

## Corporate Online User Establishment

## New User

Complete one copy of this form for each User being established in Corporate Online.

<b>Westpac Use Only</b>	
Organisation CIS Key:	82819110082

To upgrade an existing User to Administrator, tick here then complete sections 1, 2 and 8. ☒ Upgrade to Administrator  
To downgrade an Administrator to a User, tick here then complete sections 1b and 8. ☐ Downgrade to User

Please provide the Corporate Online customer number in section 1a when upgrading or downgrading a User

- i** If a list doesn't have enough space, complete a Corporate Online Form Annexure and attach it to this form
- 2** Only applications, features, accounts, services, authority models and levels that have been nominated at the Organisation level can be nominated for this User

### 1. Organisation Details

Always complete this section.

**2** Enter the name of the Organisation which the User will be attached to in Corporate Online.

Full Name of Organisation: CITY OF JOONDALUP

### 1a. Establishing your Customer Number in Corporate Online

Complete this section if you are an existing Westpac personal banking customer. Not available to New Zealand residents.

If you are an existing Westpac personal banking customer you can re-use your personal banking customer number to access Corporate Online instead of receiving a new customer number. If permitted by your Organisation, do you want to use your personal 8-digit customer number?

☒ Yes

8-digit customer number:

83522109

☐ No

**2** Your existing personal customer number will not give you access to your personal accounts via Corporate Online

### 1b. User Details

Complete this section for all new Users. Fields marked \* are mandatory.

* Given Name(s):	WILLIAM		
* Surname:	MULCAHY	* Title:	MR
Email Address:	william.mulcahy@joondalup.wa.gov.au		
* Business Phone:	08 9400 4475	Fax:	
* Employer Name:	CITY OF JOONDALUP		
* Primary Office Name:	CITY OF JOONDALUP		

(Corporate Online Primary Office used for mailing & billing purposes)

**2** Please nominate the times you want this User to be able to access Corporate Online. Nominated times are AEST.

\* Hours of availability: ☐ 24 hour, 7 day access (default) ☒ Allow access on Monday to Friday between the times:  
Start: 7AM am/pm Finish: 10PM am/pm

Nominated times must be on the half hour e.g. 8.30am to 5.00pm

### 1c. Nominate Administrator to receive token

Always complete this section.

**2** Please nominate the name of the Administrator to receive the token (if applicable) for this User.

\* 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.



## 1d. Personal Information

This section must be completed by the User being established. Fields marked \* are mandatory.

☒ This information is 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.

* Residential Address:	24 WAITARA CR		
*Town/Suburb:	GREENWOOD	State:	6024
*Country:	Australia	Postal code:	WA
*Security keyword:	Joondalup	*Date of birth:	16/11/1949

Nominate a security keyword that will be used for security purposes

## 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 1300 134 291.

\*Signature of User:



\*Date:

18/09/2008

## 2. Administrator User Profile

Complete this section only if the User will act as an Administrator for the Organisation, otherwise go to Section 3.

☒ Administrators may act as a Verifying Officer on behalf of the Organisation and are authorised to identify, add, amend or delete Users, assign accounts and services to Organisations, Offices and Users, reset passwords, lock and unlock Users, enable tokens for authenticating Users along with amend an existing Daily Channel limit. Administrators must be employees of the Organisation or a Related Company.

### 2a. Administrator Authority Level

☒ Choose the authority level for this User relating to Administration tasks performed in your Organisation. (Select one only)

- ☐ Creator only (default)
- ☐ Primary authoriser only
- ☐ Secondary authoriser only
- ☒ Creator and primary authoriser
- ☐ Creator and secondary authoriser

### 2b. Administrator Role

☒ Choose the Administrator role for this User. (Select one only)

- ☒ Super Administrator Ability to manage all Offices and Users or create new Offices and Users within your Organisation
- ☐ Local Administrator (default) Ability to manage existing Users or create new Users, and assign access within the assigned Offices

The Local Administrator manages the following Offices

(list Office Names for this Administrator in table below):




### 3. Corporate Online Applications for this User

Always complete this section.

✎ Choose the Applications you want to be available to this User in Corporate Online.

Application (☑ tick)	Description	Instruction
<input type="checkbox"/> Accounts	Enables you to view balance and transaction details for all the accounts nominated and stop payment on cheques for applicable accounts.	Complete sections 4 and 8 or 9
<input type="checkbox"/> Payments	Enables you to make both 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.	Complete sections 6 and 8 or 9
<input type="checkbox"/> Receipts	Enables you to view and/or export receipt details for Inward Dishonours, Direct Entry Returns, RECall, EFTPoS and Commercial Credit Card reporting if nominated.	Complete sections 5 and 8 or 9
<input type="checkbox"/> Online FX	Enables you to view FX deals as they happen, check, settle and authorise deals online, obtain live quotes, request live process and execute spot and forward deals.	Complete sections 7 and 8 or 9
<input type="checkbox"/> Research	Enables you to access strategic market information, economic insights and financial forecasting.	No additional section required

- ① If you want this User to be able to access other Corporate Online applications (e.g. Agency or Term Deposits), your Corporate Online Administrators will need to assign those applications, features, Offices, accounts and/or services required by this User after the User has been established by Westpac.

