatory)

Given Name(s):	<input type="text"/>										
Surname:	<input type="text"/>								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"/>
Hours of availability <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			<input type="radio"/> (Select times below)		
<b>Availability</b>			<b>Start Time:</b>						<b>Finish Time:</b>	

## Personal Information (all fields are mandatory)

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

## Section 4 – 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.

## Section 5 – 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

--	--

## Section 6 – Account Features and Authority Levels

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

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

## Section 7 – Billing Statements

Invoice Account ID	Invoice Account ID	Invoice Account ID

## Section 8 – Payment Features and Authority Levels

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

### Payment Features

### Authority Level

<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> <p><b>Note: If any authoriser authority level is selected above and the company holds New Zealand accounts section 13 MUST be completed.</b></p>
<input type="checkbox"/> Existing beneficiary Payments	
<input type="checkbox"/> New beneficiary payments	
<input type="checkbox"/> Manage beneficiary details	
<b>Fiji ONLY</b> <input type="checkbox"/> (initiate all payments in a different currency than that of your 'from' account). 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	
<b>Papua New Guinea ONLY</b> <input type="checkbox"/> (initiate all payments in a different currency than that of your 'from' account). 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"/> Manage templates	
<input type="checkbox"/> Import payment files	

## Payment Authorisation Limits

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

## Payment Accounts available to User

BSB and Account number (s) (Indicate All or list individually by account number)	Office Name (s) (Indicate All or list individually by Office name)

## Payment Services available to User

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

Office Name (List specifically)	PGDES PNG Direct Credit Service	FJDES FIJI Direct Credit Service

## Section 9 – 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.

## Section 10 – 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.

Given Name:

Surname:

Signature:

Date:

## Section 11 – 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:

Position:

Signature:

Date

**Executive Officer 2**

(Director, Partner, Trustee, Company Secretary)

Name:

Position:

Signature:

Date

**Section 12 – 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 on Page 8 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.

**Administrator 1**

Verifying Officer (i.e. the person(s) nominated by your Organisation to identify Users of Corporate Online)

Name:

Position:

Signature:

Date

**Administrator 2**

If required by your Organisation

Name:

Position:

Signature:

Date

**Section 13 – Bank Use Only (FIJI Only)**

The following is Mandatory for all Fiji Organisations and MUST be completed by employees of the Westpac Banking Corporation.

The user must be identified by a Fiji Westpac Branch please insert the customer identification number.

10 - Digit Customer Identification File Number :