Corporate Online



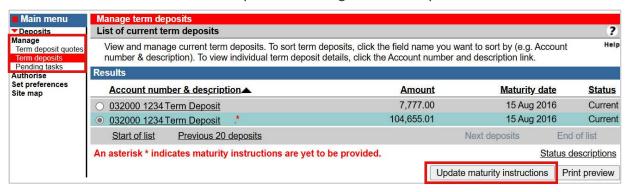
Providing term deposit maturity instructions.

Follow this guide to provide maturing instructions for your term deposits. You will receive a message through Corporate Online when maturity instructions can be provided for a Term deposit.

To perform this procedure, you require **Creator** access to the **Manage term deposits** feature then be an **Authoriser** to confirm the instructions.

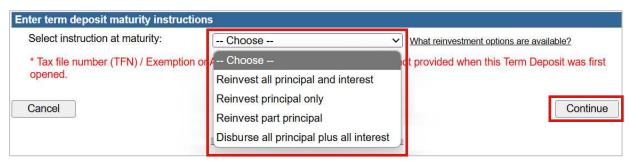
Getting started

1. From the left-hand menu, select **Deposits > Manage > Term deposits**.



2. Select the Term Deposit and select **Update maturity instructions**.

Entering maturity instruction details

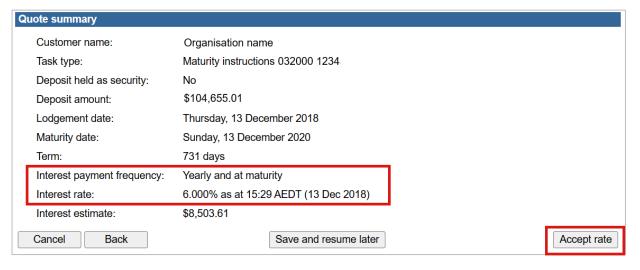


- 3. Complete the details as follows:
 - Select a Maturity instructions option from the list.
 - To reinvest some funds, select if you want to add additional funds and enter the amount to add and select an account to debit for the additional funds.
 - To reinvest only part of the principal, specify the amount to be reinvested (minimum \$5,000.00)
 - To reinvest some funds, specify when you want the term deposit to mature by selecting a **Term** or specifying a **Maturity date**. Specify when interest is to be paid where applicable.
 - To disburse some or the entire principal, specify the **account to receive the principal**. Select to save the account for future use with this deposit.
 - To disburse interest, specify the account to receive the interest. Select to save the account for future use with this deposit.
 - Select Continue.

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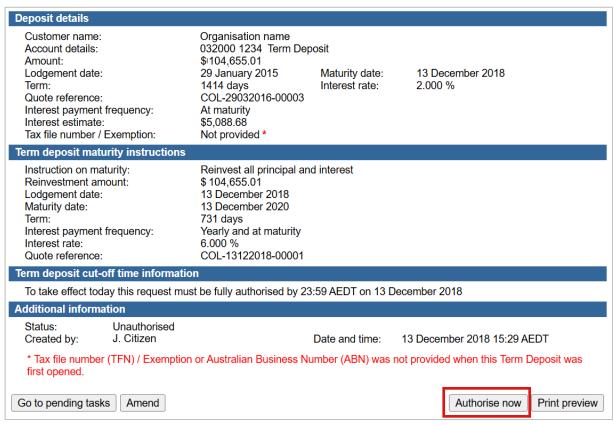
Quote details



4. Review and select (where applicable) the interest rate to apply to the reinvested amount and select **Accept rate**.

Confirmation

Maturity instructions are now ready for authorisation. Depending on the Authorisation model used by your Organisation for Term Deposits "single" or "dual" authorisation may be required.



5. Where your access allows, review the term deposit details, and then select Authorise now.

Corporate Online updates the status of the term deposit and displays the **Authorise** list. If the maturity instructions are displayed with a status of 'Part authorised', ask another user to signin and second authorise the maturity instructions by selecting **Authorise** from the left-hand menu.