### 4. Accounts

Complete this section if you selected the Accounts application in Section 3 above.

#### 4a. Accounts Features and Authority Levels

✎ Choose the Accounts features you want to be available to this User and the corresponding authority level.

Accounts Features (☑ tick)	Description of Feature	Authority Level (tick one)
<input type="checkbox"/> Transaction information <input type="checkbox"/> Current Data update <input type="checkbox"/> Account Statements <input type="checkbox"/> Voucher images	Previous 100 days of account and transaction data available at a glance Real time access to transactions that have occurred on the current business day Previous 12 months of account statements are stored electronically and are available for retrieval Retrieve images of paper vouchers related to transactions where available	Not Applicable
<input type="checkbox"/> Export and export schedule maintenance <input type="checkbox"/> Merge export files <input type="checkbox"/> On-demand schedules	Previous 100 days of account and transaction data available in a variety of exportable formats Amalgamate multiple data schedules into a single file for download Request Westpac to prepare data and make it available for same day download	Not Applicable
<input type="checkbox"/> Manage stop cheques	Request a stop payment to be placed on an unpresented cheque	<input type="radio"/> Creator only (default) <input type="radio"/> Primary authoriser only <input type="radio"/> Creator and primary authoriser
<input type="checkbox"/> View and print account segmentation information <input type="checkbox"/> Adjustments <input type="checkbox"/> Move transactions <input type="checkbox"/> Split transactions	18 months of data for segmented accounts available at a glance Initiate transactions to adjust balances between segments within an account's segment layer Reallocate a transaction from one segment to another segment within an account Allocate a single transaction across multiple segments within an account	Not Applicable



<b>Accounts Features (☑ tick)</b>	<b>Description of Feature</b>	<b>Authority Level (tick one)</b>
<input type="checkbox"/> Manage segment level segmentation set-up <input type="checkbox"/> Manage account level segmentation set-up	Maintain the rules for individual segments within an account Maintain the rules for accounts with segmentation	Not Applicable
<input type="checkbox"/> Export account segmentation information	18 months of data for segmented accounts available in a variety of exportable formats	Not Applicable
<input type="checkbox"/> Prepare segment accounts for export	Request Westpac to prepare data in exportable format for download to an accounting software package	Not Applicable

#### 4b. Account Groups available to this User

✎ For each Office the User has access to, list the Account Group Names this User may access within that Office (along side the Office Name).

<b>Office Name</b> (indicate All or list individually by Office name)	<b>Account Group Name</b> (indicate All or list individually by Group Name)

### 5. Receipts

Complete this section if you selected the Receipts application in Section 3 above.

#### 5a. Receipts Features

✎ Choose the Receipts features you want to be available to this User in Corporate Online.

<b>Receipts Features (☑ tick)</b>	<b>Description of Feature</b>	<b>Authorisation Model (tick one)</b>
<input type="checkbox"/> Browse <input type="checkbox"/> Voucher images	Previous 100 business days of balance and transaction information is available to view and/or print Retrieve images of paper vouchers related to transactions where available	Not Applicable
<input type="checkbox"/> Export <input type="checkbox"/> Merge export files	Balance and transaction information can be made available overnight to download to accounting software Amalgamate multiple data schedules into a single file for download	Not Applicable

#### 5b. Receipt Services available to User

✎ List the Receipt services you want to be available to this User via Corporate Online.

<b>Office Name</b> (List specifically)	<b>Service ID*</b> (indicate All for this Office or list specifically)	<b>Receipt Service Types</b> (tick to indicate the service type)				
		<b>AUDER</b> Direct Entry Return Reporting	<b>AUICD</b> Inward Cheque Dishonours	<b>AUPOS</b> EFTPOS Reporting	<b>AURRP</b> RECall Remittance Processing	<b>AUCCS</b> Commercial Credit Cards
		<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"/>	<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"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	*Specify the Service ID according to the service type selected:	Specify a 6-digit Direct Entry ID + BSB & Account No.	Specify the BSB & Account No	Specify an 8-digit Merchant ID + BSB & Account No.	Specify a 6-digit RECall ID	Specify an 8-digit Company ID



## 6. Payments

Complete this section if you selected the Payments application in Section 3 above.

### 6a. Payments Features and Authority Levels

Choose the Payments features you want to be available to this User in Corporate Online and the corresponding authority level.

Payment Features (✓ tick)	Description of Feature	Authority Level (tick one)
<input type="checkbox"/> Transfer	Move funds between multiple Westpac accounts of the same currency held by the Organisation	<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>
<input type="checkbox"/> Existing beneficiary payments	Initiate payment to third parties using previously saved beneficiary details including tax payments	
<input type="checkbox"/> New beneficiary payments	Initiate payments to third parties not previously saved as beneficiaries	
<input type="checkbox"/> Cross-currency payments	Initiate payments in a different currency than that of your 'from' account	
Select allowable currencies for cross-currency payments: <div style="display: flex; flex-wrap: wrap;"> <div style="margin-right: 10px;"><input type="checkbox"/> AUD</div> <div style="margin-right: 10px;"><input type="checkbox"/> FJD</div> <div style="margin-right: 10px;"><input type="checkbox"/> JPY</div> <div style="margin-right: 10px;"><input type="checkbox"/> PKR</div> <div style="margin-right: 10px;"><input type="checkbox"/> TOP</div> <div style="margin-right: 10px;"><input type="checkbox"/> BND</div> <div style="margin-right: 10px;"><input type="checkbox"/> GBP</div> <div style="margin-right: 10px;"><input type="checkbox"/> LKR</div> <div style="margin-right: 10px;"><input type="checkbox"/> SAR</div> <div style="margin-right: 10px;"><input type="checkbox"/> USD</div> <div style="margin-right: 10px;"><input type="checkbox"/> CAD</div> <div style="margin-right: 10px;"><input type="checkbox"/> GRD</div> <div style="margin-right: 10px;"><input type="checkbox"/> NOK</div> <div style="margin-right: 10px;"><input type="checkbox"/> SBD</div> <div style="margin-right: 10px;"><input type="checkbox"/> VUV</div> <div style="margin-right: 10px;"><input type="checkbox"/> CHF</div> <div style="margin-right: 10px;"><input type="checkbox"/> HKD</div> <div style="margin-right: 10px;"><input type="checkbox"/> NZD</div> <div style="margin-right: 10px;"><input type="checkbox"/> SEK</div> <div style="margin-right: 10px;"><input type="checkbox"/> WST</div> <div style="margin-right: 10px;"><input type="checkbox"/> DKK</div> <div style="margin-right: 10px;"><input type="checkbox"/> IDR</div> <div style="margin-right: 10px;"><input type="checkbox"/> PGK</div> <div style="margin-right: 10px;"><input type="checkbox"/> SGD</div> <div style="margin-right: 10px;"><input type="checkbox"/> XPF</div> <div style="margin-right: 10px;"><input type="checkbox"/> EUR</div> <div style="margin-right: 10px;"><input type="checkbox"/> INR</div> <div style="margin-right: 10px;"><input type="checkbox"/> PHP</div> <div style="margin-right: 10px;"><input type="checkbox"/> THB</div> <div style="margin-right: 10px;"><input type="checkbox"/> ZAR</div> </div>		
or		
<input type="checkbox"/> All available currencies (default)		
<input type="checkbox"/> Manage beneficiary details	Save and store the payment details for third parties you frequently pay	
<input type="checkbox"/> Manage templates	Save and store payment details of groups or third parties you frequently pay using payment files	
<input type="checkbox"/> Import payment files	Process payment files you have generated using your own accounting systems	
<input type="checkbox"/> Create payment files with templates	Generate payment files using your previously saved file templates	
<input type="checkbox"/> Create payment files without templates	Generate payment files to third parties not already saved as file templates	
<input type="checkbox"/> Extendable cut-offs	Allow authorisers to request that Westpac accept a payment or file after the standard cut-off time	

### 6b. Payments Authorisation Limits

Complete this section if you have nominated this User to be an authoriser for Payments in section 6a above.

The amounts nominated below must be in line with the Daily Channel limit nominated at the Organisation level

Payment daily limit:	<input style="width: 150px;" type="text" value="\$"/>	The maximum this User will be allowed to authorise for any calendar day relating to beneficiary and/or tax payments. Future dated payments are taken into account on the day they are authorised not the value date of the payment
Payment transaction limit:	<input style="width: 150px;" type="text" value="\$"/>	The maximum this User will be allowed to authorise for any single transaction for beneficiary and tax payments
Import daily limit:	<input style="width: 150px;" type="text" value="\$"/>	The maximum this User will be allowed to authorise for any calendar day relating to payment files (both imported and created)
Import individual transaction limit:	<input style="width: 150px;" type="text" value="\$"/>	The maximum this User will be allowed to authorise for any single transaction within a file (both imported and created)



**6c. Payment Accounts available to User**

- List the Payment accounts you want to be available to this User along with the name of the Office you want the User to access the account through.

Office Name (s)	BSB and Account number (s)

**6d. Trade Finance Agreement for Payments**

Complete this section if you selected the Payments application in Section 3 above.

Do you want this User to access the Organisation's Trade Finance facility to fund Payments? ☐ Yes ☐ No

If yes, list the Office Name you want the User to access the facility from

**6e. Payment Import Services available to User**

- List the Import service ID(s) and service type you want to make available to this User along with the name of the Office you want the User to access the service through.

Office Name (List specifically)	Service ID* (Indicate All for this Office or list specifically)	Import Service Types (tick to indicate service type)	
		AUDES <small>Australia Direct Entry Services</small>	AUPPS <small>Australia Payment Processing Service</small>
		<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"/>	<input type="radio"/>
*Specify the Service ID according to the service type selected:		Specify User ID + UPS Name	Specify a PPS ID - up to 8 characters

**7. Online FX**

Complete this section if you selected the Online FX application in Section 3 above.

**7a. Online FX Features and Authority Levels**

- Choose the Online FX features you want to be available to this User in Corporate Online.

Online FX Features (tick)	Description of Feature	Authority Level (tick one)
<input type="checkbox"/> Deal outright	Request the purchase or sale of a currency for delivery on a selected date	Not Applicable
<input type="checkbox"/> Extend deals	Extend the value of a deal (or part of a deal) beyond its current date	
<input type="checkbox"/> Pre-deliver deals	Bring forward the value date of a deal (or part of a deal) to before its current date	
<input type="checkbox"/> Confirm deals	View and confirm the status of any deals you have already executed	



## 7b. Online FX Assigned Office(s)

List the Office name(s) that this User requires access to for Online FX.

<b>Office Name (s)</b> (indicate All or list individually by Office name)

## 8. 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 on Page 2, to be an Administrator/Verifying Officer on behalf of the Organisation in respect of all Users and all Accounts, Receipt services, Import services and Agency services nominated for access through Corporate Online. We authorise the Administrator to:

- Identify, add, amend or delete Users;
- Add, amend or delete Offices;
- Add and assign accounts and services;
- Amend the existing daily channel limit for the Organisation;
- Enable tokens for Authenticating Users
- Amend account access (via Accounts and/or Payments)
- Reset passwords, lock and unlock Users.

We certify that the Organisation is either a "public authority" or "incorporated body" as defined under the Commonwealth Government Financial Transaction Reports Act 1988 (FTRA) and is eligible under the FTRA 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 of the Organisation.

Where we have indicated on page 1 to downgrade an Administrator to a User, we acknowledge that by signing the below section the functions of an Administrator listed above will no longer be available to this User.

Where a preferred option is required to be selected and a selection has not been made, we accept the stated default setting on this form as our chosen option.

We undertake to ensure that the Administrator will inform each User of the Privacy Statement located on Page 2.

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.

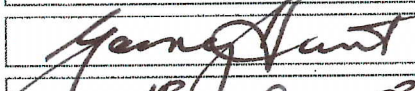
### Signed for and on behalf of the Organisation


#### Executive Officer # 1

Duly authorised signatory (e.g. Director, Trustee, Partner)

Name: ☒ GARRY HUNT

Position: ☒ CHIEF EXECUTIVE OFFICER

Signature: 


Date: 


#### Executive Officer # 2

(Director, Partner, Trustee, Company Secretary)

Name: ☒ SAID HAFEZ

Position: ☒ MANAGER FINANCIAL SERVICES

Signature: 

Date: 



## 9. 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 2 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:

## Westpac Use Only

### Acknowledgment

I certify that the Executive signatures provided above in section 8 are duly authorised signatories and have been verified. Where this Organisation does not qualify to nominate Verifying Officers under the FTRA legislation, I have ensured that an FTRA ID is supplied below.

**Verified and approved by** (Westpac Approving Officer)

Name:   
Position:   
Signature:  Date:

Is the Organisation that the User will be attached to, eligible under the FTRA legislation to nominate and use the Verifying Officer Model?

☐ Yes

☐ No

*If No, they must be 100 point identified by Westpac and an FTRA ID must be recorded below.*

User FTRA ID:

*Required if the User is an Administrator of the Organisation or where No was selected above.*

Annexure attached? ☐ Yes ☐ No **If yes, list the total number of pages attached**

### COSH Verification

The number of Administrators and their current Administrator status must be verified.

**Verified by**

Name:   
Signature:  Date:

**Important Note** This document is a permanent customer record and must be retained for the period stated in the Records Management policy.



## Corporate Online User Establishment

## New User

Complete one copy of this form for each User being established in Corporate Online.

<b>Westpac Use Only</b>	
Organisation CIS Key:	82819110082

To upgrade an existing User to Administrator, tick here then complete sections 1, 2 and 8. ☒ Upgrade to Administrator

To downgrade an Administrator to a User, tick here then complete sections 1b and 8. ☐ Downgrade to User

Please provide the Corporate Online customer number in section 1a when upgrading or downgrading a User

① If a list doesn't have enough space, complete a Corporate Online Form Annexure and attach it to this form

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

### 1. Organisation Details

Always complete this section.

➤ Enter the name of the Organisation which the User will be attached to in Corporate Online.

Full Name of Organisation: CITY OF JOONDALUP

### 1a. Establishing your Customer Number in Corporate Online

Complete this section if you are an existing Westpac personal banking customer. Not available to New Zealand residents.

If you are an existing Westpac personal banking customer you can re-use your personal banking customer number to access Corporate Online instead of receiving a new customer number. If permitted by your Organisation, do you want to use your personal 8-digit customer number?

☒ Yes

8-digit customer number:

46286160

☐ No

➤ Your existing personal customer number will not give you access to your personal accounts via Corporate Online

### 1b. User Details

Complete this section for all new Users. Fields marked \* are mandatory.

\* Given Name(s): IAN THOMAS

\* Surname: COWIE

\* Title: MR

Email Address: ian.cowie@joondalup.wa.gov.au

\* Business Phone: 08 9400 4418

Fax: 08 9400 4572

\* Employer Name: CITY OF JOONDALUP

\* Primary Office Name: CITY OF JOONDALUP

(Corporate Online Primary Office used for mailing & billing purposes)

➤ Please nominate the times you want this User to be able to access Corporate Online. Nominated times are AEST.

\* Hours of availability: ☐ 24 hour, 7 day access

(default)

☒ Allow access on Monday to Friday between the times:

Start: 9AM

am/pm

Finish: 9PM

am/pm

Nominated times must be on the half hour e.g. 8.30am to 5.00pm

### 1c. Nominate Administrator to receive token

Always complete this section.

➤ Please nominate the name of the Administrator to receive the token (if applicable) for this User.


\* 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.



## 1d. Personal Information

This section must be completed by the User being established. Fields marked \* are mandatory.

 This information is 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.

* Residential Address:	19 EDNAH STREET		
*Town/Suburb:	COMO	State:	6152
*Country:	Australia	Postal code:	WA
*Security keyword:	joondalup	*Date of birth:	17/05/1960

Nominate a security keyword that will be used for security purposes


## 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 1300 134 291.


*Signature of User:		*Date:	18/9/08
---------------------	---	--------	---------

## 2. Administrator User Profile

Complete this section only if the User will act as an Administrator for the Organisation, otherwise go to Section 3.


 Administrators may act as a Verifying Officer on behalf of the Organisation and are authorised to identify, add, amend or delete Users, assign accounts and services to Organisations, Offices and Users, reset passwords, lock and unlock Users, enable tokens for authenticating Users along with amend an existing Daily Channel limit. Administrators must be employees of the Organisation or a Related Company.

### 2a. Administrator Authority Level

 Choose the authority level for this User relating to Administration tasks performed in your Organisation. (Select one only)

- ☐ Creator only (default)
- ☐ Primary authoriser only
- ☐ Secondary authoriser only
- ☒ Creator and primary authoriser
- ☐ Creator and secondary authoriser

### 2b. Administrator Role

 Choose the Administrator role for this User. (Select one only)

- ☒ Super Administrator Ability to manage all Offices and Users or create new Offices and Users within your Organisation
- ☐ Local Administrator (default) Ability to manage existing Users or create new Users, and assign access within the assigned Offices

The Local Administrator manages the following Offices

(list Office Names for this Administrator in table below):




### 3. Corporate Online Applications for this User

Always complete this section.

✎ Choose the Applications you want to be available to this User in Corporate Online.

Application (☑ tick)	Description	Instruction
<input type="checkbox"/> Accounts	Enables you to view balance and transaction details for all the accounts nominated and stop payment on cheques for applicable accounts.	Complete sections 4 and 8 or 9
<input type="checkbox"/> Payments	Enables you to make both 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.	Complete sections 6 and 8 or 9
<input type="checkbox"/> Receipts	Enables you to view and/or export receipt details for Inward Dishonours, Direct Entry Returns, RECall, EFTPoS and Commercial Credit Card reporting if nominated.	Complete sections 5 and 8 or 9
<input type="checkbox"/> Online FX	Enables you to view FX deals as they happen, check, settle and authorise deals online, obtain live quotes, request live process and execute spot and forward deals.	Complete sections 7 and 8 or 9
<input type="checkbox"/> Research	Enables you to access strategic market information, economic insights and financial forecasting.	No additional section required

① If you want this User to be able to access other Corporate Online applications (e.g. Agency or Term Deposits), your Corporate Online Administrators will need to assign those applications, features, Offices, accounts and/or services required by this User after the User has been established by Westpac.

### 4. Accounts

Complete this section if you selected the Accounts application in Section 3 above.

#### 4a. Accounts Features and Authority Levels

✎ Choose the Accounts features you want to be available to this User and the corresponding authority level.

Accounts Features (☑ tick)	Description of Feature	Authority Level (tick one)
<input type="checkbox"/> Transaction information <input type="checkbox"/> Current Data update <input type="checkbox"/> Account Statements <input type="checkbox"/> Voucher images	Previous 100 days of account and transaction data available at a glance Real time access to transactions that have occurred on the current business day Previous 12 months of account statements are stored electronically and are available for retrieval Retrieve images of paper vouchers related to transactions where available	Not Applicable
<input type="checkbox"/> Export and export schedule maintenance <input type="checkbox"/> Merge export files <input type="checkbox"/> On-demand schedules	Previous 100 days of account and transaction data available in a variety of exportable formats Amalgamate multiple data schedules into a single file for download Request Westpac to prepare data and make it available for same day download	Not Applicable
<input type="checkbox"/> Manage stop cheques	Request a stop payment to be placed on an unpresented cheque	<input type="radio"/> Creator only (default) <input type="radio"/> Primary authoriser only <input type="radio"/> Creator and primary authoriser
<input type="checkbox"/> View and print account segmentation information <input type="checkbox"/> Adjustments <input type="checkbox"/> Move transactions <input type="checkbox"/> Split transactions	18 months of data for segmented accounts available at a glance Initiate transactions to adjust balances between segments within an account's segment layer Reallocate a transaction from one segment to another segment within an account Allocate a single transaction across multiple segments within an account	Not Applicable



Accounts Features ( <input checked="" type="checkbox"/> tick)	Description of Feature	Authority Level (tick one)
<input type="checkbox"/> Manage segment level segmentation set-up	Maintain the rules for individual segments within an account	Not Applicable
<input type="checkbox"/> Manage account level segmentation set-up	Maintain the rules for accounts with segmentation	
<input type="checkbox"/> Export account segmentation information	18 months of data for segmented accounts available in a variety of exportable formats	Not Applicable
<input type="checkbox"/> Prepare segment accounts for export	Request Westpac to prepare data in exportable format for download to an accounting software package	Not Applicable

#### 4b. Account Groups available to this User

✎ For each Office the User has access to, list the Account Group Names this User may access within that Office (along side the Office Name).

Office Name (Indicate All or list individually by Office name)	Account Group Name (Indicate All or list individually by Group Name)

### 5. Receipts

Complete this section if you selected the Receipts application in Section 3 above.

#### 5a. Receipts Features

✎ Choose the Receipts features you want to be available to this User in Corporate Online.

Receipts Features ( <input checked="" type="checkbox"/> tick)	Description of Feature	Authorisation Model (tick one)
<input type="checkbox"/> Browse	Previous 100 business days of balance and transaction information is available to view and/or print	Not Applicable
<input type="checkbox"/> Voucher images	Retrieve images of paper vouchers related to transactions where available	
<input type="checkbox"/> Export	Balance and transaction information can be made available overnight to download to accounting software	Not Applicable
<input type="checkbox"/> Merge export files	Amalgamate multiple data schedules into a single file for download	

#### 5b. Receipt Services available to User

✎ List the Receipt services you want to be available to this User via Corporate Online.

Office Name (List specifically)	Service ID* (Indicate All for this Office or list specifically)	Receipt Service Types (tick to indicate the service type)				
		AUDER Direct Entry Return Reporting	AUICD Inward Cheque Dishonours	AUPOS EFTPOS Reporting	AURRP RECall Remittance Processing	AUCCS Commercial Credit Cards
		<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"/>	<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"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	*Specify the Service ID according to the service type selected:	Specify a 6-digit Direct Entry ID + BSB & Account No.	Specify the BSB & Account No	Specify an 8-digit Merchant ID + BSB & Account No.	Specify a 6-digit RECall ID	Specify an 8-digit Company ID



## 6. Payments

Complete this section if you selected the Payments application in Section 3 above.

### 6a. Payments Features and Authority Levels

Choose the Payments features you want to be available to this User in Corporate Online and the corresponding authority level.

Payment Features (tick)	Description of Feature	Authority Level (tick one)																														
<input type="checkbox"/> Transfer	Move funds between multiple Westpac accounts of the same currency held by the Organisation	<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>																														
<input type="checkbox"/> Existing beneficiary payments	Initiate payment to third parties using previously saved beneficiary details including tax payments																															
<input type="checkbox"/> New beneficiary payments	Initiate payments to third parties not previously saved as beneficiaries																															
<input type="checkbox"/> Cross-currency payments	Initiate payments in a different currency than that of your 'from' account																															
Select allowable currencies for cross-currency payments: <table border="0"> <tr> <td><input type="checkbox"/> AUD</td> <td><input type="checkbox"/> FJD</td> <td><input type="checkbox"/> JPY</td> <td><input type="checkbox"/> PKR</td> <td><input type="checkbox"/> TOP</td> </tr> <tr> <td><input type="checkbox"/> BND</td> <td><input type="checkbox"/> GBP</td> <td><input type="checkbox"/> LKR</td> <td><input type="checkbox"/> SAR</td> <td><input type="checkbox"/> USD</td> </tr> <tr> <td><input type="checkbox"/> CAD</td> <td><input type="checkbox"/> GRD</td> <td><input type="checkbox"/> NOK</td> <td><input type="checkbox"/> SBD</td> <td><input type="checkbox"/> VUV</td> </tr> <tr> <td><input type="checkbox"/> CHF</td> <td><input type="checkbox"/> HKD</td> <td><input type="checkbox"/> NZD</td> <td><input type="checkbox"/> SEK</td> <td><input type="checkbox"/> WST</td> </tr> <tr> <td><input type="checkbox"/> DKK</td> <td><input type="checkbox"/> IDR</td> <td><input type="checkbox"/> PGK</td> <td><input type="checkbox"/> SGD</td> <td><input type="checkbox"/> XPF</td> </tr> <tr> <td><input type="checkbox"/> EUR</td> <td><input type="checkbox"/> INR</td> <td><input type="checkbox"/> PHP</td> <td><input type="checkbox"/> THB</td> <td><input type="checkbox"/> ZAR</td> </tr> </table>			<input type="checkbox"/> AUD	<input type="checkbox"/> FJD	<input type="checkbox"/> JPY	<input type="checkbox"/> PKR	<input type="checkbox"/> TOP	<input type="checkbox"/> BND	<input type="checkbox"/> GBP	<input type="checkbox"/> LKR	<input type="checkbox"/> SAR	<input type="checkbox"/> USD	<input type="checkbox"/> CAD	<input type="checkbox"/> GRD	<input type="checkbox"/> NOK	<input type="checkbox"/> SBD	<input type="checkbox"/> VUV	<input type="checkbox"/> CHF	<input type="checkbox"/> HKD	<input type="checkbox"/> NZD	<input type="checkbox"/> SEK	<input type="checkbox"/> WST	<input type="checkbox"/> DKK	<input type="checkbox"/> IDR	<input type="checkbox"/> PGK	<input type="checkbox"/> SGD	<input type="checkbox"/> XPF	<input type="checkbox"/> EUR	<input type="checkbox"/> INR	<input type="checkbox"/> PHP	<input type="checkbox"/> THB	<input type="checkbox"/> ZAR
<input type="checkbox"/> AUD	<input type="checkbox"/> FJD		<input type="checkbox"/> JPY	<input type="checkbox"/> PKR	<input type="checkbox"/> TOP																											
<input type="checkbox"/> BND	<input type="checkbox"/> GBP		<input type="checkbox"/> LKR	<input type="checkbox"/> SAR	<input type="checkbox"/> USD																											
<input type="checkbox"/> CAD	<input type="checkbox"/> GRD	<input type="checkbox"/> NOK	<input type="checkbox"/> SBD	<input type="checkbox"/> VUV																												
<input type="checkbox"/> CHF	<input type="checkbox"/> HKD	<input type="checkbox"/> NZD	<input type="checkbox"/> SEK	<input type="checkbox"/> WST																												
<input type="checkbox"/> DKK	<input type="checkbox"/> IDR	<input type="checkbox"/> PGK	<input type="checkbox"/> SGD	<input type="checkbox"/> XPF																												
<input type="checkbox"/> EUR	<input type="checkbox"/> INR	<input type="checkbox"/> PHP	<input type="checkbox"/> THB	<input type="checkbox"/> ZAR																												
or																																
<input type="checkbox"/> All available currencies (default)																																
<input type="checkbox"/> Manage beneficiary details	Save and store the payment details for third parties you frequently pay																															
<input type="checkbox"/> Manage templates	Save and store payment details of groups or third parties you frequently pay using payment files																															
<input type="checkbox"/> Import payment files	Process payment files you have generated using your own accounting systems																															
<input type="checkbox"/> Create payment files with templates	Generate payment files using your previously saved file templates																															
<input type="checkbox"/> Create payment files without templates	Generate payment files to third parties not already saved as file templates																															
<input type="checkbox"/> Extendable cut-offs	Allow authorisers to request that Westpac accept a payment or file after the standard cut-off time																															

### 6b. Payments Authorisation Limits


Complete this section if you have nominated this User to be an authoriser for Payments in section 6a above.

The amounts nominated below must be in line with the Daily Channel limit nominated at the Organisation level

Payment daily limit:	<input type="text" value="\$"/>	The maximum this User will be allowed to authorise for any calendar day relating to beneficiary and/or tax payments. Future dated payments are taken into account on the day they are authorised not the value date of the payment
Payment transaction limit:	<input type="text" value="\$"/>	The maximum this User will be allowed to authorise for any single transaction for beneficiary and tax payments
Import daily limit:	<input type="text" value="\$"/>	The maximum this User will be allowed to authorise for any calendar day relating to payment files (both imported and created)
Import individual transaction limit:	<input type="text" value="\$"/>	The maximum this User will be allowed to authorise for any single transaction within a file (both imported and created)



## 6c. Payment Accounts available to User

 List the Payment accounts you want to be available to this User along with the name of the Office you want the User to access the account through.

Office Name (s)	BSB and Account number (s)


#### 6d. Trade Finance Agreement for Payments

Complete this section if you selected the Payments application in Section 3 above.

Do you want this User to access the Organisation's Trade Finance facility to fund Payments? ☒ Yes ☐ No

**If yes**, list the Office Name you want the User to access the facility from

## 6e. Payment Import Services available to User


 List the Import service ID(s) and service type you want to make available to this User along with the name of the Office you want the User to access the service through.

Office you want the User to access the service through.			
Office Name (List specifically)	Service ID* (Indicate All for this Office or list specifically)	Import Service Types (tick to indicate service type)	
		AUDES Australia Direct Entry Services	AUPPS Australia Payment Processing Service
		<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"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
	*Specify the Service ID according to the service type selected:	Specify User ID + UPS Name	Specify a PPS ID - up to 8 characters

## 7. Online FX

Complete this section if you selected the Online FX application in Section 3 above.

## 7a. Online FX Features and Authority Levels

 Choose the Online FX features you want to be available to this User in Corporate Online.

Online FX Features ( <input checked="" type="checkbox"/> tick)	Description of Feature	Authority Level (tick one)
<input type="checkbox"/> Deal outright	Request the purchase or sale of a currency for delivery on a selected date	Not Applicable
<input type="checkbox"/> Extend deals	Extend the value of a deal (or part of a deal) beyond its current date	
<input type="checkbox"/> Pre-deliver deals	Bring forward the value date of a deal (or part of a deal) to before its current date	
<input type="checkbox"/> Confirm deals	View and confirm the status of any deals you have already executed	



## 7b. Online FX Assigned Office(s)

List the Office name(s) that this User requires access to for Online FX.

Office Name (s)

(indicate All or list individually by Office name)

## 8. 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 on Page 2, to be an Administrator/Verifying Officer on behalf of the Organisation in respect of all Users and all Accounts, Receipt services, Import services and Agency services nominated for access through Corporate Online. We authorise the Administrator to:

- Identify, add, amend or delete Users;
- Add, amend or delete Offices;
- Add and assign accounts and services;
- Amend the existing daily channel limit for the Organisation;
- Enable tokens for Authenticating Users
- Amend account access (via Accounts and/or Payments)
- Reset passwords, lock and unlock Users.

We certify that the Organisation is either a "public authority" or "incorporated body" as defined under the Commonwealth Government Financial Transaction Reports Act 1988 (FTRA) and is eligible under the FTRA 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 of the Organisation.

Where we have indicated on page 1 to downgrade an Administrator to a User, we acknowledge that by signing the below section the functions of an Administrator listed above will no longer be available to this User.

Where a preferred option is required to be selected and a selection has not been made, we accept the stated default setting on this form as our chosen option.

We undertake to ensure that the Administrator will inform each User of the Privacy Statement located on Page 2.

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.

Signed for and on behalf of the Organisation

### Executive Officer # 1

Duly authorised signatory (e.g. Director, Trustee, Partner)

Name: ☒ GARRY HUNT

Position: ☒ CHIEF EXECUTIVE OFFICER

Signature: 

Date: 15/1/08

### Executive Officer # 2

(Director, Partner, Trustee, Company Secretary)

Name: ☒ SAID HAFEZ

Position: ☒ MANAGER FINANCIAL SERVICES

Signature: 

Date: 18/1/08



## 9. 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 2 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:	

## Westpac Use Only

### Acknowledgment

I certify that the Executive signatures provided above in section 8 are duly authorised signatories and have been verified. Where this Organisation does not qualify to nominate Verifying Officers under the FTRA legislation, I have ensured that an FTRA ID is supplied below.

**Verified and approved by** (Westpac Approving Officer)

Name:			
Position:			
Signature:		Date:	

Is the Organisation that the User will be attached to, eligible under the FTRA legislation to nominate and use the Verifying Officer Model?

☐ Yes ☐ No

If No, they must be 100 point identified by Westpac and an FTRA ID must be recorded below.

User FTRA ID:

Required if the User is an Administrator of the Organisation or where No was selected above.

Annexure attached? ☐ Yes ☐ No If yes, list the total number of pages attached

### COSH Verification

The number of Administrators and their current Administrator status must be verified.

**Verified by**

Name:			
Signature:		Date:	

**Important Note** This document is a permanent customer record and must be retained for the period stated in the Records Management policy.